



**Request for Quote: CVR – 010 - 2018**

**Road Construction RR 11**

**From TWP 510 to TWP 504 (3.2 Kms)**

**Closing Date: August 17, 2018**

**Closing Time: 10:00:00 a.m., Alberta Time**

**Closing Location: County of Vermilion River  
County Office  
Box 69  
4912 – 50 Avenue  
Kitscoty, Alberta  
T0B 2P0**

## INVITATION TO QUOTE

**You are formally invited to submit a Quote for completing Road Construction, located at RR 11, between TWP 502 and TWO 510 (3.2 Kms).**

A sealed RFQ Proposal in a clearly marked envelope titled **“County of Vermilion River, RFQ 010 – 2018 Road Construction - Range Road 11”**, directed to

County of Vermilion River  
Attention: Dave McPhee  
Project Manager  
4912 - 50 Ave  
Box 69  
Kitscoty, AB., T0B 2P0

- 1.1 The submittal must be delivered or mailed to allow such RFQ proposals to be physically received at the above noted address before **August 17, 2017, 2:00:00 p.m. local time.** Proposals received and not conforming to the foregoing will be returned to the Submitter without being considered. A Proposal or any amendments received via facsimile will not be accepted.
- 1.3 Pre-tender meeting is scheduled for August 15, 2018, 10:00 am and will take place on site on RR 11 approximately 100 meters south of TWP 510.
- 1.4 Proposal must include:
  - (a) Bid Bond or Certified Cheque in the amount of 10% of the Price Quote;
  - (b) Copy of Current COR Safety Certificate or Temporary Letter of Certification.
- 1.5 Proponents are notified that the lowest or any RFQ Proposal need not be accepted by the County and the County reserves the right to reject any and all RFQ Proposals at any time without further explanation or to accept any RFQ Proposal, or part thereof, considered advantageous to the County. Award shall be made on the RFQ Proposal that will give the greatest value based upon quality, service, experience, and price.
- 1.6 The County may elect at its sole discretion to accept or reject any RFQ Proposal or part thereof and to waive any defect, irregularity, mistake, or non-compliance in any RFQ Proposal and to accept or reject any RFQ Proposal or alternative proposal, in whole or in part, which it deems to be most advantageous to its interests.
- 1.7 No implied obligation of any kind or on behalf of the County shall arise from anything in the RFQ Documents.
- 1.8 Any successful Proponent shall be the Prime Contractor for the Project pursuant to the applicable construction safety legislation and shall have primary responsibility for the safety of all workers and equipment on the Project in accordance with such legislation.

## Key Dates

|   |  |
|---|--|
| August 15, 2018, 10:00 am                 | County completes RFQ site meeting                              |
| August 16, 2018, 10:00 am<br>Alberta Time | Cut-off for County receiving Proponent questions regarding RFQ |
| August 17 by 11:00 am<br>Alberta Time     | County posts addendums by email                                |
| August 17, 2018 2:00:00 pm                | Closing Date & Time  |
| August 21, 2018                           | County completes review on the RFQs                            |
| August 22, 2018                           | Notify successful Proponent                                    |
| On or about August 23, 2018               | Contract Start Date  |

## **Table of Contents**

|  | <b>Page</b> |
|--|-------------|
| <b>1. Instructions to Proponents</b>                       | <b>5</b>    |
| 1.1. Introduction  | 5           |
| 1.2. Offer and Acceptance Period                           | 5           |
| 1.3. Definitions   | 5, 6        |
| 1.4. Inquiries   | 6, 7        |
| 1.5. Addenda   | 7           |
| 1.6. Closing Date and Time                                 | 7, 8        |
| 1.7. Submission of RFQ Proposals                           | 8           |
| 1.8. Exceptions  | 9           |
| 1.9. Reservation   | 9, 10       |
| 1.10. Freedom of Information and Protection of Privacy Act | 10, 11      |
| 1.11. Conflict of Interest                                 | 11          |
| 1.12. Governing Law  | 11          |
| <b>2. Statement of Work</b>                                | <b>11</b>   |
| 2.1. Objective   | 11          |
| 2.2. Background  | 12, 13      |
| 2.3. Scope   | 12, 13      |
| 2.4. Qualified Personnel                                   | 13          |
| 2.5. Deliverables  | 13, 14      |
| 2.6. Specialist Contractor                                 | 14          |
| 2.7. Quality Control Measures                              | 14          |
| 2.8. Health & Safety                                       | 14          |
| 2.9. Period of the Contractual Offer                       | 14          |
| 2.10. Payment & Invoicing                                  | 14 - 16     |
| <b>3. Proposal Submission and Evaluation Process</b>       | <b>16</b>   |
| 3.1. Submission of RFQ Proposals                           | 16          |
| 3.2. Calculation of Total Score                            | 16          |
| 3.3. Proposal Format                                       | 16          |
| 3.4. Specific Requirements of Proposal Format              | 16,17       |

