

PART A - REQUEST FOR QUALIFICATION FORMS FORM A-1 – MASTER RFQ SUBMISSION FORM

Name of Proponent: _____

Name of Proponent Representative: _____

Address: _____

City / Province / Postal: _____

Proponent
Representative Contact: _____

Title: _____

Telephone: _____ Fax: _____

Alternate Telephone: _____ E-mail: _____

The above named Proponent Representative hereby declares on its own behalf and, for clarity, on behalf of all Proponent Team Members that:

(a) it has the power and authority to bind the Proponent for the purpose of the RFQ;

(b) the Proponent is a:

- a sole proprietor
- a limited liability or general partnership
- a corporation
- a joint venture
- Other _____

carrying on business under the above mentioned Proponent name;

(c) it acknowledges that all terms not otherwise defined herein shall have the meaning given to them in the RFQ;

(d) the Proponent agrees to comply with and be bound by the requirements, terms and conditions contained in the RFQ;

(e) the Proponent acknowledges its obligations regarding confidential information contained in B18 of the RFQ and agrees to be, bound by such terms, irrespective of whether the Proponent, potential Proponent Team Members or Proponent Team Members submit a Qualification Submission in the RFQ Process or are invited to submit or submit a proposal in the subsequent Request for Proposals process for the Project;

(f) the information submitted in the Qualification Submission or otherwise related to the RFQ is accurate and complete;

(g) the information required by the RFQ has been provided in the Qualification Submission;

(h) the Proponent recognizes that subject to provisions of B18, the information submitted will be treated as confidential and will be used only to establish the list of Prequalified Proponents based on the RFQ;

(i) the Proponent agrees that the information submitted may be clarified, verified and investigated by the City and that pertinent information may be obtained and hereby consent to such clarification, verification and investigation;

- (j) the Proponent agrees that the City is not obliged, in any way whatsoever, to carry out further clarifications, verifications or investigations of any Qualification Submission;
- (k) the Proponent understands that any omission or failure to substantially complete the Qualification Submission or failure to substantially comply with a requirement included in the RFQ may result in the Proponent being disqualified;
- (l) the Proponent understands that it must submit a substantially complete Qualification Submission in accordance with the timelines and requirements of the RFQ and a failure to do so may result in disqualification of the Proponent;
- (m) the Proponent understands that the RFQ is not an offer to enter into any contract of any kind whatsoever and is not intended to create a bidding contract (often referred to as "Contract A");
- (n) the Proponent understands that the RFQ does not constitute any offer of work by the City;
- (o) the Proponent acknowledges B18 of the RFQ and understands that the Proponent may be disqualified if the Proponent or any Proponent Team Member breaches the provisions of B18, or has been convicted of carrying out inappropriate bidding or procurement practices or engaging in unethical behaviour in relation to a procurement process in Canada;
- (p) the Proponent confirms that the Proponent and each Proponent Team Member has conducted itself with integrity and propriety and has not engaged in any inappropriate bidding practices or unethical behaviour in the course of this RFQ Process, and there are no charges or investigations by a public body or convictions related to inappropriate bidding practices or unethical behaviour by the Proponent or any Proponent Team Member in relation to a tender or procurement in any Canadian jurisdiction that:
 - (i) are related to the Project;
 - (ii) may compromise the reputation or integrity of the City so as to affect public confidence in the Project; or
 - (iii) would contravene any applicable law or could have a material adverse effect on the Proponent or any Proponent Team Member in a way which could impair the Proponent or any Proponent Team Member's ability to perform its obligations under the Design Build Agreement;
- (q) The Proponent certifies that the following addenda have been received by the Proponent and agrees that they shall be deemed to form a part of its Qualification Submission:

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

[NOTE TO PROPONENTS: Proponents to list and date all Addenda to RFQ issued by the City as part of the RFQ Process]

this Form A-1 – Master Submission Form has not been modified in any manner, except to include the Proponent's required information and the Addenda information required by this Form.

In witness whereof, the Proponent Representative has executed this Form A-1 – Master RFQ Submission Form as of the date indicated below.

Date: _____

Proponent Representative

Per:

Name: _____

Title: _____

Company _____

Per:

Name: _____

Title: _____

Company _____

I/We have authority to bind the Proponent Representative and to bind the Proponent and each Proponent Team Member.

