



## **REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS**

**Title:** PRE-QUALIFICATION:  
SPECIALIST UAVS - DRONE OPERATORS

**Reference No.:** 1220-050-2018-004

(General Services)

## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>3</b>
1.1 Purpose .....	3
1.2 Definitions.....	4
<b>2. INSTRUCTIONS TO RESPONDENTS .....</b>	<b>4</b>
2.1 Address For Submission Delivery .....	4
2.2 Date.....	5
2.3 Inquiries.....	5
2.4 Addenda .....	5
2.5 Status Inquiries.....	6
<b>3. RFEI/SOQ SUBMISSION FORM AND CONTENT .....</b>	<b>6</b>
3.1 Package (Hard Copy) .....	6
3.2 Form of Submission.....	6
3.3 Signature .....	6
<b>4. EVALUATION AND SELECTION.....</b>	<b>7</b>
4.1 Evaluation Team.....	7
4.2 Evaluation Criteria .....	7
4.3 Litigation .....	8
4.4 Additional Information .....	8
4.5 Interviews .....	8
<b>5. GENERAL CONDITIONS .....</b>	<b>8</b>
5.1 No City Obligation.....	8
5.2 Respondent's Expenses .....	8
5.3 No Contract .....	9
5.4 Conflict of Interest.....	9
5.5 Solicitation of Council Members and City Staff.....	9
5.6 Confidentiality .....	9

### SCHEDULE A – SCOPE OF SERVICES

### SCHEDULE B – SAMPLE 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 / statements of qualifications (the “RFEOI/SOQ”) is to:

- (a) invite submissions (the “Submission”) from respondents (the “Respondent”) that describe the desire, relevant expertise, capability, reputation and resources, and pricing structure of the Respondent to undertake projects 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.

The selection process is composed of 2 stages.

Stage 1: It is the intent of the City to utilize this RFEOI/SOQ to generate indications of interest in various Unmanned Aerial Vehicle (“UAV”) projects and shortlist, from those who have expressed an interest and rank high on the Stage 1 Evaluation Criteria, to facilitate the development of a List of Preferred Respondents.

Stage 2: During the following two (2) year period from the creation of the prequalified List of Preferred Respondents established in Stage 1, the City, from time to time, may invite the Preferred Respondents on the List to submit quotations for any UAV projects that the City wishes to receive quotations.

The City makes no representation of any kind as to whether it will invite quotations for future projects, or as the volume of future projects. The City also reserves the right to implement a separate pre-qualification process for any project at its discretion, including where more specialized services or projects are involved.

All interested parties should recognize that this RFEOI/SOQ does not guarantee that a quotation, or quotations, will be issued following this RFEOI/SOQ. The City reserves the right to directly negotiate with one or more Preferred Respondents during the two (2) year period of the List. The City reserves the right to revisit the List at the end of the first year and may add additional Respondents who prequalify using the same criteria as set out in section 4.2 below. The City reserves the right to remove from the List any Preferred Respondents on the basis of exceptional underperformance in the quality of services, or due to litigation between the City and the Preferred Respondents. The City may, at any time and at its sole discretion, decide to cancel this process for any reason in its entirety.

## 1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

“**BC Bid Website**” means [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca);

“**City**” means the City of Surrey;

“**City Representative**” has the meaning set out in section 2.3;

“**City Website**” means [www.surrey.ca](http://www.surrey.ca);

“**Date**” has the meaning set out in section 2.2;

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

“**List**” means a list of names of Preferred Respondents who possess the qualifications described in this RFEOI/SOQ and that have satisfied any conditions set by the City for being added to and staying on that list;

“**Preferred Respondent(s)**” means the Respondent(s) possessing the qualifications described in this RFEOI/SOQ and selected by the Evaluation Team to be placed on the List;

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

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

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

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

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

## 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 and B.

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](mailto: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 one (1) copy (two (2) 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, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

**2.2 Date**

The City would prefer to receive Submissions on or before **May 11, 2018**. The City's office hours are 8:30 am to 4:00 pm, except holidays.

