



**Request for Quotations**  
**For**  
**Sand and Salt Shed**  
**Civil Works and Sprung Structure**

Request for Quotation No.: **Q190506CM**

Issued: **May 8, 2019**

Submission Deadline: **May 29, 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

This Request for Quotations (the “RFQ”) issued by Parkland County (the “County”) is an invitation to submit non-binding offers for the provision of civil and pre-engineered tension membrane building work for the Sand and Salt Shed located at 2800 - 48 Street, Stony Plain, Alberta as further described in Part 4, for the Rates established in Appendix B. The respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing.

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.

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

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

## 1.2 RFQ Timetable

Issue Date of RFQ	<b>May 8, 2019</b>
Non-mandatory Site Visit	<b>May 15, 2019 at 10:00 hrs local time</b>
Deadline for Questions	<b>May 22, 2019 at 16:30 hrs local time</b>
Deadline for Issuing Addenda	<b>May 24, 2019</b>
Submission Deadline	<b>May 29, 2019 at 14:00:00 hrs local time</b>
Rectification Period	<b>Three (3) Business Days from Notification of Rectification</b>

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

A Non-mandatory Site Visit will be held on May 15, 2019 at 10:00 hrs at Parkland County’s County Services Building (2<sup>nd</sup> floor) located at 2800 - 48 Street, Stony Plain, Alberta. Respondent’s interested in submitting a quotation for this RFQ should attend this meeting. Respondents are to provide prior notification of their attendance to the County Contact via email.

## 1.3 No Guarantee of Volume of Work or Exclusivity of Contract

Parkland County makes no guarantee of the value or volume of work to be assigned to the successful respondent. The Agreement with the selected respondent 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 the RFQ or may obtain the same or similar Deliverables internally.

## 1.4 Submission Instructions

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.

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  
RFQ No. Q1901506CM Sand and Salt Shed Civil Works and Sprung Structure

Attention: Manager, Procurement Services

Respondents should submit one (1) original and three (3) hard copies and one (1) electronic copy (in PDF or Word format) on a CD or USB drive in a sealed package. Submissions sent by email or facsimile will not be accepted.

Submissions are to be prominently marked with the RFQ title and number (see RFQ 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.

### **1.5 Respondents to Review RFQ**

Respondents shall promptly examine all of the documents comprising this RFQ and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by e-mail to the Parkland County Contact on or before the Deadline for Questions. 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 RFQ or its process.

Respondents and their representatives may not contact individuals employed or engaged by any member of Parkland County, other than the Parkland County Contact, concerning matters regarding this RFQ. Only information received by the Parkland County Contact will be considered in the RFQ process. All such communications must be in writing. Any respondent that does not follow these instructions may be disqualified.

### **1.6 All New Information to Respondents by Way of Addenda**

This RFQ may be amended only by an addendum in accordance with this section. If Parkland County, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFQ. Such addenda may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by Parkland County.

### **1.7 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 RFQ 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.

### **1.8 Withdrawing Submissions**

At any time throughout the RFQ process, a respondent may withdraw a submission. To effect a withdrawal, a notice of withdrawal must be sent to the County Contact and must be signed by an authorized representative. The County is under no obligation to return withdrawn submissions.

### **1.9 Debriefing**

Respondents may request a debriefing after receipt of a notification of award. All requests must be made in writing to Parkland County Contact and must be made within sixty (60) days of notification of award.

### **1.10 Litigation**

Pursuant to Parkland County **Policy C-AD-035 – Legal Action Commenced against the County**, suppliers who have initiated legal proceedings against Parkland County are ineligible to submit a proposal in response to this RFQ. For further information, please contact the Parkland County Contact.

[End of Part 1]

## **PART 2 – EVALUATION OF QUOTATIONS**

### **2.1 Stages of Evaluation**

The evaluation of quotations will be conducted in the following stages:

- Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Quotations failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Quotations failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that Parkland County issues its rectification notice to the respondent.
- Stage II will consist of a scoring on the basis of the Rated Criteria as set out in Part 4.
- Stage III may consist of an interview with the highest scoring respondent(s) from Stage II. The respondent's proposed project manager will be required to attend this interview.

Subject to the Terms of Reference and Governing Law, the top-ranked respondent as established under the evaluation will be selected to enter into a contract for the provision of the Deliverables. The selected respondent will be expected to enter into a contract within the timeframe specified in the selection notice. Failure to do so may, among other things, result in the disqualification of the respondent and the selection of another respondent, or the cancellation of the RFQ.

