



REQUEST FOR
STATEMENT OF QUALIFICATIONS
FOR

ARCHITECTURAL, ENGINEERING AND OTHER
PROFESSIONAL SERVICES

For the Term

April 30, 2019 – April 30, 2021

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INTRODUCTION

On March 1, 2019, the City of Parksville discarded all Statement of Qualifications (SOQs), letters of interest and obsolete technical proposals currently on file. The City is now requesting new SOQs from qualified consultants to provide architectural, engineering, planning, financial, public relations, environmental and various other 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.

When capital works projects and other municipal initiatives become funded during this term, SOQs submitted in accordance with this request may be evaluated by committee to shortlist and select the best qualified consultant to provide services to the City, 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 a given project, the parties will meet to develop a professional services agreement, including terms of reference, schedule, and fees to mutual satisfaction. A purchase order and Notice to Proceed will be issued prior to commencement of services.

This package contains all instructions and forms necessary for any interested firm to respond to the City of Parksville's Request for Statement of Qualifications for architectural, engineering, and various other professional services for the term of April 30, 2019 through to April 30, 2021. Firms are advised to carefully review all contents of this package. Only submittals properly completed as instructed in this package will be accepted for evaluation.

Firms interested in providing one or more of the services identified herein must complete a **separate** SOQ submittal for **each** service area using the information and forms contained in this package. Submittals will be accepted at the Engineering Department from 8 am to 4 pm, Monday through Friday until April 30 2019. Electronic copies of the forms may be obtained from the City's website [*Business/Statement of Qualifications*] or may be obtained in person at the Engineering Department located on the second floor at 100 Jensen Avenue East, Parksville, British Columbia.

Submittals should be delivered or mailed as follows to:

	City of Parksville
Attention:	Joe Doxey, Acting Director of Engineering
By Mail:	PO Box 1390, Parksville, BC V9P 2H3
By Courier:	100 Jensen Avenue East, Second Floor, Parksville, BC

Questions about this solicitation should be directed to Deanne Dieleman, Administrative Assistant; by telephone at 250 951-2484, by fax 250 954-4657 or by email at DDieleman@parksville.ca.

SERVICE AREAS, POTENTIAL IMPROVEMENTS AND TASKS

During the term previously identified, the City of Parksville anticipates seeking qualified consultants to provide expertise in the service areas listed below to assist City staff with various municipal services and initiatives, as well as during the planning, engineering, design and construction phases of a wide variety of capital works projects **if they become funded**. While many consultants will be needed during this term, some programs and projects may not be funded during this term and these corresponding service areas **will not** be required. Therefore, SOQs submitted in these particular Service Areas may never be evaluated or ranked. Also, the City reserves the right to request SOQs for additional service areas, project-specific technical proposals (whether or not firms are shortlisted by this SOQ process) and/or perform interviews with most qualified firms.

Firms interested in providing services in any service area must be the prime consultant for that service.

NO.	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
1.	Architecture	<ul style="list-style-type: none"> • <i>Facility Remodels and Renovations</i> • <i>Tenant Improvements</i> • <i>Park/Recreation Facilities</i> • <i>Public Works Mezzanine Upgrade</i> • <i>Equipment Storage Facilities</i> • <i>Building Preventative Maintenance Plan</i> • <i>Sports Fields</i> 	<ul style="list-style-type: none"> • Building Assessments • Site Selection • Master Planning, Space Planning • Feasibility Studies • Renderings • Disabled Accessibility Evaluations and Mitigation • Life Cycle Cost Estimates • Peer Review of Building Design by Others • Interior Design • Sustainable Solutions • Technical Studies, Reports, and Presentations • Schematic Design • Design Development • Final Design Plans, Specifications and Estimates • Tender and Construction Phase Services • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
2.	Civil Engineering	<ul style="list-style-type: none"> • <i>Roadways and Street Improvements</i> • <i>Pavement Management System</i> • <i>Plan Checking of Private Development Grading, Drainage, Works and Services Plans and Technical Reports</i> • <i>Preventative Maintenance Plans</i> • <i>Subdivision Servicing Bylaw Update</i> • <i>Works and Services Bylaw Update</i> • <i>Flow Monitoring Programs</i> 	<ul style="list-style-type: none"> • Project Management • Design Survey and Geometrics • Pavement Evaluation and Design • Environmental Permitting • Coordination with Other Agencies and Utilities • Constructability/ Bidability Reviews • Peer Review of PS&Es prepared by Others (Roadways, Drainage, Utilities) • Value Engineering • AutoCAD Services • Development Conditioning/Permitting • Preliminary Engineering Studies and Technical Reports • Alternatives Analysis • Final Design Plans, Specifications and Estimates • Tender and Construction Phase Support Services • On-Call Services • Ongoing professional support for I & I reduction program. Data evaluations, reporting and recommendations.

