



THE CITY OF WINNIPEG

REQUEST FOR QUALIFICATION

RFQ NO. 1067-2018 A

**QUALIFYING TUNNELLING CONTRACTORS - CONSTRUCTION OF 0.7 KM OF
2100-2500 MM SEWER**

TABLE OF CONTENTS

PART A – REQUEST FOR QUALIFICATION APPLICATION

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

PART B - REQUEST FOR QUALIFICATION INFORMATION

| | |
|--------------------------------------------------------------------------------------------|----|
| B1. Definitions | 1 |
| B2. Executive Summary | 3 |
| B3. Background | 4 |
| B4. Site Specific Conditions | 4 |
| B5. Winnipeg | 5 |
| B6. Purpose of the Request for Qualifications Document | 5 |
| B7. Scope of Work | 6 |
| B8. General Conditions | 6 |
| B9. Project Schedule | 6 |
| B10. Procurement Process | 7 |
| B11. Disclosure | 7 |
| B12. Conflict of Interest and Good Faith | 7 |
| B13. Enquiries | 8 |
| B14. Contract Administrator | 8 |
| B15. Addenda | 9 |
| B16. Confidentiality And Privacy | 9 |
| B17. Non-Disclosure | 10 |
| B18. No Collusion | 10 |
| B19. No Lobbying | 10 |
| B20. Eligibility | 10 |
| B21. Opening of Qualification Submissions and Release of Information | 10 |
| Submission Instructions | |
| B22. Submission Deadline | 11 |
| B23. Qualification Submission | 11 |
| B24. Form A: Request for Qualification Application | 12 |
| B25. Understanding of Project and Key Issues (Section B) | 13 |
| B26. Experience of Proponent (Section C) | 13 |
| B27. Workplace Safety and Health Qualification (Construction and Maintenance Team Members) | 14 |
| B28. Substitutions | 14 |
| B29. Non-Conforming Submissions | 15 |
| B31. Proponent's Costs and Expenses | 15 |
| Evaluation | |
| B32. Evaluation Criteria | 16 |
| B33. No Contract | 16 |

Appendices

| |
|-------------------------------------------|
| Appendix A – Reference Drawings |
| Appendix B – Traffic Plans and Work Space |
| Appendix C – Geotechnical Baseline Report |
| Appendix D – Geotechnical Data Report |

PART B - REQUEST FOR QUALIFICATION INFORMATION

B1. DEFINITIONS

B1.1 When used in this Request for Qualification:

- (a) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) **"Calendar Day"** means the period from one midnight to the following midnight;
- (c) **"Carrier Pipe"** means the permanent pipe for operational use that is used to convey flows. When installed with Two-Pass Tunnelling, the carrier pipe will be Centrifugally Cast Fibreglass Reinforced Polymer Mortar (CCFRPM); when installed with Pipe Jacking, the carrier pipe will be Reinforced Concrete Pipe (RCP).
- (d) **"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;
- (e) **"City Council"** means the Council of the City of Winnipeg;
- (f) **"Contract"** means the combined documents consisting of the Request for Qualification package, Request for Proposal package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (g) **"Contract Administrator"** means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (h) **"Contractor"** means the person undertaking the performance of the work under the terms of the Contract;
- (i) **"Earth Pressure Balance Tunnel Boring Machine (EPBTBM)"**: means a steerable tunnelling shield that achieves soil excavation by means of a rotating cutter-wheel. Tunnelling operations are performed from within the shield. A key attribute of EPBM tunnelling is the ability to maintain a pressurized face. The pressurized face is accomplished using a closed bulkhead wherein excavated materials at the face, mixed with injected soil conditioners such as foam, bentonite and/or polymers, are balanced against the in-situ soil and water pressures, thus providing a means of support at the face, without requiring dewatering, as the tunnel excavation is advanced. The guidance system consists of a laser or theodolite and electronic distance measurement (EDM) device mounted in the launch shaft and at intermediate points along the tunnel communicating a reference line(s) to a target mounted in the EPBM's articulated steering head. The target in the EPBM provides the operator with information about machine attitude and pitch, and allows for accurate steering control;
- (j) **"Excavation Support"** means ground support consisting of steel ribs and timber lagging placed during or immediately after excavation with the Tunnel Boring Machine to stabilize the ground until the final support is installed.
- (k) **"Final Support"** means the support provided by the carrier pipe, backfill grout, excavation support, and contact grout.
- (l) **"Intermediate Jacking Station (IJS)"** means a fabricated steel cylinder fitted with hydraulic jacks spaced around the circumference, which is incorporated into the carrier pipe string between two specially fabricated pipe sections. The function of an IJS is to distribute the jacking load along the pipe string during pipe installation. The hydraulic jacks are removed at the completion of a drive and the gap between adjacent pipe sections is fully closed by pushing the pipes together with the main shaft jacks or another IJS. The steel cylinder remains as an extended sleeve or coupling. The steel cylinder must be protected from corrosion, consistent with corrosion protection used for the jacking pipe and joints.

