



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title **PRE-QUALIFICATION OF CONSTRUCTION MANAGER
FOR CLAYTON COMMUNITY CENTRE**

Reference No.: **1220-050-2017-001**

(Construction Services)

REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS

PRE-QUALIFICATION OF CONSTRUCTION MANAGER FOR CLAYTON COMMUNITY CENTRE

TABLE OF CONTENTS

	Page
1 INTRODUCTION.....	3
1.1 Purpose	3
1.2 Definitions	3
2. INSTRUCTIONS TO RESPONDENTS.....	4
2.1 Address For Submission Delivery	4
2.2 Date.....	4
2.3 Inquiries.....	5
2.4 Addenda.....	5
2.5 Status Inquiries.....	5
3. RFEI/SOQ SUBMISSION FORM AND CONTENTS	5
3.1 Package (Hard Copy)	5
3.2 Form of Submission.....	6
3.3 Signature	6
4. EVALUATION AND SELECTION.....	7
4.1 Evaluation Team.....	7
4.2 Evaluation Criteria	7
4.3 Litigation	7
4.4 Additional Information	8
4.5 Interviews.....	8
5. GENERAL CONDITIONS	8
5.1 No City Obligation.....	8
5.2 Respondent's Expenses.....	8
5.3 No Contract.....	9
5.4 Conflict of Interest.....	9
5.5 Solicitation of Council Members and City Staff	9
5.6 Confidentiality	9
SCHEDULE A – SCOPE OF SERVICES.....	10
SCHEDULE B – SAMPLE FORM OF SUBMISSION	18

REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1 Purpose

The purpose of this request for expressions of interest / statements of qualifications (the “RFEOI/SOQ”) is to:

- (a) invite submissions (the “Submission”) from respondents (the “Respondent”) that describe the desire, relevant expertise, capability, reputation and resources of the Respondent to undertake the project as generally set out in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, the request for proposals (the “RFP”) stage when called.

This RFEOI/SOQ is not a solicitation of proposals; rather it is a non-binding invitation to qualified Respondents to make themselves known to the City by providing information and by demonstrating to the City their experience and capacity.

All interested parties should respond to this RFEOI/SOQ as the City does not guarantee that a Request for Proposal will be issued following this RFEOI/SOQ and may elect to directly negotiate with one or more interested parties, or the City may at any time and at its sole discretion decide to cancel this process for any reason.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

“**BC Bid Website**” means www.bcbid.gov.bc.ca;

“**City**” means the City of Surrey;

“**City Representative**” has the meaning set out in section 2.4;

“**City Website**” means www.surrey.ca;

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

“**Evaluation Team**” means the team appointed by the City;

“**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;

“**Respondent**” means an entity that submits a Submission;

“**RFEOI/SOQ**” means this Request for Expressions of Interest and Statements of Qualifications;

“**Services**” has the meaning set out in Schedule A; and

“**Submission**” means a submission submitted in response to this RFEOI/SOQ.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

A Submission should be labelled with the Respondent’s name, RFEOI/SOQ title and reference number. A Submission should be submitted in the form attached to this RFEOI/SOQ as Schedule B – Form of Submission, including Appendices A to C.

The Respondent may submit a Submission either by email or in a hard copy, as follows:

(a) Email

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file to the City by email at: purchasing@surrey.ca. PDF emailed Submissions are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City’s equipment functions properly so that the City receives the Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission and two (2) copies (three (3) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada

2.2 Date

The City would prefer to receive Submissions on or before **March 6, 2017**. The City’s office hours are 8:30 am to 4:00 pm, except holidays.

2.3 Inquiries

All inquiries related to this RFEOI/SOQ should be directed in writing to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager

Email: purchasing@surrey.ca

Reference: #1220-050-2017-001

2.4 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the BC Bid Website and the City Website for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ including, any and all addenda.

2.5 Status Inquiries

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3. RFEOI/SOQ SUBMISSION FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side any printed material in your Submission.

Submissions should be in a sealed envelope/package, marked on the outside with the Respondent's name, title of the Submission and reference number.

