



# REQUEST FOR EXPRESSION OF INTEREST

## VANCOUVER LANDFILL GAS WORKS - CONTRACTOR PREQUALIFICATION

RFEOI No. PS20190859

Issue Date: Wednesday, October 9, 2019

Issued by: City of Vancouver (the "City")

IN RESPECT OF  
VANCOUVER LANDFILL GAS WORKS - CONTRACTOR PREQUALIFICATION

REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20190859 (the "RFEOI")  
VANCOUVER LANDFILL GAS WORKS - CONTRACTOR PREQUALIFICATION

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 3:00pm on Tuesday, November 5, 2019 (the "Closing Time") in accordance with the following:
  - Subject of the file to be: RFEOI PS20190859 - VANCOUVER LANDFILL GAS WORKS - CONTRACTOR PREQUALIFICATION - Vendor name.
  - Document format for submissions:
    - Schedule 1-5 in PDF format, - 1 combined PDF file, and;
    - Any additional attachments if required.
  - Zip the files to reduce the size or email separately if needed.
  - Send your submissions to [Bids@vancouver.ca](mailto:Bids@vancouver.ca); do not deliver a physical copy to the City of Vancouver.
  - If you did not receive an automated email within few minutes, check your junk folder first, and then contact [Purchasing@vancouver.ca](mailto:Purchasing@vancouver.ca).
  - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
2. Each Expression of Interest should be marked with the vendor's name and the RFEOI title and number.
3. "Vancouver Time" will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX.
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Brian Brennan, Contracting Specialist  
Email: [brian.brennan@vancouver.ca](mailto:brian.brennan@vancouver.ca)

(the "Contact Person")

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## SECTION 1 GENERAL INFORMATION

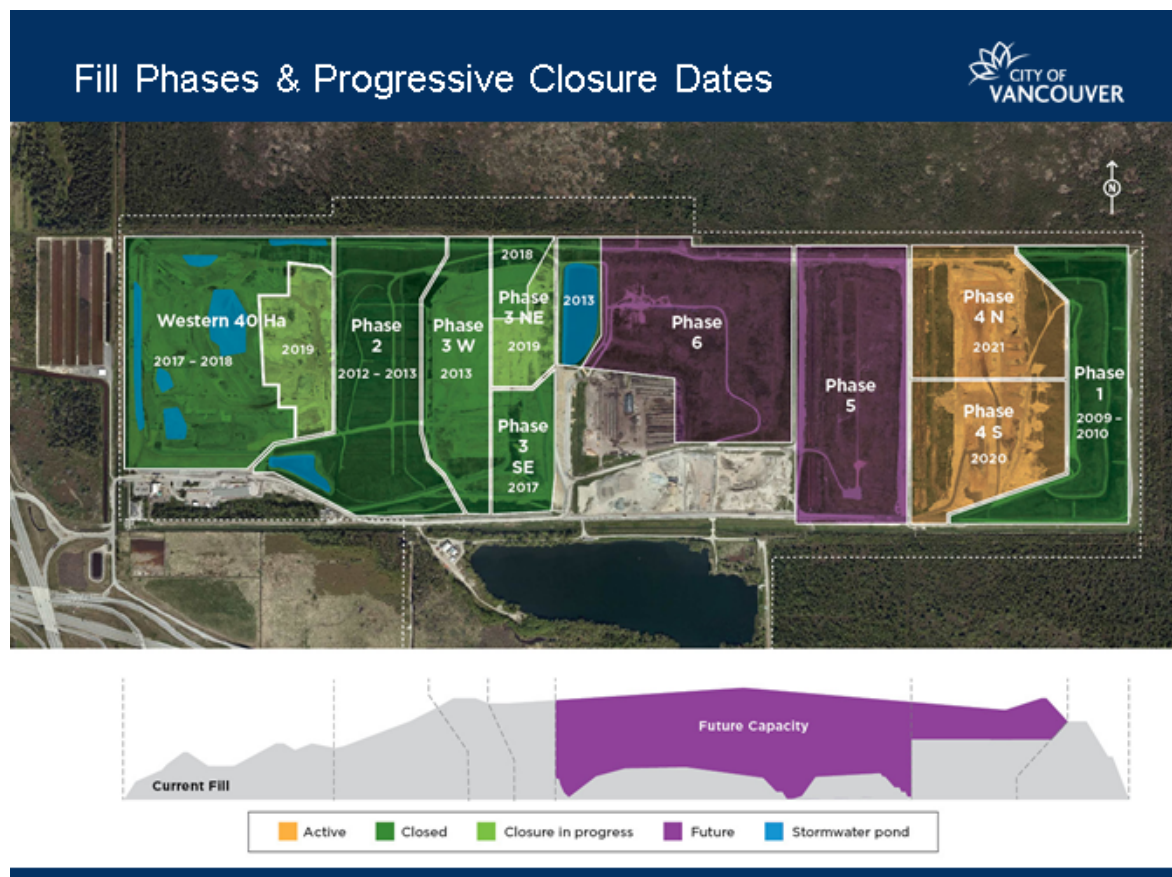
### 1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from vendors with expertise in gas works and other construction services. Vendors who are prequalified through the RFEI may be invited to participate in three or more invitation to tenders over the next three year period.