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
3.	Communications, Public Relations, and Special Events	<ul style="list-style-type: none"> • <i>Special Events</i> • <i>Open Houses</i> • <i>Website Development</i> • <i>Press Releases/Newsletters</i> • <i>Educational Materials</i> • <i>Community Surveys</i> • <i>Graphics</i> 	<ul style="list-style-type: none"> • Facilitation of Open Houses and Special Events • Interagency Coordination • Surveys and Educational Handouts • Upgrade of City Website • Presentations and Graphics • Community Outreach • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
4.	Construction Management and Inspection Services	<ul style="list-style-type: none"> • <i>Roadways</i> • <i>Traffic Signals</i> • <i>Culverts /Detention Basins</i> • <i>Parks and Trails</i> • <i>Water Pipelines, Reservoirs, and Pump Stations</i> • <i>Sewer Pipelines and Lift Stations</i> • <i>Front-End Contract Documents and General Conditions Update</i> • <i>Private Development Works and Services Inspections</i> • <i>Facilities and Remodels (see list in Architectural Service Area)</i> • <i>Pumping Station Systems</i> • <i>Alternative/Renewable Energy Building Systems</i> 	<ul style="list-style-type: none"> • Constructability/Bid Ability Reviews • Value Engineering • Tender Phase Support • Submittal Tracking and Reviews • Construction Staking • Construction Management • Contract Administration • Interagency and Third Party Utility Coordination • Construction Inspection • Materials Testing • Progress Meetings and Reporting • Progress Payments and Fund/Grant Tracking • Change Order Management • Permit Monitoring • Project Closeout • Claims Prevention/Mitigation • On-Call Services • Comprehensive Review and Update of Construction Contract Documents

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
5.	Economic Development and Strategic Planning	<ul style="list-style-type: none"> • <i>Economic Development Plan</i> • <i>Strategic Plans</i> • <i>Organizational Audit of Municipal Services</i> • <i>Asset Management System</i> 	<ul style="list-style-type: none"> • Develop Asset Management Strategy and Plan • Economic and Market Research • Market Surveys • Economic Development Visioning • Organizational Audit and Improvement Strategies • Feasibility Studies • Performance Measurements and Benchmarking • Implementation Plans • Process Improvements • Identification of Potential Funding and Grants • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
6.	Electrical and Mechanical Engineering	<ul style="list-style-type: none"> • <i>Emergency Generators</i> • <i>Sports Field Lighting</i> • <i>Switchgear</i> • <i>Communications Systems</i> • <i>Security Systems</i> • <i>Street Lighting</i> • <i>HVAC and Mechanical Building Systems</i> 	<ul style="list-style-type: none"> • Electrical or Mechanical Assessments • Feasibility Studies • Energy and Greenhouse Gas Reduction Strategies • Renewable Energy Solutions Design • Preliminary Engineering • Final Design Plans, Specifications and Estimates • Tender and Construction Phase Services • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
7.	Health, Safety, and Emergency Management Services	<ul style="list-style-type: none"> • <i>Emergency Preparedness and Response Plan</i> • <i>Training Programs</i> • <i>Full-Scale Mock Exercises</i> • <i>Emergency Operations Centre Development</i> • <i>Safety-Related and Injury Prevention Plans (Fire, Earthquake, Falls, Confined Space, New Equipment)</i> • <i>Hazardous Materials Response Plan</i> • <i>Health and Safety Inspections, Procedures and Policies</i> 	<ul style="list-style-type: none"> • Design and Conduct Full-Scale Emergency Management Exercises • Prepare Policies and Procedures • Hazard, Risk and Vulnerability Assessments • Field and Equipment Safety Inspections • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
8.	Environmental Services	<ul style="list-style-type: none"> • <i>Any City Property, Project, Improvements or Municipal Services</i> 	<ul style="list-style-type: none"> • Environmental Assessments • Environmental Constraints Analysis • Biological and Cultural Resource Surveys • Regulatory Agency Permitting • Federal, First Nations and Provincial Consultations • Air Quality Testing • Testing and Abatement Plans for Asbestos, Moulds and Hazardous Materials • Spill Response Planning • Wetlands Mitigation • Environmental Modeling using GIS • Storm Water Quality Testing/Monitoring • Erosion Control/Best Management Practices • Mitigation Monitoring Plan • Reporting and Presentations • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
9.	Geotechnical Engineering and Materials Testing	<ul style="list-style-type: none"> • <i>Any City Property, Project, Improvements or Municipal Services</i> • <i>Beach/Bluff Erosion and Stabilization</i> 	<ul style="list-style-type: none"> • Site Investigations • Soil and Asphalt Pavement Borings • Laboratory Testing • Geotechnical Reports • Non-destructive Testing • Pavement Condition Surveys • Pavement Section Alternatives • Retaining Wall Design Parameters • Slope Stabilization • Landslide Monitoring • Grading Observations • Multi-Trades Building Inspections and Materials Testing (asphalt, concrete, masonry, steel) • Peer Review of Geotechnical Reports by Others • On-Call Services • Groundwater Studies • BMP Infiltration Studies