### **2.2 Mandatory Requirements**

#### **2.2.1 Mandatory Forms**

Each quotation must include:

- Appendix B – Quotation Form completed and signed by an authorized representative of the respondent
- Appendix C - Contractor Questionnaire Form

#### **2.2.2 Other Mandatory Requirements**

##### **a) Safety Pre-Qualification**

Contracts will be awarded to respondents who, prior to the Submission Deadline, possess a Certificate of Recognition ("COR") which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety.

Respondents are advised that a small employer's certificate of recognition (for employers with less than ten employees) is not considered acceptable.

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 their 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 quotation.

- b) The quotation must be accompanied by a Consent of Surety. The signed and sealed Consent of Surety must be issued by a licensed company, firm or agency authorized to transact business of a Surety in the Province of Alberta for the amount set out in Material Disclosures, 4.2.6 Security of this RFQ.

### **2.3 Rated Criteria**

In addition to submitting the Quotation Form, noted above and if applicable, respondents should respond to the non-price factors described in Part 4 with reference to the applicable rated criteria categories as set out in Section 4.3 of Part 4 – RFQ Particulars.

### **2.4 Tie Score**

In event of a tie score, the selected respondent will be the respondent with the most competitive price or the highest score excluding price.

[End of Part 2]

## PART 3 – TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, and to be eligible for consideration, each respondent must submit a completed and signed Quotation Form that, among other things, acknowledges its acceptance of the RFQ Terms of Reference and Governing Law as contained hereunder:

- (a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- (b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a quotation;
- (c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations;
- (d) no legal obligation regarding the procurement of any good or service shall be created between the respondent and Parkland County until Parkland County accepts the respondent's offer in writing;
- (e) when evaluating quotations, Parkland County may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's submission, and Parkland County may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- (f) Parkland County may consider the respondent's past performance on previous contracts or any other relevant information taken into account by Parkland County when determining the acceptability of a respondent;
- (g) Parkland County may disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by Parkland County. "Conflict of Interest" shall have the meaning ascribed to it in the Quotation Form (Appendix B);
- (h) the respondent consents to Parkland County's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ;
- (i) Parkland County will not return the submission or any accompanying documentation submitted by a respondent;
- (j) Parkland County may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;
- (k) Parkland County may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or

other commitments made in its quotation, or (iii) any other conduct, situation or circumstance, as solely determined by Parkland County, that constitutes a Conflict of Interest; and

- (l) Parkland County may cancel this RFQ process at any time.

The parties also acknowledge that these terms (a) are included for greater certainty and are 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 interpreted 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 – RFQ PARTICULARS**

### **4.1 Deliverables**

Parkland County is seeking submissions from qualified contractors to complete all civil work and building construction for the Sand and Salt Shed. The Deliverables shall be provided in accordance with the Specifications and Drawings set out in this RFQ. The Work generally consists of the following:

1. Completing all site grading and storm water management; including (but not limited to) all berms, ditches, culverts, swales and asphalt adjustments as per drawings.
2. Cut and fill site as per drawings.
3. Ensure sediment control plan is executed and adhered to throughout the life of the project until no longer feasible.
4. Supply and place all light and heavy duty asphalt and gravel with specified subgrades.
5. Supply and construct pre-engineered tension membrane building as per drawings.
6. Construction of interior partition block and wood walls as per drawings.
7. Supply and install all electrical and mechanical rough-in and components as per drawings.
8. Supply and install all doors and door hardware as per drawings.

The provision of the Deliverables will be governed by the terms and conditions set out in Appendix A.

### **4.2 Material Disclosures**

#### **4.2.1 Specifications and Drawings**

The Contractor shall perform the Work as per the Specifications, Drawings, Geotechnical Report set out in Appendices E, F and G of this RFQ.

#### **4.2.2 Insurance Coverage**

The Contractor is required to carry Insurance policies in accordance with the minimum requirements and limits set out in Appendix A. Proof of insurance should be provided to Parkland County with the respondent's submission indicating such coverage is in place.

#### **4.2.3 Worker's Compensation Board (WCB)**

The Contractor is required to provide proof of compliance with all the requirements of the Worker's Compensation Act of Alberta. A WCB clearance letter should be provided with the respondent's submission as evidence of such compliance.

#### **4.2.4 Work Plan and Project Schedule**

The Contractor must be prepared to commence work immediately upon contract execution with project completion by November 5, 2019. Respondents should include a work plan and project schedule in their submission to meet this timeline.

