



THE CITY OF WINNIPEG

REQUEST FOR QUALIFICATION

RFQ NO. 1247-2018

REQUEST FOR QUALIFICATIONS FOR THE DEMOLITION OF SMALL BUILDINGS

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PART B - REQUEST FOR QUALIFICATION INFORMATION

B1. DEFINITIONS

B1.1 When used in this Request for Qualification:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Calendar Day**" means the period from one midnight to the following midnight;
- (c) "**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;
- (d) "**City Council**" means the Council of the City of Winnipeg;
- (e) "**Commissioning Date**" means that date when construction of the contemplated Project is complete, and the Maintenance Term commences;
- (f) "**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;
- (g) "**Contract Administrator**" means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (h) "**Contractor**" means the person undertaking the performance of the work under the terms of the Contract;
- (i) "**Hand-back Date**" means the date at the end of the Maintenance Term when the Project shall cease to be subject to the care and custody of any successful private sector Proponent under the intended DBFM Agreement so that possession and control of the Works shall revert entirely to the City;
- (j) "**Maintenance Term**" means the period to be fixed in the DBFM Agreement commencing on the Commissioning Date and continuing through to the Hand-back Date during which any Proponent successful in the RFP stage of this procurement process shall maintain the work of the Project in accordance with terms to be finalized in the DBFM Agreement;
- (k) "**may**" indicates an allowable action or feature which will not be evaluated;
- (l) "**must**" or "**shall**" indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (m) "**Person**" means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (n) "**Proponent**" means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications;
- (o) "**should**" indicates a desirable action or feature which will be evaluated on a relative scale;
- (p) "**Site**" means the lands and other places on, under, in or through which the work is to be performed;
- (q) "**Submission or Qualification Submission**" means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (r) "**Submission Deadline**" means the time and date for final receipt of Submissions;
- (s) "**Substantial Performance**" shall have the meaning attributed to it in The Builders' Liens Act (Manitoba), or any successor legislation thereto;
- (t) "**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 The intent of this submission is to provide the City with sufficient information to qualify Bidders to perform demolitions of small buildings from date of award to December 31, 2023
- B2.2 Applicants wishing to be qualified shall complete this “Qualifications Submission” document.
(a) Additional pertinent information may be submitted to demonstrate qualifications more fully.
- B2.3 All demolition projects are estimated to be under \$50,000 and will be issued to pre-qualified Bidders only. Only Bidders qualified under this Request for Qualifications will be invited to bid on projects from the pre-qualified Bidder’s list.
- B2.4 Qualification of Bidders, to bid on prospective Work, shall not be construed as a commitment by the City to award contracts to any Bidder or to pay any costs incurred by the Bidder in preparing a response or otherwise in relation to this statement.
- B2.5 The City reserves the right to contact owners, owner’s representatives and/or consultants that have been identified as well as the references provided in this statement of qualification.
- B2.6 The Bidder is obligated to inform the City, in a timely manner, of any changes to key personnel, ownership, bonding capability, financial position, insurance or any other information which may affect its pre-qualified status with the City.

B3. WINNIPEG

- B3.1 Winnipeg is an important Canadian city, and the capital of the Province of Manitoba. Located in Western Canada, Winnipeg plays a prominent role in transportation, finance, manufacturing, agriculture and education. It is known as the Gateway to the West. The City is located near the geographic centre of North America. It lies in a flood plain at the confluence of the Red and Assiniboine rivers and started around the point now commonly known as The Forks. It is protected from flooding by the Red River Floodway. Winnipeg covers an area of 663 square kilometers.
- B3.2 For information on City demographics, refer to the City of Winnipeg web site at:
https://www.winnipeg.ca/cao/pdfs/CommunityTrendsandPerformanceReportVolume1_2019.pdf
- B3.3 For information related to the City’s political structure, refer to the City of Winnipeg web site at:
<https://winnipeg.ca/council/default.stm>
- B3.4 For information related to the City’s administrative structure and services refer to the City of Winnipeg web site at: <https://winnipeg.ca/interhom/toc/departments.asp>
- B3.5 For information related to the City’s finances refer to the City of Winnipeg web site at:
<https://winnipeg.ca/finance/default.stm>

B4. PURPOSE OF THE REQUEST FOR QUALIFICATIONS DOCUMENT

- B4.1 The purpose of this Request for Qualifications (RFQ) is to identify experienced and capable Proponents with appropriate demolition experience necessary to successfully demolish small buildings as described herein.
- B4.2 The City invites qualified individuals to submit a Qualification Submission in response to this RFQ.

- B4.3 After receiving the Submissions to this RFQ, the City will review all Submissions received and shortlist up to three of the most qualified Proponents. Only those Proponents on the shortlist will be invited to further submit a more detailed proposal.

