



Request for Pre-Qualifications

**Engineering Consulting Services for Analysis, Design and Construction of Roads
and Bridges**

Request for Pre-Qualification No.: **PQ210805EN**

Issued: **December 9, 2021**

Submission Deadline: **January 27, 2022 at 14:00:00 hrs local time**

Posted to: Alberta Purchasing Connection at www.purchasingconnection.ca
Parkland County website at www.parklandcounty.com/Bids

PART 1 – INTRODUCTION

1.1 Invitation to Respondents

This Request for Pre-Qualification (the “RFPQ”) is an invitation by Parkland County (the “County”) to prospective respondents to pre-qualify for future eligibility to provide transportation related engineering consulting services for engineering conceptual design, detailed design and construction supervision / contract administration, as further described in Part 4 – RFPQ Particulars (the “Deliverables”).

The County intends to pre-qualify up to five (5) consultants for each the following **three (3)** service categories for a three (3) year period, with work commencing as early as January 2022:

- 1. Engineering Conceptual Design for Roads and General Engineering Analysis**
- 2. Road Specific Engineering Preliminary, Detailed Design, Construction Supervision and Contract Administration**
- 3. Bridge Related Inspections, Preliminary Design and Detailed Design with Construction Supervision and Contract Administration**

Respondents can respond to **any one of** the service categories above, **or as many as they wish to** and are qualified for. Respondents shall note that the County does not intend to re-issue a RFPQ for the categories above during the three (3) year period.

Parkland County is a rural municipality located immediately west of Edmonton. Covering an area of 242,595 hectares (599,500 acres), it is one of the largest in size and one of the highest populated of all rural municipalities in Alberta. Parkland County has grown to a community of over 30,000 people and has seen generations of families continue to enjoy country living.

1.2 Contact Person

For the purposes of this procurement process, the “County Contact” is:

County Contact: **Cami Sutherland, Procurement Specialist**
Email: cami.sutherland@parklandcounty.com

1.3 Prequalification Process

Respondents will be evaluated according to the criteria described in Part 4 – RFPQ Particulars – Section 4.3 – Rated Criteria. Based on those criteria, certain respondents will be selected onto a prequalified supplier roster list for the potential subsequent provision of the Deliverables to Parkland County pursuant to an invitational second-stage competitive process with Parkland County, as set out in Schedule 3 of Appendix C – Master Agreement. The term of the prequalified supplier roster list is to be for a period of three (3) years.

1.4 No Guarantee of Volume of Work or Exclusivity of Contract

While Parkland County intends to conduct an invitational second-stage competitive process for the procurement of the Deliverables, it is under no obligation to do so and may, in its sole and absolute discretion, choose not to proceed with a second-stage competitive process for the procurement of the Deliverables. Any agreement entered into pursuant to an invitational second-stage competitive process will not be an exclusive contract for the provision of the described

Deliverables. Parkland County may contract with others for the same or similar Deliverables to those described in this RFPQ or may obtain the same or similar Deliverables internally.

[End of Part 1]

PART 2 – SUBMISSION AND EVALUATION OF RESPONSES

2.1 Timetable and Submission Instructions

Respondents should submit their responses according to the following timetable and instructions.

2.1.1 Timetable

Issue Date of RFPQ	December 9, 2021
Deadline for Questions	January 17, 2022 at 16:30 hrs local time
Deadline for Issuing Addenda	January 20, 2022
Submission Deadline	January 27, 2022 at 14:00:00 hrs local time
Rectification Period	Three business days from Notification of Rectification

The RFPQ timetable is tentative only and may be changed by Parkland County at any time.

2.1.2 Responses Should Be Submitted Only in Prescribed Manner

Respondents are requested to submit their submission in the form prescribed herein by the Submission Deadline to the Parkland County Contact identified below in the manner set out below.

Respondents should submit one electronic copy (in PDF or Word format) by email to the County Contact.

Cami Sutherland, Procurement Specialist
Email: Cami.Sutherland@parklandcounty.com

Submissions are to be prominently marked with the RFPQ title and number (see RFPQ cover) in the subject line, and with the full legal name and return address of the respondent, and with the Submission Deadline in the email.

2.1.3 Responses Should Be Submitted on Time at Prescribed Location

Responses should be submitted to the email set out above on or before the Submission Deadline. A respondent is requested to email the County Contact prior to the Submission Deadline with delivery details including the anticipated arrival time of its email containing its response. Parkland County intends to consider responses received after the Submission Deadline provided the respondent has provided Parkland County with an advance email notice of the impending delivery of its response. In the event a package is not emailed on or before the Submission Deadline, Parkland County may provide the respondent with one additional Business Day to affect the delivery of its response. For the purposes of this Section, “Business Day” means any working day between 8:30 a.m. and 4:30 p.m. Monday and Friday inclusive, excluding statutory and holidays on which Parkland County elects to be closed for business. Responses received after the Submission Deadline, without prior email notification as detailed above, will be rejected.

