



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

**Title: PRE-QUALIFICATION OF GENERAL CONTRACTOR FOR
CONSTRUCTION MANAGEMENT SERVICES FOR SURREY
MUSEUM EXPANSION**

Reference No.: 1220-050-2016-010

FOR CONSTRUCTION SERVICES

(Construction Services)

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 Purpose	3
1.2 Definitions.....	3
2. INSTRUCTIONS TO RESPONDENTS	4
2.1 Address for Submission Delivery	4
2.2 Information Meeting	4
2.3 Date.....	4
2.4 Inquiries.....	5
2.5 Addenda	5
2.6 Status Inquiries.....	5
3. RFEOI/SOQ SUBMISSION FORM AND CONTENT	5
3.1 Package (Hard Copy)	5
3.2 Form of Submission.....	6
3.3 Signature	6
4. EVALUATION AND SELECTION.....	6
4.1 Evaluation Team.....	6
4.2 Evaluation Criteria	6
4.3 Litigation	7
4.4 Additional Information	7
4.5 Interviews	7
5. GENERAL CONDITIONS	7
5.1 No City Obligation.....	7
5.2 Respondent's Expenses	8
5.3 No Contract	8
5.4 Conflict of Interest.....	8
5.5 Solicitation of Council Members and City Staff.....	8
5.6 Confidentiality	8

SCHEDULE A – SCOPE OF SERVICES

SCHEDULE B – FORM OF SUBMISSION

REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1 Purpose

The purpose of this request for expressions of interest and statements of qualifications (the “**RFEOI/SOQ**”) is to:

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project requirements as generally set out in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, when called.

All information provided by Respondents shall be reviewed by the City. It shall be at the discretion of the City to accept or reject responses from any Respondent who elect to submit a response to this RFEOI/SOQ

All interested parties should respond to this RFEOI/SOQ as the City does not guarantee that a competitive solicitation will be issued following this RFEOI/SOQ and may elect to directly negotiate with one or more interested parties, or the City may at any time and at its sole discretion decide to cancel this process for any reason.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

“**BC Bid Website**” means www.bcbid.gov.bc.ca;

“**City**” means the City of Surrey;

“**City Representative**” has the meaning set out in section 2.4;

“**City Website**” means www.surrey.ca;

“**Evaluation Team**” means the team appointed by the City;

“**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;

“**Respondent**” means an entity that submits a Submission;

“**Submission**” means a submission submitted in response to this RFEOI/SOQ;

“**RFEOI/SOQ**” means this Request for Expressions of Interest and Statements of Qualifications; and,

“**Services**” has the meaning set out in Schedule A.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

A Submission should be labelled with the Respondent's name, RFEOI/SOQ title and reference number. A Submission should be submitted in the form attached to this RFEOI/SOQ as Schedule B – Form of Submission, including Appendices A to C.

The Respondent may submit a Submission either by email or in a hard copy, as follows:

(a) Email

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file to the City by email at: purchasing@surrey.ca. PDF emailed Submissions are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City's equipment functions properly so that the City receives the Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission and three (3) copies (four(4) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

2.2 Information Meeting

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFEOI/SOQ (the "**Information Meeting**"). While attendance is at the discretion of Respondents, Respondents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. **At the time of issuance of this RFEOI/SOQ a meeting has not been scheduled.**

2.3 Date

The City would prefer to receive Submissions on or before **September 30, 2016**. The City's office hours are 8:30 am to 4:00 pm, except holidays.

2.4 Inquiries

All inquiries related to this RFEOI/SOQ should be directed in writing to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager
Email: purchasing@surrey.ca
Reference: 1220-050-2016-010

2.5 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the BC Bid Website and the City Website for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ including, any and all addenda.

2.6 Status Inquiries

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3. RFEOI/SOQ SUBMISSION FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side any printed material in your Submission.

Submissions should be in a sealed envelope/package, marked on the outside with the Respondent's name, title of the Submission and reference number.

3.2 Form of Submission

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendices A to C. Respondents are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

Upon submitting a response to this RFEOI/SOQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may also be contacted.

3.3 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

4.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services to the City, generally using the following criteria:

- Criterion 1: Relevant capacity, skill, experience on industrial and institutional projects, reputation and resources (Schedule B);
- Criterion 2: Strength and relevance of demonstrated experience and capability of the proposed Respondent's key personnel (Schedule B);
- Criterion 3: Relevant Principal projects completed in the past five years (Schedule B - Appendix A);
- Criterion 4: Projects of similar nature completed (Schedule B - Appendix B); and
- Criterion 5: Projects underway as of Submission date (Schedule B - Appendix C).

