



THE CITY OF WINNIPEG

REQUEST FOR QUALIFICATION

RFQ NO. 866-2017A

**QUALIFYING TUNNELLING CONTRACTORS FOR CONSTRUCTION OF 1.2 KM OF
1800-2400 MM DIAMETER TRUNK SEWER - COCKBURN & CALROSSIE SEWER
RELIEF WORKS - CONTRACT 5**

TABLE OF CONTENTS

PART A – REQUEST FOR QUALIFICATION APPLICATION

Form A: Request for Qualification Application	1
Form B: Understanding of Project and Key Issues	3
Form C: Experience of Proponent	4

PART B - REQUEST FOR QUALIFICATION INFORMATION

B1. Definitions	1
B2. Executive Summary	2
B3. Background	2
B4. Site Specific Conditions	3
B5. Purpose of the Request for Qualifications Document	4
B6. Scope of Work	4
B7. General Conditions	4
B8. Project Schedule	4
B9. Procurement Process	5
B10. Disclosure	5
B11. Enquiries	5
B12. Contract Administrator	6
B13. Addenda	6
B14. Conflict of Interest and Good Faith	6
B15. Confidentiality And Privacy	7
B16. Non-Disclosure	7
B17. No Collusion	8
B18. No Lobbying	8
B19. Eligibility	8
Submission Instructions	
B20. Submission Deadline	8
B21. Qualification Submission	8
B22. Form A: Request for Qualification Application	9
B23. Understanding of Project and Key Issues (Section B)	10
B24. Experience of Proponent (Section C)	11
B25. Workplace Safety and Health Qualification (Construction and Maintenance Team Members)	11
B26. Substitutions	12
B27. Non-Conforming Submissions	12
B28. Proponent's Costs and Expenses	12
Evaluation	
B29. Evaluation Criteria	12
B30. No Contract	13

PART B - REQUEST FOR QUALIFICATION INFORMATION

B1. DEFINITIONS

B1.1 When used in this Request for Qualification:

- (a) **"Auger Boring"** Means technique using an auger boring machine (ABM) to bore a hole and remove spoil via auger flights and jacks to advance steel casing pipe;
- (b) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (c) **"Calendar Day"** means the period from one midnight to the following midnight;
- (d) **"Carrier Pipe"** means the permanent pipe for operational use that is used to convey flows.
- (e) **"City"** means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (f) **"City Council"** means the Council of the City of Winnipeg;
- (g) **"Contract"** means the combined documents consisting of the Request for Qualification package, Request for Proposal package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (h) **"Contract Administrator"** means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (i) **"Contractor"** means the person undertaking the performance of the work under the terms of the Contract;
- (j) **"Earth Pressure Balance Tunnel Boring Machine (EPBM)"**: means a steerable tunnelling shield that achieves soil excavation by means of a rotating cutter-wheel. Tunnelling operations are performed from within the shield. A key attribute of EPBM tunnelling is the ability to maintain a pressurized face. The pressurized face is accomplished using a closed bulkhead wherein excavated materials at the face, mixed with injected soil conditioners such as foam, bentonite and/or polymers, are balanced against the in-situ soil and water pressures, thus providing a means of support at the face, without requiring dewatering, as the tunnel excavation is advanced;
- (k) **"Excavation Support"** means ground support consisting of steel ribs and steel lagging placed during or immediately after excavation within the TBM to stabilize the ground until the final support is installed. The excavation support will be contact grouted to minimize ground settlement.
- (l) **"Final Support"** means the support provided by the carrier pipe, backfill grout, excavation support, and contact grout.
- (m) **"may"** indicates an allowable action or feature which will not be evaluated;
- (n) **"must"** or **"shall"** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (o) **"Open Face Rotary Wheel Tunnel Boring Machine (TBM)"** means a steerable tunnelling shield that achieves soil excavation by means of a rotating cutter-wheel. TBM operations are performed from within the TBM, and excavated soil is discharged to a conveyor or muck car where it is transported to the ground surface for disposal. An EPBM shield may also be used and operated in an open-face mode. The guidance system consists of a laser or theodolite and EDM device mounted in the launch shaft and at intermediate points along the tunnel communicating a reference line(s) to a target mounted in the TBM's articulated steering head. The target in the TBM provides the operator with information about machine attitude and pitch, and allows for accurate steering control;

