



Request for Supplier Qualifications

For

**Professional Consulting Services
Capital Projects**

Request for Supplier Qualifications No.: **25-61-INF**

Issued: **October 23, 2025**

Submission Deadline: **December 31, 2028**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Supplier Qualifications (“RFSQ”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective respondents to qualify in accordance with Evaluation of Responses (Part 2) for eligibility to provide **Professional Consulting Services – Capital Projects** as further described in the **Appendix B – RFSQ Particulars**.

The City provides extensive services to the community through built and natural assets managed through its [Organizational Asset Management Plan \(OAMP\)](#). In line with the OAMP, the City plans and administers a Four-Year Rolling Infrastructure Plan for renewal and improvements that funds studies and designs to strategically improve and sustain City infrastructure services. Projects from the Four-Year Rolling Infrastructure Plan are placed on the Annual Infrastructure Program for implementation.

Through this RFSQ opportunity, the City will pre-qualify a roster (the “Roster”) of professional consultants with proven project delivery experience to deliver its Annual Infrastructure Program.

The Roster list resulting from this RFSQ specifically, will be in effect for **three (3) years** from **January 01, 2026** through to **December 31, 2028**.

1.2 RFSQ Contact

For the purposes of this procurement process, the “RFSQ Contact” will be:

Elwira Sharp, Senior Buyer
esharp@vernon.ca

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the City, other than the RFSQ Contact, concerning matters regarding this RFSQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s response.

1.3 Prequalification Process

Responses will be evaluated in accordance with the evaluation process set out in Part 2 of the RFSQ. Based on the evaluation of responses, certain respondents will be selected for inclusion on the Roster and may be eligible to participate in an invitational second-stage competitive process for the potential provision of the Deliverables to the City.

1.4 RFSQ Timetable

Issue Date of RFSQ	October 23, 2025
Submission Deadline	December 31, 2028

The RFSQ timetable is tentative only and may be changed by the City at any time.

NOTE: The Procurement Portal will be closed periodically throughout the opportunity for the City to download submissions and complete evaluations. If this is encountered, please contact the RFSQ Contact as listed above in section 1.2.

1.5 Submission of Responses

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Name	Requirement
Appendix A - Submission Form	Required
Appendix B - RFSQ Particulars C.2 Consultant Created Response	Required
Appendix D - Technical Discipline & Service Qualification Form	Required
Appendix E - Team Members & Qualifications Form	Required
Appendix E - Resumes	<i>Optional</i>
Appendix F - Team Project Experience Form	Required
Appendix G - Project Sheet Form	<i>Optional</i>

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://vernon.bonfirehub.ca/opportunities/95986>

The Question period for this opportunity starts Oct 23, 2025.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **December 31, 2028**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Need Help?

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

City of Vernon uses a Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at support.bonfire@eunasolutions.com for technical questions related to your submission. You can also visit their help forum at

<https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub/vendor-submission-support>

1.6 Amendment of Responses

Respondents may amend their responses prior to the Submission Deadline by submitting the amendment in the same manner as the original response. Amendments must be marked with the RFSQ title and number and the full legal name and return address of the respondent and must clearly indicate which part of the response the amendment is intended to amend or replace.

1.7 Withdrawal of Responses

At any time throughout the RFSQ process, a respondent may withdraw a submitted response. To withdraw a response, a notice of withdrawal must be sent to the RFSQ Contact and must be signed by an authorized representative of the respondent. The City is under no obligation to return withdrawn responses.

[End of Part 1]

PART 2 – EVALUATION OF RESPONSES

2.1 Stages of Evaluation

The City will conduct the evaluation of responses in the following two stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which responses comply with all of the mandatory submission requirements. If a response fails to satisfy all of the mandatory submission requirements, the City will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies.

If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its response will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the City issues a rectification notice to the respondent. The mandatory submission requirements are as set out below.

2.2.1 Submission Form (Appendix A)

Each response must include a Submission Form (**Appendix A**) completed and signed by an authorized representative of the respondent.

2.2.2 Other Submission Requirements

Each response is to include the following completed forms and Consultant created response:

1. **Mandatory** – Appendix B - RFSQ Particulars C.2 Consultant Created Response
2. **Mandatory** – Appendix D Technical Discipline and Service Qualification Form
3. **Mandatory** – Appendix E Team Members & Qualifications Form
4. Optional – Appendix E Resumes
5. **Mandatory** – Appendix F Team Project Experience Form
6. Optional – Appendix G Project Sheet Form

2.3 Stage II – Evaluation

Stage II consists of the evaluation of **Technical Requirements** and **Qualification and Experience Criteria** set out in **Appendix B – RFSQ Particulars**.

Submissions will be reviewed to determine if respondents meet the qualifications in the Technical Discipline and Services (the “Discipline”) submitted for (**Appendix D – Technical Discipline and Service Qualification Form**).

Each Discipline will be reviewed independently and will be evaluated on a pass/fail basis.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their responses in accordance with the instructions in this RFSQ. Where information is requested in this RFSQ, any response made in a response should reference the applicable section numbers of this RFSQ.

3.1.2 Responses in English

All responses are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the respondent's response should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's response but not attached will not be considered to form part of its response.

3.1.4 References and Past Performance

In the evaluation process, the City may include information provided by the respondent's references and may also consider the respondent's past performance or conduct on previous contracts with the City or other institutions.

3.1.5 Information in RFSQ Only an Estimate

The City and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFSQ or issued by way of addenda. Any quantities shown or data contained in this RFSQ or provided by way of addenda are estimates only, and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a response in response to this RFSQ.

