



Request for Prequalification (RFPQ)

RFPQ No.: 26-020

For

Prequalification for Prime Contractor for Construction Projects in the following Categories of Work

- **Bridgework**
- **Facilities/Buildings/Demolition**
- **Hazardous Materials Abatement**
- **Infrastructure, Roadworks and Earthworks**
- **Irrigation**
- **Landscaping**
- **Streetlighting**
- **Traffic Signals**
- **Waste and Recycling Services**
- **Water and Wastewater Construction – Utilities and Facilities**
- **Urban Forestry**

This RFPQ is an ongoing process and Responses may be submitted throughout the Submission Period.

The City of Calgary's ("The City") Prequalified Contractor List is posted online at <https://www.calgary.ca/buy-sell/supply-to-city/prime-contractors.html>

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RFPQ NUMBER, TITLE AND SUMMARY	<p>RFPQ 26-020</p> <p>Prequalification for Prime Contractor for Construction Projects in the following Categories of Work:</p> <ul style="list-style-type: none"> • Bridgework • Facilities/Buildings/Demolition • Hazardous Materials Abatement • Infrastructure, Roadworks and Earthworks • Irrigation • Landscaping • Streetlighting • Traffic Signals • Waste and Recycling Services • Water and Wastewater Construction – Utilities and Facilities • Urban Forestry <p>This RFPQ is an ongoing process and Responses may be submitted throughout the Submission Period. From this RFPQ process and similar processes from prior years, The City of Calgary maintains a Prequalified Contractor List for each of the categories of work listed. Selected Respondents will be prequalified for a period of three (3) years.</p> <p>See Schedule S, Submission Checklist, for a list of all submission requirements.</p>	
CITY CONTACT	<p>The City Contact for the RFPQ is:</p> <p>Construction Prequalification prequalification@calgary.ca. Primary method of communication with the City Contact will be via email.</p>	
TIMETABLE	Activity	Timeline
	RFPQ Issue Date	December 19, 2025
	Submission Period	December 16, 2025 - December 15, 2026
SUBMISSION INSTRUCTIONS	See Section 2.2.	
VALIDITY PERIOD	<p>Subject to re-evaluation or disqualification in accordance with this RFPQ, Selected Respondents will remain on the Prequalified Contractor List for three (3) years from the date of notice of prequalification under Section 3.5 of this RFPQ (the “Validity Period”).</p>	

DEFINED TERMS

In this RFPQ the following terms have the meanings set out below:

Addendum means a written addendum to the RFPQ issued by The City as set out in Section 4.2.3.

Ariba means The City of Calgary's SAP Ariba portal which is utilized by The City to post Competitive Procurement Processes.

Business Day means any day other than a Saturday, Sunday, statutory holiday, or other day on which The City has elected to be closed for business.

City Contact means the designated individual that is The City's contact person for all RFPQ matters as identified in the Information Table.

Commercially Confidential Respondent Questions means Respondent Questions that a Respondent considers to be commercially sensitive or confidential to that particular Respondent.

Competitive Procurement Processes means any competitive procurement process limited to the Prequalified Contractor List.

Confidential Information means all material, data, information, or any item in any form, whether oral or written, including in electronic or hard-copy format, supplied by, obtained from or otherwise provided by The City in connection with the RFPQ, the RFPQ Process, whether supplied, obtained from, or provided before or after the RFPQ Process that The City has identified or marked as confidential.

Conflict of Interest means any perceived, potential, or actual state of affairs or circumstance where, in relation to the RFPQ, The City, or a Respondent:

- (a) has other commitments, relationships, financial interests, or involvement in ongoing litigation that:
 - (i) could or could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of independent judgment by any personnel of The City or its advisors; or
 - (ii) could or could be seen to compromise, impair, or be incompatible with the effective performance of a Respondent's obligations under any future contracts with The City if that Respondent was determined to be the Successful Respondent under the RFPQ Process.
- (b) has contractual or other obligations to The City that could or could be seen to have been compromised or otherwise impaired as a result of its participation in the RFPQ Process; or
- (c) has knowledge of Confidential Information (other than Confidential Information disclosed by The City in the normal course of the RFPQ Process) of strategic and/or material relevance to the RFPQ Process that is not available to other Respondents and that could or could be seen to give the Respondent an unfair competitive advantage.

General Respondent Questions means a Respondent Question of general application that would apply to all Respondents.

Information Table means the table found at the front of the RFPQ containing a summary of certain key information.

Prequalified Contractor List means the list maintained by The City of all Selected Respondents for any category qualified through this RFPQ and those entities qualified through similar processes from prior years whose prequalification has not expired and remains valid in either case.

Prime Contractor means the role of “prime contractor” as that term is defined in the *Occupational Health and Safety Act*, R.S.A. 2000, Ch. O-2, all of its regulations, and the *Occupational Health and Safety Code* (Alberta).

Respondent means a single legal entity that submits documents in response to this RFPQ; both prior to and after the submission of its Response to The City. For clarity, a sole proprietor, an individual or a group of individuals cannot be a Respondent.

Respondent Question means a question posed by a Respondent on the RFPQ in accordance with Section 4.2.2.

Response means the Respondent’s written submission in response to the requirements set out in this RFPQ, as amended by Section 2.6 if applicable.

RFPQ means this Request for Prequalification document, including all addenda issued in accordance with Section 4.2.3 of this RFPQ.

RFPQ Notice means a notice issued by The City with respect to the RFPQ Process.

RFPQ Process means the non-binding procurement process followed by The City to select a Selected Respondent which commences with the issuance of the RFPQ and terminates at the end of the Validity Period or on such date this RFPQ is cancelled or terminated by The City.

Selected Respondents means all Respondents who provide the information set out in this RFPQ as required for selection and who are placed by The City on the Prequalified Contractor List.

Submission Period means the period of time during which the Respondent may submit a Response to this RFPQ as set out in the Timetable.

Standard General Conditions (SGCs) means those terms and conditions typically applicable to The City’s construction projects, and may be found at: <https://www.calgary.ca/buy-sell/supply-to-city/prime-contractors.html>.

The City means The City of Calgary.

Timetable means the table outlining the deadlines for the RFPQ Process as set out in the Information Table.

Validity Period means the period of time a Selected Respondent’s prequalification and inclusion on the Prequalified Contractor List will be valid, as specified in the Information Table.

[End of Defined Terms]

PART 1 – INTRODUCTION

1.1 Invitation to Respondents

This RFPQ is an invitation by The City to prospective Respondents to prequalify for eligibility to participate in future Competitive Procurement Processes for construction projects at The City.

1.2 Material Disclosures

Future Competitive Procurement Processes will specify any project specific terms and conditions applicable to such procurements. The City's Standard General Conditions will typically apply so Respondents should familiarize themselves with these to ensure that they are willing and able to meet the requirements of the Standard General Conditions at the time of future Competitive Procurement Processes.

1.3 Respondent Must be a Single Legal Entity

The Respondent must be a single legal entity that, if selected, may be invited to participate in future Competitive Procurement Processes for the provision of work to The City. For clarity, the Respondent may not be a sole proprietor, an individual or a group of individuals or a joint venture. If the Respondent contemplates that such future work will be provided by a Limited Partnership (LP) it is required to submit additional information indicated in Commercial Requirements - Schedule A. The City will not consider any bid or proposal in response to future Competitive Procurement Processes involving an entity that was not identified in the Response to this RFPQ.

1.4 Prequalified Contractor List

The Responses will be reviewed on a pass/fail basis, based on the requirements described in Part 3 of this RFPQ. Based on those requirements, certain Respondents will be selected to be included in a Prequalified Contractor List maintained by The City for the duration of the Validity Period. Selected Respondents will be eligible to participate in potential future Competitive Procurement Processes issued by The City, with respect to those specific technical categories of work listed in this RFPQ.

The use of a Prequalified Contractor List facilitates quicker turn-around times for future Competitive Procurement Processes conducted by The City on construction projects and ensures that contractors who bid on such Competitive Procurement Processes have already met The City's minimum requirements for commercial, safety, environmental and technical standards.

While The City designates Prime Contractor to the contractor on most City construction projects, the decision to designate Prime Contractor on future projects will be made on a case-by-case basis, depending on the specific requirements of each project, and specified in the applicable Competitive Procurement Processes.

Selected Respondents will be included on the Prequalified Contractor List for the Validity Period. Inclusion on the Prequalified Contractor List is no guarantee of work or future Competitive Procurement Processes. The City may terminate the use of the Prequalified Contractor List for any category at any time.

1.5 Removal or Suspension From and Reinstatement to the Prequalified Contractor List

Selected Respondents may, at any time, be suspended or removed from the Prequalified Contractor List, if The City, in its sole opinion, determines that the Selected Respondent:

- (a) is bankrupt or insolvent or fails to pay any taxes payable;
- (b) has engaged in any conduct prohibited by this RFPQ, including Conflict of Interest;
- (c) has committed professional misconduct or acts or omissions that adversely reflect on their commercial integrity or committed a serious crime or other serious offense for which final judgment has been issued;
- (d) has provided a false declaration or misleading information or a misrepresentation in response to this RFPQ or any document required in connection with the RFPQ;
- (e) no longer has WCB, COR, required liability insurance, or bond capability in place, or otherwise no longer meets any requirement to qualify as a Selected Respondent;
- (f) has provided work with significant or persistent deficiencies in the performance of any substantive requirement or obligation under the terms of any contract resulting from Competitive Procurement Processes; or
- (g) The Selected Respondent fails to comply with The City's Supplier Code of Conduct Policy.

