

THE CORPORATION OF THE TOWNSHIP OF SPRINGWATER

“REQUEST FOR QUALIFICATION”

**PREQUALIFICATION OF GENERAL LANDSCAPE CONTRACTORS FOR CONSTRUCTION
OF SOFTBALL COMPLEX AT TREE NURSERY PARK IN TOWNSHIP OF SPRINGWATER**

REFERENCE NUMBER: PR10-01

Return Tenders to:

Township of Springwater Administration Centre

2231 Nursery Road

Minesing ON

L0L 1Y2

Attention: Ron Belcourt

Subject:

REQUEST FOR QUALIFICATIONS #PR10-01

**PREQUALIFICATION OF GENERAL LANDSCAPE CONTRACTORS FOR CONSTRUCTION OF
SOFTBALL COMPLEX AT TREE NURSERY PARK IN TOWNSHIP OF SPRINGWATER**

CLOSING DATE AND TIME: 12:00 P.M., Tuesday, March 23, 2010

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INTRODUCTION:

The Township of Springwater has undertaken an initiative to excavate, fill, and grade a number of softball fields and a washroom building at the Tree Nursery Sports Park. Through this Request for Qualification, interested contractors are invited to submit their Expressions of Interest as it relates to this project complete with sufficient documentation supporting their qualifications, references and experience. To ensure the projects success, all vendor submissions will be assessed in accordance to their compliance to the specified requirements and evaluation criteria. This would include but not be limited to experience with similar projects, contractor's staff experience and verifiable references.

SCOPE OF WORK:

Intended scope of work for this project will be:

- Site Stripping
- Earth Stockpiling
- Earth Filling
- Rough Grading
- Installation of Drain Tile
- Fine grading, topsoil placement, sodding or hydroseeding
- Installation of chainlink fencing
- Installation of High Mast Sport Field Lighting
- Construction of new washroom building
- Construction of septic field
- Construction of parking lot and road
- Installation of water line, storm sewer line, including fire hydrants

The expected completion date for this project will be December 2010.

SUBMISSION REQUIREMENTS:

It shall be understood that interested companies (Proponents) by their submission are in agreement with the stated timeline and are prepared to commit to their companies ability to undertake this work commencing in May or June 2010 with a required completion by December 2010. Proponents are also required to provide a letter from their Insurance Company stating intent and ability to provide valid certificates of insurance per the following requirements:

- a) Cover Letter outlining interest.
- b) Build Team Profile: a complete and accurate description and organizational chart – including an accurate description and organizational chart of all associated firms - any certification of primary personnel to be assigned to this project, including the proposed Project Manager (10 years experience) and the proposed Site Superintendent (7 years experience). Any other pertinent information regarding company history, profile, staff and

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competency with emphasis on past experience with work of similar scope, typology, scale and schedule.

c) Insurance Documentation

- a. The successful contractor shall furnish the Township of Springwater with a UNCERTIFIED copy of a liability insurance policy covering, written on a Commercial Form and is to include contractual liability and completed operations with damage coverage for a minimum amount of five million dollars (\$5,000,000.00) inclusive with a deductible not greater than five thousand dollars (\$5,000.00).
- b. The successful contractor shall also furnish the Township of Springwater Council with a UNCERTIFIED copy of a Standard Automobile Liability Insurance Policy on both owned and non-owned vehicles with inclusive limits of not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury and property damage with a deductible not greater than five thousand dollars (\$5,000.00).
- c. A certified copy of insurance documentation will be required prior to the award of contract.

d) Completed CCDC 11 document.

- e) Relevant (equivalent) project experience of no less than seven (7) projects – including project name, project location, project scope, project costs, project team and complete references for each named project including contact numbers.
- f) Confirmation of ability to provide bonding - in the \$1.0 million dollar range.
- g) Contractors are asked to provide a letter from your financial institution regarding your general financial position.
- h) Contractors are asked to submit a current CAD7 WSIB Rating Form or equivalent and a current WSIB Clearance Certificate.
- i) Proposed construction equipment for this project.
- j) Please submit three (3) copies of your pre-qualification documents by **12:00pm, March 23, 2010.**

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EVALUATION/MANDATORY CRITERIA:

All bid submissions from all qualified General Contractors will be evaluated according to the following criteria:

- Satisfactory financial information and references
- Completed CCDC 11 form
- Submission of a current CAD7 WSIB Rating Form or equivalent and WSIB Clearance Certificate

