# SCHEDULE B: PREQUALIFICATION FORM

1. **Lead Respondent Profile**
2. Legal structure of Respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year established \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names and titles of authorized signatory(ies)

1. Number of years the Respondent has been in business

of providing consulting services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Reputation & past performance:

|  |  |
| --- | --- |
| * Has the Respondent within the last 5 years failed to complete a contract, or been terminated by the client? (*If yes, then provide a list of assignments the firm has been terminated from along with the key personnel involved*)

  |  Yes. \_\_\_\_\_ No.\_\_\_\_\_­ |
| * Has the Respondent within the last 5 years been in a lawsuit regarding assignment performance, payments or scheduling? (*If yes, then provide a list of assignments*)
 |  Yes. \_\_\_\_\_ No.\_\_\_\_\_ |
| * Within the last five years, has any officer or principal of the Respondent been an officer or principal of another organization when it failed to complete a contract? (*If yes, then provide a list of assignment, along with the Respondent’s officer or principal involved*)
 |  Yes. \_\_\_\_\_ No.\_\_\_\_\_ |

1. If the Respondent does not have an office within 100km of the City, as part of Submission, please include a memo (*maximum two pages*) outlining the strategy of operating in the Lower Mainland and the arrangements that will be made or have been made to work around the distant challenge.
2. Provide three overall references for the Respondent, with preference to long-term clients, as opposed to project-specific. Provide name, organization and contact information for each reference.
3. Please provide a complete matrix of Respondent consultant team structure. As an example see Table 3 (Respondent’s Consultant Team Matrix) provided in Appendix A.
4. **Key Personnel**

Please complete Table 4 provided in Appendix A, demonstrating the key project personnel clearly identifying their roles & responsibility on this assignment. Include resumes, to identify relevant experience, separately as an appendix (a maximum 2-page resume per person) along with a project organization chart of all key personnel.

1. **Demonstrated Ability Provide the Services on Time and Within Budget**
	1. Please, complete Table 5 (Demonstrated Project Experience) provided in Appendix A.
	2. Include a summary of past relevant infrastructure projects over the past ten (10) years of similar complexity and provide information on the Respondent’s demonstrated strength, experience and capability to provide the services similar to those required by this RFEOI/SOQ and to meet the required qualifications. In your summary, include description of each referenced work; reference; scope of work; year completed; project team and sub-consultants; key challenges; opportunities and successes; size of the project; and provide explanations to why the example is relevant and if there were any deviations from approved budget and schedule; and provide any relevant project awards and certifications, if any.
2. For Greater Vancouver Water District (GVWD) related works, the consultant team should provide examples of projects of similar size, scope and nature completed over the past ten (10) years. The experience should encompass preparation of preliminary design, detailed design and tender documents of large (762mm or greater) steel water main, and trenchless technology.

**Limit to 5 pages.**

1. **Project Understanding, Capability and General Approach and Methodology**

Provide a well organized and comprehensive narrative that includes:

* Include a description of understanding of project objectives, requirements and desired project outcomes outlined the general approach and methodology that the Respondent would take in performing the Services, including a narrative that illustrates how the Respondent will:
	+ Develop and implement quality management systems; environment management programs; project implementation plans; and Community and stakeholder relations programs.
	+ Successfully manage a large multidisciplinary consulting team.
	+ Identify and Manage risks throughout the design process.
* A choice of a conceptual sketch, infographic or diagram to visually represent the team's vision for this assignment on an 8.5" x 11" sheet of paper.
* A high-level timeline should be included.

**Limit to 5 pages.**

1. **Value-added Information**

What other information is not requested here but you think the City should consider for inclusion in the Terms of Reference ( RFP stage) and evaluating your submission?

 **Limit to 2 pages**

1. **Submitted By:**

Full Legal Name of Respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person for Respondent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This Submission is submitted on \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

I/We have the authority to bind the Respondent.

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(Name of Respondent) (Name of Respondent)

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(Signature of Authorized Signatory) (Signature of Authorized Signatory)

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(Print Name and Position of Authorized Signatory) (Print Name and Position of Authorized Signatory)