

**STATEMENT OF QUALIFICATIONS**

**Pre-qualification Submissions for**

**Prime Engineering Consultant Services on**

**Water Management Projects**

***INTRODUCTION***

Alberta Transportation is accepting submissions from Consulting Engineering firms interested in pre-qualifying for the provision of engineering services as a “Prime Consultant” for Water Management projects throughout Alberta. The pre-qualification submissions will also be used by Alberta Environment.

The scope of services required by **Alberta Transportation (AT)** includes:

- Engineering investigations and conceptual design.
- Preliminary and final designs including tender preparation.
- Construction contract administration services
- Commissioning and handing over of completed facilities
- Preparation of “record” drawings, and O &M Manuals

The scope of services required by **Alberta Environment (AENV)** includes primarily engineering investigations and studies required for:

- Dam Safety Reviews and Audits
- Geotechnical Instrumentation requirements
- Consequence Classification Evaluation
- Operational Strategies for existing Water Management facilities
- Condition Assessment of Water Management Structures
- Engineering Investigations
- Engineering Ground Surveys
- Deformation Surveys

Only firms intending to offer “Prime Consultant” services for Water Management projects need respond to this call. To be considered for pre-qualification, a consultant must satisfy either department that it has successfully completed similar work directly related to the categories for which submissions are being made within the last 5 years. These projects need not have been in Alberta or for the Government of Alberta (AT or AENV). The Consultant must demonstrate that it has staff to lead the work and has sufficient back-up and corporate resources.

## ***SUBMISSION PROCESS***

All pre-qualification submissions shall be limited to not more than 10 pages. To be considered the Consultant must submit the information requested in sections 1 to 5 below. 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 the categories, from the following list, for which the Consultant wishes to provide prime consultant services:

### **1. CATEGORIES OF SERVICES**

For each category of service, the Consultant must provide information demonstrating it is capable of managing the projects. A Consultant's use of sub-consultants versus in-house expertise to provide a full service to either department *will not* be a factor in categorizing a firm provided that the Consultant demonstrates its ability to efficiently manage projects as a "Prime Consultant."

#### **Alberta Transportation (AT):**

- Major dam and reservoir projects.\*
- Major irrigation canal and related structures projects.\*
- Small Water Management projects including:
  - Flood protection dykes and related structures.
  - Lake and Water control structures.
  - River and lake erosion protection works.
  - Drainage channels and related structures (e.g. Alberta Northern Erosion Control program).
- Fish passage and exclusion structures.
- Water Management infrastructure electrical & mechanical systems (site services, distribution, back up power systems, power monitoring, gates, hoists, valves, pumps, trash management, etc).
- Water Management control systems (industrial PLC based, operator interfaces, programming, process instrumentation, communications, etc).

\* Alberta Transportation will designate these projects as either Minor or Major taking into consideration the project magnitude, complexity and risks. Most of Alberta Transportation's assignments involve projects with either extensive technical/engineering or managerial issues or both. Examples would be conceptual engineering, preliminary design, final design, construction contract administration and commissioning of water management projects. The Department awards combined design and construction contract administration assignments.

#### **Alberta Environment (AENV):**

- Dam Safety Reviews and Audits (includes geotechnical, hydrotechnical and hydrological engineering related to on-stream and off-stream dams).
- Consequence Classification Evaluation via inundation studies of dam break and flooding scenarios and flood mapping.
- Geotechnical Instrumentation requirements [planning, installation, analysis and review of data collected].

- Engineering Investigations [geotechnical, seepage, materials prospecting and testing, slope stability].
- Operational strategies for existing Water Management facilities [storage reservoirs, diversions, canals, lake control structures].
- Condition assessment of existing Water Management structures [structural integrity, remaining life, corrosion, functional adequacy].
- Engineering surveys for design and construction [LiDAR surveys, aerial surveys, GPS surveys and conventional surveys – topographic maps, digital terrain models, profiles, cross sections and structure details - second and third order accuracy].
- Deformation surveys [first and second order accuracy as per Alberta Environment Standards and Specifications for Deformation Surveys].

