



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

**Title: PRE-QUALIFICATION FOR LARGE GAS BOILERS
INSTALLATION**

Reference No.: 1220-050-2024-001

FOR CONSTRUCTION SERVICES

(Construction Services)

Issue Date: December 15, 2023

REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

PRE-QUALIFICATION FOR LARGE GAS BOILERS INSTALLATION

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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 and Statements of Qualifications (the “**RFEOI/SOQ**”) is to:

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, qualifications, capability, reputation, and resources, of the Respondent to participate in the project described in Schedule A; 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.

Respondents able to demonstrate a sound business structure, financial capability, resources, management systems, relevant experience and good performance history may be eligible for prequalification.

To ensure adequate competition, the City reserves the right to reissue this prequalification to additional contractors as needed.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (a) “**City**” means the City of Surrey;
- (b) “**City Representative**” has the meaning set out in Section 2.3;
- (c) “**Date**” has the meaning set out in Section 2.2;
- (d) “**Evaluation Team**” means the team appointed by the City;
- (e) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;
- (f) “**Respondents**” (individually the “**Respondent**”) means an entity that submits a Submission;
- (g) “**RFEOI/SOQ**” means this Request for Expressions of Interest/Statements of Qualifications;
- (h) “**Services**” has the meaning set out in Schedule A; and
- (i) “**Submission**” means a submission submitted in response to this RFEOI/SOQ.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

The Respondent should submit the Submission **electronically** in a single pdf file which must be received by the City by email at: purchasing@surrey.ca

The City will confirm receipt of emails. Submissions that cannot be opened or viewed may be rejected. A Respondent bears all risk that the City's receiving computer equipment functions properly so that the City receives the Submission.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone [604-590-7274] to confirm receipt.

2.2 Date

The City would prefer to receive Submissions on or before January 9, 2024 (the "**Date**").

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.

Please note: City Hall is closed for Winter Break from December 22nd to January 1st returning to operation on January 2nd. Any correspondence sent to the City will be acknowledged once City Hall has reopened.

Name: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference No.: 1220-050-2024-001

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 and the City Website at www.surrey.ca (collectively, the "**Websites**"), and upon posting, any addenda will form part of this RFEOI/SOQ. It is the

responsibility of Respondents to check the Websites 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, the 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. SUBMISSION FORM AND CONTENTS

3.1 Form of Statements of Qualifications

Interested parties are required to submit the following information which will be used in the evaluation of prequalification of Respondents:

- (a) A completed Expressions of Interest and Statements of Qualification statement in the form attached as **Schedule B** – including Appendices A through C;
- (b) Submit a copy of your firm's Health, Safety and Environmental Policy;
- (c) Submit a copy of your firm's Quality Assurance and Quality Control procedures and details of recent performance achievement and accreditation awarded;
- (d) Declaration of ability to provide a Performance Bond and Labour and Material Payment bond and relevant bonding capacity available;
- (e) Provide a current Worksafe BC Clearance Certificate;
- (f) Confirmation of ability to undertake the work commencing and completing in early September 2024; and,
- (g) Respondent shall indicate if it is involved in any litigation, or any pending litigation, of any contractual dispute.

The City reserves the right to request Respondents to submit additional information as may be required to complete or evaluate the Submissions.

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.

3.2 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 appointed by the City (the “**Evaluation Team**”), which may consist of one or more persons. 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.

The City will make the final decision regarding any Respondent or terminate the RFEOI/SOQ process at its sole discretion. The City will then advise all Respondents and the selected Respondent (if one is chosen) in writing of the City's decision.

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, or Submissions, which are most advantageous to the City, using the following criteria:

Criterion 1: Experience, Reputation and Resources – The Respondent's experience, reputation and resources as applicable to the performance of the services;

Criterion 2: Background and Experience of all key personnel proposed;

Criterion 3: Principal projects completed in the past five years;

Criterion 4: Similar or related projects completed; and

Criterion 5: Major projects underway as of the date 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 Respondents, by submitting a Submission for pre-qualifications, are consenting to allow the City and their representatives to check and verify the information provided. References may also be contacted. Reference checks will be kept confidential and will not be reviewed by or discussed with the other Respondents 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 initiates legal action.

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 all Respondents or 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 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.

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, and that no legal obligations arise.

5.4 Conflict of Interest

Respondents shall disclose any potential conflicts of interest and existing business relationships they have with the City, its elected or appointed officials or employees. The City may reject a Submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a contract. 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 Surrey 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, and which could be viewed as on Respondent attempting to seek an unfair advantage over other Respondents.

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.