2.2 Amendment of Responses

Respondents may amend their responses prior to the Submission Deadline by submitting the amendment in an email prominently marked with the RFPQ title and number and the full legal name and return address of the respondent to the email set out above. Any amendment should clearly indicate which part of the response the amendment is intended to amend or replace.

2.3 Withdrawing Responses

At any time throughout the RFPQ process, a respondent may withdraw a submitted response. To effect a withdrawal, a notice of withdrawal must be sent to the County Contact and must be signed by an authorized representative. Parkland County is under no obligation to return withdrawn responses.

2.4 Evaluation of Responses

Parkland County will conduct the evaluation of responses in the following two (2) stages:

2.4.1 Stage I of Evaluation - Mandatory Requirements and Rectification

Stage I will consist of a review to determine which responses comply with all of the mandatory requirements. Responses failing to satisfy the mandatory requirements as of the Submission Deadline will be provided with an opportunity within the Rectification Period to rectify any deficiencies. The Rectification Period will begin to run from the date and time that Parkland County issues its rectification notice to the respondent. Responses satisfying the mandatory submission content requirements within the Rectification Period will proceed to Stage II. Responses failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The mandatory requirements are as follows:

(a) Submission Form (Appendix A)

Each response must include a Submission Form (Appendix A) completed and signed by a person authorized to bind the respondent.

(b) Submission Workbook (Appendix B)

Each respondent must complete a Submission Form (Appendix B) and include it with its response.

(c) Other Mandatory Requirements

i. APEGA Certification

Proof of registration with the Association of Professional Engineers and Geoscientists of Alberta (APEGA). Respondents are to submit a copy of their Permit to Practice with their response.

ii. Safety Prequalification

Respondents shall possess a valid Certificate of Recognition ("COR") which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety at the Submission Deadline. Respondents are advised that a Small Employer's Certificate of Recognition ("SECOR"), for employers with less than ten employees, will be considered acceptable.

For respondents who have not obtained a COR or SECOR, a valid Temporary Letter of Certification ("TLC") issued by the Alberta Construction Safety Association ("ACSA") will be considered. Parkland County will confirm that the respondent possesses a valid COR, SECOR, or TLC through the Alberta Construction Safety Association.

It is the respondent's responsibility to ensure its registration in the program is properly documented with the Alberta Construction Safety Association and the County will assume no liability for errors or omissions by the Alberta Construction Safety Association in this regard.

Prospective respondents who do not possess a COR and wish to obtain information about obtaining a COR, SECOR, or TLC, are advised to contact:

Alberta Construction Safety Association
www.acsa-safety.org

Respondents shall submit a copy of their valid COR, SECOR, or TLC in their response.

2.4.2 Stage II of Evaluation – Rated Criteria

Stage II will consist of an evaluation and scoring of each qualified response on the basis of the rated criteria set out in Part 4 – RFPQ Particulars – Section 4.3 (Rated Criteria). Each service category will be evaluated independent of the other.

2.5 Ranking and Selection

Up to five (5) highest scoring respondent(s) who obtain a minimum overall score of 68 for each (submitted) service category based on the Stage II evaluation will be included on a Qualified Contractor Roster for the potential subsequent provision of the Deliverables pursuant to an invitational second stage competitive process conducted during the term of the Qualified Contractor Roster as outlined in the Schedule 3 – Contractor Engagement Process in Appendix C – Master Agreement.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFPQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their responses in accordance with the instructions in this RFPQ. Where information is requested in this RFPQ, any response made in a submission should reference the applicable section numbers of this RFPQ where that request was made.

3.1.2 Responses in English

All responses are to be in English only.

3.1.3 Parkland County's Information in RFPQ Only an Estimate

Parkland County and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFPQ or issued by way of addenda. Any quantities shown or data contained in this RFPQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general size of the work.

It is the respondent's responsibility to avail itself of all the necessary information to prepare a response to this RFPQ.

3.1.4 Respondents Shall Bear Their Own Costs

The respondent shall bear all costs associated with or incurred in the preparation and presentation of its response including, if applicable, costs incurred for interviews or demonstrations.

3.2 Communication after Issuance of RFPQ

3.2.1 Respondents to Review RFPQ

Respondents shall promptly examine all of the documents comprising this RFPQ and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the County Contact on or before the Respondent's Deadline for Questions. All questions submitted by respondents by email to the County Contact shall be deemed to be received once the email has entered into the County Contact's email inbox. No such communications are to be directed to anyone other than the County Contact. Parkland County is under no obligation to provide additional information but may do so at its sole discretion.

It is the responsibility of the respondent to seek clarification from the County Contact on any matter it considers to be unclear. Parkland County shall not be responsible for any misunderstanding on the part of the respondent concerning this RFPQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

If Parkland County, for any reason, determines that it is necessary to provide additional information relating to this RFPQ, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFPQ. Such addenda may contain important information, including significant changes to this RFPQ. Respondents are responsible for obtaining all addenda issued by Parkland County. In the Submission Form (Appendix A),

respondents should confirm their receipt of all addenda by listing the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, Parkland County may at its discretion extend the Submission Deadline for a reasonable amount of time.

