



## PRE-QUALIFICATION REGISTRATION

### 2021-2022 Geotechnical Services

#### Invitation:

The City of Vernon (“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.

Professional geotechnical engineering services 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.

The pre-qualification documents have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

**Click the link above or type the address into your browser to go to the portal; register as a Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.**

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractor’s not able to comply fully with the minimum WorkSafeBC Clearance Letter, Business Licence, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration. **Copies of insurance certificates must be submitted with the Pre-Qualification Forms.** The Contractor must carry public liability insurance and errors and omissions insurance in the amount of:

- **\$2,000,000.00**

Including the following named as Additionally Insured:

- **City of Vernon**
- **Regional District of the North Okanagan**

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying. Pricing as submitted is binding and will be evaluated by City staff. Should rates change it is the responsibility of the Contractor to re-submit for consideration.

**Pre-Qualification Procedure:**

1. Contractor 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 all required documentation via Bonfire portal
3. The City will create a consultant call out list based the following considerations
  - Rates
  - Work Experience / References
  - Availability & Equipment
4. Upon call the City's Professional Services General Conditions 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. All work shall be completed as agreed upon with the City designate. 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.

**Contact:**

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Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A and the designated procurement staff member will respond. Note that any questions being submitted are only available for viewing by the City of Vernon.