3.2 Form of Submission

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendices A to C. Respondents are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

Upon submitting a response to this RFEOI/SOQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may also be contacted.

3.3 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

4.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services to the City, generally using the following criteria:

- Criterion 1: Respondent's Reputation, capacity, availability of resources, qualifications, competencies, and financial capability (Schedule B);
- Criterion 2: Respondent's relevant experience, qualifications and capability of the proposed Respondent's key personnel (including sub-contractors) with projects of comparable size, scope and complexity showing proven results (Schedule B);
- Criterion 3: Respondent's relevant major construction projects completed in the past five years (Schedule B - Appendix A);
- Criterion 4: Respondent's major construction projects of similar nature completed (Schedule B - Appendix B); and
- Criterion 5: Respondent's major construction projects underway as of Submission date (Schedule B - Appendix C).

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

4.3 Litigation

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or

employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

4.4 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Respondent with respect to any RFEOI/SOQ, and the Evaluation Team may make such requests to only selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

4.5 Interviews

The Evaluation Team may, at its discretion, invite some or all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is not a tender and does not commit the City in any way to pre-qualify a Preferred Respondent(s), or to proceed to negotiations for an agreement, or to award any agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI/SOQ. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI/SOQ.

5.3 No Contract

By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ, prior to the signing of a formal written agreement. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

5.4 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in section 2.3, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ.

5.6 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

SCHEDULE A – SCOPE OF SERVICES

Pre-Qualification of Construction Manager for Clayton Community Centre Project Reference No.: 1220-050-2017-001

CONSTRUCTION MANAGEMENT SERVICES

The City of Surrey (the “City”) invites request for expressions of interest and statements of qualifications for construction management services from qualified firms for the design and construction contract administration for Cloverdale Sport and Ice Centre.

1. BACKGROUND

The City of Surrey:

The City of Surrey is an energetic and dynamic city known for business and investment opportunities supported in part by its progressive and forward thinking economic vision. Surrey is a city within the greater Vancouver Census Metropolitan Area just over 40 minutes from downtown Vancouver and 30 minutes from the Vancouver International Airport. The City's population, estimated at 502,000 people, experienced a growth rate of 13%+ from 2001 to 2006 and is centered in a region that has a population in excess of 2.2 million people. The City of Surrey is the second largest city in B.C. Based on its high growth rate, Surrey is expected to surpass Vancouver to become the largest city in the Province in terms of population in the next 20 years ±.

Surrey's City Centre has been identified as Metro Vancouver's "2nd metropolitan core" and the downtown for the Fraser Valley. The City is traversed by five major highways and four railways, has deep-sea docking facilities and is located near an international airport. Two Canada/United States border crossings are located on the southerly boundary of Surrey.

Clayton is a neighbourhood in the eastern and northern portion of the Cloverdale Town Centre area of Surrey.

Project Description

In consideration of the growth in East Clayton and the development expected over the next few years in West Clayton, the planning and concept design of a new community hub in Clayton that integrates arts, library, recreation, and outdoor spaces in a single facility was completed in 2016. The project is fully funded and design is ongoing targeting Project completion in 2019. The project location is on City owned property at 18680 & 18714 – 72 Avenue, Surrey, BC.

The new Clayton community hub is intended to be designed as a Passive House certified building to recognize the goals of the City of Surrey Sustainability Charter, and the goals of the East and West Clayton planning to date to make a more sustainable

neighbourhood. The public consultation results have indicated a strong desire from the community to preserve the natural environment of Clayton Park as much as possible. The new facility will include visual and performing arts components, a library and associated circulation management spaces, a gymnasium, fitness & weight rooms, preschool/daycare facilities, child minding space, youth gathering space, staff spaces and supporting infrastructure and spaces. The landscaping will include both the facility outdoor spaces and innovative storm water management. Offsite servicing will include the construction of a new road and a sanitary sewer main line through the park to the south.

The project has been in a stage of intense public and staff consultation, with the goal of creating a more integrated and publicly accessible facility that blends the uses and programs in a way that challenges the status quo of community centre design.

