



AECOM

REQUEST TO PRE-QUALIFY

Prime Contractors and Underground Contractors for Lagoon and Waste Water Upgrades

Prepared for:

Town of Kindersley

Prepared by:

AECOM

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Project Number:

60595192 (449)

Date:

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Table of Contents

PRE-QUALIFICATION NOTICE

	page
1.0 INSTRUCTIONS TO RESPONDENTS	1
2.0 PRE-QUALIFICATION PROCESS	4
3.0 SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA.....	5
4.0 PRIME CONTACTOR PRE-QUALIFICTION.....	5
5.0 UNDERGROUND CONTACTOR PRE-QUALIFICTION.....	7
6.0 EVALUATION METHOD	8

Appendices

- Appendix A. Forms
- Appendix B. Project Location Maps and Photographs



PRE-QUALIFICATION NOTICE

REQUEST FOR PRE-QUALIFICATION LAGOON AND WASTE WATER UPGRADES

Electronic pre-qualification submissions from respondents will be received until 2:00 p.m. CST on May 24, 2019 emailed to Trevor Woiden, P.Eng. (trevor.woiden@aecom.com) or submitted in a sealed envelope to the office of AECOM Canada Ltd., 200 - 2100 8th Street East, Saskatoon, Saskatchewan, S7H 0V1.

The proposed work is listed below but may be increased or decreased at the discretion of the Town of Kindersley:

- Dual sanitary sewage and effluent pumping facility;
- Lagoon Expansion – construction of two (2) partial mix cells;
- Lagoon desludging of existing lagoon cells;
- Lagoon aeration in proposed partial mix cells;
- Gravity sanitary sewer trunk main;
- Effluent force main and two (2) sanitary sewer force mains;
- Constructing all works in accordance with the Contract (as herein defined).

Pre-qualification documents are available on SaskTenders website (<http://sasktenders.ca>). Enquiries should be directed to Trevor Woiden at 639-398-6176 of AECOM Canada Ltd, Saskatoon, Saskatchewan.

This pre-qualification process is only for general contractors that have the ability and interest to act as a Prime Contractor and/or Underground Contractors who will be approved as subcontractors. If a Contractor has intentions of acting as both Prime Contractor and Underground Contractor, all pre-qualification documents must be submitted (as herein defined). For those intending to qualify as Prime Contractor only, complete forms A & B. For those intending to qualify as approved underground contractor complete Forms C only. Prime Contractors not qualifying as underground contractors may not submit Forms C on behalf of other proponents.

Successfully pre-qualified respondents may be invited to submit a tender in a subsequent and separate process and, if successful, enter into a contract directly with Town of Kindersley for work related to the Lagoon and Waste Water Upgrades. Suppliers and subcontractors other than underground contractors will not be pre-qualified under this process.

A list of qualified Prime Contractors and qualified Underground Contractors will be provided to all successful proponents at the time of tender.

Only the forms provided in this pre-qualification package will be considered during the Engineer's review of proponent's submission. Additional information submitted, or multiple forms not requested, will not be considered during the review.

1.0 INSTRUCTIONS TO RESPONDENTS

- 1.1 This RTP is subject to compliance with New West Partnership Trade Agreement (“**NWPTA**”) policies and by-laws.
- 1.2 AECOM has been retained by the Town of Kindersley (Town) to act as the Engineer for the Project. AECOM will perform contract administration, construction supervision and post-construction services.
- 1.3 **The information supplied in this Request to Pre-Qualify (RTP) is preliminary and subject to change.** The information is furnished merely for the general reference and convenience of each Respondent. The information is not in any way represented, warranted or guaranteed to be accurate or complete by the Town or AECOM. Each Respondent hereby acknowledges and agrees that the Town and AECOM do not owe any Respondent a duty of care concerning the accuracy or completeness of the information in this RTP.
- 1.4 By submitting a pre-qualification request, the contractor accepts the conditions described within this document.
- 1.5 Only contractors that have been notified by AECOM in writing that they have successfully pre-qualified may submit a bid on this contract. **Prime Contractors who do not qualify as underground contractors will be required to select a subcontractor from the list of pre-qualified underground contractors.** Prime contractors will be responsible for distributing the Bid Documents to Subcontractors. Any bids received from companies that have not prequalified as Prime Contractor will be returned unopened.

Pre-qualified Underground Contractors will be expected to perform all pipeline installation and major earthworks. Any other subcontractor required to complete the work in accordance to the contract will not be required to be pre-qualified.