- (m) **“Jacking Pipe”** means a pipe jacked behind a shield. The jacking pipe shall be specifically designed to be installed by pipe jacking with flush joints and shall be the carrier pipe.
- (n) **"may"** indicates an allowable action or feature which will not be evaluated;
- (o) **“Microtunnelling”** means a remotely controlled, guided, pipe jacking process that provides continuous support to the excavation face and uses a pressurized bentonite slurry spoil removal system. The microtunnelling process does not require routine personnel entry into the tunnel. A key element of microtunnelling is the ability to control the stability of the face by applying fluid and mechanical pressure to balance the earth and groundwater pressures.
- (p) **“Microtunnel Boring Machine (MTBM)”** means a remote-controlled, guided slurry shield that provides continuous support to the excavation face. The MTBM is operated from a control container located on the ground surface. Soil excavation is achieved by a rotating cutter-wheel. Excavated soil enters a slurry chamber where it is mixed with clean slurry to form a slurry with cuttings. Pumps cycle the slurry to the surface where a separation plant removes the solids from the slurry. The recycled slurry is then returned to the face in a closed-system of pumps and hoses. Because of the remote-control operation and the closed spoil-removal system, routine personnel entry into the MTBM is not required. Slurry used to convey spoil contains additives such as bentonite that thicken the slurry, allowing it to carry more solids and providing gel strength to prevent the slurry from permeating the soils at the heading. The guidance system consists of a laser or theodolite and EDM device mounted in the jacking shaft communicating a reference line to a target mounted in the MTBM’s articulated steering head. The target in an MTBM provides the operator with information about machine attitude and pitch, and provides accurate steering control.
- (q) **"must" or "shall"** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (r) **“Open Face Rotary Wheel Tunnel Boring Machine ”** means a steerable tunnelling shield that achieves soil excavation by means of a rotating cutter-wheel. Excavation operations are performed from within the shield, and excavated soil is discharged to a conveyor or muck cart where it is transported to the ground surface for disposal. An EPBTBM shield may also be used and operated in an open-face mode. The guidance system consists of a laser or theodolite and EDM device mounted in the launch shaft and at intermediate points along the tunnel communicating a reference line(s) to a target mounted in the tunnel boring machine’s articulated steering head. The target in the tunnel boring machine provides the operator with information about machine attitude and pitch, and allows for accurate steering control;
- (s) **“Open Face Rotary Wheel Tunnel Boring machine Tunnelling”** means a steerable tunnelling process that utilizes a tunnel shield consisting of an Open Face Rotary Wheel Tunnel Boring Machine or EPBTBM to install continuous excavation support.
- (t) **“Person”** means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (u) **“Pipe Jacking”** means a technique for installing casing or carrier pipe by jacking it into place from a jacking shaft to a receiving shaft, using hydraulic jacks. . Soil excavation is performed within a shield in front of the lead pipe segment using an Open Face Rotary Wheel Tunnel Boring Machine, an EPBM, or MTBM. The shield is steerable using hydraulic jacks to orient an articulated section of the shield, and guidance is provided using a laser or theodolite system.
- (v) **“Proponent”** means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications;
- (w) **"should"** indicates a desirable action or feature which will be evaluated on a relative scale;

