



RFQ No. 001
Request for Qualification
Operations Administration Building – Design Build

Advertised on the Cochrane Lake Gas Co-op Ltd. website (<https://www.clgas.ca/>), MERX (<https://www.merx.com/>) and BuildWorks Canada (<https://buildworkscanada.com/>).

Information for Respondents

SCOPE: The Cochrane Lake Gas Co-op Ltd, hereinafter referred to as the "CLGC", invites submissions of qualifications from those interested in providing design build services for the Operations Administration Building and associated works.

The CLGC has an existing Operations Facility at 209 Railway Street East, Cochrane, Alberta, which accommodates various administration and operations departments. The current facilities no longer meet the needs of these departments. The Current Operations Facility is undersized, has insufficient support spaces and infrastructure as well as having code compliance issues. The daily workflow is compromised because of this.

A space planning exercise has been undertaken. A detailed space program has been developed as a result of this and a building of approximately 20,000 sq.ft. is required. Preliminary budget assessments based on discussions with industry, an assessment of similar recent projects and some general high level estimating has determined that an all-encompassing budget of \$5 million is appropriate for the new facility.

The project (the "Project") will consist of the following:

- Site grading and servicing
- Construction of a warehouse and storage area

- Construction of an office area.
- Construction of a cold storage area and lean to.
- Construction of a vehicle storage area.
- Parking lot construction, fencing and associated landscaping.

RFQ documents may be downloaded from the Cochrane Lake Gas Co-op Ltd. website (<https://www.clgas.ca/>), MERX <https://www.merx.com/> and BuildWorks Canada (<https://buildworkscanada.com/>).

Please submit three (3) printed copies of your Response, including one (1) USB Stick containing a digital copy of your Response, in a sealed package, bearing the name of the firm responding to the following specific physical location **no later than 2:00:00 p.m. local Alberta time on the 7th day of October, 2022** (the “RFQ Closing”):

Reception Desk,
Cochrane Lake Gas Co-op Ltd,
209 Railway Street East,
Cochrane, Alberta T4C 2C3

The time of RFQ Closing shall be established by the time shown on the clock used by the CLGC for that purpose.

A prospective Respondents meeting is not anticipated and will not be scheduled unless requested by Respondents.

The CLGC will evaluate the Responses received in response to this Request for Qualification and may make a selection of up to three (3) Respondents that, in the CLGC’s sole discretion, are determined to be the best qualified to meet the requirements described herein.

For further information please contact: **Brad Mason** at b.mason@clgas.ca

Please be sure to read the RFQ document in its entirety before submitting Respondent’s Response.

CLGC’s hours of business are 8:30 a.m. to 4:00 p.m., Monday through Friday.

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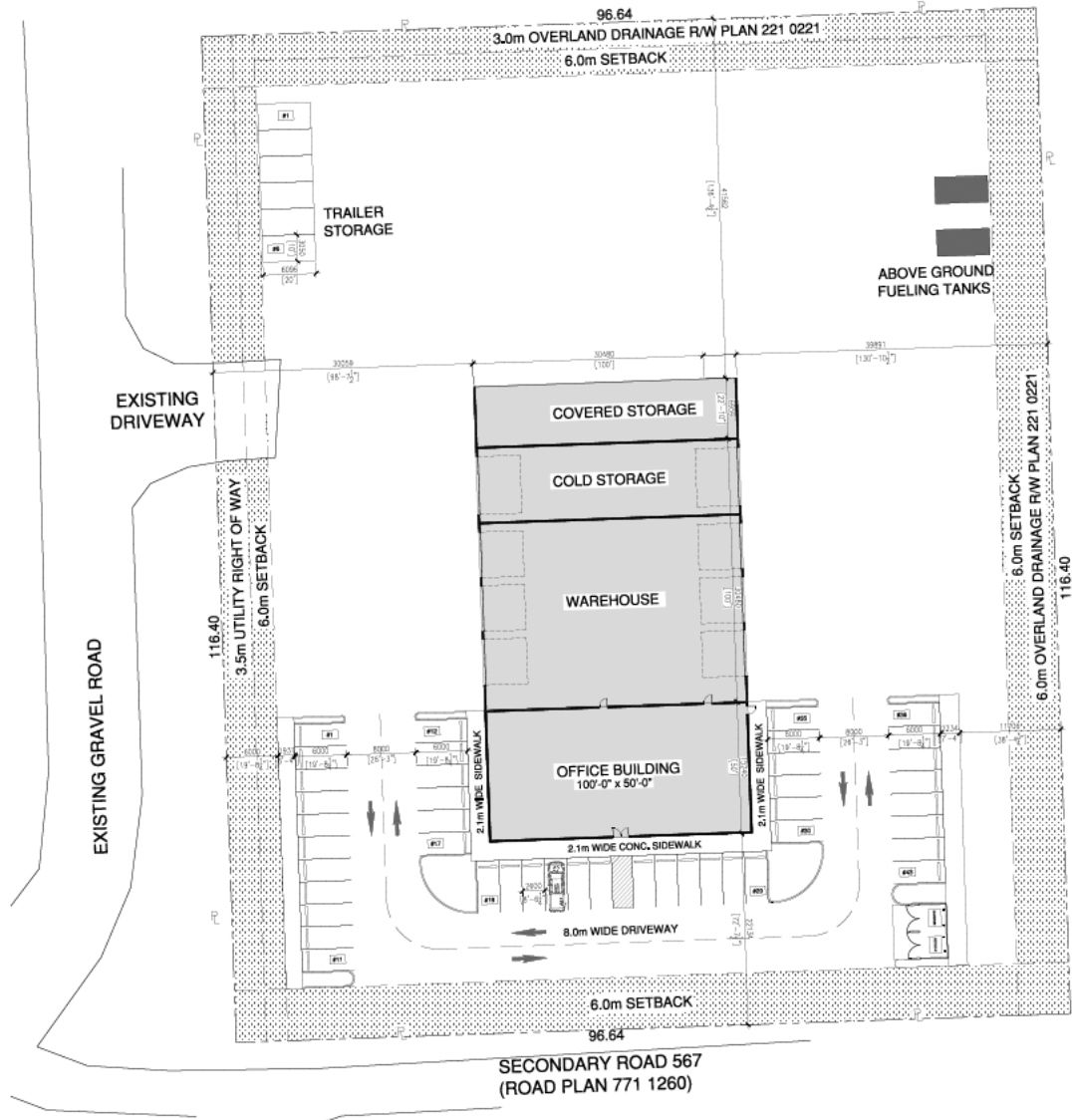
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PROPOSED CONCEPT PLAN