1.6 Modification or Revocation of RTP Submissions

Respondent RTP submissions may be modified provided the modification:

- is in the form of a letter or a fax transmittal and all pages of such letter or fax transmittal are received at the RTP Closing Place prior to the RTP closing time identified in the Pre-Qualification Notice;
- states the name of the Respondent;
- clearly identifies the details of the modification; and
- is signed by the Respondent’s authorized representative(s).

Respondents may revoke their RTP submission by giving written notice, delivered by hand, mail or fax, to the RTP Closing Place prior to the RTP Closing Time identified in the RTP Notice.

The Town and AECOM do not accept responsibility for the content of modifications or revocations of Respondents that are, for any reason, delayed, illegible or otherwise improperly received. The Town may, in its discretion, disregard modifications or revocations that are improperly received.

1.7 Waiver

The Respondent hereby waives any claim for damages or costs of any nature against the Town of Kindersley and AECOM (including, without limitation, the cost of preparing and submitting the RTP submission, and any anticipated profits and contributions to overhead) arising out of the Town’s use of its discretion under the RTP documents, and AECOM’s advice to the Town.

1.8 Information Requests

The Evaluation Team reserves the right, but is under no obligation, to request clarification and additional information during the evaluation period after the RTP Closing Time. Respondents shall comply with information requests made by the Town or AECOM within three (3) business days of the information request. Failure to comply with the request within this time period will be deemed unresponsive and the evaluation of the Respondent RTP submission will proceed in the absence of the information requested, which may result in disqualification or a failure to pre-qualify.

1.9 Selection of Short-Listed Respondents

It is the Town's goal to short-list no fewer than three (3) qualifying Prime Contractor Respondents; however, the Town hereby reserves the right to short-list any number of qualifying Respondents.

The Town is not under any obligation to short-list any Respondents and reserves the right in its discretion to cancel this RTP at any time for any reason or without reason. The Town may, in its discretion, re-issue the RTP.

Short-listing of Respondents and tendering for the Work is contingent upon budget approval and other corporate and regulatory conditions.

The Town reserves the right to short-list Respondents that the Town deems, in its sole and absolute discretion, to be most advantageous to the Project. For the purposes of evaluation, the City may take into account any criteria that it sees fit, including any previous work experience of the Respondent with the City.

Appeals related to the RTP process and final outcome will not be considered by either the Engineer or the Owner.

1.10 Corporate Registry

Registration in the Corporate Registry is not required for the RTP submission. All Prime Contractors entering into a Contract with the City must be registered to conduct business in the Province of Saskatchewan. This requirement may be satisfied by being registered with the Corporate Registry of the Information Services Corporation of Saskatchewan or, where the NWPTA applies, by being registered to conduct business in Saskatchewan extra-provincially through the corporate registry in the corporation's home jurisdiction.

3.10 Submission Confidentiality

Any third party information, as defined by *The Freedom of Information and Protection of Privacy Act* (Saskatchewan), contained in the RTP submission is confidential and will not be disclosed by AECOM or the Town. AECOM and the Town will not be entering into individual non-disclosure agreements with Respondents prior to RTP submission.

3.11 Attempt to Contact / Lobbying

Any attempt by a Respondent to contact the Town, which includes any employee and/or elected official, will result in immediate disqualification of the Respondent from this RTP.

Respondents, Respondent affiliates and team members including key individuals, and their respective directors, officers, employees, consultants, agents, advisors and representatives will not engage in any form of political or other lobbying whatsoever in relation to the Project, this RTP, or the selection process,

including for the purpose of influencing the outcome of the selection process. Further, no such person (other than as expressly contemplated in the RTP) will attempt to communicate in relation to the Project, this RFP, or the selection process, directly or indirectly, with any representative of the Town, or any member of the City Council for the purpose of:

- a) Commenting on, or attempting to influence views on, the merits of the Proponent's proposal, or in any relation to proposals of any Proponents;
- b) Influencing, or attempting to influence, the evaluation and ranking of the proposals, the selection of a preferred Proponent, or any negotiations with a preferred Proponent;
- c) Promoting the Proponent or its interests in the Project;
- d) Commenting on or criticizing aspects of this RTP, the selection process, the Project, including in a manner which may give the Proponent a competitive or other advantage over other Proponents; or
- e) Criticizing the RTP submissions of other Proponents.

3.12 Reference Information

References for projects must include current contact information. The references that are supplied will be contacted and asked several questions pertaining to the Contracting performance on the project. **If the reference can't be contacted the project may be rejected** and the submission considered inadequate in meeting requirements.