5.7 Reservation of Rights

Despite any other provision of this RFEOI/SOQ and customs or trade practices to the contrary, the City has sole and absolute discretion in considering and reviewing Submissions. The City is not obliged to provide reasons to any Respondent with respect to use of City's discretion.

City reserves the right, in its sole discretion, to:

- (a) not proceed with the Project or proceed with only part thereof;
- (b) issue one or more further requests for expressions of interest/statements of qualifications;
- (c) proceed by way of competitive process;
- (d) establish one or more shortlists of Respondents for further consideration;
- (e) negotiate a contract directly with any party (including a Respondent or any third party who did not respond to this RFEOI/SOQ) for all or part of the Project.

City reserves the right, in its discretion, for any reason, and as City deems most advantageous to City, to:

- (a) accept or reject any or all Submissions,
- (b) accept or reject all or any part of a Submission, including any which: (i) are incomplete, obscure, irregular or unrealistic; (ii) fail to comply with or omit required information; or (iii) are non-compliant with, or deviate from, requirements of this RFEOI/SOQ;
- (c) accept unsolicited Submissions;
- (d) reject a Submission even if it is the only Submission received;
- (e) reject a Submission if the Respondent, or any officer or director of the Respondent, is or has been engaged (directly or indirectly) in a legal action against the City in relation to any other matter; and
- (f) invite one or more parties (whether or not they have submitted a Submission) to participate in a further competitive process.

City further reserves the right, in its discretion, to:

- (a) amend or clarify this RFEOI/SOQ and issue addenda;
- (b) cancel, suspend or postpone the RFEOI/SOQ process;
- (c) not proceed with further competitive process(es) with respect to the Project; or
- (d) re-issue the RFEOI/SOQ.

If:

- (a) only one suitable Submission is received; or
- (b) a suitable Respondent has not been selected;

City may, in its discretion, elicit submissions from other parties, engage in another procurement process (including re-issuing a substantially similar RFEOI/SOQ) or negotiate a contract with any party for the whole or any part of the Project.

5.8 No Claims

Each Respondent, by submitting a Submission, irrevocably:

- (a) agrees that it will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising in contract, tort (including negligence) or otherwise (a “**Claim**”) against the City or any of its employees, directors, officers, advisors or representatives, or any one of them, for any costs, damages or other compensation for any matter relating directly or indirectly to this RFEOI/SOQ (including in the event that the City rejects or disqualifies or for any other reason fails to accept a Submission, accepts a non-compliant Submission or otherwise breaches, or fundamentally breaches, the terms of this RFEOI/SOQ or any duties arising from this RFEOI/SOQ; and
- (b) waives any Claim against the City and its employees, directors, officers, advisors or representatives, or any one of them, for any compensation of whatsoever nature or kind, including for loss of anticipated profits, loss of opportunity, indirect, incidental or consequential damages or losses if no contract is entered into for the work between the Respondent and the City for any reason whatsoever, including in the event that the City rejects or disqualifies or for any other reason fails to accept a Submission, accepts a non-compliant Submission or otherwise breaches, or fundamentally breaches, the terms of this RFEOI/SOQ or any duties arising from this RFEOI/SOQ.

SCHEDULE A – SCOPE OF SERVICES

Project Title: Pre-Qualification for Large Gas Boilers Installation

Reference No.: 1220-050-2024-001

1. PROJECT DESCRIPTION

This project involves the removal of two (2) 5 MW gas boilers and the installation of two (2) 15 MW boilers and associated equipment at the West Village Energy Center (WVEC). Boiler upgrades at WVEC are necessary to meet capacity demands for October 2024.

2. PROJECT BACKGROUND

City of Surrey (City) is expanding its District Energy System (DES) in the rapidly growing City Centre area. The DES currently provides heat to over 6 million square feet of building area in the City Centre, and the connected floor area is anticipated to double in the next three years. To meet the capacity demands for October 2024, the City will replace two (2) existing 5 MW gas fired boilers with two (2) 15 MW boilers.

WVEC was constructed in 2018 and currently supplies district energy to 19 customer buildings. There are currently three (3) X 5 MW boilers installed at WVEC and the plant was designed to accommodate an expansion to upsize the boilers to (3) X 15 MW boilers. To meet the 2024/2025 winter demand, two (2) 5 MW boilers will be replaced with two (2) 15 MW boilers.

The plant was designed to accommodate 15 MW boilers in the existing 5 MW boiler bays. 15 MW boilers will fit within the plant space including the equipment pad size and height requirements. The plant has been designed with large windows above the boiler bays for the removal and installation of new boilers and associated equipment. The plant was designed so the piping can be upgraded around the boiler without disrupting the main piping headers. The existing exhaust flues are sized at 915 mm and there is sufficient space within the structural stacks to upsize the boiler flues. The combustion air openings for the plant were designed to accommodate 15 MW boilers.

