



Request for Pre-Qualification (RFPQ)

Demolition Contractor Services for: Drumheller Residential Demolition Program

Issued Date: June 14, 2023

This invitation to pre-qualification closes before
2:00:00 p.m. on Thursday, July 6, 2023
unless otherwise stated in an Addendum.

Table of Contents

1.	INTENT	3
2.	PROJECT OVERVIEW.....	3
2.1.	Background	3
2.2.	Definitions.....	4
2.3.	Procurement Process and High-Level Schedule	4
2.3.1.	Proposed RFPQ Procurement Schedule.....	5
2.3.2.	Anticipated Schedule for the First Five Cleanup Projects.....	5
3.	SCOPE AND CONTRACT TERMS	6
3.1.	Scope of Services:.....	6
3.2.	Pre-Qualification Contract Duration	7
3.3.	Form of Contract for Pre-Qualified Proponents	7
3.4.	Form of Contract for Demolition Contractors per Project.....	7
4.	INSTRUCTIONS TO PROPONENTS	8
4.1.	RFPQ Issuance	8
4.2.	Contacts for Bid Information, Questions, and Addenda.....	8
4.3.	Confidentiality	9
4.4.	Freedom of Information and Protection of Privacy Act (FOIPP)	9
4.5.	Disqualification	9
4.6.	Closing and Submission of RFPQ	9
4.7.	Amendment of Proposals	9
4.8.	Withdrawal of Proposals.....	9
4.9.	Proposals Irrevocable after Submission Deadline	10
5.	SUBMISSION REQUIREMENTS.....	10
5.1.	Submission Response Format:.....	10
5.1.1.	Introduction (maximum 1 page).....	10
5.1.2.	Submission Requirements	10
5.1.3.	Company Profile (maximum 1 page).....	10
5.1.4.	Project Understanding & Delivery (maximum 2 pages).....	10
5.1.5.	Proposed Team and Qualifications (maximum 1 page).....	11
5.1.6.	Project Experience (maximum 3 pages).....	11
5.1.7.	Health & Safety (maximum 1 page).....	11
6.	SUBMISSION EVALUATION.....	11
6.1.	Evaluation Process	11
6.2.	Submission Requirements.....	12
6.3.	Technical Evaluation	12
6.4.	Request for Debrief	12
7.	GENERAL REQUIREMENTS	13
	APPENDIX A - RFPQ SUBMISSION FORM	14
	APPENDIX B - SERVICE AGREEMENT	15
	APPENDIX C - GENERAL PHOTOS	16

1. INTENT

This Request for Pre-Qualification of Demolition Contractors is an invitation by Colliers Project Leaders, on behalf of the Town of Drumheller's Flood Mitigation Office, to prospective Proponents to qualify for Demolition Contractor services for the Residential Demolition Program. Only Proponents pre-qualified through this process will be invited to participate in Request for Bids for forthcoming Projects.

2. PROJECT OVERVIEW

2.1. Background

Drumheller Resiliency and Flood Mitigation Mandate:

The Town of Drumheller (Town), recognized as the “Dinosaur Capital of the World”, is rich in geological and paleontological history. The breathtaking landscapes surrounding Drumheller are unique in Canada and draw hundreds of thousands of visitors every year.

However, the Town has experienced notable floods in its history, including recent occurrences in 2013 and 2018. Although some flood mitigation infrastructure was already in place in certain areas of Drumheller, the Town decided to make significant investment to further improve the Town's overall flood resilience and adapt to a changing climate. In June of 2018 the Town began the process of applying to the Federal and Provincial Governments for financial assistance to implement a long-term strategy.

The Council Vision is:

Through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

To address this, the Town secured funding in 2019 from the Government of Canada's Disaster Mitigation and Adaptation Fund, the Government of Alberta's Community Resiliency Program, and its own resources. Subsequently, the Drumheller Resiliency and Flood Mitigation Mandate was established under the oversight of the Flood Mitigation Office, with the aim of implementing proactive flood mitigation initiatives across the entire Drumheller Valley and protect its community from future flood events.

