

**STATEMENT OF QUALIFICATIONS**

**Pre-qualification Submissions for**

**Prime Engineering Consultant Services**

**on Functional Planning Projects**

***INTRODUCTION***

Alberta Transportation is accepting submissions from Consulting Engineering firms interested in pre-qualifying for the provision of Functional Planning services as a “Prime Consultant” on highway projects throughout Alberta.

A description of the Department’s requirements for this service may be found in the “Engineering Consultant Guidelines for Highway and Bridge Projects”, Volumes 1 and 2, available from Tender Administration, Alberta Transportation.

Only firms intending to offer “Prime Consultant” services on these types of 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

An indication of which of the following categories the Consultant is interested in providing services as a prime consultant.

### 1. **Functional Planning – Major**

The Major category involves work on projects that are of a complex nature. This would include projects that involve one or more of the following elements:

- Urban/urban fringe freeways
- Systems interchanges
- Service interchanges involving weaving with nearby interchanges (<2 km from service interchange/ <3.2 km from systems interchange)
- Traffic modeling
- Determination of appropriate standards where not covered by AT standards
- Controversial projects requiring influence and/or best planning judgment for the best outcome

Examples of work in this category would include planning of the Edmonton/Calgary Ring Road and Regional Ring Roads.

### 2. **Functional Planning – Minor**

The Minor category involves work on projects that are less complicated. Approximately 80% of the planning work falls into this category which can include such types of studies as stand alone rural interchanges, operational reviews, access management studies, grade widening studies, four-laning studies, route studies, highway geometric improvement studies and intersectional studies.

For each category of service, the Consultant must provide information to demonstrate they are capable of managing the projects.

A Consultant's use of sub-consultants versus in-house expertise to provide a full service to the Department will not be a factor in categorizing a firm provided that the Consultant demonstrates the ability to efficiently manage projects as a "Prime Consultant".

To be considered for pre-qualification, a consultant must satisfy the Department that they have successfully completed similar work on major highways within the last 2 years. These projects need not have been in Alberta or for Alberta Transportation. The Consultant must demonstrate that they have staff to lead the work and have sufficient back-up and corporate resources.

## **2. CORPORATE INFORMATION**

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

## **3. STAFF**

- a. Name and location of all directors and officers.
- b. Name and resumé (1 page) of the senior manager/principals responsible for service category of interest.
- c. Name and resumé (1 page) of the key staff for the service category of interest. Resumés should include education, experience, and recently completed planning projects showing the completion date and the individuals' roles in the project. Resumés should also indicated number of years of experience in Functional Planning.
- d. Names of branch or local office managers.
- e. Number of full time professional engineers employed within and outside Alberta for the service category of interest.
- f. Number of full time technical staff employed within and outside Alberta for the service category of interest.
- g. Office from which each staff member is based.

## **4. TYPICAL PROJECTS**

One page project summaries of the 5 most recent assignments that the firm has completed, or is currently undertaking in the specific service category of Functional Planning.

The summaries must include:

- a. Title, location, description of the project and what was the objective of the planning study
- b. Services provided by the Consultant as they relate to pre-qualification. Describe in detail the tasks that were undertaken.
- 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 of the project.
- h. Name and telephone number of owner representative.
- i. Name and telephone number of contractor representative.

## **5. FINANCIAL INFORMATION**

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

## ***MINIMUM FIRM REQUIREMENTS***

For the Major Functional Planning category the consultant is expected to have at least one professional engineer on staff possessing a minimum of ten (10) years of related planning experience.

For the Minor Functional Planning category the consultant is expected to have at least one professional engineer on staff possessing a minimum of five (5) years of related planning experience.

## ***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. The 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 (i.e. retirement or departure of key staff) or failure to maintain safety certification. The Department 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 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. The Department will, immediately upon notification, take whatever action it deems appropriate. This may include suspension of pre-qualification status. Failure to notify the Department will result in removal of pre-qualification status.

The Department requires that all “Prime Consultants” must have a safety Certificate of Recognition 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) is not considered acceptable.

For firms who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable 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 which 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**  
**225 Parsons Road SW**  
**Edmonton, Alberta**  
**T6X 0W6**  
**☎ (780) 453-3311**  
[www.youracsa.ca](http://www.youracsa.ca)

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 Services on Functional Planning Projects” form.

## **PROJECT ASSIGNMENT**

Functional Planning projects will be classified under the Major or Minor category.

Generally, the number of Functional Planning studies is limited.

The Department develops a list of priority Functional Planning projects and circulates the list to all consultants pre-qualified in the applicable service categories through a

Request for Express 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.

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 General Liability Insurance in accordance with the Alberta Insurance Act in an amount not less than \$2 million inclusive per occurrence, 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 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 Functional Planning services for Alberta Transportation projects, please forward one (1) electronic copy (PDF document) to: [julie.ford@gov.ab.ca](mailto:julie.ford@gov.ab.ca) and [jennifer.smid@gov.ab.ca](mailto:jennifer.smid@gov.ab.ca)

For general information related to Alberta Transportation projects contact Jennifer Smid at (780) 638-3047.

### ***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.

# PRE-QUALIFICATION FOR PRIME CONSULTANTS ON FUNCTIONAL PLANNING 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
1. Functional Planning - Major	
2. Functional Planning - Minor	