## **Table of Contents    *continued***

|   | <b>Page</b>   |
|---|---------------|
| <b>4.    Submission Requirements &amp; Evaluation</b>                       | <b>17</b>     |
| <b>4.1.    Mandatory Requirements</b>                                       | <b>17</b>     |
| 4.1.1.    Contractor Team Identification                                    | 17            |
| 4.1.2.    Licensing, Certification or Authorization                         | 18            |
| 4.1.3.    Consent Form  | 18            |
| <b>4.2.    Rated Requirements</b>   | <b>18</b>     |
| 4.2.1.    Comprehension of Scope of Services (Max possible points – 10)     | 18            |
| 4.2.2.    Team Approach / Management of Services (Max possible points – 30) | 18, 19        |
| 4.2.3.    Past Experience (Max possible points -20)                         | 19            |
| 4.2.4.    Key Personnel Expertise and Experience (Max possible points -40)  | 19, 20        |
| <b>4.3.    Evaluation &amp; Rating</b>                                      | <b>20</b>     |
| 4.3.1.    Interview   | 20            |
| 4.3.2.    Price of Services   | 20, 21        |
| <b>5.    Total Score</b>  | <b>21</b>     |
| <b>6.    Appendix A – Pricing Forms</b>                                     | <b>22, 23</b> |
| <b>7.    Appendix B – Consent Form</b>                                      | <b>24</b>     |
| <b>8.    Appendix C – Agreement</b>   | <b>25</b>     |
| <b>9.    Appendix D – Specifications and Scope of Work</b>                  | <b>26</b>     |
| •    Appendix D (1) – Specifications and Scope of Work General.             |               |

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1. Introduction

The objective of the RFQ is to solicit Quotes from a qualified road construction contractor. The County of Vermilion River has a requirement to establish a Contractual Agreement with a road construction contractor for the provision of providing road construction services.

Additional information on the County may be obtained at its website:  
[www.county24.com](http://www.county24.com)

#### Preparation of the RFQ

All RFQ responses received will be subject to all terms and conditions contained in this RFQ. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specification and other documents enclosed herewith (herein collectively referred to as the "RFQ"). The submission of RFQ, shall be deemed to have made same prior to submitting the RFQ response.

The County will not be responsible for any costs incurred by a Proponent in preparing and submitting a RFQ response. The County accepts no liability of any kind to a Proponent unless and until the Proposal is accepted by the County.

Proponents are required to submit RFQ responses as specified. If a proponent submits a response that offers substitutions or alternatives this must be done in addition to the As Specified. If substitutions are provided solely within the proposal, the proposal will be considered non-compliant.

### 1.2. Offer and Acceptance Period

A response to the RFQ shall be deemed to be an offer to contract with the County based upon the terms, conditions and specifications contained in this RFQ shall constitute offers which are irrevocable for a period of sixty (60) days after the RFQ's Closing Date and Time. If in the County's sole opinion a Proponent's Proposal does not meet these requirement, the County may reject the Proposal.

### 1.3. Definitions

Terms used in this RFQ have the meaning set out below unless otherwise indicated.

**"Agreement"** means a written document between the County and the Proponent(s) to perform the tasks, duties and responsibilities, as described in this RFQ.

