

APPENDIX B – SUBMISSION WORKBOOK

Respondents shall indicate which of the following pre-qualification service categories they are submitting for:

- Engineering Conceptual Design for Roads and General Engineering Analysis
- Road Specific Engineering Preliminary Design, Detailed Design, and Construction Supervision / Contract Administration
- Bridge Specific Inspections, Engineering Preliminary Design, Detailed Design, and Construction Supervision / Contract Administration

1. Corporate Qualifications and Experience

1.1 Registered Name: Provide the Registered name of the respondent

1.2 Date and Location Company Established: Provide the date and location company established

Date:	
Location:	

1.3 Parent Company: Provide the following information for the respondent's parent company

Name:	
Address:	
Phone Number:	
Fax Number:	
Website Address:	
Subsidiaries:	

1.4 Parent Company Relationship: Provide details of the authoritative and fiscal relationship between the respondent company, the parent company and affiliated companies

Is the parent company willing to provide a letter of guarantee of financial responsibility for any work awarded to the respondent?

Yes No

1.5 Ownership: Check whether respondent's company is publicly or privately owned

- Publicly owned
- Privately owned

1.6 Type of Company: Check the appropriate type of company

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- Proprietorship
- Limited Company
- Partnership
- Corporation
- Other

If other, provide details:

1.7 Goods and Services Tax (GST) Registration Number: Provide Company's GST Registration Numbers

GST Registration Number	
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1.8 Company Officers: Provide the following information for all company officers

<u>Title</u>	<u>Name</u>	<u>Years with Company</u>

1.9 Core Businesses: If applicable, list the other core businesses that the respondent is involved in, in descending priority. Attach additional sheets as required

<u>Other Core Business</u>	<u>No. of Years Providing Core Business</u>

1.10 Subcontractors: State whether the respondent has and maintains a registry or list of subcontractors

Yes No

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If yes, provide a breakdown of roles and responsibilities to be assigned to subcontractors. Include past experience with identified subcontractors.

Subcontractor Name:	
Roles and Responsibilities to be Assigned:	
Past Project Experience with Subcontractor:	

Subcontractor Name:	
Roles and Responsibilities to be Assigned:	
Past Project Experience with Subcontractor:	

Subcontractor Name:	
Roles and Responsibilities to be Assigned:	
Past Project Experience with Subcontractor:	

1.11 Professional Affiliations: Provide details of Professional Affiliations

1.12 Management Structure: Provide an organizational chart of key staff that would be assigned to the project(s). This organizational chart is to indicate the on and off-site personnel, their roles and areas or levels of responsibility.

Organizational Chart Attached Yes

1.13 Dollar Value of Engineering Services

(a) List in the table below the gross dollar value of Conceptual Design Work for Roads provided to clients in the past five (5) years.

Year	Gross Dollar Value
2020	
2019	
2018	

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2017	
2016	

(b) List in the table below the gross dollar value of Road Specific Engineering Preliminary Design, Detailed Design and Construction Supervision / Contract Administration Work provided to clients in the past five (5) years.

Year	Gross Dollar Value
2020	
2019	
2018	
2017	
2016	

(c) List in the table below the gross dollar value of Bridge Specific Inspections, Engineering Preliminary Design, Detailed Design and Construction Supervision / Contract Administration provided to clients in the past five (5) years.

Year	Gross Dollar Value
2020	
2019	
2018	
2017	
2016	

Note: Submission of audited financial statements may be requested for verification

1.14 Respondents should attach details regarding measures and practice employed to maintain schedule and cost control for projects as well as identified methods to mitigate cost overruns and possible change orders

Attached Yes

1.15 Legal Proceedings. In the past three (3) years has the respondent been subject to any of the following legal proceedings:

- For non-payment of WCB premiums Yes No
- For non-payment of Federal, Provincial or Municipal Taxes Yes No
- For non-payment for goods and services Yes No

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- Brought by a government agency or financial institution Yes No
- To realize on security or to enforce a delinquent debt Yes No
- Contract claims of any nature Yes No

If yes to any of the above, please identify the initiators of the action(s), date(s), and amount(s). The County may consider other sources.