### 1.2 Background

Owned and operated by the City, the Vancouver Landfill serves approximately 70% of the Metro Vancouver region. In operation since 1966, the Landfill is authorized by the BC Ministry of Environment and Climate Change Strategy’s (MOE) Operational Certificate (OC) and Metro Vancouver’s Integrated Solid Waste and Resource Management Plan (ISWRMP) (<http://www.metrovancouver.org/about/publications/Publications/ISWRMP.pdf>). The current operating agreements with Metro Vancouver and the City of Delta expire in 2037. Additional information about the Landfill can be found in the Landfill’s annual report at <http://vancouver.ca/home-property-development/annual-reports-for-landfill-and-solid-waste-divisions.aspx>

The following figure shows the current filling area in Phase 4 and the state of and plans for progressive closure of the Landfill:



Landfill gas (LFG) is collected with a network of horizontal collectors and vertical gas extraction wells and conveyed to the flare station for either destruction in the flares or utilization off site. The City is committed to maximizing gas capture and reducing GHG emissions. In recent years, the City has been actively improving LFG collection with the installation of numerous vertical extraction wells and horizontal collectors throughout the site. Regular installation of additional works is needed to maintain the BC *Landfill Gas Management Regulation* collection efficiency target of 75%.

Over the next three years, the City expects to install horizontal gas collectors and leachate collectors in alternating lifts in Phases 4 and 5 as filling actively moves into that area. In addition, the City anticipates the need for the installation of stormwater piping, replacement vertical gas wells, hydrogeological wells and upgrades to header piping.

### 1.3 Scope of Work

The City requires construction services to be completed in a timely fashion at a busy landfill site. The work is required to be coordinated with the filling operation of the Landfill with each piece of work to be installed within a specific timeframe defined by the City.

The work that will be contained within each invitation to tender may include:

#### 1.3.1 Provision of submittals in response to a Notice of Award including:

- A site specific health and safety plan under the supervision of and signed by a Certified Registered Safety Professional (CRSP) or Certified Health and Safety Consultant (CHSP) addressing, as a high-level overview, health and safety issues including hazards, mitigation measures, onboarding, site orientations, safety meetings, first aid attendant requirements, and training requirements and record keeping;
- a detailed traffic management plan addressing vehicular and pedestrian movement, safety and access with specific detailing on methods, signage and materials used to maintain Work Site operations and access to staff and public users of the Work Site;
- a detailed construction schedule consistent with any preliminary construction milestones included with the invitation to tender, which indicates the timing of the major activities of the work and provides sufficient detail of the critical events and their interrelationship to demonstrate such work will be performed in accordance with the completion dates stated in the invitation to tender and coordinated as required with Landfill Operations;
- a performance bond and a labour and material payment bond, each in the amount of fifty percent (50%) of the Tender Price, issued by a surety licensed to carry on the business of suretyship in the province of British Columbia, and in a form acceptable to the City; and
- proof of a commercial general liability insurance policy in a template provide by the City.