The intention is to hire a Project Management firm and Construction Management firm to deliver this project. With fixed funding, the Project Manager will be instrumental to keep budgets on track, advising on scope and working with a Construction Manager to address buildability and cost challenges. With the inclusion of the team goals for a world class facility, and inclusive and integrated design, and Passive House certification, this will be a complicated project.

The facility will compliment the civic facility roster to meet the City's goals under our Sustainability Charter, Wood First Policy, and accessibility initiatives.

Projected construction costs for the building and site works we are presently projecting \$32.5 million, plus GST.

Project Status:

As part of the City's Capital Program, the project has gone through concept design and is currently in the Schematic Design stage. The intention of the City is to have a Project Management Firm on board by February and to issue a RFP for Construction Managers in late February to get the Construction Manager involved during the Design Development stage.

Please see appendix for current concept plan.

Project Team

Consultants:

The Architect:

HCMA Architecture + Design have been retained by the City as the prime consultant.

The sub-consultants include:

Structural – RJC Consulting Engineers
Mechanical – Integral Group
Electrical – Applied Engineering Solutions
Landscape Architecture – Hapa Cooperative
Civil – Aplin & Martin
Geotechnical – Tetrattech
Building Envelope – Morrison Hershfield
Building Code & CP – GHIL
Quantity Surveying – LEC
Passivehouse Consultants – HCMA, Passive House Academy

Project Manager: to be determined.

2. PROJECT OBJECTIVES

The City intends to engage a qualified construction manager at an early stage of design to provide design assist and pre-construction services.

The appointed construction manager shall have reputable experience in constructing community facilities, major offsite works and land development projects. Experience and understanding of Passive House certification requirements will be of value.

The appointed construction manager is expected to provide the City with: valuable design input; real time cost estimates, value engineering and constructability review throughout the design / pre-construction phase of the project. The City's objective is to achieve the most cost effective design and to eliminate or significantly reduce extra costs/change orders resulting from discrepancies in the construction documents and/or design conflicts.

The construction manager will advise the City on the most effective strategy for procurement of construction work, manage the pre-qualification process of construction trades and the sequential tendering of construction trades as required to achieve the project schedule. The City's objective is to ensure that qualified contractors are selected in a timely manner and to minimize scope gaps/overlaps.

During the construction phase, the construction manager will provide the expertise required to manage the construction, coordinate the trades' work, ensure quality of work, cost control and mitigate any construction delays. The City's objective is to achieve the desired high level of quality while maintaining the project cost & schedule.

Time is of the essence for this project.

3. SCOPE OF SERVICES

The scope of Services for this project is to provide the design assist & pre-construction service in addition to the full construction management services required to achieve the City's objectives.

The construction manager will be required to enter into a CCA-5 Construction Management Contract to provide the pre-construction services as outlined in GC2.2 'Pre-Construction Phase' and as amended by the City. When all the trade packages have been quoted and committed on budget the project may be converted to a Lump Sum Stipulated Price Contract (CCDC-2) as amended by the City's supplementary general conditions.

A more detailed scope of Services and the expected deliverables for each stage of the project will be made available to the shortlisted firms.

4. PREFERRED EXPERIENCE, CAPABILITY, CAPACITY AND RESOURCES

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

- a) Community Centres – recreation and cultural centres;
- b) Libraries;
- c) Pile foundation; and
- d) Major Offsite Works and Land Development.

In addition to the above the Respondent should demonstrate the following:

- Experience in design assist & pre-construction services;
- Proven delivery of projects and ability to meet tight timelines;
- Commitment to sustainable construction and focus on quality;
- Experience in or understanding of Passive House design/construction;
- Experience in projects of construction value more than \$20 million;
- Experience in the construction of a similar facility; and
- Relevant experience of the proposed staff.

5. PROJECT TIMELINE

The City has identified the following anticipated key milestone dates:

Task Description	Anticipated Date
Design	Fall 2016 – Summer/Fall 2017
Procurement	Late Summer to Fall 2017
Construction	Fall 2017 – Summer/Fall 2019
Occupancy	Summer/Fall 2019

The above dates are anticipated and as such are subject to change.