1.16 Liens. In the past three (3) years, has the respondent had any liens filed and settled on any of their projects?

Yes No

If yes to the above, please identify the initiators of the lien, date(s), amount(s), and if the lien has been settled. The County may consider other sources.

1.17 Mediations, Arbitrations, or Court Actions. Provide details of any mediations, arbitrations or court actions in progress with the County by the company or its officers.

- Mediations, arbitrations, or court actions in progress at present Yes No
- Details of mediations, arbitrations, or court actions are attached Yes No

1.18 Receivership or Bankruptcy. Provide details of any receivership or bankruptcy actions involving the respondent.

1.19 Corporate Profile Information

Respondents should attach details regarding their corporate information, experience, profile, history and suitability for providing the services related to this RFPQ. Respondent should identify the number of years the respondent has been providing the necessary expertise for the similar project(s) in similar environmental and climate conditions. Respondents are also asked to provide the company's project management and quality assurance processes including Professional Practice Management Plan (PPMP) per APEGA guidelines; and confirm review and acceptance of the Terms and Conditions outlined in Appendix C.

Attached Yes

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2. Key Staff Qualification and Experience / Assigned Project Team

2.1 Key Personnel

Respondents are also required to fill out the following table identifying key personnel that would be completing the work, the number of years of relevant project experience that each individual has in completing the work, a minimum of three (3) projects that the individual has worked on in the last five (5) years. If using subcontractors or joint proposal submissions please identify under the key personnel who is the prime consultant.

Key Personnel and Role	Relevant Project Experience	Years of Relevant Experience	Project References

2.2 Resumes and Responsibilities

Respondents should attach resumes for each key personnel that include education, experience, number of years with the respondent or sub-consultant and the position within the company, recently completed projects of a similar nature and the role and responsibility the individual had on the identified projects. Roles and responsibilities of the consultants and any of its agents, employees and sub-contractor arrangement proposed as part of the organizational chart should be included. Respondents should also include a description of education and expertise of the proposed team, including identification of similar project work as it correlates to the RFPQ deliverables, and clearly demonstrate the individuals' skills and competency. Lastly, respondents are asked to include demonstrated experience with Alberta Transportation General Specifications (refer to Section 4.2.1 above) or other recognized industry specifications.

Resumes and Responsibilities Attached Yes

2.3 Fee Schedule

Respondents should provide fee schedules for professional services, technical services, sub-consultants, or sub-contractors, disbursements, mileage, or any other rates that may apply.

Rate Sheets will be valid for _____ year(s).

Respondents are to provide a fee schedule for Year 1, Year 2 and Year 3 of the agreement and account for inflation/anticipated price increases for Year 2 and Year 3.

Fee Schedules Attached. Yes

Please Note: the submitted rates will form part of the Master Agreement and will be fixed for the Agreement term.

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3 References and Past Performance on Similar Projects

3.1 Relevant Past Project Experience

Respondents should list five project references that meet the following requirements:

- minimum of three (3) reference projects from municipal government clients;
- demonstrate the consultant's specific knowledge of, and its particular experience in, performing work for similar projects as per the details requested in the Submission Workbook (Appendix B);
- include key personnel identified in the Submission Workbook (Appendix B) and proposed for future project work covered under this RFPQ;
- include sub-consultants or partners identified in the Submission Workbook (Appendix B) and proposed for future work covered under this RFPQ; and
- Identified standards and specifications that were followed on each referenced project.