#### 1.3.2 Submittals and Shop Drawings as required by the City's design consultant including a phasing plan for gas works showing how the order of work will accomplish continuing and maintaining the operations of the existing systems;

#### 1.3.3 Administrative requirements including:

- Progress reports;
- Survey and QA/QC documentation which meet the City's survey guidelines;

- Submission of as built drawings which meet the City's drawing standards;
- Contract close out reports, including vendor information, warranties, operations and maintenance manuals.
- Monthly cash flow forecast;
- Monthly construction schedule updates;
- Monthly progress reports; and
- Monthly National Pollution Reporting Index reporting.

1.3.4 Regular coordination meetings with City staff, consultants, and other contractors.

1.3.5 Traffic management during the work that accounts for customer traffic as well as heavy equipment movements.

1.3.6 Construction services for gas works including:

- Marking all existing infrastructure in the field from record drawings and other information with hand digging to locate prior to machine use;
- Installation of new gas and related works where specified with integration with (and minimal disruption to) existing LFG works;
- Development of purge plans for all works to be tied into existing works which adhere to the City's requirements per a sample plan provided;
- Coordination with the filling operation and day to day Landfill Operations to allow safe operation of the Landfill, including constant access and egress for staff and customers, while constructing the work;
- Stockpile and laydown locations in cooperation with Landfill Operations and accounting for and tracking materials stockpiled by the City;
- Collaborative coordination with the City and its Consultant(s) for field fit works;

1.3.7 Health and Safety Requirements including:

- Being and acting as Prime Contractor within a defined work area (multi-employer work site), respecting other contractor areas, and adhering to contract requirements and the City's expectations for Prime Contractors, titled *Site Safety Orientation Communication Expectations Letter*;
- Adhering to the TLO Safety Absolutes, titled *Contractor Safety Absolutes*;
- Signing off on the Landfill's Site Safety Orientation letter and meeting its requirements, titled *Vancouver Landfill Site Safety Orientation and Agreement*;
- Signing off on the Health and Safety Plan acknowledgement letter, titled *Contractor Health and Safety Program / Site Specific Safety Plan Sign-Off*;
- Completing the work while minimizing the risk of landfill fire.

1.4 Contractor Qualifications/Key Personnel

The Contractor and Key Personnel should have the following:

- Project Manager for each stage of construction with PMP certification;
- Superintendent with a minimum of 5 years of experience;

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- Full time Construction Safety Officer/Prime Contractor Qualified Coordinator during each stage of construction;
- WorkSafeBC Certificate of Recognition (COR) certification or be registered to obtain a valid COR issued by a WorkSafe BC authorized Certifying Partner or other ISO certification (18001 or 45001);
- Proof of at least 10,000 m of HDPE welding experience and at least 1,000 m of HDPE pipe welding experience of 500 mm diameter pipe or greater; and
- Experience with working at landfills with challenging conditions and addressing settlement during survey and construction of works requiring specified grades and/or elevations.

**1.5 Contractor Equipment**

- All proposed equipment used on site should meet or exceeds the Tier 3 environmental standard.

**1.6 Schedule**

The following is the anticipated schedule for the invitation to tenders which is subject to change depending on the Landfill fill rates, settlement, and other factors:

| <b>Invitation to Tender Package 1</b>  | <b>Construction Timing</b>  |
|--|---|
| PH4NL5 Leachate (400 m)<br>PH4NL6 Horizontals (10 ha)<br>Necessary connections, road crossings, condensate traps, etc. to make it fully functional.  | L5 leachate build May to July 2020<br>L6 horizontals build Aug-Oct 2020 |
| Legacy lake pipe (funded from CEG-29)  | Sep 2020-Jan 2021   |
| Yearly 10 Vertical Well Replacement (funded from closure) including decommissioning of old wells and extension/connection of new to the existing system, average depth of 30 m                   | Sept-Oct 2020   |
| <b>Invitation to Tender Package 2</b>  | <b>Construction Timing</b>  |
| PH5SL2 Horizontals (11ha)<br>Necessary connections, road crossings, condensate traps, etc. to make it fully functional and drain to the Phase 5SL1 Leachate collector being constructed in 2020. | Nov 2020 - May 2021   |
| Upgrade to Header (South)<br>Approximately 1100m and 450mm diameter and 10 condensate traps.   | Summer 2021   |
| Yearly 10 Vertical Well Replacement (funded from closure) including decommissioning of old wells and extension/connection of new to the existing system, average depth of 30 m                   | Sept-Oct 2021   |
| <b>Invitation to Tender Package 3</b>  | <b>Construction Timing</b>  |