- (p) **“Open Face Rotary Wheel TBM Tunnelling (Tunnelling)”** means a steerable tunnelling process that utilizes a tunnel shield consisting of an open face rotary wheel TBM or EPBM to install continuous excavation support.
- (q) **“Person”** means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (r) **“Proponent”** means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications;
- (s) **“should”** indicates a desirable action or feature which will be evaluated on a relative scale;
- (t) **“Site”** means the lands and other places on, under, in or through which the work is to be performed;
- (u) **“Steel Ribs”** means the structural steel sets consisting of ribs, butt plates, tie rods, collar braces, blocking, spacers (dutchmen), shims, and other material as required to expand and erect the steel ribs in place.
- (v) **“Submission or Qualification Submission”** means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (w) **“Submission Deadline”** means the time and date for final receipt of Submissions;
- (x) **“Substantial Performance”** shall have the meaning attributed to it in The Builders' Liens Act (Manitoba), or any successor legislation thereto;
- (y) **“Work”** or **“Works”** means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all Plant, Material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract, including all Changes in Work which may be ordered as herein provided.

B2. EXECUTIVE SUMMARY

- B2.1 City of Winnipeg (the “City”) Public Service has received City Council approval to proceed with Cockburn & Calrossie Combined Sewer Relief Works – Contract 5, The construction tender for this Contract will be issued as Bid Opportunity No. 866-2017B.
- B2.2 The Scope of Work for Bid Opportunity No. 866-2017B is complex and will require specialized construction methods with unique risks associated with large diameter Tunnelling projects. The project requires the services of an experienced Contractor with the appropriate expertise and resources. The City invites the Submission of qualifications from Proponents interested in bidding on the future Bid opportunity No. 866-2017B.
- B2.3 The purpose of the Request for Qualification RFQ No. 866-2017A is to prequalify bidders for Bid Opportunity No. 866-2017B, which will be advertised following completion of the prequalification process.
- B2.4 Only those Proponents duly notified as being successfully qualified through the request for qualification process will be permitted to submit bids for Bid Opportunity No. 866-2017B.

B3. BACKGROUND

- B3.1 The Cockburn and Calrossie sewer districts are combined sewer districts scheduled for sewer system upgrading under the City’s Basement Flooding Relief (BFR) program. Preliminary engineering Works completed under the Cockburn and Calrossie Combined Sewer Relief Works engineering project has recommended that the upgrading include sewer separation for the western portion of the Cockburn district. The upgrading plans include installation of new land drainage sewers throughout the service area. These new sewer flows will be routed through a trunk sewer that runs along Taylor Avenue ranging in diameter from 1800 mm to 2400

mm. Flows from the Taylor trunk will pass through a 2700mm pipe (installed as part of Cockburn Contract 4) that extends from Taylor Avenue to the a stormwater retention basin (currently under construction as part of Cockburn Contract 3). Discharge from the basin passes through a newly constructed 1200mm trunk sewer (Contract 2) leading to the outfall (Contract 1) at the Red River, located within the Calrossie combined sewer district.

B3.2 Construction of the Taylor Trunk Sewer is a critical component of the basement flooding relief project, and will be completed under Bid Opportunity 866-2017B.

B4. SITE SPECIFIC CONDITIONS

B4.1 The City of Winnipeg is located near the geographic centre of North America. The City's geographical location results in highly variable seasonal temperatures that may affect construction. During the winter ground freezes to about 2.5 metres depth, and the impact of low temperatures must be considered for construction methods, equipment operation and rates of production.

B4.2 Winnipeg is located beneath what was once glacial Lake Agassiz, and lies in a flood plain at the confluence of the Red and Assiniboine rivers, which influences both the geotechnical and hydrologic characteristics of the region. A Geotechnical Baseline Report (GBR) and Geotechnical Data Report (GDR) which deal with soil conditions have been developed for Bid Opportunity 866-2017B, and will form part of the Contract. Drafts of these reports are provided as part of this RFQ to assist Proponents in developing their methodology.

