



**Request for Prequalification of  
General Contractors**

**For The**

**Niagara Region  
Rosehill Water Treatment Plant (WTP) Upgrades in  
Fort Erie**

**2017-RFPQ-01**

**Issued:** May 1, 2017

**Closing Date & Time:**

Thursday, June 1, 2017

2:00:00 pm Local Time

**Closing Location:**

The Purchasing Office

Niagara Region

Campbell West Building

1815 Sir Isaac Brock Way

Thorold, Ontario L2V 4T7

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**Section 1**  
**INTERPRETATION & DEFINITION**

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REQUEST FOR PREQUALIFICATION GENERAL CONTRACTORS NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE
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**Interpretation**

The provisions shall be read with changes of gender, number or corporate status as the context may require.

A reference to any Act, by-law, rule or regulation shall be deemed to include a reference to any substitution or amendment thereof.

**Definition**

Capitalized words and phrases used in this Request for Prequalification shall have the following meanings, unless expressly stated otherwise,

“**Applicant**” means any eligible person or company submitting an Application in response to this Request for Prequalification;

“**Application**” means a submission made by an Applicant in response to this Request for Prequalification;

“**Client**” means the Niagara Region and includes any of its designated employees, officials, or agents who are engaged to represent the Niagara Region for this Project;

“**Evaluation Team**” means an evaluation team comprised of staff from the Niagara Region and R. V. Anderson Associates Ltd who will evaluate responses to this RFPQ;

“**General Contractor**” means the General Contractor that will contract with the Niagara Region and lead the construction team and sub-trades in the construction of the Project;

“**RVA**” means R. V. Anderson Associates Ltd. and includes any of its designated employees who are engaged to represent the Niagara Region for this Project;

“**Project**” means the Niagara Region – Rosehill Water Treatment Plant Upgrades located in Fort Erie, ON;

“**Niagara Region**” means The Regional Municipality of Niagara;

“**RFPQ**” means this Request for Prequalification;

“**W & WW**” means Water and Wastewater

END OF SECTION

**Section 2  
COMMUNICATIONS**

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<p>REQUEST FOR PREQUALIFICATION GENERAL CONTRACTORS NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE</p>
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All questions related to this Request for Prequalification are to be directed in writing via email to:

**Attn:** The Purchasing Office  
Niagara Region  
Campbell West Building  
1815 Sir Isaac Brock Way  
Thorold, Ontario L2V 4T7  
Email: [dana.greves@niagararegion.ca](mailto:dana.greves@niagararegion.ca)

All questions related to this Request for Prequalification (RFPQ) or any clarification with respect to this RFPQ must be made no later than **2:00:00 pm on Thursday, June 1, 2017** in order that the Client may have sufficient time to respond. The Client reserves the right to extend the deadline for questions or clarification with respect to this RFPQ.

The submission of such questions or other queries and the failure of the Client to answer before the closing date and time for the submission of Applications shall not necessarily cause the time for the submission of Applications to be extended.

Written answers or clarifications to issues of substance shall be shared with all prospective Applicants and issued as part of this RFPQ in the form of an Addendum. **All Applicants are advised that any and all Addenda issued with respect to this RFPQ will be posted publicly on the Niagara Region website and Biddingo.**

The Client may, in its sole discretion, request Applicants to provide additional information or to clarify their applications.

END OF SECTION

**Section 3**  
**CHECKLIST OF REQUIRED SUBMITTALS**

REQUEST FOR PREQUALIFICATION  
GENERAL CONTRACTORS  
NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE

*The following checklist is not a complete list of Application requirements. It is the Applicant's responsibility to satisfy all requirements set out in this Request for Prequalification.*

*Applicants **must** ensure that the mandatory requirements described below in this checklist and otherwise contained in this Request for Prequalification have been satisfied in their Application. **Failure to comply with these requirements may result in rejection of your Application.***

- Each Applicant is required to submit **SEVEN (7) complete sets** and **ONE (1) electronic copy** of their Application, including the Prequalification Form. One set shall be an **originally signed copy** and will be labelled as such. The remaining six (6) copies may be photocopies and shall be identical in content with the original signed copy.
  
- Written response to the evaluation criteria in the identification and order protocol set out in **RFPQ Section 7: Prequalification**, Item 2.1 - Format of Submission & Item 4.0 – Evaluation Criteria, including without limitation, the Qualifications Table 1. Applicants are advised that not following this identification, numbering and order creates the risk to the Applicant that, even if the information has been provided, it may be overlooked and consequently not considered in evaluation of the Applicant's score. **The Client requests that all information provided be current.**

END OF SECTION

## **Section 4 PROPOSED SCOPE OF WORK**

<p>REQUEST FOR PREQUALIFICATION GENERAL CONTRACTORS NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE</p>
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### **Introduction**

The Rosehill Water Treatment Plant (WTP), located at 300 Rosehill Road, services a population of approximately 30,000 residents within the Town of Fort Erie. The WTP is a conventional surface water treatment plant drawing water from Lake Erie, and has a capacity of 50 MLD.

