

Quick Guide to Prequalification Requirements for Prime Contractor for Construction Projects

This quick guide is meant to help you get oriented with the Prequalification for Prime Contractor for Construction Projects forms. The information contained in this guide is in reference to Prequalification for Prime Contractor for Construction Projects only, and does not contain information on prequalification for consultants.

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1. Using the RFPQ Forms

The process for Prequalification for Prime Contractor for Construction Projects now consists of standard, fill-in form templates. **These standard forms, and their required attachments, will be the only documents that The City will accept in the RFPQ application process.**

To assist you in completing the forms, hover your mouse over the fields and pop-up text will appear. Depending on the field, more detailed text with instructions will appear.

Figure 1 – Hover your mouse over the field to get a pop-up description or additional details.

1. **Basic Contact Information:**

Full Legal Name of Respondent Company:	<input type="text"/>
Any other name which the Respondent carries on business:	<input type="text"/>

To highlight fields on the forms, you may use the *Highlight Existing Fields* button at the upper right corner of the Adobe PDF reader to toggle field highlights on and off (Figures 2 & 3).



Figure 2 – Form fields highlight toggled 'on'.

Applicability to Schedule and Technical Category

Schedule / Technical category:

Choose one

Figure 3 – Form fields highlight toggle "off".

Applicability to Schedule and Technical Category

Schedule / Technical category:

Choose one

2. Putting your RFPQ application together

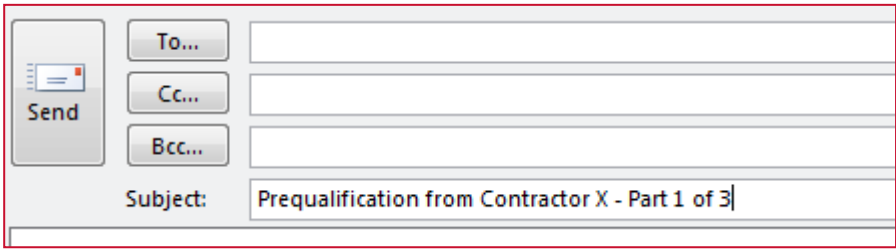
To ensure a timely review of your submission, all form fields must be completed and all requested information is clearly labelled and attached to the email submission. **Ensure that attached documents, certificates, etc., have not expired or lapsed.**

Email attachments:

If the size of your email and attachments are greater than 20 MB, you may send in multiple emails with the subject line in the format of:

“Submission from Contractor X – Part 1 of N”

Figure 4 – Example Subject Heading for Prequalification Submission Email

A screenshot of an email client's 'Compose' window. On the left is a 'Send' button with a paper plane icon. To its right are three buttons: 'To...', 'Cc...', and 'Bcc...', each followed by an empty text field. Below these is the 'Subject:' label followed by a text field containing the text 'Prequalification from Contractor X - Part 1 of 3'. The entire interface is enclosed in a red rectangular border.

OR via OneDrive with the OneDrive link.

Schedule B Safety Requirements and Schedule C Environmental Requirements:

For the Safety and Environmental submissions (Schedules B and C), The City is seeking information in response to the questions stated in the schedules. In these sections, indicate the specific safety and environmental section of your firm’s manuals, and indicate the page and/or section number from your manual to ensure that The City’s reviewer can locate the right information.

The questions will ask for answers in a format that allows for reviewers to understand: if your company has a policy or directive for each item; if there are standardized procedures or processes to follow; and, what tools you have to meet the policy and processes you have described. Some policies, processes and tools may apply to more than one (1) question; indicating similar information for different questions is acceptable, if required.

The RFPQ documents consist of mandatory sections that must be included with each application. These Schedules are outlined below in Table 1. Some Schedules are listed as ‘optional’ for submission, and are based on the submitter’s selection of the qualifying technical category(s) they choose to submit in their application. Certain Schedules must be submitted with the application, regardless of which technical categories are selected for evaluation.

Applicants may submit as many technical categories as they consider themselves competent to work in.

