



Red Deer County

Request for
Pre-qualification RFPQ 03/19

Statement of Qualification Submission
2019 Bridge Construction and/or Maintenance
Projects and Gravel Crushing Projects

January 30, 2019

Request for Pre-qualification

1.0 INTRODUCTION

Red Deer County (the County) is accepting Statement of Qualification submissions from contractors that are interested in pre-qualifying for the provision of Bridge Works including Standard Bridge Construction, Bridge-sized Culvert Installation and Bridge Repair/Maintenance tendered in 2019, as well as Gravel Crushing. The Pre-qualified Contractors List will be determined by the County after evaluation of all submissions.

This is an ongoing prequalification and submissions will be accepted throughout 2019.

The scope of contracting works to be provided to the County includes, but is not limited to:

1. Bridge Works

- Standard Bridge Construction
- Bridge Culvert Installation
- Bridge Repair and/or Maintenance

2. Gravel Crushing and Related Works

The Statement of Qualification submissions must be received by the County on or before **2:00:00 p.m. February 20, 2019**. (While we prefer to have all submissions in by this date, *ongoing prequalification is accepted* – please see item 12).

Only contractors intending to offer services on these types of projects need to respond to this call.

NOTE: Submissions will NOT be opened publicly.

Only one submission per contractor or corporate entity will be accepted.

2.0 SUBMISSION PROCESS

All Statement of Qualification submissions shall be limited to a maximum of 10 pages, not including resumes, project summaries and corporate brochures. Statement of Qualification and accompanying documentation submitted by contractors are the property of the County and will not be returned.

Submissions must identify interest in one or more of the following:

2.1. Service Categories

The following are the Service Categories for which contractors may prequalify for:

1. Bridge Works

- Standard Bridge Construction
- Bridge Culvert Installation
- Bridge Repair and/or Maintenance

or

2. Gravel Crushing

Under each category (except gravel crushing), there are three (3) classes based on estimated project value.

Class A – Estimated project value \$500,000 or greater

Class B – Estimated project value from \$200,000 to \$499,999

Class C – Estimated project value \$199,999 or less

Class may be adjusted to comply with the Purchasing Policy of the County.

Contractors will only be eligible to bid on projects with an estimated cost that meets or falls below the Class that they have successfully pre-qualified for.

A Contractor's use of sub-contractors versus in-house expertise to provide a full service will not be a factor in categorizing, provided that the contractor demonstrates its ability to efficiently perform the work. All sub-contractors shall be approved by the County through this Request for Proposal qualifying process.

2.2 Pre-qualification Requirements

To be considered for Pre-qualification, a contractor must have demonstrated ALL of the following with the Statement of Qualification Submission and ultimately, if pre-qualified, during all tendering processes:

2.2.1 Corporate Information (Schedule A1)

- ✓ Sufficient information and corporate resources
- ✓ Organizational Chart - Provide profile of senior management and key staff members including name, recently completed projects, completion date and the individuals' role in each of the projects for each Service Category submission.

2.2.2 Bonding Company or Security Information (Schedule A2)

- ✓ Provide the last three (3) years of bonding information. List information of ALL bonding companies.
- ✓ Contractors who elect to be in Class C of Service Category may not have performed projects at the scale where bonding has been required. In this event contractors must indicate the alternate form and value of security held such as an Irrevocable Letter of Credit or Certified Cheque. The rest of the Schedule A2 shall be left as blank.
- ✓ Schedule A2 can be copied as necessary.

2.2.3 Related Project Experience (Schedule B)

- ✓ A one page project summary is required for the three (3) most recent projects that the Contractor has worked on, completed or is currently undertaking, in **each of the Service Categories** for which the contractor would like to pre-qualify for.

