



Red Deer County

**Request for
Pre-qualification RFPQ 01/23**

Statement of Qualification Submission
2023 Bridge Construction and/or Maintenance Projects
and Gravel Crushing Projects

November 8, 2022

Request for Pre-qualification

1.0 INTRODUCTION

Red Deer County (the County) is accepting Statement of Qualification submissions from contractors that are interested in pre-qualifying for the provision of Bridge Works including Standard Bridge Construction, Bridge-sized Culvert Installation and Bridge Repair/Maintenance tendered in 2023, as well as Gravel Crushing. The Pre-qualified Contractors List will be determined by the County after evaluation of all submissions.

This is an ongoing prequalification and submissions will be accepted throughout 2023.

The scope of contracting works to be provided to the County includes, but is not limited to:

1. Bridge Works

- Standard Bridge Construction
- Bridge Culvert Installation
- Bridge Repair and/or Maintenance

2. Gravel Crushing and Related Works

The Statement of Qualification submissions should be received by the County as soon as possible to allow the County to evaluate new submissions prior to the closing of 2023 Bridge Works tenders. The evaluation time for new submissions is approximately 4 weeks and the County's 2023 Bridge and Culvert construction tenders are expected to begin closing near the end of January 2023. Only contractors intending to offer services on these types of projects need to respond to this call.

NOTE: Submissions will NOT be opened publicly.

Only one submission per contractor or corporate entity will be accepted.

2.0 SUBMISSION PROCESS

All Statement of Qualification submissions shall become the property of the County and will not be returned.

2.1 Identification of Categories

Submissions must identify interest in one or more of the following service categories:

1. Bridge Works

- Standard Bridge Construction
- Bridge Culvert Installation
- Bridge Repair and/or Maintenance

or

2. Gravel Crushing

Under each category (except gravel crushing), there are three (3) classes based on estimated project value.

Class A – Estimated project value \$0 to \$500,000 or greater

Class B – Estimated project value \$0 to \$499,999

Class C – Estimated project value 0 to \$199,999

Class may be adjusted to comply with the Purchasing Policy of the County.

Contractors will only be eligible to bid on projects with an estimated cost that meets or falls below the Class that they have successfully pre-qualified for.

A Contractor's use of sub-contractors versus in-house expertise to provide a full service will not be a factor in categorizing, provided that the contractor demonstrates its ability to efficiently perform the work.

2.2 Pre-qualification Requirements

To be considered for Pre-qualification, a contractor must have demonstrated ALL of the following with the Statement of Qualification Submission and ultimately, if pre-qualified, during all tendering processes:

2.2.1 Corporate Information (Schedule A1)

- ✓ Sufficient information and corporate resources, including

- ✓ Organizational Chart and Resumes - Provide profile of senior management and key staff members including name, recently completed projects, completion date and the individuals' role in each of the projects for each Service Category submission.

2.2.2 Bonding Company or Security Information (Schedule A2)

- ✓ Provide the last three (3) years of bonding information. List information of ALL bonding companies.
- ✓ Contractors who elect to be in Class C of Service Category may not have performed projects at the scale where bonding has been required. In this event contractors must indicate the alternate form and value of security held such as an Irrevocable Letter of Credit or Certified Cheque. The rest of the Schedule A2 shall be left as blank.
- ✓ Schedule A2 can be copied as necessary.

2.2.3 Related Project Experience (Schedule B)

- ✓ A one page project summary is required for the three (3) most recent relevant projects that the Contractor has worked on, completed or is currently undertaking, in **each of the Service Categories** for which the contractor would like to pre-qualify for.

2.2.4 Safety Certification

- ✓ Certificate of Recognition (COR) or Small Employee Certificate of Recognition (SECOR)

The contractor shall provide the County with a copy of their COR/SECOR. Prospective Contractors which do not possess a COR/SECOR or TLC and wish to obtain information about obtaining a COR/SECOR, are advised to contact:

The Alberta Construction Safety Association

#101 13025 St Albert Trail
Edmonton, Alberta T5L 4H5
Phone: (780) 453-3311 OR 1 800 661-2272
Fax: (780) 455-1120 OR 1 877 441-0440
E-Mail: edmonton@acsa-safety.org
<http://www.acsa-safety.org>

For the purposes of the Occupational Health and Safety Act and Alberta Regulations, the role of contractors retained through this program shall be that of Prime Contractor, unless notified otherwise.