- (x) **"Site"** means the lands and other places on, under, in or through which the work is to be performed;
- (y) **"Steel Ribs"** means the structural steel sets consisting of ribs, butt plates, tie rods, collar braces, blocking, spacers (dutchmen), shims, and other material as required to expand and erect the steel ribs in place.
- (z) **"Submission or Qualification Submission"** means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (aa) **"Submission Deadline"** means the time and date for final receipt of Submissions;
- (bb) **"Tunnelling"**: Means the trenchless construction method used to install pipelines using either an Open Face Rotary Tunnel Boring Machine, and EPBTBM, or a MTBM. The Tunnelling methods include either the Two-pass or Single pass (Pipe Jacking) methods described in Section B7.2.
- (cc) **"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 Construction of the 0.7 km of 2100-2500 mm Diameter Trunk Sewer - Cockburn and Calrossie Sewer Relief Works – Contract 5 (the Project).
- B2.2 An earlier Request for Qualifications (Bid Opportunity 866-2017 A) was issued prequalifying Two-pass Tunnelling contractors. And a subsequent Bid Opportunity (866-2017 B) was tendered for the original scope of Work of Contract 5 (that included 1.2 km of trunk sewer). Bids for that tender exceeded the City budget, and Bid Opportunity 866-2017 B was not awarded.
- B2.3 In response to the non-award of Bid Opportunity 866-2017 B, Contract 5 has been redesigned to include a shorter Tunnel drive length (approximately 0.7 Km) and will be tendered for construction under Bid Opportunity 1067-2018 B. The reduced drive length of the tunnel opens up the opportunity for the use of both the Two-pass Tunnelling method, and Single-pass (Pipe Jacking). Whereas Bid Opportunity 866-2017 B was restricted to Two-pass Tunnelling.
- B2.4 The purpose of the Request for Qualification RFQ No. 1067-2018 A is to prequalify bidders for Bid Opportunity No. 1067-2018 B, which will be advertised following completion of the prequalification process.
- B2.5 Any previously successful Bidders for Bid Opportunity 866-2017 A are already qualified to submit on Bid Opportunity No. 1067-2018 B using Two-pass Tunnelling. **If these Bidders wish to also be considered for prequalifying using Single-Pass (Pipe Jacking) they must respond to this RFQ (Bid Opportunity 1067-2018 A)****
- B2.6 The Scope of Work for Bid Opportunity No. 1067-2018 B is complex and will require specialized construction methods with unique risks associated with large diameter tunnelling projects. The project requires the services of an experienced Contractor with the appropriate expertise and resources. The City invites the Submission of qualifications from Proponents interested in bidding on the future Bid opportunity No. 1067-2018 B.
- B2.7 Only those Proponents duly notified as being successfully qualified through this request for qualification process, or those previously notified as being successfully qualified through RFQ 866-2017 A, will be permitted to submit bids for Bid Opportunity No. 1067-2018 B in accordance with the Tunnelling method they have been prequalified for.

B3. BACKGROUND

- B3.1 The Cockburn and Calrossie sewer districts are combined sewer districts scheduled for sewer system upgrading under the City's Basement Flooding Relief (BFR) program. Preliminary engineering Works completed under the Cockburn and Calrossie Combined Sewer Relief Works engineering project has recommended that the upgrading include sewer separation for the western portion of the Cockburn district. The upgrading plans include installation of new land drainage sewers throughout the service area. These new sewer flows will be routed through a trunk sewer that runs along Taylor Avenue ranging in diameter from 2100 mm to 2500 mm. Flows from the Taylor trunk will pass through a 2700mm pipe (installed as part of Cockburn Contract 4) that extends from Taylor Avenue to a stormwater retention basin (constructed as part of Cockburn Contract 3). Discharge from the basin passes through a newly constructed 1200mm trunk sewer (Contract 2) leading to the outfall (Contract 1) at the Red River, located within the Calrossie combined sewer district.
- B3.2 Contract 5A is currently under construction and involves reconstructing the existing combined sewer at Harrow Street and Taylor Avenue to support the planned tunnelling for Contract 5. This work is expected to be complete by spring 2019. Information associated with this contract is included in Appendix A. Additional information is available on the City website under Bid opportunity 725-2018.
- B3.3 Contract 11 that involves separating sewers north of the proposed location of the Launch Shaft for Contract 5 (along Wilton St. north of Taylor Ave. and the lateral street connections) is scheduled to commence in spring of 2019. Flows from this contract are planned to be redirected back into the existing combined sewer on the north side of Taylor throughout construction.
- B3.4 Construction of the Taylor Trunk Works associated with Contract 5 are a critical component of the basement flooding relief project, and will be completed under Bid Opportunity 1067-2018 B.

