



**THE CITY OF WINNIPEG**

# **REQUEST FOR QUALIFICATION**

**RFQ NO. 1136-2017A**

**QUALIFYING MICROTUNNELLING CONTRACTORS FOR CONSTRUCTION OF THE  
NORTHEAST INTERCEPTOR SEWER RIVER CROSSING**

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## PART B - REQUEST FOR QUALIFICATION INFORMATION

### B1. DEFINITIONS

B1.1 When used in this Request for Qualification:

- (a) **"Microtunnelling"** means a trenchless pipeline installation method utilizing a pipe jacking system to advance a continuous pipe string and remote controlled MTBM through in situ soil and rock to provide continuous support for the excavated face and tunnel bore.
- (b) **"Micro Tunnel Boring Machine (MTBM)"** means a steerable tunnelling machine that achieves soil excavation by means of a rotating cutter-wheel. The TBM is advanced by hydraulic jacking of a continuous pipe string behind the machine from the launching shaft. Excavated soil particles are returned to the surface via a pressurized slurry or belt conveyor system;
- (c) **"Carrier Pipe"** means the permanent pipe for operational use that is used to convey flows;
- (d) **"Casing Pipe"** means a permanent pipe installed by MTBM methods which serves as a casing or secondary pipe around a smaller diameter carrier pipe;
- (e) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (f) **"Calendar Day"** means the period from one midnight to the following midnight;
- (g) **"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;
- (h) **"City Council"** means the Council of the City of Winnipeg;
- (i) **"Commissioning Date"** means that date when construction of the contemplated Project is complete, and the Maintenance Term commences;
- (j) **"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;
- (k) **"Contract Administrator"** means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (l) **"Contractor"** means the person undertaking the performance of the work under the terms of the Contract;
- (m) **"may"** indicates an allowable action or feature which will not be evaluated;
- (n) **"must"** or **"shall"** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (o) **"Person"** means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (p) **"Proponent"** means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications;
- (q) **"should"** indicates a desirable action or feature which will be evaluated on a relative scale;
- (r) **"Site"** means the lands and other places on, under, in or through which the work is to be performed;
- (s) **"Submission or Qualification Submission"** means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (t) **"Submission Deadline"** means the time and date for final receipt of Submissions;

- (u) **“Substantial Performance”** shall have the meaning attributed to it in The Builders' Liens Act (Manitoba), or any successor legislation thereto;
- (v) **“Work”** or **“Works”** means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all Plant, Material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract, including all Changes in Work which may be ordered as herein provided.

## **B2. EXECUTIVE SUMMARY**

- B2.1 City of Winnipeg Public Service has received Council approval to proceed with procurement of Northeast Interceptor Sewer River Crossing (the Project), the construction tender for which will be issued as Bid Opportunity No. 1136-2017B.
- B2.2 The Scope of Work for Bid Opportunity No. 1136-2017B will require specialized construction methods with unique risks associated with Microtunnelling projects. The Project requires the services of an experienced Contractor with the appropriate expertise and resources. The City invites the Submission of qualifications from Proponents interested in bidding on the future Bid Opportunity No. 1136-2017B.
- B2.3 The purpose of the Request for Qualification (RFQ) No. 1136-2017A is to pre-qualify bidders for Bid Opportunity No. 1136-2017B, which will be advertised following completion of the pre-qualification process.
- B2.4 Only those Proponents duly notified as being successfully qualified through the RFQ process will be permitted to submit bids for Bid Opportunity No. 1136-2017B.

## **B3. BACKGROUND**

- B3.1 The existing Northeast Interceptor Sewer conveys wastewater from the northeast quadrant of the City of Winnipeg to the North End Wastewater Pollution Control Center (NEWPCC). The Northeast Interceptor siphon crossing of the Red River is the final leg of the interceptor sewer prior to discharging to the Main Interceptor and NEWPCC.

The existing Northeast Interceptor siphon crossing was constructed in 1972 and is currently operating under capacity and experiences surcharging during large wet weather events. Additional capacity is required to meet current and future wet weather flow conditions.

Hydraulic requirements and site constraints have dictated the use microtunnelling for installation of a new 900 mm siphon crossing adjacent to the existing siphon.

