



**Request for Prequalification (RFPQ)**

**RFPQ No.: 22-020**

**For**

**Prequalification for Prime Contractor for Construction Projects**

**The intent of this prequalification is to allow The City of Calgary (The City) to develop a list of contractors who meet the minimum standards to be considered for City of Calgary construction work in certain technical categories. The process under this RFPQ will prequalify contractors for the following types of work:**

- Bridgework
- Facilities/Buildings/Demolition
- Hazardous Materials Abatement
- Infrastructure, Roadworks and Earthworks
- Irrigation
- Landscaping
- Streetlighting
- Traffic Signals
- Waste and Recycling Services
- Water and Wastewater Construction – Utilities and Facilities
- Urban Forestry

**This is an on-going RFPQ and Responses will be accepted throughout the Submission Period. Submissions will not be accepted beyond the Submission Deadline described below.**

**Submission Deadline: 14:00:59 Mountain Time on December 15, 2022**

**The intent is that a 2022 version will be posted on December 16, 2021.**

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**INFORMATION TABLE**

<p><b>RFPQ TITLE, NUMBER AND SUMMARY</b></p>	<p>The title and number of the RFPQ are: Prequalification for Prime Contractor for Construction Projects 22-020</p> <p><b>The goal of this RFPQ is to develop a list of Prime Contractors, who meet the minimum standards to be considered for City of Calgary construction work, according to technical category.</b></p>																	
<p><b>CITY CONTACT</b></p>	<p>The City Contact for the RFPQ is: Construction Prequalification <a href="mailto:prequalification@calgary.ca">prequalification@calgary.ca</a>.</p> <p>Primary method of communication with the City Contact will be via email.</p>																	
<p><b>TIMETABLE</b></p>	<table border="1"> <thead> <tr> <th data-bbox="651 768 1076 810">Activity</th> <th data-bbox="1076 768 1450 810">Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 810 1076 884">RFPQ Issue Date</td> <td data-bbox="1076 810 1450 884">December 16, 2021.</td> </tr> <tr> <td data-bbox="651 884 1076 957">Submission Period</td> <td data-bbox="1076 884 1450 957">December 15, 2022.</td> </tr> <tr> <td data-bbox="651 957 1076 1178">Deadline for Respondent Questions</td> <td data-bbox="1076 957 1450 1178">May be submitted at any time during the Submission Period prior to 14:00:59 mountain time on November 15, 2022.</td> </tr> <tr> <td data-bbox="651 1178 1076 1356">Deadline for posting responses to Respondent Questions</td> <td data-bbox="1076 1178 1450 1356">At any time during the Submission Period, but no later than December 01, 2022.</td> </tr> <tr> <td data-bbox="651 1356 1076 1535">Deadline for issuing Addenda</td> <td data-bbox="1076 1356 1450 1535">At any time during the Submission Period, but no later than December 01, 2022.</td> </tr> <tr> <td data-bbox="651 1535 1076 1682"><b>Current Document Validity</b> (for requalification deadlines, dates are sent individually to each proponent.)</td> <td data-bbox="1076 1535 1450 1682">December 15, 2022 14:00:59 mountain time.</td> </tr> <tr> <td data-bbox="651 1682 1076 1797">Rectification Period</td> <td data-bbox="1076 1682 1450 1797">Five (5) business days from submission.</td> </tr> </tbody> </table>		Activity	Timeline	RFPQ Issue Date	December 16, 2021.	Submission Period	December 15, 2022.	Deadline for Respondent Questions	May be submitted at any time during the Submission Period prior to 14:00:59 mountain time on November 15, 2022.	Deadline for posting responses to Respondent Questions	At any time during the Submission Period, but no later than December 01, 2022.	Deadline for issuing Addenda	At any time during the Submission Period, but no later than December 01, 2022.	<b>Current Document Validity</b> (for requalification deadlines, dates are sent individually to each proponent.)	December 15, 2022 14:00:59 mountain time.	Rectification Period	Five (5) business days from submission.
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<p><b>SUBMISSION INSTRUCTIONS</b></p>	<p>Each respondent must submit via email one (1) copy of this form, and all requested attachments in PDF format, to <a href="mailto:prequalification@calgary.ca">prequalification@calgary.ca</a> OR via OneDrive sending an email to <a href="mailto:prequalification@calgary.ca">prequalification@calgary.ca</a> with the OneDrive link. All submissions received become the property of The City of Calgary.</p>
<p><b>SELECTED RESPONDENTS</b></p>	<p>The City maintains and manages the Prequalified Contractor List solely for the benefit of The City. The City will not accept any responsibility for any claims, damages, or other consequences as a result of a change in status of any Selected Respondent with regard to The City's Prequalified Contractor List. A summary of The City's Prequalified Contractor list will be posted online at <a href="http://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Prequalification-for-Construction-Prime-Contractor.aspx">http://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Prequalification-for-Construction-Prime-Contractor.aspx</a></p>
<p><b>PREQUALIFIED CONTRACTOR LIST VALIDITY PERIOD</b></p>	<p>The Prequalified Contractor List will be maintained for a term of three (3) years from the notice of prequalification under Section 4.3.1 of this RFPQ (the "Validity Period"). The City may, at any time during the Validity Period, re-evaluate or require further information from the Selected Respondents in order to maintain their prequalified status.</p> <p>The City may terminate the use of the Prequalified Contractor List or any of the specific technical categories upon providing 30 days written notice of such termination to all prequalified contractors listed on the Prequalified Contractor List at the time of the notice of termination.</p>

## DEFINED TERMS

In this RFPQ the following terms have the meanings set out below:

**Addendum** means a written addendum to the RFPQ issued by The City as set out in Section 4.2.3.

**Additional Mandatory Requirements** means the additional mandatory requirements identified in the Information Table.

**Business Day** means any day other than a Saturday, Sunday, statutory holiday, or other day on which The City has elected to be closed for business.

**City Contact** means the designated individual that is The City's contact person for all RFPQ matters as identified in the Information Table.

**Commercially Confidential Respondent Questions** means Respondent Questions that a Respondent considers to be commercially sensitive or confidential to that particular Respondent.

**Competitive Procurement Processes** means any procurement method inviting bids from competing contractors, suppliers, or vendors by providing them the scope, specifications and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated.

**Confidential Information** means all material, data, information, or any item in any form, whether oral or written, including in electronic or hard-copy format, supplied by, obtained from or otherwise provided by The City in connection with the RFPQ, the RFPQ Process, or the Project, whether supplied, obtained from, or provided before or after the RFPQ Process that The City has identified or marked as confidential.

**Conflict of Interest** means any perceived, potential, or actual state of affairs or circumstance where, in relation to the RFPQ, The City, or a Respondent:

- (a) has other commitments, relationships, financial interests, or involvement in ongoing litigation that:
  - (i) could or could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of independent judgment by any personnel of The City or its advisors; or
  - (ii) could or could be seen to compromise, impair, or be incompatible with the effective performance of a Respondent's obligations under any future contracts with The City if that Respondent was determined to be the Successful Respondent under the RFPQ Process;
- (b) has contractual or other obligations to The City that could or could be seen to have been compromised or otherwise impaired as a result of its participation in the RFPQ Process; or
- (c) has knowledge of Confidential Information (other than Confidential Information disclosed by The City in the normal course of the RFPQ Process) of strategic and/or material relevance to the RFPQ Process that is not available to other Respondents and that could or could be seen to give the Respondent an unfair competitive advantage.

**Deadline for Issuing Addenda** means the deadline for issuing Addenda as set out in the Timetable.

**Deadline for Respondent Questions** means the deadline for submitting Respondent Questions as set out in the Timetable.

**General Respondent Questions** means a Respondent Question of general application that would apply to all Respondents.

**Information Table** means the table found at the front of the RFPQ containing a summary of certain key information.

**MERX4** means the current version of the public electronic tendering service utilized by The City for the RFPQ Process, operated by Mediagrif Interactive Technologies Inc. (or one of its Affiliates) and accessed via [www.calgary.MERX.com](http://www.calgary.MERX.com).

**Prequalified Contractor List** means the list maintained by The City of all Selected Respondents.

**Prime Contractor for Safety** means the role of “prime contractor” as that term is defined in the *Occupational Health and Safety Act*, R.S.A. 2000, Ch. O-2, all of its regulations, and the *Occupational Health and Safety Code* (Alberta).

**Rectification Period** means the period of time during which a Respondent is permitted to rectify its Response to satisfy the mandatory requirements of this RFPQ as set out in the Timetable.

**Respondent** means a single legal entity that submits documents in response to this RFPQ; both prior to and after the submission of its Response to The City.

**Respondent Question** means a question posed by a Respondent on the RFPQ in accordance with Section 4.2.2.

**Response** means the Respondent’s written submission in response to the requirements set out in this RFPQ, as amended by Section 2.6 if applicable.

**RFPQ** means this Request for Prequalification document, including all addenda issued in accordance with Section 4.2.3 of this RFPQ.

**RFPQ Notice** means a notice issued by The City with respect to the RFPQ Process.

**RFPQ Process** means the non-binding procurement process followed by The City to select a Selected Respondent which commences with the issuance of the RFPQ and terminates at the end of the Validity Period or on such date this RFPQ is cancelled or terminated by The City.

**Selected Respondents** means all Respondents who pass the minimum requirements set out in this RFPQ and who are placed by The City on the Prequalified Contractor List, as further described in the Information Table.

**Submission Deadline** means the deadline for the Respondent to submit a Response to this RFPQ as set out in the Timetable.

**Submission Period** means the period of time during which the Respondent may submit a Response to this RFPQ as set out in the Timetable.

**Standard General Conditions (SGCs)** means those terms and conditions typically applicable to The City’s construction projects, and may be found at: <http://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Preparing-Construction-Tenders.aspx>

**The City** means The City of Calgary, a municipal corporation of the Province of Alberta.

**Timetable** means the table outlining the deadlines for the RFPQ Process as set out in the Information Table.

**Validity Period** means the period of time during which the Prequalified Contractor List will be valid, as specified in the Information Table.

## PART 1 – INTRODUCTION

### 1.1 Invitation to Respondents

This RFPQ is an invitation by The City to prospective Respondents to pre-qualify in accordance with Part 2 – Timetable and Submission of Responses and Part 3 – Evaluation and Notification for eligibility to participate in future Competitive Procurement Processes for construction projects at The City.