**"Alberta Time"** means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the Daylight Saving Time Act of Alberta.

**"Contract Administrator"** means the County's representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent's primary County contact for all matters relating to the contract and service delivery.

**"Must"** means a requirement that is to be met in a substantially unaltered form for a Proponent's Proposal to be considered.

**“Primary Contact”** means the individual a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFQ. There can be only one (1) Primary Contact.

**“Proponent”** means the firm or individual who has obtained a copy of this RFQ, or has been invited to submit a RFQ as an Interested Proponent for this competitive process.

**“Proposal”** means the Proponent’s response to this RFQ.

**“Services”** means everything done or performed by or through the Proponent that is within the scope of the RFQ, including preparation and submission of any deliverables required by the Agreement.

#### **1.4. Inquiries**

Email inquiries will be accepted up to and including **10:00:00 am Alberta Time, August 16, 2018**. No telephone inquiries will be accepted.

At the County’s sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

All inquiries shall be sent to the County Representative listed below. Do not contact any other County employee’s or Proponent’s regarding any aspect of this RFQ process, procedural or technical.

When submitting an inquiry, identify your organization name, address, telephone and email address, as well as “Contracting Services RFQ” to:

Dave McPhee, Project Manager  
County of Vermilion River  
Box 69  
4912 – 50 Avenue  
Kitscoty, Alberta  
T0B 2P0  
Email: [dmchee@county24.com](mailto:dmchee@county24.com)

All inquiries received will be reviewed by the County. Inquiries that may contain proprietary or confidential information, in the County’s sole opinion, may be answered exclusively to the submitting Proponent directly via email provided the response does not

(1) Requires a modification to the RFQ document, or,

(2) Potentially provide the Proponent with an undue advantage in the competitive process.

If the County believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written email circulated to all registered proponents. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the County will be provided verbatim to Proponents.

Prior to the Closing Date and Time, if the County requires clarification pertaining to an inquiry submitted by a Proponent, the County will direct the request for clarification to the Proponent's representative that submitted the inquiry.

After the Closing Date and Time, the County will direct all correspondence regarding this competitive process only to the Proponent's Primary Contact as identified in its Proposal.

It is the Proponent's responsibility to notify the County personnel listed above – in writing and in advance – of any change in the Proponent's Primary Contact information; this is especially critical for an email address change.

The County assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFQ.

### **1.5. Addenda**

Any changes to this RFQ as well as the response(s) to all inquiries received will be issued in the form of written Addenda. The final written Addenda will be issued no later than **11:00:00 am on August 17, 2018**

The final written Addenda to non-proprietary or non-confidential inquiries will be posted by the County no later than the above noted date and time. The final written Addenda to proprietary or confidential inquiries will be emailed directly to the Proponent's representative that submitted the inquiry no later than the above noted date and time.

The date and time for using the final written Addendum may be amended at the sole discretion of the County.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check their emails for any updates of Addenda pertaining to this competitive process, and, to maintain current and accurate user profile information.

The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal. The County shall have the sole authority to resolve any discrepancies, omissions or conflicts in this RFQ.

### **1.6. Closing Date and Time**

The Closing Date and Time for this RFQ is **August 17, 2018 at 2:00:00 pm Alberta Time.**

The Closing Date and Time may be amended at the sole discretion of the County.

For RFQ close purposes the official time of receipt of RFQ Proposals shall be as determined by the time recorder clock – located at the County Office, Front Reception – used to date and time stamp RFQ Proposals upon submission to the County.

Failure to clearly identify RFQ Proposals as outlined in Section 1.7. Submission of RFQ Proposals, RFQ Proposals being delivered to the County Office, Front Reception just prior to the Closing Time, and/or RFQ Proposals not being delivered directly to Front Reception may result in delays in the date and time



stamping of RFQ Proposals. RFQ Proposals that are date and time stamped after the Closing Date and Time will not be evaluated and will be returned unopened.