3.2.4 Verify, Clarify and Supplement

When evaluating responses, Parkland County may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the respondent's response. Parkland County may revisit and re-evaluate the respondent's response or ranking on the basis of any such information.

3.2.5 No Incorporation by Reference

The entire content of the respondent's response should be submitted in a fixed form and the content of websites or other external documents referred to in the respondent's response will not be considered to form part of its response.

3.2.6 Response to Be Retained by Parkland County

Parkland County will not return the response or any accompanying documentation submitted by a respondent.

3.3 Notification and Debriefing

3.3.1 Notification of Top-Ranked Respondent(s)

The top-ranked respondent(s), as established under the evaluation, that are selected by Parkland County to enter onto a prequalified supplier list will be so notified by Parkland County in writing.

3.3.2 Notification to Other Respondents

Once the selected respondents are notified of their selection onto the prequalified supplier list, the other respondents will be notified by Parkland County in writing of the outcome of the RFPQ process.

3.3.3 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the RFPQ process. All requests must be in writing to the County Contact and must be made within thirty (30) days of notification of the outcome of the selection process.

3.3.4 Bid Protest Procedure

If a respondent wishes to challenge the outcome of the RFPQ process, it should provide written notice to the County Contact within sixty (60) days of notification of the outcome of the RFPQ process, and Parkland County will respond in accordance with its bid protest procedures. Respondents are advised that the County's protest procedures are separate and distinct from the dispute resolution process under applicable trade agreements. If a respondent wishes to dispute a matter or bring a complaint under an applicable trade agreement, the respondent must follow the process set out in the trade agreement, which may differ from the process described herein.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

Parkland County may disqualify a respondent for any conduct, situation or circumstances determined by Parkland County, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this RFPQ, "Conflict of Interest" has the meaning ascribed to it in the Submission Form (Appendix A).

3.4.2 Disqualification for Prohibited Conduct

Parkland County may disqualify a respondent or terminate any contract subsequently entered into if Parkland County, in its sole and absolute discretion, determines that the respondent has engaged in any conduct prohibited by this RFPQ.

3.4.3 Prohibited Respondent Communications

The respondent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

3.4.4 Respondent Not to Communicate with Media

A respondent may not at any time directly or indirectly communicate with the media in relation to this RFPQ or the outcome of this RFPQ process without first obtaining the written permission of the County Contact.

3.4.5 No Lobbying

Respondents must not, in relation to this RFPQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of successful respondent(s).

3.4.6 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents must not engage in any unethical conduct, including lobbying (as described above) or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of Parkland County; deceitfulness; submitting responses containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process.

3.4.7 Past Performance or Past Conduct

Parkland County may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by Parkland County, in its sole and absolute discretion, to have constituted a Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of Parkland County

All information provided by or obtained from Parkland County in any form in connection with this RFPQ either before or after the issuance of this RFPQ:

- (a) is the sole property of Parkland County and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFPQ and the performance of any subsequent Contract;
- (c) must not be disclosed without prior written authorization from Parkland County; and
- (d) shall be returned by the respondents to Parkland County immediately upon the request of Parkland County.

3.5.2 Confidential Information of Respondent

A respondent should identify any confidential information in its response or any accompanying documentation. Parkland County will make reasonable efforts to safeguard confidential information of respondents, subject to its disclosure requirements under the Freedom of Information and Protection of Privacy Act or any other disclosure requirements imposed by law or by order of a court or tribunal. Respondents are advised that their responses will, as necessary, be disclosed on a confidential basis, to Parkland County's advisers retained for the purpose of evaluating or participating in the evaluation of their responses. If a respondent has any questions about the collection and use of information pursuant to this RFPQ, questions are to be submitted to the County Contact.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the RFPQ shall not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the respondent nor Parkland County shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to this RFPQ process, selection of respondents, failure to select respondents or failure to honour a response to this RFPQ.

3.6.2 No Contract until Execution of Written Agreement

No legal relationship or obligation regarding the procurement of any good or service shall be created between the respondent and Parkland County by the RFPQ process until the successful negotiation and execution of an agreement pursuant to a subsequent invitational second-stage procurement process.

3.6.3 References and Past Performance

Parkland County's evaluation may include information provided by the respondent's references and may also consider the respondent's past performance on previous contracts with Parkland County or with other institutions.

3.6.4 Cancellation

Parkland County may cancel or amend the RFPQ process without liability at any time.

3.7 Governing Law and Interpretation

3.7.1 Governing Law

The terms and conditions in this Part 3 Terms and Conditions of RFPQ Process: (a) are included for greater certainty and intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

PART 4 – RFPQ PARTICULARS

4.1 THE DELIVERABLES

The County manages the design, construction and upgrading of over 2000 kilometres of developed roads and 680 kilometres of undeveloped roads additionally it manages the maintenance, upgrades and replacement of 121 bridge files made up of bridge sized culverts and bridge structures within Parkland County. The County is seeking Engineering Consultant Services for a range of transportation-related services depending on project scope which may include site investigations, conceptual design, preliminary and detailed design, preparation of construction drawings, contract document development, tendering preparation and construction supervision / contract administration for:

- new road construction (any road classification)
- rehabilitation of existing roadways
- road widening projects
- intersection upgrades/design
- geotechnical and/or pavement designs/evaluations
- general transportation advisory services including, but not limited to, transportation impact assessments, traffic counts, traffic analysis reports, in-service road safety audits, and related traffic safety recommendations.
- inspection and structural rehabilitation assessments of bridge files
- bridge file maintenance and replacement projects

Scope does not include:

- structural element design/evaluation
- signals and street lighting

The Engineering Consulting Services covered under this RFPQ generally consist of the following types of work divided into three (3) pre-qualification categories which are described further in the sections below.