### 1.2 Material Disclosures

Future Competitive Procurement Processes will specify any project specific terms and conditions applicable to such procurements. As a general rule, The City's Standard General Conditions will typically apply to construction projects. Respondents should familiarize themselves with these to ensure that they are willing and able to meet the requirements of the Standard General Conditions at the time of future Competitive Procurement Processes.

### 1.3 Respondent Must be a Single Legal Entity

The Respondent must be a single legal entity that, if selected, may be invited to participate in future Competitive Procurement Processes for the provision of work to The City. If the Respondent contemplates that such future work will be provided by a Joint Venture (JV) or Limited Partnership (LP) it is required to submit additional information in Commercial Requirements - Schedule A to describe this legal arrangement. The City will not consider any bid or proposal in response to future Competitive Procurement Processes involving an entity that was not identified in the Response to this RFPQ.

### 1.4 Prequalified Contractor List

The Responses will be reviewed on a pass/fail basis, based on the requirements described in Part 3 of this RFPQ. Based on those requirements, certain Respondents will be selected to be included in a Prequalified Contractor List maintained by The City for the duration of the Validity Period. Selected Respondents will be eligible to participate in potential future Competitive Procurement Processes issued by The City, with respect to those specific technical categories of work listed in this RFPQ.

The use of a Prequalified Contractor List facilitates quicker turn-around times for future Competitive Procurement Processes conducted by The City on construction projects, and ensures that contractors who bid on such Competitive Procurement Processes have already met The City's minimum requirements for commercial, safety, environmental and technical standards.

It is the intention of The City to assign Prime Contractor for Safety status to the Successful Respondents on most City construction projects. Notwithstanding, the decision to assign Prime Contractor for Safety on future projects will be made on a case by case basis, depending on the specific requirements of each project, all as set out in the applicable Competitive Procurement Processes.

All prequalified contractors will be included in a Prequalified Contractor List maintained by The City. The City may terminate the use of the Prequalified Contractor List or any of the specific technical categories upon providing 30 days written notice of such termination to all prequalified contractors listed on the Prequalified Contractor List at the time of the notice of termination.

## 1.5 Removal or Reinstatement on Prequalified Contractor List

Selected Respondents may, at any time, be suspended or removed from the Prequalified Contractor List, if The City, in its sole opinion, determines that the Selected Respondent:

- (a) is unable to pay its lawful debts as they come due, is adjudged bankrupt, commits or threatens to do any act of bankruptcy, or seeks to liquidate;
- (b) has engaged in any conduct, situation or circumstance that constitutes a Conflict of Interest (as defined in the RFPQ);
- (c) has engaged in any conduct prohibited by the RFPQ;
- (d) has provided false or misleading information or a misrepresentation in response to this RFPQ or any document required in connection with the RFPQ. In such case The City may also, in its sole discretion, remove the Selected Respondent from any other Prequalified Contractor List maintained by The City;
- (e) no longer has WCB, COR, required liability insurance, or bond capability in place, or where any such information submitted has expired and the Selected Respondent has failed to provide The City with updated documentation;
- (f) the Selected Respondent provides Work that is not of a standard satisfactory to The City under the terms of any contract entered into relating to this RFPQ or no longer has the capability to perform its obligations under this RFPQ; or
- (g) The City's "Procurement Policy for a Party with a Dispute with The City" (FA-056 (A)) applies to the Selected Respondent.

Reinstatement to the Prequalified Contractor List and conditions relating to the reinstatement will be at The City's sole discretion. Upon removal from the Prequalified Contractor List, information will be sent to the Selected Respondent indicating reasons for removal and information about conditions that need to be remedied prior to reinstatement to the Prequalified Contractor List.

## 1.6 Further Prequalification

The City may, in its sole discretion, require Selected Respondents to go through a further project or program specific prequalification process to determine work experience, safety or environmental procedures or other qualifications specific to the project in the context of future Competitive Procurement Processes.

## 1.7 Prequalification of Sub-Contractors

The City is not prequalifying sub-contractors at this time. This Prequalification is only for those Contractors that we anticipate will be required to take on Prime Contractor for Safety status in completing work for The City.

## 1.8 No Guarantee or Liability

The purpose of this RFPQ Process is to prequalify contractors for eligibility to participate in future potential Competitive Procurement Processes, and this RFPQ Process is not intended to result in any agreement between The City and any Respondent. While The City intends to



conduct future Competitive Procurement Processes, it is not under the obligation to do so and The City may, in its sole and absolute discretion, choose not to issue any Competitive Procurement Process to the Selected Respondents on the Prequalified Contractor List. Any agreement entered into pursuant to a Competitive Procurement Process may not be an exclusive contract for the provision of work and The City makes no guarantee of the value or volume of such work.

The City maintains and manages the Prequalified Contractor List solely for the benefit of The City. The City will not be liable for any claims (in contract, tort or otherwise), with respect to a decision to add to, remove from or suspend a contractor from The City's Prequalified Contractor List.

## **1.9 Trade Agreements**

Where the RFPQ Process falls within the scope of applicable trade agreements, it is subject to such trade agreements; however, the rights and obligations of the parties are governed by the specific terms of this RFPQ.

[End of Part 1]

## PART 2 – TIMETABLE AND SUBMISSION OF RESPONSES

### 2.1 Timetable

The City may, in its sole discretion, amend any date or time in the Timetable, including the Submission Deadline. Any amendment to the Submission Deadline will be communicated to Respondents through the issuance of an Addendum in accordance with Section 4.2.3. The City may choose to waive or extend the Deadline for Respondent Questions and/or the Deadline for Issuing Addenda at any time prior to the Submission Deadline without prior notice to the Respondents.

### 2.2 Responses Must be Submitted via Email

Responses must be submitted electronically via email to:

[prequalification@calgary.ca](mailto:prequalification@calgary.ca)

Maximum email size limit accepted by The City is 20MB. Should a Response require additional space, The City will accept a Response submitted in multiple emails, in which case the subject line should flag the fact that any given email does not constitute the complete submission (for example, consider indicating “Email 1 of 2”, etc., in the subject line of each respective email OR via OneDrive sending an email to [prequalification@calgary.ca](mailto:prequalification@calgary.ca) with the OneDrive link).

Each Respondent is solely responsible for ensuring that its Response is received in the inbox of the email address above, at or before the stated closing time in the RFPQ package. A Response submitted in multiple emails will not be considered to have been received by The City until such time as the final email is received.

Faxed or hard copy submissions are not acceptable.

### 2.3 City Contact

Unless otherwise specified herein, all questions and other communications relating to this RFPQ or the RFPQ Process by the Respondents may be submitted, via email only, in the manner specified in Section 2.2, above.

### 2.4 Responses to Be Submitted on Time

All Responses must be received by The City within the Submission Period, but prior to the Submission Deadline. Responses received after the Submission Deadline will be rejected.

### 2.5 Responses to Be Submitted in Prescribed Manner

Respondents must submit their Responses electronically in Adobe PDF format via email as set out in Section 2.2, above. The electronic copy of a Respondent’s Response as submitted to the email address will be the “Original Copy” of the Response.

Only an individual representing or having the authority to represent the Respondent may submit a Response to this RFPQ on behalf of the Respondent and such individual is deemed, as a result of such submission, to have full legal authority to submit a Response from the Respondent. The City takes no responsibility or liability for a Response submitted in response

to this RFPQ without the appropriate approval of the Respondent having been obtained for submission of the Response.

All information must be submitted in English.

Required forms must have all fields and all attachments completed in order to be considered a complete Response. A Response will not be considered “received” for the purpose of Section 2.4 until all information in all required schedules is received by The City.

## **2.6 Amendment of Responses**

Respondents may amend their Responses within the Submission Period, but prior to the Submission Deadline by email, as set out in Section 2.2 above, and using the term “Withdraw Submission” in the subject line to withdraw their Response. Respondents may then submit an amended Response prior to the Submission Deadline in accordance with Sections 2.2, 2.3 and 2.4 of this RFPQ.

## **2.7 Withdrawal of Responses**

At any time throughout the RFPQ Process and prior to final notice of prequalification, a Respondent may withdraw its Response:

- (a) during the Submission Period, but prior to the Submission Deadline, by sending an email and using the term “Withdraw Submission” in the subject line to withdraw its Response.
- (b) after the Submission Deadline, by sending an email to the City Contact with attached written notice of withdrawal, signed by an authorized representative of the Respondent.

[End of Part 2]

## PART 3 – EVALUATION AND NOTIFICATION

### 3.1 Stages of Response Evaluation

The City will conduct the evaluation of Responses in the following three (3) stages:

- Stage I – Mandatory Requirements;
- Stage II – Review of Responses Against Requirements; and
- Stage III – Selection

### 3.2 Stage I – Mandatory Requirements and Rectification

Stage I will consist of a review to determine which Responses comply with all of the mandatory requirements of this RFPQ at the time of the submission. Respondents will be provided an opportunity to rectify deficiencies in their Responses that fail to satisfy such mandatory requirements. The Rectification Period will begin to run from the date and time that The City issues its rectification notice to the Respondent. Respondents are responsible for ensuring that the contact information they provided to The City in the Commercial Requirements (Schedule A) is correct and up to date.

Responses satisfying the mandatory requirements will proceed to Stage II. Responses failing to satisfy the mandatory requirements prior to the end of any applicable Rectification Period will be excluded from further consideration.

The mandatory requirements of this RFPQ are as follows:

(a) **Commercial Requirements (Schedule A)**

Each Respondent must provide all the information requested in Schedule A - Commercial Requirements.

(b) **Safety Requirements (Schedule B)**

Each Respondent must provide all the information requested in Schedule B - Safety Requirements.

(c) **Environmental Requirements (Schedule C)**

Each Respondent must provide all the information requested in Schedule C - Environmental Requirements.

(d) **Technical Requirements (Schedule D through Q as required for selected category)**

Schedule D lists each of the technical categories of work in which a Respondent may become prequalified. It is possible for a Respondent to select more than one (1) technical category in a single Response. Respondents must provide a completed Schedule D – List of Technical Categories, indicating all of those technical categories for which they will be applying, as well as all the information requested in the schedule associated with the technical category(ies) selected by the Respondent (see Schedules E through O attached hereto). Most of the technical categories require Schedule P - Project Experience Form and Schedule Q - Annual Contract Dollar Value Form. The Response should include as many Schedule P's and Q's as necessary to meet the requirements for all the technical categories chosen. Responses for categories in which information is not provided will not receive consideration in those categories.