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
10.	Landscape Architecture, Construction & Maintenance	<ul style="list-style-type: none"> • <i>New and Renovated Parks</i> • <i>Trails/Sidewalks Connectivity Strategies</i> • <i>Landscaping and Streetscapes</i> • <i>Water-Conserving Irrigation Systems</i> • <i>Shade Ramadas, Kiosks and Signs</i> • <i>Rain Gardens</i> • <i>Weed Abatement</i> • <i>Parks and Trails Master Plan</i> • <i>Urban Forestry Preventative Maintenance Plan</i> 	<ul style="list-style-type: none"> • Arborist Services • Parks/Trails Master Planning • Schematics and Renderings • Reporting and Presentations • Peer Review of Plans, Specifications and Estimates Prepared by Others • Schematic Design • Design Development • Final Design Plans, Specifications and Estimates • Tender and Construction Phase Support Services • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
11.	Software Program Selection, Implementation, Application Development, and Support	<ul style="list-style-type: none"> • <i>Maintenance Management/Work Order Systems</i> • <i>Asset Management</i> • <i>Records Management</i> • <i>Geographic Information System Update</i> • <i>Server Upgrades</i> • <i>Desktop Upgrades</i> • <i>Digitizing of Old Plans and Maps</i> • <i>Data Storage Management</i> • <i>Website Development</i> • <i>Supervisory Control and Data Acquisition (SCADA) System Upgrades</i> 	<ul style="list-style-type: none"> • Prepare Documentation • Conduct On-Site Training • Testing and Trouble-Shooting • Develop Applications or Customizations • Manage Information Technology Projects • Upgrade City Website • Provide Quality Assurance for Information Technology Development and Implementation Projects • GIS Development and Modeling • On-Call Services • Selection, Implementation and Training of Asset Management Software

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
12.	Structural Engineering	<ul style="list-style-type: none"> • <i>Retaining Walls and Seawalls</i> • <i>Beach Access Stairs</i> • <i>Utility Vaults</i> • <i>Building Framing Systems</i> • <i>Pedestrian Bridges</i> • <i>Box Culverts</i> • <i>Foundation Slabs</i> • <i>Steel Tank Reservoirs</i> 	<ul style="list-style-type: none"> • Building Assessment • Structural Analysis and Design • Seismic Evaluations • Structural Modifications • Non-destructive Testing • Rehabilitation Strategies • Preliminary Engineering • Final Design Plans, Specifications and Estimates • Tender and Construction Phase Services • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
13.	Surveying and Right-of-Way Engineering	<ul style="list-style-type: none"> • <i>Any City Property, Project, Improvements or Municipal Services</i> 	<ul style="list-style-type: none"> • Ground Control • Aerial Photography/Ortho-Photogrammetry • Design Surveys • Digital Terrain Modeling • Topographic Surveys • Construction Staking • Quality Assurance of Contractor's Staking • Set Monuments • Records and Lands Title Research • Supplementary Letter Patents • Plans/Plats for Right-of-Way/ Easement Acquisitions • Right-of-Way Certifications and Acquisition Support • Identification of Temporary and Permanent Easements • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
14.	Traffic Engineering	<ul style="list-style-type: none"> • <i>New and Upgraded Traffic Signals</i> • <i>Pedestrian Crossings and Connectivity</i> • <i>Signal Timing Assessments</i> • <i>Interconnection and Synchronization</i> • <i>Intersection Modifications</i> • <i>Transportation Planning</i> • <i>Parking Lots</i> • <i>Pedestrian, Bicycle, and Transit Studies</i> • <i>Bicycle Lane Linkages</i> • <i>Highway Corridor Improvement Study</i> • <i>Traffic Bylaw Update</i> 	<ul style="list-style-type: none"> • Traffic Counts • Traffic Studies • Parking Studies • Signal Warrants • Signal Design • Signage and Striping Plans • Traffic Control and Barricading Plans • Regional and Multi-Modal Transportation Planning • Interagency Coordination • Reporting and Presentations • On-Call Services