B4. SITE SPECIFIC CONDITIONS

- B4.1 Winnipeg's geographical location results in highly variable seasonal temperatures that may affect construction. During the winter the ground freezes to about 2.5 metres depth, and the impact of low temperatures must be considered for construction methods, equipment operation and rates of production.
- B4.2 Winnipeg is located beneath what was once glacial Lake Agassiz, and lies in a flood plain at the confluence of the Red and Assiniboine rivers, which influences both the geotechnical and hydrologic characteristics of the region. A Geotechnical Baseline Report (GBR) and Geotechnical Data Report (GDR) which deal with soil conditions have been developed for incorporation into the bidding process, which is being provided to Proponents, and will form part of the Contract. The GBR and GDR are attached as Appendix C and D, respectively.
- B4.3 The Work associated with Bid Opportunity 1067-2018 B will be constructed along Taylor Avenue. Other major City projects will be occurring concurrently to the Work. These projects include the construction of the Waverley Underpass at the intersection of Waverly Street and Taylor Avenue; and the widening of the Pembina Underpass and erection of bus and rail bridges over the underpass as part of the City's South West Rapid Transit Project. Maintaining acceptable traffic flows along Taylor Avenue will be required and facilitated through trenchless installation methods for the entire length of the project. Approved traffic plans including available working space are provided as part of Appendix B.
- B4.4 The Work will take place in a fully developed area with a number of conflicts and services/utilities which must remain in operation. The attached drawings identify the existing services and utilities adjacent to the proposed tunnel alignment.
- B4.5 The City has arranged for a park space west of the tunnel Works and portions of Taylor Ave in the location of the launch shaft to be made available for laydown areas.

- B4.6 The launch shaft will be constructed on Taylor Avenue near the upstream end of the existing 2700 mm trunk (installed under Contract 4). The normal water level of the SRB downstream of the 2700 mm trunk is maintained at 227.7 m which is approximately the obvert elevation of the tunnel being installed under Contract 5. As such, the proposed Works for Contract 5 will require the installation of temporary plugs downstream of the launch shaft and any other control measures to ensure the water level to the SRB is maintained during construction.

B5. WINNIPEG

- B5.1 Winnipeg is an important Canadian city, and the capital of the Province of Manitoba. Located in Western Canada, Winnipeg plays a prominent role in transportation, finance, manufacturing, agriculture and education. It is known as the Gateway to the West. The City is located near the geographic centre of North America. It lies in a flood plain at the confluence of the Red and Assiniboine rivers and started around the point now commonly known as The Forks. It is protected from flooding by the Red River Floodway. Winnipeg covers an area of 663 square kilometers.
- B5.2 The City of Winnipeg is the Capital city of the Province of Manitoba with a population of over 650,000. Composed of a broad range of diverse neighbourhoods and communities with numerous attractions (from arts and culture to sports and entertainment), Winnipeg is recognized as one of Canada's finest places to live, work and play. The City employs over 8,000 people and provides a full range of municipal services to the citizens of Winnipeg.
- B5.3 The political representation for the City is a Mayor and 15 Councillors, each representing a city ward. The current Mayor and Council were elected in October 2018. Their term of office ends in 2022.
- B5.4 The administrative structure for the City is a Chief Administrative Officer (CAO) providing overall supervision for the following departments: Corporate Finance, Assessment and Taxation, Internal Services, Community Services, Fire Paramedic Service, Winnipeg Police Service, Public Works, Transit, Water and Waste, and Planning, Property and Development.
- B5.5 Since 1992, overall municipal government revenues have not changed significantly. However, there has been a shift. Taxation revenues have decreased and fees and charges have increased. Property and business taxes made up 51% of the City's revenues in 1992. In 2003, these same revenues accounted for 43% - a \$66 million reduction. During this same period, user fees and charges increased from 25% to 31% of City revenues – a \$66 million increase.
- B5.6 The City provides many services to its citizens. By service, the representation is distributed as follows: Public Safety (25%), Transportation (23%), Environmental (23%), Planning and Development (4%), Leisure and Wellness (15%), Internal Support (10%). For additional information on City services, refer to the City of Winnipeg web site at: <http://winnipeg.ca/interhom/Departments/>

