

2018 CONSTRUCTION SURVEY SERVICES PRE-QUALIFICATION REGISTRATION

Background:

This Request for Pre-Qualification identifies a business opportunity for the successful Proponents to enter into standing offer agreements to provide construction surveying services, as requested and required by the City of Vernon ("City").

The City anticipates the need for professional construction survey services which may include: topographic survey for design purposes, survey layout for construction, and other miscellaneous field services , reporting, field design, as built drawing preparations, meetings, etc.

As specific requirements are not fully known at this time, the City wishes to enter into standing offer agreements for 2018 Services with a limited number of Surveyors that have the interest and capabilities to provide such services. This would allow the City to provide a call-up list for required services, as and when the needs arise, in the form of a Request for Services to the standing offer agreement.

The City invites submissions from bonafide Surveyors with a minimum of three years of related experience to be included on a pre-qualified consultant list.

Submissions will be received at the office of the Buyer, Procurement Services at 1900 – 48th Avenue, Vernon, BC, V1T 8Y7 or emailed to purchasing@vernon.ca or faxed to (250) 550-3487.

Pre-qualification submissions must consent to the City of Vernon verifying the information provided on their submission. Contractors not able to comply fully with the minimum requirements will NOT qualify for registration with the City. *Copies of certificates shall be submitted with the Pre-Qualification Forms.*

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Pre-Qualification Procedure:

1. Contractor must have a minimum of 3 years experience as a Bonafide Surveyor
2. Submit documentation:
 - a. Registration page signed and dated (bottom of Page 3)
 - b. \$2M Comprehensive Public General Liability Insurance Certificate including the following as Additional Insured:
 - o City of Vernon
 - o Regional District of the North Okanagan
 - c. WorkSafeBC number or Clearance Letter
 - d. City of Vernon or Inter-Community Business License Number
 - e. Proof of vehicle ownership and registration including proof of insurance in the amount of \$2M per vehicle
3. Ensure reference contact names & phone numbers are current.

The City will create a Contractor call out list based the following considerations.

Rates – Mandatory Documentation must be in place
Work Experience – Urban experience will be given preference
Equipment
References

The City reserves the right, at its sole discretion, to pre-quality a limited number or to pre-qualify none of the Contractors applying.

Once hired, Contractor to supply all labor, materials and equipment necessary to complete the Services. Some services will be considered time sensitive. To ensure City performance standards are met, the Contractor may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination. Contractor warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and WorkSafeBC."



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PRE-QUALIFICATION REGISTRATION**

Email forms to: purchasing@vernon.ca or Fax (250) 550-3487

NAME OF REGISTERED OWNER/COMPANY:		
CONTACT NAME:		
ADDRESS:	POSTAL CODE:	
PHONE:	FAX:	EMAIL:

Number of Yrs as a bonafide Surveyor:	
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	Survey Services	Other	Other	Other	Other
Make / Model / Yr of Equipment					
Hourly Rate	\$	\$	\$	\$	\$
Extra Charge with GPS	\$	\$	\$	\$	\$
Clerical Support	\$	\$	\$	\$	\$
Same Day Response Time Up charge	\$	\$	\$	\$	\$
Disbursements: Mileage Rate within Vernon Jobsites	\$ /km				
Travel Cost to site if traveling from outside of Vernon	\$ /	Return trip to Vernon jobsite			
Other Charges					

Vernon or Inter-Community Business License #	Worksafe BC #	Comprehensive General Liability Insurance 2M – City & RDNO named as Additional Insured	Auto Liability Insurance \$2M
		Certificate Attached	Documents Attached

NOTE:

- CONTRACTOR/OPERATORS SHALL FOLLOW WORKSAFE BC SAFETY PRACTICES AND SHALL BE EQUIPPED WITH ALL SAFETY PPE
- INCLUDING APPROPRIATE FALL PROTECTION EQUIPMENT. (HARD HATS, HIGH VISIBILITY VESTS AND SAFETY FOOTWEAR) UPON HIRING, CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH CITY WORK & SERVICE CONDITIONS. https://www.vernon.ca/sites/default/files/docs/financial/work_service_general_conditions.pdf

FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY

Authorized Signature:

Date:

SENIOR PERSONNEL

Name	Yrs of Experience	Certification / Training

COMPARABLE WORK EXPERIENCE / REFERENCES

Work Description / Residential & Commercial	Site Location	Contracted By	Reference Contact Name & Phone #