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
15.	Water Resources	<ul style="list-style-type: none"> • <i>New and Rehabilitated Pipelines</i> • <i>Reservoirs</i> • <i>Wells</i> • <i>Pump Stations and Lift Stations</i> • <i>Aquifer Storage and Recovery</i> • <i>Storm Drainage Retention and Conveyance</i> • <i>Outfall Replacement</i> • <i>Water System Master Plan</i> • <i>Preventative Maintenance Plans</i> • <i>Watershed and Aquifer Protection Strategies</i> 	<ul style="list-style-type: none"> • Master Planning • Aquifer Testing and Monitoring • Alignment Studies • Hydrology/Hydraulic Analyses • Hydro-Geologic Studies • Design Surveying • Coordination with Utilities and Federal, Provincial and Regional Agencies • Utility System Modeling • Preliminary Engineering • Technical Studies and Reports • Reporting and Presentations • Final Design Plans, Specifications and Estimates • Value Engineering • Tender and Construction Phase Services • On-Call Services • Condition Assessments • Capital Upgrade Recommendations

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
16.	Property Appraisal Services	<ul style="list-style-type: none"> • <i>Appraisal of City owned/public land and facilities</i> • <i>Appraisal based on various zoning scenarios</i> • <i>Appraisal of projects based on infrastructure proposed</i> • <i>Advice on property purchase</i> 	<ul style="list-style-type: none"> • Provide market analysis and value assessment of City owned lands • Provide value assessments based on zoning scenarios and development options • Provide comparative assessments of land based on the addition of new infrastructure or services, such as sewer, water, etc. • Assessments of value and recommendations on purchase price for lands the City wishes to acquire for public purposes

NO	SERVICE AREA	POTENTIAL PROJECTS	POTENTIAL TASKS
17.	Archaeological Services	<ul style="list-style-type: none"> • <i>Any City Property/Project</i> 	<ul style="list-style-type: none"> • Archaeological surveys • First Nations, Federal and Provincial Consultations and Permits • Formal site testing • Data recovery excavations • Records review • Laboratory analysis
18.	Water & Waste Water Industry	<ul style="list-style-type: none"> • <i>Water Pumping Station 'Upgrade / Maintenance / Adjustments'</i> • <i>Sewage Lift Station 'Upgrade / Maintenance / Adjustments'</i> 	<ul style="list-style-type: none"> • Electronic automation • Instrumentation Work • Security

SUBMITTAL INSTRUCTIONS

1. Each firm must submit a separate submittal for each service area that they wish to provide services for.
2. Each firm must provide three (3) copies of each service area submittal.
3. Every copy must be individually bound.
4. Submittals must follow the organization, order and numbering presented in the section entitled, '**SOQ Order and Page Limits**' found on page 16.
5. All submittals must be typed on the forms provided in this package, or obtained via our website, except where otherwise instructed in the **SOQ Order and Page Limits**. Identical forms created with computer word processing programs are acceptable; however, use the same layout and format as the original. Slight adjustments to the forms such as margins and paragraph spacing are acceptable. These adjustments must not change the wording or numbering of questions, the order of requested information or increase or decrease the amount of information requested for each page of a form.
6. Typing on forms should be in 10 or 12-point type, using fonts such as Calibri, Trebuchet, or Arial. Tabs or separator sheets, if used, may use larger font sizes.
7. One copy of each form is included in this package.