Residential Demolition Program:

The Residential Demolition Program is one of the key components of the Drumheller Resiliency and Flood Mitigation Mandate, focusing on the demolition of the acquired residential properties within the floodplain. This Request for Pre-Qualification procurement process specifically pertains to Residential Demolition Program component (herein known as the Program), which includes the demolition, cleanup, and restoration of these properties, aiming to return the land to its natural state and minimize the impact of potential floods.

The Program is planned for a total of approximately 30 properties within Drumheller and surrounding areas, all residential properties that are at risk of flooding. Currently, the Flood Mitigation Office has already purchased 24 properties as part of this program and is actively involved in the cleanup process, with some already completed. This is part of Drumheller's commitment to flood mitigation planning and will be completed over the next three years.

The Flood Mitigation Office is treating the demolitions as a work program. This will allow for efficiencies in terms of public procurement and completing the work while reducing risks associated with these projects.

The Residential Demolition Program involves two types of Projects:

1. **Cleanup Projects:** In cases where structures are being sold for buyers to salvage and relocate offsite, the successful Proponent will be required to do general site cleanup and remediation, including the removal of any remaining basement/foundations and backfilling. Henceforth, this category of projects shall be referred to as Cleanup Projects.
2. **Housing Demolition Projects:** For properties that are not sold, the successful Proponent will be responsible for demolishing the buildings, performing site cleanup and remediation tasks, including hazardous materials abatement, basement/foundation removal, and backfilling. Henceforth, this type of project will be referred to as Housing Demolition Projects.

The Flood Mitigation Office will establish a pool of Demolition Contractors for each project type, acknowledging that Housing Demolition Projects will involve a more complex undertaking compared to the Cleanup Projects. Refer to Appendix C for general photos for each project type.

The first pursuits for the successful Proponents under the Cleanup Project type will be the cleanup of five properties where houses have been sold and moved, with the work scheduled for completion by the end of August 2023. The addresses of these five properties are listed as follows:

- 3084 Riverview Rd West Rosedale
- 3088 Riverview Rd West Rosedale
- 3096 Riverview Road West Rosedale
- 220 2 Street West Lehigh
- 333 2 Avenue Lehigh

2.2. Definitions

Throughout this Request for Pre-Qualification, terminology is used as follows:

- a) **Addendum** or **Addenda** – means the document or documents issued by the Owner to all Proponents during the period that the RFPQ is open for Proposals containing additional information or changes to the RFPQ document previously issued.
- b) **Demolition Contractor** – The successful Proponent with whom the Flood Mitigation Office may enter a Contract and be responsible for the delivery of a Project.
- c) **Owner** – The Town of Drumheller's Flood Mitigation Office, as represented by Colliers Project Leaders.
- d) **Projects** – Residential demolition projects that the Flood Mitigation Office will be executing over the next three years to demolish, cleanup, and restore these properties back to its natural state. It includes Cleanup Projects and Housing Demolition Projects.
- e) **Proponent** – Each company receiving this Request for Pre-Qualification.
- f) **Proposal** – Documents submitted by Proponents in response to this RFPQ.
- g) **Request for Bid** – the stage 2 procurement package issued to the pre-qualified Proponents selected from this RFPQ, including all attached and referenced documents and subsequent addenda.
- h) **Request for Pre-Qualification** or **RFPQ** – this procurement package including all attached and referenced documents and subsequent addenda.
- i) **Subcontractor** – Any firm or individual that the Contractor may contract with to perform a portion or all the Work.

2.3. Procurement Process and High-Level Schedule

This two-stage procurement process is used to select and then contract with the successful Demolition Contractors:

Stage 1: Request for Pre-Qualification:

This RFPQ includes submission of technical requirements. There is no financial element involved at this stage.

The RFPQ responses meeting all the submission requirements will be evaluated on the rated criteria as set out in Section 6 of the RFPQ.

The evaluation process will result in the selection of two (2) and three (3) Proponents for the Cleanup Projects. Similarly, the evaluation process will lead to the selection of two (2) or three (3) Proponents for the Housing Demolition Projects.