Selected Respondents who are suspended or removed from the Prequalified Contractor List will be notified of the reasons for such removal or suspension and may be reinstated at The City's sole discretion provided they rectify the reasons for removal or suspension and resume meeting the original requirements for selection to the Prequalified Contractor List.

1.6 Further Project Specific Prequalification May Also Be Required

The City may, in its sole discretion, require Selected Respondents to go through a further project or program specific prequalification process to determine work experience, safety or environmental procedures or other qualifications specific to the project in the context of future Competitive Procurement Processes.

1.7 Prequalification of Subcontractors

The City is not prequalifying subcontractors at this time. This Prequalification is only for those Contractors that we anticipate will be required to take on Prime Contractor obligations in completing work for The City.

1.8 No Guarantee or Liability

The purpose of this RFPQ Process is to prequalify contractors for eligibility to participate in future potential Competitive Procurement Processes, and this RFPQ Process is not intended to result in any agreement between The City and any Respondent. While The City intends to conduct future Competitive Procurement Processes, it is not under the obligation to do so and The City may, in its sole and absolute discretion, choose not to issue any Competitive Procurement Processes to the Selected Respondents on the Prequalified Contractor List. Any

agreement entered into pursuant to a Competitive Procurement Process may not be an exclusive contract for the provision of work and The City makes no guarantee of the value or volume of such work.

The City maintains and manages the Prequalified Contractor List solely for the benefit of The City. The City will not be liable for any claims (in contract, tort or otherwise), with respect to a decision to add to, remove from or suspend a Selected Respondent from The City's Prequalified Contractor List.

1.9 Distribution of Future Competitive Procurement Processes

Future Competitive Procurement Processes will be posted on Ariba within the appropriate technical category. Selected Respondents must register with Ariba in order to have uninterrupted access to The City's postings within their particular technical category(ies).

1.10 Selected Respondents to Comply with Requirements of Competitive Procurement Processes

Selection to the Prequalified Contractor List does not exempt Selected Respondents from having to comply with any requirements of specific Competitive Procurement Processes.

1.11 Trade Agreements

Where the RFPQ Process falls within the scope of applicable trade agreements, it is subject to such trade agreements; however, the rights and obligations of the parties are governed by the specific terms of this RFPQ.

[End of Part 1]

PART 2 – TIMETABLE AND SUBMISSION OF RESPONSES

2.1 Timetable

The City may, in its sole discretion, amend any date or time in the Timetable, including the Submission Period.

2.2 Responses Must be Submitted Via Email

Respondents must submit via email one (1) copy of this form, and all requested attachments in PDF format, to prequalification@calgary.ca OR via OneDrive sending an email to prequalification@calgary.ca with the OneDrive link.

If a Response is submitted via email without a link to OneDrive, Respondents should note the maximum email size limit accepted by The City is 20MB and that, because size estimates sometimes vary between outgoing and incoming emails, care should be taken to confirm receipt when file size is close to this limit. Should a Response require additional space, The City will accept a Response submitted in multiple emails. Respondents submitting a Response using multiple emails should flag the fact that the particular email does not constitute the complete submission by indicating, for example, “Email 1 of 2”, etc., in the subject line of each respective email.

Each Respondent is solely responsible for ensuring that its Response is received within the Submission Period. A Response submitted in multiple emails will not be considered to have been received by The City until such time as the final email is received.

2.3 A Response submitted in any other way will not be reviewed or evaluated

All communications relating to this RFPQ or the RFPQ Process by the Respondents must be submitted via email to the City Contact.

2.4 Responses to Be Submitted on Time

All Responses must be received by The City within the Submission Period. Responses received after the Submission Period will be rejected.

2.5 Responses to Be Submitted in Prescribed Manner by Authorized Representative

Respondents must submit their Responses electronically in Adobe PDF format via email as set out in Section 2.2, above.

Only an individual representing or having the authority to represent the Respondent may submit a Response to this RFPQ on behalf of the Respondent. An individual who submits a Response on behalf of a Respondent is deemed, as a result of such submission, to have full legal authority to submit a Response on behalf of the Respondent. The City takes no responsibility and will have no liability for any unauthorized Response.

Responses must be submitted in English.

Required forms must have all fields and all attachments completed in order to be considered a complete Response. See Schedule S, Submission Checklist, for a list of all submission requirements.

2.6 Amendment of Responses

Respondents may amend their Responses within the Submission Period by email, as set out in Section 2.2 above, and using the term “Withdraw Submission” in the subject line to withdraw their Response. Respondents may then submit an amended Response prior to the Submission Deadline in accordance with Sections 2.2, 2.3 and 2.4 of this RFPQ.

2.7 Withdrawal of Responses

At any time throughout the RFPQ Process and prior to notification, a Respondent may withdraw its Response:

- (a) during the Submission Period by sending an email and using the term “Withdraw Submission” in the subject line to withdraw its Response; or
- (b) after the Submission Period by sending an email to the City Contact with attached written notice of withdrawal, signed by an authorized representative of the Respondent.

[End of Part 2]

PART 3 – EVALUATION AND NOTIFICATION

3.1 Stages of Response Evaluation

The City will conduct the evaluation of Responses in the following three (3) stages:

- Stage I – Submission Requirements;
- Stage II – Requirements for Selection; and
- Stage III – Selection.

3.2 Stage I – Submission Requirements and Rectification

Stage I will consist of a review to determine if a Response includes all of the schedules required to be submitted. Respondents will be provided an opportunity to rectify any deficiencies in their Responses in this regard. Respondents are responsible for ensuring that the contact information provided to The City in the Commercial Requirements (Schedule A) is correct and up to date so The City can provide notice of any deficiencies to permit the Respondent to rectify.

The submission requirements for this RFPQ are as follows:

(a) **Commercial Requirements (Schedule A)**

Each Respondent must provide all the information requested in Schedule A - Commercial Requirements.

(b) **Safety Requirements (Schedule B)**

Each Respondent must provide all the information requested in Schedule B - Safety Requirements.

(c) **Environmental Requirements (Schedule C)**

Each Respondent must provide all the information requested in Schedule C - Environmental Requirements.

(d) **Technical Requirements (Schedule D through Q as required for selected category)**

Schedule D lists each of the technical categories of work in which a Respondent may become prequalified. It is possible for a Respondent to select more than one (1) technical category in a single Response. Respondents must provide a completed Schedule D – List of Technical Categories, indicating all of those technical categories for which they will be applying, as well as all the information requested in the schedule associated with the technical category(ies) selected by the Respondent (see Schedules E through O attached hereto). All of the technical categories require Schedule P - Project Experience Form and Schedule Q - Annual Contract Dollar Value Form. The Response should include as many Schedules P and Q as necessary to meet the requirements for all the technical categories chosen. Responses for categories in which information is not provided will not receive consideration in those categories.

Note that even if multiple technical categories are selected in Schedule D, the Respondent only needs to submit one (1) set of schedules for the Commercial, Safety and Environmental Requirements (Schedules A, B and C).

(e) **Submission Form (Schedule R)**

Each Response must include a Submission Form (Schedule R) completed according to the instructions contained in the Submission Form and signed by an authorized representative of the Respondent. No substantive changes to the Submission Form are permitted.

Responses that meet these submission requirements will proceed to Stage II.

(f) **Submission Checklist (Schedule S)**

Each Response must include a Submission Checklist (Schedule S) completed according to the instructions.

3.3 Stage II – Evaluation of Responses that Meet Submission Requirements

Stage II will consist of an evaluation by The City of each Response that meets the submission requirements described in Section 3.2 to ensure it has satisfied all the requirements for selection specified in the submission requirements. Respondents whose Responses fail to include information necessary to confirm requirements for selection will be given an opportunity to rectify such deficiencies.

The City will evaluate Responses as quickly as reasonably possible, taking into account the amount and sufficiency of the information provided as well as the number of categories for which prequalification or selection is sought. Respondents should take care and pay close attention to the information that is requested in the submission requirements to avoid delays in evaluation due to the need for follow-up for verification, clarification or supplementary information by The City. Respondents should also pay close attention to and make sure that all supporting documents are submitted in the correct legal name, are current and properly signed where this is required.

3.4 Stage III – Selection

Following Stage II evaluation, if a Respondent meets the requirements for selection, The City will place the Selected Respondent on the Prequalified Contractor List.

3.5 Notification

Selected Respondents will be notified of their inclusion on the Prequalified Contractor List. Respondents who fail to meet the requirements for selection will be notified that they will not be included on the Prequalified Contractor List and the reasons for this.

3.6 Debrief

Respondents may request a debrief after notification of a failure to be selected to the Prequalified Contractor List. Requests for a debrief must be in writing and submitted to the City Contact at prequalification@calgary.ca and should be made within 60 days of notification. The intent of the debriefing information session is to aid the Respondent in presenting a better Response in subsequent prequalification submissions.