2.2.4 Safety Certification

- ✓ Certificate of Recognition (COR) or Small Employee Certificate of Recognition (SECOR)

The contractor shall provide the County with a copy of their COR/SECOR. Prospective Contractors which do not possess a COR/SECOR or TLC and wish to obtain information about obtaining a COR/SECOR, are advised to contact:

The Alberta Construction Safety Association

#101 13025 St Albert Trail

Edmonton, Alberta T5L 4H5

Phone: (780) 453-3311 OR 1 800 661-2272

Fax: (780) 455-1120 OR 1 877 441-0440

E-Mail: edmonton@acsa-safety.org

<http://www.acsa-safety.org>

For the purposes of the Occupational Health and Safety Act and Alberta Regulations, the role of contractors retained through this program shall be that of Prime Contractor, unless notified otherwise.

2.2.5 WCB and Insurance Coverage

- ✓ Contractor shall maintain and provide written certification of current and appropriate coverage pursuant to the *Workers Compensation Act*, R.S.A. 2000, c. W-15.

- ✓ Contractor shall maintain and provide written certification of Comprehensive or Commercial General Liability and Automobile Liability Insurance with limits of not less than \$2,000,000.

2.3. Resources

- ✓ Equipment list including detailed make, year, model, and capacity to perform in the Service Categories of submission.

2.4. Gravel Crushing

- ✓ The minimum standard accepted will be contractors with workers and equipment capable of producing Designation 4, Class 20 gravel in the amount of 250 metric tonnes per hour (assumed up to 10% screening). Other gravel designations may be required as well.

3.0 INSTRUCTIONS TO CONTRACTORS

Pre-Qualification Clarifications. Contractors shall carefully examine the Request for Pre-Qualification documents and report any errors, omissions, discrepancies, clauses requiring clarification, or any qualifications.

Addenda. Where necessary, the County shall respond to questions and clarifications by way of Addenda to report any changes to the Request for Pre-qualification documents. Any Addenda issued prior to the closing date will form part of the Pre-qualification documents.

Rejection of Statement of Qualification. The County shall not be obligated to accept a Statement of Qualification that is unsigned, incomplete, conditional, illegal, obscure, or contains irregularities of any kind.

Information. The contractor is fully responsible for obtaining all information required for the preparation of its Statement of Qualification. The County shall not be responsible for any costs, expenses, losses, damages or liability incurred by contractors in responding to this Request for Pre-Qualification.

Statement of Qualification Clarifications. After the Closing Date, the County reserves the right to seek further information or clarifications with respect to a Statement of Qualification from a contractor without becoming obligated to seek further information or clarifications from any or all other Contractors. However, contractors are cautioned that any clarifications sought will not be an opportunity either to correct errors or to change their Statement of Qualification in any substantive manner.

Statement of Qualification Requirements. Submissions should provide a clear and concise description of the contractor’s ability to satisfy the requirements of the Request for Pre-Qualification and should follow the format as outlined in the Request for Pre-Qualification. The County may assume non-compliance if a response to any item is not readily located in the Statement of Qualification, is difficult to evaluate because of incompleteness, or is addressed by a response that is not specific to the requirements of this Request for Pre-qualification. The County will not give credit to capabilities or assumed advantages that are not clearly explained, and in the format called for in the Request for Pre-qualification documents.

Pre-qualification Cancellation. The County reserves the right to cancel this Request for Pre-qualification process, or specific categories of this Request for Pre-qualification, at any time and acquire the contracting services through an alternative process.

4.0 EVALUATION OF SUBMISSIONS

Statement of Qualifications meeting the requirements will be evaluated for each Service Category in accordance with the following:

Item	Criteria	Weight
1	Corporate Qualifications and Experience	10
2	Key Equipment, Staff and Qualifications	30
3	Past Performance Rating	40
4	Category Specific Qualifications	15
5	Innovation / Value Added	5
	Total	100

5.0 INTERVIEWS

The County may, at its sole discretion, invite a contractor for an interview to address any questions or clarifications, without becoming obligated to seek further information or clarifications from any or all other contractors. Contractors will be responsible for any costs associated with the preparation for, and attendance at the interview.

6.0 RE-EVALUATION AND ADJUSTED SCORES

The County may, at its sole discretion, re-evaluate and assign adjusted scores to the previously determined scores of the contractors invited for an interview, based on the new or updated information acquired.

