

**THE CITY OF CALGARY**

REQUEST FOR PREQUALIFICATION

FOR eNGINEERING AND ARCHITECTURAL

CONSULTANTS

(THIS IS NOT AN ORDER)

# **FILE NUMBER: 06-006R6**

# **CLOSING DATE: Ongoing**

# **CLOSING TIME: N/A**

NOTE: Responses WILL NOT BE OPENED PUBLICLY

*Revised: 2024 January*

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DESCRIPTION: REQUEST FOR PREQUALIFICATION FOR eNGINEERING AND ARCHITECTURAL CONSULTANTS

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**REQUEST FOR PREQUALIFICATION CONTACT:**

FOR CLARIFICATION OR ADDITIONAL INFORMATION, RESPONDENTS SHALL **ONLY** CONTACT THE CITY AS BELOW.

Email to: [supplyconsulting@calgary.ca](mailto:supplyconsulting@calgary.ca)

**1. INSTRUCTIONS FOR RESPONDING TO REQUEST FOR   
PREQUALIFICATION (RFPQ)**

1. Responses should be emailed to: [supplyconsulting@calgary.ca](mailto:SUPPLYCONSULTING@CALGARY.CA) in ADOBE PDF format.
2. Maximum email size limit accepted by the City of Calgary (herein and elsewhere in this RFPQ sometimes referred to as “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 [supplyconsulting@calgary.ca](mailto:supplyconsulting@calgary.ca) with the OneDrive link.
3. Respondents are solely responsible to resolve any issues that may arise regarding the electronic submission of its response, including to ensure that its response is received by The City in its entirety, and that the submitted documents not defective, corrupted, or blank and can be opened and legibly viewed by The City. The City may reject any response where any documents comprising the response cannot be opened or legibly viewed by The City.
4. Each response must include a duly signed Signature Sheet. For clarity, a “duly signed” Signature Sheet includes a Signature Sheet that is signed with a handwritten signature or, pursuant to the Electronic Transaction Act S.A. 2001, c.E-5.5, an Electronic Signature.
5. By submitting a Signature Sheet with an Electronic Signature, the Respondent is deemed to consent to use and acceptance of such Electronic Signature and acknowledges that such Electronic Signature will have the same force and effect as a handwritten signature.
6. It is The City’s intent to evaluate any responses received within a twelve (12) week period, however, the evaluation time will depend on the availability of the evaluation committee.
7. Submit Schedule A, A1 – A12 as one document. However, for each discipline your firm applies to be pre-qualified in, attach a separate document with discipline-specific project examples and references as per A9 instructions.

**2.** **GENERAL CONDITIONS OF RESPONSE**

**This prequalification is intended to comply with applicable trade agreements for the identification of qualified of consulting firm to be eligible to be selected to perform engineering and architectural consulting services (E&A) for a period of the next two (2) years and additional time periods as extended according to the provision in 3: Information to Respondents section of this documentation.**

1. **SUBMISSION OF REQUEST FOR PREQUALIFICATION** 
   1. The conditions herein constitute a part of the RFPQ and the Respondent acknowledges acceptance of these conditions and waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might affect the rights of The City under this RFPQ by signing the Signature Sheet. Responses submitted that do not include a signed Signature Sheet may not be accepted.
   2. All communications regarding this RFPQ should be sent to Supply Management at [supplyconsulting@calgary.ca](mailto:supplyconsulting@calgary.ca). The City will assume no responsibility for oral instructions or suggestions. Should the Respondent find discrepancies in, or omissions from the specifications, or should the Respondent be in doubt as to their meaning, the Respondent must notify Supply Management, which may, if necessary, send written addenda to all Respondents.
   3. In accordance with approved policy of City Council, each Respondent shall, as a condition of supplying goods and services to The City, make full disclosure of any of the following existing business relationships with any member of Council or City General Managers:
2. If a private company ‑ details of ownership of shares by any of the above.
3. If a public company ‑ details of any ownership of shares, in excess of 1% of total shares issued by any of the above.
4. If a partnership ‑ details of any partnership arrangement of any of the above.
5. Details of any directorship of any of the above, unless the directorship is only by reason of the individual being a member of Council, and who has Council's authorization to vote.
6. Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.

Disclosure, if any, shall be made in writing with your response.

* 1. Each Respondent shall make full disclosure of any relationship of any employee of The City who makes recommendations concerning the RFPQ or any employee who may allot work to or order supplies from the awarded RFPQ. In addition, Respondents are to reveal details of ownership or partnership arrangements of any immediate relative employed by The City who alone or with other relatives hold more than a 25% interest.
  2. The law applicable to this RFPQ or any subsequent contracted services shall be the law in effect in the Province of Alberta. Except for an appeal from an Alberta Court to the Supreme Court of Canada, no action in respect to this RFPQ or any subsequent contracted services shall be brought or maintained in any Court other than in a court of the appropriate jurisdiction of the Province of Alberta. Unless specifically so stated elsewhere in the RFPQ or project specific documentation, "The International Sale of Goods Act", shall not apply.

1. **RFPQ CLOSING DATE**
2. This RFPQ is open until further notice.
3. **COMMITMENT**
   1. The purpose of this RFPQ is to provide Prequalification for Engineering and Architectural firms to provide consulting services to The City. Respondents are advised that no commitment shall exist under this RFPQ, until such time as the Respondent receives official written confirmation from Supply Management of The City of Calgary.
4. **LIMITATION OF LIABILITY**
5. Any liability of The City as a result of or in connection with the acceptance of the RFPQ of any Respondent or the rejection of the response of any Respondent, or the rejection of all responses shall be limited to the lesser of the reasonable costs of the preparation of the response of the Respondent or the Respondents claiming damages or $50,000. The foregoing limitation of liability applies in respect to all responses in connection with this RFPQ, whether compliant, non-compliant, regular or irregular.