2.2.5 WCB and Insurance Coverage

- ✓ Contractor shall maintain and provide written certification of current and appropriate coverage pursuant to the *Workers Compensation Act*, R.S.A. 2000, c. W-15.
- ✓ Contractor shall maintain and provide written certification of Comprehensive or Commercial General Liability and Automobile Liability Insurance with limits of not less than \$2,000,000.

2.3. Resources

- ✓ Equipment list including detailed make, year, model, and capacity to perform in the Service Categories of submission.

2.4. Gravel Crushing

- ✓ The minimum standard accepted will be contractors with workers and equipment capable of producing Designation 4, Class 20 gravel in the amount of 250 metric tonnes per hour (assumed up to 10% screening). Other gravel designations may be required as well.

3.0 INSTRUCTIONS TO CONTRACTORS

Pre-Qualification Clarifications. Contractors shall carefully examine the Request for Pre-Qualification documents and report any errors, omissions, discrepancies, clauses requiring clarification, or any qualifications.

Addenda. Where necessary, the County shall respond to questions and clarifications by way of Addenda to report any changes to the Request for Pre-qualification documents. Any Addenda issued prior to the closing date will form part of the Pre-qualification documents.

Rejection of Statement of Qualification. The County shall not be obligated to accept a Statement of Qualification that is unsigned, incomplete, conditional, illegal, obscure, or contains irregularities of any kind.

Information. The contractor is fully responsible for obtaining all information required for the preparation of its Statement of Qualification. The County shall not be responsible for any costs, expenses, losses, damages or liability incurred by contractors in responding to this Request for Pre-Qualification.

Statement of Qualification Clarifications. After the Closing Date, the County reserves the right to seek further information or clarifications with respect to a Statement of Qualification from a contractor without becoming obligated to seek further information or clarifications from any or all other Contractors. However, contractors are cautioned that any clarifications sought will not be an opportunity either to correct errors or to change their Statement of Qualification in any substantive manner.

Statement of Qualification Requirements. Submissions should provide a clear and concise description of the contractor's ability to satisfy the requirements of the Request for Pre-Qualification and should follow the format as outlined in the Request for Pre-Qualification. The County may assume non-compliance if a response to any item is not readily located in the Statement of Qualification, is difficult to evaluate because of incompleteness, or is addressed by a response that is not specific to the requirements of this Request for Pre-qualification. The County will not give credit to capabilities or assumed advantages that are not clearly explained, and in the format called for in the Request for Pre-qualification documents.

Pre-qualification Cancellation. The County reserves the right to cancel this Request for Pre-qualification process, or specific categories of this Request for Pre-qualification, at any time and acquire the contracting services through an alternative process.

4.0 EVALUATION OF SUBMISSIONS

Statement of Qualifications meeting the requirements will be evaluated for each Service Category in accordance with the following:

Item	Criteria	Score
1	Corporate Qualifications and Experience	10
2	Key Equipment, Staff and Qualifications	35
3	Past Performance Rating	50
4	Innovation/Value Added	5
	Total	100

5.0 INTERVIEWS

The County may, at its sole discretion, invite a contractor for an interview to address any questions or clarifications, without becoming obligated to seek further information or clarifications from any or all other contractors. Contractors will be responsible for any costs associated with the preparation for, and attendance at the interview.

6.0 RE-EVALUATION AND ADJUSTED SCORES

The County may, at its sole discretion, re-evaluate and assign adjusted scores to the previously determined scores of the contractors invited for an interview, based on the new or updated information acquired.

7.0 PRE-QUALIFIED CONTRACTOR LIST

Contractors obtaining a minimum score of **70%** for a service category, based on the scoring in Article 4.0, will be shortlisted to the Pre-qualified Contractor List for the appropriate service category. The contractors may remain on the shortlist for a maximum period of 3 years, provided they achieve a minimum score of 70% for each project evaluated as per Article 10. The County will advise successful contractors by written confirmation of their status.