5. PROJECT BUDGET

Projected construction costs are not to exceed \$32.5 million for hard costs which includes the main building, siteworks, utilities and offsite improvements. These budget amounts exclude soft costs such as design and consulting fees, permits, furniture and fixtures (FF&E), miscellaneous costs, and contingencies.

6. HEALTH & SAFETY

The Contractor will undertake all health and safety matters in accordance with applicable legislation and good industry standards.

The Contractor will undertake all health and safety matters in accordance with company occupational health and safety program and the site-specific safety program that will be developed based on the safety, environmental, and operational risks associated with the proposed construction project.

The Contractor will promote, assist at, and demonstrate a positive safety attitude at the Place of the Work.

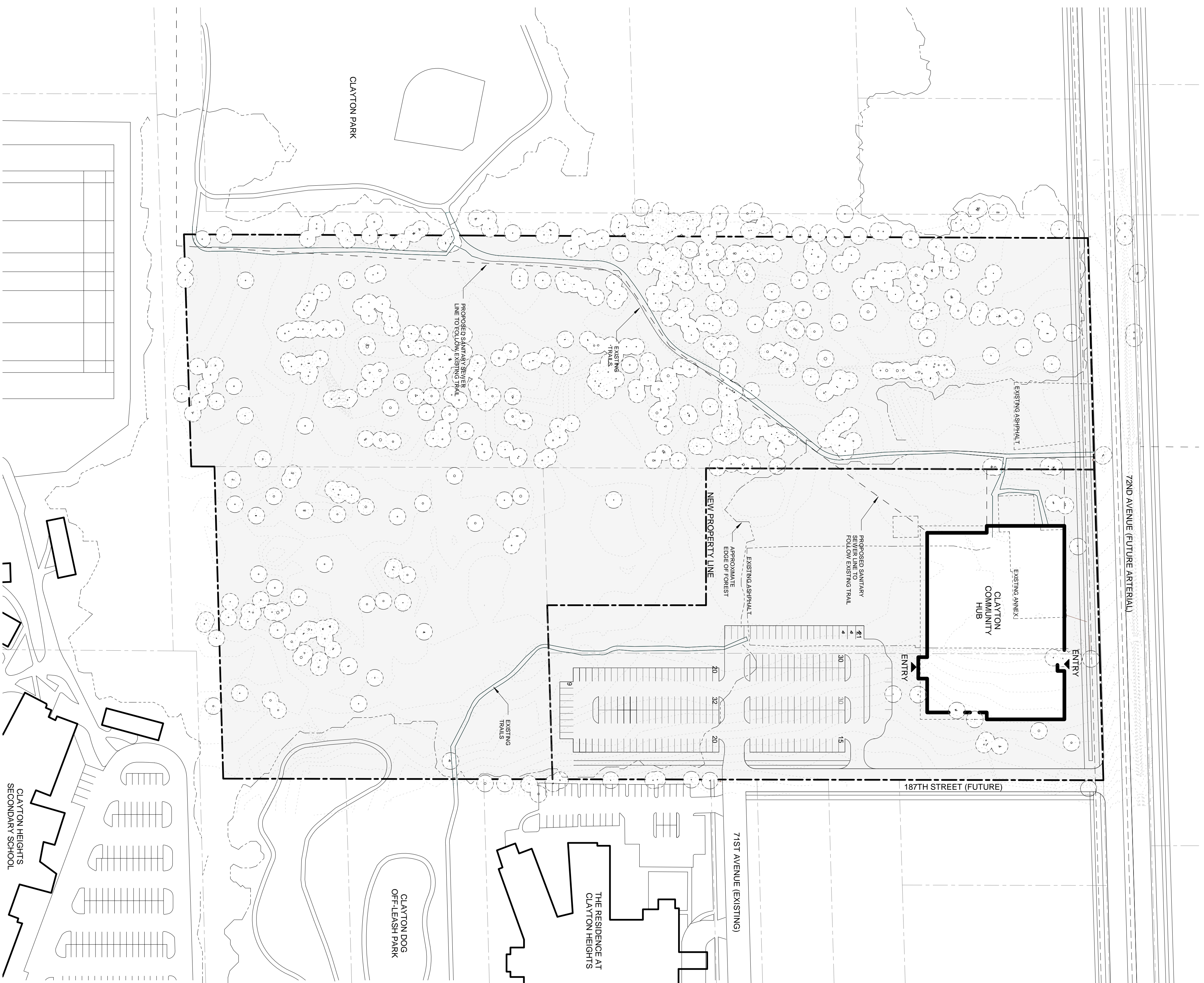
7. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