Proponents have the opportunity to provide a proposal for just the Cleanup Projects, for just the Housing Demolition Projects, or for both type of projects. It is imperative for Proponents to clearly indicate their Project type preference in the RFPQ Submission Form, which can be found in Appendix A.

Stage 2: Request for Bids:

Request for Bids will be issued to the pre-qualified Proponents within each pool of contractors for their respective Project types, seeking specific bid submissions. In each Request for Bid procurement process, the demolition contract will be awarded to the Proponent with the lowest compliant bid from their respective pool of contractors.

The Owner reserves the right to cancel the tender processes, either before, during or after the submission deadline, at the Owner’s sole discretion and without generating any cause for claim from any Proponent.

2.3.1. Proposed RFPQ Procurement Schedule

Task / Activity	Date
RFPQ document released	June 14, 2023
Last day for questions	June 28, 2023
Last day to issue Addenda	July 3, 2023
RFPQ closing	Thursday July 6 @ 2:00:00 PM
Notification to Successful Proponents	10 business days after RFPQ closing
Issue Request for Bid to pre-qualified Proponents	As and when Projects progress

Note: Although every attempt will be made to meet all dates as outlined above, the Owner reserves the right to modify any or all dates at its sole discretion.

Only pre-qualified Proponents will be permitted to submit Stage 2 bids for the Projects.

2.3.2. Anticipated Schedule for the First Five Cleanup Projects

Task / Activity	Completion Date
Request for Bid Procurement Process	July 2023
Mobilization	August 1, 2023
Project close-out	August 31, 2023

Note: Although every attempt will be made to meet all dates as outlined above, the Owner reserves the right to modify any or all dates at its sole discretion.

3. SCOPE AND CONTRACT TERMS

3.1. Scope of Services:

The Flood Mitigation Office seeks to obtain the services of qualified and licensed Alberta Demolition Contractors and/or General Contractor to submit Proposals for prequalification in order to undertake future Projects related to the demolition and remediation of all improvements on residential lands through the Residential Demolition Program.

The Program objective is to demolish and/or cleanup the residential properties situated in the flood plain, including the demolition of foundations and all utilities to the property line, and return the sites back to adjacent grades. Further, all demolition tasks must be completed to meet all authorities having jurisdiction requirements. A site visit may be required following the issuance of the Request for Bid package to the pre-qualified Proponents to get a better understanding of the Project.

A successful Demolition Contractor will perform and be responsible for the following services and duties in a Cleanup Project or in a Housing Demolition Project:

- The Demolition Contractor will be responsible for the demolition, removal, and proper disposal of all structures, concrete foundations, and contents situated one meter inside the property line of the property to be demolished. All demolition debris is to be disposed of offsite meeting all jurisdiction requirements. Disposal of all materials, furniture, equipment, etc. remaining in the properties is included in the scope of work.
- The Demolition Contractor will be responsible for all costs of transport and proper disposal of all demolition debris, including all waste facility fees (inclusive of tipping fees), following the Environmental Protection Act and meeting the local jurisdiction requirements.
- The Demolition Contractor will be responsible to set up an account for direct payment with the local waste facility, Drumheller & District Regional Landfill (403-823 -1345). All building materials must be removed from the site. Burial of material below grade is not allowed.
- The Demolition Contractor will be responsible for obtaining all certifications and permits necessary for the completion of the project from the appropriate regulatory agencies. The only exception is the Demolition Permit required for the building being demolished, which will be obtained by the Owner in advance.
- The Demolition Contractor shall, prior to commencement of the service, obtain a Business License from the Town of Drumheller.
- The Demolition Contractor will be responsible for coordinating and ensuring all utility disconnects prior to commencing any demolition work, following appropriate regulatory agencies' requirements. The Demolition Contractor will be responsible to confirm that utility disconnects have been completed meeting local jurisdiction requirements and that it is in an acceptable condition to the applicable utility company prior to demolition.
- No materials from the Project are currently proposed for reuse by the Owner. Unless referenced otherwise in an addendum, the Demolition Contractor shall take ownership of all scrap/salvage materials and be permitted to recycle and reuse the items as desired at the contractor's risk.
- The Demolition Contractor will be responsible for the demolition of all the foundations. The foundation should be removed, and the opening filled with compacted clean fill on 6-inch lifts at 90% PROCTOR density. The Owner will engage a third-party consulting firm to complete compaction testing.
- The Demolition Contractor shall only use existing material on site as backfill in all excavated areas and graded to the elevation necessary to provide positive surface drainage to all areas of the site.
- The Demolition Contractor will be responsible for all temporary facilities necessary to successfully complete the project – including, but not limited to, portable restrooms, site fencing, site office, power, water, etc.