SOQ ORDER AND PAGE LIMITS

Each Service Area submittal must conform (order, page limits and contents) as follows:

Cover Must identify the service area and the name of firm.

Letter Provide a one (1) page cover letter identifying the service area and name of firm. The letter must also include the following:

- a. Whether or not the firm has an office in the City of Parksville;
- b. Whether or not a majority of the work will be performed locally (on Vancouver Island or in the lower mainland of British Columbia).
- c. The name of a local or regional office representative who is able to legally execute agreements and amendments with the City of Parksville; and
- d. A non–electronic signature executed in blue by an officer of the firm.

Qualifications

FORM A – General firm information: limit one (1) page

FORM B – Tentative project team: limit one (1) page

Also provide a preliminary organizational chart to illustrate tentative project team with subconsultants based on potential improvements most suitable for your firm: limit one (1) page

FORM C - Resumes of key personnel: limit to one (1) page per each person, up to a maximum of ten (10) people. Up to four (4) of the ten (10) people may be subconsultants

FORM D - Example projects that best illustrate the proposed team’s qualifications: limit of one (1) page for each project, up to a maximum of four (4) projects

FORM E - Key personnel participation in example projects: limit one (1) page

FORM F - Applicable specialized equipment and resources: limit one (1) page

FORM G - Hourly rate sheet: limit one (1) page

FORM H - Additional information: limit one (1) page

FORM A – GENERAL FIRM INFORMATION

1.	Firm's Name:	
2.	Firm's Local Address:	

3. Is your local office the Head Office? Yes No Branch Office? Yes No
 Only Office? Yes No

4. Year your firm was established: _____

5. Year your local office was established: _____

6. Primary contacts (Principals) in the local office:

Name	Title	Telephone Number	Email Address

7. List locations of no more than three (3) other offices where work may be performed (if applicable):

Address	Telephone Number	Number of Personnel

8. Total employees presently employed:

a) In your local office _____ b) In your firm _____

9. Errors and Omissions Insurance

a) Amount your firm presently carries: \$ _____

b) Carrier's name and address: _____

FORM B – TENTATIVE PROJECT TEAM

SERVICE AREA (Select from Service Area list in SOQ document): _____

A. Consultant’s Key Personnel

Please identify your tentative, key project team members, their titles and their primary duties:

Name	Role	Primary Duties

B. Subconsultant and Support Services

Please identify any key subconsultants or vendors, contact persons and services they would provide in order to support your project team.

Firm Name and Location	Contact Person	Support Services

C. Organizational Chart

Please insert a preliminary organizational chart of your tentative project team on the next page.

FORM C – RESUMES OF KEY PERSONNEL

1. Name: _____
2. Role in this Service Area: _____
3. Years of experience – Total: _____ With Current Firm: _____
4. Education (Degree and Specialization) _____
5. Current Professional Registration (Province and Discipline) _____
6. Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)

7. Relevant Project – Title and Location (City/Province): _____
Year Completed – Professional Services: _____
Year Completed – Construction (if applicable): _____
Brief Description (scope, size, cost, etc.) and Specific Role: _____

Performed Relevant Project with Current Firm: Yes No

8. Relevant Project – Title/Location (City/Province): _____
Year Completed – Professional Services: _____
Year Completed – Construction (if applicable): _____
Brief Description (scope, size, cost, etc.) and Specific Role: _____

Performed Relevant Project with Current Firm: Yes No

9. Relevant Project – Title/Location (City/Province): _____
Year Completed – Professional Services: _____

Year Completed – Construction (if applicable): _____

Brief Description (scope, size, cost, etc.) and Specific Role: _____

Performed Relevant Project with Current Firm: Yes No

**FORM D – EXAMPLE PROJECTS THAT BEST ILLUSTRATE
PROPOSED FIRM’S QUALIFICATIONS**

Project Key Number (1 to 4): 1 2 3 4

1. Title of Example Project: _____

2. Project Location (City and Province): _____

3. Year Completed – Professional Services: _____

4. Year Completed – Construction (if applicable): _____

5. Project Owner’s Information:

- Project Owner: _____

- Point of Contact Name: _____

- Point of Contact Telephone Number: _____

- Point of Contact Email Address: _____

6. Brief Description of Project and Relevance to this Service Area (include scope, size, cost, etc.):

7. Subconsultants from FORM B Involved with this Project, if any:

Firm Name	Firm Location	Support Service

**FORM E – KEY PERSONNEL PARTICIPATION
IN EXAMPLE PROJECTS**

No.	Key Personnel From FORM C	Role	Example Projects Listed in FORM D (Fill in “Example Projects Key” section below before completing table. Place “X” under project key number below for participation in same/similar role).			
			1	2	3	4
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Example Projects Key from FORM D