### 1.7. Submission of RFQ Proposals

The Proponent shall submit one (1) original and two (2) copies of its RFQ Proposal, in a **sealed package clearly marked and identified as follows:**

|                     |  |
|---------------------|--|
| <b>RFQ</b>          | Road Construction RR 11  |
| <b>RFQ No.</b>      | CRV 010 - 2018   |
| <b>CLOSING DATE</b> | August 17, 2018  |
| <b>CLOSING TIME</b> | 2:00:00 pm Alberta Time  |
| <b>ADDRESSED TO</b> | Dave McPhee<br>Project Manager<br>Box 69<br>4912 – 50 Avenue<br>Kitscoty, Alberta<br>T0B 2P0 |
| <b>FROM</b>         | (Proponent's Name)   |

The above information should appear on the outside of **all** packages or boxes containing the Proponent's Proposal. If multiple packages or boxes are being submitted, clearly indicate the number (e.g. 1 of 3, 2 of 3, etc.).

- Faxed or electronically submitted RFQ Proposals will not be accepted.
- RFQ Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company.
- RFQ Proposals received after the Closing Date and Time will not be evaluated and will be returned unopened.
- Delivery service disruptions will not be acceptable conditions for late Proposal submissions.
- At any time prior to the RFQ Closing Date and Time, a Proponent may withdraw its Proposal. No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by the County.
- There will be **NO Public Opening.**
- Persons or firms submitting RFQ Proposals shall be actively engaged in the line of work required by the RFQ and shall be able to refer to work of a similar character performed by the Contractor.
- The County will retain for its records all copies of Proponent's RFQ Proposals and related documents.

### 1.8. Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFQ, the

County requests the Proponent's Proposal specifically address the term, condition or specification in question by referring to the corresponding RFQ page number and paragraph containing the term, condition or specification, and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the evaluation team. The extent of any proposed exemption(s) may be a factor in whether the County will accept or reject a Proponent's Proposal.

Prior to the submission of its RFQ Proposal, the Proponent is strongly encouraged to use the Inquiries Process outlined in Section 1.4. Inquiries to obtain clarification from the County as to the acceptability of any proposed exception(s).

### **1.9. Reservation**

Notwithstanding anything to the contrary herein, the County reserves the right in its sole and absolute discretion to exercise any or all of the following right, alone or in combination with each other, to:

- Accept proposal(s):
  - Which in the County's sole and absolute discretion fail in any material respect to comply with the requirement(s) of this RFQ; or
  - In whole or in part without any negotiations.
- Enter into negotiations with:
  - Any and all proponents on any aspects of their proposal, to ensure the County's operational requirements are always met and promote best value;
  - Any or all proponents, or prospective persons or entities capable of delivering the required services but who may not have submitted a proposal in response to this RFQ in the event, in the County's sole and absolute discretion, no RFQ Proposals meet the requirement of the RFQ; or
  - Tied proponents in the event of a tie between two or more proponents.
- Conduct a best and final offer process:
  - With any or all Proponents in which Proponents are invited to revise their financial offers in circumstances where the County deems it appropriate in the County's sole and absolute discretion.
- Cancel, modify, re-issue or suspend:
  - Any aspect of this RFQ, in whole or in part, at any time, for any reason;
  - In whole or in part, at any time, for any reason, the schedule for this RFQ , including without limitation the Deadline for RFQ Proposals stated above, the anticipated award date or any other activity or date stipulated in the RFQ ; or
  - This RFQ in its current or modified form and invite RFQ Proposals from only the Proponents who submitted RFQ Proposals in response to this RFQ where to do so, in the County's sole and absolute discretion, to be in the County's best interests.
- Seek clarification, validate or take into account:

- Independently or with the help of the Proponent, any or all information provided by the Proponent with respect to this RFQ and, for this purpose, disclose any or all information provided by the Proponent to a third party, subject to the County obtaining appropriate assurances of confidentiality from those third parties.
- Reject or refuse to consider any proposal:
  - If in the County's sole and absolute discretion it fails in any material respect to comply with the requirements of this RFQ ; or
  - Containing false, misleading or misrepresented information; or
  - In the event any matter causes or is likely to cause, in the County's sole and absolute discretion, a conflict of interest in relation to the selection of any Proposal; or
  - From a Proponent who fails to cooperate with the County in any attempt by the County to clarify or validate any information provided by the Proponent or who fails to provide accurate or complete documentation as directed by the County; or
  - From a Proponent with whom the County has previously terminated a contract for any reason or has had a previous, or currently has a commercial or legal dispute that, in the County's sole and absolute discretion, would impair the County's ability to enter into the productive business arrangement contemplated by this RFQ ; or
  - From a Proponent failing to have the capacity to contract with the County.
- Award:
  - One Contractual Contractor in connection with this RFQ.
- Waive:
  - Irregularities, informalities, omissions and defects in any proposal where, in the County's sole and absolute discretion, they do not materially affect the ability of the Proponent to provide the goods and services required by this RFQ.