1. Overview of the Requirement

The purpose of this Request for Qualifications (RFQ) is to select a target of three qualified Design-Build Teams to prepare detailed technical and financial proposals for the design, construction, and commissioning of the Operations Administration Building (typically characterized as a 30% design level). The facility will comprise a building of approximately 20,000 sq.ft. Preliminary budget assessments based on discussions with industry, an assessment of similar recent projects and some general high level estimating has determined that an all-encompassing budget of \$5 million is appropriate for the new facility. The site has already been acquired and land costs are not part of the budget.

The project (the “Project”) will consist of the following:

- Site grading and servicing
- Construction of a warehouse and storage area
- Construction of an office area.
- Construction of a cold storage area and lean to.
- Construction of a vehicle storage area.
- Parking lot construction, fencing and associated landscaping.

The Development Permit for this building will be issued from Rocky View County.

Based on the review of the RFQ Responses, the CLGC intends to identify up to 3 qualified Respondents, who will then be issued an RFP to respond to. One of the Respondents may be selected to enter into a Contract(s) for the provision of services described in Section 4.

2. Request for Qualifications Definitions

Throughout this Request for Qualification, the following definitions will be used:

- a) “CLGC” means the Cochrane Lake Gas Co-op Ltd;
- b) “Contact Person” means Brad Mason, E-Mail: b.mason@clgas.ca
- c) “Contract” means a written contract executed by the CLGC and the Contractor as a result of an RFP;
- d) “Contractor” means a Qualified Respondent who is the successful Proponent to an RFP who enters into a Contract with the CLGC;
- e) “Key Individuals” means any person or entity employed or contracted by the Respondent who will be responsible for making decisions on behalf of the Respondent or advising the

Respondent with respect to the RFQ or RFP process or any Contract entered into between the Respondent and the CLGC as contemplated by this RFQ;

- f) “must” or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- g) “Preferred Proponent” means the proponent selected through the RFP process to enter into negotiations with the CLGC to secure a Contract;
- h) “Proponent” means a Qualified Respondent selected through the RFQ process to submit a technical and financial Proposal to the CLGC to secure a Contract;
- i) “Province” means Her Majesty the Queen in Right of the Province of Alberta;
- j) “Qualified Respondent” means one of the three Respondents selected by the CLGC who provided a Response pursuant to this RFQ;
- k) “Respondent” means an individual or a company that submits, or intends to submit, a Response to the RFQ;
- l) “Response” means a statement of qualifications submitted in reply to this RFQ;
- m) “RFP” means a Request for Proposals for provision of the services described in Section 4 that may be issued to up to three-Qualified Respondents;
- n) “RFQ” means the process described in this Request for Qualifications;
- o) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFQ.

3. Request for Qualifications Process

3.1 Enquiries

All enquiries related to this RFQ are to be directed, in writing, to the Contact Person at the email address on the front cover of this RFQ. Telephone inquiries will not be accepted. Information obtained from any other source is not official and should not be relied upon. Enquiries and answers will be recorded and may be distributed to all Respondents at the CLGC’s option.

3.2 Closing Date

Three (3) printed hard copies of the Response should be submitted with one (1) USB Stick containing a digital copy of the complete Response in PDF format. In the event of discrepancy between the printed hard copy and the USB stick, the printed hard copy shall prevail.

