

APPENDIX A – CERTIFICATION FORM



Proponents must complete all details requested in this Appendix A – Certification Form and include this completed form in the Proposal, as detailed under Section 6.1 (Mandatory Criteria) of Part B. No changes to this form must be made, except for completing the requested information in the spaces provided.

1. Proponent Details:

Full Legal Name of Proponent:	
Other "DBA" Names the Proponent Uses:	
Registered Address:	
Proponent Contact Person Name & Title:	
Contact Person Phone No.:	
Contact Person Email:	

2. Certification & Acknowledgement of RFP Process:

By signing this Appendix A – Certification Form, we the Proponent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all Parts and Appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We are able to perform the Scope of Work detailed in Part A for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as 'Contract A') between the Town and us, the Proponent, and that no contractual obligations shall arise between the Town and us, the Proponent, until and unless we execute a written Contract with the Town.
- d. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest and we understand that a conflict of interest would include the following situations:

- i. The Proponent has an unfair advantage or engages in conduct which may give it an unfair advantage;
- ii. The Proponent has had access to confidential information of the Town which is not available to other Proponents to this RFP.
- iii. The Proponent has influence over an employee of the Town who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Proponent an unfair advantage or preferential treatment.

3. Confirmation of Addenda Received:

We confirm receipt of all addenda that were issued by the Town up until the Closing Date and Time as acknowledged on the Bids and Tenders portal at the time of submission.

4. Certification Signature:

The Proponent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Proponent:

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

APPENDIX B – PRICING FORM



Proposals must include this Appendix B – Pricing Form, with all pricing tables completed. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided. Price ranges are not accepted. If ranges are provided, the highest price will be used for evaluation purposes.

Evaluation Factors:

The pricing submitted under this form will be evaluated using the Scoring Method detailed in Part B of this RFP.

1. Pricing Basis:

Pricing entered into the tables of Section 2 below, shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes, but not the GST which shall be itemized separately where indicated.
- b. Unit Rate Prices are all-inclusive and include for all labour, materials, supplies, travel, overheads and profit, insurance, mobilization/demobilization, and all other costs and fees necessary to perform the Scope of Work outlined in Part A.
- c. In case of discrepancies between Unit Prices and extended prices, the Unit Prices will prevail.
- d. Prices shall be for the entire Contract term.

Proponents shall submit with their proposals a PDF and Excel version of the Schedule of Prices ("SOP") for the purpose of bid evaluations with the PDF taking precedence.

2. Total Contract Price:

Proponents shall complete the "Schedule of Prices" documents for schedules A-I, which are available under the documents section of the Bidding Portal. Proponents must upload the completed Schedules of Prices documents with their Submission on the Bidding Portal. Copy the Total Prices from each "Schedule of Prices" schedules in the table below (excluding GST) and add the totals to reflect the Total Contract Price.

Price Schedule	Price (CAD)
Total Prices - Schedule A	\$
Total Prices - Schedule B	\$
Total Prices - Schedule C	\$
Total Prices - Schedule D	\$
Total Prices - Schedule E	\$
Total Prices - Schedule F	\$
Total Prices - Schedule G	\$
Total Prices - Schedule H	\$
Total Prices - Schedule I	\$
TOTAL CONTRACT PRICE (excl. GST) Sum of schedules A-I above	\$

3. Payment Terms:

The Total Contract Price shall be paid by the Owner to the Contractor in a series of progress payments, which will be invoiced by the Contractor at monthly intervals. Invoices and progress payments must be based on the actual progress of the work completed or equipment and materials installed at the work site. Determination of actual progress of work completed shall be at the Owner's sole discretion. Invoices will be paid within 30 calendar days receipt by the Owner.

APPENDIX C – RATED CRITERIA AND PROPOSAL CONTENT



Proposals must include, in a format of your choice, the details requested in this Appendix C – Rated Criteria and Proposal Content

PASS/FAIL CRITERIA	PROPOSAL CONTENT
Work plan/ Schedule	○ Schedule outlines specific dates for key activities and deliverables required for completion of the work. ○ Schedule identifies significant work items, showing the order in which the proponent proposes to carry out the work. ○ Schedule that meets all Milestone Dates and Schedule Operational Date. ○ Equipment type and availability is suitable to complete the project by the specified Milestone Dates and Schedule Operational Date.
Project Team Qualifications and Experience	1. Project Leader ○ Project Leader identified for managing project deliverables and will serve as the Proponent's main point of contact who has applicable skill sets, credentials, and demonstrated experience in similar projects. Include a resume not to exceed three (3) pages. ○ For the identified project leader, being located in the Calgary region is an asset. ○ Project Leader or knowledgeable experienced designate has the ability to respond to the Town within twenty-four (24) hours notice on all business days. 2. Core Team and Safety Professional ○ Core project team members identified on the organizational chart which outlines roles and responsibilities of each team member supporting applicable skill sets, credentials, and applicable

	experience. This includes the safety professional responsible for the safety program compliance. ○ Sub-contractors identified in Appendix E have applicable skill sets, credentials, and demonstrated experience in similar projects.
Relevant Project Experience	○ The Proponent's proposed team has undertaken up to three (3) project examples similar to the project detailed in this RFP. This can include projects such as lagoons, storage ponds, storm ponds, dams, etc. ○ The Proponent's proposed sub-contractors have undertaken projects similar to the specific sub-contractor scope detailed in this RFP. Provide up to three (3) project examples for each sub-contractor who will be performing the liner, earthworks, and utilities Scope of Works. ○ Experience of the Proponent or sub-contractor with synthetic liners is required. ○ Experience with constructing a dam is an asset. ○ Provide up to three (3) references for the projects performed by the Proponent described as per above, using Appendix D as a template for the information required.

APPENDIX D – EXPERIENCE FORM



Proposals must include, in a format of your choice, the details requested in this Appendix D – Experience Form.

Proponents should provide details on 3 projects completed in the last 5 years which are the most similar to the Scope of Work. Proponents should note that the Town may contact the client to provide a reference on the experience listed (including amending scoring in the evaluation based on the client's feedback). If Subcontractors are to be used in delivering the Service, then the details requested in this form should also be provided for each Subcontractor as an additional form.

Evaluation Factors:

Factors to be considered during the evaluation in assessing suitability of experience will include:

- Suitability of experience with similar work and projects;
- Feedback from Client references, if the Town chooses to contact references; and
- The Town's own experience.

Project Experience #1

Client Company Name:	
Project Name:	
Contact Name:	
Contact Telephone number:	
Date Proponent Started Work on Project:	
Date Proponent Finished Work on	
Brief Description of Project and Services Proponent Performed:	
Value of Proponent Contract on this Project (excluding GST):	
Project Leader and Superintendent:	

Project Experience #2

Client Company Name:	
Project Name:	
Contact Name:	
Contact Telephone number:	
Date Proponent Started Work on Project:	
Date Proponent Finished Work on	
Brief Description of Project and Services Proponent Performed:	

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Construction Services for Foothills Okotoks Regional Water Project – Raw Water Reservoir

Value of Proponent Contract on this Project (excluding GST):	
Project Leader and Superintendent:	

Project Experience #3

Client Company Name:	
Project Name:	
Contact Name:	
Contact Telephone number:	
Date Proponent Started Work on Project:	
Date Proponent Finished Work on	
Brief Description of Project and Services Proponent Performed:	
Value of Proponent Contract on this Project (excluding GST):	
Project Leader and Superintendent:	

Please label as "Appendix E – Subcontractors Form" and upload with the Proposal.

Evaluation Factors:

- The part of the work being performed by the subcontractor, is within the firm's scope of practice.

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