

**STATEMENT OF QUALIFICATIONS**

**Pre-qualification Submissions for**

**Environmental Consultant Services on**

**Alberta Transportation Projects**

***INTRODUCTION***

Alberta Transportation is accepting submissions from Consulting firms interested in pre-qualifying for the provision of Environmental services on transportation and water management projects throughout Alberta. Provision of Environmental services may be as Prime Consultant or Sub-Consultant on Department projects.

***SCOPE OF ENVIRONMENTAL SERVICES***

The scope of Environmental services to be provided to Alberta Transportation would be in support of the design, construction and operation of transportation and water management projects in Alberta.

Only firms intending to offer Environmental services related to transportation or water management projects need respond to this call.

***SUBMISSION PROCESS***

All pre-qualification submissions shall be limited to not more than 10 pages. Resumes, project summaries and corporate brochures are in addition to the above.

Only one submission per consultant firm or corporate entity will be accepted.

Submissions must include:

## **1. CATEGORIES OF SERVICES**

The Consultant must indicate the categories, from the following list, for which the Consultant wishes to provide consulting services.

- 1) Environmental Assessment, Mitigation, Compensation and Post-construction Monitoring
- 2) Fisheries
- 3) Wetlands
- 4) Pedology and Reclamation
- 5) Erosion and Sediment Control
- 6) Construction Inspections and Monitoring
- 7) Contaminated Site Assessment and Remediation
- 8) Environmental Auditing

For each category of service, the Consultant must provide information demonstrating it is capable of managing the projects.

Individuals undertaking work in a category of service must possess:

- 1) An appropriate post-secondary degree or technical diploma, or educational equivalencies, and professional certification.
- 2) Detailed and current knowledge in the category of service.

To be considered for pre-qualification, a consultant must satisfy the Department that they have successfully completed similar work within the last 5 years. These projects need not have been in Alberta or for the Government of Alberta. The Consultant must demonstrate that it has staff to lead the work and has sufficient back-up and corporate resources.

## **2. CORPORATE INFORMATION**

- 1) Company name, address and mailing address (if different), telephone number, fax number and e-mail address.
- 2) Contact name, position telephone number and e-mail address.
- 3) Location, address, telephone, fax numbers and e-mail addresses of any branch or regional offices within and outside Alberta.
- 4) Year company was established.
- 5) Indicate any safety certificates that are applicable to activities undertaken, for example, a Certificate of Recognition from the Alberta Construction Safety Association.
- 6) Ownership, and sister companies/affiliated organizations.
- 7) Corporate organizational chart including sister companies/affiliated organizations and showing the management structure for the service categories.

### **3. STAFF**

- 1) Name and location of all directors and officers.
- 2) Name and resumé (1 page) of the senior manager/principals responsible for the service categories of interest.
- 3) Name and resumé (1 page) of the key staff for the service categories of interest. Resumés should include education, professional accreditations for the service categories, experience (including number of years experience in the specific categories of service), and recently completed projects showing the completion date and the individual's role on each of the projects.
- 4) Names of branch or local office managers.
- 5) Number of full time technical staff employed within and outside Alberta for each service category of interest.
- 6) Office from which each staff member is based.

### **4. TYPICAL PROJECTS**

One page project summary of each of the 3 most recent assignments that the firm has completed, or is currently undertaking, in each of the service categories for which the Consultant wants to pre-qualify.

The summaries must include:

- 1) Title, location and brief description of the project.
- 2) Services provided by the Consultant as they relate to the service category.
- 3) Role and responsibility of the Consultant in the project (eg. prime or sub-consultant)
- 4) Name and services provided by any sub-consultant.
- 5) Key Consultant staff on the project and their roles.
- 6) Start and completion dates of the project.
- 7) Construction cost and Consultant's total professional fee for the project.
- 8) Name and telephone number of the owner's representative.
- 9) Name and telephone number of the contractor's representative.

### **5. FINANCIAL INFORMATION**

Total professional fees for Environmental consulting services over the last 1, 3 and 5 years.

## ***GENERAL INFORMATION***

No payment will be made by Alberta Transportation for costs incurred in the preparation or submission of this pre-qualification document.

All documents submitted by the Consultant shall be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

Pre-qualification of firms will be at the sole discretion of Alberta Transportation as appropriate. Alberta Transportation reserves the right to deny pre-qualification to Consultants with inadequate credentials or due to unsatisfactory past performance. Pre-qualification status may be withdrawn at any time due to unsatisfactory performance or significant change in the status of the Consultant (e.g. retirement or departure of key staff) or failure to maintain professional or safety certification. Alberta Transportation may interview the Consultant during the pre-qualification process.

All firms submitting applications will be notified of their classification. Re-submission of pre-qualification documents will not be required unless there is a significant material change in the status of the firm (e.g. corporate merger or addition of key staff).