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

4.3 Litigation

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

4.4 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Respondent with respect to any RFEOI/SOQ, and the Evaluation Team may make such requests to only selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

4.5 Interviews

The Evaluation Team may, at its discretion, invite some of all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is not a tender and does not commit the City in any way to pre-qualify a Preferred Respondent(s), or to proceed to negotiations for an agreement, or to award

any agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI/SOQ. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI/SOQ.

5.3 No Contract

By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ, prior to the signing of a formal written agreement. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

5.4 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in section 2.4, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ.

5.6 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

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SCHEDULE A – SCOPE OF SERVICES

Project Name: General Contractor for Construction Management Services for Surrey Museum Expansion

Project Reference No.: 1220-050-2016-010

1. CONSTRUCTION MANAGEMENT SERVICES

- 1.1 The City invites request for expressions of interest and statements of qualifications for construction management services from qualified firms for the Surrey Museum Expansion project.

2. BACKGROUND

- 2.1 The City is committed to creating and enhancing a sense of community where individuals, cultures and the environment thrive. The Phase Two expansion of the Surrey Museum (the “Museum”) is identified in the Surrey Cultural Plan as a recommended strategy for meeting the needs of a rapidly diversifying population and enhancing a local sense of community.
- 2.2 The 2005 Phase One Surrey Museum, as it currently stands at 17710 56a Avenue, is not able to adequately serve the community due to space and service limitations, particularly the lack of environmentally controlled space for national travelling exhibitions and children’s hands-on experiential opportunities. Stringent environmental and security controls are necessary to host Class A travelling exhibitions from provincial, national and international museums. Adequate exhibitions space, conservation controls and experiential hands-on inactive elements are standard base level requirements to attract repeat visitors and offer services consistent with large Canadian urban museums.
- 2.3 As part of the City’s Capital Program, design and construction of a Phase Two improvement is planned to expand and enhance the Museum to accommodate additional programs. Funding is available now for the expansion to proceed as budgeted.
- 2.4 The current functional plan for phase two of the Museum an expansion to the City of Surrey Museum, located at 17710 56a Avenue, Surrey, BC. The Surrey Museum Expansion project will add 12,000 s.f. to the existing 21,000 s.f. Museum. The existing facility consists of a permanent exhibition gallery, a small children’s gallery, a textiles program, a 42-seat theater, auxiliary staff and collections spaces and three multipurpose program rooms used for educational and cultural programs, special events and corporate rentals. The addition will include a new Class A feature exhibit gallery, new entry foyer, a gift shop/cafe and a new children’s gallery, as well as workshop, storage and Class A collection space.

Based on best practices the facility shall fully meet museum class standards and the operational needs; be efficient and flexible for future expansions and/or modification; provide safe, accessible, and pleasant workplace for City’s staff; and be sustainable while fitting well into the neighbourhood.

2.5 Architect

The City has retained HCMA Architecture + Design as the prime consultant.

2.6 Project Manager

The City has retained Core Project Management to assist as their project manager for this project.

3. **PROJECT OBJECTIVES**

- 3.1 The City intends to engage a qualified Construction Manager at an early stage of design to provide design assist and pre-construction services. The appointed construction manager is expected to provide the City with: valuable design input; real time cost estimates, value engineering and constructability review throughout the design / pre-construction phase of the project. The City's objective is to achieve the most cost effective design and to eliminate or significantly reduce extra costs/change orders resulting from discrepancies in the construction documents and/or design conflicts.
- 3.2 The Construction Manager will advise the City on the most effective strategy for procurement of construction work, manage the pre-qualification process of construction trades and the sequential tendering of construction trades as required to achieve the project schedule. The City's objective is to ensure that qualified contractors are selected in a timely manner and to minimize scope gaps/overlaps.
- 3.3 During the construction phase, the Construction Manager will provide the expertise required to manage the construction, coordinate the trades' work, ensure quality of work, cost control and mitigate any construction delays. The City's objective is to achieve the desired high level of quality while maintaining the project cost & schedule.