1. Engineering Conceptual Design for Roads and General Engineering Analysis

- The County anticipates two (2) concept design projects per year beginning in 2022, which is subject to change based on budget approval.
- The County anticipates three (3) requests for general transportation advisory services per year beginning in 2022, which is subject to change based on industry demand and budget approval.
 - The concept design projects are generally in the \$50,000 to \$100,000 range per request but can be larger up to \$250,000.
 - The general engineering analysis activities are typically \$5,000 to \$10,000 range per request.
 - In 2022, Parkland County anticipates between \$200,000 and \$250,000 of new work activity to be awarded within this category.

2. Road Specific Engineering Preliminary Design, Detailed Design, and Construction Supervision and Contract Administration

- The County anticipates one (1) design only project per year, one (1) major reconstruction project with design with construction supervision and contract administration per year and one (1) ACP asphalt rehabilitation design with construction supervision and contract administration project beginning in 2022, which is subject to change based on budget approval.

- These activities are highly subjective to the project for which they are intended.
- In 2022, Parkland County anticipates between \$500,000 and \$600,000 of new work to be awarded within this category

3. Bridge Related Inspections, Preliminary Design and Detailed Design with Construction Supervision and Contract Administration

- The County anticipates up to forty (40) annual Alberta Transportation BIM inspections per year, up to three (3) bridge file designs, (2 CSP and 1 structure) are planned for 2022 with construction of 2 of these projects in 2023, subject to funding availability. Additional bridge related capital and operational maintenance support services from assessments and rehabilitation related work are anticipated. All work is subject to change based on budget approval.
 - Annual budget for BIM inspections is \$10,000 per year
 - Design projects are typically between \$50,000 and \$100,000 per request
 - In 2022, Parkland County anticipates between \$250,000 to \$300,000 of new work to be awarded within this category

The County reserves the right to assign portions of, any or all of the work (i.e. Conceptual Design only, Preliminary Design only, Detailed Design Only, Construction Supervision / Contract Administration only, etc.). Work is to follow the Alberta Transportation *Engineering consultant guidelines for highway, bridge and water projects as applicable*.

Respondents shall indicate in the Submission Workbook (Appendix B) which pre-qualification service category they are submitting for, or if they are submitting for multiple categories.

4.1.1 1- Engineering Conceptual Design for Roads and General Engineering Analysis

Engineering conceptual design will be required for new roads in the Acheson Industrial Area as well as new or existing roads (arterial or major collectors) in the rural and residential areas of Parkland County. This includes the development of detailed conceptual road design plans that may include, but are not limited to the following tasks:

- Centre-line alignment.
- Property requirements – existing right of way and required right of way.
- Accommodation of stormwater drainage including ditch elevations to accommodate adjacent development and identify any constraints that may be imposed on the design.
- Municipal utility alignments. Design shall be guided by the ultimate networks set in the existing Acheson and Big Lake Servicing Studies
- Level A Cost Estimate as per Alberta Transportation Engineering Consultant Guidelines for Highway, Bridge, and Water Projects – Volume 1 – Design and Tender.
- Identification of all utilities and constraints they may impose on the design.
- Identification of environmental constraints that may impact design and develop mitigation strategies.
- Identification of regulatory requirements for specific project work including Alberta Parks and Environment etc.
- Identification other constraints such as availability of borrow, topography, land availability, etc.
- Other related activities as identified within project request for service.

General requirements, to be specified at the time of the request for services, for the conceptual design drawings include but are not limited to:

- 1:1000 scale plans with AutoCAD or similar e-files compatible with the County drawing system
- Centreline of roadway (with horizontal and vertical curve information)
- Centreline of ditches – both sides (with horizontal and vertical curve information)
- Property lines (with desirable vertical grades at property)
- Required right of way

In addition to the conceptual design work, the category includes general engineering analysis activities. These activities include common transportation engineering activities and will be limited to more site specific, smaller scale requests, from time to time, as they occur. The kind and type of requests will be similar to, but not limited to, the following activities:

- Transportation Impact Assessments
- Traffic Counts and Traffic Analysis reports
- In-Service Road Safety Audit
- Traffic Safety reviews and recommendations

4.1.2 2A - Road Specific Engineering Preliminary Design and Detailed Design

Significant grade design requirements are typically a part of the scope of work for arterial roads. Engineering consulting services will include projects that involve extensive reconstruction, re-alignment or widening of existing rural arterial roads, as well as new rural arterial roads in a green field setting. Other projects include pavement rehabilitation strategy design for rural and urban residential areas. Engineering consulting services may include minor roadway improvements preliminary and detailed design.