B5. SCOPE OF WORK

B5.1 Level I Demolition

The Work to be done under the proposed Contractor shall consist of the demolition of small buildings.

- (a) The Work shall be done on an “as required” basis during the term of the Contract.
 - (i) The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
 - (ii) The City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- (b) The City will have arranged to have the gas and hydro connections disconnected and meters removed by others.
- (c) If asbestos or other hazardous materials are encountered during the Work of the Contract, the pre-qualified Contractor shall stop all Work and notify the Contract Administrator immediately. Removal of hazardous materials shall be dealt with by the City and the Contractor shall await further instructions by the Contract Administrator.
- (d) The City reserves the right to add or delete Contractors during the period stated in D1.1 in the best interest to the City.
- (e) Demolitions shall be performed in accordance with (Canadian Standards Association (CSA International) standard; CSA S350-M1980 (R2003), Code of Practice for Safety in Demolition of Structures
- (f) Contractors shall obtain the necessary Service Permits from the City’s Public Works Department, cut-off and abandoned all existing sewer and water pipes, including having arranged for an Inspection of the cut-offs by the City’s Water and Waste Department
- (g) The trees on site must be protected according to the City’s “Tree Protection During Construction” specifications. These specifications can be found on the City’s website: http://winnipeg.ca/publicworks/Forestry/documents/Principles_and_Guidelines.pdf

B5.2 Level II Wet Demolition

The Work to be done under the proposed Contractor shall consist of wet demolitions of small buildings.

- (a) The Work shall be done on an “as required” basis during the term of the Contract.
 - (i) The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.
 - (ii) The City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.
- (b) The City will have arranged to have the gas and hydro connections disconnected and meters removed by others.
- (c) The City reserves the right to add or delete Contractors during the pre-qualification period in the best interest to the City.
- (d) Demolitions shall be performed in accordance with (Canadian Standards Association (CSA International) standard; CSA S350-M1980 (R2003), Code of Practice for Safety in Demolition of Structures
- (e) Contractor shall obtain the necessary Service Permits from the City’s Public Works Department, cut-off and abandoned all existing sewer and water pipes, including having arranged for an Inspection of the cut-offs by the City’s Water and Waste Department

- (f) The trees on site must be protected according to the City's "Tree Protection During Construction" specifications. These specifications can be found on the City's website: http://winnipeg.ca/publicworks/Forestry/documents/Principles_and_Guidelines.pdf
- (g) Use wet demolition procedures when the building is deemed unsafe to enter and asbestos containing materials or other hazardous materials are suspected to be in the building to be demolished. The major components of this work include:
 - (i) Demolishing the building in a controlled manner using proper asbestos removal procedures
 - (ii) Control any water runoff
 - (iii) Provide temporary dust screens, covers, railings, support or other protection as required
 - (iv) Follow all safety procedures outlined by the authorities having jurisdiction

B6. GENERAL CONDITIONS

- B6.1 The *General Conditions for Construction* (Revision 2006 12 15) are applicable to the Work of the Contract.
- B6.1.1 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

B7. PROCUREMENT PROCESS

- B7.1 The first stage of the procurement process for the Project is this RFQ. The City intends to invite qualified Level I and Level II Proponents to participate in the second stage of the procurement process, bidding on demolition projects as described in the Scope of Work
- B7.2 Following completion of the RFQ stage, Proponents will be invited to provide bids in response to an Request for Quotation that will identify the location of work and describe the work required. The Contract Administrator will evaluate the bid proposals received from the proponents and select the lowest responsive bidder.
- B7.3 Upon completion of the Request for Quotation, the Contractor Administrator or a City delegate intends to provide a Purchase Order to the successful Bidder, which will be subject to final approval by the Project Manager.

B8. DISCLOSURE

- B8.1 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.
- B8.2 The Persons are:
 - (a) N/A

B9. CONFLICT OF INTEREST AND GOOD FAITH

- B9.1 Proponents, by responding to this RFQ, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.
- B9.2 Conflict of Interest means any situation or circumstance where a Proponent or employee of the Proponent proposed for the Work has:
 - (a) other commitments;
 - (b) relationships;

- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
- (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFQ process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFQ process) of strategic and/or material relevance to the RFQ process or to the Work that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B9.3 In connection with its Bid, each entity identified in B9.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFQ process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B9.4 Without limiting B9.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B9.5 Without limiting B9.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its employees proposed for the Work;
- (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Proponent or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B9.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, or one of its employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B9.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B10. ENQUIRIES

B10.1 All enquiries shall be directed to the Contract Administrator identified in B11.