3.7 Protest Procedure and Submission of Updated Response For Re-Evaluation

Respondents may protest a decision not to include them on the Prequalified Contractor List by any legal means available to them or submit an updated Response with additional or updated information for re-evaluation within 60 days of notification. This updated Response must be submitted in the same way as the original Response, and, if it is clearly marked 'Updated Following Notification of Non-Selection' and submitted within 60 days of notification by The City, the updated Response will only need to proceed through evaluation of those requirements for selection that the Respondent previously failed to meet.

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFPQ PROCESS

4.1 General Information and Instructions

4.1.1 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 should reference the applicable Section numbers of this RFPQ.

4.1.2 No Incorporation by Reference

The entire content of the Respondent's Response should be included in the Response. Any attempts to incorporate content by reference to websites or other external documents or sources referred to in the Respondent's Response will not be accepted or considered to form part of its Response.

4.1.3 Intellectual Property

Respondents must not use or incorporate in their Response any information, concepts, products or processes that are subject to copyright, patents, trademarks or other intellectual property rights of third parties, unless the Respondent has permission for the incorporation of any such information, concepts, products or processes and has, or will, obtain the right to use such information, concepts, products or processes without cost to The City.

4.1.4 References and Past Performance

The City's evaluation of a Response may include information provided by the Respondent's references and may also include consideration of the Respondent's past performance on previous contracts with The City or other institutions.

4.1.5 Respondents Will Bear Their Own Costs

The Respondent will bear all costs associated with or incurred in the preparation of its Response.

4.1.6 Response to Be Retained by The City

Unless otherwise stated in this RFPQ, all Responses will be retained by The City. At the written request of a Respondent and at the Respondent's sole cost and expense, The City may return any accompanying items or samples submitted by the Respondent, either at the time of any Response withdrawal or after The City has added the Respondent to the Prequalified Contractor List.

4.2 Communication after Issuance of RFPQ

4.2.1 Respondents to Review RFPQ

Respondents should examine all of the documents comprising this RFPQ before preparing a Response. Any suspected errors, omissions and ambiguities should be reported to the City Contact. Respondents may also direct questions or seek additional information from the City

Contact in accordance with Section 4.2.2 of this RFPQ at any time during the Submission Period. Failure to report errors, omissions and ambiguities or to ask questions or seek additional information could delay evaluation of a Response if it does not include the necessary information as a result of the error, omission, ambiguity or misunderstanding regarding the information required to be included in a Response.

4.2.2 Respondent Questions and RFPQ Notices

Respondent Questions must be submitted to The City within the Submission Period by sending an email to: prequalification@calgary.ca

No communications with respect to this RFPQ are to be directed to anyone other than the City Contact or their designate. The City will not be responsible for any information provided or obtained from any source other than the City Contact.

The City's responses to Respondent Questions do not amend the RFPQ unless subsequently confirmed by way of an Addendum to the RFPQ issued in accordance with Section 4.2.3.

The City may issue an RFPQ Notice to Respondents at any time during the RFPQ Process. For clarity, an RFPQ Notice does not, in any way, form part of the RFPQ or amend this RFPQ.

4.2.3 Amendments to the RFPQ by Way of Addenda

The City may, in its sole discretion, amend or supplement the RFPQ. The City will issue changes to the RFPQ by Addenda only. No other statement including any interpretation, clarification, or reply to either requests for information or inquiries, whether oral or written or made by The City or representative of The City, including the City Contact, will amend the RFPQ. The City will not issue an Addendum in respect of the RFPQ less than 10 Business Days prior to expiry of the Submission Period.

The City will issue Addenda in the same manner that this RFPQ was originally posted.

Respondents are solely responsible to ensure that they have received all Addenda issued by The City. Respondents may seek confirmation of the number of Addenda issued under the RFPQ from the City Contact. Each Addendum forms an integral part of this RFPQ.

4.2.4 Extension of Submission Period

If any Addendum is issued within 10 Business Days of expiry of the Submission Period, The City may at its discretion extend the Submission Period for a reasonable period of time in order to allow the Respondents a reasonable opportunity to amend their Responses.

4.2.5 Verify, Clarify and Supplement

When evaluating Responses, The City may request further information from a Respondent to verify or clarify any matters contained in the Respondent's Response, or require a Respondent to submit supplementary documentation for verification or clarification of any matters in the Respondent's Response. The City may, but is not obligated to, seek a Respondent's acknowledgement of The City's interpretation of the Response or any part of the Response. The City may revisit and re-evaluate the Respondent's Response on the basis of any such information.

The City is not obligated to verify or seek clarification of any aspect of a Response or any statement made by any Respondent, including any ambiguity in a Response or any ambiguity in a statement made by a Respondent.

In the event The City requests verification, clarification or supplementary information of the Respondent, the Respondent should respond to those requests within 15 Business Days. Evaluation of a Response may be suspended while verification, clarification or supplementary information is awaited.

4.2.6 Requests for Additional Technical Categories

Successful Respondents who have been prequalified in at least one (1) technical category may request to be prequalified in additional categories at any time during the Validity Period by submitting a new Schedule D – List of Technical Categories indicating the new categories requested, along with the appropriate schedules for those additional categories requested and an updated Submission Form (Schedule R).

The Response should be clearly marked 'Additional Technical Category Request' and should be submitted in the same manner as original Responses.

In such case, updated documents including, but not limited to, COR, WCB, Certificate of Insurance, safety staff changes, financial information, bonding information, or material corporate or organizational structure changes, should be submitted to The City, via email only, in the manner specified in Section 2.2, above, clearly marked 'Prequalification Updates' and should be submitted in the same manner as original Responses.

4.2.7 Selected Respondent to Maintain Good Standing

It is the Respondent's responsibility to maintain all requirements for selection in good standing for the duration of the Validity Period. Failure to maintain these requirements in good standing at the time of future Competitive Procurement Processes will render a Respondent ineligible and result in non-compliance and rejection of a Respondent's bid.

4.2.8 Bonding Capacity May Impact Future Contracts

Competitive Procurement Processes typically require performance security in the form of bonding. Selected Respondents will be required to comply with the bonding requirements of Competitive Procurement Processes in order to be considered for the contracts resulting from them.

4.2.9 Confidential Information of Respondent

Respondents are advised that The City is governed by Alberta's *Freedom of Information and Protection of Privacy Act* ("FOIP") and The City may be required to disclose all or part of a Respondent's Response pursuant to FOIP.

Respondents are also advised that FOIP may provide protection for confidential and proprietary business information. Respondents should identify any confidential or proprietary information in their Responses or any accompanying documentation and are advised to consult with their own legal advisors regarding the appropriate way in which such information should be identified. Subject to the provisions of FOIP, The City will make reasonable efforts to maintain the confidentiality of information identified as confidential or proprietary, except as otherwise

required by law or by order of a court or tribunal or by order or decision of the Information and Privacy Commissioner (Alberta).

Respondents are advised that their Responses will, as necessary, be disclosed, on a confidential basis, to The City'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 personal information pursuant to this RFPQ, questions are to be submitted to the City Contact.

4.2.10 Cancellation

Further to Section 1.8, should The City determine that the Prequalified Contractor List is no longer beneficial to The City, it may cancel the RFPQ Process and terminate use of the Prequalified Contractor List by issuing an RFPQ Notice to all Selected Respondents and Respondents whose Responses have been submitted but no decision has been made or notification has been issued.

4.3 Governing Law and Interpretation

4.3.1 Governing Law

The terms and conditions in this Part 4 – Terms and Conditions of the RFPQ Process:

- (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 will 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.

Any action or proceeding relating to this RFPQ Process must be brought in any court of competent jurisdiction in the Province of Alberta and for that purpose the Respondent irrevocably and unconditionally submits to the jurisdiction of the Alberta courts.