The Contractor will ensure that all materials subject to Workplace Hazardous Materials Information System [WHMIS] requirements are properly identified, labeled, used, and stored in accordance with the general requirements of the Hazardous Products Act and the Hazardous Materials Information Review Act, as amended from time to time, and the specific requirements of the Material Safety Data Sheet [MSDS] for the specific product.

The Contractor will ensure that all hazardous materials are properly labelled and have the accompanying MSDS prior to arrival and use at the Place of the Work. Copies of MSDS will be made available for reference and review by the City.

8. DRAWINGS / MAPS

1. Site Content – A1.00 – Clayton Hub
2. Lower Level – A2.01 – Clayton Hub
3. Lower Level - A2.02 – Clayton Hub



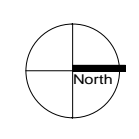
PROJECT#:1436 • DRAWN: Auhel CHECKED: Cheek
 Copyright reserved. These drawings and the design contained therein or which may be inferred therefrom are, and at all times remain, the exclusive property of HCMA Architecture + Design (HCMA). HCMA holds the copyright and ownership in the said drawings, which cannot be used for any purpose without the express written consent of HCMA.

SITE CONTEXT

DATE: 16/01/2017

A1.00

SCALE: 1 : 1000



CLAYTON HUB

18680 72 Ave, Surrey, BC

#	ISSUE DESCRIPTION	DATE



HCMA Architecture + Design
 400 - 675 West Hastings Street
 Vancouver BC V6B 1N2 Canada
 T 604.732.6620
 W hcma.ca



CLAYTON HUB

18680 72 Ave, Surrey, BC

ISSUE DESCRIPTION

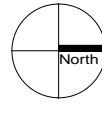
DATE

LOWER LEVEL

DATE: 16/01/2017

A2.01

SCALE: 1 : 200





CLAYTON HUB

18680 72 Ave, Surrey, BC

ISSUE DESCRIPTION

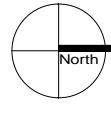
DATE

UPPER LEVEL

DATE: 16/01/2017

A2.02

SCALE: 1 : 200





SCHEDULE B – FORM OF SUBMISSION

RESPONDENT'S REQUEST FOR EXPRESSIONS OF INTEREST

AND

STATEMENTS OF QUALIFICATIONS

This Request For Expressions of Interest and Statements of Qualifications (RFEOI/SOQQ) will enable the City of Surrey (the "City") to determine your capacity, skill and relevant experience for eligibility to submit proposals for general contractor work packages for the Construction Manager for Clayton Community Centre.

Materially incomplete RFEOI/SOQ submissions may be deemed to fail the qualification process. Respondents may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

RFEOI/SOQ Title: Prequalification of Construction Manager for Clayton Community Centre.

RFEOI/SOQ Reference No.: 1220-050-2017-001

Submitted To:

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

Telephone: 604-590-7274

Fax: 604-599-0956

Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

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

- 1. _____
Full Legal Name of Firm

- 2. _____
Business Address

- 3. Business Phone No.: _____ Business Fax No.: _____

- 4. Business Email Address: _____ Website Address: _____

- 5. Contact for prequalification inquiries (full name, position and email address):

- 6. Contact for general inquiries (full name, position and email address):

- 7. Membership of industry associations (please list):

SECTION B. COMPANY PROFILE

- 8. How many years has your organization been in business as a contractor? _____

- 9. How many years has your organization been in business under its present business name?