FORM A-2 – PROPONENT TEAM MEMBER CONSENT DECLARATION

I, _____, am an authorized officer or director of _____
("Proponent Team Member") and confirm for and on behalf of the Proponent Team Member and without
any personal liability that:

- (a) the Proponent Team Member has read and understands the RFQ and acknowledges that all terms not otherwise defined herein shall have the meaning given to them in the RFQ;
- (b) the Proponent Team Member agrees to be bound by the requirements of the RFQ;
- (c) the Proponent Team Member consents to its inclusion in the Proponent's Qualification Submission;
- (d) the Proponent Team Member confirms that the Qualification Submission accurately reflects the qualifications of the Proponent Team Member;
- (e) the Proponent Team Member consents to the City performing reference checks in accordance with the RFQ;
- (f) the Proponent Team Member understands and accepts the obligations imposed on the Proponent and itself through the Proponent, as a result of the Qualification Submission; and
- (g) declares that this Form A-2 – Proponent Team Member Consent Declaration has not been modified in any manner, except to complete the required information.

In witness whereof, the Proponent Team Member has executed this Form A-2 – Proponent Team Member Consent Declaration as of the date indicated below.

Date _____

Proponent Team Member

Per: _____
Name: _____
Title: _____
Per: _____
Name: _____
Title: _____

I/We have authority to bind the Proponent Team Member.

FORM A-3 – CONFLICT OF INTEREST, CONFIDENTIAL INFORMATION AND LITIGATION DECLARATION

[NOTE TO PROPONENTS: Notwithstanding the submission of this declaration, Conflicts of Interest must be disclosed to the Contract Person as soon as one is discovered by the Proponent or a Proponent Team Member.]

This Form A-3 – Conflict of Interest, Confidential Information and Litigation Declaration is delivered pursuant to the RFQ. All terms not otherwise defined herein have the meaning given to them in the RFQ.

Notwithstanding the existence of and/or submission of this declaration, the Proponent hereby acknowledges B18 and the Proponent's obligation to continue to declare all Conflicts of Interest as soon as one is discovered and is under a continuing obligation to disclose all Conflicts of Interest that exist or may exist in the future.

The Proponent Representative hereby declares on behalf of the Proponent, the Proponent Team Members and the Key Individuals that:

1. There is not nor was there any actual or perceived Conflict of Interest or any other type of unfair advantage in our submitting the Qualification Submission. True Not True

If the answer to the above statement is "Not True", attach:

- a. on a separate page, a list and explanation of situations, each of which may be a Conflict of Interest or an instance of unfair advantage, or which may appear as a potential Conflict of Interest or unfair advantage in the Proponent submitting the Qualification Submission and/or
- b. all correspondence related to any Conflict of Interest information which was submitted to the Contact Person prior to the Submission Deadline in accordance with B18.

2. We have no knowledge of or the ability to avail ourselves of Confidential Information (other than Confidential Information which may have been disclosed by the City to the Proponents in the normal course of the Request for Qualifications) that is or was relevant to the Project or the Request for Qualifications evaluation process. True Not True

If the answer to the above statement is "Not True", attach, on a separate page, a brief explanation.

3. Neither the Proponent, the Proponent Team Members, nor any Key Individual are the subject of any adverse ruling or conviction determined in the last 5 years involving fraud, fraudulent misrepresentation or professional misconduct. True Not True

If the answer to the above statement is "Not True", attach, on a separate page, a brief explanation.

4. Neither the Proponent, the Proponent Team Members nor any Key Individual are involved in any litigation that is currently ongoing, either directly or indirectly (e.g. through a related party) that:
- a) is against or involving the City; or True Not True
 - b) may materially adversely affect the Proponent's, the Proponent Team Member's or the Key Individual's ability to participate in the Project; or True Not True
 - c) may materially adversely affect the City's reputation or Project procurement process if the City selects the Proponent as a Prequalified Proponent; True Not True

If the answer to any of the above statements is "Not True", attach, on a separate page, a brief explanation and include the following information: (1) plaintiff name; (2) defendant name; (3) year litigation initiated; (4) disputed amount (\$CAD); and (5) nature of dispute.

