



## REQUEST FOR EXPRESSION OF INTEREST

### CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION

RFEOI No. PS20200102

Issue Date: June 26, 2020

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

REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20200102 (the "RFEOI")  
CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - 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 [Thursday](#), July 30, 2020 (the "Closing Time") in accordance with the following:
  - Subject of the file to be: PS20200102 - CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - 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 must 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 writing to the attention of:

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

(the "Contact Person")

RFEOI No. PS20200102  
CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION  
TABLE OF CONTENTS

---

SECTION 1	GENERAL INFORMATION .....	1
1.1	Introduction .....	1
1.2	Background .....	1
1.3	Scope of Work .....	2
1.4	Sustainability .....	3
1.5	RFEOI Process .....	3
1.6	RFEOI Documents .....	4
SECTION 2	QUALIFICATION CRITERIA .....	4
2.1	General .....	4
2.2	Key Personnel and Subcontractors .....	5
SECTION 3	COMMUNICATIONS .....	5
SECTION 4	SUBMISSION OF EXPRESSIONS OF INTEREST .....	5
4.1	Delivery .....	5
4.2	Late Expressions of Interest .....	5
4.3	Form of Expression of Interest .....	5
4.4	Lack of Information .....	5
4.5	Material Changes .....	6
SECTION 5	REVIEW OF EXPRESSIONS OF INTEREST .....	6
5.1	Evaluation by the City of Vancouver .....	6
5.2	Inquiries .....	6
5.3	Non-Conforming Expressions of Interest .....	6
SECTION 6	NOTIFICATION AND RFEOI PROCESS .....	6
6.1	Notification of Prequalification .....	6
6.2	Changes after Pre-Qualification .....	7
6.3	The City of Vancouver Rights .....	7
6.4	Information Disclaimer .....	7
SECTION 7	CONFLICTS/COLLUSION/LOBBYING .....	8
7.1	Conflicts of Interest Generally .....	8
7.2	Former City Employees .....	8
7.3	Other Clients .....	8
7.4	Collusion .....	8
7.5	Lobbying .....	9
SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS .....		1-1
SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST .....		2-1
SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST .....		3-1
SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE .....		4-1
SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE .....		5-1

## SECTION 1 GENERAL INFORMATION

### 1.1 Introduction

The City of Vancouver (the "City") is seeking expressions of interest ("Expressions of Interest") from construction firms indicating their interest and presenting their qualifications for upcoming invitation to tender packages for challenging underground utility works in different locations within the City.

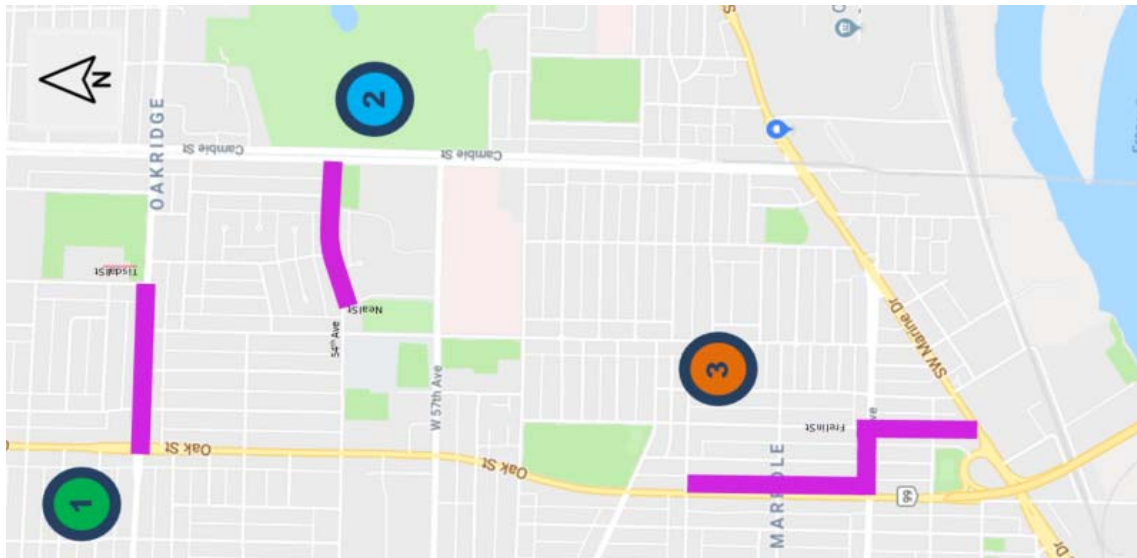
### 1.2 Background

The City owns, operates, and maintains underground utilities. Some of these utilities, mainly sewer and water utilities are at the end of their lifecycle and require replacement and upgrades to support new development and City programs and initiatives.