Two (2) 15 MW boilers have been ordered directly by the City due to long lead times associated with equipment procurement and are expected to arrive by May 2024. The detailed design of the 15 MW boiler integration will be based on the boilers procured by the City. The contractor shall receive the boilers on the city's behalf.

3. PROJECT 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 boilers and associated equipment for District Energy at WVEC. Furnish certificates confirming work conforms to requirements of Authorities (TSBC, City of Surrey, etc.) having jurisdiction.

The general components of the work include mechanical, structural, architectural (window openings) 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 operating staff at WVEC.
- Supply all equipment required to complete the project, with the exception of the owner supplied boilers.
- Receive boilers on the city's behalf.
- Removal of two 5 MW gas boilers and associated equipment.
- Installation of all equipment required to complete the project including two 15 MW boilers within the existing plant space.
- Identification of the method for removing the 5 MW boilers from the plant, the installation of the new 15 MW boilers into the existing boiler bays, with considerations of existing structural, architectural, electrical, and mechanical system conflicts.
- Architectural: removal of existing windows in the boiler bays and replacement of windows and building rain screen, while ensuring uninterrupted plant operation and security.
- Landscape: the pathway for the transportation of boilers into the building will require remediation of the park.
- Phasing the boiler removal and installation of new boilers without disruption to plant operations.
- Boiler upgrade and related mechanical systems including, but not limited to, heating water supply and return piping connections, gas connections, gas pressure regulators venting to outside, pressure relief valves connections to existing flash tank, etc..
- Gas permits.
- Electrical system connections to existing electrical infrastructure, connecting 15 MW boiler in boiler bay B202 to the existing back-up generator.
- Boiler circulation pump upgrades and associated piping, controls, and electrical connections.
- Decommissioning of the economizer on boiler B-201.
- Boiler venting upgrades within existing venting structure.
- Removing existing boiler vent silencer and installing new silencers.
- Boiler venting structural and support modifications to accommodate new boiler footprint and boiler venting upgrades.
- Upgrades to the boiler control system, integrating the new boiler control panel into the existing plant control system.
- Expansion tank upgrades as necessary.
- Coordination with TSBC.
- System commissioning.
- 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 5 MW input capacity, gas boilers and associated equipment.
- Coordinating with a crane company to remove and install boilers in an existing industrial facility.
- Upgrading major equipment in an existing industrial facility, including coordination with operators and minimizing shut down time.
- DDC controls BACNET and Modbus
- Pipe welding in accordance with the latest edition of the Code of Pressure piping ASME B31.1 and CSA B51 and gas piping in accordance with B149.1.
- Producing final product drawings in Revit or AutoCAD 3D for equipment installation to suit site conditions.

5. ESTIMATED PROJECT TIMELINE

The City will require construction services from approximately May 2024 to November 2024. Boilers are anticipated to arrive on site in May or June 2024, and must be operational for September 1st, 2024.

Note: All items of the above noted project timeline schedule are subject to change at the sole and absolute discretion of the City based on the actual timelines of preceding activities.

SCHEDULE A1 – WEST VILLAGE PLANT PRELIMINARY DRAWINGS

Schedule A1 – West Village Plant Preliminary Engineering may be viewed and/or obtained at the City of Surrey’s Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Proponent.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit “enter”.

Enter “surreybid” as the Username, “Welcome” as the password and then click “Login”

Hostname: <https://mft.surrey.ca>

Logon ID: surreybid

Password: Welcome

Locate Folder: 1220-050-2024-001

Drawings are provided for reference purposes only. The City does not bear responsibility for the accuracy of these drawings.



SCHEDULE B – FORM OF SUBMISSION
RESPONDENT’S REQUEST FOR EXPRESSIONS OF INTEREST
AND
STATEMENTS OF QUALIFICATIONS

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

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 Title: Pre-Qualification for Large Gas Boilers Installation

Type of Pre-Qualification:

Reference No.: 1220-050-2024-001

Submitted To:

City Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

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. RESPONDENT'S 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:**
 - Sole Proprietorship
 - Partnership – jurisdiction and date of establishment: _____
 - Corporation – jurisdiction and date of incorporation: _____
 - Joint Venture – identify all joint venturers, and who has primary responsibility for this RFEOI/SOQ: _____

11. **Respondent Summary** (Note: Provide background information (brief history, size, services offered, etc.))

