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| --- |
| Project Overview |
| Describe the scope of the project and the parties involved. |

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| Developer and Development Agreement | | | | |
| Current Project | | Brief project description for this qualification statement e.g. “WB Bison Drive 2035”; “Lyon Estates NE local streets 2037” | | |
| AG#/ Development Application/DASZ # | | Development number; include multiple, if applicable | | |
| Development | | Name of Development (neighbourhood) or address | | |
| Developer | | Name of Developer, include any partners | | |
| Primary Developer Contact | | Primary Contact Name | | |
| Phone | | telephone | Email | email |
| Additional Contact | | Alternate Contact Person | | |
| Phone | | Alternate’s phone | Email | alternate’s email |
| Additional Contact | | Alternate Contact Person | | |
| Phone | | Alternate’s phone | Email | alternate’s email |
|  | | | | |
| Consulting Engineering Firm | | | | |
| Firm Name | | Consulting Firm Name | | |
| Address | | Business Address | | |
|  | EGM Certificate | | | |
|  | Authority to Carry on Business in Manitoba | | | |
|  | Proof of Insurance, with the City of Winnipeg as an Insured Alternate | | | |
|  | | | | |
| Details of Scope of Service for this Assignment | | | | |
| Infrastructure Type | | Type of infrastructure – Local, Collector, or Regional street(s), alleys, pathways, or sidewalks, all that are applicable | | |
| Project Limits | | Detailed limits including distances, intersection(s) included, “end of radius”, etc | | |
| Planned Design Schedule | | Proposed design schedule, including preliminary and detailed design | | |
| Planned Construction  Schedule Estimate | | Proposed construction schedule, if available (appx year), include “unscheduled” if applicable | | |
| Additional Information | | e.g. any likely technical and/or non-technical issues that may present during the work noted above | | |
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| DESIGN |
| This section is required for DESIGN PHASE Regional Streets only. This does not absolve the Developer the responsibility to engage professional qualified staff for Local or Collector Street, or Alley design. Consultation with the Research and Standards Engineer is required for all pavement design. |

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| --- | --- | --- | --- |
| Technical Summary | | | |
| Infrastructure Type | | Regional Street, Collector, Local, Pathway, or lane km of each | |
| Additional Features | | Any additional relevant information – e.g. before or after phasing, proximal works etc | |
| Additional Comments | | Further relevant project information | |
| Firm Profile | | | |
| Firm Name | | Consulting Firm Name | |
| Address | | Business Address | |
| Firm Profile | | general firm profile information, including years in business, average volume of work,  number of employees, typical services performed and available, including local office  information. | |
| Firm Experience | | details demonstrating the history and experience of the Proponent and Subconsultants in  providing design services. Provide three local projects of similar complexity, scope and value below for reference. | |
| **Reference Project 1** | Project name; brief description; relevance to current project, reference information such as Tender number | | |
| Firm’s Role | e.g. what services were carried out for the project | | City of Winnipeg Project |
| **Reference Project 2** | Project name; brief description; reference information such as Tender number | | |
| Firm’s Role | e.g. what services were carried out for the project | | City of Winnipeg Project |
| **Reference Project 3** | Project name; brief description; reference information such as Tender number | | |
| Firm’s Role | e.g. what services were carried out for the project | | City of Winnipeg Project |
|  | |  | |
| Design Team uNDERSTANDING | | | |
| General Project Team Organization | | describe the team’s project management approach and  organization during the performance of Services | |
| Technical Summary | | Description of the consultant’s practical understanding of the Project in the context of its location, function, etc – with particular focus on the DESIGN ISSUES | |
| Methodology | | Description of the consultant’s technical approach and methodology for delivery of the project | |
| Deliverables | | Consultant’s understanding of deliverables of the projects, and associated tasks and activities | |
| Communication | | Communications strategies and practices for successful project delivery | |
| Additional Information | | any additional relevant information that conveys the consultant’s understanding of the project delivery requirements | |

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| cONSTRUCTION |
| This section is required for the CONSTRUCTION PHASES of all Regional, Local, or Collector, Streets, Alleys, sidewalks, or pathways and active transportation facilities. This does not absolve the Developer the responsibility to engage professional qualified staff for the design phases of any infrastructure. |

