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**REQUEST FOR QUALIFICATION
NUMBER 924536**

ISSUE DATE: 16 May, 2014

THIS IS NOT AN ORDER

ADDENDUM #2

REQUEST FOR QUALIFICATION

VALLEY LINE LRT - STAGE 1

This Addendum forms part of the RFQ Documents and modifies them as stated herein.

2.1: Replace all references in the RFQ to “Chief Architect” with “SUI Leader” as shown in tracking below:

APPENDIX A – DEFINITIONS

Key Individual(s): shall mean those individuals of the Respondent that are requested as part of the Submission requirements in Appendix B and for whom a detailed resume is required. The Key Individuals include:

- 1) Team Leader;
- 2) Finance Manager;
- 3) Design Manager;
- 4) Systems Integration Manager;
- 5) ~~Chief Architect~~SUI Leader;
- 6) Construction Manager;
- 7) Asset Manager; and
- 8) Operations Manager.

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APPENDIX B – DETAILED SUBMISSION REQUIREMENTS

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B 4 Design

B 4.1 Organization of Design Team Members, Team Member Experience, Capacity and Depth

Describe the organization of the Team Members involved in the Project design, and the roles and responsibilities and the proportionate responsibilities (including percentage allocations) of each such Team Member (including equity participation if applicable). Respondents should provide an organizational chart detailing the various relationships and lines of reporting for the organization of the Team Members involved in delivering the design component.

Describe the collective capacity and depth of resources between the Team Members for delivering the design requirements of the Project, particularly in the context of the Key Individuals proposed and the roles they play in the Project. For example, please provide details of the number of ~~Chief Architects~~SUI Leaders of similar experience and qualifications that reside with the Team Members and so may be offered as a replacement for the Key Individual in the future (if required).

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B 4.2 Team Organization and Key Individual Experience

Describe the organization of each individual Team Member involved in the design of the Project, and the roles and responsibilities of each Key Individual. Respondents should provide an organizational chart detailing the internal Team Member structure(s) and various relationships and lines of reporting between the Team Members and Key Individuals.

Respondents should provide a resume for the Key Individual assigned to each of the following roles for the Project:

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Chief Architect/SUI Leader: that Key Individual responsible for developing, implementing and integrating the SUI principles and architectural considerations into the full Project design and more broadly tasked with ensuring those principles are carried through to detailed design and construction. Such Key Individual will be instrumental in ensuring that the Respondents design solution meets and exceeds the City's expectations for SUI for the Project and will be integral to the successful completion of the RFP.

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B 4.4 Approach to SUI

The Respondent should outline its approach to implementing the SUI principles and ensuring alignment with the City's vision for SUI. In addition the Respondent should include:

- a description of the **Chief Architect's/SUI Leader's** vision for implementing the SUI principles and facilitating the City's public art objectives and the proposed approach/methodology to acting as a design advocate within a large scale engineering project in an urban context; and

the approach which the Respondent will use to manage scope change resolution throughout the Project in the context of continuing to meet the Respondent's SUI obligations.

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2.2: Replace the table at Section 4.2 and the text at Appendix B, Section B 1 of the RFQ, as shown in tracking below:

4. SUBMISSION REQUIREMENTS

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4.2 Submission Contents

The Submission should contain and be formed into the following discrete sections which coordinate to the evaluation criteria set out in Section 5. The Submission requirements are detailed in Appendix B.

Part (See Section 4.3)	Submission Section	Requirement Overview	Appendix B Reference
A	Section 1: Additional Process Requirements	<ul style="list-style-type: none"> ● Primary and Secondary Contact details provided; ● Signed Acknowledgement Form; ● Signed letters of authority from Team Members; and ● <u>All declarations in the form of Appendix F and all materials relating to conflict of interest, unfair process advantage or common ownership as may be applicable; and</u> ● Fulfilment of all submission requirements specified in this Section 4 and Appendix B as declared using the Submission Checklist included as Appendix G. 	B1

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APPENDIX B – DETAILED SUBMISSION REQUIREMENTS

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B 1 Additional Process Requirements