B4.3 The Work associated with Bid Opportunity 866-2017B will be constructed along Taylor Avenue. Other major City projects will be occurring concurrently to the Work. These projects include the construction of the Waverley Underpass at the intersection of Waverly Street and Taylor Avenue; and the widening of the Pembina Underpass and erection of bus and rail bridges over Pembina Highway as part of the City's South West Rapid Transit Project. Maintaining acceptable traffic flows along Taylor Avenue will be required and facilitated through trenchless installation methods for the entire length of the project.

B4.4 The Work will take place along Taylor Avenue, which serves as a Regional Street for the City. The Work has been planned to minimize impacts to traffic along Taylor Avenue. Specific elements of the mitigation include:

- (a) Construction of five (5) stubs at Nathaniel St., Harrow St. and Stafford St/ using the hand mining, auger boring, or other acceptable technique that does not require a surface excavation occurring within the intersections with Taylor Avenue.
- (b) Connection to the existing 2700 LDS at Wilton Avenue using an open excavation to install and backfill a junction structure that will be tunneled through to install 2100 and 2400 LDS.
- (c) Construction of intermediate manholes at locations along the alignment by means of a 2-stage cased riser excavation, which will remain shored, covered and subject to traffic until such time as the final riser is to be installed and connected to the carrier pipe in tunnel.

B4.5 The Work will take place in a fully developed area with a number of conflicts and services which must remain in operation. The drawings identify several areas of work that must be completed in advance of tunnelling.

- (a) A major conflict exists on the 2400mm section of the Taylor trunk sewer where it passes through the upper portion of the existing 1950 mm clay tile combined sewer at the intersection of Harrow Street and Taylor Avenue. Modifications to the existing combined sewer prior to tunnelling are required to facilitate the tunnelling process.

B4.6 The City has arranged for a park space at the immediate west limit of the project to be made available for a laydown area (see Drawings).

B4.7 The normal water level of the storm retention basin (expected to be filled by the time Work commences on Bid Opportunity 866-2017B) will result in the filling of the existing 2700 mm

trunk on Wilton to the obvert of the pipe. Plugs and temporary pumping will be required to control the water.

B5. PURPOSE OF THE REQUEST FOR QUALIFICATIONS DOCUMENT

- B5.1 The purpose of this Request for Qualifications (RFQ) is to identify Proponents with the appropriate Tunnelling experience and expertise necessary to successfully execute the Work of Bid Opportunity 866-2017B. To qualify, the Proponent must:
- (a) Demonstrate an understanding of the project objectives, and have a team to provide the necessary expertise to successfully complete the Work, as requested in B23.
 - (b) have the minimum amount of experience as identified in B24
- B5.2 Once approved, the successful Proponents will be listed in Bid Opportunity 866-2017B as qualified Tunnelling Contractors. Only Proponents who have gone through the prequalification process, and who have been prequalified will be eligible to submit bids on Bid Opportunity 866-2017B.

B6. SCOPE OF WORK

- B6.1 The Work to be done under Bid Opportunity 866-2017B will consist of the installation of a land drainage trunk sewer that is approximately 1,250 m and consists of pipe dimeters ranging from 1800 mm to 2400 mm. The Work will also include traffic management; temporary pumping; the installation of trenchless stub connections for future contracts; and the connection of existing LDS inlets to the trunk along the Taylor Avenue. For reference, see the attached drawings.
- B6.2 The LDS trunk sewer being installed under Bid Opportunity 866-2017B shall be installed and grouted within excavation support consisting of steel ribs and steel lagging that is installed using one of the following Tunnelling techniques:
- (a) Open Face Rotary Tunnel Boring Machine
 - (b) Earth Pressure Balance Tunnel Boring Machine
- B6.3 The Scope of the Work is identified in the preliminary drawings attached to this RFQ. Proponents are advised that the attached information is preliminary and subject to final modifications. A full final set of documents will be issued under Bid Opportunity 866-2017B for the final bidding process.

B7. GENERAL CONDITIONS

- B7.1 The *General Conditions for Construction* (Revision 2006 12 15) are applicable to the Work of the Contract.
- B7.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm

B8. PROJECT SCHEDULE

- B8.1 The City intends to complete the evaluation of the Qualification Submissions by January 5, 2018 and proceed with the issuance of an RFP by January 9, 2018.

