



PRE-QUALIFICATION REGISTRATION

2025-2026 Geotechnical Services

Invitation:

The City of Vernon (“City”) invites submissions from bona fide geotechnical engineering firms with a minimum of three years of related experience to be included on a two-year pre-qualified consultant list for geotechnical services.

Professional geotechnical engineering services may include; site characterization for design purposes, geotechnical investigations and reporting, materials sampling and testing services of soils, asphalt and concrete, pavement, and other miscellaneous field services such as field density testing, engineering review and analysis, documentation, permit and report preparation, location, field design, meetings, etc.

The pre-qualification documents have been posted and are available for download until August 31, 2026 at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; sign in or register as a Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractors not able to comply fully with the minimum WorkSafeBC Clearance Letter, Business Licence, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration. **Copies of insurance certificates must be submitted with the Pre-Qualification Forms.** The Contractor must carry public liability insurance and errors and omissions insurance in the amount of:

- **\$2,000,000.00**

Including the following named as Additionally Insured:

- **City of Vernon**
- **Regional District of the North Okanagan**

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying. Pricing as submitted is binding and will be evaluated by City staff. Should rates change it is the responsibility of the Contractor to re-submit for consideration.

Pre-Qualification Procedure:

1. Contractor must have a minimum of 3 years experience as a bona fide Geotechnical Engineering firm adhering to Canadian Council of Independent Laboratories (CCIL) and Canadian Standards Association (CSA) testing standards.
2. Submit all required documentation via Bonfire portal
3. The City will create a consultant call out list based the following considerations
 - Rates
 - Work Experience / References
 - Availability & Equipment
4. Upon call the City's Professional Services General Conditions apply. Refer to:
https://www.vernon.ca/sites/default/files/docs/financial/prof_services_general_conditions.pdf

Once hired, Consultant to supply all labour, materials and equipment necessary to complete the services. All work shall be completed as agreed upon with the City designate. To ensure City performance standards are met, the Consultant may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination. Consultant warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and WorkSafeBC.

Contact:

City of Vernon - Procurement Services

buyer@vernon.ca

Any questions regarding the pre-qualification process are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A and the designated procurement staff member will respond. Note that any questions being submitted are only available for viewing by the City of Vernon.