The tasks may include, but are not limited to the following:

- Preparation of preliminary engineering design reports and drawings
- Review and/or undertake preliminary surveys and geotechnical investigations
- Preparation of detailed engineering drawings
- Preparation of complete project cost estimates
- Preparation of quantity estimates
- Preliminary drainage plans and reports
- Provide drainage runoff calculations
- Environmental impacts and mitigation
- Utility reviews and coordination
- Attend site reviews
- Tender preparation
- Prepare and lead public meetings
- Attend site reviews
- Review and/or undertake preliminary surveys investigations and audits
- Other environmental services and
- Other related activities as identified within project request for service

4.1.3 2B - Road Specific Construction Supervision and Contract Administration

Engineering consulting services include but are not limited to; engineering support for grading, base, paving, pavement rehabilitation, general construction activities, construction supervision and contract administration, post construction activities, and operational based engineering requirements for both rural and urban roads.

The tasks may include, but are not limited to the following:

- Engineering services during construction and post construction
- Lead regular construction site meetings
- Track and report on project timelines, costs and risk items
- Prepare complete project cost and quantity estimates
- Prepare record drawing files and reports
- Preparation of final details and project summary report
- Public meeting preparation
- Attend site reviews
- Review and/or undertake construction surveys
- Provide quantity reports
- Legal survey
- Environmental services, and
- Other related activities as identified within project request for service

4.1.4 3A - Bridge Related Inspections

Engineering consulting services include but are not limited to; bridge and bridge sized culvert inspections, assessments, reporting, planning assistance for long range, operations and other miscellaneous engineering technical services.

The tasks may include, and are not limited to the following;

- Annual Alberta Transportation BIMs Level 1 and Level 2 Bridge inspections
- Other Level 2 Inspections and evaluations as required (e.g Level 2 Timber Coring, Level 2 Girder or Barrel Inspection, Load Evaluation and Rating)
- Prepare maintenance work plans, proposals and cost
- Other related supportive activities as identified within project request for service

4.1.5 3B - Bridge Specific Preliminary Design and Detailed Design

Bridge replacement designs are required for both bridge structures and bridge culverts. Engineering consulting services are required for typically rural projects which can involve road profile changes, land acquisition and environmental considerations. Structures are typically, but not limited to, Alberta Transportation standard structures.

The tasks may include, and are not limited to the following:

- Provide geotechnical investigation services and report
- Provide environmental impacts and mitigation report
- Review and/or undertake preliminary surveys and utility agreements
- Prepare communication plan for stakeholders
- Prepare and lead public meetings
- Generate Land acquisition drawings, including easements and ownership plans
- Preparation of preliminary report with construction options, structure removals, engineering drawings and cost estimates.
- Preparation of final project quantity and cost estimates
- Attend site reviews
- Preparation of detailed engineering drawings and cost estimates
- Tender preparation including pricing forms, special provisions and tender inquiry support

- Attend site reviews and
- Other supportive activities as identified within project request for service

4.1.6 3C- Bridge Specific Construction Supervision and Contract Administration

Engineering consulting services for bridge maintenance and bridge replacement projects. Engineering services include but are not limited to; general construction activities, construction supervision, contract administration and post construction activities.

The tasks may include, but are not limited to the following:

- Construction Survey layout
- Lead regular construction site meetings
- Provide quality assurance
- Track and report on project timelines, costs and risk items
- Provide review of Transportation Accommodation Strategies and Environmental Construction Operations plans and identified project risk items.
- Provide onsite construction supervision, inspection and reporting
- Review, prepare and recommend approval of progress payments and change orders.
- Prepare completion certificates, record drawing files and reports
- Complete final warranty inspection and recommendation.

4.2 MATERIAL DISCLOSURES

4.2.1 Reference Materials and Design Standards

The following reference materials and standards are available to the respondent to assist in preparing their response and for identifying project references in the Submission Workbook (Appendix B) that demonstrate past experience with similar work. The selected consultants will be required to adhere to the standards below depending on the project scope:

- a) Parkland County Engineering Design Standards, March 2015
<https://www.parklandcounty.com/en/do-business/resources/planning/Engineering-Design-Standards.pdf>
- b) Parkland County Four Year Capital Program (2022-2025), December 2022
https://www.parklandcounty.com/en/live-and-play/resources/Engineering/2018-2021RoadProgramBook_with_maps.pdf
- c) Alberta Transportation Engineering Consultant Guidelines for Highway, Bridge, and Water Projects – Volume 1 – Design and Tender
<http://www.transportation.alberta.ca/Content/docType29/Production/ECG%20Vol%201%20-%202011.pdf>

4.2.2 Prime Contractor

The consultant shall be prepared to assume Prime Contractor responsibilities where required when providing services unless specified otherwise. This shall include responsibility for all measures required to safely execute the work, including traffic accommodation, in accordance with Parkland County standards. (<https://www.parklandcounty.com/en/county-office/engineering-services.aspx>)

4.2.3 Proof of Insurability

The consultant is required to carry Insurance policies in accordance with the minimum requirements and limits set out in Appendix C – Master Agreement. Proof of insurance should be provided to Parkland County with the respondent’s submission.