Note that even if multiple technical categories are selected in Schedule D, the Respondent only needs to submit one (1) set of schedules for the Commercial, Safety and Environmental Requirements (Schedules A, B and C).

(e) **Submission Form (Schedule R)**

Each Response must include a Submission Form (Schedule R) completed according to the instructions contained in the Submission Form and signed by an authorized representative of the Respondent. No substantive changes to the Submission Form are permitted.

### **3.3 Stage II – Review of Responses Against Requirements**

Stage II will consist of a review by The City of each Response to ensure it has satisfied all the mandatory requirements of this RFPQ as described in Section 3.2.

While the overall review time for each Response will depend on the volume of Responses received, as well as the quality and completeness of the Responses, it is anticipated that a 120 calendar day turnaround, from Response to notification will be met on 90% of the Responses received. Where volumes are higher than anticipated, or other delays arise, this timeframe may be extended as required.

After satisfactory completion of both the mandatory requirements in Stage I and the evaluation of any rated requirements in Stage II, the Responses will proceed to Stage III.

### **3.4 Stage III – Selection**

Based on the review of the Responses in Stage II, The City will place the Selected Respondents on the Prequalified Contractor List.

[End of Part 3]

## **PART 4 – TERMS AND CONDITIONS OF THE RFPQ PROCESS**

### **4.1 General Information and Instructions**

#### **4.1.1 Respondents to Follow Instructions**

Respondents should structure their Responses in accordance with the instructions in this RFPQ. Where information is requested in this RFPQ, any Response made should reference the applicable Section numbers of this RFPQ.

#### **4.1.2 No Incorporation by Reference**

The entire content of the Respondent's Response should be submitted in a fixed form, and the content of websites or other external documents referred to in the Respondent's Response will not be considered to form part of its Response.

#### **4.1.3 Intellectual Property**

Respondents must not use or incorporate in their Response any information, concepts, products or processes that are subject to copyright, patents, trademarks or other intellectual property rights of third parties, unless the Respondent has permission for the incorporation of any such information, concepts, products or processes and has, or will, obtain the right to use such information, concepts, products or processes without cost to The City.

#### **4.1.4 References and Past Performance**

The City's evaluation of a proposal may include information provided by the proponent's references and may also include consideration of the proponent's past performance on previous contracts with The City or other institutions.

#### **4.1.5 Respondents Will Bear Their Own Costs**

The Respondent will bear all costs associated with or incurred in the preparation and presentation of its Response, including, if applicable, costs incurred for interviews or demonstrations.

#### **4.1.6 Response to Be Retained by The City**

Unless otherwise stated in this RFPQ, all Responses will be retained by The City. At the written request of a Respondent and at the Respondent's sole cost and expense, The City may return any accompanying items or samples submitted by the Respondent, either at the time of any Response withdrawal or after The City has added the Respondent to the Prequalified Contractor List.

## 4.2 Communication after Issuance of RFPQ

### 4.2.1 Respondents to Review RFPQ

Respondents must promptly examine all of the documents comprising this RFPQ, and

- (a) must report any errors, omissions and ambiguities to; and
- (b) may direct questions or seek additional information from

the City Contact in accordance with Section 4.2.2 of this RFPQ. It is the responsibility of the Respondent to seek clarification from the City Contact on any matter it considers to be unclear. The City will not be responsible for any misunderstanding on the part of the Respondent concerning this RFPQ or its process.

### 4.2.2 Respondent Questions and RFPQ Notices

Respondent Questions must be submitted to The City on or before the Deadline for Questions by sending an email to: [prequalification@calgary.ca](mailto:prequalification@calgary.ca)

A Respondent must submit a Respondent Question if the Respondent:

- (a) identifies any errors, omissions or ambiguities in this RFPQ; or
- (b) wishes to submit a question or request additional information with respect to this RFPQ, including with respect to the RFPQ Process.

No communications with respect to this RFPQ are to be directed to anyone other than the City Contact or their designate. The City is under no obligation to provide additional information, and The City will not be responsible for any information provided or obtained from any source other than the City Contact.

The City's responses to RFIs do not amend the RFPQ unless subsequently confirmed by way of an Addendum to the RFPQ issued in accordance with Section 4.2.3.

The City may issue an RFPQ Notice to Respondents at any time during the RFPQ Process. For clarity, an RFPQ Notice does not, in any way, form part of the RFPQ or amend this RFPQ.

### 4.2.3 Amendments to the RFPQ by Way of Addenda

The City may, in its sole discretion, amend or supplement the RFPQ. The City will issue changes to the RFPQ by Addenda only. No other statement including any interpretation, clarification, or reply to either requests for information or inquiries, whether oral or written or made by The City or representative of The City, including the City Contact, will amend the RFPQ. The approximate final date that The City will issue an Addendum in respect of the RFPQ is set out in the Timetable.

The City will issue Addenda in the same manner that this RFPQ was originally posted.

Respondents are solely responsible to ensure that they have received all Addenda issued by The City. Respondents may seek confirmation of the number of Addenda issued under the RFPQ from the City Contact. Each addendum forms an integral part of this RFPQ.

#### **4.2.4 Post-Deadline Addenda and Extension of Submission Deadline**

If any Addendum is issued after the Deadline for Issuing Addenda, The City may at its discretion extend the Submission Deadline for a reasonable period of time in order to allow the Respondents a reasonable opportunity to amend their Responses.

#### **4.2.5 Verify, Clarify and Supplement**

When evaluating Responses, The City may request further information from a Respondent or third parties in order to verify or clarify any matters contained in the Respondent's Response, or require a Respondent to submit supplementary documentation for verification or clarification of any matters in the Respondent's Response. The City may, but is not obligated to, seek a Respondent's acknowledgement of The City's interpretation of the Response or any part of the Response. The City may revisit and re-evaluate the Respondent's Response on the basis of any such information.

The City is not obligated to verify or seek clarification of any aspect of a Response or any statement made by any Respondent, including any ambiguity in a Response or any ambiguity in a statement made by a Respondent.

In the event The City requests clarifications of the Respondent, the Respondent must respond to those questions within 15 business days or its Response will be suspended and no further review will be performed. If The City does not receive a reply from the Respondent within 30 business days, the City will assume the Response has been abandoned, will destroy the Response, and will notify the Respondent of the rejection due to 'lack of information' provided. The Respondent will then have to re-submit its complete application from the beginning to be considered.

#### **4.2.6 Requests for additional Technical Categories**

Successful Respondents who have been prequalified in at least one (1) technical category may request to be prequalified in additional categories at any time during the Validity Period by submitting a new Schedule D – List of Technical Categories indicating the new categories requested, along with the appropriate schedules for those additional categories requested and an updated Submission Form (Schedule R).

The Response should be clearly marked 'Additional Technical Category Request' and should be submitted in the same manner as original Responses.

In such case, updated documents including, but not limited to, COR, WCB, Certificate of Insurance, safety staff changes, financial information, bonding information, or material corporate or organizational structure changes, should be submitted to The City, via email only, in the manner specified in Section 2.2, above, clearly marked 'Prequalification Updates' and should be submitted in the same manner as original Responses.

#### **4.2.7 Selected Respondent to Maintain Good Standing**

It is the Respondent's responsibility to maintain all of the requirements associated with the documents requested in good standing for the duration of the Respondent's inclusion on the Prequalified Contractor List. Failure to maintain these requirements in good standing at the time of future Competitive Procurement Processes may result in non-compliance and rejection of a Respondent's bid.



#### **4.2.8 No Limits or Caps on Future Contracts**

The City will no longer place limits or 'cap' the dollar value of contracts that may be awarded to Selected Respondents on the Prequalified Contractor List under subsequent Competitive Procurement Processes. Any such limits will be based on the bonding limits that each Selected Respondent has at the time of future Competitive Procurement Processes. The Selected Respondent will be required to comply with the bonding requirements of such Competitive Procurement Processes in order to be considered.

#### **4.3 Selection, Notification and Distribution**

##### **A. STAGE 1 – Selection of Selected Respondents**

###### **4.3.1 Notification of Acceptance or Rejection**

Respondents whose Responses have been approved will be placed by The City on a Prequalified Contractor List, within their approved technical category(ies), for notifications of future Competitive Procurement Processes.

Respondents will be advised of the acceptance or rejection of their Responses in writing by The City. Letters to Selected Respondents will list all the technical categories in which the Selected Respondent has been approved. Letters to unsuccessful Respondents will list areas of deficiency.

###### **4.3.2 Debriefing**

Respondents may request a debriefing after the procurement process is complete. All requests must be in writing to the City Contact and must be made within 60 days of such notification. The intent of the debriefing information session is to aid the Respondent in presenting a better response in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

###### **4.3.3 Procurement Protest Procedure**

Unsuccessful Respondents may protest their prequalification status by resubmitting a complete package, with updated information in the area(s) of deficiency as listed in their letter of rejection. This updated Response will be submitted in the same way as the original, but clearly marked 'Appeal', within 60 business days of notification by The City that the initial application was not successful. This will enable the Response to proceed through evaluation areas previously passed without having to be reassessed. After 60 days, all Responses received will be processed as new Responses.

##### **B. STAGE 2 – Distribution of Future Solicitations**

###### **4.3.4 General Distribution**

Future procurements open to the Prequalified Contractor List will typically be posted on the MERX4 portal ([www.calgary.merx.com](http://www.calgary.merx.com)) within the appropriate technical category. Selected Respondents must register with MERX4 in order to have uninterrupted access to The City's postings within their particular technical category(s).

## **4.4 Conflict of Interest and Prohibited Conduct**

### **4.4.1 Conflict of Interest**

The City may disqualify a Respondent for any conduct, situation or circumstance, determined by The City, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the Submission Form (Schedule R).

### **4.4.2 Disqualification for Prohibited Conduct**

The City may disqualify a Respondent if, in the sole and absolute determination of The City, the Respondent has engaged in any conduct prohibited by this RFPQ.

