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1 INTRODUCTION

The Municipal District of Pincher Creek (MD) is located in southwest Alberta, and the proposed area of work is located in the Hamlet of Beaver Mines, Alberta. The MD wishes to provide a list of Contractors to property owners in Beaver Mines undertaking the installation of private property Water and Wastewater Lot Servicing.

2 PURPOSE

The intent of this pre-qualification process is to develop a list of pre-authorized contractors whom have read and understood the Utility Services Guidelines (which outline the procedures and requirements to be followed when connecting to the Municipal systems) and have the qualifications required to install private water and drainage lines. The MD will maintain a list of these pre-qualified contractors on our website and provide these lists directly to the residents of Beaver Mines.

There are 60-70 Water and Wastewater Private Service Connections required in Beaver Mines. It is household and commercial property owner’s responsibility to hire contractor(s) to design and construct the service connections on their property keeping in view specific requirements of the property and surface/subsurface constraints of the lot. Owners may use their own contractors, but have been recommended to use MD pre-qualified contractors.

Major work items for on-property work will include:

- Disconnecting existing water and wastewater infrastructure from households
- Supplying and installing (trench or drill) water and wastewater lines from curb stop/property edge to existing infrastructure inside and/or external to households and buildings in accordance with all applicable regulations and laws
- Installing MD supplied water meters per MD requirements
- Decommissioning, removal, and/or repurposing existing systems such as septic tanks/fields and cisterns
- Ensuring all required approvals, permit, and inspection requirements are met
- Performing all required locates and hydrovacs for existing infrastructure

Other expected work items may include (but are not limited to):

- Tree/brush removal
- Removal of water treatment devices
- Landscape restoration
- Driveway restoration
- Well reclamation

Property owners remain responsible to verify the experience, skill, and understanding of the requirements (among others) at their discretion such as bonding, insurance, and safety records. The MD is not involved with any agreements through this process. All agreements shall be between the private property owners and Contractors. By pre-qualifying contractors, the MD of Pincher Creek does not take on any liability for the Private Water and Drainage Service or the work performed by the Contractor nor the future maintenance or repair costs for the Private Water and Drainage Service.



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By submitting a pre-qualification, Contractors agree to indemnify and hold harmless the MD, MD’s employees, and agents from any and all actions, claims, demands and costs whatsoever, arising directly or indirectly, out of any act or omission of the contractors or owners or their agents, with respect to carrying out work on private property.

Any contractor that desires to perform work related to Beaver Mines Lot Servicing on private property is free to do so, provided the requirements of Bylaw 1344-22 and the Utility Services Guidelines (USG’s) are met.

3 SUBMISSION INFORMATION

All documents shall be submitted to the MD of Pincher Creek, care of the Utilities and Infrastructure Manager via email/in-person drop off.

All inquiries to be sent to admininfra@mdpincercreek.ab.ca.

Any pre-qualification which is granted shall apply to Beaver Mines Lot Servicing only. The MD reserves the right to remove contractors from the pre-qualified list upon failure to comply with the requirements laid out in Bylaw 1344-22 and the Utility Services Guidelines or at the MD’s sole discretion. The MD also reserves the right to open and close the pre-qualification process to submissions as it deems necessary.

3.1 KEY DATES

	Description	Date
1)	Publicly Advertise Pre-Qualification Process	May 29 th , 2023
2)	Contractor Pre-Qualifications Submission Acceptance Begins	June 1 st , 2023
3)	MD to begin processing Lot Servicing Applications & process requests for Water Meters	June 19 th , 2023
4)	MD to allow connection to municipal water and wastewater systems	<i>Anticipated</i> Autumn 2023 (Date to be confirmed)

3.2 CLOSING DATE AND TIME FOR QUALIFICATIONS

Contractor submissions will be accepted until the MD issues notice of closing of the process. The MD reserves the right to open and close the pre-qualification process to submissions as it deems necessary based on its ability to process submissions and depending on the remaining private connections required.

4 SUBMISSIONS

This pre-qualification document states the instructions for submissions, and the procedures and criteria by which Contractors will be listed as pre-qualified. If the submission is a joint application by more than one Contractor, the contractor may submit the document as a coordinated package with Primary Contractor identified.

The pre-qualification submission may include the complete pre-qualification form with mandatory documentation, as well as any additional supporting documentation. Submissions not using the form will also be accepted.



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The MD reserves the right to reject any or all submissions, in the event that a submission does not meet the requirements of the pre-qualification process. All costs incurred by Contractors in responding to this submission are solely to the Contractor’s account. Under no circumstances, including the cancellation or denial of pre-qualification and/or the decision not to proceed with the process, will the MD be liable for any costs incurred by the interested Contractors, or other parties that may have contributed in any manner to the preparation.