Consultants shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any Prime Consultant services for the Department. Should such an interest be acquired during the pre-qualification period, the Consultant shall declare it immediately to Alberta Transportation as appropriate. The Department will, immediately upon notification, take whatever action it deems appropriate. This may include suspension of pre-qualification status. Failure to notify Alberta Transportation will result in removal of pre-qualification status.

Some of the activities that your firm may be involved in would require safety certification.

The Consultant must complete and include as the first page of the pre-qualification submission the attached "Pre-qualification for Environmental Consultants on Alberta Transportation Projects" form.

## ***PROJECT ASSIGNMENT***

Projects are classified by category of service.

Where there is the requirement for provision of Environmental Services as a Prime Consultant on a Department project, consultants pre-qualified in the service categories involved will be requested to submit proposals for the project.

If requested to submit a proposal, the Consultant team must be pre-qualified in all the identified service categories for the project. This may require the Consultant to partner with other pre-qualified firms. **Proposals that do not meet this requirement will be rejected.**

Quality based criteria is used to evaluate and score the proposals leading to award of the assignment.

Consultants will be required to sign an Alberta Transportation Consulting Services Contract prior to commencement of each assignment. This Contract stipulates that the Consultant must possess or obtain Comprehensive General Liability insurance, in accordance with the Alberta Insurance Act, in an amount of \$1 million inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. As well, the Consultant must also possess Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Consultant in an amount not less than \$1 million, Professional Liability insurance in an amount of not less than \$1 million and "All Risk" valuable papers insurance.

## ***SUBMISSION OF PRE-QUALIFICATION REQUESTS***

If your firm is interested in providing Environmental Consulting services for Alberta Transportation projects, please forward six (6) copies of your submission to **Attention: Allan Donovan, P. Eng., Professional Services Section, Alberta Transportation, 2<sup>nd</sup> Floor, Twin Atria Building, 4999 - 98<sup>th</sup> Avenue, Edmonton, Alberta, T6B 2X3.**

## ***RE-ASSESSMENT OF PRE-QUALIFICATION STATUS***

Every 5 – 6 years, the Department will issue an open call to all pre-qualified consultants for submission of **full pre-qualification packages** for comprehensive review and re-assessment of pre-qualification status.

In-between the comprehensive reviews and every 1 – 2 years, the Department will require all pre-qualified firms intending to renew their pre-qualification status to indicate any changes in personnel or corporate structure. Pre-qualified firms that have consistently performed at an acceptable level and that have not had any significant changes in personnel or corporate structure will be able to renew their pre-qualification status by simply notifying the Department.

In addition, pre-qualified firms are also required to advise the Department of any significant changes in the firm's personnel or corporate structure **when they occur**. Depending on the magnitude of the change, there may be a requirement for re-assessment of a firm's pre-qualification status.

Pre-qualified firms that have not performed at an acceptable level may be subject to sanction at the sole discretion of the Department.

## **CONTACT**

For further general information related to Alberta Transportation projects, please contact:

**Allan Donovan, P. Eng.**  
**Manager, Consultant Compliance and Performance**  
**2<sup>nd</sup> Floor, Twin Atria Building**  
**4999 - 98<sup>th</sup> Avenue**  
**Edmonton, Alberta**  
**T6B 2X3**  
**(780) 422-4202**  
[Email: allan.donovan@gov.ab.ca](mailto:allan.donovan@gov.ab.ca)

**OR**

**Roger Skirrow, P. Eng.**  
**Director, Professional Services**  
**2<sup>nd</sup> Floor, Twin Atria Building**  
**4999 - 98<sup>th</sup> Avenue**  
**Edmonton, Alberta**  
**T6B 2X3**  
**(780) 427-5578**  
[Email: roger.skirrow@gov.ab.ca](mailto:roger.skirrow@gov.ab.ca)

For further technical information, please contact:

**John Englert, P. Biol.**  
**Manager, Environmental Regulation**  
**2<sup>nd</sup> Floor, Twin Atria Building**  
**4999 - 98<sup>th</sup> Avenue**  
**Edmonton, Alberta**  
**T6B 2X3**  
**(780) 644-5412**  
[Email: john.englert@gov.ab.ca](mailto:john.englert@gov.ab.ca)

**PRE-QUALIFICATION FOR ENVIRONMENTAL CONSULTANTS  
ON  
ALBERTA TRANSPORTATION  
PROJECTS**

**Name of Consulting Firm:**

\_\_\_\_\_

**Signed on behalf of Consultant by:**

\_\_\_\_\_

**Name and Title of Applicant:**

\_\_\_\_\_

\_\_\_\_\_

***INDICATE THE CATEGORY THE CONSULTANT IS INTERESTED IN PROVIDING SERVICES:***

<b>SERVICE CATEGORY</b>	<b>INDICATION OF INTEREST</b>
1) Environmental Assessment, Mitigation, Compensation and Post-construction Monitoring	
2) Fisheries	
3) Wetlands	
4) Pedology and Reclamation	
5) Erosion and Sediment Control	
6) Construction Inspections and Monitoring	
7) Contaminated Site Assessment and Remediation	
8) Environmental Auditing	