## **2. CORPORATE INFORMATION**

- a) Company name, address and mailing address (if different), telephone number, fax number and e-mail address.
- b) Contact name, position telephone number and e-mail address.
- c) Location, address, telephone, fax numbers and e-mail addresses of branch or regional offices within and outside Alberta.
- d) Year company was established.
- e) APEGGA permit to practice number.
- f) Safety Certification of Recognition (mandatory requirement).
- g) Ownership, and sister companies/affiliated organizations.
- h) Corporate organizational chart including sister companies/affiliated organizations and showing the management structure for the service categories.

## **3. STAFF**

- a) Name and location of all directors and officers.
- b) Name and resumé (1 page) of the senior manager/principals responsible for the service categories of interest.
- c) Name and resumé (1 page) of the key staff for the service categories of interest. Resumés should include education, experience (including the number of years of experience in the category of service), and recently completed projects showing the completion date and the individuals' role on each of the projects.
- d) Names of branch or local office managers.
- e) Number of full time professional engineers employed within and outside Alberta for each service category of interest.
- f) Number of full time technical staff employed within and outside Alberta for each service category of interest.
- g) 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:

- a) Title, location and brief description of the project.
- b) Services provided by the Consultant as they relate to the pre-qualification.
- c) Role and responsibility of the Consultant in the project (eg. prime or sub-consultant)
- d) Name and services provided by any sub-consultant.
- e) Key Consultant staff on the project and their roles.
- f) Start and completion dates of the project.
- g) Construction cost and Consultant's total professional fee for the project.
- h) Name and telephone number of the owner's representative.
- i) Name and telephone number of the contractor's representative.

## **5. FINANCIAL INFORMATION**

Total professional fees for consulting services on Water Management projects over the last 1, 3 and 5 years.

## ***GENERAL INFORMATION***

No payment will be made by Alberta Transportation or Alberta Environment 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 or Alberta Environment as appropriate. Either department 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 safety certification. Either department may interview the Consultant during the pre-qualification process.

All firms submitting applications will be notified of their classification, and categories of service for which they were prequalified. Re-submission of pre-qualification documents will not be considered 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 or Alberta Environment 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 the appropriate department will result in removal of pre-qualification status.

Both departments require that all Prime Consultants have a safety Certificate of Recognition (COR) from the Alberta Construction Safety Association or an approved equivalent.

Firms are advised that a Small Employers Certificate of Recognition (for employers with less than 10 employees) will not be accepted.

For firms that have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be accepted for evaluation of the pre-qualification submission.

Alberta Transportation will confirm that the firm possesses a COR or a valid TLC through the Alberta Construction Safety Association.

Prospective firms that do not possess a COR and wish to obtain information about obtaining a COR or TLC, are advised to contact:

**The Alberta Construction Safety Association**  
**10949 – 120 Street**  
**Edmonton, Alberta**  
**T5H 3R2**  
**☎ (780) 453-3311 or 1-800-661-2272**  
**fax: (780) 455-1120**  
[www.acsa-safety.org](http://www.acsa-safety.org)

Firms that do not meet the requirements for Safety Certification will not be pre-qualified as Prime Consultants.

The Consultant must complete and include as the first page of the pre-qualification submission the attached “Pre-qualification for Prime Consultants on Water Management Projects” form.

## ***PROJECT ASSIGNMENT***

Projects are classified by service type.

Generally, the number of Water Management projects is limited.

Alberta Transportation develops a list of priority Water Management projects and circulates the list to consultants pre-qualified in the applicable service categories through a Request for Expression of Interest (RFEI) process. The Department utilizes the information from the consultants’ responses to the RFEI in the development of short lists for the Request for Proposal (RFP) process. Generally three pre-qualified firms are short listed and requested to submit proposals for a given project.