#### **1.10. Freedom of Information and Protection of Privacy Act**

While the Freedom of Information and Protection of Privacy Act allows persons a right of access to records in the County's custody or control, it also prohibits the County from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to the County may be disclosed to a third party.

All information in the possession or control of the County, including any information provided, obtained or under the control of the County under this competitive process, is subject to the Freedom of Information and Protection of Privacy Act. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County?

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered

confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

#### **1.11. Conflict of Interest**

Proponents must fully disclose, in writing to the County on or before the Closing Date and Time of this RFQ, the circumstances of a potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFQ. The County shall review any submissions by Proponent's under this provision and may reject any RFQ Proposals where, in the sole opinion of the County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFQ.

#### **1.12. Governing Law**

This RFQ shall be governed by the laws of the Province of Alberta and the forum for all disputes shall be the Courts of the Province of Alberta.

### **2. STATEMENT OF WORK**

#### **2.1. Objective**

It is the County's objective to enter an Agreement with a Contractor for the provision of providing Road Construction Services. The successful Proponent(s) shall become familiar with the County's policies, procedures and organizational structure.

#### **2.2. Background**

Located in east central Alberta at the Alberta-Saskatchewan border you will find the County of Vermilion River, which is home to 8,116 residents, 7 unincorporated hamlets, 4 villages and 1 town. The many features, amenities and opportunities in our municipality make it "A sustainable, vibrant and diversified community with opportunities for all".

Our municipal operations are based out of Kitscoty, Alberta – in the heart of a prosperous agricultural region and thriving energy sector built on an innovative entrepreneurial spirit.

The County is committed to collaboratively building a safe and prosperous community, supporting health lifestyles and ensuring a high quality of life for its residents.

#### **2.3. Scope**

**Work Required:** Proponents shall be a qualified contractor providing the necessary professional services to provide the County of Vermilion River with Road Construction Service The contractor will provide all materials, resources, manpower and equipment to complete the work as identified and attached as Appendix D forming part of the RFQ.

- Appendix D – Scope of Work and Specifications General.

## **2.4. Qualified Personnel**

The Proponent to be capable of supplying qualified personnel capable of providing the services indicated in Section 2.3. The Contractor must be able to meet the minimum experience shown below:

- **Road Construction** – five (8) years extensive experience in Road Construction projects specializing in re – construction of rural roads.
- **Project Management/ Site Superintendent**
  - Five (5) years extensive experience in supervising and managing project of this nature.
  - Five (5) years extensive experience in specializing in establishing work site, grade lines, site lines and identifying and staying within County's specifications and construction limits

## **2.5. Deliverables**

The deliverables standards shall be applied:

- All documents submitted for use by the County shall be submitted in Microsoft Word 2013 format.
- All spreadsheets, databases, presentations, etc. shall be submitted in the corresponding Microsoft Office 2013 format.

## **2.6. Specialized Contractors**

Proponents shall have experience in and be licensed to engage in the practice of Road Construction in the Province of Alberta and have the capability and capacity to act as a Prime Contractor. In the event an area of work assignment requires specialized engineering or specialist services outside the scope of the written and technical specification. Proponent will be required to retain and manage a sub-consultant that will be identified in their response to the RFQ.

## **2.7. Quality Control Measures**

The Proponent shall provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures developed by professional bodies in the performance of the services at the time when and the location in which the services are provided. The Proponent shall be responsible for quality control of their work in accordance with their Professional Practice Management Plan.