4. **SCOPE OF SERVICES**

- 4.1 The scope of Services for this project is to provide the design assist & pre-construction service in addition to the full construction management services required to achieve the City's objectives. The base scope of the project includes construction of a building addition and an expansion of the existing Museum building, which will provide 12,000 s.f. of additional building space, as well as expansion/modifications to existing parking plus associated civil and landscape work. A more detailed scope of Service and the expected deliverables for each stage of the project will be made available to the shortlisted Respondents.
- 4.2 The Construction Manager will be required to enter into a CCA-5 Construction Management Contract, with supplementary conditions, to provide the pre-construction services as outlined in GC2.2 'Pre-Construction Phase' and as amended by the City. When all the trade packages have been quoted and committed on budget the project may be converted to a Lump Sum Stipulated Price Contract (CCDC-2) as amended by the City's supplementary general conditions.
- 4.3 A more detailed scope of Services and the expected deliverables for each stage of the project will be made available to the shortlisted firms.

5. PREFERRED QUALIFICATIONS

5.1 The Respondent should have the following experience within the past five (5) years:

- (a) Experience in the construction of a similar facility;
- (b) Experience in sustainable and energy efficient projects;
- (c) Experience in projects of construction value more than \$5 million;
- (d) Experience in design assist & pre-construction services;
- (e) Experience in renovating existing and operational buildings; and
- (f) Experience working with municipal clients.

5.2 In addition to the above, the Respondent should demonstrate the following:

- (a) Proven delivery of projects and ability to meet tight timelines;
- (b) Commitment to sustainable construction and focus on quality; and
- (c) Relevant experience of the proposed staff.

5.3 Previous experience in constructing museum and/or public building types would be considered as an added qualification.

6. PROJECT TIMELINE

6.1 The City has identified the following anticipated key milestone dates:

Task Description	Anticipated Date
Design	August 2016 – March 2017
Procurement	February 2017
Construction	April 2017
Occupancy	Spring/Summer 2018

The above dates are anticipated and as such are subject to change.

7. PROJECT BUDGET

7.1 Projected construction costs are not to exceed \$7 million for all building construction hard costs including onsite parking, siteworks, utilities, landscape and any offsite improvements.

7.2 These budget amounts exclude soft costs such as design costs, Building Permit fees, FF&E, and some contingency.

8. HEALTH & SAFETY

8.1 The Contractor will undertake all health and safety matters in accordance with applicable legislation, good industry standards, and with company occupational health and safety program and the site-specific safety program that will be developed based on the safety, environmental, and operational risks associated with the proposed construction project. The Contractor will promote, assist at, and demonstrate a positive safety attitude at the *Place of the Work*.

9. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

- 9.1 The Contractor will ensure that all materials subject to Workplace Hazardous Materials Information System [WHMIS] requirements are properly identified, labeled, used, and stored in accordance with the general requirements of the *Hazardous Products Act* and the *Hazardous Materials Information Review Act*, as amended from time to time, and the specific requirements of the Material Safety Data Sheet [MSDS] for the specific product.

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SCHEDULE B – FORM OF SUBMISSION

RESPONDENT'S REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Type of Pre-Qualification: Pre-qualification of General Contractor for Construction Management Services for Surrey Museum Expansion

This Request For Expressions of Interest and Statements of Qualifications (RFEOI/SOQQ) will enable the City of Surrey (the "City") to determine your capacity, skill and relevant experience for eligibility to submit proposals for general contractor work packages for the Surrey Museum Expansion. Materially incomplete RFEOI/SOQ Submissions may be deemed to fail the qualification process. Respondent may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

Project Description:

Project Title: General Contractor for Construction Management Services for Surrey Museum Expansion

Reference No.: 1220-050-2016-010

The City invites experienced and qualified contractors for the construction management services for the design and construction contract administration for Surrey Museum Expansion.

Submitted To:

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

Telephone: 604-590-7274
Fax: 604-599-0956
Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

This document is intended to provide information on the capacity, skill, and experience of the Respondent. Respondents may supplement information requested with additional sheets if required.

- 1. _____
Full Legal Name of Firm

- 2. _____
Business Address

- 3. Phone No.: _____ Fax No.: _____
Email _____ Website _____
- 4. Address: _____ Address: _____

- 5. Contact for prequalification inquiries (full name, position and email address):

- 6. Contact for general inquiries (full name, position and email address):

- 7. Membership of industry associations (please list):

SECTION B. COMPANY PROFILE

- 8. How many years has your organization been in business as a contractor? _____

- 9. How many years has your organization been in business under its present business name?

- 10. Form of Business Organization
Corporation _____ Partnership _____ Sole Proprietorship _____

- 11. If Corporation/Partnership, year incorporated/established: _____

- 12. If the Respondent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number
_____.