5. This Form A-3 – Conflict of Interest, Confidential Information and Litigation Declaration has not been modified in any manner, except to complete the required information.
6. Full disclosure of the requirements set out in the RFQ has been made.

In witness whereof, the Proponent Representative has executed this Form A-3 – Conflict of Interest, Confidential Information and Litigation Declaration as of the date indicated below.

Date: _____

Proponent Representative

Per: _____

Name: _____

Title: _____

Company _____

Per: _____

Name: _____

Title: _____

Company _____

I/We have authority to bind the Proponent Representative and to bind the Proponent and each Proponent Team Member.

FORM C-1 – PROPONENT REPRESENTATIVE AND PROPONENT REPRESENTATIVE CONTACT INDIVIDUAL

Reference B32

Name of Proponent:	<i>e.g. ABC Joint Venture</i>	
Proponent Representative– Details		
Name of Proponent Representative:	<i>i.e. Business organization (e.g. AECOM Canada Ltd)</i>	
Proponent Representative Mailing Address:	Address	
	City	
	Province/State	
	Postal Code	
	Country	
Proponent Representative Telephone Number:		
Proponent Representative E-Mail Address:		
Proponent Representative Web-site Address:		
Proponent Representative Contact Individual – Details		
Name:	<i>e.g. John Doe, PMP</i>	
Title:	<i>e.g. Partner</i>	
Company:	<i>e.g. AECOM Canada Ltd</i>	
Mailing Address:	Address	
	City	
	Province/State	
	Postal Code	
	Country	
Telephone Number:		
Fax Number:		
E-mail Address:		

FORM C-2 – PROPONENT AND PROPONENT TEAM LEAD(S) MEMBER COMPOSITION

Reference B32

Proponent Name

(e.g. ABC Joint Venture or ABC Construction Ltd)

Company / Firm Name	Role	Anticipated Equity Participation (%)	Summary Scope of Work/ Responsibilities	Name / Title of Lead Individual
<i>List each person(s) comprising the Proponent and each person(s) comprising Proponent Team Lead Member</i>				
<i>e.g. XZY Canada Ltd</i>	<i>Proponent in ABC Joint Venture</i>	<i>50%</i>	<i>Responsible as a potential design builder to manage the Project</i>	<i>John Doe, PMP / senior vice president</i>
<i>e.g PQR Inc.</i>	<i>Design Team Lead Member</i>	<i>0%</i>	<i>Responsible for overseeing all the design for the Project</i>	<i>James Roe , Principal</i>
<i>e.g. XZY Canada Ltd</i>	<i>Construction Team Lead Member</i>	<i>0%</i>	<i>Responsible for overseeing all the Construction for the project</i>	<i>John Doe, PMP / senior vice president</i>
<i>e.g. ABC Holdings Ltd.</i>	<i>Proponent Guarantor</i>	<i>60%</i>	<i>Parent Company Guarantor for the Proponent to meet minimum net worth</i>	

FORM C-3 – PROPONENT TEAM MEMBERS ROLES AND RESPONSIBILITIES

Reference B32

Proponent Team Member Name:	<i>Indicate Name of Business organization</i>	
No. of years in Business		
Average Volume of work	<i>Include the average volume of work in the last 5 years</i>	
Number of Employees	<i>Indicate the total number of employees globally</i>	
Office Location	<i>Indicate the corporate office and other office locations (if any)</i>	
Mailing Address:	Address	
	City	
	Province/State	
	Postal Code	
	Country	
Telephone Number:		
E-mail Address:		
Website Address:		
Main Contact Individual:		
Mailing Address:	Address	
	City	
	Province/State	
	Postal Code	
	Country	
Telephone Number:		
Fax Number:		
E-mail Address:		

FORM C-4 – PROPONENT TEAM MEMBER(S) – LEGAL STATUS

Reference B32

Proponent / Proponent Team Member(s)
Name: _____

Type of Entity	<i>Corporation, Partnership, Joint Venture, etc.</i>
Legal Name	
Jurisdiction of Incorporation / Registration	
Registration No.	
Year of Incorporation / Registration	
Registered Address	
Current Trading/Business Name	
For Privately Held Corporation Provide Director List	
For Subsidiary Corporation, Provide Parent Name	
For Subsidiary Corporation, Provide Relationship between the Parent Organization and Proponent Team Member	