3.1.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its response, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Response to be Retained by the City

The City will not return the response or any accompanying documentation submitted by a respondent.

3.1.8 Trade Agreements

Respondents should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade and the New West Partnership Trade Agreement are subject to those trade agreements but that the rights and obligations of the parties will be governed by the specific terms of this RFSQ.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

This RFSQ process will not result in any commitment by the City to purchase any goods or services from any respondent. While the City intends to conduct an invitational second-stage competitive process for the procurement of the Deliverables, it is under no obligation to do so

and the City may choose not to proceed with a second-stage competitive process for the procurement of the Deliverables. The City makes no guarantee of the value or volume of Deliverables that may be required. Any agreement entered into pursuant to an invitational second-stage competitive process will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFSQ

3.2.1 Respondents to Review RFSQ

Respondents should promptly examine all of the documents comprising this RFSQ, and may direct questions or seek additional information in writing by email to the RFSQ Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFSQ Contact. The City is under no obligation to provide additional information, and the City will not be responsible for any information provided by or obtained from any source other than the RFSQ Contact. It is the responsibility of the respondent to seek clarification from the RFSQ Contact on any matter it considers to be unclear. The City will not be responsible for any misunderstanding on the part of the respondent concerning this RFSQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFSQ may be amended only by addendum in accordance with this section. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFSQ, such information will be communicated to all respondents by addendum, which will be issued in the same manner as the RFSQ. Each addendum forms an integral part of this RFSQ and may contain important information, including significant changes to this RFSQ.

Respondents are responsible for obtaining all addenda issued by the City. In the Submission Form (**Appendix A**), respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the City determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the City may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating responses, the City may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the respondent's response including but not limited to clarification with respect to whether a response meets the mandatory technical requirements set out in Section C of the RFSQ Particulars (**Appendix B**). The City may revisit and re-evaluate the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification of Top-Ranked Respondents

The respondents selected by the City to be included in the Roster in accordance with the process set out in the Evaluation of Responses (Part 2) will be so notified by the City in writing.

3.3.2 Notification to Other Respondents

Once the selected respondents have been notified, the other respondents will be notified directly in writing of the outcome of the RFSQ process. **The outcome of the RFSQ will also be publicly posted on the City's website.**

3.3.3 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the RFSQ process. All requests must be in writing to the RFSQ Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the respondent in presenting a better response in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the RFSQ process or its outcome.

3.3.4 Procurement Protest Procedure

If a respondent wishes to challenge the RFSQ process, it should provide written notice to the RFSQ Contact within thirty (30) days of being notified of the outcome of the procurement process. The notice must provide a detailed explanation of the respondent's concerns with the procurement process or its outcome. The City will acknowledge receipt of the notice and provide a written response to the respondent's concerns. Respondents are strongly encouraged to request and attend a debriefing prior to initiating a protest. The City's protest procedures are separate and distinct from the dispute resolution process under applicable trade agreements. If a respondent wishes to dispute a matter or bring a complaint under an applicable trade agreement, the respondent must follow the process set out in the trade agreement, which may differ from the process described here.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

The City may disqualify a respondent for any conduct, situation or circumstances determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest, as defined in the Submission Form **(Appendix A)**.

3.4.2 Disqualification for Prohibited Conduct

The City may disqualify a respondent or terminate any contract subsequently entered into if the City determines that the respondent has engaged in any conduct prohibited by this RFSQ.

3.4.3 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form **(Appendix A)**.

3.4.4 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFSQ or selection of respondents pursuant to this RFSQ without first obtaining the written permission of the RFSQ Contact.

3.4.5 No Lobbying

Respondents must not, in relation to this RFSQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of successful respondent(s).

3.4.6 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents must not engage in any unethical conduct, including lobbying (as described above) or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the City; deceitfulness; submitting responses containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process.

3.4.7 Past Performance or Past Conduct

The City may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour submitted pricing or other commitments;
- (c) any conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to have constituted a Conflict of Interest;
- (d) engineering practice inconsistent with Engineers and Geoscientists BC (<https://www.egbc.ca/>) requirements, and the Professional Governance Act (<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/18047>) ;
- (e) past inability to complete an assignment within scope, budget, and/or time as defined in a contract.

3.5 Confidential Information

3.5.1 Confidential Information of the City

All information provided by or obtained from the City in any form in connection with this RFSQ either before or after the issuance of this RFSQ

- (a) is the sole property of the City and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFSQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the RFSQ Contact; and
- (d) must be returned by the respondents to the City immediately upon the request of the City.

3.5.2 Confidential Information of Respondent

Respondents are advised that the City is governed by British Columbia's *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and information submitted to the City in

response to this RFSQ may be subject to disclosure under *FOIPPA*. A respondent should identify any information in its response or any accompanying documentation that is supplied in confidence for which confidentiality is to be maintained by the City. Respondents are advised to consult with their own legal advisors regarding the appropriate way to identify such information. The City will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under *FOIPPA* or any other disclosure requirements imposed by law or by order of a court or tribunal. Respondents are advised that their responses will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City to advise or assist with the RFSQ process, including the evaluation of responses. If a respondent has any questions about the collection and use of information pursuant to this RFSQ, questions are to be submitted to the RFSQ Contact.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFSQ will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the respondent nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the selection of respondents, a decision to reject a response or disqualify a respondent, or a decision of the respondent to withdraw its response.

3.6.2 No Legal Relationship or Obligation

No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the City by this RFSQ process.

3.6.3 Cancellation

The City may cancel or amend the RFSQ process without liability at any time.

3.7 Governing Law and Interpretation

The Terms and Conditions of RFSQ Process (Part 3)

- (a) are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

[End of Part 3]