



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: **Pre-Qualification for Mechanical Contractor Services for
Building-scale Boiler Plants and Energy Transfer Stations
for district energy**

Reference No.: **1220-050-2017-002**

(Construction Services)

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
PREQUALIFICATION FOR MECHANICAL CONTRACTORS**

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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 of the Respondent to undertake the project 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.

The RFEOI/SOQ process is intended to establish a shortlist of preferred Mechanical contractors with the required expertise, capabilities and resources to perform various works to supply, deliver, commission, test, and set into operation a building-scale boiler plant and energy transfer stations for district energy.

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;

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

“**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;

“**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. 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, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

2.2 Date

The City would prefer to receive Submissions on or before **March 13, 2017**. 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

Reference No.: 1220-050-2017-002

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 (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.

2.5 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. 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 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 RFEI/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:

(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, B, C and D.

(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.

All civil contractors, by submitting a Submission for pre-qualifications, are consenting to allow the City and their representatives to check and verify the information provided. Reference checks will be kept confidential and will not be reviewed by or discussed with the other civil contractors applying for pre-qualifications.

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. 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 2.3, 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.

SCHEDULE A – SCOPE OF SERVICES

Project Title: Pre-Qualification for Mechanical Contractor Services for Building-scale Boiler Plants and Energy Transfer Stations for district energy

Project Reference No.: 1220-050-2017-002

1. PROJECT DESCRIPTION

This project consists of the constructing a boiler plant and energy transfer station within a customer building to meet the timeline set out by the developer.

2. PROJECT BACKGROUND

The City of Surrey, one of the fastest growing municipalities in Canada, is developing a major city centre (the “City Centre”). The planned density of commercial and multi-residential development within this area is conducive to the development of a district energy system (“DES”), which has been confirmed through feasibility studies conducted by third party consultants. The implementation of a DES provides an opportunity for the City to realize a community scale reduction in greenhouse gas emissions from buildings through the application of renewable energy in the DES. At build-out, the City’s DES may be one of the largest networks in North America.

The City’s DES will provide thermal energy to predominately new buildings in the City Centre. The DES will focus around three nodes, centred on the Surrey Central, King George and Gateway Sky train stations. In the early years where the DE distributing piping is not available to provide thermal energy to all development sites, the City will be installing discrete building-scale boiler plants within developments until such time as DE service is available in that area. These systems may include one or more of the following components:

1. Energy Centres (EC) comprising of high efficiency condensing boilers complete with all pumps, piping, venting, gas and controls. The EC’s will deliver thermal energy to the development via energy transfer stations (ETS’s);
2. Energy Transfer Stations (ETS’s) comprising of heat exchangers for domestic and space heating demands, utility grade flow meters and energy meters, industrial grade sensors, welded isolation valves and controls;

When DE service is available to these developments in the future, the DE would connect to the existing ETS in the building. The existing EC components would be removed and possibly relocated to another development.

3. SCOPE

The scope of services includes the provision of all labour, supervision, materials, plant, equipment, permits, and inspections, to supply, deliver, commission, test, and set into operation a building-scale boiler plant and energy transfer stations for District Energy. Furnish certificates confirming work conforms to requirements of Authorities having jurisdiction.

The general components of the work include mechanical and electrical equipment for all related works described above.

The possible range of required construction services are as follows. The following is not meant to be an exhaustive list.

- Working cooperatively with the City and City's Mechanical Consultant Engineer;
- Working cooperatively with the building's general contractor and trades completing the mechanical, plumbing and electrical services outside the DE room;
- Coordinating with the buildings electrical contractor if required;
- Purchasing major equipment required to complete the project;
- Understanding schematic diagrams and/or process & flow diagrams;
- Shop drawing preparation;
- Preparing as-build drawings;
- Preparing O & M manuals;
- Commissioning and performance testing as specified by the design engineer; and
- Coordinating with the commissioning agent and/or performing the function of the commissioning agent.

4. PREFERRED EXPERIENCE, CAPABILITY, CAPACITY AND RESOURCES

The City prefers that the Respondent is a mechanical contractor that has experience, capability and resources with projects consisting of the following:

- Boiler plants in excess of 1 MW input capacity, condensing boilers and associated equipment.
- DDC controls BACNET and Modbus
- Utility grade energy meters, temperature sensors and flow meters.
- Pipe welding in accordance with the latest edition of the Code of Pressure piping ASME B31.1 and CSA B51.

- Utility-grade energy transfer stations complete with heat exchangers for space heating and domestic hot water heating, energy meters, controls and commissioning.
- Producing final product drawings in Revit or autocad 3D for equipment installation to suit site conditions.

5. PROJECT OBJECTIVES

The works to be completed may include, but are not limited to, the following:

- Energy centres including temporary natural gas boiler plants complete with but not limited to the following components:
 - high efficiency condensing gas boilers;
 - primary heating water pumps;
 - secondary heating water pumps c/w VFD drives;
 - pump and boiler controls;
 - plant heating and ventilation;
 - boiler venting;
 - hydronic piping and specialties within the plant;
 - energy transfer stations including heat exchangers, utility grade control valves, energy meters, sensors and flow meters;
 - DDC controls; and
 - Commissioning of boiler and energy transfer stations.
- Energy transfer stations within customer buildings will include but not limited to the following:
 - Utility-grade space heating and domestic hot water heat exchangers;
 - Boiler plant supply and return piping to the energy centre;
 - Provisions for future connection of the DE piping network. This work will require welding of piping as groove mechanical fittings are not acceptable in any piping that will connect to the DE network (Pipe welding in accordance with the latest edition of the Code of Pressure piping ASME B31.1 and CSA B51); and
 - Utility-grade energy meters, controls and temperature sensors.