NOTE: Complete Form C-4 for every firm or Legal entity that makes up the Proponent or Proponent Team Member (i.e. if the Proponent or Proponent Team Member comprises more than one firm or legal entity)

FORM D-1 – PAST PROJECT EXPERIENCE

Reference B33

Name of Organization:	<i>e.g. AECOM Canada Ltd</i>
Proposed Role on Hydrogen Generation And Dispensing Project:	<input type="checkbox"/> Proponent <input type="checkbox"/> Project Management Lead <input type="checkbox"/> Design Lead <input type="checkbox"/> Construction Lead <input type="checkbox"/> Commissioning Lead
Project 1	
Past Project Owner and location (City, Province / State, Country):	<i>e.g. City of Winnipeg</i>
Past Project Name:	<i>e.g. Lift station upgrades</i>
Delivery Method: (DB, DBB, DBO, DBOFM, etc.)	
Past Project Overall Scope Description:	
Relevance of Past Project to this Project:	<i>(Indicate how this past project is relevant to the design build of hydrogen generation and dispensing infrastructure at 421 Osborne Street (Fort Rouge Garage) Project based on the criteria provided in B36 size, type, challenges, location, etc. – list all relevant items)</i>
Proponent/ Proponent Team members Role and Responsibility on Past Project:	
Total Project Schedule Dates (start–finish), duration (mos.) and % complete	<i>Indicate original past project schedule and actual past project delivery schedule, showing design schedules and the construction schedules and provide the reasons for any discrepancies between the two (if any).</i>
Total Project Cost: Original vs. Final; explain difference	<i>Provide the original and final cost of the past project. Identify the amount of scope changes (if any) and the reasons for each of them</i>
Your Work Schedule Dates: (start–finish), duration (mos.) and % complete	<i>Indicate the original and actual past project schedules related to your scope of work on the past project and provide the reasons for any discrepancies between the two (if any).</i>
Your Contract Cost: Original vs. Final, and explain difference	<i>Provide the value of the scope of your assignment. Identify the amount of scope changes related to your assignment and the reasons for each of them</i>
Name(s) of other Proponent Team Member(s) involved in past project and their Roles:	
Accomplishments on Past Project that may relate to this Project	
Past Project Client Reference	Reference Name:
	Title:
	Role on/Relation to Project:
	Phone No.:
	Email:
Project 2	
Past Project Owner and location (City, Province / State, Country):	<i>e.g. City of Winnipeg</i>
Past Project Name:	<i>e.g. Lift station upgrades</i>

Delivery Method: (DB, DBB, DBO, DBOFM, etc.)	
Past Project Overall Scope Description:	
Relevance of Past Project to this Project:	<i>(Indicate how this past project is relevant to the design build of hydrogen generation and dispensing infrastructure at 421 Osborne Street (Fort Rouge Garage) Project based on the criteria provided in B35 size, type, challenges, location, etc. – list all relevant items)</i>
Proponent/ Proponent Team members Role and Responsibility on Past Project:	
Total Project Schedule Dates (start–finish), duration (mos.) and % complete	<i>Indicate original past project schedule and actual past project delivery schedule, showing design schedules and the construction schedules and provide the reasons for any discrepancies between the two (if any).</i>
Total Project Cost: Original vs. Final; explain difference	<i>Provide the original and final cost of the past project. Identify the amount of scope changes (if any) and the reasons for each of them</i>
Your Work Schedule Dates: (start–finish, duration (mos.) and % complete	<i>Indicate the original and actual past project schedules related to your scope of work on the past project and provide the reasons for any discrepancies between the two (if any).</i>
Your Contract Cost: Original vs. Final, and explain difference	<i>Provide the value of the scope of your assignment. Identify the amount of scope changes related to your assignment and the reasons for each of them</i>
Name(s) of other Proponent Team Member(s) involved in past project and their Roles:	
Accomplishments on Past Project that may relate to this Project	
Past Project Client Reference	Reference Name:
	Title:
	Role on/Relation to Project:
	Phone No.:
	Email:
Project 3	
Past Project Owner and location (City, Province / State, Country):	<i>e.g. City of Winnipeg</i>
Past Project Name:	<i>e.g. Lift station upgrades</i>
Delivery Method: (DB, DBB, DBO, DBOFM, etc.)	
Past Project Overall Scope Description:	
Relevance of Past Project to this Project:	<i>(Indicate how this past project is relevant to the design build of hydrogen generation and dispensing infrastructure at 421 Osborne Street (Fort Rouge Garage) Project based on the criteria provided in B35 size, type, challenges, location, etc. – list all relevant items)</i>
Proponent/ Proponent Team members Role and Responsibility on Past Project:	
Total Project Schedule Dates (start–finish), duration (mos.) and % complete	<i>Indicate original past project schedule and actual past project delivery schedule, showing design schedules and the construction schedules and provide the reasons for any discrepancies between the two (if any).</i>
Total Project Cost: Original vs. Final; explain difference	<i>Provide the original and final cost of the past project. Identify the amount of scope changes (if any) and the reasons for each of them</i>