## **2.8. Health & Safety**

Health and Safety are paramount on all work undertaken for the County. All Proponents shall have a Health & Safety Program and maintain a Certificate of Recognition (COR) through the Alberta Construction Safety Association. The Proponent shall also maintain an account in good standing with the Worker's Compensation Board of Alberta covering all workers, Directors, Principals, Proprietors and/or Partners who will be involved in any services delivered for the duration of the Agreement.

## 2.9. Period of the Contractual Offer

The period of the Contractual Services for the County of Vermilion River's Road Construction Service under this proposal shall be for a period of eleven (2) months (contractor to provide a schedule), commencing from the date of the execution of the Agreement.

At the conclusion of each scheduled milestone, the County Representative for the specific assignment work shall complete an evaluation of the Proponent for the work completed. Evaluations for each task completed shall be reviewed. Unacceptable performance documented as part of the evaluation process may result in termination of the Agreement prior to the end of the term of the Agreement.

## 2.10. Payment & Invoicing

A fixed fee for each phase will be in accordance with the rates established in the Proposal.

The following costs shall be included in the rates provided in this Proposal call to deliver the contractual services and shall not be reimbursed separately:

- Standard office expenses such as any photocopying, computer costs, internet, long distance telephone, cell phone, and, fax including that between the Contractor's main office and branch offices or between the Contractor's offices and other team members;
- Plotting;
- Parking fees;
- Taxi charges;
- Travel time and travel related expenses for the delivery of services within the County limits of the County of Vermilion River;
- Any local project office costs;
- Professional licensing fees;
- Travel time and travel related expenses from the Contractor location to the County related to the delivery of services.

For prompt payment of invoices, please include the following summary information with each invoice for payment:

- (1) Work Site Location;
- (2) Invoicing Period with Date(s) both from and to;
- (3) Short narrative of services provided for work done to justify the invoice amount;
- (4) Summary of costs as follows:
- (5)

| Item                    |           | Amount | GST | Total |
|-------------------------|-----------|--------|-----|-------|
| Amount this Invoice     | (1)       |        |     |       |
| Total Previous Invoices | (2)       |        |     |       |
| Total Invoiced to date  | (1+2)=(3) |        |     |       |
| Approved Work Site Fees | (4)       |        |     |       |
| Fees Remaining          | (4-3)=(5) |        |     |       |

|                      |           |  |  |  |
|----------------------|-----------|--|--|--|
| % Complete           | (6)       |  |  |  |
| Disbursements        | (7)       |  |  |  |
| Total Invoice Amount | (1+7)=(8) |  |  |  |

(6) Authorized Signatures of the Contractor and date.

Include with each invoice for authorized disbursements, receipts of original invoices (or legible copies if originals cannot be supplied) for all work site items claimed.

Work site items charged and the accuracy of the Contractor recording system may be verified by the County or a representative or agent hired by the County before or after payment is made to the Contractor under terms and conditions of the Unit Items Assignment.

The Contractor shall keep accurate cost records and, if required for the purpose of the Agreement, shall make these documents available to the County or its agents or representatives who may make copies and take extracts therefrom.

The Contractor shall afford facilities for audit and inspection upon request and shall provide the County or its agents or representatives with such information as may be required from time to time.

The Contractor shall, unless otherwise specified, keep time sheets and cost records available for audit and inspection for a period of at least two (2) years following completion of the term of the Agreement.

If the verification is completed after payment by the County, the Contractor agrees to repay any overpayment immediately upon demand.

### **3. Proposal Submission and Evaluation Process**

#### **3.1. Submission of RFQ Proposals**

The Proponent is responsible for meeting all submission requirements as stated in the Proposal call documents.