[End of Part 4]

SCHEDULE A – COMMERCIAL REQUIREMENTS

1. Basic Contact Information:

Full Legal Name of Respondent Company:	
Any other name which the Respondent carries on business:	
Address (including City, Province/State, Country, Postal Code):	
Respondent website (if any):	
Name of Respondent Representative:	
Title of Respondent Representative:	
Respondent Representative Email: The Respondent is solely responsible for ensuring that the Respondent Representative's email account will accept all emails from The City. Include both: (a) a contact email for the Respondent Representative above; and (b) a general company email.	
Respondent Representative Phone Number: The Respondent is solely responsible for ensuring that the Respondent Representative's phone number is up to date.	
Respondent's GST Registration Number:	
Ariba Network ID (if available)	

2. Legal Structure and Profile:

Date Established:		
Form of Business (Corporation or Partnership etc.):		
Name and Titles of Directors/ Officers/Partners:	Name:	Title:

3. Financial:

Bank Name:	
Address (including City, Province/State, Country, Postal Code):	
Name of Contact Person:	
Contact Person Phone:	
Contact Person Email:	

4. Bonding Company/Security Information:

Bonding Company Name:	
Address (including City, Province/State, Country, Postal Code):	
Name of Contact Person:	
Contact Person Phone:	
Contact Person Email:	
Respondent website (if any):	
Bonding Limit amount:	\$
Have any bonds been called in the last five (5) years?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Attach Copies of the Following Documentation:

	Document	Name of attached digital file	Information required:
1.	City of Calgary Business License		Expiry Date:
2.	Completed Submission Form (Schedule R)		Date signed:
3.	Current Certificate of Insurance (which must comply with Clause GC 13.1 of SGC's)		Date issued:
4.	Current Corporate Registry Search (completed within last 30 days)		Corporation name:

6. Limited Partnership (LP):

Is the Respondent a LP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	--

If Yes, complete/attach the following additional information:

Information	Name	
Certificate filed with and recorded by the Registrar of Corporations for Alberta pursuant to Section 52 of the Partnership Act, R.S.A 2000, Chapter P-3, confirming formation of the LP.		
Documents	Name of attached digital file	Information required:
Corporate Searches (completed within last 30 days) confirming registration and Active status of the LP and the current general partner(s) who will conduct business (submit proposals, execute contracts) on behalf of the LP.		Expiry Date:
1. An Affidavit or Affidavits of Consent signed by the legally authorized signatories of each of the partners of the LP confirming that the general partner has:		Date signed:

<div>a. The authority to execute or enter into contracts on behalf of the LP;</div> <div>b. The authority to incur liability on behalf of the LP;</div> <div>c. The authority to accept payment on behalf of the LP; and</div> <div>d. The authority to receive instructions for and on behalf of the LP.</div>		
Current Certificate of Insurance (which must comply with Clause SGC 13.1 of SGC's).		Date issued:

SCHEDULE B – SAFETY REQUIREMENTS

Approval through this prequalification for this schedule does not eliminate the project/site specific safety plans that will be required to be completed by the Prime Contractor that may be required to be reviewed/approved by The City of Calgary prior to start of work on site, nor any other requirement of the Prime Contractor under the legislation.

The City will assess the submitted Safety information in each of the areas indicated below and review against legislation applicable to the activity and jurisdiction. This review is done in three (3) parts for each area identified, the Policy (or Standard or Company Directive), the Procedure (or Process), and the Tools used to ensure compliance.

It is anticipated that the majority of this information is included in the attached Safety Manual or Safety Program, and that sections/page numbers within that document can be identified to respond to the question. If the information requested is not in the Manuals, attach a separate document with the information requested.

1. Hazard Assessment		
Specifically address the Frequency, Participation of Workers, adherence to hierarchy or Controls.		
Supporting Documentation for this section must be submitted and may include: Hazard Identification, Assessment and Control Procedures, related forms/templates.		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

2. Project Orientation		
Specifically address the Communication of Safety Expectations and Compliance to All Workers, subcontractors and visitors at the Worksite.		
Supporting Documentation for this section must be submitted and may include: Orientation Sign-off Forms, Orientation Packages.		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		

b. Process/Procedure		
c. Tool(s)		

3. Worksite Inspections		
<p>Specifically address the Frequency, Participation and Identification of Corrective Actions and Controls, Follow up on Corrective Actions and Sharing Results to Workers.</p> <p>Supporting Documentation for this section must be submitted and may include: Worksite Inspection Templates, Schedule/Tracking of Inspections Forms.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

4. Safety Meetings		
<p>Specifically address the Frequency and Topics Covered in Regular Meetings, Attendance and Participation Requirements.</p> <p>Supporting Documentation for this section must be submitted and may include: Templates for Recording Meeting Notes, Examples of Safety Meeting Agendas.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

5. Incident Reporting and Investigation		
<p>Specifically address Reporting and Investigation Requirements, Requirement for Root Cause Analysis, Follow through on Corrective Actions and Sharing Results with Workers. Supporting Documentation for this section must be submitted and may include: Template for Incident Reports, Follow-up Documentation for Investigation Work, Tools for Documenting Findings, Procedure to Share Information with Affected workers, Documentation for Implementing Corrective Action.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

6. Emergency Preparedness and Response		
<p>Specifically address How Potential Emergencies will be Identified and Responded to, How Equipment, Training, Roles of Workers/First Responders, Consideration of Emergency Events that May Occur on City Worksites. Supporting Documentation for this section must be submitted and may include: Sample Emergency Response Plans.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

7. Fitness for Duty / Fatigue Management		
<p>Specifically address Company Drug and Alcohol Response, Hours of work, Management of Overtime, Professional Driver Requirements.</p> <p>Supporting Documentation for this section must be submitted and may include: tracking of hours worked/distances driven and/or limitation procedures for being on duty/driving; employee communications regarding Alberta labour standards for limiting of hours and hour between shifts etc.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

8. Rules for Non-Compliance		
<p>Specifically address How the Company Responds to Safety Violations.</p> <p>Supporting Documentation for this section must be submitted and may include: Progressive Disciplinary measures.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

9. Personal Protective Equipment (PPE)		
Specifically address Selection for type of Work/Worksite, Use and Maintenance. Supporting Documentation for this section must be submitted and may include: Checklist for Type of work, Specialized PPE lists for Tasks.		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

10. Tools and Equipment		
Specifically address Use and Maintenance for Tools and Equipment. Supporting Documentation for this section must be submitted and may include: Checklist for Inspection and Maintenance, Template for Inspection Schedule.		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

11. Controlled Products Management		
Specifically address Compliance with Workplace Hazardous Materials Information System (WHMIS), How Safety Data Sheets (SDS) are made available to all Employees, Use of Globally Harmonized System (GHS).		
Supporting Documentation for this section must be submitted and may include: SDS Communication Methods, GHS Information, Training Process for Controlled Products on the Worksite.		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

12. Obligations to Refuse Unsafe Work		
Specifically address Communication, Recording, Managing, and Responding to the Reporting of Unsafe Work.		
Supporting Documentation for this section must be submitted and may include: Template for recording of refused work (may be through incident management process).		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		

13. Management of Subcontractors		
<p>Specifically address Communication of Safety Performance and Expectations of Subcontractors, Process for Review of and Documentation of Safety Performance of Subcontractors at the Worksite, during and at the conclusion of work.</p> <p>Supporting Documentation for this section must be submitted and may include: Representative Sign-off Forms, Clarification Documents of communication for Subcontractor to bring own work procedures for specialized tasks, Template for Recording Subcontractor Safety Objectives and Performance, Project Monitoring Documentation, and Post-Project Review of Performance Templates.</p>		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		
Additional Required Information:		
Does your Company require subcontractors to have current Partnerships Program 'Certificate of Recognition (COR/SECOR)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, how does your company ensure management system requirements are being met by subcontractor teams?	Page or Section # in Manual:	Or Attached Document Name:
Do you require subcontractors to have a current 'Letter in Good Standing' from Workers Compensation Board – Alberta (WCB-Alberta) before commencing work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, does your company provide WCB coverage for your subcontractors?		<input type="checkbox"/> Yes <input type="checkbox"/> No

14. OHS Oversight on Prime Contractor Projects		
Specifically address Requirements when Overseeing Other Employers.		
Supporting Documentation for this section MUST include a Sample Site Safety Plan.		
	Page or Section # in Manual:	Or Attached Document Name:
a. Policy/Standard		
b. Process/Procedure		
c. Tool: Sample Site Safety Plan - Mandatory		
<p>A Sample/Example Site Safety Plan MUST be submitted and should Include but not be limited to the following:</p> <ul style="list-style-type: none"> i. Contractor management and representative sign-off ii. Hazard identification, assessment and control <ul style="list-style-type: none"> • Frequency of assessment • Consider potential emergencies that may result from hazards • Working alone • Workplace violence • Fatigue management / Impairment • WHMIS / GHS • Maintenance / Preventative maintenance • Work procedures (administrative controls) • Personal protective equipment (PPE) • Worker involvement • Adherence to hazard control iii. Site inspection <ul style="list-style-type: none"> • Frequency • Participation • Record management • Follow-up: Corrective action completion • Follow-up: Communication to affected employees iv. Incident management <ul style="list-style-type: none"> • Participation • Record management • Follow-up: Corrective action completion • Follow-up: Communication to affected employees v. Emergency Response Plan (ERP) <ul style="list-style-type: none"> • Equipment location 		

	<ul style="list-style-type: none"> • Personnel responsible • ERP map
vi.	Project orientation
vii.	Meetings (project/site/trade/other) <ul style="list-style-type: none"> • Frequency • Participation • Record management • Follow-up: Corrective action completion • Follow-up: Communication to affected employees
viii.	Record management

Attach Copy of:

	Document	Name of attached digital file:	Information required: Date
1.	Company Safety Manual		Date issued:
2.	Contractor Safety Management Program		Date issued:
3.	Sample/Previous Example of Site Safety Plan		Date issued:
4.	Company organization chart indicating reporting structure of safety personnel.		Date issued:
5.	Current COR/SECOR (or equivalent) Note: it is the responsibility of the Respondent to prove to The City the equivalence of documents provided.		Expiry date:
6.	Current Alberta WCB Letter in good Standing/Clearance letter.		Date issued:

SCHEDULE C – ENVIRONMENTAL REQUIREMENTS

The purpose of these requirements is to ensure that contractors working for The City have systems in place within their company to manage environmental risk and sustainability if contracted by The City. Approval of this schedule does not replace any project/site specific environmental plans and/or procedures that may be required to be completed prior to start of work on site, or any other requirement of the contractor under any environmental legislation.