SECTION C. FINANCIAL CAPACITY

Insurance Reference:

- 13. Name of Insurance Company: _____

- 14. Address: _____

- 15. Contact Person: _____

16. Telephone/Fax Numbers: Phone: _____ Fax: _____
17. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof? Yes No
18. Are you able to provide Automobile Liability Insurance for a limit of not less than \$3,000,000 (CAD) for all owned, leased or rented licensed vehicles used in the performance of Work and shall include third party liability? Yes No
19. Are you able to provide All Risk Course of Construction (Builder's Risk) Insurance for the value of the work performed and the full value of products specified by the City, if any, for incorporation into contract works? Yes No
20. Are you able to provide Contractor's Equipment Insurance covering at least the actual cash value of owned or leased construction machinery and equipment used in the performance of the Work and shall include a waiver of rights of subrogation against the Owner and the Consultant? Yes No

Note: Refer also to the City's sample insurance certificate form available on the City's web site at www.surrey.ca (search "Insurance Certificates") titled City of Surrey Certificate of Insurance Standard Form.

Bonding Reference:

21. Name of Bonding Company: _____
22. Address: _____
23. Contact Person: _____
24. Telephone/Fax Numbers: Phone: _____ Fax: _____
25. Email of Surety Reference: _____
26. Can your firm provide a Bid Bond? Yes No Bonding Limit: \$_____
27. Can your firm provide a Performance Bond? Yes No Bonding Limit: \$_____
28. Can your firm provide a Labour & Material Payment Bond? Yes No Bonding Limit: \$_____
29. Current Bonding In Effect: \$ _____

Annual Project Volumes:

30. Annual value of construction management services work for the past five years:

Year	Value (Labour, Equipment and Materials)
[]	\$ []
[]	\$ []

	\$	
	\$	
	\$	

31. Indicate the dollar volume of work for which you presently have contracts, but have not started or completed to date: \$ _____

SECTION D. EXPERIENCE, REPUTATION AND RESOURCES

- 32. Provide details, in order of date, of relevant principal projects completed in the past five years – Schedule B – Appendix A.
- 33. Provide details, in order of date, of projects of similar nature completed – Schedule B - Appendix B.
- 34. Provide details, in order of date, of relevant projects underway as of submission date – Schedule B - Appendix C.
- 35. Respondents should provide information on the background of all key personnel proposed to undertake the Services during the design phase (pre-construction phase) and construction phase (use the spaces provided and/or attach additional pages, if necessary):

Key Personnel (e.g. senior management, project management, supervisory personnel who are employed on a permanent basis.)

NAME/POSITION

Resume attached (please tick to confirm)

NAME/POSITION

Resume attached (please tick to confirm)

NAME/POSITION

Resume attached (please tick to confirm)

Note: Resumes should be sufficiently detailed to demonstrate each person's level of knowledge and experience relevant to the scope of works.

Resumes should include, as a minimum, the following:

- current position title
- current roles/responsibilities
- qualifications (including date of qualifications)
- number of years with Respondent
- time in current role/position
- all dates for and details of previous experience
- managerial performance (e.g. specific management initiatives of any significant awards achieved.)

Site Personnel:

Title: **Project Manager**
Name: _____
Years with Company: _____
Largest Contract Managed: Project Name: _____
Years of Construction Experience: _____
Responsibility: _____

Title: **Site Superintendent**
Name: _____
Years with Company: _____
Largest Contract Managed: Project Name: _____
Years of Construction Experience: _____
Responsibility: _____

Title: **Supervisor/Coordinator**
Name: _____
Years with Company: _____
Largest Contract Managed: Project Name: _____
Years of Construction Experience: _____
Responsibility: _____

Title: **Site Safety Coordinator**
Name: _____
Years with Company: _____
Largest Contract Managed: Project Name: _____
Years of Construction Experience: _____
Responsibility: _____

Title: **First Aid Attendant**
Name: _____
Years with Company: _____
Largest Contract Managed: Project Name: _____
Years of Construction Experience: _____
Responsibility: _____

Title: _____
Name: _____
Years with Company: _____
Largest Contract Managed: Project Name: _____
Years of Construction Experience: _____

Responsibility: _____
 Title: _____
 Name: _____
 Years with Company: _____
 Largest Contract Managed: Project Name: _____
 Years of Construction Experience: _____
 Responsibility: _____