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	Past Project 1	Past Project 2	Past Project 3	Past Project 4	Past Project 5
Engineering Conceptual Design for Roads					
Project Name:					
Project Reference:					
Client:					
Client contact (Phone No. and Email):					
Project Location:					
Project Duration (Date and Length):					
Project summary:					
Contract Dollar Value:					
Key Personnel Involved:					
Relevant Standards and/or Specifications Used:					

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	Past Project 1	Past Project 2	Past Project 3	Past Project 4	Past Project 5
Road Specific Engineering Preliminary, Detailed Design, Construction Supervision and Contract Administration					
Project Name:					
Project Reference:					
Client:					
Client contact (Phone No. and Email):					
Project Location:					
Project Duration (Date and Length):					
Project summary:					
Contract Dollar Value:					
Key Personnel Involved:					
Relevant Standards and/or Specifications Used:					

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	Past Project 1	Past Project 2	Past Project 3	Past Project 4	Past Project 5
Bridge Related Inspections, Engineering Preliminary and Detailed Design plus Construction Supervision and Administration					
Project Name:					
Project Reference:					
Client:					
Client contact (Phone No. and Email):					
Project Location:					
Project Duration (Date and Length):					
Project summary:					
Contract Dollar Value:					
Key Personnel Involved:					
Relevant Standards and/or Specifications Used:					

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4 Health, Safety and Environmental Information

4.1 Health and Safety Program. Provide details of respondent(s) health and safety program inclusive of program to train seasonal staff. Attach additional sheets as required.

Copy of Table of Contents from respondent’s Health and Safety Manual attached. Yes

4.2 Regulatory Warnings, Stop-Work Orders or Citations. Provide incident and resolution details of any health, safety or environment-related regulatory warnings, stop-work orders or citations issued to the respondent within the last three (3) years. Attach additional sheets as required.

4.3 Safety Performance. Respondents are to complete the following table:

	2016	2017	2018	2019	2020
Number of Fatalities					
Number of Lost Time Incidents					
Number of Medical Aid Injuries					
Number of Hours Worked					
Number of Near Misses					
	2016	2017	2018	2019	2020
Recordable Injury Incident Rate # Recordable Injuries Total Employee Hours per Year					
Lost Time Injury Severity Rate # Total Days Lost x 200,000 Total Employee Hours per Year					
Workers’ Compensation Rating (or equivalent)					

4.4 WCB Employer Report Card. Attach copy of WCB Employer Report Card (see link to sample document):
https://www.wcb.ab.ca/assets/pdfs/employers/lcr_samples/sa_employerreportcard.pdf

Copy of WCB Employer Report Card Attached. Yes

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4.5 Environmental Policy.

Respondents shall provide a copy of your company’s approved environmental policy demonstrating their organization’s environmental commitment.

Copy of Environmental Policy Attached. Yes

4.6 Environmental Operational Procedures

Respondents shall supply a copy of your company’s Environmental Operating Procedures (or applicable documentation) for environmental management for activities related to the scope of this project.

Copy of Operational Procedures Attached. Yes

4.7 Health and Safety Manual Table of Contents attached

Health and Safety Manual Table of Contents Attached. Yes

4.8 Additional Health, Safety and Environmental Information should be provided detailing the respondent’s corporate approach to safety with safety statistics on projects managed to quantify safety performance including, but not limited to:

- Environmental and corporate mitigation measures used in the past five (5) years on similar projects;
- Corporate approach to safety and the last five (5) years of safety statistics on projects managed;
- Project safety and health risks and corporate mitigation measures used in the past five (5) years on similar projects

Health and Safety Information Attached. Yes

5 Submission Requirements Checklist

<u>Section Reference</u>	<u>Required Documents or Attachments</u>	<u>Attached</u>
Section 1.12	Organizational Chart	<input type="checkbox"/>
Section 1.14	Cost and Schedule Control	<input type="checkbox"/>
Section 1.19	Corporate Profile	<input type="checkbox"/>
Section 2.1	Key Personnel	<input type="checkbox"/>
Section 2.2	Resumes and Responsibilities	<input type="checkbox"/>
Section 2.3	Fee Schedule	<input type="checkbox"/>
Section 4.7	Health and Safety Program and OHS Manual Table of Contents	<input type="checkbox"/>
Section 4.8	Health and Safety Information	<input type="checkbox"/>