The Contractor’s submission and all supporting information become the property of the MD. All such documentation may be reproduced by the MD. The MD may make the following information public in regards to submissions:

- Company names, locations, and contact information
- Certifications
- Example project descriptions and pictures
- Conflicts of interest
- Utility Services Guidelines pre-qualification questionnaire attempts and scores

The MD reserves the right to share information with Owners upon request. Reference company names and contact information will not be made public by the MD, barring requirements under Section 4.2.

The MD reserves the right to accept any number of pre-qualifications that it deems most advantageous and also the right to reject any or all submissions which, in the opinion of the MD, are incomplete, obscure, irregular, non compliant with the terms of the pre-qualification document, an obvious conflict of interest, or found to contain non-disclosures of such and/or other pertinent details. The MD is under no obligation to pre-qualify any Contractor, and reserves the right to terminate the pre-qualification process at any time, and to withdraw from discussions with any or all of the Contractors who have responded.

4.1 INQUIRIES AND CHANGES

It is the responsibility of Contractors to inquire, in writing, about any requirements of the submission that needs clarification. Verbal inquiries will not be accepted. If a Contractor discovers any inconsistency, discrepancy, ambiguity, error or omission in this and the related documents, the Contractor must notify the MD immediately.

The MD shall not be bound and the Contractors agree not to rely upon any written or verbal statements or representations of any other persons, whether employed by the MD or not, in the preparation and submission of their documents. This pre-qualification document, and any subsequent modifications thereto, is designated as the sole reference for the preparation of submissions and takes precedence over any and all information obtained from any source, either verbal or written. After pre-qualification, the MD may changes in lot servicing requirements and Utility Services Guidelines. Contractors must acknowledge their receipt and understanding to remain on the pre-qualified contractors list.



4.2 CONFIDENTIALITY

The Contractor acknowledges that the MD is a public body subject to “The Local Authority Freedom of Information and Protection of Privacy Act” (the Act). The Contractor shall clearly mark “Confidential” on all information regarding the items and conditions, financial and/or technical aspects of the Contractor’s submission, which in the Contractor’s opinion are of a proprietary or confidential nature at the relevant item or page. The MD shall use all reasonable efforts to hold all information marked “Confidential” by the Contractor in strict confidence but shall not be liable for any inadvertent disclosure. Similarly, information about the MD obtained by a Contractor and declared by the MD’s representatives to be confidential must not be disclosed unless authorized by the MD.

4.3 CONFLICT OF INTEREST

The Contractor declares that the following is a full disclosure of all relationships that the Contractor has with any employees (both current or former), of MD, that constitute or could give rise to a conflict of interest or unfair advantage, real or perceived, which exists now or may reasonably arise in the future, with respect to the pre-qualification process.

NAME OF CONTRACTOR EMPLOYEE	NAME OF MD EMPLOYEE	RELATIONSHIP WITH MD’S EMPLOYEE AND PROPOSED MITIGATION MEASURES

4.4 RIGHT TO EXIT

The MD reserves the right, at its sole discretion, to exit this pre-qualification process for any reason it so chooses.

Contractors may also, at their sole discretion, request that they be de-listed from the MD’s pre-qualified contractors list for any reason they choose to do so.

4.5 COLLUSION

Contractors and any other Person associated with the Contractor may not communicate, directly or indirectly, with another Contractor regarding their responses and questionnaires. By submitting a response, the Contractor confirms to the MD that its response has been prepared and submitted without collusion or fraud and is submitted in fair competition with the other Contractors. The MD, in its sole discretion, may disqualify any Contractor who has communicated inappropriately.

4.6 NO LOBBYING

Contractors and any other Person associated with the Contractor should not communicate or attempt to communicate directly or indirectly with the MD or any elected official, any MD employee or representative regarding the review of their qualifications other than through the contacts and



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methods provided in this document. The MD, in its sole discretion, may disqualify any Contractor who has communicated inappropriately.

4.7 SAFETY – PRIME CONTRACTOR DESIGNATION & WORKERS COMPENSATION

Property Owners are expected to designate Prime Contractor status to pre-qualified Contractors for work on their property. The MD has no authority over the designation of Prime Contractor on private property.

5 SUBMISSION PROCESS

5.1 GENERAL

The Contractor services required for private property work will comprise of, but not necessarily be limited to, the services outlined in this document. Contractors should provide full details regarding the services they offer, including specifics where services in addition to those outlined herein are considered necessary and are being proposed.

The Contractors are responsible to ensure that the qualification submission terms are answered to the best of their ability without recourse to the MD or private property owners.

The information contained in the pre-qualification submission shall be current at the time it is filed. Any materially false statement in the pre-qualification submission or failure to disclose requested information shall be cause to deny or remove pre-qualification.

