

Request for Prequalification Of General Contractor

RFPQ No.2015-23



The Corporation of the City of Port Colborne Operations Centre

**"The Island" at the intersection of MELLANBY Avenue-Regional Road 3A
& KILLALY Street West-Regional Road 5
Port Colborne
Ontario**

Issued on: August 19, 2015

Closes on: September 16, 2015 at 2:00 p.m. EST



Table of Contents

1.0 Introduction 3

 1.1 Invitation to Proponents..... 3

 1.2 Type of Contract for Services..... 3

 1.3 Project Description and Schedule..... 3

2.0 The RFPQ Process..... 4

 2.1 General Information and Instructions 4

 2.2 RFPQ Schedule 4

 2.3 Public Tender 5

 2.4 Communication/Questions after Issuance of RFPQ 5

 2.5 Format of Submissions..... 6

 2.6 Prequalification Evaluation 6

 2.7 Required Documentation 7

 2.8 Named Parties..... 8

 2.9 Selection of Proponents..... 8

3.0 Attachments..... 9

 ATTACHMENT ‘A’ - Applicable Drawings/Documents 9

 ATTACHMENT ‘B’ - Insurance & Bonding Requirements..... 10

 ATTACHMENT ‘C’ - Litigation & Conflict Of Interest..... 12

 ATTACHMENT ‘D’ - Contractor Prequalification Questionnaire 13

FOR INFORMATION ONLY

1.0 Introduction

1.1 Invitation to Proponents

This *Request for Prequalification (RFPQ)* is an invitation, from PRISM Partners Inc. (*PRISM*), to prospective *Proponents* to provide General Contractor services to The Corporation of the City of Port Colborne (*The City; The Client*) to construct a new Operations Centre at “The Island” located just North to the existing Fire Station (No.3 KILLALY Street West) at the intersection of MELLANBY Avenue (Regional Road 3A) and KILLALY Street West (Regional Road 5) in the City of Port Colborne, Ontario.

1.2 Type of Contract for Services

The selected *Proponents* will have the opportunity to participate in a Tender for General Contracting services. Upon notification of Award of Contract the successful firm shall execute a CCDC 2 (2008) Stipulated Sum Contract (*Contract*) with the *Client*, which will include Supplemental Conditions as deemed necessary. The terms of the *Agreement* will be outlined in the supporting drawings and specifications when tendered and may be further discussed and negotiated between the *Client* and the selected *Proponent*.

1.3 Project Description and Schedule

The Facility is made up of three (3) main parts. A conventional type building that will house the administrative staff along with their respective support areas. A pre-engineered building for the stores, mechanics bays as well as space for large and small truck storage. Lastly, is a separate “salt dome” structure that will serve for storage of sand and salt. It should be noted that the project is being designed as a “high importance building” structure and does not need to comply with parameters associated with what otherwise be considered as a post disaster type facility.

Furthermore, please note that we have conducted the Shear Wave Velocity Test mentioned within the attached design brief. In summary, the site can be regarded as a Class “B” in lieu of Class “C” classification and thereby eliminating the requirement for seismic restraints to load bearing masonry, and seismic bracing of mechanical & electrical systems.

Refer to Section 3.0 of this *RFPQ* for additional referenced materials including the design brief and respective preliminary drawings.

High Level Preliminary *Project* schedule is as follows:

Site Plan Approval	October 2015
Complete Drawings & Specifications	November 2015
Tender Issuance	December 2015
Building Permit	January 2016
Contract Award	February 2016
Construction Commencement	March 2016

2.0 The RFPQ Process

2.1 General Information and Instructions

- (1) Prospective *Proponents* should structure their *Submissions* in accordance with the instructions set out in this RFPQ;
- (2) All costs for the preparation of a submission in response to this request for prequalification shall be borne by the *Proponent*;
- (3) Any and all conditions that may be contained in this request are considered as having been accepted by the *Proponent* unless indicated otherwise in the submission;
- (4) The City and PRISM retains the right to accept or reject any or all submissions and to waive formalities at its sole discretion;
- (5) A group of two or more persons wishing to be qualified as a joint venture must submit a single submission to that effect, accompanied by a letter stating their intention to be qualified and bid as a joint venture.
- (6) The City or PRISM, and its employees and agents will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by the *Proponent* as a result of the preparation and submission of their proposals;
- (7) The City reserves the right to cancel this prequalification process without cause and without incurring liability whatsoever if deemed in the best interest of the City to do so.