|  |   |
|--|---|
| PH5NL2 Horizontals (11ha)<br>Necessary connections, road crossings, condensate traps, etc. to make it fully functional and drain to the Phase 5SL1 Leachate collector being constructed in 2019. | Nov 2021-Dec 2022   |
| PH5SL3 Leachate (400m)<br>PH5SL4 Horizontals (9.4ha)<br>Necessary connections, road crossings, condensate traps, etc. to make it fully functional.   | L3 Leachate build    Jun-Aug 2022<br>L4 horizontals build    Aug-Dec 2022 |
| Yearly 10 Vertical Well Replacement (funded from closure) including decommissioning of old wells and extension/connection of new to the existing system, average depth of 30 m                   | Sept-Oct 2022   |

## 1.7 Sustainability

- 1.7.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.
- 1.7.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

## 1.8 RFEOI Process

- 1.8.1 Interested parties ("**Respondents**") are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.8.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents' expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City's discretion) to the responses received and limited, should the City so determine, to all or some of the RFEOI Respondents. The City currently anticipates that it will carry out invitation to tenders and that the same will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.



- 1.8.3 Notwithstanding the foregoing, the City may, as a result of the RFEI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.8.4 The RFEI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise in [insert description of required expertise, as above].
- 1.8.5 Any potential Respondent is requested to refrain from submitting an Expressions of Interest if it is not willing to submit bona fide proposal or tender in relation to the subject matter of the RFEI if the City invites the Respondent to participate in a request for proposals or invitation to tender.
- 1.8.6 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

## 1.9 RFEI Documents

### 1.9.1 This RFEI consists of:

- (a) the cover page hereof and sections 1 through 5 hereof; and
- (b) schedules as follows:
  - (i) Schedule 1 – Description of Requirements;
  - (ii) Schedule 2 – Letter of Expression of Interest;
  - (iii) Schedule 3 – Format for Expressions of Interest;
  - (iv) Schedule 4 – Certificate of Existing Insurance; and
  - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance.

(collectively, the “RFEI Documents”)

- 1.9.2 If the City of Vancouver issues any amendments or addenda to the RFEI Documents, such amendments or addenda will form part of the RFEI Documents. It is the sole responsibility of all Respondents to check the City’s website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEI Documents, including questions and answers posted by the City in relation to this RFEI.

## SECTION 2 QUALIFICATION CRITERIA

### 2.1 General

The City currently expects to base its decision with respect to each Respondent’s qualification (or not) to participate in invitation to tenders on (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its “**Statement of Qualifications**”) has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

## 2.2 Key Personnel and Subcontractors

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to participate in invitation to tenders may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.
- 2.2.4 Notwithstanding the following, by submitting an Expression of Interest, each Respondent acknowledges that if selected to participate in invitation to tenders, the Respondent may be required to include subcontractors selected by the City.

## SECTION 3 COMMUNICATIONS

Respondents may not communicate with the City about the RFEOI except in writing by email to the contact person listed on the cover page of this RFEOI.

## SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST

### 4.1 Delivery

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to [bid@vancouver.ca](mailto:bid@vancouver.ca). It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

### 4.2 Late Expressions of Interest

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

### 4.3 Form of Expression of Interest

Each Expression of Interest should consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4 and declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

### 4.4 Lack of Information

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

#### 4.5 Material Changes

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process. Participants in invitation to tenders will be required to update key qualification information at the time of tender submission. Prior to the entry into any agreement for goods or services, a successful vendor will be required to confirm its continued status.

### SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST

#### 5.1 Evaluation by the City of Vancouver

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select a number of Respondents ("**Pre-Qualified Respondents**"); provided that:

5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and

5.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

#### 5.2 Inquiries

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

#### 5.3 Non-Conforming Expressions of Interest

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEOI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

### SECTION 6 NOTIFICATION AND INVITATION TO TENDER PROCESS

#### 6.1 Notification of Prequalification

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

## 6.2 Changes after Pre-Qualification

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals or tenders. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

## 6.3 The City of Vancouver Rights

6.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent invitation to tender process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same invitation to tenders with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent .

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

## 6.4 Information Disclaimer

6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in invitation to tenders and other documents.

#### 6.5 Security Requirements

The City reserves the right to require, as a condition of a contract entered into with any successful vendor, or as a condition to participation in an invitation to tender, that the vendor or directors or officers of the vendor consent to the City and its security partners conducting at the City's discretion, a security clearance investigation, including without limitation criminal records searches and such other security searches as the City may deem advisable, together with ongoing monitoring of the same.

### SECTION 7 CONFLICTS/COLLUSION/LOBBYING

#### 7.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

#### 7.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

#### 7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.4 Collusion**

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.5 Lobbying**

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS**

| <b>RFEI<br/>Section<br/>Reference</b> |  |
|---------------------------------------|--|
| 1.1 - 1.5                             | <p><b>Description of Products and Services:</b></p> <p>The City seeks Expressions of Interest from Respondents who have expertise in Landfill gas works and other construction services, and can complete the work including the following:</p> <ul style="list-style-type: none"><li>(a) Provision of submittals in response to a Notice of Award;</li><li>(b) Submittals and Shop Drawings as required by the City's design consultant;</li><li>(c) Meeting the City's administrative requirements;</li><li>(d) Attending regular coordination meetings;</li><li>(e) Traffic management;</li><li>(f) Construction of gasworks including any subcontractor management;</li><li>(g) Project closeout including provision of as built drawings.</li></ul>   |
| 1.5                                   | <p><b>Anticipated Period of Issuance of Invitation to Tender packages:</b></p> <ul style="list-style-type: none"><li>• Invitation to Tender Package 1 - Spring 2020</li><li>• Invitation to Tender Package 2 - Summer 2020</li><li>• Invitation to Tender Package 3 - Spring 2022</li></ul>  |
| 2.1 & 5.1                             | <p><b>Evaluation Criteria</b></p> <p>Qualifications and relevant corporate experience and capability of the Respondent;</p> <ul style="list-style-type: none"><li>(a) Respondent Overview and Experience including the information submitted on the requested CCDC 11 - 2018 Contractor's Qualification Statement;</li><li>(b) Proposed Key Personnel - Qualifications and relevant experience of the Respondent's key personnel and sub-contractors to be included in the team;</li><li>(c) Proposed Contractors Equipment;</li><li>(d) Health and Safety Certification(s);</li><li>(e) Health and Safety Management;</li><li>(f) Quality Management;</li><li>(g) Sustainability including the Respondent and their subcontractors approach to reducing GHG's;</li><li>(h) History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three years previous to the Closing Time;</li><li>(i) Ability to meet insurance and bonding requirements.</li></ul> <p><b>Note:</b> The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p> |

SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

*[Letterhead paper of the Respondent or participant responsible for  
a joint venture, including full postal address, email, and telephone.]*

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the "City")

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20190859 (the "RFEI") IN RESPECT OF VANCOUVER LANDFILL GASWORKS - CONTRACTOR PREQUALIFICATION

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to *[insert full corporate name and if a joint venture, then state "...refers to each of" and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEI.
5. The City and its representatives may contact the following persons for further information:  
  
*[Insert information.]*
6. This Expression of Interest is made with the full understanding and agreement that:
  - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal or tender;
  - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFEI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
  - (c) the City of Vancouver may:
    - (i) amend the scope and description of the goods and services to be procured under the RFEI or any subsequent invitation to tender process, varying them from those described in the RFEI, or amend the qualifications that may be required to meet the City's requirements;
    - (ii) reject or accept any or all Expressions of Interest;
    - (iii) cancel the RFEI process and reject all Expressions of Interest;