**2.3 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](mailto:purchasing@surrey.ca)  
Reference No.: 1220-050-2018-004

Inquiries should be made no later than seven (7) business days before the closing Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the closing Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with section 2.4. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

**2.4 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](http://www.bcbid.gov.bc.ca) (the “BC Bid Website”) and the City Website at [www.surrey.ca](http://www.surrey.ca) (the “City Website”) that will form part of this RFEOI/SOQ. No amendment of any kind to the RFEOI/SOQ is effective unless it is posted in a formal written addendum on the City Website.

## **2.5 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. 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 and B. 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 in order to determine the Submission(s) which is most advantageous to the City, using the following criteria:

###### **(a) Experience, Reputation, and Resources**

The Evaluation Team will consider the Respondent's responses to items listed in Schedule B – Form of Submission, including Appendices A and B.

###### **(b) Technical**

The Evaluation Team will consider the Respondent's responses to items listed in Schedule B – Form of Submission.

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 or 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.

### **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 2.3, 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.

**- END OF SECTION -**

## **SCHEDULE A – SCOPE OF SERVICES**

**Project Title: Pre-qualification of Specialist UAVs – Drone Operators**

**Project Reference No.: 1220-050-2018-004**

### **1. PURPOSE**

- 1.1 The City invites Submissions from Respondents that describe the desire, relevant expertise, capability, reputation and resources, and pricing structure of the Respondent to undertake Unmanned Aerial Vehicle (“UAV”) projects, on an “as and when required basis”, as generally described in this Schedule A – Scope of Services.

### **2. PROJECT BACKGROUND**

- 2.1 The City is seeking the capabilities of Contractors that do specialty drone work. Projects may include but not be limited to b-roll video recordings of key assets, locations or events as specified.
- 2.2 The primary focus however is on identifying special services such as traffic surveying, planning or engineering special aerial requirements, forest inventory work, and emergency service applications. Promotional footage is a secondary focus as the City does conduct drone work independently for marketing purposes.
- 2.3 One of the goals is to learn about various specializations or special purpose drones. The City understands there are specialty drones for Surveying, emergency use for example with night vision or heat seeking, and perhaps orthography. Contractors should describe their specialized equipment, specialty drone work, or specialty select purpose drones, and provide general information on their pricing structure.

### **3. SCOPE**

- 3.1 The City recognizes the importance of UAV technology in efficiently completing tasks in a cost effective manner. There is also risk associated with the operation of UAV which must be addressed to ensure safety, compliance with multiple regulations and liability issues. The purpose of this Scope of Services is to define the requirements for operation of UAVs to fulfill an operational need of the City.
- 3.2 The City has an UAV Standard Operating Procedure which, is more or less described in this Schedule A – Scope of Services, would apply to the following types of UAV operation:
  - (a) Work being contracted to a UAV operator by the City in support of City activities such as surveys, special events and investigations.

- (b) Through application to operate a UAV by a professional operator for commercial or research purposes on City owned land for such activities as filming, utility surveys and inspections, law enforcement activities and academic research.

#### **4. UAV OPERATIONS REQUIREMENTS ON OR OVER CITY PROPERTY**

4.1 The number of UAV contractors is expanding rapidly. In hiring a UAV Contractor it is recommended that the Contractors have the following as a minimum standard for doing business with the City:

- (a) Permit from Transport Canada:  
The operator must have an open permit for UAV operations with Transport Canada or a Special Operation Flight Certificate for the work being conducted.
- (b) UAV Operations Liability Insurance:  
Contractor should be able to provide the insurance requirements as stated in Schedule B, items 17, 18, and 19.
- (c) Qualified Pilot:  
The pilot of the UAV must have demonstrated experience in flying the model UAV being used in operations. The pilot must also have successfully passed a training program provided by a Transport Canada Certified Ground School and successfully completed the Pilot Permit – Small UAV Systems – Restricted to VLOS Exam.

#### **5. RISK MANAGEMENT**

5.1 The Contractor should provide assurance of the following prior to permitting any UAV operations:

- (a) Follow Transport Canada's Requirements for UAV Operations.
- (b) Follow the Transport Canada Do's and Don'ts for UAV Operations Safety.
- (c) Lost signal protocols.
- (d) UAV mechanical failure during flight protocols.