## **B4. SITE SPECIFIC CONDITIONS**

- B4.1 The City of Winnipeg is located near the geographic center of North America. The City's geographical location results in highly variable seasonal temperatures that may affect construction. During the winter, ground freezes to about 2.5 meters depth and the impact of low temperatures must be considered for construction methods, equipment operation and rates of production.
- B4.2 Winnipeg is located beneath what was once glacial Lake Agassiz and lies in a flood plain at the confluence of the Red and Assiniboine rivers, which influences both the geotechnical and hydrological characteristics of the region.
- B4.3 The Work associated with the Bid Opportunity will be constructed adjacent to the existing Northeast Interceptor siphon crossing of the Red River, between Main Street and Henderson Highway, just south of Chief Peguis Trail and the Kildonan Settlers Bridge.
- B4.4 Main Street, Henderson Highway and Chief Peguis Trail are identified as Regional Streets for the City of Winnipeg. While the Work associated with the Bid Opportunity will not take place

within any active roadways, all efforts must be made to minimize impacts to traffic along these Regional Streets when accessing the site.

B4.5 Other City projects in the area will be occurring concurrently to the Work, primarily the Chief Peguis Greenway Extension which will entail construction of new and upgrades to existing multi-use pedestrian pathways throughout the project area. The successful Proponent will be required to coordinate some aspects of the Work with the Greenway Extension Contractor and Project Team over the course of the project. This includes but is not limited to scheduling, site access, laydown areas, protection of existing infrastructure, and remedial site grading.

B4.6 The Work will take place in a fully developed neighborhood with a number of conflicts and services which must remain in operation. The drawings identify work area limits that must be maintained in order to minimize impact to local residents and businesses.

## **B5. PURPOSE OF THE REQUEST FOR QUALIFICATIONS DOCUMENT**

B5.1 The purpose of this Request for Qualifications (RFQ) is to identify experienced and capable Proponents to successfully execute the Work of Bid Opportunity 1136-2017B.

B5.2 The City invites qualified individuals to submit a Qualification Submission in response to this RFQ.

B5.3 After receiving the Submissions to this RFQ, the City will review all Submissions and the successfully qualified Proponents will be listed in Bid Opportunity 1136-2017B. Only those Proponents who have gone through the prequalification process and who have successfully prequalified will be eligible to submit bids.

## **B6. SCOPE OF WORK**

B6.1 The Work to be completed under Bid Opportunity 1136-2017B shall consist of the installation of a new sewer river crossing (siphon) across the Red River that is approximately 250 meters in length with a specified 900 mm carrier pipe internal diameter, and all required Work associated with the installation of the above.

B6.2 The major components of the Work are as follows:

- (a) Installation of access roads and development of work areas.
- (b) Installation of MTBM launch and receiving shafts.
- (c) Installation of approx. 250 m long river crossing (siphon) utilizing Mictotunnelling:
  - (i) Installation through underlying limestone bedrock strata.
  - (ii) 900 mm internal diameter Carrier Pipe.
  - (iii) May be installed as either a single pass or two pass system.
  - (iv) Proposed pipe material must utilize pressure rated joints.
- (d) Conversion of launching and receiving shafts into final chamber configuration.
  - (i) Installation of chamber foundation and walls (if not part of construction shafts)
  - (ii) Installation of permanent roof and service access projection to grade.
  - (iii) Installation of intermediate floor(s), ladders, lighting, and other man-entry accommodations.
- (e) Installation of 1200 mm diameter connection to existing trunk sewer.
- (f) Installation of internal chamber piping.
- (g) Site restoration works.

B6.3 The Scope of Work is identified in the preliminary drawings attached to this RFQ. Proponents are advised that the attached information is preliminary and subject to final modifications. A full

final set of documents will be issued under Bid Opportunity 1136-2017B for the final bidding process.

## **B7. GENERAL CONDITIONS**

B7.1 The *General Conditions for Construction* (Revision 2006 12 15) are applicable to the Work of the Contract.

B7.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm)

## **B8. PROJECT SCHEDULE**

B8.1 The City intends to complete the evaluation of the Qualification Submissions by April 2, 2018 and proceed with the issuance of the Bid Opportunity by April 9, 2018.

B8.2 Details on the Bid Opportunity schedule will be provided to the Proponents at the completion of the RFQ stage.