7.0 PRE-QUALIFIED CONTRACTOR LIST

Contractors obtaining a minimum score of **75%** for a service category will be shortlisted to the Pre-qualified Contractor List for the appropriate service category. The contractors will remain on the shortlist for a maximum period of 5 years. The County will advise successful contractors by written confirmation of their status.

8.0 PREVIOUSLY PRE-QUALIFIED CONTRACTOR LIST

The County will forward a Request of Interest to the previously pre-qualified contractors to express their written interest in remaining on the Pre-Qualified Contractors List for a maximum period of five (5) years provided:

- ✓ The contractor responds with interest by closing date and time;
- ✓ Meets all requirements for the current year

Previously pre-qualified contractors will be withdrawn from the Pre-qualified Contractors List provided:

- ✓ The Contractor does not respond with interest
- ✓ The Contractor has an annual contractor evaluation rating less than 75%, which will disqualify the Contractor from the Pre-Qualification process for a minimum of three (3) years;
- ✓ The Contractor has at any time, exhibited, in and at the County's sole and unfettered discretion, unsatisfactory performance; or
- ✓ There are any significant changes of status of the Contractor

9.0 GENERAL INFORMATION

All documents submitted by the contractor shall be subject to the disclosure provisions of the Freedom of Information and Protection Privacy Act (FOIP).

The County reserves the right to deny pre-qualification to any contractor whose credentials or performance has been deemed unsatisfactory in the past based on the evaluation and criteria and weighting set out in clause 4.0 and minimum score as required in clause 7.0. Contractors on the Pre-qualified Contractor List shall maintain their performance in good standing with the County.

Contractors submitting an application will be notified of their classification. Resubmission of pre-qualification documents will not be considered unless there is a significant material change in the status of the contractor (ie. corporate merger).

A contractor shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any contracting services for the County. Should such an interest be acquired during the request for pre-qualification period, the Contractor shall immediately declare it to the County. The County will, immediately upon notification, take whatever action it deems appropriate. This may include suspension of pre-qualification status. Failure to notify will result in removal of pre-qualification status.

10.0 PROJECT ASSIGNMENT

As projects are scheduled, pre-qualified contractors on the Pre-qualified Contractor List may be invited to submit proposals, bids or quotes for a given project. Bonding requirements will be identified at time of the tendering process. Both cost and quality based criteria are used to award the project.

From time to time, opportunities may be available to contractors, not previously pre-qualified through the Request for Proposal process based on additional project requirements.

Contractors will be required to sign a contract prior to the commencement of each project. An annual contractor evaluation will be carried out by Red Deer County for each pre-qualified contractor that has completed a project for the County in any given year. An evaluation score of less than 75% will result in removal from the Pre-qualified Contractor List. A sample contractor evaluation is attached as a reference.

11.0 CONTRACTOR RATING FORM

Following each project completion, the contractor will be rated on their performance using the attached Contractor Rating Form. Contractors receiving a score of less than 75% will be removed

from the pre-qualification list for a period of 3 years, after which they may re-apply for pre-qualification.

12.0 SUBMISSION OF PRE-QUALIFICATION REQUESTS

Please submit **one (1) bound copy** of your Statement of Qualification in a sealed package to the following:

**“Request for Pre-Qualification (RFPQ#03/19)
Statement of Qualification Submission
2019 Bridge Construction and/or Maintenance Projects
and Gravel Crushing Projects”**

**Attention: Tammy Shott
Operations Services
Red Deer County
38106 Rge Rd 275
Red Deer County, AB T4S 2L9**

Your submission for the annual prequalification program shall be received no later than **2:00:00 p.m. local time on February 20, 2019** (while we prefer to have most submissions in by this date, ongoing prequalification is accepted).

Neither facsimile reproductions nor electronic transmission of Proposals will be accepted.