#### **3.2. Proposal Format**

The following Proposal format shall be used when preparing and submitting the Proposal:

- Submit one (1) bound original copy plus two (2) copies of the Proposal, plus one (1) electronic copy on a memory stick;
- Paper size of 279 mm X 432 mm (11" X 17") fold out sheets can be used for spreadsheets, organizational charts and schedules;
- Font size shall be 10 point Arial or equivalent;
- Margins shall be a minimum of 12 mm left, top, right and bottom

#### **3.3. Specific Requirements of RFQ Proposal Format**

The following is the format of the Proposal submission:

- Cover letter;
- Executive Summary
- Team Approach / Management of Services / Key Personnel and Expertise;
- Past Experience;

- Appendix A – Firm’s Professional Business Licensing and/or Professional Affiliations
- Appendix B – Health & Safety Program / COR Certificate / WCB Information
- Appendix C – Insurance Certificates
- Appendix D – Price Quote Forms (Appendix A of RFQ )
- Appendix E – Consent Form (Appendix B of this RFQ )

#### 4. Submission Requirements & Evaluation

##### 4.1. Mandatory Requirements

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements. Proponents shall introduce their submissions with a cover letter.

Failure to meet mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

| Mandatory at Proposal Closing |   | Met | Not Met |
|-------------------------------|---|-----|---------|
| 1.                            | RFQ Proposals must be received prior to the date and time indicated in the RFQ document.                                  |     |         |
| 2.                            | Submission of Health & Safety Plan, Certificate of Recognition (COR), WCB Clearance Letter and WCB Premium Rate Statement |     |         |
| 3.                            | Submission of Insurance Certificates (Professional Liability and CGL)   |     |         |
| 4.                            | Submission of Business Licensing Information and/or Professional Affiliations   |     |         |
| 5.                            | Submission of completed and signed Price Quote and Consent Form (Appendix B of RFQ )                                      |     |         |

##### 4.1.1. Contractor Team Identification

The Proponent must identify the name of the Proponent firm, key specialists and key personnel to be utilized under this assignment, along with their licensing and/or professional affiliation(s).

The Contractor and sub-contractor team members must meet the minimum experience shown in Section 2.4.

The Contractor’s team must have expertise in Geotechnical Engineering and Aggregate Mining Knowledge as a Prime Contractor, licensed or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial law. In addition, the Proponent must have extensive expertise and relevant recent experience,



planning, traditional design and construction, and, experience in providing Geotechnical Engineering Services for projects.

**4.1.2. Licensing, Certification, Professional Affiliation or Authorization**

The Proponent shall be a Company, licensed or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial law in the Province of Alberta.

The Proponent must indicate current permit number(s) or how they intend to meet the provincial licensing requirements.

The Proponent shall include a copy of their licensing, certification, professional affiliation or authorization.

**4.1.3. Consent Form(s) (Pricing and Consent)**

Proponents must complete, sign and submit the following:

- a) Consent Form found in Appendix B.
- b) Price Form found in Appendix A.

## **Appendix A**

### **PRICE/QUOTE FORM**

#### **Instructions**

1. Complete the quote form and submit as Appendix D of the overall proposal.
2. Price RFQ Proposals are not to include applicable taxes and will be evaluated in Canadian dollars.
3. Proponents are not to alter or add information to the form.
4. It is MANDATORY that Proponents submit firm prices/rates for the period of the proposed Contractual Offer for all items listed. This section, when completed, will be considered as the Proponent's Financial Offer.
5. Rates quoted must remain firm for the period of the Contract. GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.
6. In order to ensure that fair and competitive rates are received for each of the signage units listed per the specifications, the following requirement must be strictly adhered to: Proponents must provide a rate for each listed unit. Failure to insert a rate for each unit listed will render your proposal non-responsive.
7. Should there be an error in the extended pricing of the offertory's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. In the event that a mathematical error occurs in carrying over the totals, the County Representative will correct the totals to ensure the fairness of the RFQ Proposals.

## Appendix A (Cont'd)

### PRICING SHEET

NAME OF PROPONENT: \_\_\_\_\_

| Project # 85-073   |                                  | Total Price |
|--------------------|----------------------------------|-------------|
| RR 11              | Mobilization                     |             |
| TWP 504 to TWP 510 | Project Bid                      |             |
|                    | Sub Total                        |             |
|                    | <b>Total Evaluated Bid Price</b> |             |

### SIGNATURE OF CONTRACTOR

The Contractor agrees to provide services, as requested for each Work Site in accordance with the Unit Rates quoted above. Based rates do not apply to sub-consultant services engaged by the Contractor acting as Prime Contractor. Rates charged for sub-consultants shall not exceed rates for parallel functional activities identified above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Appendix B

## CONSENT FORM

**Proponents are requested to sign and return this form with their proposal.**

Enclosed is our Proposal submitted in response to RFQ 010 – 2018 Road Construction RR 11. The Proponent consents, and has obtained written consent of any individuals identified in the Proposal, to the use of the information in the Proposal by the County or its agents to enable the County to evaluate the Proposal and use this information for other program purposes of the County.