- 10. Form of Business Organization
Corporation _____ Partnership _____ Sole Proprietorship _____

- 11. If Corporation/Partnership, year incorporated/established: _____

- 12. If the Respondent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number
_____.

SECTION C. FINANCIAL CAPACITY

Insurance Reference:

13. Name of Insurance Company: _____

14. Business Address: _____

15. Contact Person: _____

16. Business Telephone/Fax Numbers: Phone: _____ Fax: _____

17. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof? Yes No

18. Are you able to provide Automobile Liability Insurance for a limit of not less than \$3,000,000 (CAD) for all owned, leased or rented licensed vehicles used in the performance of Work and shall include third party liability? Yes No

19. Are you able to provide All Risk Course of Construction (Builder's Risk) Insurance for the value of the work performed and the full value of products specified by the City, if any, for incorporation into contract works? Yes No

20. Are you able to provide Contractor's Equipment Insurance covering at least the actual cash value of owned or leased construction machinery and equipment used in the performance of the Work and shall include a waiver of rights of subrogation against the Owner and the Consultant? Yes No

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

(i) Amount of coverage:

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

(ii) Detail specific exclusions (if any):

Comment:

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

Comment:

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

Bonding Reference:

22. Name of Bonding Company: _____

23. Business Address: _____

24. Contact Person: _____

25. Business Telephone/Fax Numbers: Phone: _____ Fax: _____

26. Email of Surety Reference: _____

27. Can your firm provide a Bid Bond? Yes No

Bonding Limit: \$_____.

28. Can your firm provide a Performance Bond? Yes No

Bonding Limit: \$_____.

29. Can your firm provide a Labour & Material Payment Bond? Yes No

Bonding Limit: \$_____.

30. Current Bonding In Effect: \$ _____

Annual Project Volumes:

31. Approximate annual value of construction contracts completed in each of the last five years:

Year	Value
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

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

SECTION D.	EXPERIENCE, REPUTATION AND RESOURCES
-------------------	---------------------------------------------

- 33. Respondents should provide details, in order of date, of relevant principal construction management projects completed in the past five years (preferably) – Schedule B – Appendix A (sample data sheet).
- 34. Respondents should provide details, in order of date, of projects of similar nature completed – Schedule B - Appendix B (sample data sheet).
- 35. Respondents should provide details, in order of date, of relevant construction management projects underway as of submission date – Schedule B - Appendix C (sample data sheet).
- 36. Management and Personnel: Respondents should provide the qualifications and relevant experience of senior management and key technical staff:
 - (a) brief resume identifying each individual's qualifications and relevant professional experience and the number of years they have worked for the Respondent;
 - (b) specific projects worked on; and
 - (c) details of the training that will be provided to field personnel.
- 37. Subcontractors: Respondents should provide the following information on the background and experience of all preferred sub-contractors (including consultants and material suppliers) proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SUBCONTRACT SERVICES	PREFERRED SUB-CONTRACTORS NAME	YEARS OF WORKING WITH SUBCONTRACTOR	TELEPHONE NUMBER AND EMAIL

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

- Do you include subcontractors in:
- Audits? Yes No
 - Health, Safety and Environment Meetings? Yes No
 - Health, Safety and Environment Orientation? Yes No
 - Inspections? Yes No
 - Do your subcontractors have a written Health, Safety and Environment Management Program or System? Yes No
 - Do you use Health, Safety and Environment performance criteria in the selection of subcontractors? Yes No

- 38. Respondents should provide details of your approach to selecting subcontractors, material suppliers addressing in particular:
 - The subcontractors and suppliers you have successfully used on previous paving and related works projects that could be used in the future on various procurement opportunities that may arise within the time period of this RFEOI/SOQ; and
 - Your approach to achieve competitive pricing and excellent quality:

Comments:

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

Comments:

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

Comments:

SECTION E.	TECHNICAL CAPACITY
-------------------	---------------------------

41. Workers' Compensation Board Information:

Workers' Compensation Registration Number: _____

Letter of Good Standing attached: Yes No

42. Equipment and Materials:

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

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

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

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

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

43. Quality Control Program: Respondents should provide a description of their quality control program; how it works, personnel who provide it, standards by which the effectiveness of the program can be measured, record of results on previous projects, etc.