2.2 RFPQ Schedule

The following tentative timetable shall apply:

Issue Date of <i>RFPQ</i>	August 19, 2015
<i>Proponents'</i> Deadline for Questions	September 8, 2014
Deadline for the <i>Client</i> to issue Addenda	September 10, 2015 at 2:00 p.m. EST
<i>Submission</i> Deadline	September 16, 2015 at 2:00 p.m. EST

City of Port Colborne Operations Centre – Request for Prequalification

2.3 Public Tender

This is a Public RFPQ process released via Merx and Biddingo. Only those *Proponents* who obtain the RFPQ document from Merx/Biddingo will be eligible to respond to this RFPQ.

Please note that the RFPQ document will also be posted on the City of Port Colborne website; www.portcolborne.ca. The documents on the City's website will bear a watermark "For Information Only." *Proponents* MUST obtain the RFP documents from either MERX or Biddingo. *Proponents* who are not listed on the "Document Request/Taker List" on either site will not be permitted to respond to this RFPQ.

For further information about Merx and Biddingo visit their websites at: www.merx.com and www.biddingo.com.

2.4 Communication/Questions after Issuance of RFPQ

(a) Prospective *Proponents* to Review RFPQ.

- (i) Prospective *Proponents* may direct questions or seek additional information by email (with the RFPQ number and description in the subject line) on or before the *Proponents'* Deadline for Questions to the PRISM. No such communications shall be directed to anyone other than the PRISM *Project Coordinator*.
- (ii) It is the *Proponent's* responsibility to avail itself of all the necessary information to prepare a Proposal in response to this RFPQ.

(b) All New Information to Prospective *Proponents* by way of Addenda.

- (i) This RFPQ may only be amended by an addendum in accordance with the requirements of this provision.
- (ii) Addenda may contain important information including significant changes to this RFPQ. Prospective *Proponents* are responsible for obtaining all addenda issued by PRISM on behalf of the Client.

Please note that all responses to questions will be sent to the *Proponents* by PRISM via Merx and Biddingo. The responses to *Proponents'* questions will not be posted on the City of Port Colborne website.

Any such clarification pertaining to this RFPQ will not alter its contents and will not be constituted as a negotiation or renegotiation of same. Please note that neither The Corporation of the City of Port Colborne nor PRISM Partners Inc. is required to clarify any part of this document. Any clarification of this RFPQ by a Contractor shall not be effective until confirmation has been delivered in response and in writing.

2.5 Format of Submissions

(a) Submissions Issued Only in Prescribed Manner:

- (i) A *Proponent* must submit in one sealed package (Submittal Envelope):
 - (I) One (1) original copy of its Proposal; and
 - (II) Four (4) loosely bound (i.e., binder) copy.
 - (III) One (1) digital file on a CD or a flash drive.

The package must be labelled with the *Proponent's* name and marked Submittal Envelope.

- (ii) The outside of the sealed Submittal Envelope must be prominently marked with the RFPQ title and number (see RFPQ cover), with the full legal name and return address of the *Proponent*, with the Submission Deadline date and time.

- (iii) Submittals shall be delivered to the PRISM at the following address:

PRISM Partners Inc.
5515 North Service Road, Suite 305
Burlington, ON
L7L 6G4
Attention: Haim Goldstein, P. Eng.

- (iv) Submittal delivered in any other manner will be disqualified.

(b) Size and Form of Submittal

Each Submittal should be no more than 30 pages (single sided) including covering letter, all other submission documentation, schedule(s), and appendices. Paper format should be 8 ½" x 11".

- (c) The submission must be legible, written in ink, or typewritten. Any form of erasure, strikeout or over-writing must be initialled by the Contractor's authorized signing officer.
- (d) Any RFPQ which are received after the submission deadline will be un-opened and returned.