B6. PURPOSE OF THE REQUEST FOR QUALIFICATIONS DOCUMENT

- B6.1 The purpose of this Request for Qualifications (RFQ) is to identify experienced and capable Proponents to with the appropriate Tunnelling expertise necessary to successfully execute the Work of Bid Opportunity 1067-2018 B. To qualify, the Proponent must:
- (a) demonstrate an understanding of the project objectives, and have a team to provide the necessary expertise to successfully complete the Work, as requested in B25.
 - (b) have the minimum amount of experience as identified in B26
- B6.2 Once approved, the successful Proponents will be listed in Bid Opportunity 1067-2018 B as qualified Tunnelling Contractors. Only Proponents who have gone through the prequalification process, and who have been prequalified will be eligible to submit bids utilizing their prequalified Tunnelling method(s) on Bid Opportunity 1067-2018 B.

B7. SCOPE OF WORK

- B7.1 The Work to be done under Bid Opportunity 1067-2018 B shall consist of the installation of a land drainage trunk sewer that is approximately 675 m in length and consists of pipe dimeters ranging from 2100 mm to 2500 mm. The Work will also include traffic management; temporary pumping; the installation of trenchless stub connections for future contracts; and the connection of existing land drainage sewer (LDS) inlets to the trunk along the Taylor Avenue. For reference, see the attached preliminary drawings
- B7.2 The LDS trunk sewer being installed under Bid Opportunity 1067-2018 B shall be installed by one of the following Tunnelling methods:
- (a) Two-pass method: where carrier pipe is grouted within excavation support consisting of steel ribs and timber lagging that is installed using one of the Tunnelling Techniques listed in B7.2.1
 - (b) Single-pass method (Pipe Jacking): where carrier pipe is directly installed using pipe jacking in combination with one of the Tunnel Boring Machines listed in B7.2.1
- B7.2.1 Tunnel Boring Machines that may be applied to this project include:
- (i) Open Face Rotary Tunnel Boring Machine
 - (ii) Earth Pressure Balance Tunnel Boring Machine
 - (iii) Microtunnel Boring Machine (for single-pass method only)
- B7.3 The Scope of the Work is identified in the preliminary drawings attached to this RFQ. Proponents are advised that the attached information is preliminary and subject to final modifications. A full final set of documents will be issued under Bid Opportunity 1067-2018 B for the final bidding process.

B8. GENERAL CONDITIONS

- B8.1 The *General Conditions for Construction* (Revision 2006 12 15) are applicable to the Work of the Contract.
- B8.1.1 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

B9. PROJECT SCHEDULE

- B9.1 The City intends to complete the evaluation of the Qualification Submissions by January 15, 2019 and proceed with the issuance of the construction Bid Opportunity by January 18, 2019.

B9.2 Estimated Preliminary Schedule

| Phase | Approximate Date(s) |
|---------------------------------------------------------------------------------|--------------------------------------------|
| 1. RFQ Submission Date | January 8, 2019 (or as extended under B15) |
| 2. Anticipated date of Notification to Successful Proponents | January 15, 2019 |
| 3. Anticipated issuance date of Bid Opportunity 1067-2018 B | January 18, 2019 |
| 4. Bids Close date for Bid Opportunity 1067-2018 B (or as modified by Addendum) | February 15, 2019 |
| 5. Award | May 2019 |

B10. PROCUREMENT PROCESS

- B10.1 The first stage of the procurement process is this RFQ. The City intends to invite successful Proponents to participate in the second stage of the procurement process.
- B10.2 All RFQ Submissions shall be evaluated in accordance with the Request for Qualification.
- B10.3 The City holds the right to contact any or all Proponents during the evaluation process to confirm the information provided.
- B10.4 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.