#### **4.2.5 Locations of Work**

The location of work outlined in this RFQ is in the Town of Stony Plain at 2800 - 48 Street, Stony Plain, Alberta. A Non-mandatory Site Visit is scheduled to view the site. It is the respondent's responsibility to view the work sites prior to submitting a quotation to make themselves aware of site conditions and that all necessary costs to perform the work are included in their quotation.

#### 4.2.6 Contract Security

The Contractor will be required to furnish contract security in a form satisfactory to the County as follows:

- (a) a Performance Bond in the amount of fifty (50%) percent of the Contract/quotation price, or a cash deposit or irrevocable letter of credit in the amount of ten (10%) percent of the Contract/quotation price as a guarantee for the due performance of the Contract, and,
- (b) a Labour and Materials Payment Bond in the amount of fifty (50%) percent of the Contract/quotation price, or a cash deposit or irrevocable letter of credit in the amount of ten (10%) percent of the Contract/quotation price as a guarantee for the payment in full of all claims for labour and for material used or reasonably required for use in the performance of the Contract.

#### 4.2.7 Prime Contractor

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 Sites and is responsible for ensuring compliance with all Applicable Laws relating to safety by all employers and employees on the Work Site.

#### 4.2.8 Permits

The County has obtained the development and building permit for this project, however, all other permits required for the respective scopes are the responsibility of the Contractor.

#### 4.2.9 Trade Certificates

The Contractor shall ensure proposed personnel are trained and certified in their respective trade or field or work. Respondents should provide all applicable trade certificates for their proposed personnel in their submission to facilitate the evaluation process.

### 4.3 Rated Criteria

Stage II will consist of an evaluation of the quotation to determine the high score based on the following criteria:

Rated Criteria Category	Point Scale	Weighting	Total Points Available
<b>Stage II</b>			
Corporate Profile, Demonstrated Experience and References	0 to 5	X2	10
Project Understanding and Risks	0 to 5	X3	15
Qualifications of Key Personnel	0 to 5	X3	15
Work Plan and Project Schedule	0 to 5	X4	20
Health, Safety and Environmental Plan	0 to 5	X3	15
Pricing	n/a	n/a	25
<b>Total Points</b>			<b>100</b>

Scoring shall be awarded on a scale of 0 to 5 as outlined below. Partial scores or scores not defined below will not be used. Points will be assigned for each applicable criteria based on the information provided in the submission response. Points could be modified, depending

upon reference checks, and other independent information subsequently received and confirmed.

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

**Respondents should ensure their submission includes the following information to facilitate the evaluation process so that their submission receives full consideration:**

**4.3.1 Corporate Profile, Demonstrated Experience and Qualifications**

This criterion will be evaluated as follows:

- (a) Corporate suitability and suitability of any parties in a joint venture and any subcontractors.
- (b) Number of years the respondent has been providing similar goods and services relevant to the Deliverables.
- (c) Related experience and client references from Contractor Questionnaire Form in accordance with the instructions set out in the Form attached as Appendix C to the RFQ; and
- (d) Proof of insurance.

**4.3.2 Project Understanding and Risks**

This criterion will be evaluated as follows:

- (a) Understanding of the project and the deliverables of this RFQ, and identification of scope items that may not be identified in the RFQ but are essential for the successful completion of the project; and
- (b) Identification of project risks and ways to mitigate or manage those risks should they materialize.

**4.3.3 Qualifications of Key Personnel**

This criterion will be evaluated as follows:

- (a) Identification of key personnel along with their role and responsibilities;
- (b) Education, experience and expertise of the proposed project key personnel including identification of similar project work as it correlates to their proposed role for this project;

- (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; and
- (d) Qualifications, certifications, and past experience of proposed key personnel.

**4.3.4 Work Plan and Project Schedule**

This criterion will be evaluated as follows:

- (a) Capacity of contractor to successfully complete the project on time on budget;
- (b) Respondents work plan including identified tasks and milestones for undertaking the project;
- (c) Project schedule based on timelines indicated in Section 4.2.4 of this RFQ; and
- (d) Identification of meetings and involvement of Parkland County staff.

**4.3.5 Health, Safety and Environmental Program**

This criterion will be evaluated as follows:

- (e) Demonstrated commitment to health and safety based on:
  - WCB Clearance Letter and Report Card;
  - Health and Safety Documentation;
  - Safety Manual Table of Contents; and
  - Any other safety information.

**4.3.6 Evaluation of Pricing**

Respondents shall complete the Pricing Table in Appendix B.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing sheet.