2.0 PRE-QUALIFICATION PROCESS

2.1 Preliminary Schedule

The preliminary schedule for the Lagoon and Waste Water Upgrades is:

- RTP documents issued: May 16, 2019
- RTP close: May 24, 2019
- Notify Qualified Respondents and Distribute list of Qualified Prime & Underground Contractors: May 29, 2019
- Bid documents expected to be issued: June 1, 2019
- Excepted Notice of Acceptance: June 2019

The construction completion date shall be September, 2020.

2.2 Clarifications

Should the Respondent find discrepancies in or omissions from, the RTP documents, or be in doubt as to their meaning, the Respondent should at once notify AECOM, who may send an Addendum to all Respondents. No oral interpretation made by AECOM to any Respondent as to the meaning of any part of the RTP documents shall be binding upon the Town, or be effective to modify any of the provisions of the RTP documents. Words and abbreviations used in the RTP documents which have well known technical or trade meanings, or are defined in the RTP documents, shall be interpreted in accordance with such meanings or definitions. Every request for an interpretation shall be made in writing and promptly forwarded to the Engineer at the following address:

AECOM
200-2100 8th Street East
Saskatoon, SK
S7H 0V1

Attention: Trevor Woiden, P.Eng.
Telephone: 639-398-6176
Fax: 306-955-0044
trevor.woiden@aecom.com

2.3 Addenda

Any interpretation, correction or change to the RTP documents will be made by written Addendum. Interpretations, verbal statements made by the Town or its' representatives, corrections and changes made in any other manner will not be binding, and potential Respondents shall not rely upon such interpretations, corrections or changes. Interpretations, verbal statements made by the Town or AECOM, corrections and changes made in any manner other than Addenda shall be regarded as off-the-cuff comments.

Addenda, if applicable, will be posted on the SaskTenders website.

Each Respondent is responsible for ensuring that all issued addenda have been received and that such receipt has been acknowledged on the RTP submission form where indicated.

3.0 SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Respondents should follow the format specified herein and should use the form templates in Appendix A to communicate the requested information.

Respondents may submit documents electronically to the Engineer or provide a copy of the RTP submission mailed to the Engineer

Deliver/Respond to: AECOM Canada Ltd. at 200 – 2100 8th Street East, Saskatoon, SK S7H 0V1
ATTN: Mr. Trevor Woiden, P.Eng.
trevor.woiden@aecom.com

Clearly mark envelope as: Kindersley Lagoon and Waste Water Upgrades – Pre-Qualification

All submitted information is subject to verification by the Evaluation Team. In the event that it is determined that any of the information submitted is inaccurate or misleading, the Respondent may be disqualified from being considered for short-listing. Incomplete information may limit the Respondent's ability to qualify.

4.0 PRIME CONTACTOR PRE-QUALIFICATION

4.1 **MODULE 1 – Project Experience**

.1 Complete Form A1: Respondent Project Experience as Prime Contractor – Large Project Experience

The Respondent shall complete Form A1 (attached at Appendix A) for one project that has been completed in the past ten (10) years for which they acted as the Prime Contractor. The project identified shall meet the following minimum requirements:

- a) The project shall have had a construction value of approximately 5.5 Million Dollars (\$5,500,000.00) or more, and;

.2 Complete Form A2: Respondent Project Experience as Prime Contractor – Large Waste Water Project Experience

The Respondent shall complete Form A1 (attached at Appendix A) for one project that has been completed in the past ten (10) years for which they acted as the Prime Contractor. The project identified shall meet the following minimum requirements:

- a) The project shall have had a construction value of approximately 3.5 Million Dollars (\$3,500,000.00) or more, and;
- b) Project must have primarily included (50% of the contract) at a minimum one of the following components:
 - Major Earthworks
 - Water or Waste Water Facility
 - Underground utility installation

.3 Complete Form A3: Respondent Project Experience as Prime Contractor – Sewage Pumping Station or Treatment Facility

The Respondent shall complete Form A3 (attached at Appendix A) for one project that has been completed in the past ten (10) years for which they acted as the Prime Contractor. The project

identified shall meet the following minimum requirements:

- a) The project shall have had a construction value of approximately Two Million Dollars (\$2,000,000.00) or more, and;
- b) The project must be a waste water treatment or pumping facility.

4.2 MODULE 2 – Superintendent and Project Manager Experience

.1 The bidder shall name the intended superintendent and project manager if successful in securing this contract. Complete Forms B1 and B2 for each individual. The projects identified for each individual shall meet the following minimum requirements:

- a) One (1) project shall have had a construction value of approximately Five Million Dollars (\$5,000,000.00) or more, and;
- b) One (1) project must be a waste water treatment or pumping facility.