8.0 PREVIOUSLY PRE-QUALIFIED CONTRACTOR LIST

The County will forward a Request of Interest to the previously pre-qualified contractors to confirm their written interest in remaining on the Pre-Qualified Contractors List for a maximum period of three (3) years provided:

- ✓ The contractor responds with interest by closing date and time; and
- ✓ Meets all requirements for the current year.

Previously pre-qualified contractors will be withdrawn from the Pre-qualified Contractors List provided:

- ✓ The Contractor does not respond with interest;
- ✓ The Contractor has a project evaluation rating less than 70%, which will disqualify the Contractor from the Pre-Qualification process for a minimum of one (1) year;
- ✓ There are any significant changes of status of the Contractor; or
- ✓ The Contractor has at any time, exhibited, in and at the County's sole and unfettered discretion, unsatisfactory performance.

9.0 GENERAL INFORMATION

All documents submitted by the contractor shall be subject to the disclosure provisions of the Freedom of Information and Protection Privacy Act (FOIP).

The County reserves the right to deny pre-qualification to any contractor whose credentials or performance has been deemed unsatisfactory in the past based on the evaluation and criteria and weighting set out in clause 4.0 and minimum score as required in clause 7.0. Contractors on the Pre-qualified Contractor List shall maintain their performance in good standing with the County.

Contractors submitting an application will be notified of their classification. Resubmission of pre-qualification documents will not be required unless there is a significant material change in the status of the contractor (ie. corporate merger).

A contractor shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any contracting services for the County. Should such an interest be acquired during the request for pre-qualification period, the Contractor shall immediately declare it to the County. The County will, immediately upon notification, take whatever action it deems appropriate. This may include suspension of pre-qualification status. Failure to notify will result in removal of pre-qualification status.

10.0 PROJECT ASSIGNMENT / CONTRACTOR RATING

As projects are scheduled, pre-qualified contractors on the Pre-qualified Contractor List may be invited to submit proposals, bids or quotes for a given project. Bonding requirements will be identified at time of the tendering process. Both cost and quality based criteria are used to award the project.

From time to time, opportunities may be available to contractors, not previously pre-qualified through the Request for Proposal process based on additional project requirements.

Contractors will be required to sign a contract prior to the commencement of each project. Following each project completion, the contractor will be rated on their performance. An evaluation score of less than 70% will result in removal from the Pre-qualified Contractor List for a period of at least 1 (one) year, after which they may reapply for qualification. A sample contractor evaluation form is attached as a reference.

11.0 SUBMISSION OF PRE-QUALIFICATION REQUESTS

Please submit **one (1) unbound copy** (clips are fine) of your Statement of Qualification in a sealed package to the following:

**“Request for Pre-Qualification (RFPQ#01/23)
Statement of Qualification Submission for
2023 Bridge Construction and/or Maintenance Projects
and Gravel Crushing Projects”**

**Attention: Tammy Shott
Operations Services
Red Deer County
38106 Rge Rd 275
Red Deer County, AB T4S 2L9**

Your submission for the annual prequalification program shall be received no later than **2:00:00 p.m. local time on January 4, 2023.**

Neither facsimile reproductions nor electronic transmission of Proposals will be accepted.

Ongoing prequalification outside of RFPQ 01/23 will be accepted throughout 2023 however, the overall evaluation time will be approximately 4 weeks for ongoing submissions. Where volumes are higher than anticipated, or other delays arise, this timeframe may be extended as required. Red Deer County cannot accept contractors' tenders who are not on the prequalification list when it is a requirement of that tender, or while their prequalifying submissions are still in the review process. If the contractor has not been prequalified at the time of a posted opportunity, Red Deer County will not be required to prequalify an applicant prior to the opportunity closing.

The Contractors must ensure the completed Cover Page (following) is included as the first document in the submission. Contractors will be evaluated, in part, by their ability to combine project understanding with the proposed work program as outlined in the form.