As a result of this RFEOI, the City plans to establish a list of prequalified contractors to participate in invitation to tender's for underground utility work. For 2020/2021 delivery the City anticipates invitations to tender's for the locations listed below:

1. W 49<sup>th</sup> Ave - Oak Street to Tisdall Street
2. W 54<sup>th</sup> Ave - Neal Street to Cambie Street
3. Oak St - 64<sup>th</sup> Avenue to 71<sup>st</sup> Avenue, 70<sup>th</sup> Avenue: Oak Street to Fremlin Street, Fremlin Street: 70<sup>th</sup> Avenue to Marine Drive
4. Hastings Street - Limits TBD

For future years other locations will be defined for delivery through this RFEOI.



Design and contract administration will be completed by the City's consultants, with oversight from City staff.

### 1.3 Scope of Work

The work contemplated by the invitation to tender's will include:

**a. Provision of submittals in response to a Notice of Award including:**

- i. 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, training requirements, and record keeping;
- ii. A Category 3 traffic management plan including all relevant sub-plans signed and sealed by a professional engineer, developed in alignment with Manual for Work on Roadways (2020 edition) and City of Vancouver traffic management policies, practices, and expectations;
- iii. 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's and coordinated as required with City consultants and staff;
- iv. 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;
- v. proof of a commercial general liability insurance policy.

**b. Pre Construction services including:**

- i. Submittals as required by the tender packages; and
- ii. A kickoff meeting.

**c. Construction services including:**

- i. 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;
- ii. Renewal, replacement, and upgrades to underground utilities consisting mainly of water and sewer works requiring deep trenching as described in the invitation to tender's;
- iii. Survey and QA/QC documentation which meet the City's survey guidelines;
- iv. Monthly cash flow forecast;
- v. Monthly construction schedule updates;
- vi. Monthly progress reports;

---

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

---

- vii. Regular coordination meetings with City staff, consultants, and other contractors; and
- viii. Traffic management during the work that accounts for traffic as well as residential and business impacts, and any special events taking place.

**d. Post Construction services including:**

- i. Contract close out reports, including vendor information, warranties, operations and maintenance manuals;
- ii. Submission of as built drawings which meet the City's drawing standards;
- iii. Demobilization from site;
- iv. Submission of final QA report; and
- v. Participate in lessons learned workshop and submit contract close out report.

**1.4 Sustainability**

- 1.4.1 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.
- 1.4.2 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.

**1.5 RFEOI Process**

- 1.5.1 Interested parties ("**Respondents**") are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.5.2 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 tender's and that the same will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.
- 1.5.3 Notwithstanding the foregoing, the City may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

- 1.5.4 The RFEOI 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 complex underground utilities work, subcontractor management, being and acting as the prime contractor, and demonstrates an established culture of health and safety.
- 1.5.5 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 RFEOI if the City invites the Respondent to participate in a request for proposals or invitation to tender.
- 1.5.6 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.

**1.6 RFEOI Documents**

**1.6.1 This RFEOI consists of:**

- (a) the cover page hereof and sections 1 through 6 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 “RFEOI Documents”)

- 1.6.2 If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI 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 RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

**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 an invitation to tender 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 RFEOI 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 an invitation to tender 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 an invitation to tender, 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 [bids@vancouver.ca](mailto:bids@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 must 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 RFEI process. Participants in an invitation to tender 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 RFEI 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 RFEI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEI 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 RFEI Documents.

### SECTION 6 NOTIFICATION AND RFEI 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 tender 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.

---

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

---

- 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 an invitation to tender and other documents.

**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 RFEI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEI process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEI in light of the particular matter.

## SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEI Section Reference	
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 challenging utility 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) Meeting the City's safety requirements;</li> <li>(g) Subcontractor management; and</li> <li>(h) Project closeout including provision of as built drawings.</li> </ul>
1.5	<p><b>Anticipated Period of Issuance of Invitation to Tender's:</b></p> <p>Fall 2020 through 2023</p>
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 Contractor's Equipment;</li> <li>(d) Health and Safety Certification(s);</li> <li>(e) Health and Safety Management;</li> <li>(f) Traffic Management Planning;</li> <li>(g) Quality Management;</li> <li>(h) Project Management;</li> <li>(i) Sustainability, including the Respondent and their subcontractors approach to reducing GHGs;</li> <li>(j) History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three years prior to the Closing Time;</li> <li>(k) Ability to meet insurance and bonding requirements; and</li> <li>(l) Information provided regarding Employment Equity and Workforce Diversity.</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, telephone and facsimile.]*

Date: *[Insert]*

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

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20200102 (the "RFEOI") CONTRACTOR SERVICES FOR MAJOR UNDERGROUND UTILITIES - 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 subinvitation to tendered 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 RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City 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 RFEOI (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 RFEOI or any subsequent invitation to tender process, varying them from those described in the RFEOI, 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 RFEOI process and reject all Expressions of Interest;

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

- (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]

CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION

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 and a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 4 and 5); 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, and name and email address of the 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. Information that should be supplied:

- Completed CCDC 11 - 2019 Contractor's Qualification Statement;
- Clearly indicate how this project is comparable/relevant to the reference projects for challenging utility construction involving deep trenches and green infrastructure installation;
- Clearly indicate how coordination with third parties such as utility owners, municipalities, and governing bodies was managed on the project;
- Clearly indicate how owner communications were accomplished and provide examples or the tools used such as workplans, schedules, project issues matrix and tracking logs.
- Clearly indicate how hazardous materials such as contaminated soils were managed on the project;
- 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;
- Quality Control on the projects in terms of process, methodologies, tools, training, communications, and testing; and

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

- 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, including CV's for key personnel for known subcontractors:

- Project Manager who should have PMP certification, Construction Management, and/or other relevant certifications.
- 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, ownership, 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 greenhouse gas 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.

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

**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:

- Submission of the respondents Health and Safety Program manual or documents.
- Provide two examples of completed incident report summaries and corrective action plans. (redacted versions acceptable). (Example: injury incident reports with investigation details and what action was taken to prevent future injury incidents. Or equipment damage reports with investigation details and what preventative action was taken, such as training, equipment modification, procedure change, etc.)
- Provide set of typical leading indicators that are tracked on similar projects. (Lead indicators are new employee safety orientations, safety tailgate meetings, hazard analysis forms such as Job Hazard Assessments or Field Level Hazard Assessments, monthly safety meetings, worksite safety inspections completed, etc.)

**Traffic Management Planning**

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

- Traffic management plans stamped by a Professional Engineer for complex operations in urban environments that account for vehicles, bicycles, and pedestrian traffic while making accommodations for access to residences, businesses, civic buildings, parks and adjacent developments.
- Traffic management plans for complex operations that required coordination with and adjustments to public transit infrastructure including temporary realignment of overhead catenary wires and relocation of bus stops.

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

**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:

- a copy or information concerning the company Quality Control program;
- 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; and
- any certifications for Quality Management ie ISO 9001, etc.

**Project Management**

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

- Workplans
- Schedules
- Change Control
- Invoicing
- Associated PM reports for above

**Bonding**

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

- a letter from the Respondents surety company or bonding agent that confirms the Respondents ability for bid bonds for invitations to tenders up to \$15M in value as described herein, and performance, labour, and material payments bonds for any agreements awarded in response to an invitation to tender up to \$15M in value;
- the letter should also contain information regarding the Respondents overall bonding limits.

**CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**

**EMPLOYMENT EQUITY**

1. In addition to being an equal opportunity employer, please describe any policies/programs or how you advance employee equity, diversity and inclusion for under-represented populations (such as Women, Indigenous People, People with Disabilities)
2. Do you regularly conduct an employee equity "survey" or similar information/data collection on workforce diversity? Y/N
  - a. Please describe how you track/monitor your workforce diversity including frequency
3. Do you source/hire from Workforce Development and/or Skill Training programs, including pre-employment support, apprenticeships or ongoing employment support, for people who are under-represented and/or face barriers to traditional employment (such as Indigenous persons, Women, youth, Minorities, People with Disabilities including mental health)? Y/N
  - a. Please describe and/or use the table below

Category of Partnership Organizations	Name of the Partnership Organization(s)
Indigenous Peoples	
Women	
Ethno-Cultural Peoples	
People with Disabilities	
LGBTQ2+	
Youth/Seniors	
Other	

4. Do you support training for career advancement and/or skills development?
  - a. If yes, please describe
5. Do you compensate at or above a Living Wage (currently \$20.91/hr) Y/N
 

Do you provide non-mandatory benefits (i.e. extended health) to your employees? Y/N, if yes, please describe

CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION**WORKFORCE DIVERSITY**

Vendors' are required to answer to the following question, which is for information gathering purposes only, and will be kept confidential in accordance with the Legal Terms and Conditions.