Responses must be received before 2:00 p.m., Alberta time, on October 7, 2022 (the “RFQ Closing”):

Brad Mason

Cochrane Lake Gas Co-op Ltd
 209 Railway Street East
 Cochrane, Alberta T4C 2C3 (the “RFQ Closing Location”)

The time of the RFQ Closing shall be established by the time shown on the clock used by the CLGC for that purpose.

Responses delivered by fax or email will not be considered by the CLGC.

Responses and their envelopes should be clearly marked with the name and address of the Respondent, the RFQ number and the project or program title.

The RFQ documents may be may be downloaded from the Cochrane Lake Gas Co-op Ltd. website (<https://www.clgas.ca/>), MERX <https://www.merx.com/> and BuildWorks Canada (<https://buildworkscanada.com/>). The Respondent is responsible for ensuring that they have received all documents relating to this RFQ and the submission of a Response constitutes a representation by that party that it has obtained a complete copy of the RFQ documents.

3.3 Late Responses

Only complete Responses received and marked before closing time will be considered. Late Responses will not be considered or evaluated and will be returned to the Respondent.

3.4 Qualifications Review Committee

Review of Responses will be by a committee formed by the CLGC and may include employees and consultants of the CLGC.

3.5 Review and Selection

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The CLGC may interview one or more of the Respondents and the results of the interviews may form part of the evaluation and selection process.

3.6 Estimated Time-Frames

The following timetable outlines the anticipated schedule for the RFQ, RFP and Contract process. The timing and the sequence of events resulting from this Request for Qualifications may vary and shall ultimately be determined by the CLGC.

Event	Anticipated Date
Request for Qualifications issue date;	September 12, 2022
Respondent Meeting	Not scheduled

Request for Qualifications closing date;	October 7, 2022
Anticipated signing date of Contract;	April, 2023
Substantial performance of construction;	August, 2024

3.7 Signed Responses

The Response should include a cover letter substantially similar to the cover letter set out in *Appendix A* and the cover letter should be signed, by a person authorized to sign, on behalf of the Respondent and to bind the Respondent to statements made in the Response to this RFQ.

3.8 Changes to Response Wording

The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this RFQ and no words or comments will be added to the Response unless requested by the CLGC for purposes of clarification.

3.9 Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Response to this RFQ and for subsequent negotiations with the CLGC, if any. The CLGC will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response to the RFQ, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

At the Request for Proposal stage the CLGC anticipates paying an honorarium of up to \$25,000.00, to each of the two unsuccessful Proponents at the RFP stage, subject to the receipt of bona fide proposals.

3.10 Acceptance of Responses

This RFQ is not an agreement to purchase goods or services. The CLGC is not bound to enter into a Contract with any Proponent selected through this process. Responses will be assessed in light of the qualification review criteria. The CLGC will be under no obligation to receive further information, whether written or oral, from any Respondent.

3.11 Request for Qualifications

It is anticipated that an RFP will be issued to up to three Qualified Respondents within three (3) months of their selection. If the qualifications of the Qualified Respondent change before an RFP is issued, they must notify the Contact Person at the mailing address or email address on the front cover of this RFQ.

3.12 Definition of Contract

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ or in any subsequent RFP. Only if a Qualified Respondent and the CLGC enter into a subsequent full written Contract, as a result of an RFP, will a Respondent acquire any legal or equitable rights or privileges.

3.13 Modification of Terms

The CLGC reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a Contract.

3.14 Ownership of Responses

All documents, including Responses, submitted to the CLGC become the property of the CLGC. They will be received and held in confidence by the CLGC, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3.15 Confidentiality of Information

Information pertaining to the CLGC obtained by the Respondent as a result of participation in this RFQ and any subsequent RFP is confidential and must not be disclosed without written authorization from the CLGC.

3.16 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFQ requires Respondents to provide the CLGC with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the CLGC. Such written consents are to specify that the personal information may be forwarded to the CLGC for the purposes of responding to this RFQ and use by the CLGC for the purposes set out in the RFQ. The CLGC may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the CLGC.

3.17 Receipt Confirmation Form

Respondents are advised to fill out and return the attached Receipt Confirmation Form. All subsequent information regarding this RFQ, including changes made to this document, will be directed only to Respondents who return the Receipt Confirmation Form. Respondents who register and download the RFQ from the Cochrane Lake Gas Co-op Ltd website will receive electronic notifications of any subsequent Addenda.

3.18 Respondent Meeting

A Respondent meeting has not been scheduled and will not be held unless requested by Respondents.

3.19 Debriefing

The CLGC will offer a debriefing to Respondents who did not make the List of Qualified Respondents, on request, at a mutually agreeable time.