The Submission should:

- include a duly completed copy of the Acknowledgement Form – Appendix D signed by the Respondent Lead Representative as set out in Section 4.5;
- include duly signed letters by individuals with the delegated authority to bind each Team Member. Such letters to explicitly state and acknowledge the Respondent Lead Representative’s delegated authority to bind that Team Member for the purposes of this Project and participation in the RFQ; and the Team Members willingness to participate in the Project Procurement Process; and the Team Members acknowledgement that they have read and agree to the terms of the RFQ;

- provide the name and contact details of a single primary contact person for all future communications between the Respondent and the City. Also provide the name of a secondary contact in the event the primary is not available. These persons will be the sole contacts for the purposes of this RFQ; and
- include all declarations in the form of Appendix F and all supporting materials relating to disclosures with respect to conflicts of interest, unfair process advantage and common ownership; and
- contain evidence of all Submission Requirements being met by including the Submission Checklist as available at Appendix G.

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2.3: Replace Appendix B Section B 8 of the RFQ as shown in tracking below:

APPENDIX B – DETAILED SUBMISSION REQUIREMENTS

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B 8 Financial and Organizational Capacity

Financial Capacity

The Respondent should provide information that validates its financial capacity to undertake the Project. Respondents should describe in some detail, its other financing commitments and/or future contingent financing commitments that are anticipated to arise over the Project's construction period and could impact on the Respondent's financial capacity in the context of the Project. The Respondent shall provide descriptions of any future anticipated change in ownership or financing structures or organization of the Team Members, or any renewals or refinancing of existing material financing sources or credit facilities, considerations of any potentially restrictive existing banking covenants and any other pertinent information to adequately evidence the Respondent and its Team Members' financial capacity to undertake the Project.

To facilitate further evidence of these matters, the Respondent shall include (where applicable) for each Team Member, or where a Team Member is a subsidiary to a Parent Company that has provided a Parent Company Guarantee for the Team Member explicitly for the purposes of the Project, then for that Parent Company:

- the Parent Company Guarantee Letter explicitly stating the Parent Company Guarantee in relation to the Project and the Team Member included in the Respondent to the reasonable satisfaction of the City;
- copies of the audited annual financial statements (for the 3 most recent fiscal years) and any interim statements that may be available – where the most recent statement is unaudited, please submit 3 of the most recent audited statements and the most recent unaudited statement;
- current credit rating reports;
- bank or other financial institutions, letters of reference;
- letters from insurance providers to demonstrate the ability to secure the potential insurance package for the Project scope and based on the draft allocation of responsibilities outline in Appendix C.
- a signed letter from the Chief Financial Officer (or equivalent financial authority) of the Team Member setting out, for the Team Member, its Affiliates or its Parent Company (if a Parent Company Guarantee is to be provided), a description of:
 - any off-balance sheet financings;
 - any events that may impact on future financial statements or the capital structure or in any way may present a going concern consideration that is not covered by the most recent audit opinion; and
 - any bankruptcy/insolvency matters.

If the above information does not exist, it may be replaced with equivalent financial information satisfactory to the City to demonstrate that the Team Member has sufficient financial standing, capacity, and resources to carry out its respective role on the Project.

For the avoidance of doubt, where a subcontractor or subconsultant has been designated a Team Member by the Respondent, and the performance and obligations of such subcontractor or subconsultant is guaranteed by another Team Member (with supporting written information included in the RFQ submission), then the financial information requirements set out above are only required for the Team Member with the ultimate performance obligation for the particular work or service subject matter.

Notwithstanding the foregoing, where any Team Member is responsible for approximately 25% or more of the contract value of any of the design services, construction works, operations, asset management or long term maintenance obligations as would be typically expected for the Project, then those Team Members' financial information as set out above is required to meet the Submission requirements of this Section B 8.

If, at any time following the Submission, a Respondent becomes aware of a change to the financial information required herein; that Respondent must immediately so advise the City, and indicate its proposed response to the change.

The City reserves the right to re-evaluate the Respondent's financial capacity to successfully secure or provide financing for the Project.

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