2.6 Prequalification Evaluation

Proponents will be evaluated according to documentation requirements listed in Section 2.7.

- (1) Failure to provide information on any of the below categories may be grounds for PRISM to disqualify a submission.

City of Port Colborne Operations Centre – Request for Prequalification

- (2) An evaluation team consisting of representatives from the City, PRISM and the Architect will collectively evaluate the submissions to determine the list for invitation to submit a bid.
- (3) *Proponents* are reminded to update their CCDC-11 form to reflect this prequalification request date. The evaluation team should easily understand information supplied on this form (i.e. Naming of projects, Owners, Percentage completed, Completion dates).
- (4) The evaluation team has the right to obtain references from sources other than those supplied by the *Proponent*. Unsatisfactory references may result in the *Proponent* not being prequalified.
- (5) The City and PRISM reserve the right to expand the number of companies prequalified if it feels it is in the City's best interest to do so.
- (6) Should it be deemed necessary, *Proponents* must be prepared to attend an interview with the Evaluation team.

2.7 Required Documentation

- **Company Health and Safety policy;**
- **Company WSIB Forms** (Include Certificate of Clearance);
- **Contractor's Qualification Statement CCDC Document 11;**
- **Submit valid Insurance Certificate of Insurance.** (The General Contractor must maintain a minimum coverage of \$5 million commercial general liability insurance.) and bonding; see (*Attachment 'B'*);
- **Complete Litigation and Conflict of Interest Statement** (Attachment 'C');
- **Complete prequalification questionnaire** (Attachment 'D');

Questionnaire Submittal - Provide the following information:

- (i) Company profile; also list all memberships of any construction associations.
- (ii) Previous experience; building another operational centre or similar facility construction including a pre-engineering structure and or a fabric storage structure that may have been included with the overall project.
- (iii) Technical Expertise; the contractor's interest in the project and an understanding of the objective(s) of this project, as well as any relevant local expertise should be referenced.
- (iv) General Contractor's primary staff; the contractors proposed team, the lead persons and the relevant experience and qualifications of each individual.
- (v) Sub-Contractors as applicable (i.e. pre-eng structure; salt dome); their staff qualifications and experience as well as their specific role in the project.

City of Port Colborne Operations Centre – Request for Prequalification

- (vi) List of References; list a minimum of three (3) references which can be contacted of which similar work has previously been, or is under construction. Please ensure to include their contact information.
- (vii) Construction schedule; a detailed construction schedule which identifies all major components of this project; their inter-relationship, start and completion dates.
- (viii) Current list of projects and their expected completion dates.

Contractors should follow the details of this document closely when responding to this request.

2.8 Named Parties

For the purposes of this document the following parties are identified:

Owner:	The Corporation of the City of Port Colborne
Prime Consultant:	McCallum Sather Architects Inc.
Project Management:	PRISM Partners Inc.
Contact for Enquiries:	Brenda Clarke, Project Coordinator PRISM Partners Inc.
Telephone No:	289-288-1175 ext. 1187
Email:	bclarke@prismpartners.com

All enquiries pertaining to this RFPQ are to be directed to **Brenda Clarke, Project Coordinator** as noted.

2.9 Selection of Proponents

- (1) The Client anticipates that a number of *Proponents*, no less than three (3) and no more than seven (7), will be selected by the Client within a reasonable period of time from the Submission Deadline.
- (2) Notice of selection by the Client to the selected *Proponents* shall be in writing.
- (3) The Corporation of the City of Port Colborne reserves the right to discuss any and all submissions, to request additional information from the *Proponent* and to accept or reject any or all submissions, whichever is in the best interest of the City.