It is expected that contractors are aware of The City of Calgary’s Contractor Environmental Responsibilities Package (CERP), capable of addressing its content and include the signed and initialed CERP acknowledgement form as part of this prequalification process.

Refer to Appendix C-1. Contractors are required to submit environmental documentation and evidence of implementation in four sections outlined below:

- Environmental Policy and signed CERP
- Project Environmental Orientation
- Worksite Environmental Inspections
- Environmental Incident Management & Reporting

Refer to the following when submitting documentation as specified in some of the sections:

- Policy/Standard – a policy reflects commitment and establishes expectations for environmental protection, adherence to compliance obligations, establishing and monitoring environmental goals and outcomes. Standards align with policies and often provide more details on the practical application of the policy.
- Process/Procedure – these documents provide details to support the implementation of the policy or standard such as identifying the roles and responsibilities, actions or steps required.
- Tools – these aid in carrying out the process/procedure and documenting the results (e.g. training programs, tracking software, forms and checklists)
- Evidence of implementation – these may be samples or records to show implementation has occurred as part of normal business or on a previous project (e.g. training records, completed checklists etc.). Ensure confidential or personal information is redacted when necessary.

A document may be referenced in more than one section. Ensure specific document (or file) names, page or section numbers are included to aid in the submission evaluation.

1. Company Environmental Policy / Standard and signed CERP		
	Document / file name:	Information required:
Environmental Policy / Standard		Date approved: Title of approver:
Contractor Environmental Acknowledgement Form		Date signed:

2. Project Environmental Orientation		
<p>Identify how your company’s policies, procedures, and tools address the communication of environmental expectations and compliance processes for all workers, subcontractors, and visitors generally and at the worksite.</p> <p>Supporting documentation may include training manuals, employee onboarding checklists, environmental orientation checklists, attendance records (including the topics covered), site environmental orientation agendas or checklists, and company training and professional development records.</p>		
	Document/file name	Page or section # in document
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		
d. Evidence of Implementation		Not applicable

3. Worksite Environmental Inspections

Identify how your company's policies, procedures, and tools address monitoring of environmental performance including training for environmental site monitoring, site environmental inspections (who, what, when), communicating results and procedures for addressing found issues, communicating results. Documentation may include performance monitoring indicators or data being collected, monitoring report templates, inspection checklists or forms, inspection schedules, workplace inspection procedures or training manual.

	Document/file name	Page or section # in document
a. Policy/Standard		
b. Process/Procedure		
c. Tool(s)		
d. Evidence of Implementation		Not applicable

4. Environmental Incident Management and Reporting

Identify how your company's policies, procedures, and tools address managing and reporting environmental incidents including the listing potential types of environmental incidents*, establishing project specific environmental emergency plans, initial reporting processes, documenting and tracking incidents, investigation process and corrective action follow-up process, and regulatory reporting.

Supporting documentation may include descriptions of potential environmental incidents / emergencies, reporting templates, emergency plan templates, contact lists, incident and investigation training manual.

*Refer to the CERP for a list of typical environmental site sensitivities and consider what an "incident" might look like.

	Document/file name	Page or section # in document
a. Policy/Standard		
b. Process/Procedure		

c. Tool(s)		
d. Evidence of Implementation		Not applicable

Appendix C-1 – Contractor Environmental Responsibilities Package (CERP)

<http://www.calgary.ca/UEP/ESM/Pages/Contractor-environmental-responsibilities/Contractor-Environmental-Responsibilities-Package.aspx>

SCHEDULE D – LIST OF TECHNICAL CATEGORIES

Listed below are the technical categories for which The City is currently prequalifying Respondents under the terms of this RFPQ. Clearly indicate on this form each category to which your Response applies and provide as part of your Response all information requested in the schedule associated with the selected technical category(ies).

Schedule	Select	Technical Categories
Schedule E – Streetlighting	<input type="checkbox"/>	Streetlight Construction
Schedule F – Traffic Signals	<input type="checkbox"/>	Traffic Signal Construction
Schedule G – Bridgework	<input type="checkbox"/>	Bridge Deck Asphalt Paving
	<input type="checkbox"/>	Bridges Rehabilitation (includes Expansion joint replacement)
	<input type="checkbox"/>	Bridge Sandblasting and Painting
	<input type="checkbox"/>	Bridges - New Construction
Schedule H – Facilities/Buildings/Demolition	<input type="checkbox"/>	Buildings General Contractor
	<input type="checkbox"/>	Demolition Contractor
	<input type="checkbox"/>	Buildings Mechanical Contractor
	<input type="checkbox"/>	Buildings Electrical Contractor
	<input type="checkbox"/>	Roofing Contractor
Schedule I – Landscaping	<input type="checkbox"/>	Landscape Construction
	<input type="checkbox"/>	Landscape Maintenance
	<input type="checkbox"/>	Pathway Construction
Schedule J – Irrigation	<input type="checkbox"/>	Irrigation Construction and Maintenance
Schedule K – Urban Forestry	<input type="checkbox"/>	Urban Forestry Construction and Maintenance
Schedule L – Waste and Recycling Services	<input type="checkbox"/>	Landfill Earthworks and Underground Utilities (includes: clay liner, clay cap, overland drainage construction, leachate collection systems, synthetic liners)
Schedule M – Water and Wastewater Construction – Utilities and Facilities	<input type="checkbox"/>	Outfalls, Riverbank Stabilization and Erosion Protection (includes repairs and upgrading)
	<input type="checkbox"/>	Sanitary Force mains and Syphons
	<input type="checkbox"/>	Stormwater Ponds and Wetlands (includes planting work)

Schedule	Select	Technical Categories
	<input type="checkbox"/>	Trenchless Installation, Replacement and Rehabilitation (of Watermains, Sanitary Sewers and Storm Sewers - includes any of the following disciplines: auger boring, horizontal direction drilling (HDD), tunneling (TBM, micro tunneling, hand tunneling et al), cured-in-place (CIP) lining, swage and slip lining and pipe bursting, ramming and jacking.)
	<input type="checkbox"/>	Wastewater Pump Station and Lift Stations
	<input type="checkbox"/>	Water and Wastewater Treatment Plants
	<input type="checkbox"/>	Water Feeder Mains, Sanitary Sewer Trunks, Storm water Sewer Trunks
	<input type="checkbox"/>	Water Main, Sanitary Sewer and Storm Sewer Installation and Replacement
	<input type="checkbox"/>	Water Pump Stations and Reservoirs
Schedule N – Infrastructure, Roadworks and Earthworks	<input type="checkbox"/>	Asphalt Road Works (includes: asphalt sawcutting, asphalt paving, asphalt planing, asphalt road repairs, crack sealing of asphalt roads, micro surfacing)
	<input type="checkbox"/>	Concrete Road/Sidewalk Works (includes: concrete paving, non-reinforced concrete work, curb, gutter, apron and sidewalk, mud jacking/pressure grouting)
	<input type="checkbox"/>	Earthworks
	<input type="checkbox"/>	Retaining Walls
	<input type="checkbox"/>	Noise Barriers (sound attenuation)
	<input type="checkbox"/>	Road Construction (includes: gravel lane construction)
	<input type="checkbox"/>	Road Maintenance (includes: maintenance and repair of parking lots, gravel lane reconstruction)
Schedule O – Hazardous Materials Abatement	<input type="checkbox"/>	Hazardous Materials Abatement

SCHEDULE E – STREETLIGHTING

Schedule	Technical Category
Schedule E – Streetlighting	Streetlight Construction

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as per below, as well as supplemental information indicated below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:			
1.	Streetlight Construction	Completed Project Experience Form (Schedule P)				
		Annual Contract Dollar Value Form (Schedule Q)				
		Copies of Alberta PLT qualifications for up to 10 designated PLT staff. Examples of acceptable qualifications: Alberta Certificate of Completion of Apprenticeship, Alberta Certificate of Qualification, Alberta Journeyman Certificate, or Alberta Qualification Certificate. It is the responsibility of Respondents to provide determination of equivalencies if qualifications were obtained outside of Alberta.	Name of attached digital file:	Name of Staff Certified:	Date on Certificate:	
			1			
			2			
			3			
			4			
			5			
			6			

	For Technical Category Application	Document	Name of attached digital file:			
			7			
			8			
			9			
			10			

Further information on Streetlighting:

In general, a qualified licensed electrician or technologist with appropriate experience and training may work on streetlighting construction jobs. However, in special cases where work is performed in close proximity (as defined by minimum clearances dictated in the Canadian Electrical Code) to transformers or transmission lines, this work must be performed by the staff Powerline Technician (PLT) as per Alberta Electrical Utility Code and Alberta Occupational Health and Safety rules. Streetlight installations on utility owned power poles must be performed by a PLT.