Ongoing prequalification outside of RFPQ 03/19 will be accepted throughout 2019 however, the overall evaluation time will be approximately 4 weeks for ongoing submissions. Where volumes are higher than anticipated, or other delays arise, this timeframe may be extended as required. Red Deer County cannot accept contractors' tenders who are not on the prequalification list when it is a requirement of that tender, or while their prequalifying submissions are still in the review process. If the contractor has not been prequalified at the time of a posted opportunity, Red Deer County will not be required to prequalify an applicant prior to the opportunity closing.

The Contractors must ensure the completed **Cover Page** is included as the first document in the Submission. Contractors will be evaluated, in part, by their ability to combine project understanding with the proposed work program as outlined in the form.

CONTACT INFORMATION

For further information, please contact:

Chris Black
Construction Manager
Operations Services
Phone: 403.350.2150
Fax: 403.346.9840

Cover Page

Pre-Qualification for Contracting Works on Construction and/or Maintenance Projects and Gravel Crushing Project

Name of Contractor/Company:

Name and Title of person(s) signing on behalf of Contractor/Company:

Signature and Seal or completed Affidavit (attached):

INDICATE THE PROJECT CATEGORY INTERESTED IN PROVIDING SERVICES FOR:

SERVICE CATEGORY		INDICATION OF INTEREST by CLASS (Check Mark "X")		
		A	B	C
1. Bridgeworks	Standard Bridge Construction			
	Bridge Culvert Installation			
	Bridge Repair/Maintenance			
2. Gravel Crushing	Gravel Crushing and Related Works			

AFFIDAVIT OF EXECUTION
(Required if no Corporate Seal)

CANADA
PROVINCE OF ALBERTA
TO WIT:

) I, _____,
) of the _____ of _____,
) in the Province of Alberta,
) _____,
MAKE OATH AND SAY:

1. THAT I was personally present and did see _____, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at the _____ of _____, Alberta and that I am the subscribing witness thereto;
3. THAT I believe _____, whose signature I witnessed, is at least eighteen (18) years of age.

Sworn before me at the City of _____,
in the Province of Alberta
this ____ day of _____, 201__

) _____
) _____
) _____
) _____

A Commissioner for Oaths in and for the
Province of Alberta

SCHEDULE A1

A1 Corporate Information

Contractor/Company Name:		
Contractor/Company Address:	Street:	
	City:	Province/Territory:
	Postal Code:	
Contractor/Company Mailing Address (If different):	Street:	
	City:	Province/Territory:
	Postal Code:	
Phone:		
Fax:		
Email:		
Website:		
Year Contractor/Company Established:		
Form of business – Partnership, Proprietorship, or corporation, etc.		
Ownership and sister companies/ affiliated organizations		
Name & Titles of officers, partners		
Organizational Chart	Attach a separate page as outlined in article 2.2.1	
Contact Person:	Name:	Position:
	Phone:	Email:

SCHEDULE A2

A2 Bonding Company or Security Information

Bond Company Name	
Company Address:	Street:
	City: Province/Territory:
	Postal Code:
Phone:	
Fax:	
Website:	
Email:	
Contact Person:	
Bonding Limit:	

Have any bonds been called in the last three (3) years? Yes: _____ No: _____

If Yes, Provide details: _____

Bond Company Name	
Company Address:	Street:
	City: Province/Territory:
	Postal Code:
Phone:	
Fax:	
Website:	
Email:	
Contact Person:	
Bonding Limit:	

Have any bonds been called in the last three (3) years? Yes: _____ No: _____

If Yes, Provide details: _____

SCHEDULE B

B Related Project Experience (photocopy this template for additional projects)

Project Name:			
Project Owner and Location:			
Project Description:			
Project Cost:	Contract Value:	Final Cost:	
Services Provided:			
Roles and Responsibility:	Prime Contractor:		
	Sub-Contractor:		
Name and Services Provided by Sub-contractor			
Key Staff Name and Roles on the project:			
Key Equipment used on the project:			
Consulting Firm:			
Project Start Date:		Project Completion Date:	
Owner's Representative	Name:	Title:	
	Phone:	Email:	
Consultant's Representative	Name:	Title:	
	Phone:	Email:	
QAQC Rating			