

## 2018 GEOTECHNICAL SERVICES PRE-QUALIFICATION REGISTRATION

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

The City anticipates the need for professional geotechnical engineering services which may include; site characterization for design purposes, geotechnical investigations and reporting, materials sampling and testing services of soils, asphalt and concrete, pavement, and other miscellaneous field services such as field density testing, engineering review and analysis, documentation, permit and report preparation, location, field design, meetings, etc.

Submissions shall be marked “**2018 Geotechnical Services Pre-Qualification**” and will be received at the office of the Manager, Procurement Services - Operation Services Office, 1900 – 48<sup>th</sup> Avenue, Vernon, BC, V1T 8Y7 or emailed to [purchasing@vernon.ca](mailto:purchasing@vernon.ca) or faxed to (250) 550-3487.

Consultants responding to the pre-qualification must consent to the City verifying the information provided on their submission. Consultants 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.*

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the Consultants applying. Although the City may pre-qualify Consultants at this time, we accept applications throughout the year.

### **Pre-Qualification Procedure:**

1. Company must have a minimum of 3 years experience as a Bonafide Geotechnical Engineering firm adhering to Canadian Council of Independent Laboratories (CCIL) and Canadian Standards Association (CSA) testing standards.
2. Submit documentation:
  - Registration page signed and dated (bottom of Page 3)
  - City of Vernon or inter-municipal business license number
  - WorkSafeBC Clearance Letter
  - \$2M Comprehensive General Liability Insurance including the following named as the Additionally Insured:
    - City of Vernon
    - Regional District of the North Okanagan
  - Professional Errors and Omissions Insurance ( \$500,000 minimum)
  - Proof of vehicle ownership and registration including proof of insurance
  - Copy of professional certificate(s) and membership(s)
3. The City will create a Consultant call out list based the following considerations
  - Rates
  - Work Experience / References
  - Availability & Equipment

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Upon call out, the City will provide the Consultant with a Standing Purchase Order and the City Professional Services General Conditions will apply. Refer to: [https://www.vernon.ca/sites/default/files/docs/financial/prof\\_services\\_general\\_conditions.pdf](https://www.vernon.ca/sites/default/files/docs/financial/prof_services_general_conditions.pdf)

Once hired, Consultant to supply all labour, materials and equipment necessary to complete the services. Some services will be considered time sensitive. Once construction work is scheduled and the scope of consulting services is identified and awarded, the City may require a response time of **no less than one business day**. To ensure City performance standards are met, the Consultant 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. Consultant 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](mailto:purchasing@vernon.ca) or Fax (250) 550-3487

<b>NAME OF REGISTERED OWNER/COMPANY:</b>		
<b>CONTACT NAME:</b>		
<b>ADDRESS:</b>		<b>POSTAL CODE:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>AFTER HOURS EMERGENCY CELL #:</b>		

<b>Number of Yrs as a bonafide Geotechnical firm.</b>	<b>yrs</b>
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<b>Professional Services</b>	Sr Geotechnical Engineer	Jr Engineer	Sr Technologist	Jr Technologist	Project Engineer	Clerical Support Services
<b>Hourly Rate</b>	\$	\$	\$	\$	\$	\$
<b>Material Testing</b>	Std Proctor Density Test	Concrete Curing & Compression Testing	Sieve Analysis	Asphalt Marshall Analysis	Pavement Core Density / Thickness Determinations:	
<b>Charge Per Sample, Core or Test</b>	\$	\$	\$	\$	\$	
<b>Geotechnical Exploration Charges</b>	Pavement Core Retrieval	Cone Penetration Testing	Core Drilling Rig	Other		
	\$ /core	\$ / lin ft	\$ /core			
<b>Travel &amp; Disbursement Charges within Vernon Jobsites</b>	Travel Charge	Travel Cost to site if traveling from outside of Vernon				
	\$ /km	\$ / one way fixed cost from _____ (city)				
		\$ / per km cost if not fixed charge. _____(km)				
<b>Administrative Fee</b>	_____ % charge per invoice (if applicable)					

<b>Vernon or Intermunicipal Business License</b>	<b>WorkSafe BC Coverage</b>	<b>CGL Insurance &amp; Auto Liability Insurance - \$2M</b>	<b>Prof. E&amp;O Policy # (500K)</b>

**NOTE:** CONSULTANT SHALL FOLLOW WORKSAFEBC SAFETY PRACTICES AND SHALL BE EQUIPPED WITH ALL SAFETY ITEMS i.e.: (HARD HATS, HIGH VISIBILITY VESTS AND SAFETY FOOTWEAR)  
 FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SENIOR PERSONNEL**

Name	Yrs of Experience	Certification / Training

**COMPARABLE WORK EXPERIENCE / REFERENCES**

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