1. **ACCEPTANCE OR REJECTION**
   1. The City reserves the right to reject any or all responses as well as to cancel any assignment which is the subject of this RFPQ. Without limiting the generality of the foregoing, any response which:
2. Is incomplete, obscure, irregular, unrealistic or non-compliant;
3. Has erasures, ambiguities, inconsistency or correction(s); and
4. Fails to complete the information required in any Schedule or tabulation
   1. Further, a response may be rejected on the basis of the Respondent’s past performance, financial capabilities, completion schedule or failure to comply with Federal, Provincial or Municipal legislation. As it is the purpose of The City to obtain responses most suitable to the interests of The City and what it wishes to accomplish, The City has the right to waive any irregularity or insufficiency or non-compliance in any response submitted and to accept the responses which it deems most favorable to its interests or to reject all responses and cancel the RFPQ.
5. **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP)**
6. The City acknowledges that each response may contain information in the nature of a Respondent’s trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Respondent The City is bound by Alberta’s Freedom of Information and Protection of Privacy (FOIP) Act and all documents submitted to The City will be subject to this protection and all disclosure provisions of this legislation.
7. **COST OF PREPARATION**
8. Any cost incurred by the Respondent in the preparation of this response shall be borne solely by the Respondent. All responses become the property of The City.
9. **GIFTS AND DONATIONS**
10. Respondents shall ensure that no representative of the Respondent shall extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of The City. The Respondent shall report to the Director of Supply Management any attempt by The City employees to obtain such favours.
11. **CLARIFICATION**
12. If in the opinion of The City, further clarification is required, The City reserves the right to seek such clarification from any and all Respondents.
13. **SELECTION PROCESS**
14. See 3: Information to Respondents “Submission Requirements and Evaluation Process”.
15. **NEGOTIATION**
16. By submitting a response the Respondent accepts that there is no guarantee of work or contract resulting from the RFPQ. In future, if The City notifies the Respondent that it intends to select the Respondent for a work assignment, the Respondent accepts that a contract may be concluded. However, The City reserves the right to negotiate with any Respondent. If the parties after having bargained in good faith are unable to conclude a formal agreement, The City and the Respondent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and The City may, at its discretion, contact other Respondents whose responses are considered suitable for the assignment and attempt to conclude a formal agreement with them.
17. **NO COLLUSION**
18. Except as otherwise specified or as arising by reason of a provision of the contract documents, no person either natural, or body corporate, other than the Respondent has or will have any interest or share in its response or in any award or contract arising out of this RFPQ. There is no collusion or arrangement between the Respondent and any other actual or prospective Respondents in connection with responses submitted in response to this RFPQ and the Respondent has no knowledge of the contents of other responses and has made no comparison of figures or agreement or arrangement, express or implied with any other party in connection with the making of its response.
19. **EXECUTION OF FORMAL AGREEMENT**
20. If the Respondent is pre-qualified in accordance with this RFPQ, the Respondent will be eligible for future opportunities to receive work assignments from The City. If the Respondent is selected for a work assignment, the Respondent will be expected to enter into a formal agreement with The City. It is anticipated that such formal agreement will include the Consulting General Conditions (CGC’s), (see Appendix A) , and Additional Terms and Conditions for Engineering and Architectural Engagements (E&A T&C’s) (see Appendix B), in their then-current version at the time of the assignment. Any negotiations of the formal agreement between the parties are not to include any changes by the Respondent to the CGCs and E&A T&C’s.

**3. Information to RESPONDENTS**

# **Process**

The City shall use this prequalification process to establish eligibility for firms to receive work or opportunities on City projects, for engineering and architectural consulting services. Acceptance by The City on this RFPQ, does not guarantee that approved consulting firms will receive work from The City.

This process will ensure that all firms eligible to receive work assignments or opportunities on City engineering and architectural services projects in the disciplines identified in this RFPQ are professionally qualified to perform the required services. This prequalification does not preclude The City from conducting additional competitive processes or further review of additional qualifications.

All firms that wish to work on City projects must be pre-qualified as detailed in Schedule A. Pre-qualified firms will be eligible to work on assignments within their pre-qualified disciplines, including various miscellaneous assignments of less than $75,000, total procurement value, that are currently not identified. This prequalification only relates to disciplines that are identified in this document.

ONLY THOSE FIRMS WHO HAVE BEEN PRE-QUALIFIED IN ACCORDANCE WITH THIS DOCUMENTATION WILL BE PERMITTED TO WORK ON DESIGNATED CITY OF CALGARY ENGINEERING AND ARCHITECTURAL PROJECTS. IN ORDER TO BECOME A PRE-QUALIFIED CONSULTING FIRM, FIRMS MUST COMPLETE SCHEDULE A AND BE SELECTED AS MEETING THE CITY’S REQUIREMENTS FOR PREQUALIFICATION. IF A PRE-QUALIFIED CONSULTING FIRM IS SELECTED BY THE CITY FOR A WORK ASSIGNMENT, THE PRE-QUALIFIED CONSULTING FIRM MUST ALSO EXECUTE A FORMAL AGREEMENT WITH THE CITY AS SET OUT IN SECTION 13 IN GENERAL CONDITIONS OF RESPONSE, ABOVE

# **SUBMISSION REQUIREMENTS and EVALUTION PROCESS**

1. Submission Requirements – Firms wishing to be pre-qualified by The City under this RFPQ should submit the following documentation as their response to this RFPQ:
   1. Certificate(s) of insurance evidencing coverage in compliance with clause 8.02 with the CGC’s and clause 1 of the E&A T&C’s. Completed Schedules A1-A12, as applicable; and
   2. Executed A12, the signature sheet.
2. Evaluation Process

The City will form an evaluation committee to review each response. The evaluation process will be as follows:

Step 1 Documentation will be reviewed as submitted. If such documentation meets the requirements of the RFPQ, the Respondent will progress to Step 2.