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- (iv) cancel the RFEOI process and commence a new process in respect of the same invitation to tender with the same or an amended set of documents, information or requirements;
    - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
    - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
  - (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
  - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
  - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);
- |                                   |                  |
|-----------------------------------|------------------|
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |

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12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
  - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
  - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cheque Payable/Remit to Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ Date and Jurisdiction of Incorporation: \_\_\_\_\_

WorkSafeBC Registration No.: \_\_\_\_\_

**SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST**

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate, a completed and duly executed declaration of Supplier Code of Conduct Compliance, and duly executed Conflict of Interest Declaration (the following Schedules 4, 5, and 6); and
3. a Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, fax number and contact person.

(b) **Table of Contents / Index**

(c) **Questionnaire:**

Complete the Questionnaire in the form set out below:

**Respondent Overview and Experience**

In the space below, or attached to this Expression of Interest as an additional Appendix clearly titled "Respondent Overview and Experience", provide a description of the Respondent's company, purpose and history of successes. Highlight the Respondent's accomplishments, achievements and experience as prime contractor on construction projects. Select a maximum of 5 projects undertaken within the last 10 years. The same information should be supplied for any proposed subcontractors, including any proposed subcontractors for HDPE pipe fusing. Information that should be supplied:

- Completed CCDC 11 - 2018 Contractor's Qualification Statement
- clearly indicate how this project is comparable/relevant to the reference projects;
- budget control and management - i.e. contract price & final construction cost - explain variation;
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation;
- awards received.

**Key Personnel**

In the space below, identify and provide professional biographical information for the key personnel that would perform the Respondent's work, outlining their intended roles in performing the Services. Also attach to this Expression of Interest a complete organization chart, identifying all roles and areas of responsibility. CV's for the following key personnel should be submitted:

- Project Manager who should have PMP certification
- Superintendent (should have minimum 5 years experience in role)
- Foremen
- Equipment Operator(s)
- Prime Contractor Qualified Coordinator/Construction Safety Officer
- Personnel responsible for assembling survey records for progress draws and record drawings

#### Contractors Equipment

In the space below (or attached to this Expression of Interest as an additional Appendix clearly titled "Contractors Equipment"), Respondents should provide the following information in regards to the equipment and machinery proposed for the work:

- A list of all equipment and machinery including manufacturer name and model, age, and number of hours (if applicable).
- Confirmation that all proposed equipment meets or exceeds Metro Vancouver Tier 3 engine requirements.

Describe the approach to GHG reductions and what specific actions have been taken in the past 3 years to reduce the fuel consumption of Respondent's vehicles, equipment and machinery with particular reference to initiatives such as anti-idling, fuel efficient driver training, etc.

#### Health and Safety Certification

In the space below (or attached to this Expression of Interest as an additional Appendix clearly titled "Health and Safety Certification"), Respondents should provide the following information:

- WorkSafeBC Certificate of Recognition (COR) certification or be registered to obtain a valid COR issued by a WorkSafe BC authorized Certifying Partner or other ISO certification (18001 or 45001)

#### Health and Safety Management

In the space below (or attached to this Expression of Interest as an additional Appendix clearly titled "Health and Safety Management"), Respondents should provide the following information:

- Provide two examples of completed incident report summaries and corrective action plans. (redacted versions acceptable)
- Provide set of typical leading indicators that are tracked on similar projects.

#### Quality Management

In the space below (or attached to this Expression of Interest as an additional Appendix clearly titled "Quality Management"), Respondents should provide the following information:

- quality control processes used for investigating, correcting and preventing the re- occurrence of deficiencies identified in the performance of work in the field;
- how the results of your quality management activities are communicated to your staff and applied to present and future work delivery to drive performance improvements;
- method and frequency in which staff are notified concerning quality management issues and improvements and the process to ensure identified improvements are sustained over time. Provide examples of communications to staff regarding quality management activities.
- any certifications for Quality Management ie ISO 9001, etc.

