



**Request for Pre-Qualification**  
**For**  
**General Contractor for**  
**Parkland County Waste Transfer Station Expansion and Upgrade**

Request for Pre-Qualification No.: **PQ190509CM**

Issued: **May 21, 2019**

Submission Deadline: **June 12, 2019, 2019 at 14:00:00 hrs local time**

**Posted to:** Alberta Purchasing Connection at [www.purchasingconnection.ca](http://www.purchasingconnection.ca)  
Parkland County website at [www.parklandcounty.com/Bids](http://www.parklandcounty.com/Bids)

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## **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 prequalify for future eligibility to provide Prime Contractor services to upgrade the Parkland County Waste Transfer Station located in the Town of Stony Plain, Alberta as further described in Part 4 – RFPQ Particulars (the “Deliverables”).

The proposed improvements will increase the size and functionality of the Tipp building, surrounding area, and access, scale-house area, and create an interim waste unloading area that will be used during the project and post construction.

The current design of the Parkland County Waste Transfer Station opened in 2006. Due to the popularity of the site it was deemed necessary to upgrade certain portions of the location to improve the functionality for improved safety and efficiency.

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:** Korrine McKeage, Manager, Procurement Services  
**Email:** [korrine.mckeage@parklandcounty.com](mailto:korrine.mckeage@parklandcounty.com)

### **1.3 Prequalification Process**

Respondents will be evaluated according to the criteria described in Part 4 – Section 4.3 – Rated Criteria. Based on those criteria, certain respondents will be selected to be included on a list of prequalified contractors that are eligible to participate in an invitational second-stage competitive process for the potential provision of the Deliverables to Parkland County.

### **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	<b>May 21, 2019</b>
Deadline for Questions	<b>June 4, 2019 at 16:30 hrs local time</b>
Deadline for Issuing Addenda	<b>June 6, 2019</b>
Submission Deadline	<b>June 12, 2019 at 14:00:00 hrs local time</b>
Rectification Period	<b>Three (3) Business Days from Notification of Rectification</b>
Notification of Respondents	<b>Week of June 17, 2019</b>
Issuance of Tender to Prequalified General Contractors	<b>Week of June 24, 2019</b>
Anticipated Award Date of Tender	<b>Week of July 15, 2019</b>
Anticipated Project Start	<b>Immediately upon award and contract execution</b>
Projected Construction Completion Date	<b>End of November 2019</b>

The RFPQ timetable is tentative only and may be changed by Parkland County at any time. Submissions received after the Submission Deadline will be rejected.

#### **2.1.2 Responses Should Be Submitted Only in Prescribed Manner**

All submissions whether delivered in person, sent by mail, or sent by courier should be directed to:

Parkland County Centre  
53109A Hwy 779  
Parkland County, Alberta, T7Z 1R1  
RFPQ No. PQ190509CM General Contractor for the Parkland County Waste Transfer Station Expansion and Upgrade

Attention: Manager, Procurement Services

Respondents should submit one (1) original, three (3) hard copies, and an electronic version in Microsoft Word or PDF format on a USB drive or CD of their response along with the Mandatory Forms and Requirements in a sealed package. Submissions sent by facsimile or email will not be accepted.

Responses are to be prominently marked with the RFPQ title and number (see RFPQ cover), with the full legal name and return address of the respondent, and with the Submission Deadline. In the event of a conflict or inconsistency between the hard copy and the electronic copy of the response, the hard copy of the response shall prevail.

### **2.2 Amendment of Responses**

Respondents may amend their responses prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFPQ title and number and the full legal name and return address of the respondent to the location 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 Parkland 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 the Submission Workbook (Appendix B), attached as a separate electronic document to this RFPQ, and include it with its response.

#### **(c) Other Mandatory Requirements**

##### **i. 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.

For respondents who have not obtained a Certificate of Recognition, 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 COR or a valid TLC through the Alberta Construction Safety Association.

It is the respondent's responsibility to ensure his 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 or TLC, are advised to contact:

Alberta Construction Safety Association  
[www.acsa-safety.org](http://www.acsa-safety.org)

Respondents shall submit a copy of their COR or TLC with their submission.

## **ii. Prime Contractor Certification**

Unless otherwise stated in the Supplementary General Conditions, the Contractor is assigned the role of Prime Contractor pursuant to s. 3 of the *Occupational Health and Safety Act*, R.S.A. 2000, c. O-2 for the Work Site and is responsible for ensuring compliance with all Applicable Laws relating to safety by all employers and employees on the Work Site. Such Certification shall be possessed by one (1) Key Project Team member and must be submitted in the respondent's submission.

## **iii. Proof of Bonding Ability**

Respondents must provide proof of bonding ability in the form of a written commitment from a Canadian Financial Institution, or a Surety company, firm or agency licensed to transact business as a Surety. The written commitment must clearly indicate that the respondent will be able to arrange for the required contract security at the levels set out in Section 4.2.2.

