



## Tips for Completing Technical Submissions

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### Overall Comments

- Assume that we do not know who you are. We can only score information provided. Not all raters will be familiar with your company.
- Provide explanations for your answers. Provide information that demonstrates to the reader how or why you can successfully complete the project. Do not simply play back the question.
- If you have questions ask them.
- If MHI completion dates are not realistic raise it as an issue while the tender is out.
- Read the document carefully.

### Relevant Experience

- Provide projects that are as similar as possible:
  - Similar bid items and associated quantities
  - Similar size (contract value, key contract item quantities) and complexity
  - If you were not the prime contractor, describe the portion of the project that you completed (bid items and associated quantities and value)
- If the projects provided were completed for MHI, please include the contract number.
- Ensure phone numbers and e-mail addresses are current for your references.

### Local Knowledge

- Describe your history working with the ministry. Include knowledge of applicable procedures and specifications **and how they were obtained**. If you participate in any industry working groups, please include.
- Experience with similar local conditions should focus on conditions that are similar to the project being tendered. If you have worked on a similar project in a similar area, describe this. Please do not provide contract numbers alone, as not all raters will have access to project files.
- Describe your knowledge of pits in the area, if this is applicable to the project being tendered.
- Describe your knowledge of soil conditions in the area, if this is applicable to the project being tendered.
- Describe your knowledge of working in and around water, if this is applicable to the project being tendered.

- Describe your knowledge of working with environmental regulatory agencies, if this is applicable to the project being tendered.
- When describing applicable third parties, consider the project being tendered. Who are the applicable third parties for this particular project? Then describe your experience as it relates to these.

### **Project Plan**

- If we state that the work “shall’ be completed by a certain date and you bid with a date for completion after that – you will be deemed to be noncompliant. THIS IS A SHOW STOPPER.
- Work plans should have a level of detail that matches the complexity of the project. If there are several operations or work areas, it is good to breakdown your work schedule to include these.
- Understanding of potential risks - this section demonstrates understanding of this particular project and the specific conditions that you would be working with. No projects are without risks. Common risks include traffic, weather, ground water, soil conditions, steep slope, schedule, stakeholder concerns, etc. All risks should also have associated mitigations measures that indicate how you would adjust your operation to deal with these risks.
- Capacity should be demonstrated by indicating all other projects you have on hand and how your company would schedule this project to ensure all projects are completed on schedule.
- Key personnel and their relevant experience - these should include all key members, what their role is, and how long have they been in this role. Foreman is important. For a project with earthwork, a finishing operator would also be beneficial. For a surfacing project, a plant operator would be beneficial. Resumes may help as you can develop them and attach them to each submission. Showing the linkage between the relevant experience projects and key personnel for the current project is critical. Having the same people on the current project team as the relevant experience projects demonstrates that the contractor is bringing experienced staff to this project.

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