### **4.4.3 Prohibited Respondent Communications**

A Respondent must not engage in any Conflict of Interest or communications that could breach its Conflict of Interest obligations and should take note of the Conflict of Interest declaration set out in the Submission Form (Schedule R).

### **4.4.4 Respondent Not to Communicate with Media**

A Respondent may not at any time, issue or disseminate any media release, public announcement or public disclosure (whether for publication in the press, on the radio, television, internet or any other medium) in relation to this RFPQ without first obtaining the written permission of the City Contact.

### **4.4.5 No Lobbying**

A Respondent may not, in relation to this RFPQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Respondent(s).

Without limiting the generality of the above statement, at any time during the RFPQ Process, Respondents or any of their respective employees or representatives are prohibited from contacting, or attempting to contact, either directly or indirectly, any of the following persons or organizations on matters related to the RFPQ Process, the RFPQ documents, or the Responses:

- (a) any member of the evaluation committee or any member of any sub-committee of the evaluation committee (if applicable);
- (b) any consultant, expert or advisor assisting The City or the evaluation committee;
- (c) any person employed or engaged by The City, or any person who was previously employed by The City and who would have information relating to the procurement of the Work, other than the City Contact;
- (d) any member of the municipal council of The City or any member of a councillor's staff;
- (e) the Mayor of Calgary or any member of the Mayor of Calgary's staff;

- (f) any other Respondent or Respondent representatives; or
- (g) any directors, officers or consultants of any entity listed in RFPQ Sections 4.4.5 (a) through to 4.4.5 (f).

#### **4.4.6 Illegal or Unethical Conduct**

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Respondents must not engage in any unethical conduct, including engaging in inappropriate communications, such as described Section 4.4.5, or, offering gifts to members of Council, employees, officers or other representatives of The City, deceitfulness, submitting Responses containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFPQ.

#### **4.4.7 Past Performance or Inappropriate Conduct**

The City may prohibit a Respondent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process. Such inappropriate conduct will include but not be limited to the following:

- (a) illegal or unethical conduct as described in Section 4.4.5 or Section 4.4.6;
- (b) the refusal of the Contractor to honour its pricing or other commitments made in its Response; or
- (c) any other conduct, situation or circumstance determined by The City, in its sole and absolute discretion, to constitute a Conflict of Interest.

### **4.5 Confidential Information**

#### **4.5.1 Confidential Information of City**

All information provided by or obtained from The City in any form in connection with this RFPQ either before or after the issuance of this RFPQ, including any intellectual property information:

- (a) is the sole property of The City and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFPQ and the performance of any subsequent Contract;
- (c) must not be disclosed without prior written authorization from The City; and
- (d) must be returned by the Respondents to The City, or destroyed if held in electronic format, immediately upon the request of The City.

#### **4.5.2 Confidential Information of Respondent**

Respondents are advised that The City is governed by Alberta's *Freedom of Information and Protection of Privacy Act* ("FOIP") and The City may be required to disclose all or part of a Respondent's Response pursuant to FOIP.

Respondents are also advised that FOIP may provide protection for confidential and proprietary business information. Respondents should identify any confidential or proprietary information in their Responses or any accompanying documentation and are advised to consult with their own legal advisors regarding the appropriate way in which such information should be identified. Subject to the provisions of FOIP, The City will make reasonable efforts to maintain the confidentiality of information identified as confidential or proprietary, except as otherwise required by law or by order of a court or tribunal or by order or decision of the Information and Privacy Commissioner (Alberta).

Respondents are advised that their Responses will, as necessary, be disclosed, on a confidential basis, to The City's advisers retained for the purpose of evaluating or participating in the evaluation of their Responses. If a Respondent has any questions about the collection and use of personal information pursuant to this RFPQ, questions are to be submitted to the City Contact.

#### **4.6 Procurement Process Non-binding**

##### **4.6.1 No Contract A and No Claims**

The procurement process is not intended to create and will not create a formal legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFPQ will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither any unsuccessful Respondent nor The City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a Response to this RFPQ.

##### **4.6.2 No Legal Relationship or Obligation**

No legal relationship or obligation regarding the procurement of any good or service will be created between the Respondent and The City by this RFPQ Process.

##### **4.6.3 Respondents in Dispute with The City**

In accordance with The City's Policy FA-056(A), The City may disqualify any Respondent or the Response of any Respondent who is engaged in a dispute with The City.

##### **4.6.4 Cancellation or Amendment**

The City may cancel or amend the RFPQ Process without liability at any time.

#### **4.7 Governing Law and Interpretation**

##### **4.7.1 Governing Law**

The terms and conditions in this Part 4 – Terms and Conditions of the RFPQ Process:

- (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive (and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
- (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

Any action or proceeding relating to this RFPQ Process must be brought in any court of competent jurisdiction in the Province of Alberta and for that purpose the Respondent irrevocably and unconditionally submits to the jurisdiction of the Alberta courts.

[End of Part 4]

## SCHEDULE A – COMMERCIAL REQUIREMENTS

**1. Basic Contact Information:**

<b>Full Legal Name of Respondent Company:</b>	
<b>Any other name which the Respondent carries on business:</b>	
<b>Address (including City, Province/State, Country, Postal Code):</b>	
<b>Respondent website (if any):</b>	
<b>Name of Respondent Representative:</b>	
<b>Title of Respondent Representative:</b>	
<b>Respondent Representative Email:</b> The Respondent is solely responsible for ensuring that the Respondent Representative’s email account will accept all emails from The City. <b>Include both:</b> <b>(a) a contact email for the Respondent Representative above; and</b> <b>(b) a general company email.</b>	
<b>Respondent Representative Phone Number:</b> The Respondent is solely responsible for ensuring that the Respondent Representative’s phone number is up to date.	
<b>Respondent’s GST Registration Number:</b>	
<b>MERX4 Organization Number (if available)</b>	

2. Legal Structure and Profile:

<b>Date Established:</b>		
<b>Form of Business (Partnership, Proprietorship, Corporation, etc):</b>		
<b>Name and Titles of Directors/ Officers/Partners:</b>	<b>Name:</b>	<b>Title:</b>

**3. Financial:**

<b>Bank Name:</b>	
<b>Address (including City, Province/State, Country, Postal Code):</b>	
<b>Name of Contact Person:</b>	
<b>Contact Person Phone:</b>	
<b>Contact Person Email:</b>	

**4. Bonding Company/Security Information:**

<b>Bonding Company Name:</b>	
<b>Address (including City, Province/State, Country, Postal Code):</b>	
<b>Name of Contact Person:</b>	
<b>Contact Person Phone:</b>	
<b>Contact Person Email:</b>	
<b>Respondent website (if any):</b>	
<b>Bonding Limit amount:</b>	\$
<b>Have any bonds been called in the last five (5) years?:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



**5. Attach Copies of the Following Documentation:**

	Document	Name of attached digital file	Information required:
1.	City of Calgary Business License		Expiry Date:
2.	Completed Submission Form (Schedule R)		Date signed:
3.	Current Certificate of Insurance (which must comply with Clause GC 13.1 of SGC's)		Date issued:
4.	Current Corporate Registry Search (completed within last 30 days)		Corporation name:

**6. Joint Venture (JV) or Limited Partnership (LP):**

<b>Is your company a JV or LP?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, complete/attach the following additional information:

Information	Name
<p><b>1. Identification of the Lead Team Member of the JV or LP that is responsible for performing key functions or executing major components of any proposed contracts and will incur liabilities and receive instructions on behalf of the JV or LP.</b></p>	

Document	Name of attached digital file	Information required:
<p><b>2. Corporate Search (completed within last 30 days identifying the name of the legal entity under which the JV or LP will be bidding and invoicing on City projects.)</b></p>		<p><b>Expiry Date:</b></p>
<p><b>3. A Power of Attorney or Affidavit of Consent signed by legally authorized signatories of each of the member firms of the JV or LP:</b></p> <ul style="list-style-type: none"> <li>a. The authority to execute or enter into contracts on behalf of all members;</li> <li>b. The authority to incur liability on behalf of all members;</li> <li>c. The authority to accept payment on behalf of all members; and</li> <li>d. The authority to receive instructions for and on behalf of all members of the JV or LP.</li> </ul>		<p><b>Date signed:</b></p>
<p><b>Current Certificate of Insurance (which must comply with Clause SGC 13.1 of SGC's)</b></p>		<p><b>Date issued:</b></p>

## SCHEDULE B – SAFETY REQUIREMENTS

Approval through this prequalification for this schedule does not eliminate the project/site specific safety plans that will be required to be completed by The Prime Contractor for Safety that may be required to be reviewed/approved by The City of Calgary prior to start of work on site, nor any other requirement of the Prime Contractor for Safety under the legislation.

The City will assess the submitted Safety information in each of the areas indicated below and review against legislation applicable to the activity and jurisdiction. This review is done in three (3) parts for each area identified, the Policy (or Standard or Company Directive), the Procedure (or Process), and the Tools used to ensure compliance.

It is anticipated that the majority of this information is included in the attached Safety Manual or Safety Program, and that sections/page numbers within that document can be identified to respond to the question. If the information requested is not in the Manuals, attach a separate document with the information requested.