## **2.4.2 Stage II - Evaluation of Rated Criteria**

In 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. The County may request an interview with the highest scoring respondent(s) from Stage II who have met the minimum threshold score for each rated criteria category and obtained a minimum overall score of 64. Respondent(s) invited to participate in an interview process at Parkland County offices are to ensure that their proposed project manager is in attendance during the interview. It is at the respondent's discretion to determine what other representatives they chose to include in the interview process. Stage II evaluation scores may be adjusted based on the information obtained through the interview process.

## **2.5 Ranking and Selection**

Following Stage II, up to five (5) of the highest scoring respondent(s) will be invited to enter onto a prequalified contractor list for the potential subsequent provision of the Deliverables pursuant to an invitational second stage competitive process.

[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 Parkland County Contact on or before the Respondent's Deadline for Questions. All questions submitted by respondents by email to the Parkland County Contact shall be deemed to be received once the email has entered into the Parkland County Contact's email inbox. No such communications are to be directed to anyone other than the Parkland 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 Parkland 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 Selection, Notification and Debriefing**

### **3.3.1 Selection of Top-Ranked Respondent(s)**

The top-ranked respondent(s), as established under the evaluation as defined in Part 4 – RFPQ Particulars – Section 4.3, which 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 Parkland County Contact and must be made within sixty (60) days of notification of the outcome of the selection process. The intent of the debriefing information session is to aid the respondent in presenting a better response in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the RFPQ 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 Parkland 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.

### **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 Parkland 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 Parkland 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 pre-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**

Parkland County is seeking prequalification submissions from interested contractors to carry-out a designed upgrade and expansion to the Parkland County Waste Transfer Station (PCTS).

This pre-qualification is the first of a two-stage process. This stage involves selecting the respondents that meet the requirements of this RFPQ, who will be invited to submit Bids for the invitational Tender to be issued at a later date by Parkland County.

#### **4.1.2 Project Overview**

The Parkland County Waste Transfer Station is being expanded and upgraded to accommodate an increase in usage since its original construction in 2006. The project will consist of multiple phases. The General Contractor will work in conjunction with the County to develop a phasing plan. The phasing plan will be directly affected by how quickly the General Contractor will be able to complete certain components of each phase. A temporary traffic plan will need to be incorporated into the phasing as well. It is important to note that the facility will remain operational during all phases of the project.

The work under this project generally consists of the following:

- Construction of an interim unloading area to facilitate users while construction of the Tipp building is occurring;
- Demolition of existing Tipp structure and/or parts thereof;
- Construction of new Tipp building and utilities as per drawings to increase the footprint of the new facility to 2488 m<sup>2</sup>, an increase of 1595 m<sup>2</sup>;
- Installation of new utilities (i.e. mechanical, electrical, and plumbing) to service new construction;
- Improvements to access and roadways into and away from the new building;
- Addition of one new site access lane and one site exit lane with the inclusion of a weigh scale for each at the scale-house area.
- Construction of a structure to house an attendant to facilitate the new inbound/outbound lanes/scales.

Attached as Appendix C is the building and site plans.

## **4.2. Material Disclosures**

### **4.2.1 Respondent Requirements**

Respondents shall be actively engaged in the line of work required to perform the work and shall be able to refer to work of a similar nature performed by them. Respondents shall be fully conversant with the general technical phraseology in the English language of the lines of work required to perform the work.

### **4.2.2 Proof of Bonding Ability**

Respondents must demonstrate their ability to obtain contract security for projects with a value of seven million dollars (\$7,000,000). In the subsequent tender, bidders will be required to provide a Consent of Surety which demonstrates their ability to provide contract security in the amount of 50% of the total contract value for Performance and Labour and Materials Payment Bonds.

### **4.2.3 Proof of Insurability**

- (a) Respondents must provide a certificate of insurance or a letter of insurability from a licensed insurance broker confirming their ability to obtain the following:
  - i. Comprehensive general liability for an amount of not less than five million dollars (\$5,000,000.00) inclusive per occurrence.
  - ii. Standard automobile insurance for all vehicles owned, licensed, or leased by the successful Respondent for an amount of not less than five million dollars (\$5,000,000.00) inclusive per occurrence.
  - iii. Non-Owned vehicle insurance, for all applicable vehicles, coverage in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.
- (b) Respondents must provide a certificate of insurance or a letter of insurability from a licensed insurance broker indicating their capability to obtain and maintain in force Course of Construction Insurance and Wrap-Up Liability on an "All Risks" basis insuring the property to be incorporated in the work.
- (c) The specific insurance requirements for the project will be included in the subsequent tender document and may differ from the insurance set out above.

### **4.2.5 Location of Work**

The work location is 52514 Range Road 11 in the Town of Stony Plain, Alberta.

### **4.2.6 Prime Contractor**

The contractor shall be prepared to assume role of Prime Contractor pursuant to s. 3 of the *Occupational Health and Safety Act*, R.S.A. 2000, c. O-2 for the Work Sites and is responsible for ensuring compliance with all Applicable Laws relating to safety by all employers and employees on the Work Site.