B8.3 Estimated Preliminary Schedule

<b>Phase</b>	<b>Approximate Date(s)</b>
1. RFQ Submission Dates	March 16, 2018
2. Evaluation of Qualified Proponents	March 19 – March 30, 2018
3. Anticipated Issuance of Bid Opportunity and Tender Period	April 9, 2018
4. Anticipated Close Date for Bid Opportunity	May 2, 2018
5. Award Period	May – Late June 2018
6. Construction	October 2018 – March 2019

## **B9. PROCUREMENT PROCESS**

B9.1 The first stage of the procurement process for the Project is this RFQ. The City intends to invite successfully prequalified Proponents to participate in the second stage of the procurement process, Bid Opportunity 1136-2017B.

B9.2 Following completion of the RFQ stage, successfully prequalified Proponents will be invited to provide Tender submissions in response to Bid Opportunity 1136-2017B.

B9.3 Details on the Tender process will be provided to the Proponents in the Bid Opportunity documents.

B9.4 Upon closing of the Tender period, the City's Project Team intends to provide City Council with a recommendation for award of the Contract. Award of the Contract to the recommended contractor will be subject to final approval by City Council.

B9.5 The City holds the right to contact any or all Proponents during the evaluation process to confirm the information provided.

B9.6 The City may, in its sole discretion, interview any or all Proponents during the evaluation process to provide clarification or additional information in relation to its Submission.

## **B10. DISCLOSURE**

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

**B10.2 The Persons are:**

- (a) Michels Canada Co.
  - (i) Provision of advice on constructability concerns for HDD and Direct Pipe installation methods with respect to the specific geometry and geology of this project.
- (b) Ward and Burke Microtunnelling Ltd.
  - (i) Provision of advice on shaft construction and microtunnelling.

**B11. ENQUIRIES**

- B11.1 All enquiries shall be directed to the Contract Administrator identified in B12.
- B11.2 Any Proponent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the Contract Administrator.
- B11.3 If the Proponent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B11.4 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B11.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the RFQ will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- B11.6 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the RFQ will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B11.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B10 unless that response or interpretation is provided by the Contract Administrator in writing.

**B12. CONTRACT ADMINISTRATOR**

- B12.1 The Contract Administrator is AECOM , represented by:  
Adam Braun, P. Eng.  
Municipal Engineer  
Telephone No. 204-477-5381  
Email Address: [adam.braun@aecom.com](mailto:adam.braun@aecom.com)

**B13. ADDENDA**

- B13.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFQ, or clarifying the meaning or intent of any provision therein.
- B13.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- (a) The Addenda will be available on the Bid Opportunities page at the Materials Management Division's website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B13.2.1 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division's website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B13.3 The Proponent should acknowledge receipt of each addendum on Form A: Request for Qualification Application.

#### **B14. CONFLICT OF INTEREST AND GOOD FAITH**

B14.1 Proponents must not include among their team, any business entity or individual who is, or is associated with, in any way, any consultant retained by the City in relation to the Project, including but not limited to consultants providing engineering, architectural, legal, process, finance or financial capacity advice or any Person likely to create a conflict of interest or a perception of conflict of interest.

B14.2 If a Proponent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Proponent should fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

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

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

#### **B15. CONFIDENTIALITY AND PRIVACY**

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

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

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

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

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

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

**B16. NON-DISCLOSURE**

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

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

**B17. NO COLLUSION**

B17.1 Upon making a Submission to this RFQ, each Proponent shall declare that they have not participated in any collusive scheme or combine.

B17.2 Proponents must ensure that their participation in this RFQ is conducted without collusion or fraud on their part or any of their team. Proponents and their team members shall not engage in discussions or other communications with any other Proponents or their team members regarding the preparation or submission of their responses to this RFQ. Breach of this provision may result in disqualification from the RFQ process or, if the City becomes aware of your breach of this provision after the Bid Opportunity has been issued, from the Tender process.

**B18. NO LOBBYING**

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

**B19. ELIGIBILITY**

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

**SUBMISSION INSTRUCTIONS**

**B20. SUBMISSION DEADLINE**

B20.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 16, 2018.

B20.2 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B20.1.

B20.3 Qualification Submissions will not be opened publicly.