3.20 No Use of or Inclusion of Restricted Parties

- (a) Without limiting any other term of this RFQ, the CLGC may, in its sole discretion disqualify any Respondent, that in the CLGC's opinion has an actual conflict of interest or unfair advantage or has a relationship that has the potential for a conflict of interest to occur.
- (b) Respondents will submit with their Response the completed Relationship Disclosure Form attached as Appendix H.
- (c) Each Respondent, including each member of the Respondent Team, and all other firm, corporate, and individual members of the Respondent Team, will fully disclose all relationships they may have with the CLGC, any Restricted Party, or any other person providing advice or services to the CLGC with respect to the project contemplated by this RFQ:
 - (i) by submission of the completed Relationship Disclosure Form with its Response; and
 - (ii) thereafter during the review of the Responses by the CLGC, by written notice to the Contact Person at the mailing address or email address on the front cover of this RFQ promptly after becoming aware of any such relationship.
- (d) At the time of such disclosure, the Respondent will include sufficient information and documentation to demonstrate that appropriate measures have been or will be implemented to mitigate, minimize or eliminate the actual or potential conflict of interest or unfair advantage, as applicable.

The Respondent will provide such additional information and documentation and implement such additional measures as the CLGC may require in its sole discretion in connection with the CLGC's consideration of the disclosed relationship and proposed measures.

3.21 Who are Restricted Parties

At this RFQ Stage, the CLGC has identified the following Persons as Restricted Parties because of their direct and recent or current involvement in the RFQ Selection Process or the planning or implementation of the Project:

- JR Huggett Company Corp

This is not an exhaustive list of Restricted Parties. Additional Persons may be added to the list at any stage of the Selection Process. Neither the CLGC nor any of its employees, advisors and representatives is liable to any Respondent for any claims, whether for costs of preparation of the Response, loss of anticipated profit, loss of opportunity or any other matter whatsoever, for any use or reliance on this list or use or inclusion of Restricted Parties in any submission for the Selection Process.

3.22 Use or Inclusion of Restricted Parties

- (a) The CLGC may, in its sole discretion, disqualify a Respondent or impose such conditions on the Respondent's continued participation in the CLGC's selection

process as the CLGC may consider to be in the public interest or otherwise appropriate, if the Respondent uses or includes a Restricted Party in the Respondent Team:

- (i) to advise or otherwise assist the Respondent in connection with the Respondent's preparation of the Response or otherwise in the CLGC's selection process; or
 - (ii) as an employee, advisor or consultant to the Respondent or a Respondent Team member.
- (b) Each Respondent is responsible to ensure that neither the Respondent nor any member of the Respondent Team uses, consults or seeks advice from any Restricted Party or includes any Restricted Party in the Respondent's Team.

3.23 Complete RFQ

Respondents are solely responsible to ensure that they have received the complete RFQ. By submitting a Response each Respondent represents that the Respondent has verified receipt of a complete RFQ and that the Respondent has accepted and understood the complete RFQ. Each and every Response is deemed to be made on the basis of a complete RFQ, including all Addenda.

4. RFP Services

The Successful Proponent will be required to perform and be responsible for the following services and duties:

- (a) Design and construction of the facility to meet the performance requirements which will be specified in the RFP meeting all of the Programme and Technical Standard requirements of the CLGC, including tie in to existing facilities, roads and utility services;
- (b) Upgrade as required and provision of all utility connections including water, wastewater, storm sewer, electricity, natural gas, telephone and data services
- (c) Securing the sign-off of the CLGC at the following stages of development of the project;
 - i. 50% of Construction Submission
 - ii. 95% of Construction Submission
 - iii. 100% ready for Construction
- (d) Securing any and all required permits from Rocky View County and other authorities having jurisdiction;
- (e) Construction of the facility;
- (f) Commissioning all of the operational components of the facility to ensure full operational compliance;

- (g) Possible assistance with moving in and transferring and installing equipment and furniture, and
- (h) Completing the project within the schedule and the fixed price established by the Design-Build Contract.

5. Qualifications Review Criteria

5.1 Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

Criteria	
a)	The Response must be received at the “RFQ Closing Location”) by the specified closing date and time (the “RFQ Closing”).
b)	The Response must be in English and must not be sent by facsimile or email.
c)	The Response should include a cover letter substantially similar to the cover letter set out in Appendix B outlining the Respondent’s understanding of the commitments made in this RFQ. The cover letter should be signed, by a person authorized to sign on behalf of the Respondent and to bind the Respondent to the statements made in the Response to this RFQ.
d)	The Response should clearly demonstrate the required financial capacity through their ability to secure the necessary bonding for a project estimated to have a total value of up to \$5,000,000. The Respondent is to provide project security and complete the form letter in Appendix D for inclusion in its Submission.
e)	The Response should indicate the full completeness of the consultants and skill sets required to deliver the Project.
f)	The Respondent should confirm that the design will be certified by professional architects, engineers, geoscientists, and landscape architects registered with their respective professional organizations in the province of Alberta and having appropriate experience and knowledge of works similar in nature to this Project. The Coordinating Professional should be an architect.
g)	The Response should provide evidence that it has the ability to secure appropriate insurance coverage. Appendix B describes the types of insurance required.
h)	The Response should list all of the members of the proposed Design-Build Proponent Team in Appendix G and all of the members should have the experience and expertise to deliver the Project.