SCHEDULE F – TRAFFIC SIGNALS

Schedule	Technical Category
Schedule F – Traffic Signals	Traffic Signal Construction

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Traffic Signal Construction	Completed Project Experience Form (Schedule P)	
		Annual Contract Dollar Value Form (Schedule Q)	

SCHEDULE G – BRIDGEWORK

Schedule	Technical Categories
Schedule G – Bridgework	Bridge Deck Asphalt Paving
	Bridges Rehabilitation (includes Expansion joint replacement)
	Bridge Sandblasting and Painting
	Bridges - New Construction

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Bridge Deck Asphalt Paving	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Bridge Rehabilitation	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Bridges Sandblasting and Painting	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Bridges New Construction	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

SCHEDULE H – BUILDINGS/FACILITIES/DEMOLITION

Schedule	Technical Categories
Schedule H – Facilities/Buildings/Demolition	Buildings General Contractor
	Demolition Contractor
	Buildings Mechanical Contractor
	Buildings Electrical Contractor
	Roofing Contractor

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as per below.

Ensure Project Experience Form (Schedule P) examples are related to sectors relevant to the provision of City services. The project references should be able to confirm the project scope, performance, and relevancy to the submission category and parameters outlined below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Buildings General Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Demolition Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Buildings Mechanical Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Buildings Electrical Contractor	Completed Project Experience Form (Schedule P)	

		Completed Annual Contract Dollar Value Form (Schedule Q)	
5.	Roofing Contractor	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

Further Information on all Schedule H – Buildings/Facilities/Demolition categories:

All categories include, but are not limited to, work in the following sectors:

- office/commercial;
- industrial;
- community;
- fire station;
- recreation; and
- parking structures.

Further information on Buildings General Contractor category only:

Contractors will be required to manage subcontractors and coordinate project requirements (including schedule and project financials). Contractors will be required to perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

Further information on Demolition Contractor category only:

Contractors will be required to manage subcontractors and perform work including but not limited to full or partial demolition of buildings and related infrastructure, which may include hazardous materials removal.

Further information on Buildings Mechanical Contractor category only:

Contractors will be required to manage subcontractors and coordinate project requirements (including schedule and project financials). The area of work includes heating, ventilation, air conditioning, fire protection, sheet metal, fabrication, refrigeration, plumbing, general mechanical repair, and maintenance. Contractors will be required to perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

Further information on Buildings Electrical Contractor category only:

Contractors will be required to manage subcontractors and coordinate project requirements (including schedule and project financials). The area of work includes genset, electrical motor repair and maintenance, transformers, switchgears, MCC under 600V, building automated systems, lighting, fire alarm testing, general electrical repair and maintenance. Contractors will be required to perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

Further information on Roofing Contractor category only:

Contractors will be required to manage subcontractors and perform work including but not limited to:

- new builds;
- renovation;
- sustainability requirements;
- lifecycle;
- and repair work.

SCHEDULE I – LANDSCAPING

Schedule	Technical Categories
Schedule I – Landscaping	Landscape Construction
	Landscape Maintenance
	Pathway Construction

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as well as supplemental information as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:	
1.	Landscape Construction	Completed Project Experience Form (Schedule P)		
		Completed Annual Contract Dollar Value Form (Schedule Q)		
2.	Landscape Maintenance	Completed Project Experience Form (Schedule P)		
		Completed Annual Contract Dollar Value Form (Schedule Q)		
3.	Pathway Construction	Completed Project Experience Form (Schedule P)		
		Completed Annual Contract Dollar Value Form (Schedule Q)		
4.	Proof of Membership in the Landscape Nursery Trade Association (LANTA) or equivalent (not required for pathway construction).			Date on Membership:

Supplemental Information: Equipment Capacity (for Landscape Construction and Landscape Maintenance Technical categories only)

Equipment Type	Capacity Size	Age	Additional Information (example: expected lifecycle)

Further information on Landscape Construction and Landscape Maintenance categories only:

Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform landscape construction or landscape maintenance work including but not limited to:

- Installation of erosion and sediment control devices.
- Landscape excavation and earth moving.
- Fine grading and subgrade preparations.
- Sports field development.
- Installation of geofabrics and geosynthetics.
- Installation of landscape walls in wood, stone, unit block or concrete.
- Installation of drainage systems.
- Spreading and preparation of topsoil for seeding, sodding or planting.
- Installation of interlocking concrete pavers.
- Installation of poured in place concrete.
- Installation of asphalt.
- Installation of site furnishings.
- Installation of lighting.
- Excavation and preparation of planting beds and tree pits.
- Installation of sod.
- Installation of specialized seed mixes and mulches.
- Planting of annual and perennial plants.
- Tree and shrub planting.
- Aeration and topdressing of turf grass.
- Gravel and asphalt pathway construction within landscaped areas which may include sensitive natural areas.
- Fabrication and installation of miscellaneous metal, wooden and stone elements.
- Site clean-up.
- Maintenance of completed work.

Further information on Pathway Construction category only:

Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform pathway construction work including but not limited to:

- Landscape excavation and earth moving.
- Fine grading and subgrade preparations.
- Installation of erosion and sediment control devices.
- Installation of geofabrics and geosynthetics.
- Installation of landscape walls in wood, stone, unit block or concrete.
- Spreading and preparation of topsoil for seeding, sodding, or planting.
- Installation of specialized seed mixes and mulches.
- Gravel and asphalt pathway construction within landscaped areas which may include sensitive natural areas.
- Installation of interlocking concrete pavers.
- Installation of poured in place concrete.
- Installation of asphalt.
- Fabrication and installation of miscellaneous metal, wooden and stone elements.
- Centre line painting.
- Site cleanup.
- Maintenance of completed work.

SCHEDULE J – IRRIGATION

Schedule	Technical Category
Schedule J – Irrigation	Irrigation Construction and Maintenance

Respondents are requested to complete two (2) Project Experience Forms (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as well as supplemental information as per below.

Attach Copy of:

	Document	Name of attached digital file:		
1.	Completed Project Experience Form (Schedule P) – three (3) project examples related to Irrigation Construction and Maintenance			
2.	Completed Project Experience Form (Schedule P) – three (3) project examples related specifically to efficiency of Irrigation Audit programs			
3.	Completed Annual Contractor Dollar Value Form (Schedule Q)			
4.	Copy of Certificate with reference to cross-connection control tester (backflow tester)			
5.	Copy of Certified Irrigation Contractor (CIC) by the Irrigation Association (IA)			
6.	Copy of certificate with reference to High-density polyethylene (HDPE) Fusion			
7.	Copy of up to 10 certified or journeymen Irrigation certificates of staff	Name of attached digital file:	Name of Staff Certified:	Date on Certificate:
		1		
		2		

		3			
		4			
		5			
		6			
		7			
		8			
		9			
		10			
8.	Copy of up to 10 attendance certificates from courses such as the “Irrigation Installation and Maintenance” course by the Irrigation Association	Name of attached digital file:		Name of Staff Attended:	Date of Attendance date/date on Certificate:
		1			
		2			
		3			
		4			
		5			

		6			
		7			
		8			
		9			
		10			

Any irrigation work that requires a tie-in to a utility service may require an Indemnification Agreement. The need for this requirement would be indicated in the future Competitive Procurement Processes information. See <https://www.calgary.ca/UEP/Water/Pages/Specifications/Water-development-resources/Water-Resources-Master-Indemnification-Agreement.aspx> for more information or contact Water Resources at WaterUtilityInspections@calgary.ca for further details.

Further information on Irrigation Construction and Irrigation Maintenance categories only:

Prime Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform irrigation construction work including, but not limited to:

Irrigation Construction only:

- Excavation and backfill; pipe inspection and installation; control valves valve boxes; isolation valves; rotary, pop-up, and stationary rise sprinklers; associated wiring requirements; backflow prevention assemblies; controllers, moisture sensors and rain shut-off devices; water filtration equipment; sleeving; turf and quick coupling valves.
- Drip irrigation systems.
- Centrally controlled systems in tot lots, ornamental parks, joint-use sites, dry ponds, and athletic parks.
- Fully automatic, residential and commercial sites.
- Park Water Services.
- Winterizing - Flushing and Start up of Irrigation systems.
- General maintenance requirements of systems; including replacement of zone valves and sprinklers; repairing and testing backflow devices; adjusting arcs; straightening and raising heads; repairing breaks and leaks; adjusting irrigation programs; etc.
- Calculating base irrigation schedules.

Note: that construction contractors will be considered qualified to provide the maintenance services on their projects until FAC (Final Acceptance Certificate).

Prime Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform irrigation maintenance work including, but not limited to:

Irrigation Maintenance only:

- Centrally controlled systems in tot lots, ornamental parks, joint-use sites, dry ponds, and athletic parks.
- Fully automatic, residential and commercial sites.
- Drip irrigation systems.
- Park Water Services.
- General maintenance requirements of systems; including replacement of zone valves and sprinklers; repairing and testing backflow devices; adjusting arcs; straightening and raising heads; repairing breaks and leaks; adjusting irrigation programs; etc.
- Winterizing - Flushing and Start up of Irrigation systems.
- Calculating base irrigation schedules.