No.	Title of Example Project	No.	Title of Example Project
1.		3.	
2.		4.	

FORM F – APPLICABLE SPECIALIZED EQUIPMENT AND RESOURCES

List specialized equipment, vehicles, software, or other resources your firm possesses that is advantageous or necessary to perform this service and which your firm is willing to commit locally. Equipment may include, but is not limited to: heavy equipment, special purpose or specially-equipped vehicles, equipment, specialized computer software, reference manuals/codes, laboratory testing equipment or other relevant resources.

1.	Applicable Specialized Equipment and Vehicles
2.	Applicable Specialized Software Programs
3.	Applicable Reference Manuals, Codes and Data

4.	Other Applicable Resources

FORM G – HOURLY RATE SHEET

No.	Key Personnel from FORM C	Role	Fully Burdened Hourly Rates		
			2019	2020	2021
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
4.			\$	\$	\$
5.			\$	\$	\$
6.			\$	\$	\$
7.			\$	\$	\$
8.			\$	\$	\$
9.			\$	\$	\$
10.			\$	\$	\$

No.	Other Staff (or Classifications)	Role	Fully Burdened Hourly Rates		
			2019	2020	2021
11.			\$	\$	\$
12.			\$	\$	\$
13.			\$	\$	\$
14.			\$	\$	\$

The City of Parksville is a Living Wage Employer and, as such has a requirement for any competitive bidding process that any submissions must include a signed “Living Wage Employer Declaration” signifying compliance with the City of Parksville Living Wage Employer Policy. The current (March, 2019) living wage

FORM I –Living Wage Employer Declaration

Living Wage Employer Declaration



I, _____, as a duly designated officer of

Company: _____

Address: _____

confirms that all employees and sub-contractors under our contract with the City as outlined below are paid not less than the “Living Wage” as calculated annually by the District 69 Living Wage for Families Coalition.

I acknowledge this requirement extends only to those employees and sub-contractors’ employees performing work on City premises or engaged in City projects for durations in excess of 7 hours per occasion.

I understand the City will conduct audits when necessary if and when a notification of a potential breach of compliance is received by the City. I understand if a breach of compliance is determined to have occurred, the City reserves the right to cancel the contract without penalty at any time once said breach is confirmed and authenticated.

Contract Name and Reference:

--

Authorized Signatory:

Date:

--	--

Signature of Authorized Representative: _____

Printed Name: _____

Title of Signer: _____

Date Signed: _____

FREQUENTLY ASKED QUESTIONS**1. *How does our firm get consideration to do consulting work for the City of Parksville?***

Obtain a Statement of Qualifications (SOQ) package from the City of Parksville Engineering Department, second floor, 100 Jensen Avenue East, Parksville V9P 2H3 or from the City's website at <http://www.parksville.ca/cms.asp?wpID=379>. The office may be reached at 250 951-2484. Complete and submit SOQs in all service areas of your firm's expertise in accordance with the instruction package.

2. *If I have a question regarding preparation of an SOQ, who should I contact?*

Deanne Dieleman, Administrative Assistant, Engineering Department at 250 951-2484, by fax at 250 954-4657, or email DDieleman@parksville.ca.

3. *Can the SOQ package be emailed to our firm?*

No, however it may be obtained, as per instructions, from the City's website at <http://www.parksville.ca/cms.asp?wpID=379>.

4. *When and where are the SOQs due?*

Submittals will be accepted from 8 am to 4 pm, Monday through Friday for the duration of the term, through until April 1, 2019. Submittals should be delivered to the City of Parksville, Engineering Department, Second Floor, 100 Jensen Avenue East, Parksville, BC, or mailed to PO Box 1390, Parksville, BC V9P 2H3.