4.2.4 Worker’s Compensation Board (WCB)

The consultant is required to provide proof of compliance with all the requirements of the Worker’s Compensation Act of Alberta in accordance with Appendix C – Master Agreement. A WCB clearance letter should be provided with the respondent’s submission as evidence of such compliance.

4.2.5 Location of Work

The work will be conducted at various locations within Parkland County. See the following website for an online interactive map outlining the Parkland County area. (<http://maps.parklandcounty.com/discoverparkland/>)

4.2.6 Maintaining Pre-Qualification Eligibility

Pre-qualification status may be withdrawn at any time due to unsatisfactory performance or a significant change in status of the pre-qualified respondent (i.e. retirement or departure of key personnel) or failure to maintain safety certification. Parkland County shall be notified of status changes to the company or changes in key members as submitted in the respondent’s original response.

4.3. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFPQ. Respondents who do not meet a minimum threshold score for a category will not proceed.

The same evaluation criteria will be used for each discipline. Submissions for each category will be evaluated independently of one another.

Rated Criteria Category	Points Scale	Minimum Threshold	Points Weighting	Total Available Points
Corporate Qualifications and Experience	0 to 5	3	X 5	25
Key Staff Qualification and Experience / Assigned Project Team	0 to 5	3	X 7	35
References and Past Performance on Similar Projects	0 to 5	3	X 5	25
Health, Safety and Environment Framework	0 to 5	3	X 3	15
Minimum Overall Score of 68 of Total Points				100

Points shall be awarded on a scoring scale of 0 to 5. Points could be modified depending upon reference checks and other independent information subsequently received and confirmed. Partial scores or scores not defined below will not be used. The range is defined as follows:

5	Fully exceeds expectations, proponent clearly understands the requirement, excellent probability of success
4	Somewhat exceeds expectations; high probability of success
3	Fully meets expectations; proponent has good understanding of requirement, no weakness or deficiencies good probability of success
2	Partially meets expectations; minor weakness or deficiencies, fair probability of success
1	Does not meet expectations or demonstrate understanding of the requirements, major weakness or deficiencies, low probability of success
0	Lack of response or complete misunderstanding of the requirements, no probability of success

Following is a description and framework for the Rated Criteria Categories above. Respondents shall refer to the section below when completing the Submission Workbook (Appendix B) and ensure all requested information is provided to assist in the evaluation.

4.3.1 Corporate Qualifications and Experience

Following is a description of this rated criteria category:

- Corporate information, experience, profile, history and suitability for providing the services related to this RFPQ;
- Identification of respondent and any sub-consultants or partners that are included as a part of the Prime/Lead Consultant’s team, together with contact information;
- Overview of the respondent’s corporate information
- Clearly identified management and reporting structure including structure or process for escalation concerns;
- Number of years the respondent has been providing the necessary expertise for the similar project(s) in similar environmental and climate conditions;
- Provide measures and practice employed to maintain schedule and cost control for project(s);
- Financial and legal history/information as demonstrated in the Submission Workbook (Appendix B) responses;
- Identified methods to mitigate cost overruns and possible change orders;
- Project management and quality assurance processes including Professional Practice Management Plan (PPMP) per APEGA guidelines; and

4.3.2 Key Staff Qualification and Experience / Assigned Project Team

Following is a description of this rated criteria category:

- Identification and qualifications of the senior managers that will be engaged on project(s) with a description of related experience;

- Roles and responsibilities of the consultants and any of its agents, employees and sub-contractor arrangement proposed as part of the organizational chart;
- Organizational chart as per Submission Workbook (Appendix B) responses;
- Description of education and expertise of the proposed team, including identification of similar project work as it correlates to the RFPQ deliverables and clearly demonstrates the individuals skills and competency;
- Resumes should be provided for each key personnel, as a minimum should 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; and
- Fee schedules including but not limited to the following: hourly rates for professional services, technical services, sub-consultants, or sub-contractors, disbursements, mileage, or any other rates that may apply as requested in the Submission Workbook (Appendix B); and
- Demonstrated experience with Alberta Transportation General Specifications (refer to Section 4.2.1 above) or other recognized industry specifications.
- Project team availability for on-site meetings and investigations should be outlined within the proposals. Proponents will be expected to be available in short term response to address emerging situations. Site personnel and key staff members may be required to attend site at any time upon request and this should be expected. Proponents will also be expected to have regular attendance on-site during all construction-based assignments.

4.3.3 References and Past Performance on Similar Projects

Following is a description of this rated criteria category:

- Five (5) 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.

The County may contact the references provided and may require additional references at their discretion to use this information in the evaluation process.