Each Respondent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that Respondent’s price for that category into the lowest bid price in that category. For example, if a Respondent bids \$120.00 for a particular category and that is the lowest bid price in that category, that Respondent receives 100% of the possible points for that category (120/120 x 100 = 100%). A Respondent who bids \$150.00 receives 80% of the possible points for that category (120/150 x 100 = 80%) and a Respondent who bids \$240.00 receives 50% of the possible points for that category (120/240 x 100 = 50%).

Lowest rate  
 ----- x Total available points=Score for proposal with second-lowest rate  
 Second-lowest rate

Lowest rate  
 ----- x Total available points = Score for proposal with third-lowest rate  
 Third-lowest rate

And so on, for each submission.

[End of Part 4]

## **APPENDIX A - FORM OF AGREEMENT**

The Form of Agreement for Work covered under this RFQ, and to be executed between Parkland County and the successful Contractor, is the CCDC 2 (2008) with Supplementary Conditions attached hereto as Appendix "A" to this RFQ and is subject to change from time to time.

## APPENDIX B – QUOTATION FORM

### 1. Respondent Information

Please fill out the following form, and name one person to be the contact for this RFQ 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>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>RFQ Contact Person and Title:</b>	
<b>RFQ Contact Phone:</b>	
<b>RFQ Contact Facsimile:</b>	
<b>RFQ Contact E-mail:</b>	

### 2. Acknowledgement of Terms of Reference and Governing Law

The respondent acknowledges that this RFQ process will be governed by the specific Terms of Reference and Governing Law set out in this RFQ, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Parkland County accepts the respondent's offer in writing.

### 3. Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract.

### 4. Non-binding Price Estimates

Respondents should provide pricing for the Deliverables described hereunder:

Description	Price
All site grading and storm water management; including (but not limited to) all berms, ditches, culverts, swales and asphalt adjustments as per drawings and specifications. Including all civil work details.	\$
Cut and fill site as per drawings and specifications.	\$
Sediment control plan is executed and adhered to throughout the life of the project until no longer feasible as per drawings and specifications.	\$
Supply and place all light and heavy duty asphalt and gravel with specified subgrades as per drawings and specifications.	\$
Supply and construct pre-engineered tension membrane building as per drawings and specifications.	\$
Construction of interior partition block and wood walls as per drawings and specifications.	\$
Supply and install all mechanical rough-in and components as per drawings and specifications.	\$
Supply and install electrical rough-in and components as per drawings and specifications.	\$
Supply and install all doors and door hardware as per drawings and specifications.	\$
Permits	
<b>Subtotal</b>	\$
<b>5% GST</b>	\$
<b>Total</b>	\$
<b>Provide additional pricing details or attach separate, if required:</b>	

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The respondent acknowledges that the pricing is provided in Canadian dollars and includes all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Parkland County, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

## 5. Addenda

The respondent is deemed to have 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 quotations 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.

**6. Conflict of Interest**

Prior to completing this portion of the Quotation Form, respondents should refer to the following definition of Conflict of Interest:

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where

- (a) in relation to the bidding 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 (i) having, or having access to, information in the preparation of its quotation that is confidential and not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or
- (b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the respondent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

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 quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

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 quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

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 RFQ process:

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our quotation; **AND** (b) were employees 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 Submission:</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.

**7. Confidential Information of Respondent**

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Parkland County. The confidentiality of such information will be maintained by Parkland County, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations 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 quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to Parkland County Contact.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Respondent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Respondent Representative Name and Title

Date: \_\_\_\_\_  
I have authority to bind the respondent

## APPENDIX C – CONTRACTOR QUESTIONNAIRE FORM

### 1. Registered Name

Provide the registered name of the respondent

---

### 2. Date and Location Company Established

Provide the date and location company established

Date:	
Location:	

### 3. Parent Company

Provide the following information for the respondent's parent company

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

### 4. Parent Company Relationship

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

---

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

Yes  No

### 5. Ownership

Check whether respondent's company is publicly or privately owned

Publicly owned  Privately owned

### 6. Type of Company

Check the appropriate type of company

Proprietorship  Limited Company   
Partnership  Corporation   
Other

If other, provide details:

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**7. Goods and Services Tax (GST) Registration Number**

Provide company's GST registration number

GST Registration Number	
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**8. Company Officers**

Provide the following information for all company officers

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

**9. Core Businesses**

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

<u>Other Core Business</u>	<u>No. of Years in the Business</u>

**10. Years of Experience**

State the number of years' experience providing similar services to the project.

Years of Experience \_\_\_\_\_

**11. Corporate Profile**

Respondents shall attach a brief corporate profile which includes company history including prior company names.

Corporate profile attached

## 12. Relevant Experience and References

List relevant experience and client references that demonstrate the respondent's experience in the last three (3) years. Attach additional sheets as required.

