

Request for Information:
Prequalification for General Contractors for



North Grenville Public Library

**Due before 3:00:00 pm., Thursday, February 4, 2010
at the offices of the Municipality of North Grenville**

Attn: Sheila Kehoe, Treasurer
285 County Road #44
Kemptville, Ontario K0G 1J0

Submissions must be received before the above mentioned time and date, and in accordance with the attached Forms, and Instructions.

PLEASE NOTE

This document is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of MHPM Project Managers Inc., the North Grenville Public Library or the Municipality of North Grenville now or in the future.

MHPM Project Mangers Inc., the North Grenville Public Library and the Municipality of North Grenville do not obligate themselves in any way as a result of this Request for Information. Only the execution of a written agreement will obligate the Municipality of North Grenville in accordance with the terms and conditions of that agreement.

Any expenditure experienced by the respondents in preparation and submission of the pre-qualification shall not be reimbursed by the either MHPM Project Managers Inc. the North Grenville Public Library or the Municipality of North Grenville.



NGPL New Library - Prequalification of General Contractors

TABLE OF CONTENTS

| | |
|---|---------------|
| SECTION 1 – INTRODUCTION | Page 3 |
| SECTION 2 – NON-RATED REQUIREMENTS | Page 5 |
| SECTION 3 – RATED REQUIREMENTS..... | Page 6 |
| SECTION 4 – INQUIRIES..... | Page 8 |
| SECTION 5 – SUBMISSION OF PREQUALIFICATION DOCUMENTS | Page 8 |

Appendices

| | |
|--|---------|
| A – Milestone schedule and scope of work..... | Page 9 |
| B – Prequalification form | Page 10 |
| C – Non-rated requirements..... | Page 11 |
| D – Rated requirements | Page 12 |
| E – List of local contractors and suppliers..... | Page 15 |

NGPL New Library - Prequalification of General Contractors

1. INTRODUCTION

1.1 General

The Municipality of North Grenville (the Owner), needs to establish a list of qualified general contractors to be invited to submit bids through the competitive tender process for the construction of the new North Grenville Public Library (NGPL).

The NGPL project is currently in the construction document phase. Design is expected to be completed by February 2010. Construction is expected to start in April 2010 and continue for 9 months.

This pre-qualification process is administered by the Project Manager, MHPM Project Managers Inc. on behalf of the Owner. The Owner reserves the right to not accept any submission and to reissue this pre-qualification at the sole discretion of the Municipality of North Grenville.

1.2 Purpose of Pre-Qualification

This pre-qualification is a general call intended to capture the maximum number of eligible contractors together with company specific information about the proponents responding to the call. Information shall be reviewed by Project Manger, design team, and the Owner. The information will be used to select a number of qualified contractors as per the rated and non-rated criteria below to provide competitive tenders for the project. It shall be at the discretion of the Owner to accept or reject responses from any proponent who elects to submit proposals.

Implementing this project represents a major undertaking for the Municipality of North Grenville. Proponents will be expected to assume all responsibility for full delivery of their project components including: health and safety; insurance, temporary services and structures; building safety and security; initial building operations and maintenance, and consideration for exterior stakeholders such as adjacent parking structures, property owners and the public in general.

IT IS ANTICIPATED THAT ONLY PRE-QUALIFIED CONTRACTORS WILL BE PERMITTED TO SUBMIT BIDS FOR THE NORTH GRENVILLE PUBLIC LIBRARY. TO PREQUALIFY, A PROPONENT MUST: (1) RESPOND TO ALL NON-RATED REQUIRMENTS, AND (2) ATTAIN A SCORE OF 75 OR ABOVE ON THE RATED REQUIREMENTS. MHPM PROJECT MANAGERS INC. AND THE MUNICIPALITY OF NORTH GRENVILLE, HOWEVER, ALSO RESERVE THE RIGHT TO AWARD ANY WORK DESCRIBED IN THIS DOCUMENT THROUGH ANY OTHER MEANS.

TO ENSURE ADEQUATE COMPETITION THE OWNER RESERVES THE RIGHT TO RE-ISSUE THIS PRE-QUALIFICATION TO ADDITIONAL PROPONENTS AS NEEDED.

1.3 Project Objectives

1. Delivery of the library according to the schedule and budget parameters.
2. Mitigate the potential impact of unknown or unforeseen conditions on the project.
3. Provide coordination between the Owner and trade contractors by working ahead of the tender period to seek approvals and agreements relating to issues that will impact the construction.
4. Be efficient and effective in selection of quality firms to undertake the project through the prequalification of contractors.