SUBMISSION SCORING / CRITERIA	POINTS
Completeness of submission	10
• Cover Letter outlining interest	
• Build Team Profile	
• Completed CCDC 11 document.	
• Relevant (equivalent) project experience of no less than seven (7) projects	
• Confirmation of ability to provide bonding - in the \$1.0 million dollar range and Insurance Documentation.	
• Contractors are asked to provide a letter from your financial institution regarding your general financial position.	
• Contractors are asked to submit a current CAD7 WSIB Rating Form or equivalent and a current WSIB Clearance Certificate.	
• Proposed construction equipment for this project.	
Similar or related projects undertaken within the last 5 years	70
• Relevant (equivalent) project experience of no less than seven (7) projects	
Experience of key personnel proposed to be assigned to this project	15
• Project Manager (10 years experience) and the proposed Site Superintendent (7 years experience).	

Contractors not complying with ALL of the Mandatory Criteria will be disqualified. Contractors must obtain a minimum of eighty (80) points to be short listed for pre-qualification.

REFERENCES:

References will be checked only for those contractors who have been short-listed. Unsatisfactory references may result in the contractor not being pre-qualified.

Should it be deemed necessary, contractors must be prepared to be interviewed by the Evaluation Committee at the Township of Springwater Administration Building, or at the contractor's own place of business and to make available to the Evaluation Team.

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Failure to provide information on any of the above categories is grounds for the Township to disqualify a submission. Unsatisfactory results on any of the areas above shall be just grounds for a firm to be disqualified.

EVALUATION METHOD

An evaluation team consisting of representatives from the Township and Consulting Team will collectively evaluate the submissions to determine the list for pre-qualification. An interview may be required.

QUESTIONS AND INQUIRIES

- a) Inquires regarding this Request for Qualifications are to be directed to the Township of Springwater (Ron Belcourt), by facsimile at 705-322-1658 or e-mail [.belcourt@springwater.ca](mailto:belcourt@springwater.ca) or MMM Group Limited (Ben Tymchyshyn) by facsimile at 905-826-8007 or e-mail @mmm.ca
- b) Inquiries must not be directed to other Township employees or Elected Officials. **Directing inquiries to other than Purchasing Agent may result in your submission being rejected.**
- c) All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. **Responses to clarification requests will be provided to all interested parties in writing.**

CLOSING DATE AND TIME

Submissions must be received by Township of Springwater in a sealed envelope clearly marked with the name and address of the responder, title of file and file number. Completed responses can be mailed to,

Township of Springwater Administration Centre

2231 Nursery Road

Minesing ON

L0L 1Y2

Attention: Ron Belcourt

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No fax submissions will be accepted

Respondents are solely responsible to ensure submissions are received at the aforementioned address and prior to the closing at **3:00 pm Tuesday March 23, 2010**. **Responses delivered after the aforementioned date and time will not be accepted regardless of circumstances.**

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SUBMISSION CHECKLIST

Completeness of submission	
• Cover Letter outlining interest.	
• Build Team Profile	
• Completed CCDC 11 document.	
• Relevant (equivalent) project experience of no less than seven (7) projects	
• Confirmation of ability to provide bonding - in the \$1.0 million dollar range and Insurance Documentation	
• Contractors are asked to provide a letter from your financial institution regarding your general financial position.	
• Contractors are asked to submit a current CAD7 WSIB Rating Form or equivalent and a current WSIB Clearance Certificate.	
• Proposed construction equipment for this project.	
Similar or related projects undertaken within the last 5 years	
• Relevant (equivalent) project experience of no less that seven (7) projects	
Experience of key personnel proposed to be assigned to this project	
• Project Manager (10 years experience) and the proposed Site Superintendent (7 years experience).	

Firm Name: _____

Signature of Signing Officer: _____

Print Name: _____ Title: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____ Fax: _____

Date: _____

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References of recent projects of a similar size and scope as shown in first line example (attach references to bid submission if space herein is insufficient):

Contractor References:

Company Name	Contact Person and Phone Number	Contract Value (excluding GST)	Brief Name and Description of Work	Date Work Completed	Approximate Location of Work

Note: Reference checks may not be limited to those supplied by the Bidder. The Township of Springwater reserves the right not to pre-qualify those reference checks which do not provide proof of their performance and/or qualifications.

Firm Name: _____

Signature of Signing Officer: _____

Print Name: _____ Title: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____ Fax: _____

Date: _____