Step 2: This evaluation may include (but not be limited to) the following:

* Reference checks;
* Telephone/conference call interview;
* Actual interviews with the evaluation committee;
* Requests for additional information;
* Confirmation that insurance coverage is in compliance with clause 8.02 of the CGC’s and clause 1 of the E&A T&C’s; and
* Confirmation of permit to practice in Alberta.

The City advises that responses will be reviewed in accordance with Schedules provided. From responses to Schedule A, firms will be grouped in accordance with the discipline for eligibility to perform future consulting work for The City.

# **Ongoing Performance of Pre-Qualified CONSULTING FIRMS**

* 1. Project Performance

Pre-qualified consulting firms may be evaluated throughout the course of a project. Any evaluations will be shared with the consulting firms, with the goal of immediate and permanent resolution where problems and concerns have occurred. The City reserves the right to terminate the prequalification of a given consulting firms if it is deemed that mutually agreeable remedies cannot be reached. Project performance will be measured in part by consistent invoicing in accordance with the fees negotiated.

* 1. Additional Requirements

In order to be assigned work, participation and selection though an additional competitive process, or submission of additional documentation to substantiate satisfactory project-specific experience and qualifications, may be required at The City’s discretion. The firm selected for a work assignment will also be required to execute a formal agreement with The City as set out in Clause 14, Execution of Formal Agreement, in 2: GENERAL CONDITIONS OF RESPONSE.

* 1. Yearly Performance Review – Schedule A

The City may conduct a yearly review / assessment of all pre-qualified consulting firms selected under this process. The review / assessment is to assess changes in staff and capabilities that may affect the consulting firm’s prequalification status.

As required, the review / assessment process will be undertaken as follows:

* Firms will provide a matrix of staff qualifications, experience and training on a yearly basis or as necessary to report significant staff changes.
* All completed documents shall be submitted to Supply Management, as per 1. INSTRUCTIONS FOR RESPONDING TO REQUEST FOR PREQUALIFICATION (RFPQ)

* An evaluation committee will review these documents to measure changes in staff and capabilities of the pre-qualified firms, and to evaluate overall performance. The evaluation committee will report these findings to Supply Management on a regular basis. Concerns on overall performance would be addressed.
  1. Prequalified Firms Staff Changes

Consulting firms are required to notify The City of staff or company changes as they occur. Failure to do so could result in removal of the firm’s status of prequalified.

# **REMOVAL FROM PRE-QUALIFIED LIST**

* 1. Consulting firms who have been pre-qualified through this process, may at any time be removed from the pre-qualified list by way of written notice from Supply Management, if, at the sole discretion of The City, it is deemed to be in the best interest of The City.

# **APPEAL PROCESS**

* 1. Consulting firms who have been rejected by the evaluation committee may appeal this rejection to Supply Management by emailing [supplyconsulting@calgary.ca](mailto:supplyconsulting@calgary.ca) .

# **PAST PERFORMANCE**

* 1. The evaluation committee may poll City of Calgary project managers to measure the firm’s past performance on engineering and architectural work completed for The City. Firms are given the opportunity to provide references to assist the evaluation committee in this process.
  2. Firms that have no past experience on engineering and architectural work for The City (in the past three (3) years) will be measured on the basis of past performance on projects for other Canadian municipalities or government agencies (Federal and Provincial) or equivalent endeavours. Firms in this situation are given the opportunity to provide a maximum of three (3) references to assist the evaluation committee in this process.

# **ACCEPTANCE OR REJECTION**

* 1. All Respondents for the prequalification process will be advised of their acceptance or rejection by Supply Management. This information will be provided by email or regular mail. Allow at least twelve (12) weeks for applications to be processed.

# **Change in Control**

* 1. All prequalified firms are required to notify The City of any change in control such as a name change, merger or amalgamation.

**4. SCHEDULES FOR RESPONSE**

**SCHEDULE A – PreQualification for Engineering and Architectural Consultants**

Responses received on Schedule A will establish eligibility for engineering and architectural firms to perform consulting work for The City for engineering and architectural assignments. Respondents must complete all Schedules A1 through A12. Prequalified firms will be selected from this list to perform work for The City through a number of procurement methods.

**1. SCHEDULES**

It is the intention of The City to prequalify consulting firms as follows:

###### **A1 Basic Company Information**

|  |  |
| --- | --- |
| Company Name |  |
| **Address** |  |
| **CITY** |  |
| **Postal Code** |  |
| **Telephone Number** |  |
| **EMAIL**  **(We request a generic email address to alieviate issues with staff changes)** | The Prime Contact is solely responsible for ensuring that the email addresses provided will accept all emails from The City. INCLUDE BOTH: (A) EMAIL FOR PRIME CONTACT (B) A GENERAL COMPANY EMAIL  (For example, all correspondence regarding prequalification is requested to be sent to [supplyconsulting@calgary.ca](mailto:supplyconsulting@calgary.ca).) |
| **Name of Prime Contact** |  |
| **APEGA / AAA PERMIT TO PRACTICE NUMBER** |  |
| **I am aware of The City’s new terms and conditions that will apply to all future procurements** | YES |
| **Proof of registration with Alberta registries under the Business Corporations Act (Alberta)**; | **in the form of a current corporate registry search (completed within the last 30 days)** |

**a2 Legal Structure**

YEAR ESTABLISHED:

PARTNERSHIP, CORPORATIONS, ETC.:

NAMES AND TITLES OF OFFICERS, PARTNERS, ETC.:

###### **A3 Financial**

BANK:

LOCATION:

CONTACT:

TELEPHONE NO.:

EMAIL ADDRESS:

**A4 INSURANCE**

INSURANCE BROKER (AGENT):

ADDRESS:

TELEPHONE NO.:

EMAIL ADDRESS:

Include copies of insurance certificate(s) evidencing coverage as required in clause 8.02 of the CGC’s and clause 2 of the E&A T&C’s with your response.