Table 1 – RFPQ Schedules

Schedule	Title	Mandatory	# of Technical Categories per Schedule	# of Copies Required per Submission
Schedule A	Commercial Requirements	Yes	-	One (1)
Schedule B	Safety Requirements	Yes	-	One (1)
Schedule C	Environmental Requirements	Yes	-	One (1)
Schedule C-1	Contractor Environmental Responsibilities Package (CERP)	Yes	-	One (1)
Schedule D	List of Technical Categories	Yes	-	One (1)
Schedule E	Streetlighting	Optional	1	* One (1) if schedule is selected
Schedule F	Traffic Signals	Optional	1	* One (1) if schedule is selected
Schedule G	Bridgework	Optional	4	* One (1) if schedule is selected
Schedule H	Buildings/Facilities/Demolition	Optional	5	* One (1) if schedule is selected
Schedule I	Landscaping	Optional	3	* One (1) if schedule is selected
Schedule J	Irrigation	Optional	1	* One (1) if schedule is selected
Schedule K	Urban Forestry	Optional	1	* One (1) if schedule is selected
Schedule L	Waste and Recycling Services	Optional	1	* One (1) if schedule is selected
Schedule M	Water and Wastewater Construction – Utilities and Facilities	Optional	9	*One (1) if schedule is selected
Schedule N	Infrastructure, Roadworks and Earthworks	Optional	7	*One (1) if schedule is selected
Schedule O	Hazardous Material Abatement	Optional	1	*One (1) if schedule is selected
Schedule P	Project Experience Template	Yes	-	*One (1) for each technical category selected
Schedule Q	Annual Contract Dollar Amount	Yes	-	*One (1) for each technical category selected
Schedule R	Submission Form	Yes	-	One (1)
Schedule S	Submission Checklist	Yes	-	One (1)

3. Evaluation of RFPQ Submissions

3.1 **Submission.** Ensure your prequalification package is complete. Review Table 1 to verify which forms are mandatory for inclusion in the submission package, along with the pertinent Schedules from which to qualify. Mandatory sections are as follows:

- a. **Commercial Review (Schedule A – COMMERCIAL REQUIREMENTS)**
- b. **Safety Review (Schedule B – SAFETY REQUIREMENTS)**
- c. **Environmental Review (Schedule C – ENVIRONMENTAL REQUIREMENTS)**
- d. **Technical Review (Schedule D – LIST OF TECHNICAL CATEGORIES)**
- e. **Technical Review (Schedule P – PROJECT EXPERIENCE).** Note: A copy of the Schedule P form must be completed for each technical category chosen for prequalification.
- f. **Technical Review (Schedule Q – ANNUAL CONTRACT DOLLAR AMOUNT).** Note: A copy of the Schedule Q must be completed for each technical category chosen for prequalification.
- g. **Commercial Review (Schedule R – SUBMISSION FORM).** Only one (1) copy of Schedule R is required to be submitted for the entire prequalification package. A handwritten signature is required on this form. Electronic signatures cannot be accepted.

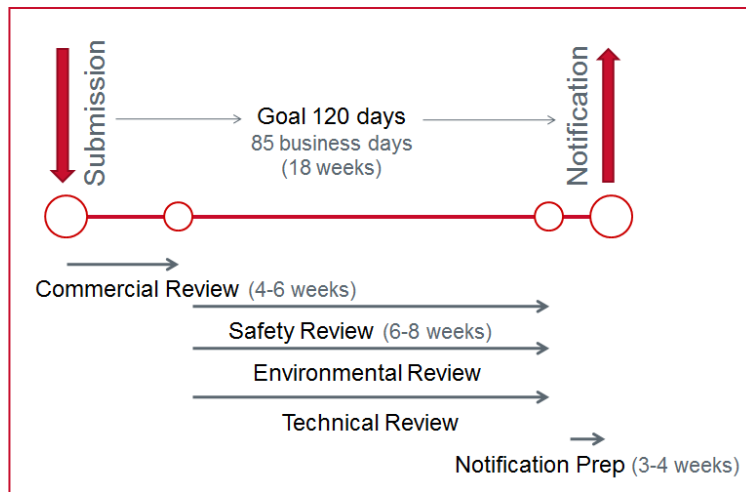
3.2 **Review of Responses against Requirements.** Upon receipt of the completed submission package, four (4) distinct reviews will take place (Refer to Figure 5 below):

1. **Commercial Review**
2. ***Safety Review**
3. ***Environmental Review**
4. ***Technical Review**

***Note:** The environmental, safety and technical reviews occur concurrently to ensure the process is completed as efficiently as possible. Refer to Figure 5.

3.3 **Notification of Decision.** The notification will detail which categories, if any, the contractor has been prequalified for and any deficiencies if the application was not approved.

Figure 5 – Prequalification Process for Prime Contractor for Construction Projects



4. Timeframe for submission evaluation

Total process timeframe: The timeframe from submission to notification of outcome is 100 - 140 business days. This time may increase in the event that submissions are not complete or require follow-up information.

Required timeframe for Contractor response: Contractors have 15 business days to respond to clarification inquiries from The City. If a Contractor does not provide a response within 15 business days, their prequalification application will be suspended. After 30 days without a response, the application will be considered abandoned and a rejection notice will be sent to the applicant.

5. Further information

If you require additional information, email prequalification@calgary.ca.