SCHEDULE K – URBAN FORESTRY

Schedule	Technical Category
Schedule K – Urban Forestry	Urban Forestry Construction and Maintenance

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Category chosen as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Urban Forestry Construction and Maintenance	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

Further information on Urban Forestry Construction and Maintenance technical category:

Prime Contractors will be required to supply, either through their own forces, or subcontractors, labour, equipment, material and incidentals necessary to perform urban forestry construction and maintenance work including, but not limited to:

- Tree and shrub pruning
 - Tree and shrub removal
 - Rights of Way Clearance
 - Stump Grinding and Clean-up
 - Root Pruning
 - Root Barrier Installation
 - Tree Hole, Tree Bed/Planting Site Preparation
 - Tree Planting - Baskets
 - Tree Planting - Containers
 - Tree Planting - Bareroot
 - Nursery Digging and Basketing
 - Tree Moving
 - Tree Watering
- Tree Pest Control
 - Tree Pest Monitoring
 - Grate and Vault Maintenance
 - Tree Fertilizing
 - Tree Aeration
 - Tree Mulching
 - Tree Inventory
 - Tree Risk Assessment
 - Tree Protection during Construction
 - Planting and supply of trees and shrubs
 - Arboricultural Consulting
 - Soil Tree Cells
 - Pour in Place vault

SCHEDULE L – WASTE AND RECYCLING SERVICES

Schedule	Technical Category
Schedule L – Waste and Recycling Services	Landfill Earthworks and Underground Utilities (includes: clay liner, clay cap, overland drainage construction, leachate collection systems, synthetic liners)

Respondents are requested to complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for the Technical Categories chosen as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Landfill Earthworks and Underground Utilities	Completed Project Experience Forms (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

SCHEDULE M – WATER AND WASTEWATER CONSTRUCTION – UTILITIES AND FACILITIES

Schedule	Technical Categories
Schedule M – Water and Wastewater Construction – Utilities and Facilities	Outfalls, Riverbank Stabilization and Erosion Protection (includes repairs and upgrading)
	Sanitary Force mains and Syphons
	Stormwater Ponds and Wetlands (includes planting work)
	Trenchless Installation, Replacement and Rehabilitation (of Water mains, Sanitary Sewers and Storm Sewers - includes any of the following disciplines: auger boring, horizontal direction drilling (HDD), tunneling (TBM, microtunneling, hand tunneling et al), cured-in-place (CIP) lining, swage and slip lining and pipe bursting, ramming and jacking.)
	Wastewater Pump Station and Lift Stations
	Water and Wastewater Treatment Plants
	Water Feeder Mains, Sanitary Sewer Trunks, Stormwater Sewer Trunks
	Water Main, Sanitary Sewer and Storm Sewer Installation and Replacement
	Water Pump Stations and Reservoirs

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as well as supplemental information as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Outfalls, Riverbank Stabilization and Erosion Protection	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
2.	Sanitary Force mains and Syphons	Completed Project Experience Form (Schedule P)	

		Completed Annual Contract Dollar Value Form (Schedule Q)	
3.	Stormwater Ponds and Wetlands	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
4.	Trenchless Installation, Replacement and Rehabilitation	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
5.	Wastewater Pump Station and Lift Stations	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
6.	Water and Wastewater Treatment Plants	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
7.	Water Feeder Mains, Sanitary Sewer Trunks, Stormwater Sewer Trunks	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

8.	Water Main, Sanitary Sewer and Storm Sewer Installation and Replacement	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	
9.	Water Pump Stations and Reservoirs	Completed Project Experience Form (Schedule P)	
		Completed Annual Contract Dollar Value Form (Schedule Q)	

Further Information for Schedule M - Water and Wastewater Construction – Utilities and Facilities:

The Water and Wastewater Treatment Plant Category is open to general contractors with demonstrated industry experience directly involved in the following work:

Municipal Water or Wastewater treatment plants involving new construction or upgrades of facility buildings, installation of multidisciplinary treatment processes and systems, mechanical equipment, electrical instrumentation and controls, building support and management systems with the minimum operating capacity of 50 ML/d.

Work includes:

- Acting in the capacity of Prime Contractor in the management of multidisciplinary civil, mechanical, electrical, instrumentation and controls trade contractors working through all phases of engineering, construction and commissioning.
- Construction of large capacity water retaining structures and including associated pile foundations and interconnecting water conveyance, piping and/or pumping systems. Also included.
- Installation of chemical storage, handling, and dosing systems.
- Installation of mechanical and electrical building systems and services.
- Proven ability to complete work in an operating facility with associated requirements for communication and coordination with the project team relevant to the construction.

SCHEDULE N – INFRASTRUCTURE, ROADWORKS AND EARTHWORKS

Schedule	Technical Categories
Schedule N – Infrastructure, Roadworks and Earthworks	Asphalt Road Works (includes: asphalt sawcutting, asphalt paving, asphalt planing, asphalt road repairs, crack sealing of asphalt roads, micro surfacing)
	Concrete Road/Sidewalk Works (includes: concrete paving, non-reinforced concrete work, curb, gutter, apron and sidewalk, mud jacking/pressure grouting)
	Earthworks
	Retaining Walls
	Noise Barriers (sound attenuation)
	Road Construction (includes: gravel lane construction)
	Road Maintenance (includes: maintenance and repair of parking lots, gravel lane reconstruction)

Respondents are requested to indicate the specific categories of work below, for which they are requesting prequalification (as per Schedule D) and complete one (1) Project Experience Form (Schedule P) and one (1) Annual Contractor Dollar Value Form (Schedule Q) for each of the Technical Categories chosen as well as supplemental information as per below.

Attach Copy of:

	For Technical Category Application	Document	Name of attached digital file:
1.	Asphalt Road Works	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
2.	Concrete Road/Sidewalk Works	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
3.	Earthworks	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	

4.	Retaining Walls	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
5.	Noise Barriers (sound attenuation)	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
6.	Road Construction	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	
7.	Road Maintenance	Completed Project Experience Forms (Schedule P)	
		One (1) Annual Contract Dollar Value Form (Schedule Q)	

SCHEDULE O – HAZARDOUS MATERIALS ABATEMENT

Schedule	Technical Category
Schedule O – Hazardous Materials Abatement	Hazardous Materials Abatement

*Approval through this prequalification for this Schedule does not eliminate the project/site specific safety plans that will be required to be completed by the Prime Contractor that may be required to be reviewed/approved by The City of Calgary prior to start of work on site, nor any other requirement of the Prime Contractor under the legislation.

The City will assess the submitted Safety information in each of the areas indicated below and review against legislation applicable to the activity and jurisdiction.

It is anticipated that the Information requested directly below is included in the attached Company Hazardous Materials Procedures (as requested below), and that sections/page numbers within that document can be identified to respond to the questions. If the information requested is not in the Manuals, attach a separate document with the information requested.

1. Hazardous Materials Safety Procedures		
Specifically address An Exposure Plan and Work Procedures for the following types of hazardous materials:		
	Page or Section # in Manual:	Or Attached Document Name:
a. Asbestos		
b. Silica		
c. Lead		
d. Mould		

Respondents are requested to complete three (3) Hazardous Materials Special Project Experience Forms for each of the Technical Categories chosen and one (1) Hazardous Materials Special Annual Contractor Dollar Value Form and supplemental information as per below.

Attach Copy of:

	Document	Name of attached digital file:
2.	Completed Annual Contract Dollar Value Form (Schedule Q)	

3.	Proof that a minimum of 10 employees have completed the two (2) day asbestos worker certification course as required by OHS. (Provide a clear image of the front and back of each certificate card.)	Name of attached digital file:		Name of Staff Certified:	Date on Certificate:
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
10.					
4.	Proof that a minimum of three (3) supervisors have completed the four (4) day ‘Applied Microbial Remediation Technician’ (AMRT) course	Name of attached digital file:		Name of Staff Certified:	Date on Certificate:
		1.			
		2.			

		3.			
		4.			
		5.			
5.	Company Hazardous Materials Procedures				Date issued:

Contractors must provide Project Experience for three (3) projects in the form below. Projects should be within the past four (4) years **for Hazardous Materials Abatement and removal work.**

Experience should be directly related to the abatement and removal of hazardous materials, and best show the scope and scale of work that your company has successfully completed.

Note: Categories requested without sufficient experience provided will not be considered for prequalification.

Project values submitted that are less than \$200,000.00 will not be considered.

Project 1	
Project Title:	
Location:	
Start Date:	
Date of completion:	
Project Value:	\$
Name of Project Superintendent:	
Name of Project Manager:	
Description:	

Details of Materials:	Type of Material	Quantity of Material
Owner (Reference)	Company Name:	
	Contact Name:	
	Phone:	
Mandatory Consultant (Reference)	Company Name:	
	Contact Name:	
	Phone:	

Project 2	
Project Title:	
Location:	
Start Date:	
Date of completion:	
Project Value:	\$
Name of Project Superintendent:	
Name of Project Manager:	
Description:	

Details of Materials:	Type of Material	Quantity of Material
Owner (Reference)	Company Name:	
	Contact Name:	
	Phone:	
Mandatory Consultant (Reference)	Company Name:	
	Contact Name:	
	Phone:	

Project 3	
Project Title:	
Location:	
Start Date:	
Date of completion:	
Project Value:	\$
Name of Project Superintendent:	
Name of Project Manager:	
Description:	

Details of Materials:	Type of Material	Quantity of Material
Owner (Reference)	Company Name:	
	Contact Name:	
	Phone:	
Mandatory Consultant (Reference)	Company Name:	
	Contact Name:	
	Phone:	

Further information for Hazardous Abatement:

The two (2) day asbestos worker certification course is required for all employees who may enter a “restricted area”. “Restricted area” means an area of the work site where there is a reasonable chance that the airborne concentration of asbestos exceeds the Occupational Exposure Limit (OEL). This usually applies primarily to high-risk abatement, but in some cases moderate-risk work as well. For all levels of asbestos abatement: Low, Moderate and High-Risk must be completed by certified abatement workers.