Comments:

SECTION C. RESPONDENT'S FINANCIAL REFERENCES

Insurance Reference:

12. Name of Insurance Company: _____
13. Address: _____
14. Contact Person: _____
15. Telephone/Fax Numbers: Phone: _____ Fax: _____
16. 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
17. 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

18. 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

19. 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

20. 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: \$ _____

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: Business Phone: _____ Business 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 value of construction work for the past five years:

30. Approximate annual value of <<insert type of works>> contracts 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"/>

	\$	
	\$	
	\$	

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

SECTION D. RESPONDENT’S EXPERIENCE, REPUTATION AND RESOURCES

32. **Experience:** Respondent should describe your relevant experience and qualifications delivering Services the same/similar to that described in Schedule A – Scope of Services of this RFEI/SOQ.

Comments:

33. **Capacity:** Respondent should describe your capacity to take on the Services within the expectations as described in Schedule A – Scope of Services of this RFEI/SOQ:

Comments:

34. Principal projects completed in the past five years. Listed in Appendix “A”. [As attached]

35. Similar or related projects completed. Listed in Appendix “B”. [As attached]

36. Major projects underway this date. Listed in Appendix “C”. [As attached]

37. Key Personnel: *[Note: List key personnel who would be involved in the Project. Include a brief description of their experience. By completing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information to the City in accordance with privacy laws.]*

<u>Name:</u>	<u>Title / Position:</u>
_____	_____
_____	_____
_____	_____

38. **Sub-Contractors:** Respondents should provide the following information on the background and experience of all preferred sub-contractors proposed to undertake a portion of the Services. Where final selection has not been made, identify potential subcontractors from which the selection will be made. If none, indicate “Not Applicable”. If any are individuals, by completing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information to the City in accordance with privacy laws. (use the spaces provided and/or attach additional pages, if necessary):

Name and Address	Contact Name & Phone Number	Area of Responsibility	Experience (including years working with Respondent)

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

40. 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

41. **Conflict of Interest:** – check as applicable

To the best of the Respondent's knowledge, upon undertaking appropriate investigation and due diligence, the Respondent is not aware of any employees or persons who may be involved in this project, being "Associates"¹ of City of Surrey, employees or officers.

The Respondent is aware of conflict(s) of interest or potential conflict(s) of interest, as follows:

(Note: Identify parties and their role in the project, confirm their relationship based on the definition of "Associate", and described the proposed solution to manage, minimize or eliminate any perceived or actual conflict(s).)

SECTION E. RESPONDENT'S TECHNICAL RESPONSE

42. **Equipment and Other Resources:**

(a) Respondent should describe the equipment, technologies, and other resources you could utilize to perform the Work efficiently and effectively and to meet the potential turnaround times.

Comments:

(b) 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.

¹ "Associate" means (a) a spouse, (b) a parent, sibling, son or daughter, or the spouse of any one of them, (c) a relative who lives in the person's home, (d) a company in which a person owns shares carrying more than 10% of the voting rights attached to all shares of the corporation, (e) a person's business partner, or (f) a trust or estate of which a person is one of the main beneficiaries or for which the person serves as a trustee.

(c) Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with the regulatory requirements? Yes No

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

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

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

43. **Customer Satisfaction:** Indicate whether you have a formal documented customer satisfaction program and formal quality assurance program. If so, provide details including how these programs work and how often reviews are performed. Provide a written summary of the programs. Explain how these programs would be implemented at the City and how your company would ensure deficiencies in the performance of security services are corrected and standards are maintained.

Comments:

44. **Quality Assurance and Quality Control:**

(a) Describe your quality assurance program:

Comments:

(b) Describe how you would maintain quality control and meet quality standards in the performance of the Work:

Comments:

45. **Customer Service:** Customer Service Approach - [Note: Describe your customer service approach, including issues management, reporting, etc.]

Comments:

Response and Escalation – Describe your escalation process to resolve dispute and manage issues that arise.

Comments:

46. 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:

47. **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:

48. **Additional Information:** What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

This Submission is submitted this _____ day of _____, 202_.

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

PRINCIPAL PROJECTS COMPLETED IN THE PAST FIVE YEARS

(If space is insufficient, additional lines or pages may be added, if necessary)

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

Project Description/Scope: _____

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: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

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

Project Description/Scope: _____

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: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

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

Project Description: _____

Location of Project/Scope: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

APPENDIX B

SIMILAR OR RELATED PROJECTS COMPLETED

(If space is insufficient, additional lines or pages may be added, if necessary)

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Bus. E-Mail of Project Reference: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Bus. E-Mail of Project Reference: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

APPENDIX C

MAJOR PROJECTS UNDERWAY AS OF THE DATE OF SUBMISSION

(If space is insufficient, additional lines or pages may be added, if necessary)

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____