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**SCHEDULE B – FORM OF SUBMISSION**

**RESPONDENT’S REQUEST FOR EXPRESSIONS OF INTEREST  
AND  
STATEMENTS OF QUALIFICATIONS**

**Project Description:**

**Project Title: Pre-qualification of Specialist UAVs - Drone Operators**

**Project Reference No.: 1220-050-2018-004**

**Type of Pre-Qualification: Specialist UAVs - Drone Operators**

This Request For Expressions of Interest and Statements of Qualifications (RFEOI/SOQQ) will enable the City of Surrey (the “City”) to determine your relevant experience, capacity, resources, pricing structure and financial capability for eligibility to submit Specialist UAVs - Drone Operators.

Materially incomplete RFEOI/SOQ submissions may be deemed to fail the qualification process. Respondents may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

**Submitted To:**

City Representative: Richard D. Oppelt, Purchasing Manager

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

Telephone: 604-590-7274

Fax: 604-599-0956

Email for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**- END OF PAGE -**

**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.: \_\_\_\_\_
  
- 4. Email \_\_\_\_\_ Website \_\_\_\_\_  
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 (if applicable please list):  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B. COMPANY PROFILE**

- 8. How many years has your organization been in business providing UAV services? \_\_\_\_\_
  
- 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 \$2,000,000 (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. The operator must have UAV/Aircraft Operation Liability insurance in an amount not less than \$2,000,000.  Yes  No

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

**Annual Service Volumes:**

19. Approximate annual value of UAV Services completed in each of the last five years:

Year	Value (Labour, Equipment and Materials)
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

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

21. Pricing Structure:

Respondents should provide details on their pricing structure for UAV Services provided including but not limited to hourly/ daily equipment rates, labour rates, all-inclusive labour and equipment rates, fixed fees, disbursements, any discounts for early payment, and any other fees for services provided:

Comments:

**SECTION D. WORK EXPERIENCE PROFILE**

22. Respondents should provide details, in order of date, of relevant UAV projects/ services completed in the past five years – Schedule B – Appendix A (data sheet).

23. Respondents should provide details, in order of date, of relevant UAV projects/ services underway as of Submission Date – Schedule B - Appendix B (data sheet).

24. Management and Personnel: Qualifications and relevant experience of senior management and key staff:  
(a) brief resume identifying each individual's qualifications and relevant professional experience and the number of years they have worked for the Respondent;  
(b) specific projects worked on;  
(c) details of the training that will be provided to personnel; and

(d) each pilot of the UAV must have demonstrated experience in flying the model UAV being used in operations. The pilot must also have successfully passed a training program provided by a Transport Canada Certified Ground School and successfully completed the Pilot Permit – Small UAV Systems – Restricted to VLOS Exam.

25. **Subcontractors:** 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

Do you evaluate the ability of subcontractors to comply with applicable Health, Safety and Environment requirements as part of the selection process?  Yes  No

Do you include subcontractors in:

- Audits?  Yes  No
- Health, Safety and Environment Meetings?  Yes  No
- Health, Safety and Environment Orientation?  Yes  No
- Inspections?  Yes  No
- Do your subcontractors have a written Health, Safety and Environment Management Program or System?  Yes  No
- Do you use Health, Safety and Environment performance criteria in the selection of subcontractors?  Yes  No

26. Respondents should provide details of your approach to selecting subcontractors, suppliers addressing in particular:

- The subcontractors and suppliers you have successfully used on previous projects that could be used in the future on various procurement opportunities that may arise within the time period of this RFEI/SOQ; and
- Your approach to achieve competitive pricing and excellent quality:

Comments:

27. Management of subcontractors. Respondents should provide details of the approach to the management of its subcontractors:

Comments:

28. Respondent should describe the availability of staff to work on UAV projects including your capacity to undertake UAV projects, in terms of maximum available staff (Estimated):

Comments:

**SECTION E. TECHNICAL CAPACITY**

29. Workers' Compensation Board Information:

Workers' Compensation Registration Number: \_\_\_\_\_

Letter of Good Standing attached:  Yes  No

30. Respondents should describe the UAV Services it is capable of undertaking or providing:

Comments:

31. Do you have an open permit for UAV operations with Transport Canada or a Special Operation Flight Certificate for the work being conducted:  Yes  No

Comments:

32. Do you follow Transport Canada's Requirements for UAV Operations:  Yes  No

Comments:



33. Do you follow the Transport Canada Do's and Don'ts for UAV Operations Safety:  Yes  No

Comments:

34. Do you have Lost signal protocols:  Yes  No

Comments:

35. Do you have UAV mechanical failure flight protocols:  Yes  No

Comments:

36. Equipment and Materials:

Do you maintain a list of the major equipment (e.g., drones, cameras, specialty equipment) your company has available for service, including your industry application or special features unique to specialty drone work, and the method of establishing the competencies to operate the equipment?

Yes  No. Respondent should provide a representative list of major equipment and size as well as technical specifications and format of outputted video such as 4K resolution, aspect ratio, etc.

Comments:

Do you conduct inspections on operating equipment (e.g., drones, cameras, specialty equipment) in compliance with the regulatory requirements?  Yes  No

Do you have a system for establishing the applicable Health, Safety and Environmental specifications for the acquisition of materials and equipment?  Yes  No

Do you maintain operating equipment in compliance with the manufacturer's and any local legislative requirements?  Yes  No

Do you maintain the applicable inspection and maintenance certification records for operating equipment?  Yes  No

37. Quality Control Program: Respondents should provide a description of their quality control program; how it works, personnel who provide it, standards by which the effectiveness of the program can be measured, record of results on previous projects, etc.

Comments:

38. Health and Safety: Utilization of Occupational Health and Safety (OH&S) – Respondents should provide evidence of a current program in place, a sample or example OH&S program with a general construction safety program for all workers.

Do you have specific Health and Safety Training Program for supervisors?  Yes  No

Have your employees received the required Health and Safety training and retraining?

Yes  No

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, please list.

39. Contracts:

(a) Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years?  Yes  No If “Yes”, Respondent should briefly describe the project, owner, date and the circumstances/reason(s):

Comments:

(b) Respondent should identify projects where there were any outstanding deficiencies. List any contractor charge backs or liquidated damages assessed for failure to deliver services:

Comments:

(c) Respondent should briefly describe any work that was rejected by an owner or that was not paid for.

Comments:

(d) Respondent should briefly describe any work that conditionally accepted by an owner but with a contractor charge back or partial payment:

Comments:

40. 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)

\_\_\_\_\_  
(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 SPECIALIST UAVS - DRONE OPERATORS 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: \_\_\_\_\_

Original Contract Value: \$ \_\_\_\_\_ Final Contract Value: \$ \_\_\_\_\_

Key Personnel: \_\_\_\_\_

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: \_\_\_\_\_

Original Contract Value: \$ \_\_\_\_\_ Final Contract Value: \$ \_\_\_\_\_

Key Personnel: \_\_\_\_\_

Subcontract Value: \$ \_\_\_\_\_

**Name of Contract Owner:** \_\_\_\_\_

Refer To: \_\_\_\_\_

Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Name of Consultant:** \_\_\_\_\_

Refer To: \_\_\_\_\_

Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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**Ref. #3. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Original Contract Value: \$ \_\_\_\_\_ Final Contract Value: \$ \_\_\_\_\_

Key Personnel: \_\_\_\_\_

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**

**RELEVANT SPECIALIST UAVS - DRONE OPERATORS 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: \_\_\_\_\_

Original Contract Value (\$): \_\_\_\_\_ Subcontract Value (\$): \_\_\_\_\_

Key Personnel: \_\_\_\_\_

**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: \_\_\_\_\_

Original Contract Value (\$): \_\_\_\_\_ Subcontract Value (\$): \_\_\_\_\_

Key Personnel: \_\_\_\_\_

**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: \_\_\_\_\_

Original Contract Value (\$): \_\_\_\_\_ Subcontract Value (\$): \_\_\_\_\_

Key Personnel: \_\_\_\_\_

**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:** \_\_\_\_\_