- The Demolition Contractor shall be responsible for site security for the duration of the Project and coordination of construction activities with all subcontractors on site.
- The Demolition Contractor is responsible for emergency response coordination and for responding to site issues during non-working hours. The Demolition Contractor, in consultation with the Flood Mitigation Office, shall establish a list of contacts for responses and communication. In the event of any emergencies, the Demolition Contractor shall contact the Flood Mitigation Office and the Project Manager immediately.
- The Proponent shall agree that the Demolition Contractor shall solely and fully accept, undertake, and assume the role of Prime Contractor and all of the associated responsibilities, obligations, and liabilities imposed on the Prime Contractor under Alberta Occupational Health & Safety Act for all aspects of a project, including (but not limited to) overseeing and managing the health and safety of all parties arising from all aspects of an assigned project.
- It is the Owner's desire to reduce the carbon footprint and environmental impact associated with these demolitions. Environmental considerations will be assessed on an individual basis.
- The ultimate site condition for each site will be advised on an individual basis.

Regarding Housing Demolition Projects, it is highly probable that hazardous materials (hazmats) will be present on the residential property. As such, the Demolition Contractor will be required to perform and be responsible for the following services and duties, in addition to the ones specified above:

- Abatement and proper disposal, in accordance with all local jurisdiction requirements, of all hazmats identified in the hazmat report provided by the Owner. Removal of hazmats will be required prior to the planned demolition of the structures, which must be performed by qualified abatement Subcontractor engaged by the Demolition Contractor.

3.2. Pre-Qualification Contract Duration

The successful Proponents will remain as the pre-qualified Demolition Contractors for a duration of two (2) years, with a potential extension of one (1) additional year at the Owner's discretion. This timeframe has been established to provide sufficient time for the completion of the demolition process for all residential properties outlined in the Program.

Note: The Owner reserves the right to cancel this agreement at any time by notice in writing.

3.3. Form of Contract for Pre-Qualified Proponents

The pre-qualified Proponents will be provided with a zero-dollar Service Agreement form of contract from the Owner. This contract for pre-qualified proponents will contain the signed Service Agreement found in Appendix B, the RFPQ documents including addenda, the Proponent's proposal and WCB clearance letter, and a signed letter of Proponent's Insurance providing evidence of required insurance coverage.

Note: In the event of agreement cancellation, the Proponent agrees to not hold the Owner responsible for any costs incurred resulting from this agreement, understanding that this is a zero-dollar contract.

3.4. Form of Contract for Demolition Contractors per Project

Only pre-qualified Demolition Contractors will be permitted to submit bids for each Project.

The lowest compliant bidder will be provided with a Purchase Order from the Owner containing the Request for Bid documents and specifications, Demolition Contractor's quote, certificate of insurance and WCB clearance letter. Contract documents may include as built drawings, demolition specifications, hazmat reports, site photos, and addendum or modifications issued prior to bidding.

4. INSTRUCTIONS TO PROPONENTS

4.1. RFPQ Issuance

The RFPQ, including all addenda and pre-closing related documents shall be posted on MERX Online Bidding System at www.MERX.com.

Additionally, in accordance with provincial and local regulations, the RFPQ procurement documents will be also posted in Alberta Purchasing Connection at <https://www.purchasingconnection.ca/> and in the Town of Drumheller’s website at <https://www.drumheller.ca/do-business/tenders>.