B8.2 Estimated Preliminary Schedule

Phase	Approximate Date(s)
1. RFQ Submission Date	December 12, 2017 (or as extended under B20)
2. Anticipated date of Notification to Successful Proponents	January 5, 2018

3. Anticipated issuance date of Bid Opportunity 866-2017B	January 9, 2018
4. Bids Close date for Bid Opportunity 866-2017B (or as modified by Addendum)	February 20, 2018
6. Award	June 2018

B8.3 The City intends to award Bid Opportunity 866-2017B to the successful bidder in two parts to accommodate the annual budgeting process. Part A will include the preparatory work, and full length of the primary tunnel. Part B will be conditional on capital budget approval and include all remaining work.

B9. PROCUREMENT PROCESS

B9.1 The first stage of the procurement process is this RFQ. The City intends to invite successful Proponents to participate in the second stage of the procurement process.

B9.2 All RFQ Submissions shall be evaluated in accordance with the Request for Qualification.

B9.3 The City holds the right to contact any or all Proponents during the evaluation process to confirm the information provided.

B9.4 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.

B10. DISCLOSURE

B10.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B10.2 The Persons are:

- (a) Ward and Burke Microtunnelling Ltd.
 - (i) Provision of advice on constructability of potential shaft locations and pipe alignment on Taylor Avenue.
- (b) Michels Canada Co.
 - (i) Provision of advice on estimated construction value for typical tunnelling works
- (c) Hobas
 - (i) Provision of advice on capability and availability of carrier piping.
- (d) DSI Underground
 - (i) Provision on availability of ribs and lagging and ability to fabricate bespoke supports

B11. ENQUIRIES

B11.1 All enquiries shall be directed to the Contract Administrator identified in B12.

B11.2 Any Proponent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the Contract Administrator.

B11.3 If the Proponent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract

Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

- B11.4 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B11.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the RFQ will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- B11.6 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the RFQ will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B11.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B10 unless that response or interpretation is provided by the Contract Administrator in writing.

B12. CONTRACT ADMINISTRATOR

- B12.1 The Contract Administrator is KGS Group, represented by:
Ray Offman, M.SC. (CE), P.Eng.
Infrastructure Engineer/ Project Manager
Telephone No. 204- 896-1209
Email Address:. Roffman@ksgroup.com

B13. ADDENDA

- B13.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFQ, or clarifying the meaning or intent of any provision therein.
- B13.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- (a) The Addenda will be available on the Bid Opportunities page at the Materials Management Division's website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B13.2.1 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division's website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B13.3 The Proponent should acknowledge receipt of each addendum on Form A: Request for Qualification Application.

B14. CONFLICT OF INTEREST AND GOOD FAITH

- B14.1 Proponents must not include among their team, any business entity or individual who is, or is associated with, in any way, any consultant retained by the City in relation to the Project, including but not limited to consultants providing engineering, architectural, legal, process, finance or financial capacity advice or any Person likely to create a conflict of interest or a perception of conflict of interest.
- B14.2 If a Proponent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Proponent should fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation

as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

B14.3 The Proponent declares that in submitting its response to this RFQ, it does so in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Council or any officer or employee of the City would gain any pecuniary interest, direct or indirect, as a result of the Proponents participation in this Project.

B14.4 Failure to comply with this provision may result in disqualification of your Submission from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, disqualification from the RFP process.

B15. CONFIDENTIALITY AND PRIVACY

B15.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the City. The Proponent shall not make any statement of fact or opinion regarding any aspect of the RFQ and any subsequent proposal to the media or any member of the public without the prior written authorization of the City.

B15.2 The protection of personal information and privacy will be fundamental aspects of the Project. Proponents shall comply with all applicable privacy legislation, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). In addition, Proponents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) ("FIPPA") and that the Contractor will be expected to comply with the obligations imposed upon the City pursuant to FIPPA.

B15.3 The Proponent is advised that any information contained in any Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B15.4 All Qualification Submissions submitted to the City will be kept in confidence with the City for the sole purposes of evaluating and developing the best possible strategic option for the City. Qualification Submissions will become the property of the City. The City will have the right to make copies of all Submissions for its internal review process and to provide such copies to its staff and/or external advisors and representatives.