- B10.2 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.
- B10.3 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.
- B10.4 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.
- B10.5 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.
- B10.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B8 unless that response or interpretation is provided by the Contract Administrator in writing.

B11. CONTRACT ADMINISTRATOR

- B11.1 The Contract Administrator is:
Francisco Aguirre
Contracts Officer
Telephone No. 204-986-3855
Email Address: FAguirrePineda@winnipeg.ca

B12. ADDENDA

- B12.1 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.
- B12.2 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>
- B12.3 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.
- B12.4 The Proponent should acknowledge receipt of each addendum on Form A: Request for Qualification Application.
- B12.5 Notwithstanding B10, enquiries related to an Addendum may be directed to the Contract Administrator indicated in B11.

B13. CONFIDENTIALITY AND PRIVACY

- B13.1 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.

- B13.2 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.
- B13.3 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).
- B13.4 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.
- B13.5 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.
- B13.6 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.

B14. NON-DISCLOSURE

- B14.1 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.
- B14.2 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.

B15. NO COLLUSION

- B15.1 Upon making a Submission to this RFQ, each Proponent shall declare that they have not participated in any collusive scheme or combine.
- B15.2 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.

B16. NO LOBBYING

- B16.1 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.

B17. ELIGIBILITY

B17.1 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.

B18. OPENING OF QUALIFICATION SUBMISSIONS AND RELEASE OF INFORMATION

B18.1 Qualification Submissions will not be opened publicly.

B18.2 After evaluation, the names of the shortlisted Proponents and their address(es) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/> .

B18.3 The Proponent is advised that any information contained in any Qualification 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).

B18.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Qualification Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B18.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

SUBMISSION INSTRUCTIONS

B19. SUBMISSION DEADLINE

B19.1 The Submission Deadline is 4:00 p.m. Winnipeg time, April 3, 2019.

B19.2 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 B19.1.

B19.3 Qualification Submissions will not be opened publicly.

B19.4 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.

B19.5 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.

B19.6 Qualification Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B19.7 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

B20. QUALIFICATION SUBMISSION

- B20.1 The Qualification Submission should consist of the following components:
- (a) Form A: Request for Qualification Application (Section A);
 - (b) Form B: Qualification Questionnaire – LEVEL I and Level II (optional)
 - (c) Form J: Subcontractor List
 - (d) Form K: Equipment
- B20.2 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.
- B20.3 Proponents are advised that inclusion of terms and conditions inconsistent with the RFQ document will be evaluated in accordance with B27.
- B20.4 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.
- B20.5 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

B21. FORM A: REQUEST FOR QUALIFICATION APPLICATION

- B21.1 Further to B20.1(a), the Proponent shall complete Form A: Request for Qualifications Application, making all required entries.
- B21.2 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.
- B21.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B21.2.
- B21.3 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.
- B21.4 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.

- B21.5 The name and official capacity of all individuals signing Form A: Request for Qualification Application should be printed below such signatures.
- B21.6 All signatures should be original.
- B21.7 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.

B22. FORM B: QUALIFICATION QUESTIONNAIRE

- B22.1 Further to B21.1B, the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the Proponent (s) by providing:
- (a) Three (3) References for recent projects similar in size, scope and complexity. Each Reference should consist of a company name, email address, phone number and a brief description of the project.
 - (b) The details of the scope and value of the project
 - (c) Client contact information
- B22.2 The Proponent should complete Form B: Qualification Questionnaire LEVEL I and LEVEL II (optional) giving a list of previously completed work, similar in nature, scope and value to the Work, in sufficient detail to demonstrate the Proponent's qualification to complete the Work.

B23. WORKPLACE SAFETY AND HEALTH QUALIFICATION

- B23.1 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/>.)

B24. NON-CONFORMING SUBMISSIONS

- B24.1 Notwithstanding B20.1, with the exception of B19.4, 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.

B24.1.1 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.

B24.2 If the requested information is not submitted by the time specified in B24.1.1, the Submission will be determined to be non-responsive.

B25. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B25.1 Submissions will not be opened publicly.

B25.2 After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent and their address(es) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>

B25.3 The Proponent is advised any information contained in any Proposal 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).

B25.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B25.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B26. PROPONENT'S COSTS AND EXPENSES

B26.1 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

B27. EVALUATION CRITERIA

B27.1 Proponents will have their Submissions evaluated in accordance with the criteria and weight factors indicated below:

(a) Conformance to Mandatory Requirements or acceptable deviation there from **Pass/Fail**

B27.2 Further to B27.1(a) and B24, 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.

B27.3 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.

B27.4 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.

B27.5 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.

B28. NO CONTRACT

- B28.1 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.
- B28.2 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.
- B28.3 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.
- B28.4 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.
- B28.5 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B28.6 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.