<b>Project Reference One:</b>			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

<b>Project Reference Two:</b>			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

<b>Project Reference Three:</b>			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

### 13. Management Structure

Provide an organizational chart of key staff that would be assigned to the contract. This organizational chart is to indicate the on and off-site personnel and their roles and areas or levels of responsibility.

### 14. Key Personnel

Identify all key personnel, their alternates, and their proposed position for providing the services under this RFQ. Additionally, the representative who will be assigned to the County as a single point of contact for operational matters shall be identified.

Personnel	Position Description

### 15. Qualifications / Certification

Attach resumes or a brief staff profile for all key personnel, and their alternates, that are listed in the organizational chart requested above.

Resumes or brief staff profiles and certifications attached

### 16. Forced Account Rate Sheet

Provide the following Forced Account Rates for Labour and Equipment for use in possible Change Orders:

#### Labour (Hourly)

Labour Category	Straight Time (\$ per hour)	Overtime (\$ per hour)	Other	Note
Foreman				
Journeyman				
Apprentice – Year 4				

**Labour (Hourly) - Cont'd**

Labour Category	Straight Time (\$ per hour)	Overtime (\$ per hour)	Other	Note
Apprentice – Year 3				
Apprentice – Year 2				
Apprentice – Year 1				
Labour				
Operator				
Other Specialist 2				
Other Specialist 3				
Other Specialist 4				

**Equipment**

Equipment Category	Description	Replacement Value	Hourly Rate	Daily Rate	Weekly Rate	Monthly Rate
Grader						
Excavator						
Backhoe						
Loader						
Skid steer						
Zoom boom						

- ❖ Respondents are to identify when Overtime rates apply
- ❖ All pickup trucks are exempted from the Equipment list and are not chargeable
- ❖ List any equipment (owned or rented) that may be used and has replacement value of \$2,500 or more
- ❖ Any equipment which replacement value is less than \$2,500 is to be treated as “not chargeable”

**17. Subcontractors**

If the respondent is utilizing subcontractors, provide a breakdown of roles and responsibilities to be assigned to subcontractors. Include past experience with identified subcontractors.

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

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

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

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

(Repeat above for each identified subcontractor)

**18. Work Plan and Project Schedule**

Each respondent should provide their methodology, work plan and project schedule describing how they plan to undertake the respective scope of work.

**19. Risk Management Plan**

Respondents project risks, key issues or challenges and provide overall approach to manage risks identified. This should include but is not limited to:

- (a) Plan to ensure uninterrupted business operations of the County Centre. The County Centre building is a functioning facility require full public access. The facility parking lot will require continued flow of vehicle and pedestrian traffic for staff and the public. Work within this project should not impede, nor make unsafe, nor make unreasonably uncomfortable the activities of the workers, occupants or visitors of the County Centre building, or the parking lot.

**20. Site Conditions**

It is recommended that each respondent examine the work site and satisfy themselves as to the nature and location of the work, site conditions and all matters which can in any way affect the work. Provide the name of the respondent’s representative who attended the site visit and inspected the site:

Name of Respondent’s Representative:	
Representative’s Title:	
Date of Site Visit:	

**21. Environmental, Health and Safety Program**

Provide details of respondent’s environmental, health and safety program inclusive of program to train staff. Attach additional sheets as required. Parkland County may request supplementary information or obtain additional information from other public sources.

- Respondents are to attach the Table of Contents of their safety manual only

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**22. Regulatory Warnings, Stop-Work Orders or Citations**

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

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**23. WCB Employer Report Card and Clearance Letter**

Attach a copy of the WCB Employer Report Card. For companies based outside of Alberta or Canada, provide details of equivalent Workers’ Compensation Authority that addresses worker safety and formula/rating used for home office location.

- WCB Employer Report Card attached
- WCB Clearance Letter

**24. Certificate of Recognition (COR) Mandatory**

Respondent who possess a valid COR, which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety, shall provide a copy of their certificate.

- COR attached (Mandatory)

## **APPENDIX D – SUPPLEMENTARY CONDITIONS**

The Supplementary Conditions are attached as a separate electronic document and form part of this RFQ.

# APPENDIX E – SPECIFICATIONS

The Specifications are attached as a separate electronic document and form part of this RFQ.

## **APPENDIX F – DRAWINGS**

The Drawings are attached as a separate electronic document and form part of this RFQ.

## **APPENDIX G – GEOTECHNICAL REPORT**

The Geotechnical Report for project is attached as a separate electronic document and form part of this RFQ.