5.2 Desirable Criteria

Responses meeting all mandatory requirements will be further assessed against the following desirable criteria so as to be able to assess the Respondent’s abilities, expertise and experience as well as its approach to successfully complete the Project.

Criterion	Points Available
Experience and expertise of the Respondent’s team	25
Complex facility design, and construction experience	25
Construction Experience	20

Project Approach	30
TOTAL POINTS AVAILABLE	100

The CLGC reserves the right, but not the obligation, to interview one or more of the Respondents and to consider the results of the interview in the evaluation process.

The nature of the information to be provided for these criteria is outlined in *Appendix B*.

6. Respondent's Response

To ensure each Response receives full consideration all pages should be consecutively numbered.

Appendix A: Response Covering Letter

Letterhead or Respondent's name and address

Date:

**COCHRANE LAKE GAS CO-OP LTD
209 RAILWAY STREET EAST,
COCHRANE, ALBERTA
T4C 2C3**

Attention: Brad Mason,

Subject: RFQ- 001: Operations Administration Building – Design Build
**Request for Qualifications including any amendments or additions (the
“Request for Qualifications”)**

NOTE: All subsequent information regarding this RFQ, including changes made to this document amendments and additions will be distributed by the CLGC to all persons known by the CLGC to have obtained an RFQ documents. It is the Respondent's sole responsibility to check for amendments and additional information.

The enclosed Response is submitted in response to the above-referenced Request for Qualifications.

We have carefully read and examined the Request for Qualifications and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature

Name: _____

Title: _____

Telephone Number: _____

e-mail address: _____

Legal name of Respondent: _____

Date: _____

Appendix B: Response Outline

6.1 A.1 FORMAT

The purpose of this Appendix is to provide Respondents with an understanding of the CLGC's expectations with regard to the various types of information provided by the Respondent in its Submission. **Respondents are strongly encouraged to limit their Response to 10 double sided pages.** Appendices with corporate materials may be additional. Respondents are encouraged to organize their Submission in the following format.

6.2 A.2 OUTLINE

COVER PAGE

TABLE OF CONTENTS

1.0 Introduction

This section should identify the Respondent, all Prime Members of the Respondent, and the name of the Respondent's Contact Person for all future communications between the CLGC and the Respondent. The Contact Person's name, title, organization, address, telephone number and fax number should be provided.

2.0 PRELIMINARY REVIEW CRITERIA

2.1 Financial Capacity and Stability

It is the Respondent's responsibility to clearly demonstrate to the CLGC that they have the required individual and collective financial capacity to undertake the work. Appropriate correspondence from the Respondent's financial institution(s) or a consent of surety for the required bonding will satisfy the requirements of this section.

2.2 Declaration Letter(s)

The Submission should be submitted and signed by an authorized representative of the Respondent.

If the Respondent is a partnership or joint venture, each partner or joint venturer of the partnership or joint venture as the case may be, agrees to be held jointly and severally liable for any and all duties and obligations of the Respondent and any agreement with the CLGC.

The declaration letters, which should be in the form provided in **Appendix A** should also state that the Prime Members of the Respondent:

- have read the Request for Qualifications;

- understand and are fully aware of the commitments made on their behalf in the Submission;
- have authorized the Respondent to make the commitments set out in the Submission; and
- confirm that the Prime Members have no interest whatsoever in the Submission of any other Respondent, either directly or indirectly, and have not entered into any agreement that could create such an interest at any time.

Where the Respondent is a single corporation, it should submit a letter setting out the above matters.

2.3 Project Security

The Respondent should provide consent(s) of surety demonstrating the Respondent's ability to provide a 50% performance bond and a 50% labour & materials payment bond to be written by a surety or sureties acceptable to the CLGC and authorized to conduct business in Alberta up to a value of \$5 million. An acceptable format is provided in **Appendix D**.

All forms of security should be in the name of the Respondent who is identified in the RFQ and RFP process as the entity responsible to the CLGC, and who will subsequently enter into the Agreement with the CLGC if chosen as the Preferred Proponent.

2.5 Undertaking for Insurance

Provide evidence of the Respondent's ability to secure appropriate insurance coverage for Professional Errors and Omissions, Comprehensive General Liability Insurance of not less than \$5,000,000.00 and eligibility for Course of Construction Property Insurance in a form and amounts acceptable to the CLGC.

Provide Professional Errors and Omissions Liability Insurance protecting the *Design-Builder*, his insurable *Sub-Consultant(s)* and their respective servant(s), agent(s), or employee(s) against any loss or damage arising out of the professional services rendered by the *Design-Builder*, his *Sub-Consultants* and their respective servant(s), agent(s) or employee(s) under this Agreement. Such insurance shall be an amount not less than \$1,000,000.00 on a claims-made basis.