4.3 MODULE 3 – Project References and Review

.1 References for projects must include current contact information. The references that are supplied may be contacted and asked several questions pertaining to the Prime Contracting performance on the project. If the reference can't be contacted, the project may be rejected, and the submission considered inadequate in meeting requirements.

.2 The owner and consulting engineer references may be contacted for all listed projects and the information obtained directly from the references will be evaluated according to the following point system.

If references are contacted, the Engineers will be asked a series of questions in order to provide a rating of 1-5 for each question. A rating of 1 would be least favourable and a rating of 5 would be most favourable. For questions that do not apply to the Respondent's nominated contract(s), a rating of zero will be applied. For contracts and questions for which a reference is unresponsive, a rating of zero will be applied for that contract.

.3 The reference ratings will be summed for each nominated contract and each contract will be applied a score, which will be weighed as follows:

- a) Project Management – 30 points. Performance as a general contractor for projects including managing and meeting schedules and achieving final completion; adherence to safety policies; management of subcontractors and suppliers; management of scope changes and change orders; and good working relationship with consulting engineers and owners.
- b) Quality Control – 30 points. Includes workmanship and timely correction of deficiencies and warranty items.
- c) Experience of Project Manager and Superintendent – 30 points.
- d) Completeness of Application – 10 points.

.4 A minimum score of 80% from project references must be achieved in order to meet the minimum requirements for pre-qualification.

5.0 UNDERGROUND CONTACTOR PRE-QUALIFICATION

5.1 MODULE 1 – Project Experience

- .1 Complete Form C1: Respondent Project Experience as Underground Contractor – Major Earthworks Project

The Respondent shall complete Form C1 (attached at Appendix A) for one project has have been completed in the past ten (10) years for which they acted as the Prime Contractor. The project identified shall meet the following minimum requirements:

- a) The project shall have had a construction value of approximately 2 Million Dollars (\$2,000,000.00) or more, and;
- b) Include a major earthworks component. Volume of earthworks for the project must be provided.

- .2 Complete Form C2: Respondent Project Experience as Underground Contractor – Large Diameter Gravity Conveyance Sanitary Sewer

The Respondent shall complete Form C2 (attached at Appendix A) for one project that has been completed in the past ten (10) years for which they acted as the Prime Contractor. The project identified shall meet the following minimum requirements:

- a) The project shall have had a construction value of approximately 2 Million Dollars (\$2,000,000.00) or more, and;
- b) Project must have included installation of gravity sanitary sewer pipe with a diameter greater than 450 mm.

- .3 Complete Form C3: Respondent Project Experience as Underground Contractor – Pressurized Sanitary Sewer Pipeline

The Respondent shall complete Form C2 (attached at Appendix A) for one project that has been completed in the past ten (10) years for which they acted as the Prime Contractor. The project identified shall meet the following minimum requirements:

- a) The project shall have had a construction value of approximately 2 Million Dollars (\$2,000,000.00) or more, and;
- b) Project must have included installation of pressurized sanitary sewer pipeline.

6.0 EVALUATION METHOD

An Evaluation Team consisting of representatives from the Project Team will collectively evaluate the RTP submissions and any information provided by information request to determine the short-list. An interview may be required. Where an interview is required, the Project Principal, Project Manager and Site Superintendent of the Respondent firm will be asked to attend.

The Town of Kindersley reserves the right to use its sole and absolute discretion to evaluate the RTP submissions and may waive any of the requirements herein.

Upon conclusion of the evaluation process, a final recommendation will be made for acceptance by Town of Kindersley.

The pre-qualification evaluation results shall be the property of the Town of Kindersley, which will not disclose same under any circumstances, either before, during, or after the evaluation/selection process.

A member of the Project Team will notify each Respondent's primary contact as to whether or not the Respondent has been short-listed.

Appendix A

Forms

**Form A1: Respondent Project Experience as Prime Contractor
Large Project Experience**

Submit one completed Form A1. Project advertising sheets are not acceptable in lieu of completing Form A1. If multiple copies of Form A1 are submitted, only the first form in the submission will be considered.

Contract Title	
Contract Location	
Name of Owner	
Name of Consulting Engineer Firm	
Name of Prime Contractor (Respondent or Member Firm)	
Initial contract value	
Final contract value (minimum \$5.5M)	
Start date	
Required completion date	
Date of substantial performance	
Date of final completion	
Project Overview	
Owner contact information (name and telephone number)	
Consulting Engineer contact information (name and telephone number)	

**Form A1: Respondent Project Experience as Prime Contractor
Large Waste Water Project Experience**

Submit one completed Form A1. Project advertising sheets are not acceptable in lieu of completing Form A1. If multiple copies of Form A1 are submitted, only the first form in the submission will be considered.

