

**PRE-QUALIFICATION OF MATERIALS TESTING FIRMS**

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**1.0 General**

The City of Medicine Hat requires all consulting and testing agencies conducting material testing on City projects to be pre-qualified. The following specifications describe the requirements for pre-qualification.

**Corporate and Management Experience**

- 1.1 Company name, address, and mailing address if different, telephone and fax number
- 1.2 Contact name, position, telephone number and email address
- 1.3 Location, address, telephone and fax numbers of branch and regional offices.
- 1.4 Year Company established and APEGGA permit to practice number.
- 1.5 Ownership, affiliated and sister companies.
- 1.6 Corporate organizational charts including companies and affiliated organizations.
- 1.7 Relevant corporate and management experience in regards to the type of work that pre-qualification status is requested.

**2.0 Materials Testing, Design and Engineering Personnel**

- 2.1 Resumes listing education and employment experience.
- 2.2 Training courses directly related to the pre-qualification services requested.
- 2.3 List of City projects and involvement of individual.

**3. Testing Equipment and Calibration Procedures**

- 3.1 A detailed list of the testing equipment indicating, where applicable, the manufacturer, model number, serial number, etc.
- 3.2 A detailed description of procedures and checks used to ensure proper equipment calibration and operation.

**4. In-Place Training and Quality Control Program**

- 4.1 A description of training and quality control procedures used to ensure personnel are properly training and are following specified testing and design procedures.

**5. Between Laboratory Testing Results**

- 5.1 Results of the between laboratory testing as organized by the City from time to time.

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**6. Maintaining Status**

- 6.1 The City at anytime, at its discretion, may ask for an organization to provide an updated submission in order to maintain its pre-qualification status.
- 6.2 The City may, at its discretion, audit or inspect any portion of the quality control program.
- 6.3 The testing agency is required to notify the City upon any change in personnel or major equipment change.

**7.0 Pre-Qualification Assessment**

- 7.1 The submission will be evaluated upon the proponent providing evidence supporting:
  - That the firm knows and understands the City's Quality Assurance testing requirements and/or mix design methodology.
  - Demonstrates an understanding of the applicable specifications.
  - Has the equipment required to conduct testing in accordance with the procedures specified in the referenced documents.
  - Has quality control procedures in-place within their organization to ensure that the equipment is in proper repair and calibration.
  - Have key staff resources and a quality control program to ensure staff are properly trained and properly equipped for the specified assignment.

/20	Corporate and Management Experience
/40	Materials Testing, Design and Engineering Personnel
/20	Testing Equipment and Calibration Procedures
/20	In-Place Training and Quality Control Program
/100	Total

70 to be pre-qualified.

**END OF SECTION**