It is the sole responsibility of Proponents to download the RFQP documents as they become available.

The Owner accepts no responsibility and/or liability for any errors or omissions caused by the use of information or documents obtained from sources other than that stated above when responding to this pre-qualification.

4.2. Contacts for Bid Information, Questions, and Addenda

Any questions or requests for information regarding this RFPQ must be directed through MERX’s Q&A Function to:

RFPQ Administrator
Alex Man
Project Manager, Owner’s Representative
Email: Alex.Man@colliersprojectleaders.com

All questions and subsequent answers from the RFPQ Administrator will be provided to all Proponents in a written form and through amendments published on MERX, Alberta Purchasing Connection, and the Town’s website.

Alterations or amendments to any of the RFPQ will only be effective by written notice in the form of an Addendum from the Owner published on MERX, Alberta Purchasing Connection, and the Town’s website. Amendments to the RFPQ in the form of an Addendum issued by the Owner are incorporated and become a part of this RFPQ.

The Owner will not be responsible for information released outside of the authorized process. Under no circumstances are inquiries related to this RFPQ to be directed to the Town’s Council or staff or any other entity or organization affiliated with the Town or the Flood Mitigation Office. Failure to abide by the authorized process may result in disqualification of that Proponent’s Proposal.

Written questions will be accepted until

7 calendar days prior to bid closing

The Proponent has the responsibility at all times to notify the RFPQ Administrator by e-mail of any ambiguity, divergence, error, omission, oversight, or contradiction contained in the RFPQ as it is discovered or to request any instruction, decision or direction which may be required to prepare its Proposal. In order for the Owner to deal effectively with any concern about any provision of the RFPQ, such concerns must be communicated in writing to the RFPQ Administrator immediately.

Issuance of addenda by the RFPQ Administrator will be acceptable until

2 calendar days prior to bid closing

4.3. Confidentiality

Information pertaining to the Owner obtained by the Proponents, its employees, and agents because of its participation in relation to the RFPQ, is confidential and must not be disclosed by the Proponent except as authorized in advance by the Owner.

4.4. Freedom of Information and Protection of Privacy Act (FOIPP)

Proponent's responses, including the Proposal, become the property of the Owner and, as such, may, at a future date, be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy (FOIPP) Act. This Act allows any person the right to access records in custody or control of a public body subject to indicated and specific exemptions. The Freedom of Information and Protection of Privacy Act and Regulation Chapter F-18.5 can be obtained through the Queens Printer website (<http://qpsource.gov.ab.ca>).

It is recommended that the Proponent identify those areas of their Proposal that they consider proprietary to their business or confidential in accordance with FOIPP.

4.5. Disqualification

A Proposal may be disqualified and not receive further consideration if:

- The Proposal has failed to meet or has not been submitted in accordance with instructions and the procedural requirements of this RFPQ;
- The Proponent fails to cooperate in any attempt by the Owner to verify the information contained in their Proposal;
- The Flood Mitigation Office in its sole discretion finds that a Proponent has made an attempt to contact a person (Town official, Council Member) with respect to this RFPQ or the Request for Bid other than those identified within the RFPQ, staff or affiliated partner;
- At any time during the RFPQ process, it is found and at the Owner's sole and absolute determination, that the Proposal contains incomplete, false, or misleading information or a conflict of interest exists; and
- The Proposal meets any grounds for disqualification set out elsewhere in this RFPQ invitation.

4.6. Closing and Submission of RFPQ

The Proposal, signed by the Proponent's authorized representative, must be received through MERX.com not later than:

July 6, 2023 14:00 hours Calgary Time

Proponents shall submit one (1) printable digital PDF copy of their Proposal. The electronically submitted Proposal documents shall be compatible with Adobe Acrobat Reader 10.

Proponents may not submit new or revised Proposals after the specified deadline date. The opening of the Proposals will be closed to the public.

4.7. Amendment of Proposals

Proponents may amend or withdraw their Proposal prior to the closing date and time through MERX Portal.