2.6 Design Certification Confirmation

The Respondent should provide written confirmation that the design will be certified by a professional architect or engineer, as appropriate, registered in Alberta with appropriate experience and knowledge of works similar in nature to this Project.

3.0 RATED CRITERIA

RESPONDENT'S ABILITIES, EXPERIENCE AND EXPERTISE

Qualifications should clearly demonstrate that the multi-disciplined Respondent coming forward for consideration has a clear understanding of the challenges of this type of project, and the abilities to deliver the Project in a superior manner. Experience particularly related to the design and construction of this type of facility is clearly a

requirement for this Project. The following items identify relevant information suggested to be included in the Submission, and could be submitted in the following order:

3.1 Experience and Expertise of the Respondent's Team

Respondents should provide information outlining the experience and expertise of their Team and Team members.

Information in this regard should be clear and concise and limited to the relevant experience and expertise of the Respondent's Team members and their individual key personnel. Respondents should provide:

- An organization chart including the proposed communication protocol with the CLGC.
- Information outlining the proposed duties and percentage of time Team members' key personnel will commit to the Project, including both the construction and design leads.
- Information demonstrating the relevant expertise and experience (including design/build) of individual key personnel and how that expertise relates to the success of this Project.
- Information outlining the Team members' successful involvement in previous project deliveries that required a cooperative team effort (design-build, alliance model, etc.).
- List Alternate team members and their experiences.

3.2 Appropriate Design and Operation Experience

Qualifications should demonstrate that the Respondent's Team member(s) have a clear record of success in undertaking multi-disciplinary projects of similar scope and complexity including providing architectural design and engineering and operational impacts of similar facilities, and have an in-depth understanding of operating requirements, limitations, constraints and unique environmental criteria including: operational and material handling systems, communication systems, security, pedestrian traffic flow management, and other relevant provisions. The intent is not that the Respondent would have actually operated a similar facility, merely that the Respondent's Team would have a member with a full understanding of the operation of similar facilities.

Prior experience in the design and construction of a Municipal type Operations Facility building will be an advantage.

The Respondent's Team member(s) responsible for architectural design and engineering, operation and their personnel committed to the Project, will be evaluated with respect to their experience and expertise with similar facilities.

List the last five design projects completed that are relevant to this Project and identify:

- Scope of works (brief description)

- Project Manager, Design Managers, and Construction Monitors
- Full contact details for an owner/client representative on these projects that can be contacted for further information
- Details of original contract amount/final cost, and proposed/actual schedule and principal reasons for major variations.

3.3 Relevant Construction Experience

Submissions should demonstrate that the multi-disciplined Respondent has a clear record of success in constructing projects of similar scope and complexity. Evaluation will include review of experience in multi-staged construction, construction management, safety programs and design-build delivery process.

The Respondent's Team member(s) responsible for construction, and their personnel committed to the Project, will be evaluated with respect to their construction experience and expertise.

List five construction projects completed in the last 10 years that are relevant to this Project and identify:

- Scope of works (brief description)
- Project Manager, Site Superintendent, and Construction Specialists
- Full contact details for an owner/client representative on these projects that can be contacted for further information
- Details of original contract amount/final cost, and proposed/actual schedule and principal reasons for major variations.

3.4 Project Approach

Submissions should demonstrate the Respondent's approach to ensuring Project success. Topics that Respondents may wish to address in the Submission may include, but are not to be limited to:

- the project strategy the Respondent would pursue regarding the Project;
- achieving the aim of the function program and performance specifications;
- implications of the CLGC operating philosophy on the design of the facility;
- risk identification, appreciation and management;
- implementation of Quality Management/Quality Assurance;
- implementation of Safety Management Plan;
- strategy for keeping the project on time and on budget;
- communications with Project stakeholders;
- creating a partnership to ensure success; and
- structuring a complete and totally functional Team; and
- changing role of the team members during the various phases of the project.

The intent of this requirement is to convey to the Evaluation Team the Respondent and its Team's superior capabilities in identifying and meeting the challenges of this Project and how the Respondent will undertake the delivery of the Project.

The intent is not for Respondents to provide designs or engineering information.

3.5 Additional Information

3.5.1 Resumes

Provide resumes for the Respondent's Project Manager, Architect, and key team personnel who will be engaged in the Project. Extensive resumes for all individuals within the companies forming the Respondent's Team are not required. If additional information is required, it will be requested during evaluation of the Submission.

3.5.2 Corporate Promotional Material

The format and quantity of promotional material provided in this submittal is left to the judgment of the Respondent. The Respondent's Submission should be limited to 10 double sided pages, with additional corporate material in Appendices, but inclusion of irrelevant and voluminous company material is discouraged. If additional information is required, it will be requested during evaluation of the Submission.

Appendix C:**RECEIPT CONFIRMATION FORM**

Request For Qualification No.001 for Operations Administration Building

Please complete this form and return it **within five (5) working days** from receipt to:

Brad Mason
Cochrane Lake Gas Co-op Ltd
209 Railway Street East
Cochrane, Alberta T4C 2C3
E-Mail: b.mason@clgas.ca

Failure to return this form may result in no further communication regarding this RFQ.