<b>1. Hazard Assessment</b>		
<p><b>Specifically address the Frequency, Participation of Workers, adherence to hierarchy or Controls.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: Hazard Identification, Assessment and Control Procedures, related forms/templates.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>2. Project Orientation</b>		
<p><b>Specifically address the Communication of Safety Expectations and Compliance to All Workers, subcontractors and visitors at the Worksite.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: Orientation Sign-off Forms, Orientation Packages.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		

c. Tool(s)		
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3. Worksite Inspections		
<p><b>Specifically address the Frequency, Participation and Identification of Corrective Actions and Controls, Follow up on Corrective Actions and Sharing Results to Workers.</b>  <b>Supporting Documentation for this section must be submitted and may include: Worksite Inspection Templates, Schedule/Tracking of Inspections Forms.</b></p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

4. Safety Meetings		
<p><b>Specifically address the Frequency and Topics Covered in Regular Meetings, Attendance and Participation Requirements.</b>  <b>Supporting Documentation for this section must be submitted and may include: Templates for Recording Meeting Notes, Examples of Safety Meeting Agendas.</b></p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

<b>5. Incident Reporting and Investigation</b>		
<p><b>Specifically address Reporting and Investigation Requirements, Requirement for Root Cause Analysis, Follow through on Corrective Actions and Sharing Results with Workers. Supporting Documentation for this section must be submitted and may include: Template for Incident Reports, Follow-up Documentation for Investigation Work, Tools for Documenting Findings, Procedure to Share Information with Affected workers, Documentation for Implementing Corrective Action.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>6. Emergency Preparedness and Response</b>		
<p><b>Specifically address How Potential Emergencies will be Identified and Responded to, How Equipment, Training, Roles of Workers/First Responders, Consideration of Emergency Events that May Occur on City Worksites. Supporting Documentation for this section must be submitted and may include: Sample Emergency Response Plans.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>7. Fitness for Duty / Fatigue Management</b>		
<p><b>Specifically address Company Drug and Alcohol Response, Hours of work, Management of Overtime, Professional Driver Requirements.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: tracking of hours worked/distances driven and/or limitation procedures for being on duty/driving; employee communications regarding Alberta labour standards for limiting of hours and hour between shifts etc.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>8. Rules for Non-Compliance</b>		
<p><b>Specifically address How the Company Responds to Safety Violations.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: Progressive Disciplinary measures.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>9. Personal Protective Equipment (PPE)</b>		
<p><b>Specifically address Selection for type of Work/Worksite, Use and Maintenance.</b>  <b>Supporting Documentation for this section must be submitted and may include: Checklist for Type of work, Specialized PPE lists for Tasks.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>10. Tools and Equipment</b>		
<p><b>Specifically address Use and Maintenance for Tools and Equipment.</b>  <b>Supporting Documentation for this section must be submitted and may include: Checklist for Inspection and Maintenance, Template for Inspection Schedule.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>11. Controlled Products Management</b>		
<p>Specifically address Compliance with Workplace Hazardous Materials Information System (WHMIS), How Safety Data Sheets (SDS) are made available to all Employees, Use of Globally Harmonized System (GHS).</p> <p>Supporting Documentation for this section must be submitted and may include: SDS Communication Methods, GHS Information, Training Process for Controlled Products on the Worksite.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

<b>12. Obligations to Refuse Unsafe Work</b>		
<p>Specifically address Communication, Recording, Managing, and Responding to the Reporting of Unsafe Work.</p> <p>Supporting Documentation for this section must be submitted and may include: Template for recording of refused work (may be through incident management process).</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		



<b>13. Management of Subcontractors</b>		
<p><b>Specifically address Communication of Safety Performance and Expectations of Subcontractors, Process for Review of and Documentation of Safety Performance of Subcontractors at the Worksite, during and at the conclusion of work.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: Representative Sign-off Forms, Clarification Documents of communication for Sub-contractor to bring own work procedures for specialized tasks, Template for Recording Subcontractor Safety Objectives and Performance, Project Monitoring Documentation, and Post-Project Review of Performance Templates.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		
<b>Additional Required Information:</b>		
<b>Does your Company require subcontractors to have current Partnerships Program ‘Certificate of Recognition (COR/SECOR)’?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If No, how does your company ensure management system requirements are being met by sub-contractor teams?</b>	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>Do you require sub-contractors to have a current ‘Letter in Good Standing’ from Workers Compensation Board – Alberta (WCB-Alberta) before commencing work?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If No, does your company provide WCB coverage for your subcontractors?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

14. OHS Oversight on Prime Contractor for Safety Projects		
Specifically address Requirements when Overseeing Other Employers. Supporting Documentation for this section MUST include a Sample Site Safety Plan.		
	Page or Section # in Manual:	Or Attached Document Name:
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool: Sample Site Safety Plan - Mandatory</b>		
<p>A Sample/Example Site Safety Plan MUST be submitted and should Include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>i. Contractor management and representative sign-off</li> <li>ii. Hazard identification, assessment and control                             <ul style="list-style-type: none"> <li>• Frequency of assessment</li> <li>• Consider potential emergencies that may result from hazards</li> <li>• Working alone</li> <li>• Workplace violence</li> <li>• Fatigue management / Impairment</li> <li>• WHMIS / GHS</li> <li>• Maintenance / Preventative maintenance</li> <li>• Work procedures (administrative controls)</li> <li>• Personal protective equipment (PPE)</li> <li>• Worker involvement</li> <li>• Adherence to hazard control</li> </ul> </li> <li>iii. Site inspection                             <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Participation</li> <li>• Record management</li> <li>• Follow-up: Corrective action completion</li> <li>• Follow-up: Communication to affected employees</li> </ul> </li> <li>iv. Incident management                             <ul style="list-style-type: none"> <li>• Participation</li> <li>• Record management</li> <li>• Follow-up: Corrective action completion</li> <li>• Follow-up: Communication to affected employees</li> </ul> </li> <li>v. Emergency Response Plan (ERP)                             <ul style="list-style-type: none"> <li>• Equipment location</li> <li>• Personnel responsible</li> <li>• ERP map</li> </ul> </li> <li>vi. Project orientation</li> <li>vii. Meetings (project/site/trade/other)                             <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Participation</li> <li>• Record management</li> <li>• Follow-up: Corrective action completion</li> <li>• Follow-up: Communication to affected employees</li> </ul> </li> <li>viii. Record management</li> </ul>		

**Attach Copy of:**

	<b>Document</b>	<b>Name of attached digital file:</b>	<b>Information required: Date</b>
1.	<b>Company Safety Manual</b>		<b>Date issued:</b>
2.	<b>Contractor Safety Management Program</b>		<b>Date issued:</b>
3.	<b>Sample/Previous Example of Site Safety Plan</b>		<b>Date issued:</b>
4.	<b>Company organization chart indicating reporting structure of safety personnel</b>		<b>Date issued:</b>
5.	<b>Current COR/SECOR (or equivalent) Note: it is the responsibility of the Respondent to prove to The City the equivalence of documents provided.</b>		<b>Expiry date:</b>
6.	<b>Current Alberta WCB Letter in good Standing/Clearance letter</b>		<b>Date issued:</b>

## SCHEDULE C – ENVIRONMENTAL REQUIREMENTS

Approval through this prequalification for this schedule does not eliminate the project/site specific environmental plans that may be required to be completed prior to start of work on site, or any other requirement of the contractor under any environmental legislation.

It is expected that Contractors who work for The City are aware of The City’s Contractor’s Environmental Responsibilities Package (CERP), see Appendix C-1 attached to this Schedule C, and are capable of following all the environmental process required for the specific work being done. As per below attached document information, the CERP acknowledgement form is required as part of this prequalification process.

The City will assess the submitted Environmental information in each of the areas indicated below and review against legislation applicable to the activity and jurisdiction. This review is done in three (3) parts for each area identified, the Policy (or Standard or Company Directive), the Procedure (or Process), and the Tools used to ensure compliance.

It is anticipated that the majority of this information is included in the attached Environmental Policy or Environmental Program/Manual, and that sections/page numbers within that document can be identified to respond to the question. If the information requested is not in the Manuals, attach a separate document with the information requested.

<b>1. Project Environmental Orientation</b>		
<p><b>Specifically address the Communication of Environmental Expectations and Compliance Processes for all workers, subcontractors and visitors at the worksite.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: Environmental Orientation templates, Orientation sign-off forms.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

<b>2. Worksite Environmental Inspections</b>		
<p>Specifically address the Frequency and Procedures of Inspections. Supporting Documentation for this section must be submitted and may include: templates for site inspections.</p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

<b>3. Environmental Incident and Reporting</b>		
<p>Specifically address the Initial Reporting process, Investigation and Documentation, and Follow-up Information Supporting Documentation for this section must be submitted and may include: Reporting or Documentation Templates, Contact Information forms.</p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

<b>4. Environmental Management of Subcontractors</b>		
<p><b>Specifically address Communication of Environmental Performance and Expectations of Subcontractors, Process for Review of and Documentation of Environmental Performance of Subcontractors at the Worksite, during and at the conclusion of work.</b></p> <p><b>Supporting Documentation for this section must be submitted and may include: Representative Sign-off Forms, Clarification Documents of communication for Sub-contractor to bring own environmental procedures for specialized tasks, Template for Recording Subcontractor Environmental Objectives and Performance, Project Monitoring Documentation, and Post-Project Review of Performance Templates.</b></p>		
	<b>Page or Section # in Manual:</b>	<b>Or Attached Document Name:</b>
<b>a. Policy/Standard</b>		
<b>b. Process/Procedure</b>		
<b>c. Tool(s)</b>		

**Attach Copy of:**

	<b>Document</b>	<b>Name of attached digital file:</b>	<b>Information required: Date</b>
<b>1.</b>	<b>Company Environmental Policy/Procedures document</b>		<b>Date issued:</b>
<b>2.</b>	<b>Initialed and Signed Contractor Environmental Acknowledgement Form see Appendix C-1 attached to this form</b>		<b>Date signed:</b>

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## APPENDIX C-1 – CONTRACTOR ENVIRONMENTAL RESPONSIBILITIES PACKAGE (CERP)

<http://www.calgary.ca/UEP/ESM/Pages/Contractor-environmental-responsibilities/Contractor-Environmental-Responsibilities-Package.aspx>

## SCHEDULE D – LIST OF TECHNICAL CATEGORIES

Listed below are the technical categories for which The City is currently prequalifying Respondents under the terms of this RFPQ. Clearly indicate on this form each category to which your Response applies and provide as part of your Response all information requested in the schedule associated with the selected technical category(ies).