NGPL New Library - Prequalification of General Contractors

1.4 Background

The NGPL is planning to build a single storey library in downtown Kemptville with a gross floor area of about 955 square meters. The building will include the library, work rooms, office space, storage, program room and an entrance foyer. A parking lot, building services and exterior landscaping are all part of the project. The building will meet environmental and sustainable (LEED) standards, although certification will not be a requirement, and designed to comply with the Rideau Valley Conservation Authority flood zone guidelines. The existing building on the site was purchased by the Municipality and the possession date is in February 2010. The existing building will be required to be demolished as part of this project. There is a HydroOne transformer on the proposed site that will be required to be relocated.

The Municipality of North Grenville retained the services of MHPM Project Managers Inc. to manage the delivery of the design and construction of its new library. Mr. Michael Paul, the Designated Project Manager, is responsible for overall delivery of the project within the established parameters. The Project Manager shall not deliver any portions of the design or the construction itself but is ultimately responsible to oversee the work of the designer and contractor.

Shoalts and Zaback Architects will act as the prime consultant and will complete the design and contract administration during construction.

1.5 Description of Construction Contracts

Once pre-qualified, successful proponents shall be invited to submit bids through the tender process as General Contractors for the new North Grenville Public Library project:

1. The tenders will be issued for about three (3) weeks starting in February 2010.
2. The requirement for a 10% bid bond is anticipated.
3. The schedules for the construction and scope of work are provided in Appendix A.
4. The form of the contracts for the project will be the CCDC Document 2 – 2008 Stipulated Price Contract Agreement, modified by supplemental conditions and other requirements of the project.
5. The general contractors will have full control and responsibility for the North Grenville Public Library site during the construction periods.

NGPL New Library - Prequalification of General Contractors

2. **NON-RATED REQUIREMENTS (Reference Appendix C):**

To be eligible for evaluation under this Document, in addition to meeting this document's FORM OF SUBMISSION requirements, all proposals must respond to all non-rated requirements below:

2.1 Use of CCDC Document 11 – Form 1996 Edition

Information submitted using CCDC Document 11 – Contractors Statement of Qualification, 1996 edition or an equivalent format provided all the same information is included. Proponents are reminded to update their CCDC 11 form to reflect this pre-qualification. The number of projects identified is limited to a minimum of three (3) and a maximum of five (5).

2.2 Bonding Verification

Confirmation from the proponent's bonding company confirming the surety's willingness to provide a 100% Performance Bond and a 50% Labour and Material Payment Bond for the proponent. The estimated construction costs are shown in appendix A.

2.3 Insurance Verification

Submit a valid certificate or other proof of \$5,000,000 Commercial General Liability Insurance. Proponents are advised that additional insurance requirements as per CCDC 41, January 21, 2008, may be requested in the Contract.

2.4 Health and Safety Policy

Confirmation that the company has implemented an up to date Health and Safety Policy. The extent of the policy will be evaluated in the Rated requirements as outlined below.

2.5 WSIB Clearance

Provide a current CAD 7 WSIB Rating form and current WSIB Clearance Certificate.

2.6 Schedule

Confirmation of ability to undertake the work commencing in the spring of 2010 and completing in late 2010. Refer to Appendix A.

2.7 Litigation

The Proponent shall indicate if it is involved in any litigation, or any pending litigation, or any contractual dispute.

2.8 Financial

Provide a letter from your financial institution regarding the general financial position including a named reference and contact information.

2.9 Union / Non-Union

State whether your firm is union or non-union. If a unionized company, identify the contractual agreements that your firm has with the trade unions (if any)

2.10 Prequalification Form (Appendix B)

Submit a completed and signed Pre-Qualification Form including addendums.

The Owner reserves the right to request proponents to submit additional information as required to complete or evaluate the mandatory submissions.

NGPL New Library - Prequalification of General Contractors

3. RATED REQUIREMENTS (Reference Appendix D):

In addition to meeting this document's FORM OF SUBMISSION (Section 6) requirements, all proposals must meet the minimum eligibility requirements described below:

3.1 Corporate Profile

Provide on the CCDC 11 document, or equivalent, a summary of the company size, number of years in business, annual value of construction, size of construction projects completed and capacity to perform the work. Provide any other relevant corporate qualifications that would benefit the evaluation for this project.