B15.5 The City reserves the right to post the names of the shortlisted Proponents on its website, or otherwise make this information public at the end of the RFQ selection process.

B15.6 All information will become and remain the property of the City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

B16. NON-DISCLOSURE

B16.1 Proponents must not disclose any details pertaining to their RFQ and the selection process in whole or in part to anyone not specifically involved in their Submission, without the prior written approval of the City. Proponents shall not issue a news release or other public announcement pertaining to details of their Qualification Submission or the selection process without the prior written approval of the City.

B16.2 Proponents are advised that an attempt on the part of any Proponent or any of its employees, agents, contractors or representatives to contact any members of City Council or their staff or any member of City Administration other than the Contract Administrator with respect to this RFQ solicitation, may lead to disqualification.

B17. NO COLLUSION

- B17.1 Upon making a Submission to this RFQ, each Proponent shall declare that they have not participated in any collusive scheme or combine.
- B17.2 Proponents must ensure that their participation in this RFQ is conducted without collusion or fraud on their part or any of their team. Proponents and their team members shall not engage in discussions or other communications with any other Proponents or their team members regarding the preparation or submission of their responses to this RFQ. Breach of this provision may result in disqualification from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, from the RFP process.

B18. NO LOBBYING

- B18.1 Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this RFQ process is strictly prohibited. Failure to comply with this provision may result in disqualification from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, disqualification from the RFP process.

B19. ELIGIBILITY

- B19.1 No Persons involved with the City, or acting as a consultant or sub-consultant to the City with respect to this Project, are eligible to submit a Qualification Submission for this RFQ or participate in any manner whatsoever as a participant or advisor to any Proponent participating in this RFQ or subsequent RFP.

SUBMISSION INSTRUCTIONS

B20. SUBMISSION DEADLINE

- B20.1 The Submission Deadline is 12:00 p.m. Winnipeg time, December 12, 2017.
- B20.2 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B20.1.
- B20.3 Qualification Submissions will not be opened publicly.
- B20.4 Qualification Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned unopened.
- B20.5 The Qualification Submission should be submitted enclosed and sealed in an envelope clearly marked with the RFQ number and the Proponent's name and address.
- B20.6 Qualification Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B20.7 Qualification Submissions shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B21. QUALIFICATION SUBMISSION

- B21.1 The Qualification Submission should consist of the following components:
(a) Form A: Request for Qualification Application (Section A);

- (b) Form B: Understanding of Project and Key Issues (Section B);
- (c) Form C: Experience of Proponent (Section C);
- (i) Appendices, include other relevant information including corporate brochures and reference information

B21.2 Proponents are advised that Bid Opportunity No 866-2017B will require compliance with the following additional clauses (not to be included in this Qualification Submission):

- (a) Safety Certificate of Recognition; (In accordance with B25)

B21.3 All requirements of the RFQ should be fully completed or provided, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.

B21.4 Proponents are advised that inclusion of terms and conditions inconsistent with the RFQ document will be evaluated in accordance with B29.

B21.5 All Submissions received in response to this RFQ will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.

B21.6 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

Format

B21.7 Proponents should submit one (1) unbound original (marked "original").

B21.8 The Qualification Submission should be a clear and concise presentation of the required information. Each page should be single sided, 8.5 x 11, 10 point Arial font, single line spacing.

- (a) Section B of the Submission should be provided on Form B. Additional pages may be included with Form B, not to exceed five (5) pages. If the Proponent is proposing to be pre-qualified using more than one of the Tunnelling method, then two (2) additional pages may be included for each additional Tunnelling method proposed. Pages exceeding these limits will not be evaluated.
- (b) Section C of the Submission should be provided on Form C. Additional information may be included in the Appendices to support the Submission. The Proponent is advised that any new information provided in the Appendices, not requested or related to that presented in Sections B or C, may not be considered.

B21.9 The City reserves the right to make additional copies of all Submissions for its internal review process and to provide such copies to its staff and external advisors.

B22. FORM A: REQUEST FOR QUALIFICATION APPLICATION

B22.1 Further to B21.1(a), the Proponent shall complete Form A: Request for Qualifications Application, making all required entries.