### **4.2.7 Key Personnel**

Key Personnel identified in the respondent's pre-qualification submission are to remain on the project until completion. Any changes in key personnel during the project will be subject to the County's approval, and the Contractor shall ensure such changes do not negatively impact the quality of the deliverables and project timelines.

#### 4.2.8 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 for a category or the minimum overall score of 64 will not proceed.**

Rated Criteria Category	Points Scale	Minimum Threshold	Weighting (Points)	Maximum Available Points
Corporate Profile and Demonstrated Suitability	0 to 5	2	x 4	20
Project Understanding, Methodology and Risk Management	0 to 5	3	x 4	20
Experience of Key Personnel	0 to 5	3	x 8	40
Health, Safety and Environmental	0 to 5	3	x 4	20
<b>Minimum Overall Score 64 Required</b>			<b>Total Points</b>	<b>100</b>

Points will be assigned for each applicable criteria based on the information provided in the RFPQ response. Points could be modified, depending upon reference checks, and other independent information subsequently received and confirmed.

Scoring shall be awarded on a scale of 0 to 5. Partial scores or scores not defined below will not be used. The range is defined as follows:

5	Fully exceeds expectations; respondent clearly understands the requirement, excellent probability of success.
4	Somewhat exceeds expectations; high probability of success.
3	Fully meets expectations; respondent 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 should ensure they provide the information requested as Mandatory Requirements in Section 2.4.1 and in Appendix B – Submission Workbook to facilitate the evaluation of their submission.

#### **4.3.1 Corporate Profile and Demonstrated Suitability**

This criterion will be evaluated as follows:

- (a) Demonstrated contractor suitability as well as suitability and past experience with any parties identified in a joint venture and any subcontractors;
- (b) Number of years the respondent has been providing similar services, with emphasis on the experience relevant to the Deliverables;
- (c) Defined roles and responsibilities of the respondent and any of its agents, employees and sub-contractors who will be involved in providing the deliverables;
- (d) Related past experience with emphasis on projects of similar scope and size specific to Waste Transfer Station and/or similar Building Construction with road improvements successfully completed within the last five (5) years; and
- (e) Financial and legal history/information as demonstrated in the Submission Workbook (Appendix B) responses.

#### **4.3.2 Project Understanding, Methodology and Risk Management**

This criterion will be evaluated as follows:

- (a) Demonstrated understanding of project as well as proposed methodology;
- (b) Staging of work including interim conditions and addressing public to avoid and minimize disruption to the County and transfer station users;
- (c) Approach to management of public interface;
- (d) Site access of contractor and sub-contractors during construction;
- (e) Waste and recycle management and diversion plan; and
- (f) Identification of project risks and mitigation plan.

#### **4.3.3 Experience of Key Personnel**

This criterion will be evaluated as follows:

- (a) Qualifications and experience of the respondent's proposed key personnel as demonstrated through:
  - i. Defined roles and responsibilities for key personnel,
  - ii. Key personnel resumes including training, certifications, and professional affiliations specific to the scope of work, and
  - iii. Identification of past project experience for key personnel as it correlates to their proposed role for this project.
  - iv. Experience with working within greater Edmonton area and knowledge of local trade market.

- (b) Identification of work the respondent plans to self-perform and respondent's key personnel past experience for such work;
- (c) Identification of work to be performed by subcontractors and respondent's past project experience working with the subcontractor(s); and
- (d) Demonstrated capacity of proposed key personnel.

#### **4.3.4 Health, Safety and Environmental**

This criterion will be evaluated as follows:

- (a) Demonstrated commitment to health safety and the environment based on:
  - WCB Report Card and WCB Clearance Letter;
  - Health and Safety Documentation;
  - Safety Manual Table of Contents;
  - Health and Safety Statistical Information;
  - Any other safety information;
- (b) Respondent's environmental policy and operational procedures; and
- (c) Any other environmental mitigation strategies.

[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.	
<b>Full Legal Name of Respondent:</b>	
<b>Any Other Relevant Name under Which the Respondent Carries on Business:</b>	
<b>Jurisdiction under which the Respondent is Governed:</b>	
<b>Street Address:</b>	
<b>City, Province/State:</b>	
<b>Postal Code:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Company Website (If Any):</b>	
<b>RFPQ Contact Person and Title:</b>	
<b>RFPQ Contact Phone:</b>	
<b>RFPQ Contact Facsimile:</b>	
<b>RFPQ Contact E-mail:</b>	

### 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 the all of the requirements of the RFPQ, including, without limitation, those performance standards set out in Part 4.

**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:

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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:

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

**(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**

Appendix B – Submission Workbook is attached to this RFQ as a separate electronic document.

## **APPENDIX C – BUILDING AND SITE PLANS**

Appendix C - Building and Site Plans are attached to this RFQ as a separate electronic document.