4.3.4 Health, Safety and Environmental Framework

Following is a description of this rated criteria category:

Health, Safety and Environmental Information detailing the respondent's corporate approach to safety with safety statistics on projects managed to quantify safety performance including, but not limited to:

- Provide details of respondent(s) health and safety program inclusive of program to train seasonal staff.
- Health, safety or environment-related regulatory warnings, stop-work orders or citations issued to the respondent within the last three (3) years.
- Environmental Policy;

- Environmental Operational Procedures;
- 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;
- Table of Contents from Safety Manual;
- WCB Employer Report Card;
- Respondent's safety performance as demonstrated through the completion of the Submission Workbook (Appendix B), and

[End of Part 4]

APPENDIX A – SUBMISSION FORM

1. Respondent Information

Please fill out the following form, and name one person to be the contact for this RFPQ response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under Which the Respondent Carries on Business:	
Jurisdiction under which the Respondent is Governed:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFPQ Contact Person and Title:	
RFPQ Contact Phone:	
RFPQ Contact Facsimile:	
RFPQ Contact E-mail:	

2. Acknowledgment of Non-binding Procurement Process

The respondent acknowledges that this RFPQ process will be governed by the terms and conditions of the RFPQ and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process and that no legal relationship or obligation regarding the procurement of any good or service shall be created between the respondent and Parkland County by the RFPQ process until the successful negotiation and execution of an agreement pursuant to a subsequent invitational second-stage procurement process.

3. Ability to Provide Deliverables

The respondent has carefully examined the RFPQ documents and has a clear and comprehensive knowledge of the Deliverables required under the RFPQ. The respondent represents and warrants its ability to provide the Deliverables required under the RFPQ in accordance with the all of the requirements of the RFPQ, including, without limitation, those performance standards set out in Part 4 – RFPQ Particulars.

4. Addenda

The respondent has read and accepted all addenda issued by Parkland County prior to the Deadline for Issuing Addenda. The onus remains on respondents to make any necessary amendments to their response based on the addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: _____. Respondents who fail to complete this section will be deemed to have received all posted addenda.

5. Conflict of Interest

For the purposes of this section, the term "Conflict of Interest" means in relation to the RFPQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (a) having, or having access to, confidential information of Parkland County in the preparation of its response that is not available to other respondents; (b) communicating with any person with a view to influencing preferred treatment in the RFPQ process (including but not limited to the lobbying of decision makers involved in the RFPQ process); (c) having an interest in more than one response submitted in response to this RFPQ or (d) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFPQ process.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its response; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFPQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its response, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFPQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest, and must explain why the respondent believes that the Conflict of Interest should not result in disqualification from the RFPQ process:

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our response; **AND** (b) were an employee of Parkland County and have ceased that employment within twelve (12) months prior to the Submission Deadline:

Name of Individual:
Job Classification:
Department:
Last Date of Employment with Parkland County:
Name of Last Supervisor with Parkland County:
Brief Description of Individual's Job Functions:
Brief Description of Nature of Individual's Participation in the Preparation of the Response:

(Repeat above for each identified individual)

The respondent agrees that, upon request, the respondent shall provide Parkland County with additional information from each individual identified above in the form prescribed by Parkland County.

6. Disclosure of Information

The respondent hereby agrees that any information provided in this response, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this response by Parkland County to Parkland County's advisers retained for the purpose of evaluating or participating in the evaluation of this response.

7. Confidential Information of Respondent

The respondent hereby agrees that any information provided in this response, even if it is identified as being supplied in confidence, may be disclosed where required by the Freedom of Information and Protection of Privacy Act or any other disclosure requirements imposed by law or by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this response by the County to the advisers retained by the County to advise or assist with the RFPQ process, including with respect to the evaluation of this response.

Signature of Witness	Signature of Respondent Representative
Name of Witness	Name and Title
	I have authority to bind the respondent.
	Date: _____

APPENDIX B – SUBMISSION WORKBOOK

Each respondent is required to complete the Submission Workbook (Appendix B) attached as a separate electronic document to this RFPQ.

APPENDIX C – MASTER AGREEMENT

A copy of the Master Agreement (Appendix C) is attached as a separate electronic document to this RFPQ.

ANNEXURE I – CONTRACT ADMINISTRATION FORMS

1. Extra Work Order/Change Order Form



EXTRA WORK ORDER/ CHANGE ORDER FORM

Date: _____

Contract #: **C** _____

Change Order #: _____

Project ID: _____

Project Name: _____

To: _____

Attention: _____

Subject to the provisions of your Contract, you are hereby authorized, to proceed with the work. The change order amount below is the total cost for the change, including impact costs for the schedule revision indicated and all other incidentals.