Contract Title	
Contract Location	
Name of Owner	
Name of Consulting Engineer Firm	
Name of Prime Contractor (Respondent or Member Firm)	
Initial contract value	
Final contract value (minimum \$3.5M)	
Start date	
Required completion date	
Date of substantial performance	
Date of final completion	
Project Overview - Major Earthworks - Water or Waste Water Facility - Underground utility installation	
Owner contact information (name and telephone number)	
Consulting Engineer contact information (name and telephone number)	

**Form A3: Respondent Project Experience as Prime Contractor
Sewage Pumping Station or Treatment Facility**

Submit one completed Form A2. Project advertising sheets are not acceptable in lieu of completing Form A2. If multiple copies of Form A2 are submitted, only the first form in the submission will be considered.

Contract Title	
Contract Location	
Name of Owner	
Name of Consulting Engineer Firm	
Name of Prime Contractor (Respondent or Member Firm)	
Initial contract value	
Final contract value (minimum \$2M)	
Start date	
Required completion date	
Date of substantial performance	
Date of final completion	
Description of Waste Water Facility	
Owner contact information (name and telephone number)	
Consulting Engineer contact information (name and telephone number)	
Number of lost time accidents	

Form B1: Prime Contractor – Site Superintendent Project Experience

Name of Site Superintendent: _____

	Contract 1	Contract 2	Contract 3
Contract Title			
Contract Location			
Nature of Project			
Name of Owner			
Name of Consulting Engineer Firm			
Contract Value			
Waste Water Project Components?			
Owner Contact Information (name, email & telephone number)			
Consulting Engineer Contact Information (name, email & telephone number)			

Form B2: Prime Contractor – Project Manager Project Experience

Name of Project Manager: _____

	Contract 1	Contract 2	Contract 3
Contract Title			
Contract Location			
Name of Owner			
Name of Consulting Engineer Firm			
Contract Value			
Waste Water Project Components?			
Owner Contact Information (name, email & telephone number)			
Consulting Engineer Contact Information (name, email & telephone number)			

**Form C1: Respondent Project Experience as Underground Contractor
Major Earthworks Project**

Submit one completed Form C1. Project advertising sheets are not acceptable in lieu of completing Form C1. If multiple copies of Form C1 are submitted, only the first form in the submission will be considered.

Contract Title	
Contract Location	
Name of Owner	
Name of Consulting Engineer Firm	
Name of Prime Contractor (Respondent or Member Firm)	
Initial contract value	
Final contract value (minimum \$2M)	
Start date	
Required completion date	
Date of substantial performance	
Date of final completion	
Description of Project including: Volume of Earthworks	
Owner contact information (name and telephone number)	
Consulting Engineer contact information (name and telephone number)	
Number of lost time accidents	

**Form C2: Respondent Project Experience as Underground Contractor
Large Diameter Gravity Conveyance Sanitary Sewer**

Submit one completed Form C2. Project advertising sheets are not acceptable in lieu of completing Form C2. If multiple copies of Form C2 are submitted, only the first form in the submission will be considered.

Contract Title	
Contract Location	
Name of Owner	
Name of Consulting Engineer Firm	
Name of Prime Contractor (Respondent or Member Firm)	
Initial contract value	
Final contract value (minimum \$2M)	
Start date	
Required completion date	
Date of substantial performance	
Date of final completion	
Description of Project including; Diameter of gravity conveyance main, Total length of main installed	
Owner contact information (name and telephone number)	
Consulting Engineer contact information (name and telephone number)	
Number of lost time accidents	

**Form C3: Respondent Project Experience as Underground Contractor
Pressurized Sanitary Sewer Pipeline**

Submit one completed Form C3. Project advertising sheets are not acceptable in lieu of completing Form C3. If multiple copies of Form C3 are submitted, only the first form in the submission will be considered.

Contract Title	
Contract Location	
Name of Owner	
Name of Consulting Engineer Firm	
Name of Prime Contractor (Respondent or Member Firm)	
Initial contract value	
Final contract value (minimum \$2M)	
Start date	
Required completion date	
Date of substantial performance	
Date of final completion	
Description of Project including; Diameter of pressure pipeline, Total length of pipeline installed, Material of pipeline, Install method	
Owner contact information (name and telephone number)	
Consulting Engineer contact information (name and telephone number)	
Number of lost time accidents	