5.2 SUBMISSION REQUIREMENTS

5.2.1 GENERAL CONTRACTORS

General Contractors submissions shall be comprised of the following sections:

- **Mandatory Documentation**
 - Declaration of Conflict of Interest
Contractors must identify whether or not any potential conflicts of interest may arise as a result of their response to this request for submission of qualification and/or subsequent award of contract
 - Basic Information
 - Contractor’s name, address, and primary contact information
 - References (Maximum 3)
 - Example Projects (Maximum 3)
 - Brief descriptions (25-100 words) & pictures (1-2) per project
 - Copy of Relevant Qualifications (Private Sewage Installer, Journeyman Plumber, etc.)
- **Supplementary Documentation (Optional)**
 - Corporate History
 - Corporate Profile and Philosophy
 - Resumes of Project Personnel



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All mandatory information excluding references will be intended for public release.

Submissions shall not exceed 1000 words in length.

5.2.2 INDOOR PLUMBING CONTRACTORS

Plumbing Contractors only interested in becoming pre-qualified for the work required on plumbing systems within buildings submissions shall be comprised of the following sections:

- Mandatory Documentation
 - Declaration of Conflict of Interest
Contractors must provide a letter which identifies whether or not any potential conflicts of interest may arise as a result of their response to this request for submission of qualification and/or subsequent award of contract.
 - Basic Information
 - Contractor’s name, address, and primary contact information
 - Copy of Relevant Qualifications (Private Sewage Installer, Journeyman Plumber, etc.)
- Supplementary Documentation (Optional)
 - References (Maximum 3)
 - Resumes of Project Personnel

All mandatory information will be intended for public release.

Submissions shall not exceed 500 words in length.

5.2.3 UTILITY SERVICES GUIDELINES QUESTIONNAIRE

Once submitted, the MD will provide the Contractor with a link to the Utility Services Guidelines pre-qualified contractor questionnaire. The Contractor will be required to submit the questionnaire within 1 week of receipt. The questionnaire will be considered passed if a score of 70% or more is obtained.

Indoor plumbing contractors will be provided with a questionnaire only relevant for work internal to buildings, and meter installation.

Where a Contractor scores less than 70% a 48 hour break will be required before attempting submission again. The MD will list the number of questionnaire attempts on the pre-qualification site. The 2nd failure will require a 1 week break, 3rd 2 week, and so on. No more than 5 attempts can be made.

The MD will require a passing score prior to evaluating the submission further.



5.3 PRE-QUALIFICATION CRITERIA

5.3.1 SELECTION CRITERIA FOR PRE-QUALIFICATION

Once a submission is received and the Utility Services Guidelines questionnaire has been passed, the MD will review the submission. The evaluation may be complete by representatives from the Municipal District of Pincher Creek and its representatives.

5.3.1.1 TECHNICAL EVALUATION CRITERIA AND SCORING

Selection of the successful pre-qualified contractors will be final. Contractors whom fail to meet the criteria may resubmit after 1 month. Subsequent failures will result in 6 month delays for resubmission.

The rating of the Contractor will be made in accordance with a “Best Value Selection” process as described below. The qualification submissions that score equal to or higher than **70** rating points will be considered “pre-qualified” contractors.

Evaluation of General Contractor submissions will be based on the following criteria:

	CRITERIA	MAX POINTS
1)	General Information, Project Personnel, Qualifications	35
2)	Related Project Examples	30
3)	References	20
4)	Area Availability (Locality)	15
		100

Evaluation of Indoor Plumbing Contractor submissions will be based on the following criteria:

	CRITERIA	MAX POINTS
1)	General Information, Project Personnel, Qualifications	60
2)	Area Availability (Locality)	40
		100



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Points will be assigned for each criteria based on the information provided in the Contractor's submission. Scoring will be awarded on a scale, where the range is defined as follows:

SCORE	INTEPRETATION
0	UNACCEPTABLE
MAX*1/5	VERY POOR
MAX*2/5	POOR
MAX*3/5	MARGINAL
MAX*4/5	SATISFACTORY
MAX	SUPERIOR

There is no intent to release scoring publically. A pass/fail grade will be given.



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APPENDIX A: UTILITY SERVICES GUIDELINES

A copy of the latest Utility Services Guidelines may be found on the MD website at

<https://www.mdpinchercreek.ab.ca/docs/files/websiteassets/Beaver%20Mines/Contractor%20Forms/Utility%20Services%20Guidelines.pdf>



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APPENDIX B: UTILITY BYLAW 1344-22

A copy of the Bylaw 1344-22 may be found on the MD website at:

<https://mdpincercreek.ab.ca/docs/files/bylaws/Bylaw%201344-22%20Utilities.pdf>