Schedule	Select	Technical Categories
Schedule E – Streetlighting	<input type="checkbox"/>	Streetlight Construction
Schedule F – Traffic Signals	<input type="checkbox"/>	Traffic Signal Construction
Schedule G – Bridgework	<input type="checkbox"/>	Bridge Deck Asphalt Paving
	<input type="checkbox"/>	Bridges Rehabilitation (includes Expansion joint replacement)
	<input type="checkbox"/>	Bridge Sandblasting and Painting
	<input type="checkbox"/>	Bridges - New Construction
Schedule H – Facilities/Buildings/Demolition	<input type="checkbox"/>	Buildings General Contractor
	<input type="checkbox"/>	Demolition Contractor
	<input type="checkbox"/>	Buildings Mechanical Contractor
	<input type="checkbox"/>	Buildings Electrical Contractor
	<input type="checkbox"/>	Roofing Contractor
Schedule I – Landscaping	<input type="checkbox"/>	Landscape Construction
	<input type="checkbox"/>	Landscape Maintenance
	<input type="checkbox"/>	Pathway Construction
Schedule J – Irrigation	<input type="checkbox"/>	Irrigation Construction and Maintenance
Schedule K – Urban Forestry	<input type="checkbox"/>	Urban Forestry Construction and Maintenance
Schedule L – Waste and Recycling Services	<input type="checkbox"/>	Landfill Earthworks and Underground Utilities (includes: clay liner, clay cap, overland drainage construction, leachate collection systems, synthetic liners)
Schedule M – Water and Wastewater Construction – Utilities and Facilities	<input type="checkbox"/>	Outfalls, Riverbank Stabilization and Erosion Protection (includes repairs and upgrading)
	<input type="checkbox"/>	Sanitary Forcemains and Syphons
	<input type="checkbox"/>	Stormwater Ponds and Wetlands (includes planting work)



Schedule	Select	Technical Categories
	<input type="checkbox"/>	Trenchless Installation, Replacement and Rehabilitation (of Watermains, Sanitary Sewers and Storm Sewers - includes any of the following disciplines: auger boring, horizontal direction drilling (HDD), tunneling (TBM, micro tunneling, hand tunneling et al), cured-in-place (CIP) lining, swage and slip lining and pipe bursting, ramming and jacking.)
	<input type="checkbox"/>	Wastewater Pump Station and Lift Stations
	<input type="checkbox"/>	Water and Wastewater Treatment Plants
	<input type="checkbox"/>	Water Feeder Mains, Sanitary Sewer Trunks, Stormwater Sewer Trunks
	<input type="checkbox"/>	Water Main, Sanitary Sewer and Storm Sewer Installation and Replacement
	<input type="checkbox"/>	Water Pump Stations and Reservoirs
Schedule N – Infrastructure, Roadworks and Earthworks	<input type="checkbox"/>	Asphalt Road Works (includes: asphalt sawcutting, asphalt paving, asphalt planing, asphalt road repairs, crack sealing of asphalt roads, micro surfacing)
	<input type="checkbox"/>	Concrete Road/Sidewalk Works (includes: concrete paving, non-reinforced concrete work, curb, gutter, apron and sidewalk, mud jacking/pressure grouting)
	<input type="checkbox"/>	Earthworks
	<input type="checkbox"/>	Retaining Walls
	<input type="checkbox"/>	Noise Barriers (sound attenuation)
	<input type="checkbox"/>	Road Construction (includes: gravel lane construction)
	<input type="checkbox"/>	Road Maintenance (includes: maintenance and repair of parking lots, gravel lane reconstruction)
Schedule O – Hazardous Materials Abatement	<input type="checkbox"/>	Hazardous Materials Abatement

## SCHEDULE E – STREETLIGHTING

Schedule	Technical Category
Schedule E – Streetlighting	Streetlight Construction

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as per below, as well as supplemental information indicated below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:			
1.	Streetlight Construction	Completed Project Experience Form (Schedule P)				
		Annual Contract Dollar Value Form (Schedule Q)				
		Copies of Alberta PLT qualifications for up to 10 designated PLT staff. Examples of acceptable qualifications: Alberta Certificate of Completion of Apprenticeship, Alberta Certificate of Qualification, Alberta Journeyman Certificate, or Alberta Qualification Certificate. It is the responsibility of Respondents to provide determination of equivalencies if qualifications were obtained outside of Alberta.	Name of attached digital file:	Name of Staff Certified:	Date on Certificate:	
		1				
		2				
		3				
		4				
		5				
		6				
7						

	For Technical Category Application	Document	Name of attached digital file:			
			8			
			9			
			10			

**Further information on Streetlighting:**

In general, a qualified licensed electrician or technologist with appropriate experience and training may work on streetlighting construction jobs. However, in special cases where work is performed in close proximity (as defined by minimum clearances dictated in the Canadian Electrical Code) to transformers or transmission lines, this work must be performed by the staff Powerline Technician (PLT) as per Alberta Electrical Utility Code and Alberta Occupational Health and Safety rules. Streetlight installations on utility owned power poles must be performed by a PLT.

## SCHEDULE F – TRAFFIC SIGNALS

Schedule	Technical Category
Schedule F – Traffic Signals	Traffic Signal Construction

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	Traffic Signal Construction	Completed Project Experience Form (Schedule P)	
		Annual Contract Dollar Value Form (Schedule Q)	

## SCHEDULE G – BRIDGEWORK

Schedule	Technical Categories
Schedule G – Bridgework	Bridge Deck Asphalt Paving
	Bridges Rehabilitation (includes Expansion joint replacement)
	Bridge Sandblasting and Painting
	Bridges - New Construction

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	Bridge Deck Asphalt Paving	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Bridge Rehabilitation	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Bridges Sandblasting and Painting	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Bridges New Construction	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

## SCHEDULE H – BUILDINGS/FACILITIES/DEMOLITION

Schedule	Technical Categories
Schedule H – Facilities/Buildings/Demolition	Buildings General Contractor
	Demolition Contractor
	Buildings Mechanical Contractor
	Buildings Electrical Contractor
	Roofing Contractor

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as per below.

Ensure Schedule P examples are related to sectors relevant to the provision of City services. The project references should be able to confirm the project scope, performance, and relevancy to the submission category and parameters outlined below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	Buildings General Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Demolition Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Buildings Mechanical Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Buildings Electrical Contractor	Completed Project Experience Form (Schedule P)	

		<b>Completed Annual Contract Dollar Value Form (Schedule Q)</b>	
<b>5.</b>	<b>Roofing Contractor</b>	<b>Completed Project Experience Form (Schedule P)</b>	
		<b>Completed Annual Contract Dollar Value Form (Schedule Q)</b>	

**Further Information on all Schedule H – Buildings/Facilities/Demolition categories:**

All categories include, but are not limited to, work in the following sectors:

- office/commercial;
- industrial;
- community;
- fire station;
- recreation; and
- parking structures.

**Further information on Buildings General Contractor category only:**

Contractors will be required to manage sub-contractors and coordinate project requirements (including schedule and project financials). Contractors will be required to perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

**Further information on Demolition Contractor category only:**

Contractors will be required to manage sub-contractors and perform work including but not limited to full or partial demolition of buildings and related infrastructure, which may include hazardous materials removal.

**Further information on Buildings Mechanical Contractor category only:**

Contractors will be required to manage sub-contractors and coordinate project requirements (including schedule and project financials). The area of work includes heating, ventilation, air conditioning, fire protection, sheet metal, fabrication, refrigeration, plumbing, general mechanical repair, and maintenance. Contractors will be required to perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

**Further information on Buildings Electrical Contractor category only:**

Contractors will be required to manage sub-contractors and coordinate project requirements (including schedule and project financials). The area of work includes genset, electrical motor repair and maintenance, transformers, switchgears, MCC under 600V, building automated systems, lighting, fire alarm testing, general electrical repair and maintenance. Contractors will be required to perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

**Further information on Roofing Contractor category only:**

Contractors will be required to manage sub-contractors and perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.



## SCHEDULE I – LANDSCAPING

Schedule	Technical Categories
Schedule I – Landscaping	Landscape Construction
	Landscape Maintenance
	Pathway Construction

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as well as supplemental information as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	Landscape Construction	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Landscape Maintenance	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Pathway Construction	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Proof of Membership in the Landscape Nursery Trade Association (LANTA) or equivalent (not required for pathway construction)		Date on Membership:

**Supplemental Information: Equipment Capacity** (for Landscape Construction and Landscape Maintenance Technical categories only)

<b>Equipment Type</b>	<b>Capacity Size</b>	<b>Age</b>	<b>Additional Information (example: expected lifecycle)</b>

**Further information on Landscape Construction and Landscape Maintenance categories only:**

Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform landscape construction or landscape maintenance work including but not limited to:

- Installation of erosion and sediment control devices.
- Landscape excavation and earth moving.
- Fine grading and subgrade preparations.
- Sports field development.
- Installation of geofabrics and geosynthetics.
- Installation of landscape walls in wood, stone, unit block or concrete.
- Installation of drainage systems.
- Spreading and preparation of topsoil for seeding, sodding or planting.
- Installation of interlocking concrete pavers.
- Installation of poured in place concrete.
- Installation of asphalt.
- Installation of site furnishings.
- Installation of lighting.
- Excavation and preparation of planting beds and tree pits.
- Installation of sod.
- Installation of specialized seed mixes and mulches.
- Planting of annual and perennial plants.
- Tree and shrub planting.
- Aeration and topdressing of turf grass.
- Gravel and asphalt pathway construction within landscaped areas which may include sensitive natural areas.
- Fabrication and installation of miscellaneous metal, wooden and stone elements.
- Site clean-up.
- Maintenance of completed work.

**Further information on Pathway Construction category only:**

Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform pathway construction work including but not limited to:

- Landscape excavation and earth moving.
- Fine grading and subgrade preparations.
- Installation of erosion and sediment control devices.
- Installation of geofabrics and geosynthetics.
- Installation of landscape walls in wood, stone, unit block or concrete.
- Spreading and preparation of topsoil for seeding, sodding, or planting.
- Installation of specialized seed mixes and mulches.
- Gravel and asphalt pathway construction within landscaped areas which may include sensitive natural areas.
- Installation of interlocking concrete pavers.
- Installation of poured in place concrete.
- Installation of asphalt.
- Fabrication and installation of miscellaneous metal, wooden and stone elements.
- Centre line painting.
- Site cleanup.
- Maintenance of completed work.

### SCHEDULE J – IRRIGATION

Schedule	Technical Category
Schedule J – Irrigation	Irrigation Construction and Maintenance

Respondents are requested to complete two (2) Project Experience Forms (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as well as supplemental information as per below.