If requested to submit a proposal, the Consultant team must be pre-qualified in all applicable 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 a Consulting Services contract/agreement prior to commencement of each assignment. On Alberta Transportation projects this will be the standard AT Transportation & Civil Engineering contract. For Alberta Environment projects this will be the standard short form agreement (FIN 29). The contract/agreement stipulates that the Consultant must possess or obtain Comprehensive General Liability insurance, in accordance with the Alberta Insurance Act, in an amount of \$2 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 one (1) unbound copy (suitable for photocopying) to: **Jennifer Smid, P. Eng., Professional Services Section, Alberta Transportation, 3<sup>rd</sup> Floor, Twin Atria Building, 4999 - 98<sup>th</sup> Avenue, Edmonton, Alberta, T6B 2X3** the following:

- **and, one (1) electronic copy (PDF document) to:**  
[glenda.kuziemyk@gov.ab.ca](mailto:glenda.kuziemyk@gov.ab.ca) and [Jennifer.Smid@gov.ab.ca](mailto:Jennifer.Smid@gov.ab.ca)

## ***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 or technical information related to Alberta Transportation projects, please contact:

**Jennifer Smid, P. Eng.**  
**Acting Manager, Consultant Compliance and Performance**  
**3rd Floor, Twin Atria Building**  
**4999 - 98<sup>th</sup> Avenue**  
**Edmonton, Alberta**  
**T6B 2X3**  
**(780) 638-3047**  
[Email: jennifer.smid@gov.ab.ca](mailto:jennifer.smid@gov.ab.ca)

For technical information related to Alberta Environment projects, please contact:

**Sean Douglas, P. Eng.**  
**Manager, Water Capital Planning**  
**8<sup>th</sup> Floor, Oxbridge Place**  
**9820 – 106<sup>th</sup> Street**  
**Edmonton, Alberta**  
**T5K 2J6**  
**(780) 427 0520**  
[Email: sean.douglas@gov.ab.ca](mailto:sean.douglas@gov.ab.ca)

**PRE-QUALIFICATION FOR PRIME CONSULTANTS  
ON  
WATER MANAGEMENT PROJECTS**

**Name of Consulting Firm:**

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**Signed on behalf of Consultant by:**

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**Name and Title of Applicant:**

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

| CATEGORY  | INDICATION OF INTEREST |
|---|------------------------|
| ALBERTA TRANSPORTATION  |                        |
| • Major Dam and Reservoir Projects                                |                        |
| • Major Irrigation Canal and Related Structures Projects          |                        |
| • Small Water Management Projects (SWMP)                          |                        |
| • Fish Passage and Exclusion Projects                             |                        |
| • Water Management Infrastructure Electrical & Mechanical Systems |                        |
| • Water Management Control Systems                                |                        |



| CATEGORY  | INDICATION OF INTEREST |
|---|------------------------|
| <b>ALBERTA ENVIRONMENT</b>  |                        |
| <ul style="list-style-type: none"> <li>• Dam safety Reviews and Audits</li> </ul>                                   |                        |
| <ul style="list-style-type: none"> <li>• Consequence Classification Evaluation</li> </ul>                           |                        |
| <ul style="list-style-type: none"> <li>• Geotechnical Instrumentation requirements</li> </ul>                       |                        |
| <ul style="list-style-type: none"> <li>• Engineering Investigations</li> </ul>                                      |                        |
| <ul style="list-style-type: none"> <li>• Operational Strategies for Existing Water Management Structures</li> </ul> |                        |
| <ul style="list-style-type: none"> <li>• Condition Assessment of Existing Water Management Structures</li> </ul>    |                        |
| <ul style="list-style-type: none"> <li>• Engineering Ground Surveys</li> </ul>                                      |                        |
| <ul style="list-style-type: none"> <li>• Deformation Surveys</li> </ul>   |                        |