
Solicitation of Statements of Qualifications

On March 1, 2019, the City of Parksville will discard all Statement of Qualifications (SOQs), letters of interest and obsolete technical proposals currently on file. The City requests new SOQs from qualified consultants to provide professional services for the term, April 30, 2019, to April 30, 2021, to facilitate the implementation of the City's capital works program and to support a variety of other municipal services and initiatives. *Companies currently in the City of Parksville SOQ program must submit updated SOQ's. The City shall assume companies not submitting updated SOQ's no longer wish to participate in the program.*

Service areas within the SOQ program are:

- Architecture
- Civil Engineering
- Communications, Public Relations and Special Events
- Construction Management and Inspection Services
- Economic Development and Strategic Planning
- Electrical and Mechanical Engineering
- Health, Safety and Emergency Management Services
- Environmental Services
- Geotechnical Engineering and Materials Testing
- Landscape Architecture, Construction and Maintenance
- Software Program Selection, Implementation, Application Development and Support
- Structural Engineering
- Surveying and Right-of-Way Engineering
- Traffic Engineering
- Water Resources
- Property Appraisal Services
- Archeological Services
- Water and Waste Water Industry

When capital works projects and other municipal initiatives become funded during this term, SOQs may be evaluated by a committee to shortlist and select the best-qualified consultants, depending on the size and/or technical complexity of the project or initiative, funding availability, schedule constraints and the type of services required. Upon selection of the best-qualified firm for any given project, the parties will meet to develop a professional services agreement, including terms of reference, schedule and fees to a mutual satisfaction.

Firms interested in providing any of these services must obtain the Request for SOQ package, including instructions, forms and frequently asked questions from the City's website [*Business/Statement of Qualifications*] or from the Engineering Department at 100 Jensen Avenue East, Second Floor, Parksville V9P 2H3. Submittals will be accepted from 8 am to 4 pm, Monday through Friday, until the deadline at 4 pm (PST), Tuesday, April 30, 2019.

After this deadline on an annual basis, the City may consider allowing new applicants to enter into the current SOQ program; however, if previously submitted SOQs for a specific project have already been ranked, the late or revised SOQ will automatically be placed at the bottom of the ranked list. If a project within a service area has not yet been ranked, the late or revised SOQ will be accepted and considered, without penalty, when and if the project is ranked.

Questions regarding the SOQ Program process should be directed to Deanne Dieleman, Administrative Assistant, by telephone 250 951-2484, fax 250 954-4657, or DDieleman@parksville.ca

JOE DOXEY
A/ Director of Engineering