Description	Revised Date	Amount (excludes GST)

Change Order amount: \$ _____

Original Contract amount: \$ _____

Previous Additions \$ _____ Total Additions \$ _____

Previous Deletions \$ _____ Total Deletions \$ _____

Revised Contract Amount: \$ _____

APPROVALS

Contractor Accepts: _____ (Print Name and Title) _____ (Date YYYY-MM-DD)

Signature _____

Recommended by: _____ (Project Manager) _____ (Print Name and Title) _____ (Date YYYY-MM-DD)

Signature _____

Authorized by: _____ (Project Owner) _____ (Print Name and Title) _____ (Date YYYY-MM-DD)

Signature _____

2. Request for Payment Form

		Page 1 of 2
PROGRESS PAYMENT COVER SHEET		
PAY PERIOD FROM:	2015-11-01	TO: 2015-11-30
		PROGRESS NO.: PP-1
PROJECT NO:	0	P.O. NO.: 0
		CONTRACT NO.: 0
DESCRIPTION OF WORK:		
0		
CONTRACTOR:	LOCATION OF WORK:	PROJECT NO.(s)
0		
0		
0		
0		
GST#: 0		
PAYMENT		
Work Completed To Date	\$0.00	
Less Holdback (10%)	\$0.00	
Sub Total	\$0.00	
GST on Sub Total (5%)	\$0.00	
Total Payable	\$0.00	
Less Previous Payment(s)	\$0.00	
NET AMOUNT PAYABLE	\$0.00	
CERTIFICATION		
<p><i>I certify that the Progress Payment, as shown above, represents the value of work completed on the attached detail sheet(s) and is in accordance with the terms of the contract.</i></p>		
_____	_____	
Project Manager	Date	
_____	_____	
Manager, Engineering Services	Date	
INTERNAL CODES (FOR OFFICE USE ONLY)		
Project No. _____	GL Code _____	Amount w/o G.S.T. \$0.00
Project No. _____	GL Code _____	\$0.00
Project No. _____	GL Code _____	\$0.00
	SUBTOTAL	\$0.00
	CREDIT ACCOUNT 17270 WITH HOLDBACK	\$0.00
	SUBTOTAL LESS HOLDBACK	\$0.00
	GST (5%)	\$0.00
	NET AMOUNT PAYABLE	\$0.00



DETAIL SHEET FOR CONTRACT PAYMENT

PROGRESS NO.: PP-1

CONTRACT NO.: 0

Project No.: 0

P.O. No.: 0

DATE PRINTED: 2015-12-01

ITEM	ITEM DESCRIPTION	Units	QUANTITIES			Unit Price	VALUE			Estimated Value to Complete
			Contract Estimated Quantity	This Period	To Date		+/- Estimated vs. To Date	Estimated Value	This Period	
1							\$0.00	\$0.00	\$0.00	\$0.00
1 a.							\$0.00	\$0.00	\$0.00	\$0.00
2							\$0.00	\$0.00	\$0.00	\$0.00
2 a.							\$0.00	\$0.00	\$0.00	\$0.00

COMMENTS:

WORK COMPLETED TO DATE:	\$0.00
LESS HOLDBACK (10%):	\$0.00
SUBTOTAL:	\$0.00
GST ON SUBTOTAL (5%):	\$0.00
TOTAL PAYABLE:	\$0.00
LESS PREVIOUS PAYMENTS:	\$0.00
TOTAL PAYABLE:	\$0.00

Supervisor Initial: _____ Manager _____

3. Statutory Declaration Form



STATUTORY DECLARATION

of Payment Distribution

Identification of Contract

Contract Name (location and description of the Work as it appears in the Contract Documents)	Contract ID		
	Date of this Application for Payment		
	Month	Day	Year
	Date of Last (Immediate Preceding) Application for Payment		
	Month	Day	Year

Identification of Declarant (person making the declaration)

Full Name of Declarant		Position or Title (of office held with Contractor)	
Business Name (Name of Contractor)			
Business Address			
City or Town	Province	Postal Code	

Declaration

I, the undersigned, solemnly declare that as of the date of this application for payment:

- All the Contractor’s lawful obligations to subcontractors and suppliers, in respect of work contracted for and performed before the date of the last (immediately preceding) application for payment, are fully discharged except for (i) holdback monies properly retained, and (ii) payments deferred by agreement;
- All the Contractor’s lawful obligations to workers, in respect of work contracted for, are fully discharged;
- All assessments and payments required to be made by the Contractor under law have been made in full; and that
- I am an authorized signing officer of the Contractor and have personal knowledge of the contract identified and the facts stated in this statutory declaration.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Making a false or fraudulent declaration is a contravention of the Criminal Code of Canada, and could carry, upon conviction, penalties including fines, imprisonment, or both.

Signature of declarant

Attestation (to be completed by a person empowered to receive declarations, e.g., Commissioner for Oaths, Notary Public, etc.)

DECLARED before me at _____ this _____ Day of _____ 20 _____		
City/Town and Province		
Signature of person before whom declaration is made	Authority to receive solemn declarations	Expiry date
_____	Any changes or corrections on this Statutory Declaration must be initialled by the person before whom the declaration is made.	
Name (please print)		

4. Site Inspection Report



Parkland County Site Inspection Report

Inspection Report Particulars	
Project Name:	Project Location: Inspection Date:
Inspected By:	Primary Reason for Inspection:
Inspection Summary / Key Observations	
Action Identification Status	
Key Messages	•
Follow Up Actions	•
Issues for Management Action	•
Site Photos, Important Info or Updates from Previous Inspections	