As best known, in the space below, indicate the vendor's company profile with regards to economic inclusion supporting employment equity, [diversity, inclusion](#) and reconciliation by an equity-seeking demographic (including but not limited to Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people). *Confidential & for information only*

<p><b><u>Overall</u> Workforce Diversity:</b></p> <p>% Women</p> <p>% Indigenous Peoples</p> <p>% Ethno-cultural People</p> <p>% People with Disabilities</p> <p>% LGBTQ2+</p> <p>% Other: please indicate</p>	<p><b><u>Leadership/Management/Executive</u> Workforce Diversity:</b></p> <p>% Women</p> <p>% Indigenous Peoples</p> <p>% Ethno-cultural People</p> <p>% People with Disabilities</p> <p>% LGBTQ2+</p> <p>% Other: please indicate</p>
<p><b><u>If you choose not to respond please indicate why:</u></b></p> <p><input type="checkbox"/> <b><u>Do not track this information</u></b></p> <p><input type="checkbox"/> <b><u>Do not want to share this information</u></b></p>	

(d) **Conflicts/Collusion/Lobbying**

Provide information responsive to Section 7.0 of the RFEOI.

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE



**CERTIFICATE OF EXISTING INSURANCE  
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER**

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.*
2. **NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

**BUSINESS TRADE NAME or DOING BUSINESS AS**

**BUSINESS ADDRESS**

**DESCRIPTION OF OPERATION**

REQUEST FOR EXPRESSION OF INTEREST NO. PS20200102 CONSTRUCTION SERVICES FOR MAJOR UNDERGROUND UTILITIES - CONTRACTOR PREQUALIFICATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**  
 INSURER \_\_\_\_\_ **Insured Values (Replacement Cost) -**  
 TYPE OF COVERAGE \_\_\_\_\_ Building and Tenants' Improvements \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Contents and Equipment \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Loss \$ \_\_\_\_\_
4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**  
 Including the following extensions: INSURER \_\_\_\_\_  
 ✓ Personal Injury POLICY NUMBER \_\_\_\_\_  
 ✓ Property Damage including Loss of Use POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_  
 ✓ Products and Completed Operations **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**  
 ✓ Cross Liability or Severability of Interest Per Occurrence \$ \_\_\_\_\_  
 ✓ Employees as Additional Insureds Aggregate \$ \_\_\_\_\_  
 ✓ Blanket Contractual Liability All Risk Tenants' Legal Liability \$ \_\_\_\_\_  
 ✓ Non-Owned Auto Liability Deductible Per Occurrence \$ \_\_\_\_\_
5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles  
 INSURER \_\_\_\_\_ **Limits of Liability -**  
 POLICY NUMBER \_\_\_\_\_ Combined Single Limit \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ *If vehicles are insured by ICBC, complete and provide Form APV-47.*
6. ☐ **UMBRELLA OR** ☐ **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**  
 INSURER \_\_\_\_\_ Per Occurrence \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Self-Insured Retention \$ \_\_\_\_\_
7. **PROFESSIONAL LIABILITY INSURANCE** **Limits of Liability**  
 INSURER \_\_\_\_\_ Per Occurrence/Claim \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Occurrence/Claim \$ \_\_\_\_\_  
*If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: \_\_\_\_\_*
8. **OTHER INSURANCE**  
 TYPE OF INSURANCE \_\_\_\_\_ **Limits of Liability**  
 INSURER \_\_\_\_\_ Per Occurrence \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Loss \$ \_\_\_\_\_  
 TYPE OF INSURANCE \_\_\_\_\_ **Limits of Liability**  
 INSURER \_\_\_\_\_ Per Occurrence \$ \_\_\_\_\_  
 POLICY NUMBER \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
 POLICY PERIOD From \_\_\_\_\_ to \_\_\_\_\_ Deductible Per Loss \$ \_\_\_\_\_

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE**

Dated \_\_\_\_\_

**PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER**



**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: \_\_\_\_\_