Your Work Schedule Dates: (start-finish, duration (mos.) and % complete	<i>Indicate the original and actual past project schedules related to your scope of work on the past project and provide the reasons for any discrepancies between the two (if any).</i>
Your Contract Cost: Original vs. Final, and explain difference	<i>Provide the value of the scope of your assignment. Identify the amount of scope changes related to your assignment and the reasons for each of them</i>
Name(s) of other Proponent Team Member(s) involved in past project and their Roles:	
Accomplishments on Past Project that may relate to this Project	
Past Project Client Reference	Reference Name:
	Title:
	Role on/Relation to Project:
	Phone No.:
	Email:

FORM E-1 – KEY INDIVIDUAL QUALIFICATIONS AND EXPERIENCE

Reference B34

Key Individual's Name:	<i>John Doe</i>
Current Employer – Proponent / Proponent Team Member:	<i>e.g. AECOM Canada Ltd – Proponent or AECOM Canada Ltd – Construction Team Member</i>
Education, Professional Licenses / Certifications & Specialized Training (include institutions, certifying agency & license / cert. numbers:	<i>e.g. P.Eng., PE, PMP etc., trained in confined space entry</i>
Proposed Role & Scope of Responsibility on this Hydrogen Generation And Dispensing Project:	
Years of Experience	<p><i>Indicate</i></p> <ul style="list-style-type: none"> • <i>years of experience similar to the proposed role for the design build of hydrogen generation and dispensing infrastructure at 421 Osborne Street (Fort Rouge Garage) project and</i> • <i>Total years of experience</i>
Project 1	
Name and location of Past Project	
Past project owner	<i>e.g. City of Edmonton</i>
Description of Past Project:	<i>Description of past project should be applicable to the criteria indicated in B37</i>
Role and Responsibility of Key Individual on Past Project:	
Percentage of time assigned to Past Project:	
Client Reference for Past Project:	Reference Contact Name:
	Title:
	Reference Role on Past Project:
	Phone No.:
	Email:
Project 2	
Name and location of Past Project	
Past Project Owner	<i>e.g. City of Edmonton</i>
Description of Past Project:	<i>Description of past project should be applicable to the criteria indicated in B37</i>
Role and Responsibility of Key Individual on Past Project:	
Percentage of time assigned to Past Project:	
Client Reference for Past Project:	Reference Contact Name:
	Title:
	Reference Role on Past Project:
	Phone No.:
	Email:

**FORM H-1 –PROPONENT AND PROPONENT TEAM LEAD(S) BUSINESS INFORMATION
IDENTIFICATION**

Reference B37

Proponent Name	
Proponent Entity (Corporation, Partnership, Joint Venture, etc.)	
Design Team Lead(s) Name(s)	
Construction Team Lead(s) Name(s)	
Project Management Team Lead(s) Name(s)	

FORM H2- FINANCIAL ORGANIZATION CREDIT REFERENCE
(To be placed on the Licensed Financial Institution's Letterhead)

Reference B37

To:	The City of Winnipeg
From:	<i>(insert legal name of financial institution)</i>
Proponent:	<i>(Insert legal name of appropriate Person)</i>
Project:	DESIGN BUILD OF HYDROGEN GENERATION AND DISPENSING PROJECT AT 421 OSBORNE STREET (FORT ROUGE GARAGE), Winnipeg, Manitoba – RFQ 80-2023A

Please answer the following questions. If any answer to questions 1-6 below is yes, provide a summary description following the applicable question.