- B20.4 Qualification Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned unopened.
- B20.5 The Qualification Submission should be submitted enclosed and sealed in an envelope clearly marked with the RFQ number and the Proponent's name and address.
- B20.6 Qualification Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B20.7 Qualification Submissions shall be submitted to:
- The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

## **B21. QUALIFICATION SUBMISSION**

- B21.1 The Qualification Submission should consist of the following components:
- (a) Form A: Request for Qualification Application (Section A);
  - (b) Form B: Experience of Proponent (Section B); and
  - (c) Design and Construction Team (Section C).
- B21.2 Proponents are advised that Bid Opportunity 1136-2017B will require compliance with the following additional clause (not to be included in this Qualification Submission):
- (a) Workplace Safety and Health requirements in accordance with B26.
- B21.3 All requirements of the RFQ should be fully completed or provided, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B21.4 Proponents are advised that inclusion of terms and conditions inconsistent with the RFQ document will be evaluated in accordance with B30.1 and B30.2.
- B21.5 All Submissions received in response to this RFQ will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.
- B21.6 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

## **B22. FORMAT**

- B22.1 Proponents should submit one (1) unbound original copy of the Submission (marked "original").
- (a) Each section outlined in B23, B24, and B25 should be separated and clearly marked with the corresponding section letter;
  - (b) Section A of the Submission, as outlined in B23, should be provided on Form A: Request for Qualification Application;
  - (c) Section B of the Submission, as outlined in B24, should be provided on Form B: Experience of Proponent. Submit multiple copies of Form B in order to satisfy the requirements of B24;
  - (d) Section C of the Submission, as outlined in B25, should be a clear and concise presentation of the required information. Submissions for B25.1(a) and B25.3 should be typed and printed on 8.5 x 11" paper, using 10 point Arial font, single spaced;
    - (i) The required project references for key project personnel, as outlined in B25.1(b), shall be submitted using Form C;

- (e) Other relevant information, including corporate brochures, equipment specifications, or other information not specifically requested in B23, B24, or B25 may be included in an Appendix.
- (i) Material included in the Appendix shall not be intended for review as part of the qualification Submission. Any material provided in an Appendix will be considered for information only.

B22.2 The City reserves the right to make additional copies of all Submissions for its internal review process and to provide such copies to its staff and external advisors.

**B23. FORM A: REQUEST FOR QUALIFICATION APPLICATION (SECTION A)**

B23.1 Further to B21.1(a), the Proponent shall complete Form A: Request for Qualifications Application, making all required entries.

B23.2 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.

B23.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B23.2.

B23.3 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.

B23.4 Paragraph 7 of Form A: Request for Qualification Application should be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on 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.

B23.5 The name and official capacity of all individuals signing Form A: Request for Qualification Application should be printed below such signatures.

B23.6 All signatures should be original.

B23.7 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.

**B24. FORM B: EXPERIENCE OF PROPONENT (SECTION B)**

B24.1 Further to B21.1(b), the Proponent shall complete Form B: Experience of Proponent, making all the required entries. Submit multiple copies of Form B, one per project, in order to demonstrate

the following minimum criteria. Projects may meet more than one of the requirements identified below:

- (a) At least one (1) successfully completed Microtunnelling installation where external intervention was not possible due to restricted surface use or a water body crossing. Demonstrate equipment is accessible and serviceable from within the tunnel and that the MTBM is capable of working below the groundwater table.
- (b) In addition to B24.1(a), provide at least three (3) additional successfully completed Microtunnelling projects in the range of 900 mm to 1500 mm internal diameter.
- (c) At least one (1) of the projects referenced in B24.1(a) and B24.1(b) shall have been installed through bedrock with a minimum unconfined compressive strength of 100 MPa.
- (d) At least one (1) successfully completed Microtunnelling installation with vertical launching or receiving shafts constructed in bedrock.
- (e) At least one (1) successfully completed Microtunnelling installation where the launching and receiving shafts were constructed without groundwater dewatering and sealed against groundwater intrusion during the tunnelling process.

B24.2 Reference projects provided to satisfy the requirements of B24.1 shall include or meet the following criteria:

- (a) Shall have been completed after 2007.
- (b) Shall include all information requested on Form B.
- (c) Shall include an owner (or owner's representative) reference, including: Organization name, contact name, email address, and phone number.
- (d) A brief description of the project.