Company:

Address:

City:

Contact Person:

Telephone No.: _____ Fax No.:

I have received a copy of the above noted RFQ, and

- ☐ We will be submitting a Response prior to the RFQ Closing of 2:00 p.m., Alberta time, October 7, 2022.
- ☐ We will not be submitting a Response.

Name of Respondent

Signature of Respondent Title

Date

Appendix D: Project Security

SPECIMEN

CONSENT OF SURETY FOR REQUEST FOR QUALIFICATIONS

DATE:

NO.:

WHEREAS _____ has submitted a written statement of qualifications to the Cochrane Lake Gas Co-op Ltd as Obligee dated (*date*) concerning the *Operations Administration Building* Project, we (*Name of Surety*), a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in Canada as Surety, agree to provide the required surety bonds in the aggregate amount required for this Project subject to our underwriting of the contractor.

Based on our current knowledge of this Request for Qualifications, we believe our client to be financially and technically qualified to complete this Project in a timely and satisfactory fashion.

(Name of Surety)

(Seal)

Attorney - In - Fact

96.64

3.0m OVERLAND DRAINAGE R/W PLAN 221 0221

6.0m SETBACK

TRAILER STORAGE

EXISTING DRIVEWAY

EXISTING GRAVEL ROAD

116.40

3.5m UTILITY RIGHT OF WAY

6.0m SETBACK

COVERED STORAGE

COLD STORAGE

WAREHOUSE

OFFICE BUILDING
100'-0" x 50'-0"

2.1m WIDE SIDEWALK

2.1m WIDE CONC. SIDEWALK

8.0m WIDE DRIVEWAY

6.0m SETBACK

96.64

SECONDARY ROAD 567
(ROAD PLAN 771 1260)

ABOVE GROUND FUELING TANKS

6.0m SETBACK

6.0m OVERLAND DRAINAGE R/W PLAN 221 0221

116.40

- Site grading and servicing
- Construction of a warehouse and storage area
- Construction of an office area.
- Construction of a cold storage area and lean to.
- Construction of a vehicle storage area.

- Parking lot construction and associated landscaping.

The following is one possible office space layout:



Appendix F: Risk Allocation

The following table summarizes the anticipated allocation of Project Risk between the CLGC and the Successful RFP Proponent, which may be further clarified at the RFP stage:

<i>Risks / Ownership</i>		<i>The CLGC</i>	<i>Contractor</i>
1.1.1.1.1	<i>Site and Land</i>		
▪	<i>Availability of the site for construction</i>	✓	
▪	<i>Environmental contamination of site risk (before construction)</i>	✓	
▪	<i>Site geotechnical conditions</i>		✓
▪	<i>Demolition, site clearing and diversion/ relocation of all utilities</i>		✓
▪	<i>Obtaining marshalling and lay-down areas</i>		✓
▪			
1.1.1.1.2	<i>Project Design</i>		
▪	<i>Sufficiency and interpretation of supplied data</i>		✓
▪	<i>Geotechnical investigation</i>		✓
▪	<i>Detailed Design</i>		✓
▪	<i>Design error</i>		✓
▪	<i>Compliance with all applicable laws, codes and regulations</i>		✓
▪	<i>Utilities and associated conflicts</i>		✓
▪	<i>Changed conditions</i>		✓
▪	<i>Patent infringement</i>		✓
▪			
1.1.1.1.3	<i>Project Administration</i>		
▪	<i>Construction permits</i>		✓
▪	<i>Insurance/Surety</i>		✓
▪	<i>Quality Management / Quality Assurance / Safety</i>		✓
▪	<i>Public communications</i>	✓	✓
▪	<i>Ability to achieve Project parameters</i>		✓
1.1.1.1.4	<i>Site / Construction</i>		
▪	<i>Existing Environmental Contamination</i>	✓	
▪	<i>Environmental contamination of site during construction</i>		✓
▪	<i>Procurement and construction</i>		✓
▪	<i>Construction Inspections / Quality control / Safety</i>		✓
▪	<i>Workers' Compensation Board issues</i>		✓
▪	<i>Authorization of existing utility shutdowns/interconnections</i>	✓	
▪	<i>Implementation of existing utility shutdowns/interconnections</i>		✓
▪	<i>Building and Building Systems Commissioning</i>		✓
▪	<i>Operational Commissioning and Staff Training</i>	✓	

Appendix G: Design/Build Proponent Team

The Design-Build Proponent Team must, at a minimum, be composed of the disciplines listed below. The Design-Build Proponent may include information on additional disciplines. Core members are specifically excluded from participating on multiple Design-Build Proponent Teams.