4.8. Withdrawal of Proposals

Proponents may withdraw their Proposal prior to the closing date and time.

4.9. Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of 45 calendar days following the closing date.

Note – all times specified in this RFPQ timetable are local times in Calgary, Alberta, Canada.

The Owner may change the RFPQ timetable at its sole and absolute discretion at any time prior to the Proposal Submission Deadline.

In the event a change is made to any of the above dates, the RFPQ Administrator will post any such change on MERX, Alberta Purchasing Connection, and the Town's website.

The Flood Mitigation Office may amend any timeline, including the Proposal Submission Deadline, without liability, cost, or penalty, and within its sole discretion. In the event of any change in the Proposal Submission Deadline, the Proponents may thereafter be subject to the extended timeline.

5. SUBMISSION REQUIREMENTS

The proposal prepared by the Proponents must be formatted in accordance with the sections requested and identified below.

5.1. Submission Response Format:

5.1.1. Introduction (maximum 1 page)

- Cover page (not in page count).
- Proposal introduction letter.

5.1.2. Submission Requirements

- WCB Clearance Certificate with an issue date of not more than forty-five (45) days before the Closing Date and Time.
- Signed letter of Proponent's Insurance providing evidence of Comprehensive General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000) per occurrence for personal injury and/or property damage. Automobile Liability Coverage in an amount not less than Two Million Dollars (\$2,000,000) per accident for bodily injury and/or property damage.
- Appendix A – RFPQ Submission Form

5.1.3. Company Profile (maximum 1 page)

Provide a background of your company. Please ensure to include at least the following items:

- Number of years in operation.
- Evidence of company size to deliver project of this scale.
- Types of services offered.
- Types of industry serviced.
- List of legal claims currently underway.
- Listing of any services previously provided to the Town or the Flood Mitigation Office.

5.1.4. Project Understanding & Delivery (maximum 2 pages)

Describe the Proponent's project understanding. Include:

- Demonstrate the Proponent's depth and understanding of project and provide commentary of the success accomplished for clients on similar projects and how the Proponent's team is ideally suited to the requirements of the project.

- Proponent identifies specific uncontrollable and controllable risks relevant to the project.
- Provide a narrative on how your firm will use and work with trades and laborers to obtain the optimum outcome for the Project.
- Provide a narrative on how you can reduce the carbon footprint through the demolition activities.

5.1.5. Proposed Team and Qualifications (maximum 1 page)

Provide:

- Provide details of the proposed team members skill sets specifically focused on previous projects of similar scope and size, and their role on those projects.
- Provide resumes in a separate Attachment A for the proposed project staff that will include, at a minimum, the Project Manager (attachment is not included in page count).

5.1.6. Project Experience (maximum 3 pages)

Provide 3 projects examples all of which have been completed in the last 5 years. Projects included should be comparable in type, size and complexity of the work described in this RFPQ. Include:

- Demonstrated experience of team members working together and listing of project team participants.
- Clear demonstration of project team's roles and responsibilities on referenced projects.
- Evidence how the project team worked with the Owner to ensure the project was delivered on time and within the available budget.
- Project example information (name, description, project size, construction value, photographs).
- Name and contact information of the Client organization, what were the Client objectives and how the objective was achieved.
- References.

IMPORTANT: If a proponent has worked with the Town of Drumheller or the Flood Mitigation Office in the last 5 years, the Town of Drumheller or the Flood Mitigation Office must be listed as one of the three references. The referenced project should be your largest undertaking with the Town of Drumheller or the Flood Mitigation Office in terms of size and scope.

5.1.7. Health & Safety (maximum 1 page)

Provide a description on the Demolition Contractor's Health & Safety Program and describe:

- Provide supporting commentary explaining what the top 3 Health and Safety risks for this type of work and how it is intended to manage them on this contract.