6. WORK SCHEDULE

The City will require construction services on an ongoing basis for the foreseeable future to assist with delivery of its DES.

RESPONDENT'S REQUEST FOR EXPRESSIONS OF INTEREST

AND

STATEMENTS OF QUALIFICATIONS

Type of Pre-Qualification: Mechanical Contractor

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, and financial capability for eligibility to submit proposals for contractor work packages for the Pre-Qualification for Mechanical Contractor Services for Building-scale Boiler Plants and energy transfer stations for district energy.

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.

Project Description:

Project Title: Pre-Qualification for Mechanical Contractor Services for Building-scale Boiler Plants and Energy Transfer Stations for district energy.

Project Reference No.: 1220-050-2017-002

The City invites experienced and qualified Mechanical contractors for the the provision of all labour, supervision, materials, plant, equipment, permits, and inspections, to supply, deliver, commission, test, and set into operation a building-scale boiler plant and energy transfer stations for district energy.

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.: _____

- 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 (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

21. Do you carry Professional Errors and Omissions Insurance? Yes No
If "Yes", provide the following details:

(i) Amount of coverage:

(a) Per Occurrence / Claim: _____
(b) Aggregate: _____

(ii) Detail specific exclusions (if any):

Comment:

(iii) Detail whether there is a limit on the number of claims per annum:

Comment:

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

Bonding Reference:

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

Annual Project Volumes:

31. Approximate annual value of construction projects 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"/>

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

SECTION D. WORK EXPERIENCE PROFILE

- 33. Respondents should provide details, in order of date, of relevant construction projects completed in the past five years – Schedule B – Appendix A (data sheet).
- 34. Respondents should provide details, in order of date, of relevant construction projects underway as of Submission Date – Schedule B - Appendix B (data sheet).
- 35. Respondents should provide details, in order of date, of relevant construction projects underway as of Submission Date – Schedule B - Appendix C (data sheet).
- 36. Respondents should provide details, in order of date, of relevant construction projects underway as of Submission Date – Schedule B - Appendix D (data sheet).

37. Management and Personnel: Qualifications and relevant experience of senior management and key technical 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; and
- (c) details of the training that will be provided to field personnel.

38. 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

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

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

Comments:

40. Management of consultants, subcontractors and material supplier(s). Respondents should provide details of the approach to the management of its consultants, subcontractors and material suppliers:

Comments:

41. Respondent should describe the availability of staff to work on this project including your capacity to undertake project, in terms of maximum available crew size (Estimated):

Comments:

SECTION E. TECHNICAL CAPACITY

42. Workers' Compensation Board Information:

Workers' Compensation Registration Number: _____

Letter of Good Standing attached: Yes No

43. Equipment and Materials:

Do you maintain a list of the major equipment (e.g., cranes, forklifts) your company has available for work at this site, and the method of establishing the competencies to operate this equipment?
 Yes No. Respondent should provide a representative list of major equipment and size.

Do you conduct inspections on operating equipment (e.g., cranes, forklifts) 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

44. 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:

45. 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.

46. Utilization of Waste Management & Reduction Policy and Plan:

Respondents should 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).

47. Utilization of Traffic Management:

Respondents should 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).

48. 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 complete on time:

Comments:

(c) Respondent should briefly describe any work that was rejected by an owner or that was not paid for or had to be removed and replaced.

Comments:

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

Comments:

49. 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?

Comments:

50. Respondent should list the categories of work that your organization normally performs with its own forces.

Comments:

51. Customer Service: Respondents should 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:

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

Comments:

53. 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)

Last Modified: October 3, 2016
RDO

APPENDIX A

RELEVANT BOILER PLANTS PROJECTS (minimum of 1 MW capacity) COMPLETED IN THE PAST FIVE YEARS (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: \$ _____ Final Contract Value: \$ _____
Project Manager: _____ Superintendent: _____
Subcontract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
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: \$ _____
Project Manager: _____ Superintendent: _____
Subcontract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
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: _____
Original Contract Value: \$ _____ Final Contract Value: \$ _____
Project Manager: _____ Superintendent: _____
Subcontract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Name of Contract Owner: _____
Refer To: _____
Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____
Name of Consultant: _____
Refer To: _____
Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

APPENDIX B

RELEVANT BOILER PLANTS PROJECTS (minimum of 1 MW capacity) 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 (\$): _____

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: _____

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

APPENDIX C

RELEVANT PROJECTS COMPLETED WITH PIPE WELDING IN ACCORDANCE WITH THE LATEST EDITION OF THE CODE OF PRESSURE PIPING ASME B31.1 AND CSA B51 (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 (\$): _____

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: _____

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

APPENDIX D

RELEVANT PROJECTS COMPLETED INSTALLATION OF UTILITY-GRADE ENERGY TRANSFER STATIONS COMPLETE WITH HEAT EXCHANGERS FOR SPACE HEATING AND DOMESTIC HOT WATER HEATING, ENERGY METERS, CONTROLS AND COMMISSIONING (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 (\$): _____

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: _____

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