3.2 Experience

Provide on the CCDC 11 document, or equivalent, a summary of similar or related projects that you have completed within the last seven (7) years including the following information:

- A brief description of the relevant projects;
- Identify projects local to Ottawa or relevant in the Ontario region;
- Identify the method of project delivery used;
- Provide the principal contact for the owner and major consultant/s complete with telephone numbers.

Identify on the CCDC 11 document the key personnel you expect to assign to manage this project – as a minimum the Construction Project Manager, Site Superintendent, and Field/Office Coordinator. Provide their resumes and a summary of their past project experience identifying the projects undertaken while in your employ or that of others. Credit will be given for personnel with relevant experience in local or relevant markets.

Note: As part of the tendering process, it may be necessary for the pre-qualified General Contractors to confirm on the bid form the personnel named to this project. If a named individual becomes unavailable, the contractor will be required to provide a replacement acceptable to the Owner having equivalent or better experience.

3.3 Management

Good management by the General Contractor is considered vital to the success of this project. Summarize how you manage the following activities:

- Construction coordination
- Quality control
- Schedule and monitoring
- Avoidance of delays including due to labour, materials and purchased equipment
- Site security and safety
- Processing shop drawings, changes and billings including cash flow scheduling
- Inspection of work, deficiency clean up, and turnover to owner
- Commissioning and owner training
- Attaining the Occupancy Permit and associated approvals
- Development of operation & maintenance manuals, warranties and record drawings

Provide the details of your approach to selecting sub-contractors addressing in particular:

- The sub-contractors you have successfully used on previous projects that could be used on the North Grenville Public Library project.
- Your approach to achieve competitive pricing and excellent quality.

NGPL New Library - Prequalification of General Contractors

- Strategy for attaining sufficient labour, materials and equipment in the currently aggressive Ottawa construction market.
- **The approach to utilizing contractors and suppliers local to Kemptville area. See Appendix F for list of some interested contractors and suppliers. It is important for the Municipality of North Grenville to have local contractors and suppliers given the opportunity to provide competitive pricing for the new library.**

Showing innovation during the delivery of this project will be an additional benefit. Summarize how you demonstrate innovation during project delivery.

3.4 References

On the CCDC 11 document, or equivalent, provide references for confirmation of previous experience. Provide at least three (3) references from similar projects including contact names and telephone numbers of the following individuals:

- Owners representative
- Architect or lead designer

Reference checks will be performed and included in the rated criteria scoring.

3.5 Completeness

Documents must be completed, signed and submitted as referenced above and as a minimum include:

- prequalification form (Appendix B), dated and signed by officer of the company;
- response to all non-rated requirements (Section 2);
- address all rated requirements (Section 3);
- provide any familiarity of North Grenville Public Library's unique requirements;
- any other information deemed relevant such as news articles and company brochures.

NGPL New Library - Prequalification of General Contractors

4. INQUIRIES

All queries or clarifications regarding this request for information must be addressed in writing, via e-mail to:

Mr. Michael Paul
Project Manager
North Grenville Public Library
MHPM Project Managers Inc.
mpaul@mhpm.com

Inquiries must not be directed to other North Grenville Public Library nor Municipality of North Grenville employees. No clarification requests will be accepted by telephone. No oral communications will be considered binding. The Municipality of North Grenville will assume no responsibility for oral instructions or suggestions. All inquiries received, and the answers as provided by Mr. Michael Paul will be provided to all proponents by way of a written addendum without naming the source of the inquiry. If Addenda are issued, their receipt must be acknowledged by the proponents in the appropriate section of the Form of Proposal. It is the responsibility of the proponent to seek clarification of any matter that they consider unclear before submitting. The Owner accepts no responsibility for difficulties experienced by proponents submitting inquiries.

5. SUBMISSION OF PREQUALIFICATION DOCUMENTS

All submissions must be received in their entirety and clearly marked as to contents "Pre-qualification for the North Grenville Public Library" at the following address **before 3:00:00 pm on the February 4, 2009**.

Municipality of North Grenville
Attn: Sheila Kehoe, Treasurer
285 County Road #44
Kemptville, Ontario K0G 1J0

SUBMISSION BY FACSIMILE MACHINE OR E-MAIL IS NOT ACCEPTABLE

Three (3) complete submissions on 8 ½ x 11 paper **must** be submitted in completed packages. Failure to comply may result in rejection of the information. Only one copy of the health and safety plan is required for all three proposals. Only one set of original documents including the bonding letter, CGLI verification, WSIB forms and letter from financial institution are required, but copies must be included in the other two submissions.