6. SUBMISSION EVALUATION

6.1. Evaluation Process

The Owner will review and evaluate all proposals submitted with a selected committee. The evaluation follows the following steps:

- Part 1: Validation of submission requirements
- Part 2: Technical evaluation

It is intended to select and shortlist the top two (2) to three (3) highest scoring Proponents for each Project type (e.g. two to three Proponents for the Cleanup Projects and two to three Proponents for the Housing Demolition Projects) to advance to Stage 2 – Request for Bid for the Projects. These shortlisted Proponents will have the opportunity to participate in the Request for Bid process for the respective Project.

The Owner reserves the right, at its sole discretion, to issue the RFPQ to additional Proponents if deemed appropriate.

The Owner, at its discretion, may verify and make inquiries with respect to references given by a Proponent, and may request clarifications or additional information with respect to all or any Submissions and may make such requests to all or only selected Proponent's. The Owner may consider such clarifications or additional information in evaluating a Submission.

In the event that it is determined that any of the information submitted by a Proponent is inaccurate or misleading, the Proponent's firm will be disqualified from the process. Incomplete information may limit the firm's ability to pre-qualify to participate in Stage 2.

The Owner may at any time reject a submitted proposal, including a proposal from a Proponent that complies with the submission requirements, without completing a full evaluation if, in the judgment of the Owner in its sole discretion the proposal is not acceptable. Also, the Owner may at any time reject a submitted proposal if a Proponent is found to be insolvent.

The selection of the pre-qualified Demolition Contractors will be made by the Flood Mitigation Office on or before July 14, 2023, unless an extension is required.

6.2. Submission Requirements

RFPQ Responses will need to include the submission requirements outlined in Section 5.1.2. Proponents are reminded that they are responsible for submitting a complete proposal in accordance with the requirements of the RFPQ as the Owner may not request documentation that is identified as being missing or incomplete.

6.3. Technical Evaluation

The evaluation committee will evaluate eligible responses to determine which responses best meet the requirements of the RFPQ using the following criteria as a guideline:

Submission Requirement	Available Points
WCB Clearance Certificate with an issue date of not more than forty-five (45) days before the Closing Date and Time.	Pass/Fail
Confirmation letter from the insurance provider that Proponent can comply with insurance requirements as detailed.	Pass/Fail
Complete and signed RFPQ Submission Form	Pass/Fail
Company Profile	10 points
Project Understanding & Delivery	20 points
Proposed Team and Qualifications	10 points
Project Experience	35 points
Health and Safety	25 points
Maximum Attainable Points	100 points

IMPORTANT: Recognizing that the Flood Mitigation Office will form a pool of Demolition Contractors for each Project type, the evaluation committee will conduct two distinct technical evaluations for Proponents interested in participating in both types of Projects. One evaluation will be dedicated to the Cleanup Projects, while the other evaluation will focus on the Housing Demolition Projects.

6.4. Request for Debrief

Respondents may request a debriefing after notification regarding qualification. Respondent requests must be in writing to the Owner no later than 15 days of receipt of the notification. The Owner will determine the format and content of the debriefing session.

7. GENERAL REQUIREMENTS

- All proposals submitted shall become the property of the Owner.
- The Owner reserves the right to:
 - Waive any irregularities in any proposal submitted;
 - Reject any part of, or an entire proposal submitted ;
 - Negotiate for the modification of any single proposal submitted;
 - Request clarification and/or additional information on any proposal submitted ;
 - Re-advertise for pre-qualifications if desired;
 - Change the pre-qualification criteria;
 - Choose to shortlist fewer or more Proponents than stated in the RFPQ document or none at all, and;
 - Accept the proposal which, in the Owner’s sole judgment, is most advantageous to its own needs.
- The Proponent expressly acknowledges that its submission of a pre-qualification proposal to this RFPQ shall create no legal obligations whatsoever for the Owner. The Owner will not be responsible for any expense incurred by any Proponent in preparing or submitting their pre-qualifications proposal or in providing any additional information necessary for the evaluation of their proposal.
- This Request for Pre-Qualification shall not be construed as a contract to purchase goods or services.

APPENDIX A – RFPQ SUBMISSION FORM

The following submission form must be included as part of your proposal. Failure to include the RFPQ Submission Form with the proposal submission may result in the disqualification.