B11. DISCLOSURE

- B11.1 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.
- B11.2 The Persons are:
- (a) N/A

B12. CONFLICT OF INTEREST AND GOOD FAITH

- B12.1 Proponents, by responding to this RFQ, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.
- B12.2 Conflict of Interest means any situation or circumstance where a Proponent or employee of the Proponent proposed for the Work has:
- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;
- that could or would be seen to:
- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
- (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFQ process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFQ process) of strategic and/or material relevance to the RFQ process or to the Work that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.
- B12.3 In connection with its Bid, each entity identified in B12.2 shall:
- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFQ process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and

- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B12.4 Without limiting B12.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B12.5 Without limiting B12.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its employees proposed for the Work;
- (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Proponent or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B12.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, or one of its employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B12.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B13. ENQUIRIES

B13.1 All enquiries shall be directed to the Contract Administrator identified in B14.

B13.2 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.

B13.3 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.

B13.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the RFQ will be provided by the Contract Administrator to all Proponents by issuing an addendum.

B13.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the RFQ will be provided by the Contract Administrator only to the Proponent who made the enquiry.

B13.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B10.1 unless that response or interpretation is provided by the Contract Administrator in writing.

B14. CONTRACT ADMINISTRATOR

B14.1 The Contract Administrator is KGS Group, represented by:

Ray Offman, M.Sc. (CE), P.Eng.
Senior Infrastructure Engineer/Project Manager

Telephone No. 204- 896-1209

Email Address: roffman@kgsgroup.com

B15. ADDENDA

- B15.1 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.
- B15.2 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>
- B15.3 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division's website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B15.4 The Proponent should acknowledge receipt of each addendum on Form A: Request for Qualification Application.
- B15.5 Notwithstanding B13, enquiries related to an Addendum may be directed to the Contract Administrator indicated in B14.

B16. CONFIDENTIALITY AND PRIVACY

- B16.1 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.
- B16.2 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.
- B16.3 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).
- B16.4 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.
- B16.5 The City reserves the right to post the names of the shortlisted Proponents on its website, or otherwise make this information public at the end of the RFQ selection process.

B16.6 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.

B17. NON-DISCLOSURE

B17.1 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.

B17.2 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.

B18. NO COLLUSION

B18.1 Upon making a Submission to this RFQ, each Proponent shall declare that they have not participated in any collusive scheme or combine.

B18.2 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 construction Bid Opportunity has been issued, from the construction Bid Opportunity process.

B19. NO LOBBYING

B19.1 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 construction Bid Opportunity has been issued, disqualification from the construction Bid Opportunity process.

B20. ELIGIBILITY

B20.1 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 construction Bid Opportunity.

B21. OPENING OF QUALIFICATION SUBMISSIONS AND RELEASE OF INFORMATION

B21.1 Qualification Submissions will not be opened publicly.

B21.2 After evaluation, the names of the shortlisted Proponents and their address(es) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/> .

B21.3 The Proponent is advised that any information contained in any Qualification Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

- B21.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Qualification Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.
- B21.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

SUBMISSION INSTRUCTIONS

B22. SUBMISSION DEADLINE

- B22.1 The Submission Deadline is 4:00 p.m. Winnipeg time, January 8, 2019.
- B22.2 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 B22.1.
- B22.3 Qualification Submissions will not be opened publicly.
- B22.4 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.
- B22.5 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.
- B22.6 Qualification Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B22.7 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