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| --- | --- | --- | --- |
| Technical Summary | | | |
| Infrastructure Type | | Regional Street, Collector, Local, Pathway, or lane km of each | |
| Additional Features | | Any additional relevant information – e.g. before or after phasing, proximal works etc | |
| Additional Comments | | Further relevant project information | |
| Firm Profile | | | |
| Firm Name | | Consulting Firm Name | |
| Address | | Business Address | |
| Firm Profile | | general firm profile information, including years in business, average volume of work,  number of employees, typical services performed and available, including local office  information. | |
| Firm Experience | | details demonstrating the history and experience of the Proponent and Subconsultants in  providing design services. Provide three local projects of similar complexity, scope and value below for reference. | |
| **Reference Project 1** | Project name; brief description; relevance to current project, reference information such as Tender number | | |
| Firm’s Role | e.g. what services were carried out for the project | | City of Winnipeg Project |
| **Reference Project 2** | Project name; brief description; reference information such as Tender number | | |
| Firm’s Role | e.g. what services were carried out for the project | | City of Winnipeg Project |
| **Reference Project 3** | Project name; brief description; reference information such as Tender number | | |
| Firm’s Role | e.g. what services were carried out for the project | | City of Winnipeg Project |
|  | |  | |
| Contract Administration Team uNDERSTANDING | | | |
| General Project Team Organization | | describe the team’s project management approach and  organization during the performance of Services | |
| Technical Summary | | Description of the consultant’s practical understanding of the Project in the context of its location, function, etc – with particular focus on any anticipated issues during the CONSTRUCTION phase | |
| Methodology | | Description of the consultant’s technical approach and methodology for delivery of the project | |
| Deliverables | | Consultant’s understanding of deliverables of the projects, and associated tasks and activities | |
| Communication | | Communications strategies and practices for successful project delivery | |
| Additional Information | | any additional relevant information that conveys the consultant’s understanding of the project delivery requirements | |
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| Statement of Conformance & Approval |
| Director Approval of the Consultant Assignment for this project is subject to this Statement of Conformance by the Engineering Consultant, indicating that, acting reasonably, they will complete the requirements outlined in this document. If both phases are included in the project, check both boxes |

|  |  |  |  |  |
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| Statement of Conformance | | | | |
| Design Phase | I, Name, affirm that, to the extents possible, I and my project team, described herein, will complete the requirements of the City of Winnipeg Public Works Department outlined in this document, specifically **A-2 Design Requirements**, and including the attached Appendices, for professional engineering design services for the project described above. | | | |
| Construction Phase | I, Name, affirm that, to the extents possible, I and my project team, described herein, will complete the requirements of the City of Winnipeg Public Works Department, specifically **A-3 Construction Requirements**, and including the attached Appendices, for professional engineering construction services for the project described in this document. | | | |
| Engineer-of-Record | | Name | | |
| Signed | |  | Date | dd-mmm-yyyy |
| Senior Executive *(optional)* | | Name | | |
| Signed | |  | Date | dd-mmm-yyyy |
|  | |  | | |
| For the Developer | | Developer Contact | | |
| Signed | |  | Date | dd-mmm-yyyy |
| For the Director of Public Works | | PWD Manager of Engineering or designate | | |
| Assignment Approved | |  | Date | dd-mmm-yyyy |

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| --- | --- | --- |
| Qualifications of Key Personnel | | |
| Provide the qualifications and past experience of all of the key personnel for: | Design Phase  Construction Phase |  |
| If providing details for both phases, indicate Key Person’s participation under “Project Role” | |  |

# Key Personnel

| Name | **Person 1** | Professional Designations | | | | e.g. CET, P.Eng. enter a space if none | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Position | job title at firm | | | | | | | | | |
| Project Role for This Project | Title of role (e.g. engineer-of-record, designer, CA) and a detailed description of the project responsibilities and tasks | | | | | | | | | |
|  |  | | | | |  |  | | | |
|  |  |  |  | Years Experience | | | | | | |
| Professional Affiliation(s) | e.g. CTTAM, EGM |  |  | in current  position | | *years* | with roadway design | | *years* |  |
| Education | e.g. institution, graduation year |  |  | administering  city projects | | *years* | with contract administration | | *years* |  |
|  |  | | |  |  | |  |  | | |
| Past Comparable Experience | | | | | | | | | | |
| **Reference Project 1** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 2** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 3** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 4** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 5** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 6** *Minimum of three projects delete or add extra rows* | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |

| Name | **Person 2** | Professional Designations | | | | e.g. CET, P.Eng. enter a space if none | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Position | job title at firm | | | | | | | | | |
| Project Role for This Project | Title of role (e.g. engineer-of-record, designer, CA) and a detailed description of the project responsibilities and tasks | | | | | | | | | |
|  |  | | | | |  |  | | | |
|  |  |  |  | Years Experience | | | | | | |
| Professional Affiliation(s) | e.g. CTTAM, EGM |  |  | in current  position | | *years* | with roadway design | | *years* |  |
| Education | e.g. institution, graduation year |  |  | administering  city projects | | *years* | with contract administration | | *years* |  |
|  |  | | |  |  | |  |  | | |
| Past Comparable Experience | | | | | | | | | | |
| **Reference Project 1** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 2** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
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| City of Winnipeg Project | | | |
| **Reference Project 4** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 5** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 6** *Minimum of three projects delete or add extra rows* | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |

| Name | **Person 3** | Professional Designations | | | | e.g. CET, P.Eng. enter a space if none | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Position | job title at firm | | | | | | | | | |
| Project Role for This Project | Title of role (e.g. engineer-of-record, designer, CA) and a detailed description of the project responsibilities and tasks | | | | | | | | | |
|  |  | | | | |  |  | | | |
|  |  |  |  | Years Experience | | | | | | |
| Professional Affiliation(s) | e.g. CTTAM, EGM |  |  | in current  position | | *years* | with roadway design | | *years* |  |
| Education | e.g. institution, graduation year |  |  | administering  city projects | | *years* | with contract administration | | *years* |  |
|  |  | | |  |  | |  |  | | |
| Past Comparable Experience | | | | | | | | | | |
| **Reference Project 1** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 2** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 3** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 4** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
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| City of Winnipeg Project | | | |
| **Reference Project 6** *Minimum of three projects delete or add extra rows* | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |

| Name | **Person 4** | Professional Designations | | | | e.g. CET, P.Eng. enter a space if none | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Position | job title at firm | | | | | | | | | |
| Project Role for This Project | Title of role (e.g. engineer-of-record, designer, CA) and a detailed description of the project responsibilities and tasks | | | | | | | | | |
|  |  | | | | |  |  | | | |
|  |  |  |  | Years Experience | | | | | | |
| Professional Affiliation(s) | e.g. CTTAM, EGM |  |  | in current  position | | *years* | with roadway design | | *years* |  |
| Education | e.g. institution, graduation year |  |  | administering  city projects | | *years* | with contract administration | | *years* |  |
|  |  | | |  |  | |  |  | | |
| Past Comparable Experience | | | | | | | | | | |
| **Reference Project 1** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
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| **Reference Project 2** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 3** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
| **Reference Project 4** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |
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| City of Winnipeg Project | | | |
| **Reference Project 6** *Minimum of three projects delete or add extra rows* | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |

| Name | **Person 5** | Professional Designations | | | | e.g. CET, P.Eng. enter a space if none | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Position | job title at firm | | | | | | | | | |
| Project Role for This Project | Title of role (e.g. engineer-of-record, designer, CA) and a detailed description of the project responsibilities and tasks | | | | | | | | | |
|  |  | | | | |  |  | | | |
|  |  |  |  | Years Experience | | | | | | |
| Professional Affiliation(s) | e.g. CTTAM, EGM |  |  | in current  position | | *years* | with roadway design | | *years* |  |
| Education | e.g. institution, graduation year |  |  | administering  city projects | | *years* | with contract administration | | *years* |  |
|  |  | | |  |  | |  |  | | |
| Past Comparable Experience | | | | | | | | | | |
| **Reference Project 1** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
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| City of Winnipeg Project | | | |
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| City of Winnipeg Project | | | |
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| City of Winnipeg Project | | | |

| Name | **Person 6** *ensure all key personnel are included in this section – copy and paste for more tables, or delete any extra* | Professional Designations | | | | e.g. CET, P.Eng. enter a space if none | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Position | job title at firm | | | | | | | | | |
| Project Role for This Project | Title of role (e.g. engineer-of-record, designer, CA) and a detailed description of the project responsibilities and tasks | | | | | | | | | |
|  |  | | | | |  |  | | | |
|  |  |  |  | Years Experience | | | | | | |
| Professional Affiliation(s) | e.g. CTTAM, EGM |  |  | in current  position | | *years* | with roadway design | | *years* |  |
| Education | e.g. institution, graduation year |  |  | administering  city projects | | *years* | with contract administration | | *years* |  |
|  |  | | |  |  | |  |  | | |
| Past Comparable Experience | | | | | | | | | | |
| **Reference Project 1** | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
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| City of Winnipeg Project | | | |
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| **Reference Project 6** *Minimum of three projects delete or add extra rows* | Brief project description; relevance to current project, reference information such as Tender number; project scope, schedule, and approximate budget | | | | | | Project Role:  e.g. contract administrator, designer, inspector | | | |
| City of Winnipeg Project | | | |

Project Deliverables – *draft for discussion*

# Design Phase

* all meeting minutes (design, pre-construction, construction), including:
  + consultation meetings with Public Works staff (Transportation, Research and Standards, Traffic Signals, etc)
  + consultation meetings with other City departments Transit
  + consultation meetings with external stakeholders (Manitoba Hydro, telecoms, etc)
* site investigation report (including geocoded test holes)
* Preliminary Design report
* UGS-circulated and approved drawings including all comments.
* Final Design Drawings

# Construction Phase

* UGS-circulated and approved drawing including all comments
* Construction Drawings (RFC)
* Technical (specification) section of construction contract?
* Staging plan
* Preliminary materials test results and mix designs
* On-going field-testing reports
* Minutes of construction meetings
* **Annual summary report of new in-service infrastructure**

# Post Construction

* Certificate(s) of Substantial Performance;
* Certificate(s) of Total Performance; and
* Certificate(s) of Acceptance – Warranty Inspections
* Deficiencies
* Securities summary
* REPORT – a brief (three to five page) description of:
  + services accomplished, including initial and final scope of Project;
  + for new street pavements – final pavement design;
  + issues encountered and resolutions achieved;
  + any outstanding services or issue-resolutions required;
  + In appendices:
    - all meeting minutes (design, pre-construction, construction);
    - field test reports;
    - Certificates;
    - As-built drawings (pdf format).