**Attach Copy of:**

	Document	Name of attached digital file:		
1.	Completed Project Experience Form (Schedule P) – three (3) project examples related to Irrigation Construction and Maintenance			
2.	Completed Project Experience Form (Schedule P) – three (3) project examples related specifically to efficiency of Irrigation Audit programs			
3.	Completed Annual Contractor Dollar Value Form (Schedule Q)			
4.	Copy of Certificate with reference to cross-connection control tester (backflow tester)			
5.	Copy of Certified Irrigation Contractor (CIC) by the Irrigation Association (IA)			
6.	Copy of certificate with reference to High-density polyethylene (HDPE) Fusion			
7.	Copy of up to 10 certified or journeymen Irrigation certificates of staff	Name of attached digital file:	Name of Staff Certified:	Date on Certificate:
		1		
		2		

		3			
		4			
		5			
		6			
		7			
		8			
		9			
		10			
8.	<b>Copy of up to 10 attendance certificates from courses such as the “Irrigation Installation and Maintenance” course by the Irrigation Association</b>		<b>Name of attached digital file:</b>	<b>Name of Staff Attended:</b>	<b>Date of Attendance date/date on Certificate:</b>
		1			
		2			
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Any irrigation work that requires a tie-in to a utility service may require an Indemnification Agreement. The need for this requirement would be indicated in the future Competitive Bid information. See <https://www.calgary.ca/UEP/Water/Pages/Specifications/Water-developent-resources/Water-Resources-Master-Indemnification-Agreement.aspx> for more information or contact Water Resources at [WaterUtilityInspections@calgary.ca](mailto:WaterUtilityInspections@calgary.ca) for further details.

Further information on Irrigation Construction and Irrigation Maintenance categories only:  
 Prime Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform irrigation construction work including, but not limited to:

**Irrigation Construction only:**

- Excavation and backfill; pipe inspection and installation; control valves valve boxes; isolation valves; rotary, pop-up, and stationary rise sprinklers; associated wiring requirements; backflow prevention assemblies; controllers, moisture sensors and rain shut-off devises; water filtration equipment; sleeving; turf and quick coupling valves.
- Drip irrigation systems.
- Centrally controlled systems in tot lots, ornamental parks, joint-use sites, dry ponds, and athletic parks.
- Fully automatic, residential and commercial sites.
- Park Water Services.
- Winterizing - Flushing and Start up of Irrigation systems.
- General maintenance requirements of systems; including replacement of zone valves and sprinklers; repairing and testing backflow devices; adjusting arcs; straightening and raising heads; repairing breaks and leaks; adjusting irrigation programs; etc.
- Calculating base irrigation schedules.

**Note** that construction contractors will be considered qualified to provide the maintenance services on their projects until FAC (Final Acceptance Certificate).

Prime Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform irrigation maintenance work including, but not limited to:

**Irrigation Maintenance only:**

- Centrally controlled systems in tot lots, ornamental parks, joint-use sites, dry ponds, and athletic parks.
- Fully automatic, residential and commercial sites.
- Drip irrigation systems.
- Park Water Services.

- General maintenance requirements of systems; including replacement of zone valves and sprinklers; repairing and testing backflow devices; adjusting arcs; straightening and raising heads; repairing breaks and leaks; adjusting irrigation programs; etc.
- Winterizing - Flushing and Start up of Irrigation systems.
- Calculating base irrigation schedules.

## SCHEDULE K – URBAN FORESTRY

Schedule	Technical Category
Schedule K – Urban Forestry	Urban Forestry Construction and Maintenance

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	<b>Urban Forestry Construction and Maintenance</b>	<b>Completed Project Experience Forms (Schedule P)</b>	
		<b>Completed Annual Contract Dollar Value Form (Schedule Q)</b>	

Further information on Urban Forestry Construction and Maintenance technical category: Prime Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform urban forestry construction and maintenance work including, but not limited to:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Tree and shrub pruning</li> <li>• Tree and shrub removal</li> <li>• Rights of Way Clearance</li> <li>• Stump Grinding and Clean-up</li> <li>• Root Pruning</li> <li>• Root Barrier Installation</li> <li>• Tree Hole, Tree Bed/Planting Site Preparation</li> <li>• Tree Planting - Baskets</li> <li>• Tree Planting - Containers</li> <li>• Tree Planting - Bareroot</li> <li>• Nursery Digging and Basketing</li> <li>• Tree Moving</li> <li>• Tree Watering</li> </ul> | <ul style="list-style-type: none"> <li>• Tree Pest Control</li> <li>• Tree Pest Monitoring</li> <li>• Grate and Vault Maintenance</li> <li>• Tree Fertilizing</li> <li>• Tree Aeration</li> <li>• Tree Mulching</li> <li>• Tree Inventory</li> <li>• Tree Risk Assessment</li> <li>• Tree Protection during Construction</li> <li>• Planting and supply of trees and shrubs</li> <li>• Arboricultural Consulting</li> <li>• Soil Tree Cells</li> <li>• Pour in Place vault cover</li> </ul> |
|--|---|



## SCHEDULE L – WASTE AND RECYCLING SERVICES

Schedule	Technical Category
Schedule L – Waste and Recycling Services	Landfill Earthworks and Underground Utilities (includes: clay liner, clay cap, overland drainage construction, leachate collection systems, synthetic liners)

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Categories chosen as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	Landfill Earthworks and Underground Utilities	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

## SCHEDULE M – WATER AND WASTEWATER CONSTRUCTION – UTILITIES AND FACILITIES

Schedule	Technical Categories
Schedule M – Water and Wastewater Construction – Utilities and Facilities	Outfalls, Riverbank Stabilization and Erosion Protection (includes repairs and upgrading)
	Sanitary Forcemains and Syphons
	Stormwater Ponds and Wetlands (includes planting work)
	Trenchless Installation, Replacement and Rehabilitation (of Watermains, Sanitary Sewers and Storm Sewers - includes any of the following disciplines: auger boring, horizontal direction drilling (HDD), tunneling (TBM, microtunneling, hand tunneling et al), cured-in-place (CIP) lining, swage and slip lining and pipe bursting, ramming and jacking.)
	Wastewater Pump Station and Lift Stations
	Water and Wastewater Treatment Plants
	Water Feeder Mains, Sanitary Sewer Trunks, Stormwater Sewer Trunks
	Water Main, Sanitary Sewer and Storm Sewer Installation and Replacement
	Water Pump Stations and Reservoirs

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as well as supplemental information as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	Outfalls, Riverbank Stabilization and Erosion Protection	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Sanitary Forcemains and Syphons	Completed Project Experience Form (Schedule P)	

		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Stormwater Ponds and Wetlands	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Trenchless Installation, Replacement and Rehabilitation	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
5.	Wastewater Pump Station and Lift Stations	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
6.	Water and Wastewater Treatment Plants	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
7.	Water Feeder Mains, Sanitary Sewer Trunks, Stormwater Sewer Trunks	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

8.	Water Main, Sanitary Sewer and Storm Sewer Installation and Replacement	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
9.	Water Pump Stations and Reservoirs	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

**Further Information for Schedule M - Water and Wastewater Construction – Utilities and Facilities:**

The Water and Wastewater Treatment Plant Category is open to general contractors with demonstrated industry experience directly involved in the following work:

Municipal Water or Wastewater treatment plants involving new construction or upgrades of facility buildings, installation of multidisciplinary treatment processes and systems, mechanical equipment, electrical instrumentation and controls, building support and management systems with the minimum operating capacity of 50 ML/d.

Work includes:

- Acting in the capacity of Prime Contractor for Safety in the management of multidisciplinary civil, mechanical, electrical, instrumentation and controls trade contractors working through all phases of engineering, construction and commissioning.
- Construction of large capacity water retaining structures and including associated pile foundations and interconnecting water conveyance, piping and/or pumping systems. Also included.
- Installation of chemical storage, handling, and dosing systems.
- Installation of mechanical and electrical building systems and services.
- Proven ability to complete work in an operating facility with associated requirements for communication and coordination with the project team relevant to the construction.

## SCHEDULE N – INFRASTRUCTURE, ROADWORKS AND EARTHWORKS

Schedule	Technical Categories
Schedule N – Infrastructure, Roadworks and Earthworks	Asphalt Road Works (includes: asphalt sawcutting, asphalt paving, asphalt planing, asphalt road repairs, crack sealing of asphalt roads, micro surfacing)
	Concrete Road/Sidewalk Works (includes: concrete paving, non-reinforced concrete work, curb, gutter, apron and sidewalk, mud jacking/pressure grouting)
	Earthworks
	Retaining Walls
	Noise Barriers (sound attenuation)
	Road Construction (includes: gravel lane construction)
	Road Maintenance (includes: maintenance and repair of parking lots, gravel lane reconstruction)

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as well as supplemental information as per below.

**Attach Copy of:**

	For Technical Category Application	Document	Name of attached digital file:
1.	<b>Asphalt Road Works</b>	<b>Completed Project Experience Forms (Schedule P)</b>	
		<b>One (1) Annual Contract Dollar Value Form (Schedule Q)</b>	
2.	<b>Concrete Road/Sidewalk Works</b>	<b>Completed Project Experience Forms (Schedule P)</b>	
		<b>One (1) Annual Contract Dollar Value Form (Schedule Q)</b>	
3.	<b>Earthworks</b>	<b>Completed Project Experience Forms (Schedule P)</b>	
		<b>One (1) Annual Contract Dollar Value Form (Schedule Q)</b>	

4.	Retaining Walls	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
5.	Noise Barriers (sound attenuation)	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
6.	Road Construction	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
7.	Road Maintenance	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	

## SCHEDULE O – HAZARDOUS MATERIALS ABATEMENT

Schedule	Technical Category
Schedule O – Hazardous Materials Abatement	Hazardous Materials Abatement

\*Approval through this prequalification for this Schedule does not eliminate the project/site specific safety plans that will be required to be completed by The Prime Contractor for Safety that may be required to be reviewed/approved by The City of Calgary prior to start of work on site, nor any other requirement of the Prime Contractor for Safety under the legislation.

The City will assess the submitted Safety information in each of the areas indicated below and review against legislation applicable to the activity and jurisdiction.

It is anticipated that the Information requested directly below is included in the attached Company Hazardous Materials Procedures (as requested below), and that sections/page numbers within that document can be identified to respond to the questions. If the information requested is not in the Manuals, attach a separate document with the information requested.