36. Respondents should provide the following information on the background and experience of all sub-contractors (including consultants and material suppliers) proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SERVICES	SUB-CONTRACTORS NAME	YEARS OF WORKING WITH RESPONDENT	TELEPHONE NUMBER AND EMAIL

37. Management of consultants, subcontractors and material supplier

Provide details of the Respondent's approach to the management of its consultants, subcontractors and material suppliers:

38. Capacity to undertake project, in terms of maximum available crew size (Estimated): _____.

39. Provide details of your approach to selecting subcontractors and suppliers addressing in particular:
- The subcontractors and suppliers you have successfully used on previous projects that could be used in the future on various Surrey Museum Expansion procurement opportunities that may arise within the time period of this RFEOI/SOQ.;
 - Your approach to achieve competitive pricing and excellent quality; and
 - Strategy for attaining sufficient labour, materials and equipment in the currently competitive lower mainland construction market.

SECTION E. TECHNICAL CAPACITY

40. Workers' Compensation Board Information:

Workers' Compensation Registration Number: _____

Letter of Good Standing attached: Yes No

41. Utilization of Quality Assurance and Quality Control – provide evidence of a system in place, a sample or example Quality Plan.
- Corporate Quality Assurance and Quality Control Plan attached (please tick to confirm).
 - Inspection and Test Plan attached (please tick to confirm).

42. Utilization of Occupational Health and Safety (OH&S) – provide evidence of a current program in place, a sample or example OH&S program with a general construction safety program for all workers.
- Corporate OH&S policy attached (please tick to confirm).

Has your company received any awards for health and safety performance achievement?

Yes No

If Yes, list.

43. Utilization of Waste Management & Reduction Policy and Plan – provide evidence of a system in place, a sample or example Waste Management & Reduction Plan.
- Corporate Waste Management & Reduction policy attached (please tick to confirm).
 - Corporate Waste Management & Reduction Plan attached (please tick to confirm).

Note: Procedures to minimize waste generation (include methods for reduction, reuse and/or recycling).

A list of the typical types of waste produced at the place of the work and identify if they are recycled or sent to landfill.

44. Utilization of Traffic Management – provide evidence of a system in place, a sample or example traffic management policy and appropriate procedures.
- Corporate Traffic Management policy attached (please tick to confirm).
 - Corporate Traffic Management Plan attached (please tick to confirm).

Note: Respondent should provide information on utilization of the traffic management procedures on relevant projects.

45. Contracts:

- (a) Has your firm ever failed to complete a contract? Yes No
- (b) Has your firm ever been in a lawsuit regarding project performance, payments or scheduling? Yes No
- (c) Within the last five years, has any officer or principal of your firm been an officer or principal of another organization when it failed to complete a construction contract? Yes No

46. Scheduling:

- (a) Does your firm use the critical path method? Yes No
- (b) Does your firm use computerized scheduling? Yes No
- (c) If so, what software is used?

47. List the categories of work that your organization normally performs with its own forces.

48. Customer Service: Briefly describe your company's standards and associated process with respect to response time regarding resolution of service issues. This includes but is not limited to technical support, warranty claims, non-conformance, and order placement issues.

Comments:

49. Technical Support Service: Provide an overview of technical support services available from your company, such as product assessment, identification of specification changes, and troubleshooting problems.

Comments:

50. What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

I/We confirm that this Submission is accurate and true to best of my/our knowledge.

This Submission is submitted this _____ day of _____, 201_.

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

APPENDIX A

RELEVANT PRINCIPAL PROJECTS (in order of date) COMPLETED IN THE PAST FIVE YEARS

Attach additional pages, if necessary as follows (as applicable):

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

APPENDIX B

PROJECTS (in order of date) OF SIMILAR NATURE COMPLETED

Attach additional pages, if necessary as follows (as applicable):

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

APPENDIX C

PROJECTS (in order of date) UNDERWAY AS OF SUBMISSION DATE (in order of date)

Attach additional pages, if necessary as follows (as applicable):

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____ Subcontract Value (\$): _____

Project Manager: _____ Superintendent: _____

Scheduled Completion Date: _____ Percent (%) Completed: _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

E-Mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____ Subcontract Value (\$): _____

Project Manager: _____ Superintendent: _____

Scheduled Completion Date: _____ Percent (%) Completed: _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

E-Mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project: _____

Contract Value (\$): _____ Subcontract Value (\$): _____

Project Manager: _____ Superintendent: _____

Scheduled Completion Date: _____ Percent (%) Completed: _____

Name of Contract Owner: _____

Refer To: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Name of Consultant: _____

Refer To: _____