## **B25. DESIGN & CONSTRUCTION TEAM (SECTION C)**

B25.1 Further to B21.1(c) and conforming to B22, the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the design and construction team by providing:

- (a) Details of the Proponent's history and experience in performing Microtunnelling work. In order to qualify, the Proponent should have at least five (5) years of corporate experience in performing Microtunnelling work.
- (b) Three (3) references for recent projects similar in size and scope for each of the project team members listed below utilizing Form C. Submit multiple copies of Form C for each team member, one per project. Each reference should include an owner's (or owner's representative) reference complete with: company name, contact name, email address, phone number and a brief description of the project and key project elements relating to Microtunnelling.
  - (i) Project Manager
  - (ii) Site Superintendent
- (c) A company Organization Chart demonstrating their company's structure.

B25.2 Provide evidence of bonding capacity on the order of \$10,000,000 or greater in the form of a certified letter from a recognized bonding company.

B25.3 Provide a succinct paragraph or point form description demonstrating the Proponents understanding of the key project requirements, limitations, and potential risks.

## **B26. WORKPLACE SAFETY AND HEALTH QUALIFICATION (CONSTRUCTION AND MAINTENANCE TEAM MEMBERS)**

B26.1 Award of Bid Opportunity 1136-2017B will not be made prior to the successful Bidder providing proof satisfactory to the Contract Administrator that the Bidder /Subcontractor has a workplace

safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) Written confirmation of a safety and health certification meeting SAFE Work Manitoba's SAFE Work Certified Standard (e.g., COR™ and SECOR™) or
  - (i) a copy of their valid Manitoba COR certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Certificate of Recognition (COR) Program administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
  - (ii) a copy of their valid Manitoba SECOR™ certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Small Employer Certificate of Recognition Program (SECOR™) administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program or
- (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>).

B26.2 The Proponent shall 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) in accordance with B26.1 or provide a commitment to obtaining the requiring certification prior to award of Bid Opportunity 1136-2017B.

## **B27. SUBSTITUTIONS**

B27.1 If, following your Submission, you become aware that any Persons identified to participate in this Project will be unable or is likely to be unable to participate on this Project, you must immediately advise the Contract Administrator and indicate your proposed substitute Person. Failure to do so may result in disqualification of your Submission from the RFQ process or, if the City becomes aware of your breach of this provision after the Bid Opportunity has been issued, from the Tender process.

## **B28. NON-CONFORMING SUBMISSIONS**

B28.1 Notwithstanding B21.1, with the exception of B20.4, if a Proponent's Submission is not strictly in accordance with any provision of this RFQ, the City may, at its option:

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

B28.1.1 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.

B28.2 If the requested information is not submitted by the time specified in B28.1.1, the Submission will be determined to be non-responsive.

## **B29. PROPONENT'S COSTS AND EXPENSES**

B29.1 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

### B30. EVALUATION CRITERIA

B30.1 Proponents will have their Submissions evaluated in accordance with the following:

EVALUATION CATEGORY	EVALUATION
<b>Conformance</b> Conformance to all mandatory requirements, or acceptable deviation therefrom.	<b>Pass/Fail</b>
<b>Section A</b> Form A: Request for Qualification Application has been completed in accordance with B23.	<b>Pass/Fail</b>
<b>Section B</b> To be completed in accordance with B24.	<b>Pass/Fail</b>
<b>Section C</b> To be completed in accordance with B25.	<b>Pass/Fail</b>
<b>Bonding</b> Evidence of bonding capacity is provided in accordance with B25.2.	<b>Pass/Fail</b>

- B30.2 Further to B30.1 and B28, 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.
- B30.3 Further to B30.1 Section B, experience shall be evaluated considering the information submitted in reference to the Proponent's project experience and references submitted.
- B30.4 Further to B30.1 Section C, the design and construction team shall be evaluated considering the information submitted in reference to the Proponent's organization and plan, project experience and references submitted.
- B30.5 Further to B30.1 Section C, personnel experience shall be evaluated considering past performance based on the information and references submitted.
- B30.6 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.
- B30.7 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.
- B30.8 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.
- B30.9 The Proponent must receive a pass score for each Submission section to be determined to be qualified.

**B31. NO CONTRACT**

- B31.1 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.
- B31.2 Although it is the intention of the City to establish a shortlist of Proponents to participate in the Tender 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 Bid Opportunity, without incurring any liability in respect of costs or damages incurred by any Proponent or any member of a private sector team.
- B31.3 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.
- B31.4 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.
- B31.5 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B31.6 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.