A5 MANAGEMENT QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Management Indicators** | **Details of Firm’s Management Qualifications** | | |
| Reference any independent measurements of management system (e.g. ISO registration, independent customer satisfaction surveys) |  | | |
| Confirm presence or absence of corporate policy and corporate procedures manual | **Check One** | **YES** | **NO** |
| (Do not attach a copy of your document.) | | |
| Provide permanent office organization chart | (Attach an organization chart.) | | |
| Project manager training program  Note - external training to be captured in Schedule A11 | (Provide a description.) | | |
| What are your standard procedures for corrective action once a project is underway (e.g. reporting schedule, overdue reports, cost overruns) |  | | |

## A6 MUNICIPAL / Government Agency REFERENCES

|  |  |  |  |
| --- | --- | --- | --- |
| **Governmental Body/Location** | **Contact Name & Position** | **Phone Number** | **Date Services Provided (from: to)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Response for prequalification and provision of references constitutes authorization for The City to contact references. The City therefore reserves the right to contact references without further permission from the consultant.

**A7 EXTERNAL REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client** | **Contact Name & Position** | **Phone Number** | **Date Services Provided (from: to)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Response for prequalification and provision of references constitutes authorization for The City to contact references. The City therefore reserves the right to contact references without further permission from the consultant.

**A8 WORK HISTORY**

Gross annual fees of engineering and architectural related consulting work performed by the Respondent:

# **Gross Consulting Fees for past three (3) years**

|  |  |
| --- | --- |
| Year | Dollar Value |
|  |  |
|  |  |
|  |  |

**A9 – Major Engineering and architectural DISCIPLINEs**

Check the disciplines your firm wishes to be pre-qualified for and indicate your firm’s experience as shown below: (Refer to discipline descriptions that follow the table.)

**NOTE**: Only check disciplines that reflect your firm’s specific expertise. e. g. a geotechnical firm would not check Water Treatment Plants even though they may have provided geotechnical services for these facilities.

On a separate page, provide a list of the projects by discipline to a maximum of 8 projects per discipline complete with the approximate dollar value of the project (not professional fees). Include discipline specific information in the project work, detailing if your firm was the prime or a sub consultant, and the role the listed discipline-specific personnel played.

|  |  |  |
| --- | --- | --- |
|  | **Number of Projects in Past three (3) Years** | **A9 – Major Engineering and Architectural Disciplines** |
|  |  | New Bridges |
|  |  | Other New Transportation Structures |
|  |  | Bridges and Other Transportation Structures - Maintenance and Rehabilitation |
|  |  | Transportation Roadwork |
|  |  | Roads Streetlighting |
|  |  | Transportation Planning |
|  |  | Light Rail Transit - New Build |
|  |  | Light Rail Transit – Operations (Maintenance and Construction) |
|  |  | Geotechnical |
|  |  | Water Treatment Plants |
|  |  | Wastewater Treatment Plants |
|  |  | SCADA & DCS - Water |
|  |  | Water Pump Stations and Reservoirs |
|  |  | Water Management |
|  |  | Sanitary and Storm Lift Stations |
|  |  | Linear Projects -Water |
|  |  | Linear Projects -Wastewater |
|  |  | Hydraulic Structures |
|  |  | System Hydraulic Analysis |
|  |  | Subdivision Development |
|  |  | Architectural |
|  |  | Interior Design |
|  |  | Building Sciences |
|  |  | Building Structural |
|  |  | Building Mechanical |
|  |  | Building Electrical |
|  |  | Facility and Building Assessment |
|  |  | Energy Management |
|  |  | Solid Waste Disposal and Processing |

**DESCRIPTIONS OF MAJOR DISCIPLINE CATEGORIES**

**As Identified in A9 above**

**Although these descriptions are deemed to be inclusive The City reserves the right to modify any description where necessary.**

## NEW BRIDGES

Includes, but not necessarily limited to, professional services for preliminary design, detailed design, contract document preparation, tender-related services, construction quality assurance, contract administration services and post-construction services for the following structures:

* vehicular bridges and grade separations;
* pedestrian bridges and grade separations;
* bridge barriers;
* bridge size culverts; and
* structural ramps and building/station connector bridges.

## OTHER NEW TRANSPORTATION STRUCTURES

Includes, but not necessarily limited to, professional services for preliminary design, detailed design, contract document preparation, tender-related services, construction quality assurance, contract administration services and post-construction services for the following structures:

* retaining walls;
* highway accessory supports of structural nature, i.e. sign support structures;
* noise walls;
* pedestrian railings; and
* other civil engineering and transportation-related structures, i.e. stairs, elevated boardwalks, etc.

## BRIDGES AND OTHER TRANSPORTATION STRUCTURES - MAINTENANCE AND REHABILITATION

Includes professional services for condition inspection, preliminary engineering (development of rehabilitation strategies, life cycle analysis, cost estimates, construction schedules, etc.), structural analysis, detailed design, tender document preparation, tendering, contract administration / general engineering / resident engineering during construction and overall project management for bridge rehabilitation and maintenance projects such as:

* deck rehabilitation;
* remedial work to bridge substructures;
* traffic barrier upgrades;
* load capacity analysis and rating;
* strengthening;
* expansion joint and bearing replacement; and
* bridge inventory inspections, investigations, studies and testing.