3.0 Attachments

ATTACHMENT 'A' - Applicable Drawings/Documents

- (a) Preliminary drawing package consisting of the following dated August 6, 2015:
- (i) **AA001** - Site Plan
 - (ii) **AA002** - Context Plan
 - (iii) **ADO001** - Floor Plan Operations Centre East Wing
 - (iv) **AD011** - Roof Plan
 - (v) **AK001** - Elevations
 - (vi) **C-101** - Preliminary Grading Plan
 - (vii) **C-102** - Preliminary Engineering Plan
 - (viii) **LP01** - Landscape Plan
 - (ix) **LP02** - Landscape Details
 - (x) **LP03** - Landscape Details
 - (xi) **SKS-1** - Preliminary Roof Framing Plan
 - (xii) **M1** - Site Plan
 - (xiii) **M2** - Plumbing Plan Operations Centre East Wing
 - (xiv) **M3** - Heating & Cooling Schematic Map
 - (xv) **M4** - Ventilation Schematic Map
 - (xvi) **ESP-1** - Site Plan Electrical
- (b) MSA-McCallum Sather Architects Inc. – Port Colborne Operations Centre Design Brief dated August 6, 2015.

ATTACHMENT 'B' - Insurance & Bonding Requirements

INSURANCE REQUIREMENTS

The Corporation of the City of Port Colborne's insurance requirements for Contractors are described below. The coverage provided by these policies shall not be changed or amended in any way or cancelled by the Contractors unless approved by the City in writing.

COMPREHENSIVE GENERAL LIABILITY AND AUTOMOBILE INSURANCE

The Contractor shall provide The Corporation of the City of Port Colborne with a certified copy of Third Party Liability in a form satisfactory to the City Solicitor as follows:

Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than one thousand dollars (\$1,000.00). The Liability Insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building or land arising from the removal or weakening of support of any property, building or land whether such support is natural or otherwise.

Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than one million dollars (\$1,000,000.00) Bodily Injury and Property Damage with a deductible not greater than one thousand dollars (\$1,000.00).

A "Cross Liability" Clause or Endorsement.

An endorsement certifying that the following companies are to be included as additional named insured:

- The Corporation of the City of Port Colborne.
- McCallum Sather Architects Inc.
- PRISM Partners Inc.
- The Regional Municipality of Niagara.
- The St. Lawrence Seaway Management Corporation.

An endorsement to the effect that the policy or policies will not be altered; cancelled or allowed to lapse without thirty-(30) days prior written notice to the City.

City of Port Colborne Operations Centre – Request for Prequalification

AGREEMENT TO BOND

We, the undersigned, hereby agree to become bound as Surety for:

.....
.....

in a bond totaling **One Hundred Per Cent (100%)** of the contract amount, and conforming to the Instruments of Contract attached hereto, for the full and due performance and maintenance of the works shown as described herein if the Tender for

.....

is accepted by the Owner. **We also agree to a bond as surety for the payment of the cost of all labour and materials for an amount equal to 50% of the contract amount used by the Contractor in due performance of his work.**

It is a condition of this Agreement that if the above mentioned Tender is accepted, application for a Performance Bond and Labour and Materials Payment Bond, must be completed with the undersigned within fourteen (14) days of acceptance of the tender related thereto, otherwise this Agreement shall be null and void.

Dated this day of , 2015.

Name of Bonding Company

Signature of Authorized Person Signing for Company
Bonding

(Company Seal)

Position

FOR INFORMATION ONLY

ATTACHMENT ‘C’ - Litigation & Conflict Of Interest

The Owner may, in its sole discretion, reject a submission if the Contractor:

- i. Has, at any time, threatened, commenced or engaged in legal claims or litigation against any of the parties listed in **Section 2.8 Named Parties**.
- ii. Is involved in a claim or litigation initiated by the Owner.
- iii. Previously provided goods or services to the Owner in an unsatisfactory manner.
- iv. Has failed to satisfy an outstanding debt to the Owner.
- v. Has a history of illegitimate, frivolous, unreasonable, or invalid claims.
- vi. Provides incomplete, unrepresentative or unsatisfactory references.
- vii. Has engaged in conduct that leads the Owner to determine that it would not be in the Owner’s best interests to accept the submittal.
- viii. Has a conflict of interest or that which may be viewed as a conflict of interest either with or by the Owner. (See below.)