The Owner reserves the right to request proponents to provide additional information and address specific requirements not accurately covered in their initial submissions.

Appendix A

Milestone Schedule and Scope of Work

| Project Schedule Milestones | Dates |
|---|----------------------------|
| Distribution of RFI for Prequalification | Week of January 15, 2010 |
| Closing Date and Time of RFI for Prequalification | February 4, 2010 at 3:00PM |
| Tender | February/March 2010 |
| Award of Contract | March/April 2010 |
| Start of Construction | April 2010 |
| Substantial Performance of Construction | January 2011 |
| Building Occupied | March 2011 |

| Scope of Work – Base building | Estimated Cost |
|--|--------------------------|
| Complete 10,000 sq ft single level library | |
| Site Grading and Drainage | |
| Parking Areas & Driveways | |
| Landscaping - Hard & Soft | |
| IT/Security | |
| Site Servicing | |
| TOTAL | about \$3 million |

NGPL New Library - Prequalification of General Contractors

Appendix B

PREQUALIFICATION FORM

Ms. Sheila Kehoe, Treasurer
285 County Road #44
Kemptville, Ontario K0G 1J0

Dear Ms Kehoe,

We, the undersigned, herewith agree to the pre-qualification process for the General Contractor on the North Grenville Public Library project in accordance with this document issued on January 18, 2010. The attached documents are submitted for the prequalification of the project.

We acknowledge that we have received addenda numbered ____ to ____ inclusive and our response submitted addresses these addenda.

Company Name

Address

City

Province

Postal Code

Telephone Number

Fax Number

email address

Authorized Signature

Print Name

Date

Appendix C

NON-RATED REQUIREMENTS

This document is provided by way of information and does not bind MHPM Project Mangers Inc., or the Owner to making an evaluation based upon it solely or in part.

Name of Company: _____

| | Description of Non-rated Requirement | |
|----|--|--|
| 1 | Completed CCDDC Document 11 submitted | |
| 2 | Letter from the Proponent's Bonding Company provided | |
| 3 | Commercial General Liability Insurance verified | |
| 4 | Health and Safety Policy confirmed | |
| 5 | CAD7 WSIB Rating Form and a Current WSIB Clearance Certificate provided | |
| 6 | Ability to Undertake / Schedule this Work confirmed | |
| 7 | Current Litigation Status identified | |
| 8 | Letter from Financial Institution including Contact Information provided | |
| 9 | Statement of Union or Non-Union Status provided | |
| 10 | Completed Pre-Qualification Form submitted | |

Proponents must pass all ten (10) non-rated requirements to be eligible for tendering. The Owner reserves the right to request proponents to submit additional information as required to complete or evaluate the non-rated submissions. Not all proponents that pass the non-rated requirements will necessarily be selected for tendering.

NGPL New Library - Prequalification of General Contractors

Appendix D

RATED REQUIREMENTS

This document is provided by way of information and does not bind MHPM Project Mangers Inc. or the Owner to making an evaluation based upon it solely or in part.

To ensure an adequate number of contractors for tendering, the Owner reserves the right to re-issue this pre-qualification to additional proponents.

A minimum score of 75 points is required to pre-qualify to submit bids for the North Grenville Public Library project

Name of Company: _____

| | Score Category | Maximum Score | Score Awarded |
|-----|---|---------------|---------------|
| 3.1 | <u>Corporate Profile</u> Number of years in business Annual value of construction Capacity to perform the work Other Qualifications of the Firm | 15 | |
| 3.2 | <u>Experience</u> Company Experience and experience of key personnel over last 7 years in projects of: Similar size and value Specialized areas requirements Innovation in project delivery | 20 | |
| 3.3 | <u>Management</u> Management processes and methodologies Health and Safety Plan and Record Selection process and access to sub-trades | 15 | |
| | Approach to use of local contractors and suppliers | 5 | |
| 3.4 | <u>References</u> Owners Consultants Authorities | 40 | |
| 3.5 | Completeness of Proposal | 5 | |

Appendix E

List of interested local contractors and suppliers

**The list is not yet available. The list will be provided to the selected qualified contractors.