B22.2 Paragraph 2 of Form A: Request for Qualifications Application shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

- B22.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B22.2.
- B22.3 In Paragraph 3 of Form A: Request for Qualifications Application, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of this RFQ.
- B22.4 Paragraph 7 of Form A: Request for Qualification Application should be signed in accordance with the following requirements:
- (a) if the Proponent is sole proprietor carrying of business in his/her own name, it shall be signed by the Proponent;
 - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B22.5 The name and official capacity of all individuals signing Form A: Request for Qualification Application should be printed below such signatures.
- B22.6 All signatures should be original.
- B22.7 If a Submission is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Submission, shall be both jointly and several.

B23. UNDERSTANDING OF PROJECT AND KEY ISSUES (SECTION B)

- B23.1 The Proponent shall demonstrate an understanding of the Work and ability to successfully complete the Work as described in preliminary documents that are attached.
- B23.2 Submit on Form B a succinct paragraph or point form description of the overall approach proposed to be used by the Proponent for the Work associated with Bid Opportunity 866-2017B. The information shall be provided on Form B and include responses to the main headings below:
- (a) Project Understanding
 - (i) Provide an understanding of the project objectives, key issues and risk factors;
 - (ii) Approach for dealing with Site constraints, Site access limitations and traffic movements, including passing through/over the existing 1,950 mm combined sewer.
 - (b) Proposed Tunnelling Method
 - (i) Description of the proposed Tunnelling method(s) to be used to undertake the Work in Bid Opportunity 866-2017B, including rationale for selection of equipment. If the Proponent is proposing to be pre-qualified using more than one of the Tunnelling methods, then the Proponent shall submit this information for each Tunnelling method proposed.
 - (ii) Description of the trenchless approach to be used for making stub-out connections to the new tunnel sewer.
 - (iii) Describe the approach for setting and maintaining line and grade for the horizontal curves, and vertical alignments and constraints that must be maintained during the tunnelling operation.
 - (iv) Description of the approach to constructing the shafts, including those above the proposed Taylor trunk associated with the 2700 mm crossing at Wilton Street; the modifications to the 1950 mm CS crossing at Harrow Street; and the intermediate manholes (with the intention of limiting street occupancy).

- (c) Organizational Structure
 - (i) Provide an Organizational Structure indicating the Key Personnel for the prime Contractor and any proposed subcontractors; describe roles and responsibilities for Key Personnel.

B23.3 The Proponent is also encouraged to submit a written description of initiative and innovation that would provide benefits to the City.

B24. EXPERIENCE OF PROPONENT (SECTION C)

B24.1 The Proponent shall provide on Form C the following minimum qualifications:

- (a) The Proponent shall have at least five (5) years of corporate experience in performing Tunnelling Work and have successfully completed at least three (3) similar projects in last ten (10) years, utilizing the Proponent's proposed Tunnelling method, with individual drive lengths of at least 500 meters on each project.
 - (i) At least one of the projects shall have an individual drive equal to or greater in length than 900m
 - (ii) All of the projects shall use ribs and lagging as excavation support.
 - (iii) At least one of the projects shall include a horizontal or vertical curve in the alignment achieved using steering capabilities of the tunnelling machine in combination with a laser total station guidance system.
 - (iv) The Proponent shall indicate if there were any claims or delays associated with the project. If either occurred, provide explanation.

B24.2 Submissions shall include sufficient detail to describe how the Proponent meets the qualifications through use of Form C. If the Proponent is wanting to be prequalified on more than one Tunnelling method they may provide multiple versions of Form C:

- (a) Corporate Experience
 - (i) Complete Form C, including company office location, number of employees and working geography, number of years the company has been operating, company experience, number of projects, number of trenchless installations in last 3 years.
- (b) Project References
 - (i) Submit a description of referenced projects for the Proponent Experience, including owner's name and contact information.

B24.3 Additional information for the referenced projects such as project descriptions, soil conditions, pipe materials, and special features may be included in the Appendices.