**Supplier Diversity - NOT EVALUATED**

In the space below, or attached to this Form of Proposal as an additional Appendix clearly titled "Supplier Diversity" indicate the Proponent's company profile with regards to social value and economic inclusion supporting equity, diversity, inclusion and reconciliation, including social/environmental certifications, workforce diversity and/or if owned/controlled by an equity-seeking demographic (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ+ people). Any information provided for Supplier Diversity will not form part of the evaluation.

|   |   |  |
|---|---|--|
| <b>Majority owned/controlled/ by:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Women</li><li><input type="checkbox"/> Indigenous Peoples</li><li><input type="checkbox"/> Non-Profit/Charity (Social Enterprise)</li><li><input type="checkbox"/> Coop</li><li><input type="checkbox"/> Community Contribution Corporation (3C/CCC)</li><li><input type="checkbox"/> Ethno-cultural Persons</li><li><input type="checkbox"/> People with Disabilities</li><li><input type="checkbox"/> LGBTQ+</li><li><input type="checkbox"/> Other: please indicate</li></ul> | <b>Workforce Diversity:</b> <ul style="list-style-type: none"><li>% Women</li><li>% Indigenous Peoples</li><li>% Ethno-cultural People</li><li>% People with Disabilities</li><li>% LGBTQ+</li><li>% Other: please indicate</li></ul> | <b>Social / Environmental Certifications</b> <ul style="list-style-type: none"><li><input type="checkbox"/> BCorp</li><li><input type="checkbox"/> BuySocial</li><li><input type="checkbox"/> Supplier Diversity Certification</li><li><input type="checkbox"/> Fairtrade</li><li><input type="checkbox"/> Green Business Certification (ie. LEED, ClimateSmart)</li><li><input type="checkbox"/> Other: please indicate</li></ul> |
|---|---|--|

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**  
**DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of \_\_\_\_\_ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, \_\_\_\_\_ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

| Section of SCC / title of law | Date of violation / conviction | Description of violation / conviction | Regulatory / adjudication body and document file number | Corrective action plan |
|-------------------------------|--------------------------------|---------------------------------------|---|------------------------|
|                               |                                |                                       |   |                        |
|                               |                                |                                       |   |                        |

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of \_\_\_\_\_ (*vendor name*).

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_



**SCHEDULE 6 - CONFLICT OF INTEREST DECLARATION**

**1 NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING**

**1.1 Declaration as to no Conflict of Interest in Bid Process**

The Respondent confirms and warrants that there is no officer, director, shareholder, partner or employee of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with any elected official or employee of the City,

in each case, such that there could be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of the Bid document by the City, and, in each case, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Submission.

**1.2 Declaration as to No Conflict of Interest Respecting Proposed Supply**

The Respondent confirms and warrants that neither the Respondent nor any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the Bid would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Submission.

**1.3 Declaration as to No Collusion**

The Respondent confirms and warrants that:

- (a) the Respondent has no affiliation, whether legal or financial, with any other entity which is in the business of providing the same type of goods or services which are the subject of the Bid; and
- (b) the Respondent is not competing within the bid process with any entity with which it is legally or financially associated or affiliated,

in each case, except as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Submission.

**1.4 Declaration as to Lobbying**

The Respondent confirms and warrants that:

- (a) neither it nor any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; and
- (b) neither it nor any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors has engaged in any form of political or other lobbying whatsoever with respect to the Bid or sought, other than through the submission of the submission, to influence the outcome of the Bid process,

in each case as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Submission.

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All of the terms of this Declaration to this Bid Form which by their nature require performance or fulfillment following the conclusion of the Bid process will survive the conclusion of such process and will remain legally enforceable by and against the Respondent and the City.

The Respondent consents to the City contacting any references named by the Respondent in the Submission.

AS EVIDENCE OF THE RESPONDENT'S INTENT TO BE LEGALLY BOUND BY THIS DECLARATION, THE RESPONDENT HAS EXECUTED AND DELIVERED THIS DECLARATION AS AN INTEGRAL PART OF ITS BID FORM IN THE MANNER AND SPACE SET OUT BELOW:

\_\_\_\_\_  
Signature of Authorized Signatory for the Respondent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature of Authorized Signatory for the Respondent

\_\_\_\_\_  
Date

\_\_\_\_\_