This discipline is also exclusively responsible for the inspection, maintenance and rehab of retaining walls on / adjacent to City road right-of-ways and also all timber stairways on the pedestrian / cyclist routes.

## TRANSPORTATION ROADWORK

Includes professional services for site investigation, conceptual/functional design, design development, detailed design, preparation of construction drawings, contract document development, constructability evaluations, detour planning, tendering, and construction management / administration of any proposed road construction projects for:

* new road construction (any classification);
* rehabilitation of existing roadways;
* road widening projects;
* intersection upgrades;
* interchanges;
* streetscape improvement projects;
* traffic calming;
* on-street bicycle corridor improvements;
* sidewalk installations or replacements; and
* pathways (within road allowances).

Scope does not include:

* geotechnical or pavement designs/evaluations;
* transportation planning;
* street lighting;
* associated storm water and/or utility designs; and
* structural elements.

## ROADS STREETLIGHTING

Planning and design of streetlight systems for new subdivisions, capital major roads projects, and streetlight capital upgrading projects. Major assignments include:

* plan, design, and prepare tender documents for Streetlight projects and working, on behalf of Roads Streetlighting Division, with stakeholders throughout planning to construction completion;
* prepare design drawings, cost estimates, tenders, and purchase orders for streetlight contracts;
* assist to develop preventative maintenance and upgrading programs;
* conditions assessment;
* administer construction contracts, and conduct field inspections to ensure work is being done according to City specifications and standards;
* assist in various studies, projects, standards and specifications development as required;
* assist City Streetlight material management, including material specifications preparation, prepare material tendering documents, tender review/evaluation, shop drawings review; and
* assist in preparing service level agreements for Streetlight maintenance programs.

Scope does not include:

* Park and ride lots; private property; Business Revitalization Zone (BRZ) lighting; streetlighting in Provincial right-of-ways; parks lighting; transit lighting; and Calgary Parking Authority lighting.

## TRANSPORTATION PLANNING

Planning for transportation infrastructure for major capital projects, transit, pedestrian and cycle projects. Includes long range planning for transportation infrastructure for transit, road and cycle networks.

Includes professional services for:

* traffic analysis (EMME2, Synchro, SIDRA);
* transportation planning studies for road corridors;
* bicycle and pedestrian planning;
* data collection;
* community traffic studies;
* transportation optimization studies;
* Intelligent Transportation Systems (ITS);
* LRT and transit planning;
* HOV planning; and
* TDM planning.

## LIGHT RAIL TRANSIT – NEW BUILD

Includes professional services for, predesign, design development, detailed design, procurement and contract document development, tendering, construction management, for:

* trackbed including drainage, sub-ballast and ballast; and
* trackwork including special track work.

Scope does not include:

* Light Rail Transit – Operations

## LIGHT RAIL TRANSIT – OPERATIONS (MAINTENANCE AND CONSTRUCTION)

Includes professional services for site investigation, pre-design, detailed design, contract document development, tendering, construction management, investigations/inspections of existing facilities for:

* repair, rehabilitation, replacement and extension of platforms;
* track upgrades and replacement;
* special trackwork, switches and crossovers;
* investigation and implementation of more efficient or renewable energy systems into existing stations;
* station repairs, upgrades and replacements including architectural, structural, mechanical and electrical systems;
* upgrades and rehabilitation of park and ride facilities, including: paving, concrete work, lighting, landscaping and accessibility; and
* improvements and studies to address safety and CPTED concerns at LRT stations, park and rides, and in LRT tunnels and right-of-way.

Scope does not include:

* design and construction of new LRT stations, park and rides and track extensions.

## GEOTECHNICAL

Includes professional consulting services investigating existing subsurface conditions and materials; determining their physical / mechanical and chemical properties that are relevant to the project considered, assessing risks posed by site conditions; designing earthworks earth and structure foundations; and monitoring site conditions. Includes:

* geotechnical evaluation and investigations;
* pavement design;
* pavement rehabilitation assessment;
* geotechnical reports for deep fills;
* geotechnical reports for slope stability;
* slope stability investigation and monitoring; and
* materials testing.

Scope does not include:

* retaining walls structural design.

## WATER TREATMENT PLANTS

Includes professional services for site investigation, preliminary design, detailed design, contract document development, tendering, construction management, investigations/inspections and condition assessment of existing water facilities at the major plants in The City (Bearspaw, Glenmore). Services include:

* water treatment process analysis:
* water quality analysis, monitoring, instrumentation, controls:
* emergency power generation installations;
* heating, ventilation, air conditioning;
* building controls;
* piping and pumping systems (includes gas, hot and cold domestic water supply, steam, storm, sanitary drainage, process, chemical);
* fire protection systems;
* energy efficiency applications; and
* process equipment selection and controls.

Scope does not include:

* architectural services, if required.

## WASTEWATER TREATMENT PLANTS

Includes professional services for site investigation, preliminary design, detailed design, contract document development, tendering, construction management, investigations/inspections and condition assessment of existing wastewater facilities at the major plants in The City (Bonnybrook, Fish Creek, Pine Creek,). Services are to include:

* wastewater treatment process analysis;
* wastewater quality analysis, monitoring, instrumentation, controls;
* emergency power generation installations;
* heating, ventilation, air conditioning;
* building controls;
* piping and pumping systems (includes gas, hot and cold domestic water supply, steam, storm, sanitary drainage, process, chemical);
* fire protection systems;
* energy efficiency applications; and
* process equipment selection and controls.

Scope does not include:

* architectural services, if required.