<b>1. Hazardous Materials Safety Procedures</b>		
<b>Specifically address An Exposure Plan and Work Procedures for the following types of hazardous materials:</b>		
	Page or Section # in Manual:	Or Attached Document Name:
<b>a. Asbestos</b>		
<b>b. Silica</b>		
<b>c. Lead</b>		
<b>d. Mould</b>		

Respondents are requested to complete three (3) Hazardous Materials Special Project Experience Forms for each of the Technical Categories chosen and one (1) Hazardous Materials Special Annual Contractor Dollar Value Form and supplemental information as per below.

**Attach Copy of:**

	Document	Name of attached digital file:
<b>2.</b>	<b>Completed Annual Contract Dollar Value Form (Schedule Q)</b>	

<p><b>3. Proof that a minimum of 10 employees have completed the two (2) day asbestos worker certification course as required by OHS. (Provide a clear image of the front and back of each certificate card.)</b></p>	<b>Name of attached digital file:</b>		<b>Name of Staff Certified:</b>	<b>Date on Certificate:</b>
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
	10.			
<p><b>4. Proof that a minimum of three (3) supervisors have completed the four (4) day 'Applied Microbial Remediation Technician' (AMRT) course</b></p>	<b>Name of attached digital file:</b>		<b>Name of Staff Certified:</b>	<b>Date on Certificate:</b>
	1.			
	2.			
	3.			



		4.			
		5.			
5.	<b>Company Hazardous Materials Procedures</b>				<b>Date issued:</b>

Contractors must provide Project Experience for three (3) projects in the form below. Projects should be within the past four (4) years **for Hazardous Materials Abatement and removal work.**

Experience should be directly related to the abatement and removal of hazardous materials, and best show the scope and scale of work that your company has successfully completed.

**Note** - Categories requested without sufficient experience provided will not be considered for prequalification.

Project values submitted that are less than \$200,000.00 will not be considered.

Project 1		
<b>Project Title:</b>		
<b>Location:</b>		
<b>Start Date:</b>		
<b>Date of completion:</b>		
<b>Project Value:</b>	\$	
<b>Name of Project Superintendent:</b>		
<b>Name of Project Manager:</b>		
<b>Description:</b>		
<b>Details of Materials:</b>	<b>Type of Material</b>	<b>Quantity of Material</b>

<b>Owner (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	
<b>Mandatory Consultant (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	

<b>Project 2</b>		
<b>Project Title:</b>		
<b>Location:</b>		
<b>Start Date:</b>		
<b>Date of completion:</b>		
<b>Project Value:</b>	\$	
<b>Name of Project Superintendent:</b>		
<b>Name of Project Manager:</b>		
<b>Description:</b>		
<b>Details of Materials:</b>	<b>Type of Material</b>	<b>Quantity of Material</b>
<b>Owner (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	
<b>Mandatory Consultant (Reference)</b>	<b>Company Name:</b>	

	<b>Contact Name:</b>	
	<b>Phone:</b>	

<b>Project 3</b>		
<b>Project Title:</b>		
<b>Location:</b>		
<b>Start Date:</b>		
<b>Date of completion:</b>		
<b>Project Value:</b>	\$	
<b>Name of Project Superintendent:</b>		
<b>Name of Project Manager:</b>		
<b>Description:</b>		
<b>Details of Materials:</b>	<b>Type of Material</b>	<b>Quantity of Material</b>
<b>Owner (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	
<b>Mandatory Consultant (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	

**Further information for Hazardous Abatement:**

The two (2) day asbestos worker certification course is required for all employees who may enter a “restricted area”. “Restricted area” means an area of the work site where there is a reasonable chance that the airborne concentration of asbestos exceeds the Occupational Exposure Limit (OEL). This usually

applies primarily to high-risk abatement, but in some cases moderate-risk work as well. For all levels of asbestos abatement: Low, Moderate and High-Risk must be completed by certified abatement workers.

For Mould or Fungal Remediation, supervisors must have completed the four (4) day “Applied Microbial Remediation Technician” (AMRT) course offered by the Institute of Inspection Cleaning and Restoration Certification (IICRC).

## SCHEDULE P – PROJECT EXPERIENCE TEMPLATE

Applicability to Schedule and Technical Category

<b>Schedule / Technical Category:</b>

Contractors must provide examples of their project experience for three (3) projects in the form below. This form will need to be completed **for EACH technical category chosen**, download and save this form as many times as required for your complete submission. Ensure to indicate the title of the saved form in the appropriate Schedule (Schedules E through O) and attach to the submission.

Experience should be directly related to the technical category associated, and best show the scope and scale of work that your company has successfully completed. Projects shown should be completed within the last four (4) years and be relevant to the technical category for which you are submitting.

**Note** - Categories requested without sufficient experience provided will not be considered for prequalification.

Project values submitted that are less than \$200,000.00 will not be considered. (Exception: for Schedule I – Landscape, where values below \$200,000 will be considered).

Project 1	
<b>Project Title:</b>	
<b>Location:</b>	
<b>Start Date:</b>	
<b>Date of completion:</b>	
<b>Project Value:</b>	\$
<b>Name of Project Superintendent:</b>	
<b>Name of Project Manager:</b>	
<b>Description:</b>	

<b>Owner (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	
<b>Consultant (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	

<b>Project 2</b>		
<b>Project Title:</b>		
<b>Location:</b>		
<b>Start Date:</b>		
<b>Date of completion:</b>		
<b>Project Value:</b>	\$	
<b>Name of Project Superintendent:</b>		
<b>Name of Project Manager:</b>		
<b>Description:</b>		
<b>Owner (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	

<b>Consultant (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	

<b>Project 3</b>		
<b>Project Title:</b>		
<b>Location:</b>		
<b>Start Date:</b>		
<b>Date of completion:</b>		
<b>Project Value:</b>	\$	
<b>Name of Project Superintendent:</b>		
<b>Name of Project Manager:</b>		
<b>Description:</b>		
<b>Owner (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	
<b>Consultant (Reference)</b>	<b>Company Name:</b>	
	<b>Contact Name:</b>	
	<b>Phone:</b>	

## SCHEDULE Q – ANNUAL CONTRACT DOLLAR VALUE

Applicability to Schedule and Technical Category

<b>Schedule / Technical Category:</b>

Contractors must complete this page for **EACH technical category chosen**.

**Note** - Categories requested without sufficient experience provided will not be considered for prequalification.

Year	Annual Dollar Value for Year	Number of Projects in Year
2019	\$	
2020	\$	
2021	\$	
<b>Total for three (3) years:</b>		
	\$	



## SCHEDULE R – SUBMISSION FORM

### 1. WE CONFIRM THAT:

#### (a) Response

- (i) we have examined the RFPQ and have received all pages including all Addenda;
- (ii) we acknowledge that the content of all Addenda form part of the RFPQ;
- (iii) we acknowledge and accept the limit of liability set out in RFPQ Section 1.8 and 4.6;
- (iv) except as explicitly provided in the RFPQ, the submission of this Response creates no legal or contractual obligations or rights on The City or the Respondent, all as set out in RFPQ Section 4.6; and
- (v) if we are identified as the Selected Respondent, we will provide to The City all documentation required by the RFPQ.

#### (b) Communication and Information

- (i) we have not discussed or communicated, directly or indirectly, with any other Respondent, any information whatsoever regarding the preparation of our Response or the Response of the other Respondents in a way that would contravene any law applicable to the Respondent, The City, or this RFPQ;
- (ii) we have prepared and submitted our Response independently and without connection, knowledge, comparison of information or arrangement, direct or indirect, with any other Respondent;
- (iii) to the best of our knowledge after reasonable inquiry, we, and all our respective employees and representatives, have:
  - 1. conducted ourselves with integrity and propriety;
  - 2. not engaged in any form of political or other lobbying, of any kind whatsoever, to influence the outcome of the RFPQ Process;
  - 3. not engaged in any inappropriate bidding practices or unethical behaviour in the course of this RFPQ Process; and
  - 4. complied fully with Sections 4.1.3, 4.4.4 and 4.5.1 of the RFPQ and the provisions of any confidentiality agreement entered into in connection with the RFPQ Process; and
- (iv) except through the RFPQ Process, we have not received Confidential Information of The City relevant to the RFPQ.

#### (c) Conflict of Interest

- (i) to the best of our knowledge, the following is a complete list of Conflicts of Interest, including those:

1. that have already been reported to The City; and
2. individuals (as employees, advisors, or in any other capacity) who participated in the preparation of the Response; **AND**;
  - A. were employees of The City and ceased employment within twelve (12) months prior to the submission date of the Response;
  - B. are current employees of The City; or
  - C. are a spouse of a current employee of The City.

Name of Party:	Person A		Person B		Person C	
Details of Conflict of Interest:						
Brief description of nature of participation in preparation of the Response:						
Date of employment with The City (past or current): *if applicable	From:	To:	From:	To:	From:	To:

- (ii) upon request, we will provide The City with any additional information about each party identified above; and
- (iii) **IF THE TABLE ABOVE IS LEFT BLANK**, we declare that (i) there was no Conflict of Interest in preparing the Response; and (ii) there is no foreseeable Conflict of Interest in performing the obligations set out the RFPQ.

(d) Supplier Code of Conduct

- (i) we have read and understood the Supplier Code of Conduct (ALT2020-1056) and will comply to the best of our ability.

**2. WE REPRESENT AND WARRANT:**

- (a) there have been no changes in circumstance that could impair our ability to perform our obligations in connection with this RFPQ; and
- (b) **EXCEPT FOR THOSE ACTIONS, SUITS OR PROCEEDINGS SET OUT AS FOLLOWS** there are no actions, suits or proceedings pending that could have a material adverse effect on our ability to perform our obligations in connection with this RFPQ or, to the best of our knowledge after reasonable inquiry, threatened against us and we are not aware of any ground on which such an action, suit or proceeding might be commenced:

<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	

**3. WE AGREE THAT:**

any information provided in the Response, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal.

**SIGNATURE PAGES FOLLOW – NOTE TO RESPONDENTS: The Respondent must sign the Submission Form in a manner which legally binds the Respondent.**

<b>Name of Business Entity</b>	
<b>Complete Address</b>	
<b>Phone</b>	<b>Mobile Phone</b>
<b>Email</b>	
<b>Website</b>	

<b>Respondent Handwritten Signature</b>
<b>Title</b>
<b>Printed Name</b>
<b>Date</b>