	Discipline	Firm	Primary Contact
Core Members	Design-Builder		
	Prime Consultant		
Secondary Members	BSCS (Division 17)		
	Civil		
	Electrical		
	Landscaping		
	Mechanical		
	Structural		
	Sustainability		
	Other:		

APPENDIX H: RELATIONSHIP DISCLOSURE FORM

This Form must be completed by the Respondent on its own behalf and on behalf of each member of the Respondent Team (including firms and individuals)

To: Brad Mason
Cochrane Lake Gas Co-op Ltd
209 Railway Street East
Cochrane, Alberta

Re: Request for Qualifications as amended in accordance with its terms, (the “RFQ”) for the Operations Administration Building Project [INSERT NAME OF RESPONDENT] Qualification Response (the “Qualification Response”)

The Respondent hereby declares, on its own behalf and on behalf of each member of the Respondent Team, that:

1. the Respondent has undertaken the necessary and due searches and inquiries; and
2. the Respondent and each member of the Respondent Team has reviewed the list of Restricted Parties set out in the RFQ and that as of the date of this Relationship Disclosure Form, neither any member of the Respondent Team nor the Respondent has any current or former relationship with:
 - (a) any former or current officials, employees, representatives, elected officials of the CLGC; or
 - (b) any former or current officers, directors, employees or representatives of any individual, corporation, partnership, or other entity, or the entity itself; that have been involved in the selection process of this RFQ or the design, planning or implementation of the project contemplated by this RFQ, or
 - (c) any Restricted Party or their current or former employees, shareholders, directors or officers, other than identified below in the Form D-1 of this Relationship Disclosure Form.

The Respondent makes the declarations set out in this Relationship Disclosure Form with the knowledge and intention that the CLGC will rely upon and, despite any prior or subsequent investigation by the CLGC, will be deemed to have relied upon, these declarations in connection with the Qualification Response, including any consideration and evaluation of the Qualification Response, pursuant to this RFQ.

THIS DECLARATION made as of the _____ day of _____, 2022.

[NAME OF RESPONDENT]

Per: _____ Name: _____ Title: _____

FORM D-1 OF APPENDIX H:

Name of Restricted Party / Person	Details of the nature of the Respondent's or Key Individual's relationship with the listed Restricted Party

APPENDIX I: SAFETY RECORD

INFORMATION REQUIREMENTS

For Respondents operating outside the province of Alberta please submit documentation from the local agency responsible for overseeing safety. The documentation should match, as closely as possible, to that required from Contractors operating under the jurisdiction of the Workers' Compensation Board of Alberta .

Are you registered with the WCB -Alberta? ☐ Yes ☐ No Registration #
(If no, state name of workplace safety agency having jurisdiction)

How many years has Respondent's organization been in business under Respondent's present Firm Name?

Does Respondent have a written Health & Safety Program? ☐ Yes ☐ No
(If yes, please attach a copy of the Table of Contents.)

Who is responsible for coordinating Respondent's Safety Program?
Name: Title: Telephone:

Describe Respondent's Safety Training for Respondent's Employees:

Employee Safety Orientation ☐ Yes ☐ No

By Whom:

Supervisors, Managers ☐ Yes ☐ No

Frequency: By Whom:

Jobsite "Tool Box Meetings" ☐ Yes ☐ No

Frequency: By Whom:

Provide a copy of all WCB - Alberta (or other agency) Inspection Reports and Letters of Compliance for the past three years.

Does Respondent perform Jobsite Inspections? ☐ Yes ☐ No
(If yes, please attach an example copy.)

Frequency: By Whom:

If Respondent does not perform Jobsite Inspections, Explain why:

What is Respondent's Lost Time Incident Rate over the last three years:

Number of Lost Time Incidents x 200,000

Actual Number of Hours Worked

Year: Rate:

Year: Rate

Year: Rate

What is Respondent's Severity or Lost Workday Rate over the last three years:

Number of Days Lost x 200,000

Actual Number of Hours Worked

Year: Rate:

Year: Rate

Year: Rate

What is Respondent's Experience Rating Assessment (ERA) over the last three years:

(Please attach a letter from WCB - Alberta (on their letterhead) verifying the ERA data provided.)

Year: Rate:

Year: Rate

Year: Rate

Have you at any time in the last three (3) years been assessed a penalty by WCB - Alberta (or other workplace safety agency having jurisdiction)? ☐ Yes ☐ No

(If yes, provide and attach details of penalty(s) assessed: contract, violation, date and amount):

Is a warning or penalty assessed by WCB - Alberta (or other workplace safety agency) under appeal? ☐ Yes ☐ No

(If yes, please provide and attach relevant correspondence.)

All prospective Respondents are encouraged to answer all questions, fill in all blanks and provide the required references. If a particular question does not apply, the response should state "Not Applicable" ("NA").

The following conditions apply:

It is the CLGC's policy to maintain confidentiality with respect to all confidential information related to the RFQ, but the CLGC is subject to the Freedom of Information and Privacy Act. If the Respondent considers that any of its information is confidential, The Respondent shall identify that confidential information and advise the CLGC in its RFQ.