B23. QUALIFICATION SUBMISSION

- B23.1 The Qualification Submission should consist of the following components:
- (a) Form A: Request for Qualification Application (Section A);
 - (b) Form B: Understanding of Project and Key Issues (Section B);
 - (c) Form C: Experience of Proponent (Section C);
 - (i) Appendices, include other relevant information including corporate brochures and reference information
- B23.2 All requirements of the RFQ should be fully completed or provided, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B23.3 Proponents are advised that inclusion of terms and conditions inconsistent with the RFQ document will be evaluated in accordance with B32.1.
- B23.4 All Submissions received in response to this RFQ will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.
- B23.5 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

Format

- B23.6 Proponents should submit one (1) unbound original (marked "original")
- B23.7 The Qualification Submission should be a clear and concise presentation of the required information. Each page shall be single sided, 8.5 x 11, 10 point Arial font, single line spacing.
- (a) Section B of the Submission shall be provided on Form B. Additional pages may be included with Form B, not to exceed five (5) pages. If the Proponent is proposing to be pre-qualified using more than one of the Tunnelling methods, then two (2) additional pages may be included for each additional Tunnelling method proposed on Form B. Pages exceeding these limits will not be evaluated.
 - (b) Section C of the Submission shall be provided on Form C. Additional information may be included in the Appendices to support the Submission. The Proponent is advised that any new information provided in the Appendices, not requested or related to that presented in Sections B or C, may not be considered.
- B23.8 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.
- B23.9 The City reserves the right to make additional copies of all Submissions for its internal review process and to provide such copies to its staff and external advisors.

B24. FORM A: REQUEST FOR QUALIFICATION APPLICATION

- B24.1 Further to B23.1(a), the Proponent shall complete Form A: Request for Qualifications Application, making all required entries.
- B24.2 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.
- B24.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B24.2.
- B24.3 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.
- B24.4 Paragraph 7 of Form A: Request for Qualification Application should be signed in accordance with the following requirements:
- (a) if the Proponent is sole proprietor carrying of business in his/her own name, it shall be signed by the Proponent;
 - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name or by the registered owner's authorized officials if the owner is a partnership or a corporation.

- B24.5 The name and official capacity of all individuals signing Form A: Request for Qualification Application should be printed below such signatures.
- B24.6 All signatures should be original.
- B24.7 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.

B25. UNDERSTANDING OF PROJECT AND KEY ISSUES (SECTION B)

- B25.1 The Proponent shall demonstrate an understanding of the Work and ability to successfully complete the Work described herein and presented within the appended documents utilizing their proposed Tunnelling method. The Proponent may submit on one or both approaches, for as many of the excavation methods identified in B7, Scope of Work.
- B25.2 Submit on Form B a succinct paragraph or point form description of the overall approach proposed to be used by the Proponent for the Tunnelling Work associated with Bid Opportunity 1067-2018 B. The information shall be provided on Form B and include responses to the main headings below:
- (a) Project Understanding
 - (i) Provide an understanding of the project objectives, key issues and risk factors;
 - (ii) Approach for dealing with Site constraints, Site access limitations and traffic movements.
 - (b) Proposed Tunnelling Method
 - (i) Description of the proposed Tunnelling method(s) to be used to undertake the Work in Bid Opportunity 1067-2018 B, including rationale for selection of equipment. If the Proponent is proposing to be pre-qualified using more than one of the Tunnelling methods, then the Proponent shall submit this information for each Tunnelling method proposed.
 - (ii) Description of the method of resisting settlement of utilities from the proposed Tunnelling method (example the 300 mm gas line at Harrow)
 - (iii) Describe the approach for setting and maintaining line and grade for the horizontal curves, and vertical alignments and constraints that must be maintained during the tunnelling operation.
 - (iv) Description of the trenchless approach to be used for making stub-out connections to the new tunnel sewer.
 - (v) Description of the approach to constructing the intermediate manholes, with the intention of limiting street occupancy.
 - (c) Organizational Structure
 - (i) Provide an Organizational Structure indicating the Key Personnel for the prime Contractor and any proposed subcontractors; describe roles and responsibilities for Key Personnel.
- B25.3 The Proponent is also encouraged to submit a written description of initiative and innovation that would provide benefits to the City.

