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# REQUEST FOR QUALIFICATIONS (RFQ) GENERAL CONTRACTORS

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## Overview

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The Town of Edson has implemented a pre-qualification process for contractors who perform construction and maintenance work for the municipality. The intent of the pre-qualification is to provide improved and more consistent project outcomes for the Town of Edson by working with contractors who are committed to continuous improvement in process and systems. Pre-qualification will focus on The Public Works Department. This report will focus on: pre-qualification objectives, benefits, acceptability of contractors, requirements for pre-qualification, and a list of contractors who wish to be pre-qualified.

RFQ Contact:

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**Other Objectives:**

- Find and utilize trained, skilled workers.
- Group contractors according to their expertise and capability.
- Set up panels of suitable contractors for specific work type and values.
- Facilitate the selection and invitation of pre-qualified contractors.
- Deliver improved project outcomes for the Town of Edson.
- Provide safe, cost effective service to residents of Edson.
- Identify contractor as “Prime.”

**Pre-qualification Benefits:**

Pre-qualification process enables the Town of Edson to select contractors who have demonstrated the required experience, capability, capacity and expertise.

Pre-qualified contractors have demonstrated the capability to provide better more consistent project outcomes.

The pre-qualification process results in reduced tendering costs.

**Qualification Approval:**

Department Heads will have final say in contractor approval for qualification. Department Heads have the right to deny, revoke or temporarily suspend qualified contractors.

**Acceptability:**

To determine the acceptability of a contractor, the Department Head may investigate the following items:

- The quality and availability of the contractor’s equipment, machinery and the number and qualifications of their personnel.

- The performance record of the applicant in the performance of contracts within the municipality and for public and private improvements.
- Safety core, insurance and WCB clearance.
- Experience in supervising and/or implementing similar construction projects.
- Reputation and reliability.
- The nature and extent of other current contract commitments.
- Whether or not the contractor has been denied pre-qualification, if so, for what reason.
- Any other fact which would materially affect the ability of the applicant to properly, adequately, expeditiously and satisfactory prosecute the work which the applicant is seeking pre-qualification.

**Pre-qualification:**

Success will be dependent on information gathered in Appendix “A” (see attached). In addition, the contractor may be required to provide the following information for review and acceptance:

- Letter or certificate of good standing from a recognized bonding company.
- Insurance, WCB.
- Health and Safety policy.
- Any other relevant information requested by the Department Head.

**Contractors to be pre-qualified:**

Contractors to be listed in this process would include but not limited to:

- Concrete.
- Electrical.
- General road repair.
- Maintenance road work.
- Road reconstruction including water main, sewer and storm sewer installation.
- HVAC/plumbing.
- Plumbing.



- General maintenance sewer work.
- Tree cutting.
- Water well drilling or service work.
- Building maintenance and/or carpentry.

Additions may occur to this list.

NOTE: The municipality is aware that there may be certain types of situations where it is necessary to use a non-qualified contractor based on time and availability. All things being equal, preference will be given to a qualified contractor. This will be at the Town of Edson's discretion.



**Appendix "A"**  
**Contractor Information**

1. Name of Contractor: \_\_\_\_\_
2. Service Provided: \_\_\_\_\_
3. Name of Applicant: \_\_\_\_\_
- Signature: \_\_\_\_\_
4. Town of Edson Business License      Yes / No  
  
If no, ability to acquire one      Yes / No
5. Documentation attached to RFQ showing following:
  - On – Site Forman – years of experience \_\_\_\_\_
  - Projects and references for which the contractor has provided their service
    - Location and brief description of project
    - Prime and subcontractors used on the project
    - Reference name and phone number

Yes / No
  - Qualifications of key personnel      Yes / No
  - Proof of Insurance      Yes / No
6. Are you able to produce Standard and Emergency Operation Procedures when requested:  

Yes / No
7. Contractor orientation completed:  

Yes / No



**1. ON SITE FOREMAN QUALIFICATIONS AND EXPERIENCE**

List the relevant work experience and qualification of the On Site Foreman (s) that would be directly involved in the provision of services under this RFQ.

ON SITE FORMAN'S NAME	QUALIFICATIONS	EXPERIENCE

**2. OPERATOR QUALIFICATIONS AND EXPERIENCE**

Identify all key team members and qualified personnel that would be directly involved in the provision of services under this RFQ.

NAME	EQUIPMENT	QUALIFICATIONS	EXPERIENCE

**3. SUB - CONTRACTORS**

The following Sub - Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFQ:

ON SITE FORMAN'S NAME	QUALIFICATIONS	EXPERIENCE



4. **NON COMPLIANCE**

Fully describe any deviations to the requirements outlined in this RFQ your company is unable to comply with.

5. **HEALTH AND SAFETY PROGRAM**

a) Does your company have a safety program in place?

Yes / No

b) Does your company have active and up to date WCB?

Yes / No

c) If yes, describe.

6. **EXPERIENCE AND REFERENCES**

Contractors shall be competent, experienced and qualified and have successfully completed or are currently providing Services similar in size, scope and complexity.

Year Started	
Year Completed	
Description of Work Performed	
Company	
Contact Person	
Telephone	
Email	
Approximate Annual Value	



Year Started	
Year Completed	
Description of Work Performed	
Company	
Contact Person	
Telephone	
Email	
Approximate Annual Value	

Year Started	
Year Completed	
Description of Work Performed	
Company	
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