B25. WORKPLACE SAFETY AND HEALTH QUALIFICATION (CONSTRUCTION AND MAINTENANCE TEAM MEMBERS)

B25.1 The Proponent shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Proponent /Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) Written confirmation of a safety and health certification meeting SAFE Work Manitoba's SAFE Work Certified Standard (e.g., COR™ and SECOR™) or
 - (i) a copy of their valid Manitoba COR certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Certificate of Recognition (COR) Program administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
 - (ii) a copy of their valid Manitoba SECOR™ certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Small Employer Certificate of Recognition Program (SECOR™) administered by the Construction Safety

Association of Manitoba or by the Manitoba Heavy Construction Association's
 WORKSAFELY™ COR™ Program or

- (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>).

B26. SUBSTITUTIONS

B26.1 If, following your Submission, you become aware that any Persons identified to participate in this Project will be unable or is likely to be unable to participate on this Project, you must immediately advise the Contract Administrator and indicate your proposed substitute Person. Failure to do so may result in disqualification of your Submission from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, from the RFP process.

B27. NON-CONFORMING SUBMISSIONS

B27.1 Notwithstanding B21.1, with the exception of B20.4, if a Proponent's Submission is not strictly in accordance with any provision of this RFQ, the City may, at its option:

- (a) waive the non-conformance if, in the City's opinion, the non-conformance is immaterial; or
- (b) reject the Submission as non-responsive if, in the City's opinion, the non-conformance is material.

B27.1.1 If the non-conformance is an omission, the City may, at its discretion, give the Proponent up to five (5) Business Days to supply the omitted material.

B27.2 If the requested information is not submitted by the time specified in B27.1.1, the Submission will be determined to be non-responsive.

B28. PROPONENT'S COSTS AND EXPENSES

B28.1 Proponents are solely responsible for their own costs and expenses in preparing and submitting a Qualification Submission and participating in the RFQ, including the provision of any additional information or attendance at meetings.

EVALUATION

B29. EVALUATION CRITERIA

B29.1 Submissions will be evaluated in accordance with the following:

SUBMISSION COMPONENT	Evaluation	
Section A: Form A: Request for Qualification Application	To be completed in accordance with B22	Pass/Fail
Section B: Form B: Understanding of Project & Key Issues	To be completed in accordance with B23	Pass/Fail
Section C: Form C: Experience of Proponent	To be completed in accordance with B24	Pass/Fail

B29.2 Further to B29.1 and B27, the City may reject a Submission as being non-responsive if the Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Submission, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

- B29.3 Further to B29.1 Section A, request for qualification shall be evaluated considering conformance to mandatory requirements or acceptable deviation therefrom.
- B29.4 Further to B29.1 Section B, understanding and key issues shall be evaluated considering the information submitted in reference to the Proponent's understanding of the project and key issues information submitted.
- B29.5 Further to B29.1 Section C, experience shall be evaluated considering the information submitted in reference to the Proponent's qualifications and experience.
- B29.6 Further to B29.1 Section C, experience shall be evaluated considering past performance using the information submitted in reference to the past performance on similar projects and references submitted.
- B29.7 Reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B29.8 The City has full power to conduct an independent verification of information in any Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed members of its team.
- B29.9 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.
- B29.10 The Proponent must receive a pass score for each Submission component to be determined to be qualified.

B30. NO CONTRACT

- B30.1 By submitting a Qualification Submission and participating in the process as outlined in this document, Proponents expressly agree that no contract of any kind is formed under, or arises from this RFQ, and that no legal obligations will arise.
- B30.2 Although it is the intention of the City to establish a shortlist of Proponents to participate in the RFP stage of the procurement process, the City reserves the right and the full power to give notice in writing of any change to its Contract Administrator, amend any dates, schedules, limits and Scope of Work and any contract awarded, or to reject any and all Submissions, to launch a new or amended procurement process, or to decide that it will not issue the RFP, without incurring any liability in respect of costs or damages incurred by any Proponent or any member of a private sector team.
- B30.3 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this RFQ, the procurement process or the Project at any time.
- B30.4 If the City proceeds to request a more detailed proposal, only to Proponents determined to be qualified under the RFQ process, the City will have no obligation to award a Contract where:
- (a) only one Submission is received; or
 - (b) in the judgment of the City, the interests of the City would best be served by not entering into a Contract.
- B30.5 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B30.6 Following the conclusion of the RFQ process, Proponents will be provided with information related to the evaluation of their Submission upon written request to the Contract Administrator.