## SCADA & DCS – WATER ONLY

Includes professional services for planning, design development, detailed design, contract document development, tendering, installation management, investigations/inspections of existing facilities for:

* supervisory Control and Data Acquisition (SCADA) systems for water transmission/distribution, wastewater collection and stormwater networks;
* distributed Control Systems (DCS) for water treatment and wastewater treatment plants;
* data communication with respect to SCADA or DCS and associated process instruments; and
* other systems integration with SCADA or DCS (e.g. Power monitoring, building management, security etc.).

Scope does not include:

* Specification of process instrumentation and actuators other than their data communication interfaces (e.g. Fieldbus, telemetry etc.).

## WATER PUMP STATIONS AND RESERVOIRS

Includes professional services for site investigation, schematic design, design development, detailed design, contract document development, tendering, construction management, investigations/inspections and condition assessment of existing water facilities at various locations throughout the city. Services include:

* major potable water pumping systems;
* potable water storage structures;
* flow distribution systems;
* computational flow dynamic modeling;
* water quality monitoring instrumentation and controls;
* emergency power generation installations;
* heating, ventilation, air conditioning;
* building controls;
* plumbing (includes gas, hot and cold domestic water supply, steam, storm and sanitary drainage within the building, venting);
* fire protection;
* energy efficiency applications; and
* fuel storage tanks.

## WATER MANAGEMENT

Includes water management studies and analysis projects for the overall strategic management of water as a resource. Includes:

* watershed planning;
* watershed land use;
* climate change;
* water conservation;
* water re-use;
* low impact development initiatives;
* water quality;
* river health; and
* water related energy issues.

## SANITARY AND STORM LIFT STATIONS

Includes professional services for site investigation, study, pre-design, detailed design, contract document development, tendering, general engineering for:

* identification of pump station location, capacity and configuration;
* pump, piping and valve selection and layout;
* hydraulic analysis, including surge control;
* stand-by power generation;
* design for Class 1, Division 1 areas;
* discipline capabilities for civil, structural, process mechanical, mechanical (HVAC), electrical, instrumentation and control;
* building controls; and
* plumbing .

Scope does not include

* architectural services, if required.

## LINEAR PROJECTS – WATER

Includes linear type projects for the delivery of new infrastructure, or the replacement and/or upgrade of existing infrastructure that forms part of the water distribution system, including feeder mains and associated appurtenances but excluding pump stations and reservoirs.

This work would primarily involve all or some of the preliminary design, detailed design, tendering, cost estimating, construction inspection, contract administration and project management stages of a project.

## LINEAR PROJECTS – WASTEWATER

Includes linear type projects for the delivery of new infrastructure, or the replacement and/or upgrade of existing infrastructure that forms part of the wastewater collection or drainage conveyance systems.

This work would primarily involve all or some of the preliminary design, detailed design, tendering, cost estimating, construction inspection, contract administration and project management stages of a project.

## HYDRAULIC STRUCTURES

Includes the delivery of projects that are intended to control, store or regulate the flow of water such as:

* outfalls,
* dry ponds, wet ponds,
* constructed wetlands,
* tanks, and
* other similar hydraulic structures.

The work would primarily involve all or some of the preliminary design, detailed design, tendering, cost estimating, construction inspection, contract administration and project management stages of a project.

## SYSTEM HYDRAULIC ANALYSIS

Includes analysis and system calculations for the planning and conceptual design of:

* the water distribution system including feedermains, reservoirs and pump stations;
* the wastewater collection system including master servicing plans, lift stations, drainage conveyance systems, and inflow/infiltration; and
* the storm drainage system including master drainage plans, flood relief studies, storage facilities and conveyance systems.

## The work would include computer modeling, field investigation and report preparation.

## SUBDIVISION DEVELOPMENT

For the development of new subdivision, this discipline includes professional services related to the design, approval and construction of:

* Sanitary and storm sewer systems;
* water distributions systems; and
* roadways and the related area grading.

This work also includes the coordination and receipt of approvals to allow the construction of the shallow utilities (gas, power, communication) within the new subdivision development.

Any firms seeking prequalification in this area must be able to demonstrate their success at gaining approval for and completing the construction of a minimum 50 lot residential development or a minimum 15 lot phase of non-residential development, in the past 4 years.

## ARCHITECTURAL

Includes professional services for:

* pre-design services to include site investigation as required;
* schematic design including master planning and design brief development;
* design development;
* detailed design;
* contract document development, tendering and negotiation;
* construction/contract administration; and
* post construction services.

Scope may also include:

* coordination of sub consultants in any or all of the above phases when acting in the capacity of Prime Consultant

## INTERIOR DESIGN

Professional services for City of Calgary Facilities including:

* programming;
* design development;
* detailed design;
* contract documents and furniture procurement;
* contract administration; and
* move coordination and deficiencies

Scope may also include:

* Coordination of sub consultants in any or all of the above phases when acting in the capacity of Prime Consultant

## BUILDING SCIENCES

Includes professional services for:

* schematic and detailed design through drawings and specifications;
* construction review; and
* investigation of existing building envelopes and problems.

Component scope includes:

* components that separate the internal and external environments (can also include separation of different environments within the same building e.g. freezer and cooler rooms). These components can include:
  + roofing membranes and associated parapets, fascia, soffits and drainage;
  + roof/ceiling air barriers and vapour retarders;
  + wall air barriers and vapour retarders, including subgrade waterproofing and dampproofing;
  + exterior doors and exterior windows, including clerestories and skylights;
  + roof, wall and floor insulation; and
  + floor vapour retarders.
* continuity of air, moisture and temperature isolation between components, and around structural and other penetrations.

Scope does not include:

* Thermal imaging and other specific inspection and testing agency services.

## BUILDING STRUCTURAL

Includes professional services for:

* schematic and detailed design through drawings and specifications;
* construction review; and
* investigations of existing structures and problems.