CONTACT INFORMATION

For further information, please contact:

Chris Black
Construction Manager
Operations Services
Phone: 403.342.2418 Fax: 403.346.9840

Cover Page

Pre-Qualification for Contracting Works on Construction and/or Maintenance Projects and Gravel Crushing Project 2023

Name of Contractor/Company:

Name and Title of person(s) signing on behalf of Contractor/Company:

Signature and Seal or completed Affidavit (attached):

INDICATE THE PROJECT CATEGORY INTERESTED IN PROVIDING SERVICES FOR:

SERVICE CATEGORY		INDICATION OF INTEREST by CLASS (Mark "X") For which monetary class of work you can complete		
		A up to and over \$500,000	B Up to \$499,999	C Up to \$199,999
1. Bridgeworks	Standard Bridge Construction			
	Bridge Culvert Installation			
	Bridge Repair/Maintenance			
2. Gravel Crushing	Gravel Crushing and Related Works	Mark X anywhere here for Crushing		

AFFIDAVIT OF EXECUTION
(Required if NO Corporate Seal)

CANADA
PROVINCE OF ALBERTA
TO WIT:

) I, _____,
)
) of the _____ of _____,
)
in the Province of Alberta,

MAKE OATH AND SAY:

1. THAT I was personally present and did see _____, named
in the within instrument, on the basis of the identification provided to me, duly sign
and execute the same for the purpose named therein;
2. THAT the instrument was executed at the _____ of _____
_____, Alberta and that I am the subscribing witness thereto;
3. THAT I believe _____ whose signature I witnessed, is at
least eighteen (18) years of age.

Sworn before me at the _____ of)
_____, in the Province)
of Alberta, this ____ day of _____,)

20__.

A Commissioner for Oaths in and for the
Province of Alberta

SCHEDULE A1

A1 Corporate Information

Contractor/Company Name:		
Contractor/Company Address:	Street:	
	City:	Province/Territory:
	Postal Code:	
Contractor/Company Mailing Address (If different):	Street:	
	City:	Province/Territory:
	Postal Code:	
Phone:		
Fax:		
Email:		
Website:		
Year Contractor/Company Established:		
Brief Company Profile (history, work experience, etc)	Attach a separate page	
Equipment List	Attach a separate page as outlined in article 2.3 for BRIDGE WORKS and/or article 2.4 for CRUSHING	
Form of business – Partnership, Proprietorship, or corporation, etc.		
Ownership and sister companies/ affiliated organizations		
Name & Titles of officers, partners		
Organizational Chart	Attach a separate page as outlined in article 2.2.1	
Project Staff and Operator Resumes	Attach additional pages as required	
Contact Person:	Name:	Position:
	Phone:	Email:

SCHEDULE A2

A2 Bonding Company or Security Information

Bond Company Name	
Company Address:	Street:
	City: Province/Territory:
	Postal Code:
Phone:	
Fax:	
Website:	
Email:	
Contact Person:	
Bonding Limit:	

Have any bonds been called in the last three (3) years? Yes: _____ No: _____
 If Yes, Provide details: _____

Bond Company Name	
Company Address:	Street:
	City: Province/Territory:
	Postal Code:
Phone:	
Fax:	
Website:	
Email:	
Contact Person:	
Bonding Limit:	

Have any bonds been called in the last three (3) years? Yes: _____ No: _____
 If Yes, Provide details: _____

SCHEDULE B

B Related Project Experience (Provide at least 3 relevant projects for each category applied for - photocopy this template as necessary)

Project Name:			
Project Owner and Location:			
Project Description:			
	Contract Value:	Final Cost:	
Services Provided:			
Roles and Responsibility:	Prime Contractor:		
	Sub-Contractor:		
Name and Services Provided by Sub-contractor			
Key Staff Name and Roles on the project:			
Key Equipment used on the project:			
Project Start Date:		Project Completion Date:	
Project Owner's Representative	Name:	Title:	
	Phone:	Email:	
Consulting Firm (if applicable):			
Consulting Firm's Representative (if applicable)	Name:	Title:	
	Phone:	Email:	