

Current Criteria to become a Utility Indemnified Contractor

Stage 1

- All applicants (non-Indemnified contractors) are required to compile a job list and the related inspection reports for pre-assessment showing the past underground utilities projects to demonstrate their high quality of skill, knowledge, safety practice and experience in deep underground utilities installation **with open cut method** including the installation of new large diameter size (greater than 50mm) of water & sewer pipes, valves, fittings, hydrants, manhole and etc.
- The job list must contain a minimum of 8 or more deep underground utilities projects within the City of Calgary related to private commercial projects, City of Calgary Capital projects or Subdivision projects.
- The Utility inspectors from Subdivision Inspections or Capital Inspections of the City of Calgary must be involved in and witness all projects in order to review the applicant’s past work performance history, work quality and health & safety practices as well as our inspector’s feedback.

Stage 2

Once the applicant has submitted the documents/reports as requested above and the previous experience & performance of the applicant meet our requirements, the applicant will proceed to a second stage and will be requested to submit additional documents for our review and consideration according to the below criteria.

1. Mandatory Criteria

Contractor must meet all the following criteria:

- Proof of Certificate of Recognition (COR) OR Small Employer Certificate of Recognition (SECOR)
- Proof of Account in good Standing with Workers Compensation Board (WCB)
- Signed Contractor Environmental Responsibility declaration

2. Evaluated Criteria

The following criteria will be evaluated in determining if a Contractor should be considered for Indemnification Status.

Criteria	Description of “Meets Expectations”
Year in business	Minimum 3 Years experience of Underground Utilities installation performed by the proposed company
Business License	Must be valid for your proposed company
Corporate Search	Must be Alberta Registered for your proposed company
Credit Application	Credit history must be in good standing for your proposed company
Bonding Information	Irrevocable Letter of Credit must be provided for required amount
Insurance information	A valid Certificate of Insurance must be provided as per Indemnification Agreement
Organizational Chart	An updated Organizational Chart must be provided showing all staffs’ experience and job duties
Equipment, suppliers & sub-trade	An updated list must be provided showing all available equipment, material suppliers and the relevant sub-trades

OH&S TDG Violation Orders	Approved document must be provided showing no violation in past two years Approved document must be provided showing no conviction in past two years
External Safety Audit	Must be passed last audit
Internal Safety Audit	Must be passed last audit
Safety Policy Statements	Must be provided
Dollar Value Construction Works	Greater than \$1,500,000
Principle Projects	<i>Subdivision:</i> Experience of underground utilities installation in Right of Way <u>OR</u> <i>City of Calgary projects (i.e. Capital projects):</i> Experience of underground Utilities installation in Right of Way <u>OR</u> <i>Commercial projects:</i> Experience of underground utilities installation in private side (Contractor must show the solid track record issued from Subdivision Inspections, and provide the relevant reference letters, if necessary)

Technical Ability	Demonstrate the experience of underground utilities installation (with open cut method) including water and wastewater Formal industry training Project Management Certification
Standards for Operating Procedures	Provides the documents showing the relevant operating procedures

Stage 3

- Process and expectation meeting.
- Finalize Utility Master Indemnification Agreement.