Comments:

44. Health and Safety: Utilization of Occupational Health and Safety (OH&S) – Respondents should provide evidence of a current program in place, a sample or example OH&S program with a general construction safety program for all workers.

Do you have specific Health and Safety Training Program for supervisors? Yes No

Have your employees received the required Health and Safety training and retraining?

Yes No

Corporate OH&S policy attached (please tick to confirm).

Has your company received any awards for health and safety performance achievement?

Yes No

If Yes, please list.

45. Utilization of Waste Management & Reduction Policy and Plan – provide evidence of a system in place, a sample or example Waste Management & Reduction Plan.

Corporate Waste Management & Reduction policy attached (please tick to confirm).

Corporate Waste Management & Reduction Plan attached (please tick to confirm).

Note: Procedures to minimize waste generation (include methods for reduction, reuse and/or recycling). A list of the typical types of waste produced at the place of the work and identify if they are recycled or sent to landfill.

46. Utilization of Traffic Management – provide evidence of a system in place, a sample or example traffic management policy and appropriate procedures.

Corporate Traffic Management policy attached (please tick to confirm).

Corporate Traffic Management Plan attached (please tick to confirm).

Note: Respondent should provide information on utilization of the traffic management procedures on relevant projects.

47. Contracts:

(a) Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? Yes No If “Yes”, Respondent should briefly describe the project, owner, date and the circumstances/reason(s):

Comments:

- (b) Respondent should identify projects where there were any outstanding deficiencies. List any contractor charge backs or liquidated damages assessed for failure to complete on time:

Comments:

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

Comments:

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

Comments:

48. Scheduling:

- (a) Does your firm use the critical path method? Yes No
(b) Does your firm use computerized scheduling? Yes No
(c) If so, what software is used?

Comments:

49. List the categories of work that your organization normally performs with its own forces.

Comments:

50. Customer Service: Provide a narrative of your company's standards and associated process with respect to response time regarding resolution of service issues. This includes but is not limited to technical support, warranty claims, non-conformance, and order placement issues.

Comments:

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

Comments:

52. What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

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

This Submission is submitted this _____ day of _____, 201_.

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

Last Modified: November 2016
RDO

APPENDIX A

**RESPONDENT'S RELEVANT MAJOR CONSTRUCTION PROJECTS (preferably in order of date) COMPLETED
IN THE PAST FIVE YEARS [SAMPLE PROJECT DATA SHEET]**

Attach additional pages, if necessary as follows (as applicable)

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

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

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

Business E-mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

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

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

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

Business E-mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

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

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

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

Business E-mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

APPENDIX B

RESPONDENT'S MAJOR CONSTRUCTION PROJECTS (preferably in order of date) OF SIMILAR NATURE COMPLETED [SAMPLE PROJECT DATA SHEET]

Attach additional pages, if necessary as follows (as applicable):

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

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

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

Business Email of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

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

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

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

Business Email of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

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

Project Description: _____

Location of Project: _____

Contract Value (\$): _____

Project Manager: _____ Superintendent: _____

Subcontract Value (\$): _____

Name of Contract Owner: _____

Refer To: _____

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

Business Email of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

APPENDIX C

**RESPONDENT'S MAJOR CONSTRUCTION PROJECTS (preferably in order of date) UNDERWAY AS OF
SUBMISSION DATE (in order of date) [SAMPLE PROJECT DATA SHEET]**

Attach additional pages, if necessary as follows (as applicable):

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

Project Description: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Contract Owner: _____

Refer To: _____

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

Business E-Mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

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

Project Description: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Contract Owner: _____

Refer To: _____

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

Business E-Mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____

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

Project Description: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Contract Owner: _____

Refer To: _____

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

Business E-Mail of Project Reference: _____

Name of Consultant: _____

Refer To: _____

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

Business E-mail of Consultant: _____