Component scope includes:

* the frame and vertical and lateral load-bearing support of vertical infrastructure comprising buildings and other facilities;
* architectural elements such as cladding and handrails that sustain design loading per the Alberta Building Code; and
* related site structures such as retaining walls, stairs and ramps.

Scope does not include:

* bridges, roadway walls, and other transportation-related structures; and
* inspection and testing agency services (steel connections inspection and testing; concrete, asphalt and soil compaction testing).

## BUILDING MECHANICAL

Includes site investigation, schematic design, design development, contract document development, tendering, site review and inspections, construction management of:

* heating;
* ventilation;
* air conditioning;
* refrigeration (arena ice plant, ice storage);
* building controls;
* plumbing (includes gas, hot and cold domestic water supply, steam, storm and sanitary drainage within the building, venting);
* fire protection;
* specialty Plumbing Systems (aquatics, ice rink arenas);
* site storm drainage management and control within property line;
* renewable energy systems. i.e.: solar water heating, solar air preheating;
* fuel storage tanks; and
* data centre cooling;

for commercial and industrial building facilities.

Scope does not include:

* Process mechanical associated with waste or water treatment plants but does include the mechanical systems associated with the buildings that house those processes.

## BUILDING ELECTRICAL

Includes professional services for site investigation and facilities evaluation, schematic design, design development, detailed design, contract document development, tendering, construction administration for:

* high voltage and Low voltage power and distribution system;
* emergency power generation;
* equipment grounding;
* lighting systems (including site lighting, interior and exterior lighting, daylighting and associated low voltage lighting control);
* emergency and Exit lighting;
* communication systems (including structured data, phone and PA cabling systems, wireless systems, distributed antenna systems);
* security systems (including card access, CCTV, intrusion alarm, duress alarm, intercom);
* fire Alarm System; and
* power system analysis.

for building facilities.

Scope does not include:

* Process electrical associated with waste or water treatment plants.

## FACILITY AND BUILDING ASSESSMENT

Includes professional services to establish an opinion of condition, and probable cost and timing of the renewal requirements, for buildings and facilities.

Scope includes:

* review of available documentation;
* survey of major components by visual walk-through of facilities;
* input from knowledgeable facility management and/or operations personnel using recognized component and condition classification systems; an assessment narrative of condition, deficiencies, immediate safety concerns, and suspected hazardous materials; their risk and ramifications; and suggested remedy and estimated cost; and
* where requested, a lifecycle plan spreadsheet scheduling by year the renewal work and estimated cost by identified deficiency or theoretical expected useful life, to allow budgeting and funding analysis.

Scope does not include:

* bridges, roadway walls, roadways, other transportation-related structures, water and wastewater treatment facilities, and underground piping (included in other discipline categories).
* specialized or destructive testing or disassembly of systems, components or equipment.
* investigation of specific equipment models or serial numbers with respect to equipment recalls, operational requirements or other matters affecting safe performance of the equipment identified by the manufacturer or authority having jurisdiction.

## ENERGY MANAGEMENT

Energy Management includes professional services to support the Corporation’s energy management strategy. The Corporation’s energy management strategy promotes the efficient use of electricity and natural gas at facilities. Energy Management includes professional services for site investigation, schematic design, design development, detailed design, contract document development, tendering, construction management, investigations/inspections of existing facilities. Examples of professional services include but are not limited to the following:

* energy audits and feasibility studies;
* design of energy efficiency systems for new facilities and retrofits within existing facilities;
* design and implementation of information systems to monitor energy usage at City facilities;
* review, design and piloting of renewable energy technologies at City facilities; and
* design and implementation of energy controls systems at City facilities to increase energy efficiency and reduce energy costs.

Scope does not include:

* review of equipment or systems to improve the energy efficiency or reduce costs of vehicle fuels.

## SOLID WASTE DISPOSAL AND PROCESSING

Municipal Solid Waste encompasses (Residential, Commercial, Institutional, Construction and Demolition, Municipal Services), and Industrial Waste. This discipline category includes professional engineering services for site investigation, conceptual design, preliminary design development, detailed design, contract document development, tendering, construction management, investigations/inspections of municipal solid waste management facilities for:

* landfill site development planning and design, including landfill closure and post closure;
* landfill liners and leachate management system;
* industrial solid and liquid waste management, including contaminated soil;
* construction management related to landfill activities;
* surface water, groundwater and air quality monitoring and management;
* landfill gas management;
* landfill bioreactors;
* composting;
* household hazardous waste management;
* quantitative waste auditing, waste characterisation, and inventory studies;
* design and evaluation of alternative waste treatment technologies;
* waste diversion and resource recovery planning;
* environmental permitting and regulatory compliance, and environmental impact assessments of landfills;
* environmental and hydrogeological investigations within known or suspected City owned landfills;
* landfill closure (capping) design and post closure monitoring inspections and reporting;
* landfill remediation and landfill mining;
* future landfill site selection and/or expansion of existing landfills; and
* landfill closure and post closure liability financial assessments.

Scope does not include:

* storm water management facilities and drainage plans; and
* electrical utility and energy management associated with building infrastructure.

**A10-a STAFF EXPERIENCE**

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| **Name of Proposed Resource** | **# Years’ Experience in the applied for Engineering**  **or Architectural discipline** | New Bridges | Other New Transportation Structures | Bridges and Other Transportation Structures – Maintenance and Rehabilitation | Transportation Roadwork | Roads Streetlighting | Transportation Planning | Light Rail Transit – New Build | Light Rail Transit – Operations (Maintenance and Construction) | Geotechnical |
| (example)  Eddy Engineer | 12 |  |  |  |  |  |  | A |  |  |
| Eddy Engineer | 8 |  |  |  |  |  |  |  | A |  |
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It is not necessary to include support staff such as administrative personnel on these schedules. The people that need to be included are those that would be considered for working directly with City people on assignments.