1. Has your financial institution extended credit to the business organization in the past 5 years?
Yes / No
2. Has the business organization ever defaulted on a loan with your institution?
Yes / No
3. Has the business organization's credit history included any instances of delinquent payments?
Yes / No
4. To your knowledge, has the business organization ever filed for bankruptcy or been involved in any bankruptcy proceedings? Yes / No
5. To your knowledge, has any creditor ever filed any criminal charges against the business organization?
Yes /No
6. Please discuss any other questions or issues that have been identified in any financial due diligence evaluation or credit check performed by your institution on the business organization. If none, so state: _____
7. Overall, how would you rank the financial stability or credit worthiness of the business organization (e.g. excellent, good, satisfactory, below average, poor)? _____

Dated this _____ day of _____, 2023

Legal Name of Licenced Financial Institution

Name of Authorized Representative

.....
Signature of Authorized Representative

FORM H-4 – LICENSED FINANCIAL INSTITUTION REFERENCE LETTER

(To be placed on the Financial Institution's Letterhead)

Reference B37

To:	The City of Winnipeg
From:	<i>(insert legal name of financial institution)</i>
Proponent:	<i>(Insert legal name of Proponent)</i>
Project:	DESIGN BUILD OF HYDROGEN GENERATION AND DISPENSING PROJECT AT 421 OSBORNE STREET (FORT ROUGE GARAGE), Winnipeg, Manitoba – RFQ 80-2023A

We confirm that _____ has been a customer of _____ for _____ years.

We confirm that _____ has the capacity to access not less than \$five million Canadian Dollars (\$5,000,000 million CAD) of debt or equity capital in a timely fashion in order to finance the obligations of the Work over the duration of this Project, which is anticipated to be 18 months. Other committed or proposed projects will not impair their capacity to access this minimum capital requirement.

We confirm that _____ has the capacity to provide a letter of credit in the amount of \$two hundred fifty thousand Canadian Dollars (\$250,000 thousand CAD), in a form satisfactory to the City, to be in place until the successful completion of all operational performance testing and demonstrations.

Further, should _____ chose to provide a letter of credit (instead of a bid bond) as a proposal security, they have the capacity to provide such in the amount of five hundred thousand Canadian Dollars (\$500,000.00 CAD).

Dated this _____ day of _____, 2023

Legal Name of Licenced Financial Institution

Name and Title of Authorized Representative

Signature of Authorized Representative

FORM H-5 – SURETY REFERENCE LETTER

(To be placed on the Surety's Letterhead)

Reference B37

To:	The City of Winnipeg
From:	<i>(Insert legal name of Surety)</i>
Proponent:	<i>(Insert legal name of Proponent)</i>
Project:	DESIGN BUILD OF HYDROGEN GENERATION AND DISPENSING PROJECT AT 421 OSBORNE STREET (FORT ROUGE GARAGE), Winnipeg, Manitoba –RFQ 80-2023A

We are the Surety for _____, and have a current bonding facility in place for our client. Subject to meeting the relevant underwriting criteria, the bond facility will support contracts with a single project value of not less than \$five million Canadian Dollars (\$5,000,000 million CAD).

In our experience _____ has demonstrated the ability to complete projects in accordance with the conditions of the contract, and have the technical and financial capacity to undertake projects of this general size and scope.

Our willingness to extend the required performance bond and labour and materials payment bond will be based on our underwriting of the contractor and analysis of the contract documents at the time of proposal submission.

Further, should _____ chose to provide a bid bond (instead of a letter of credit) as proposal security, they have the capacity to provide such in the amount of \$five hundred thousand Canadian Dollars (\$500,000.00 CAD).

Dated this _____ day of _____, 2023

Legal Name of Surety

Name and Title of Authorized Representative

Signature of Authorized Representative

Seal