For Mould or Fungal Remediation, supervisors must have completed the four (4) day “Applied Microbial Remediation Technician” (AMRT) course offered by the Institute of Inspection Cleaning and Restoration Certification (IICRC).

SCHEDULE P – PROJECT EXPERIENCE TEMPLATE

Applicability to Schedule and Technical Category

Schedule / Technical Category:

Contractors must provide examples of their project experience for three (3) projects in the form below. This form will need to be completed **for EACH technical category chosen**, download and save this form as many times as required for your complete submission. Ensure to indicate the title of the saved form in the appropriate Schedule (Schedules E through O) and attach to the submission.

Experience should be directly related to the technical category associated, and best show the scope and scale of work that your company has successfully completed. Projects shown should be completed within the last four (4) years and be relevant to the technical category for which you are submitting.

Note: Categories requested without sufficient experience provided will not be considered for prequalification.

Project values submitted that are less than \$200,000.00 will not be considered. (Exception: for Schedule I – Landscaping, where values below \$200,000.00 will be considered).

Project 1	
Project Title:	
Location:	
Start Date:	
Date of completion:	
Project Value:	\$
Name of Project Superintendent:	
Name of Project Manager:	
Description:	

Owner (Reference)	Company Name:	
	Contact Name:	
	Phone:	
Consultant (Reference)	Company Name:	
	Contact Name:	
	Phone:	

Project 2		
Project Title:		
Location:		
Start Date:		
Date of completion:		
Project Value:	\$	
Name of Project Superintendent:		
Name of Project Manager:		
Description:		
Owner (Reference)	Company Name:	

	Contact Name:	
	Phone:	
Consultant (Reference)	Company Name:	
	Contact Name:	
	Phone:	

Project 3		
Project Title:		
Location:		
Start Date:		
Date of completion:		
Project Value:	\$	
Name of Project Superintendent:		
Name of Project Manager:		
Description:		
Owner (Reference)	Company Name:	
	Contact Name:	
	Phone:	

Consultant (Reference)	Company Name:	
	Contact Name:	
	Phone:	

SCHEDULE Q – ANNUAL CONTRACT DOLLAR VALUE

Applicability to Schedule and Technical Category

Schedule / Technical Category:

Contractors must complete this page for **EACH technical category chosen**.

Note: Categories requested without sufficient experience provided will not be considered for prequalification.

Year	Annual Dollar Value for Year	Number of Projects in Year
	\$	
	\$	
	\$	
Total for three (3) years:		
	\$	

SCHEDULE R – SUBMISSION FORM

1. WE CONFIRM THAT:

(a) Response

- (i) we have examined the RFPQ and have received all pages including all Addenda;
- (ii) we acknowledge that the content of all Addenda form part of the RFPQ;
- (iii) we acknowledge and accept the terms and conditions of the RFPQ process set out in the RFPQ;
- (iv) except as explicitly provided in the RFPQ, the submission of this Response creates no legal or contractual obligations for The City or the Respondent; and
- (v) if we are identified as a Selected Respondent, we will provide to The City all documentation required by the RFPQ.

(b) Communication and Information

- (i) we have not discussed or communicated, directly or indirectly, with any other Respondent, any information whatsoever regarding the preparation of our Response or the Response of the other Respondents in a way that would contravene any law applicable to the Respondent, The City, or this RFPQ;
- (ii) we have prepared and submitted our Response independently and without connection, knowledge, comparison of information or arrangement, direct or indirect, with any other Respondent;
- (iii) to the best of our knowledge after reasonable inquiry, we, and all our respective employees and representatives, have:
 - 1. conducted ourselves with integrity and propriety;
 - 2. not engaged in any form of political or other lobbying, of any kind whatsoever, to influence the outcome of the RFPQ Process;
 - 3. not engaged in any inappropriate bidding practices or unethical behaviour in the course of this RFPQ Process; and
 - 4. complied fully with the terms and conditions of the RFPQ Process and the provisions of any confidentiality agreement entered into in connection with the RFPQ Process; and
- (iv) except through the RFPQ Process, we have not received Confidential Information of The City relevant to the RFPQ.

(c) Conflict of Interest

- (i) to the best of our knowledge, the following is a complete list of Conflicts of Interest, including those:
 - 1. that have already been reported to The City; and
 - 2. individuals (as employees, advisors, or in any other capacity) who participated in the preparation of the Response; **AND**:
 - A. were employees of The City and ceased employment within twelve (12) months prior to the submission date of the Response;
 - B. are current employees of The City; or
 - C. are a spouse of a current employee of The City.

	Person A		Person B		Person C	
Name of Party:						
Details of Conflict of Interest:						
Brief description of nature of participation in preparation of the Response:						
Date of employment with The City (past or current): *if applicable	From:	To:	From:	To:	From:	To:

- (ii) upon request, we will provide The City with any additional information about each party identified above; and
- (iii) **IF THE TABLE ABOVE IS LEFT BLANK**, we declare that (i) there was no Conflict of Interest in preparing the Response; and (ii) there is no foreseeable Conflict of Interest in performing the obligations set out the RFPQ.
- (d) Supplier Code of Conduct
 - (i) we have read and understood the Supplier Code of Conduct (ALT2020-1056) and will comply to the best of our ability.

2. WE REPRESENT AND WARRANT:

- (a) there have been no changes in circumstance that could impair our ability to perform our obligations in connection with this RFPQ; and
- (b) **EXCEPT FOR THOSE ACTIONS, SUITS OR PROCEEDINGS SET OUT AS FOLLOWS** there are no actions, suits or proceedings pending that could have a material adverse effect on our ability to perform our obligations in connection with this RFPQ or, to the best of our knowledge after reasonable inquiry, threatened against us and we are

not aware of any ground on which such an action, suit or proceeding might be commenced:

1.	
2.	
3.	
4.	

3. WE AGREE THAT:

any information provided in the 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.

NOTE TO RESPONDENTS: The Respondent must sign the Submission Form in a manner which legally binds the Respondent. If more signatures are required duplicate this page.

Name of Business Entity	
Complete Address	
Phone	Mobile Phone
Email	
Website	





Respondent Handwritten Signature	Respondent Handwritten Signature (if required)
Title	Title
Printed Name	Printed Name
Date	Date

SCHEDULE S – SUBMISSION CHECKLIST




Prequalification for Prime Contractor – RFPQ Submission Checklist

Instruction: Contractors are to complete this checklist as part of their submission. Submission without or incomplete checklist will be rejected, and no further action will be taken.



Commercial:

	City of Calgary Business License	Expiry Date: __/__/____
	Current Certificate of Insurance <ul style="list-style-type: none"> • City of Calgary named as an additional insured. • 30 day notice of change or cancellation. • FIVE MILLION DOLLARS \$5,000,000.00 Commercial General Liability coverage. • FIVE MILLION DOLLARS \$5,000,000.00 Non-owned Auto coverage. • Cross Liability clause. • Contractual Liability clause. 	Expiry Date: __/__/____
	Current Corporate Registry Search (completed within last 30 days)	Issue Date: __/__/____
	Completed Submission Form (Schedule R - Respondent Handwritten Signature)	Signed Date: __/__/____




Safety:

	Company Safety Manual <ul style="list-style-type: none"> ▪ Hazard Assessment, ▪ Worksite Inspections – Process/Tools, ▪ Safety Meetings, Incident Reporting and Investigation ▪ Fatigue Management, Tools and Equipment – Process/procedure/tool(s) ▪ Obligations to Refuse Unsafe Work ▪ OHS Oversight on Prime Contractor for Safety Projects ▪ Contractor Safety Management Program ▪ Sample/Previous Example of Site Safety Plan ▪ Company organization chart indicating reporting structure of safety personnel. 	
	Current COR/SECOR (or equivalent)	Expiry Date: __/__/____
	Current Alberta WCB Letter in good Standing/Clearance letter	Issue Date: __/__/____

Environmental:

	Company Environmental Policy/Procedures document <ul style="list-style-type: none"> • Project Environmental Orientation • Worksite Environmental Inspections • Environmental Incident Management & Reporting 	
	Initialed and Signed Contractor Environmental Acknowledgement Form (CERP)	Signed Date: __/__/____

Technical:

	Schedule D – applied categories marked and submitted.
	Schedule P Submitted for each category applied with minimum 3 projects experience.
	Schedule Q Submitted for each category applied.