5. *Does each submittal for a given Service Area need to be bound separately?*

Yes. Each service area must be a separate submission and each of the three (3) required copies for each service area submittal must be bound separately.

6. *Can our firm submit or re-submit an SOQ after the deadline or at any other time during April 30, 2019 through to April 30, 2021 term?*

Yes, but only if a firm establishes a new local office or a previously-submitted firm has significant corporate changes (such as a merger) within the term. Routine changes in personnel are not considered significant corporate changes.

Note: If previously submitted SOQs for a service area have already been ranked, the late or revised SOQ will automatically be placed at the bottom of the ranked list, but the SOQ will be considered for future projects in that service area. If the service area has not yet been ranked, the late or revised SOQ will be accepted and considered, if and when that service area is ranked, without penalty.

Frequently Asked Questions (continued)**7. *What is meant by the term 'local office'?***

The term 'local office' implies an office located on Vancouver Island or in the Lower Mainland of British Columbia, with which, given its proximity, the City may be in more direct contact.

8. *When will the Service Areas be evaluated or ranked?*

If funding becomes available for a project, municipal program, or other initiative, and the City determines that consulting services are required, the SOQs corresponding to the applicable Service Area will be reviewed and ranked at that time. If funding does not become available during the April 30, 2019, to April 30, 2021, term, the applicable Service Area SOQs may never be reviewed, nor ranked.

9. *What criteria are used for ranking consultants within a Service Area?*

Qualifications-based criteria will typically be developed on a project-specific basis by a committee. Criteria typically include, but are not limited to:

- Responsiveness to this request for SOQs
- Qualifications and experience of key personnel
- Organizational approach
- Subconsultants
- Performance on similar projects
- Reference checks.

10. *Who serves on the Evaluation Committee?*

Various people will serve on Evaluation Committees to read, evaluate and rank SOQs submitted for a given service area. On small, routine projects the Committee may consist of the City's Project Representative and any other appropriate person. On large, technically complex, sensitive or unusual projects the Committee may consist of a Project Proponent (end user), Director of Engineering, Project Representative (who will serve as the point of contact to the selected consultant), a representative of a funding or neighbouring agency and/or a noncompeting individual who possesses technical proficiency in the service area.

11. *How do I find out where my firm ranked?*

As service areas are ranked during the April 30, 2019, through to April 30, 2021, term, results will be posted on the City of Parksville website and may be accessed at: <http://www.parksville.ca/cms.asp?wpID=379>. **If the service area ranking results are not posted on the website, they have not been ranked.**

Frequently Asked Questions (continued)

12. ***Once a service area is ranked and posted, will subsequent projects be awarded to the next highest ranked firm?***

Maybe. When the next project in a service area becomes funded, a committee will determine at that time whether or not the previous evaluation and ranking are pertinent to the new project, or if another review and ranking needs to be performed for the new project. Project-specific technical proposals and/or interviews with the most qualified firms may still be required at any time.

13. ***Why is the City of Parksville requesting hourly rates if selection is qualifications-based, and fees cannot yet be determined until a particular project and its required terms of reference are identified?***

If two or more firms are determined by a committee to be equally well qualified, the committee may consider hourly rates as a preliminary gauge of the cost-effectiveness of those firms. Actual fees will be negotiated upon selection and development of project-specific terms of reference and schedule needs. Hourly rates will not be a primary consideration for selection.

14. ***What forms of contracts does the City of Parksville enter into with selected consultants?***

In accordance with Purchasing Policy No. 6.14:

CONTRACT VALUE	FORM OF CONTRACT	EXAMPLES
Under \$20,000	Purchase Order + Terms of Reference + Hourly Rates	<ul style="list-style-type: none"> • On-call, as-needed services • Site Topographic Survey
\$20,000 to \$50,000	Purchase Order + Terms of Reference + Hourly Rates + Schedule	<ul style="list-style-type: none"> • Utility Rate Study • Design 2 Traffic Signals
\$50,000 to \$100,000	Purchase Order + Professional Services Agreement + Terms of Reference + Fees + Schedule	<ul style="list-style-type: none"> • Drainage Master Plan • Pavement Management System
Over \$100,000	Purchase Order + Professional Services Agreement + Terms of Reference + Fees + Schedule	<ul style="list-style-type: none"> • Design a Water Treatment Plant • Ongoing Review and Processing of Development Applications