ACKNOWLEDGEMENT OF ADDENDA RECEIVED (If Applicable)

We hereby acknowledge receipt of addenda and have modified our proposal accordingly.

INDICATE THE # OF ADDENDA RECEIVED
(E.G. ADDENDA # 1,2,3)

CONFIRMATION OF PROJECT TYPES

Proponents have the chance to submit a proposal for either one or both of the Project types specified in the RFPQ. To confirm your interest, please ensure that you check the relevant box(es) to indicate your chosen option(s).

CLEANUP PROJECTS

HOUSING DEMOLITION PROJECTS

SIGN-OFF

The undersigned company represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the contract if awarded by any law of Canada or of the province of Alberta. The undersigned also acknowledges receipt, understanding, and has taken into consideration all the information presented in the Request for Pre-Qualification. The undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the company and to bind it to this response and contracts awarded pursuant to it and in all matters relating to or arising out of the subject matter of this response.

LEGAL CORPORATE NAME

DATE

MAILING ADDRESS

NAME AND TITLE (PLEASE TYPE)

CITY, PROVINCE, AND POSTAL CODE

E-MAIL ADDRESS

PHONE NUMBER

AUTHORIZED SIGNATURE

APPENDIX B – SERVICE AGREEMENT

Attached

SERVICE AGREEMENT

The Services provided by **[INSERT NAME OF SUCCESSFUL PROPONENT]** (the "Demolition Contractor") under this Service Agreement are based on the information stipulated in the Request for Pre-Qualification procurement document dated June 14, 2023, for demolition contractor services.

1. Description of Services:

The description of Services to be provided by the shortlisted Demolition Contractor is as per the attached Request for Pre-Qualification procurement document dated June 14, 2023; and the Demolition Contractor’s proposal dated **[INSERT DATE]**.

2. Time for Completing Services:

Milestone/Deliverable	Completion/Delivery Date
Commencement of Services	<date>
Completion of Services	<date – 2 years after commencement of services>

3. Amount Payable for Services:

Lump sum price of \$0.00, as this Service Agreement is a zero-dollar commitment.

4. Lead Personnel

The following are the lead Personnel assigned to perform the Services:

Position	Name
1. <Insert Position>	<Insert Name>
2. <Insert Position>	<Insert Name>

The Flood Mitigation Office and the Demolition Contractor have agreed to this Service Agreement on **[REDACTED]**, 20**[REDACTED]**.

FLOOD MITIGATION OFFICE

[NAME OF DEMOLITION CONTRACTOR]

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

APPENDIX C – GENERAL PHOTOS

The following photos are intended to provide a general understanding and visual representation of each type of Project, aiming to assist the Proponents to gain a better understanding of the scope of work to be accomplished.

Sample Photos of a Cleanup Project:

The property located at 3084 Riverview Road West Rosedale is one of the Cleanup Projects scheduled for completion this summer. As shown in the photos, the house has been sold and removed from site and the Demolition Contractor will be responsible for removing the basement and foundations, backfilling the area, and conducting site cleanup to bring it back to its natural state.

Additional information about this property will be provided to the successful Proponents in the forthcoming Request for Bid.

Photo 1



3084 Rosedale – Aerial Photo

Photo 2



3084 Rosedale – Aerial Photo

Photo 3



3084 Rosedale – Basement

Photo 4



3084 Rosedale – Basement

Sample Photos for a Housing Demolition Projects:

The property located at 25 Roper Road Drumheller was one of the Housing Demolition Projects that were completed last summer. The hazmat abatement and demolition of the house was part of the of Demolition Contractor’s scope of work, along with the removal of the basement and foundations, backfilling the area, and conducting site cleanup to bring it back to its natural state.

Photo 5



25 Roper Road – Aerial Photo

Photo 6



25 Roper Road – Prior to Demolition

Photo 7



25 Roper Road – Prior to Demolition

Photo 8



25 Roper Road– Prior to Demolition

Photo 9



25 Roper Road – After Demolition and Cleanup

Photo 10



25 Roper Road – After Demolition and Cleanup