A – Formal training (course)

B – On the job training

C – Formal training plus on the job training/experience

(Copy this page and complete the list on additional pages if required.)

**A10-b STAFF EXPERIENCE**

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| **Name of Proposed Resource** | **# Years’ Experience in an Engineering**  **or Architectural Environment** | Water Treatment Plants | Wastewater Treatment Plants | SCADA & DCS – Water | Water Pump Stations and Reservoirs | Water Management | Sanitary and Storm Lift Stations | Linear Projects - Water | Linear Projects – Wastewater | Hydraulic Structures | System Hydraulic Analysis |
| (example)  Annie Architect | 12 |  |  | C |  | B |  | A | A |  |  |
| Annie Architect | 8 |  | C |  | B |  | A |  |  | A |  |
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It is not necessary to include support staff such as administrative personnel on these schedules. The people that need to be included are those that would be considered for working directly with City people on assignments.

A – Formal training (course)

B – On the job training

C – Formal training plus on the job training/experience

(Copy this page and complete the list on additional pages if required.)

**A10-c STAFF EXPERIENCE**

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| **Name of Proposed Resource** | **# Years’ Experience in an Engineering**  **or Architectural Environment** | Subdivision Development | Architectural | Interior Design | Building Sciences | Building Structural | Building Mechanical | Building Electrical | Facility and Building Assessment | Energy management | Solid Waste Disposal and Processing |
| (example)  Sandi Dandi | 12 |  |  |  |  |  |  | A |  |  |  |
| Sandi Dandi | 8 |  |  |  | A |  |  |  |  |  |  |
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It is not necessary to include support staff such as administrative personnel on these schedules. The people that need to be included are those that would be considered for working directly with City people on assignments.

A – Formal training (course)

B – On the job training

C – Formal training plus on the job training/experience

**(Copy this page and complete the list on additional pages if required.)**

## A11 STAFF PROFESSIONAL QUALIFICATIONS AND TRAINING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Proposed Resource**  **Include professional designations** | **Office Location (City)** | **Formal Education** | **Continuing Education  (past three years)** |
|  | Boss Bob, Ph.D, P.Eng.  (example) |  | B.Sc. Civil Engineering University of British Columbia, 1973 | Emergency Response Training, SAIT, 2003 (instructor) |
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(Copy this page and complete the list on additional pages if required.)

The City reserves the right to request documentation to verify professional designations, degrees, diplomas, accreditations or course completion for any personnel proposed.

It is the responsibility of pre-qualified consultants to advise The City of personnel changes if staff is added or deleted or if their education or experience change in such a way that it would impact their ability to perform work for The City.

**Evaluation Matrix**

Firms will be pre-qualified or rejected based on the following selection criteria:

|  |  |
| --- | --- |
| **Respondent** |  |
| **Date** |  |
| **Evaluated By** |  |
| **Signature** |  |

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| --- | --- | --- | --- |
| **DISCIPLINE CATEGORY (NAME)** | | | |
| **SELECTION CRITERIA** | **YES** | **NO** | **Comments** |
| Management Qualifications |  |  |  |
| Work / Project History |  |  |  |
| Staff Experience (Schedule A 10a,10b and 10c) |  |  |  |
| Staff Professional Qualifications and Training |  |  |  |
| References |  |  |  |

**Workers’ Compensation Board (WCB)**

Provide a current copy of Letter of Good Standing from the WCB. If you do not have an account with the WCB, check this box.

**ADDITIONAL INFORMATION: Consultants wishing to supply any additional information that they believe will aid the evaluation committee in the approval process are encouraged to do so. This information must be clear and concise.**

**SCHEDULE A12**

**SIGNATURE SHEET**

**(Return with your response\*)**

**I DECLARE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT**

|  |  |
| --- | --- |
| **Legal Company Name: (please print)** | **Signature and Position of Principle** |
| **Date:** | **Telephone:**  **E-mail:** |

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| --- | --- |
| **Company Address:** | **Contact Name for Further Information**  **Name:**  **Telephone:**  **E-mail:** |

The Respondent hereby acknowledges they have thoroughly reviewed and have complied with the documents making up this response, which includes, Instructions For Responding to RFPQ General Conditions Of Response, Information to Respondents and all Appendices and Specifications as may be listed in the Index and acknowledgement of the Consulting General Conditions and the Additional Terms and Conditions for Engineering and Architectural Engagements.

**\*See checklist in Appendix C for confirming completion of submission content**

**APPENDIX A:**

**Consulting General Conditions**

Governing terms and conditions for engineering and architectural services.



**APPENDIX B:**

**Additional Terms and Conditions for Engineering and Architectural Engagements**

Governing terms and conditions for engineering and architectural services.



**APPENDIX C:**

**Submission Checklist.**

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| --- | --- | --- |
| **Submission Checklist** | **Yes [X]** | **No [X]** |
| Reviewed Consulting General Conditions |  |  |
| Reviewed Additional Terms and Conditions for Engineering and Architectural Engagements |  |  |
| Completed Schedules A1 – A12 |  |  |
| Included discipline specific project examples clearly demonstrating employee capabilities and firm capabilities to support the review of selected disciplines. Detail if your firm was the prime or a sub consultant, and the role the listed discipline-specific personnel played. |  |  |
| Provided CGL and PL insurance certificates |  |  |
| Provided current WCB Clearance Letter of good standing |  |  |
| Provided proof of registration with Alberta Registries under the Business Corporations Act (Alberta) in the form of a current corporate registry search (within the last 30 days) |  |  |