---

Proponent Name

---

Telephone

---

Email

---

Authorized Signature

---

Print Name

---

Title

## Appendix C

## **AGREEMENT**

The following file is provided separately and form part of this RFQ.

- Appendix C – Memorandum of Agreement (pdf)

Note: the County is required to include standard terms and conditions in its Agreements. The County may consider minor amendments to the Agreement but not ones that alter their fundamental intent. Also, see Section 1.8. Exceptions.

## **Appendix D - Specifications General – Scope of Work**

## **2018 ROAD CONSTRUCTION PROJECT**

**Activation Date: May 1, 2018**

**Project Number: 85-073**

**Location: RR 11 (TWP 504 to TWP 510) (3.2 Kms)**

**Road Construction Standard: D3**

### **1. Project Background and Description**

RR 11 (TWP 504 to TWP 510) (3.2 Kms)

D2 Standard Road Class – Gravel Road Construction

Hwy. 17 and Twp 530 are the mainly travelled roadways in proximity and adjacent to this roadway. Four local resident live within the planned construction area. There is five lease roads serving well sites that access onto RR 11.

The existing road sub base is composed of mostly black dirt with minimal clay materials and is approximately a .35 to 1.75 meter thick. The north mile of road is very soft and subject to black dirt eruptions, extensive rutting from industry and is subject to seasonal farm equipment moves.

There has been on going road repairs and graveling performed to try and maintain and repair damages to the roadway for many years. Due to the traffic impacts and the road condition this road requires frequent grading above the normal frequency.

The road surface presently varies from 6.00 – 7.60 metre width. At present the road top is mostly at minimal grade with minimal ditch grading in some areas. The roadway grade varies from 0.500 mm to 0.800 mm above and/or below the existing surrounding grade throughout the length of the roadway.

### **2. Project Scope**

The road is to be constructed to a D2 classification road standard. The road is to be built with a 8.0 meter width top and to be 1.0 meter above ditch grade, with a 1.5 to 2 meter wide ditch bottom with 3:1 side slopes. There is little drainage concerns within the surrounding area; therefore there will be minimal requirement to excavate below the existing ditch bottom.

The base is to be built to a 100% Standard Proctor compaction using good quality construction material and then topped with 75 mm of 38 mm gravel at 100% Standard Proctor Compaction. A finished layer of 100 mm of 20 mm spec road gravel will then be applied. (It is the County's Responsibility to Completes this Function)

There will be no Land scape borrow for road materials to achieve back slopes. Brushing will have to be performed after migratory bird window. Most of the land in this area is cultivated and

in crop. The County's Land Agent will acquire borrow pits and landscape borrows to be utilized for extra fill material.

- Brushing is minimal.
- Fencing is minimal

### **3. Culverts**

The Contractor will replace all culverts within the project limits. The County will supply all culverts, couplers and hardware.

### **4. Surveying**

County will provide pre-construction staking required to identify construction limits as a result of the widening required. The County will complete the survey at completion of the project for registry at land Titles. Any grading and staking during construction will to be completed by the Contractor.

### **5. Affected Parties**

Landowners – Acquiring of lands for widening and will need borrow agreements. Yard and field accesses maybe restricted at times during construction

ATCO Electric – Adjacent Overhead Power Line of east side of roadway.

Husky Well Sites - Accesses at times maybe restricted during construction.

TELUS - Line relocating required prior to construction.

### **6. Wetlands**

There are a couple of small wetlands within this two mile of roadway. Wetlands application and approvals are in place.

### **7. Implementation Plan**

Construction work is planned to start approximately August 23, 2018. Contractor to provide schedule.