The *Contractor*, all of the *Subcontractors*, and any of their respective advisors, partners, directors, officers, employees, agents, and volunteers shall not engage in any activity or provide any services where such activity or the provision of such services creates a conflict of interest (actually or potentially, in the sole opinion of the *Owner*) with the provision of the *Work* pursuant to the *Contract*. The *Contractor* acknowledges and agrees that a conflict of interest includes the use of *Confidential Information* where the *Owner* has not specifically authorized such use.

The *Contractor* shall disclose to the *Owner*, in writing, without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest, including the retention of any *Subcontractor* or *Supplier* that is directly or indirectly affiliated with or related to the *Contractor*.

The *Contractor* covenants and agrees that it will not hire or retain the services of any employee or previous employee of the *Owner* where to do so constitutes a breach by such employee or previous employee of the employee or previous employee’s employment contract or the previous employer’s conflict of interest policy, as it may be amended from time to time.

A breach of this Article by the *Contractor*, any of the *Subcontractors*, or any of their respective advisors, partners, directors, officers, employees, agents, and volunteers shall entitle the *Owner* to terminate the *Contract*, in addition to any other rights and remedies that the *Owner* has in the *Contract*, in law, or in equity.

We, the undersigned, hereby disclose any acts of litigation or any conflict of interest.

.....
Dated this day of , 2015.

.....
Signature of Authorized Person Signing for
Company (Company Seal)

City of Port Colborne Operations Centre – Request for Prequalification

ATTACHMENT 'D' - Contractor Prequalification Questionnaire

Please answer all of the following questions and include this form with your submission. If a question is not applicable please mark it with **N/A**.

** Where the term **Operations Centre** is listed, this is the preferential type of project, however projects of similar type, design, application or facility will be taken into consideration when we are completing the evaluation. **

1. COMPANY PROFILE:

Company Name: _____

Is the Contractor a (check one): Corporation Sole Proprietor Joint Venture Other

If the answer is "other" to the previous question please describe your company structure:

How many years has the contractor in its present corporate structure been in business?

How many years has the contractor in its present corporate structure been in construction of operational centres or facilities of similar type?

How many full time employees does the Contractor currently employ? _____

Is the Contractor a member of any Construction Association/s?

Yes No

Identify if the Contractor is union or non-union.

Union Non-Union

City of Port Colborne Operations Centre – Request for Prequalification

Please list any applicable associations that the contractor is a member in good standing of:

2. PREVIOUS EXPERIENCE/TECHNICAL EXPERTISE:

Please list the name and location of **3 projects that are similar to this one** that the Contractor has constructed in a **General Contractor Role** within the last **5 years**. (Attach also CCDC-11 as required).

Facility Name	Location	Size	Owner	Value	Date	Owner Phone # or email
---------------	----------	------	-------	-------	------	------------------------

A.

B.

C.

Please list any additional qualifications or reasons that the Contractor feels are relevant to their proof of exceptional past performance for this type of a project. Please attach additional documents, photos, letters of reference etc. as necessary and list them below:

3. GENERAL CONTRACTORS PRIMARY STAFF:

Please list the name of the Contractor's proposed Foreman/Site Superintendent:

City of Port Colborne Operations Centre – Request for Prequalification

Please provide 3 project references that the Foreman/Site Superintendent was directly involved with in a significant role:

Facility Name	Location	Size	Owner	Phone # or email
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____

Please list the name of the Contractor’s proposed firms for the pre-engineered portion as well as the fabric storage type facility of the project.

Please provide 3 project references in which the foreman was involved in the above:

Facility Name	Location	Size	Owner	Phone # or email
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____

4. CONSTRUCTION SCHEDULE:

A detailed project timeline which will identify all major components their interdependencies; the start and completion dates.

Please attach.

FOR INFORMATION ONLY

City of Port Colborne Operations Centre – Request for Prequalification

5. CURRENT LIST OF PROJECTS:

List of current projects and their expected completion dates:

**CONTRACTOR'S CURRENT PROJECT LIST CURRENTLY UNDER CONSTRUCTION
AND INCOMPLETE AS OF SEPTEMBER 16, 2015**

YEAR AWARDED	DESCRIPTION OF WORK	OWNER	ANTICIPATED COMPLETION DATE

FOR INFORMATION ONLY