B26. EXPERIENCE OF PROPONENT (SECTION C)

- B26.1 The Proponent shall provide on Form C the following minimum qualifications:
- (a) The Proponent shall have at least five (5) years of corporate experience in performing Tunnelling Work and have completed at least three (3) similar projects in last ten (10) years, utilizing the Proponent's proposed Tunnelling method, with individual drive lengths of at least 400 meters on each project.

- (i) At least one of the projects shall have an individual drive equal to or greater in length than 600m
- (ii) All of the projects shall install a carrier pipe with internal minimum internal diameters of 1500 mm with one example of a project of 2250 mm or larger.
- (iii) At least two of the projects shall include a planned horizontal or vertical curve in the alignment achieved using steering capabilities of the tunnelling machine in combination with a laser total station guidance system.

B26.2 Submissions shall include sufficient detail to describe how the Proponent meets the qualifications through use of Form C. If the Proponent is wanting to be prequalified on more than one Tunnelling method they may provide multiple versions of Form C:

- (a) Corporate Experience
 - (i) Complete Form C, including company office location, number of employees and working geography, number of years the company has been operating, company experience, number of projects, number of Tunnelling installations in last 5 years.
- (b) Project References
 - (i) Submit a description of referenced projects for the Proponent Experience, including owner's name and contact information.

B26.3 Additional information for the referenced projects such as project descriptions, soil conditions, pipe materials, and special features may be included in the Appendices.

B27. WORKPLACE SAFETY AND HEALTH QUALIFICATION (CONSTRUCTION AND MAINTENANCE TEAM MEMBERS)

B27.1 The Proponent shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Proponent /Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

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

B28. SUBSTITUTIONS

B28.1 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 construction Bid Opportunity has been issued, from the construction Bid Opportunity process.

B29. NON-CONFORMING SUBMISSIONS

- B29.1 Notwithstanding B23.1, with the exception of B22.4, 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.
- B29.1.1 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.
- B29.2 If the requested information is not submitted by the time specified in B29.1.1, the Submission will be determined to be non-responsive.

B30. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

- B30.1 Submissions will not be opened publicly.
- B30.2 After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent and their address(es) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>
- B30.3 The Proponent is advised any information contained in any Proposal Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).
- B30.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.
- B30.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B31. PROPONENT'S COSTS AND EXPENSES

- B31.1 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

B32. EVALUATION CRITERIA

B32.1 Submissions will be evaluated in accordance with the following:

| SUBMISSION COMPONENT | Evaluation | |
|--------------------------------------------------------------------|----------------------------------------|-----------|
| Section A: Form A: Request for Qualification Application | To be completed in accordance with B24 | Pass/Fail |
| Section B: Form B: Understanding of Project & Key Issues | To be completed in accordance with B25 | Pass/Fail |
| Section C: Form C: Experience of Proponent | To be completed in accordance with B26 | Pass/Fail |

- B32.2 Further to B32.1 and B29, 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.
- B32.3 Further to B32.1 Section A, request for qualification shall be evaluated considering conformance to mandatory requirements or acceptable deviation therefrom.
- B32.4 Further to B32.1 Section B, understanding and key issues shall be evaluated considering the information submitted in reference to the Proponent's understanding of the project and key issues information submitted.
- B32.5 Further to B32.1 Section C, experience shall be evaluated considering the information submitted in reference to the Proponent's qualifications and experience.
- B32.6 Further to B32.1 Section C, experience shall be evaluated considering past performance using the information submitted in reference to the past performance on similar projects and references submitted.
- B32.7 Reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B32.8 The City has full power to conduct an independent verification of information in any Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed members of its team.
- B32.9 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.
- B32.10 The Proponent must receive a Pass score for each Submission component to be determined to be qualified.

B33. NO CONTRACT

- B33.1 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.
- B33.2 Although it is the intention of the City to establish a shortlist of Proponents to participate in the construction Bid Opportunity 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 construction Bid Opportunity, without incurring any liability in respect of costs or damages incurred by any Proponent or any member of a private sector team.

- B33.3 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.
- B33.4 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.
- B33.5 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B33.6 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.