Treatment consists of zebra mussel control, raw water screening, coagulation, flocculation, sedimentation, filtration, disinfection, and pH correction. Water is drawn from Lake Erie through the Low Lift Pump Station located at 160 Rosehill Road. The plant supplies the consumers through a network of watermains, pumping stations and service reservoirs. Originally placed into service in 1978, the Rosehill WTP has undergone several upgrades since then.

The Current Water & Wastewater Master Servicing Plan (MSP) completed in 2011 indicates that the total serviced population, both residential and employment, of Fort Erie will be 50,761 in 2031, and 65,566 by build-out. The MSP concludes that the WTP has sufficient existing capacity for maximum day demand up to 2031.

Niagara Region has identified the need for civil, electrical, mechanical, instrumentation and control upgrades at Rosehill WTP related specifically to the:

- Sedimentation Tank Equipment;
- Filtration Equipment;
- High Lift and Backwash Pumping Station;
- Plant-Wide Electrical system;
- Control Systems and SCADA Network;
- Administrative and Personnel Areas; and
- Low Lift Pumping Station

### **Scope of Work**

The objective of upgrading the Rosehill WTP is to complete civil, electrical, mechanical, instrumentation and control improvements to meet current Region and industry standards. The major components of the upgrade include Raw Water Screening, Low Lift Pumping, Clarification, Filtration, High Lift Pumping, Residual Management, Facility Improvements, Power Supply and Distribution System, Process Control and SCADA System, and Administrative Areas.

Generally, without limiting the scope of the project, the work covered by this pre-qualification covers:

- All works associated with the construction required for the proposed upgrades;
- All associated site restoration works;
- Project planning and execution; and
- Commissioning

The proposed upgrades include:

1) Low Lift Pumping Station

- Construct new one (1) storey Electrical Room addition;
- Replace four (4) low lift pumps;
- Replace all control instruments, analyzers, and control panels;
- Replace both Motor Control Centre (MCC)s and associated electrical equipment;
- Replace both travelling screens;
- Remove interior stairs and replace exterior stairs;
- Upgrade existing building mechanical and electrical systems;
- Provide new equipment door on north wall;
- Update building / facility security to meet current Niagara Region standards; and
- Provide asphalt pavement for driveway and parking areas.

2) Raw Water Supply & Clarification

- Upgrade existing sedimentation tanks with new stainless steel plate settlers;
- Install new tank access stairs and ladders; and
- Provide new tank drain outlets and associated piping.

3) Filtration

- Replace (2) backwash pumps;
- Install new air scour blower and associated valves, piping, and appurtenances;
- Replace influent and backwash gate actuators;
- Replace Wheeler bottom underdrains with plastic, dual parallel underdrains and integrated air scour; and
- Filter media replacement.

4) High Lift Pumping

- Replace the west treated water flow meter;
- Replace (4) high lift pumps with (5) new pumps; and
- Replace existing vacuum priming system and associated valves and appurtenances.

5) Residual Management

- Decommission and remove the existing sludge storage tanks;
- Replace filter to waste and sludge discharge flow meters;
- Construct new sodium bisulphite metering equipment room; and
- Relocate and upgrade existing dechlorination system.

6) Facility Improvements

- Repair / seal visible cracks in all water retaining structures;
- Repair visible concrete defects throughout entire facility;
- Replace sanitary sewer flow meter in new precast chamber;
- Provide new oil / water separator near maintenance building and connect floor drains;
- Connect WTP sump pumps (x2) to sanitary sewer forcemain; and
- Resurface all asphalt areas.

7) Power Supply & Distribution System

- Replace existing outdoor sub-station with new tamper proof transformer and exterior secondary switchgear; and
- Replace all existing MCCs, switchboards, starters, etc.

8) Process Control & SCADA System

- Replace existing central / redundant Programmable Logic Controller (PLC) system with distributed control scheme;
- Upgrade plant-wide process network; and
- Provide a dedicated, climate controlled, Supervisory Control and Data Acquisition (SCADA) room in the expanded Administrative Building.

9) Administrative Areas

- Construct a three (3) storey Administrative Building expansion, incorporating a meeting room, male and female locker rooms, control room, and SCADA room; and
- Provide new / upgraded Heating, Ventilation, and Air Conditioning (HVAC) systems in new and existing administrative areas.

The execution of this retrofit project presents several challenges which include:

- Project staging to ensure that the plant remains operational and in compliance with all regulatory requirements, while meeting Fort Erie's Water Supply System (WSS) distribution demands throughout the project duration. Due to operational constraints, all settling tanks and filters must be in service from June through September in any given year, and only one (1) settling tank and one (1) filter cell may be taken out of service for upgrading between October and May of any given year. It is therefore anticipated that the overall project duration could exceed 24 months.
- Coordination with Region's Operations and Distribution personnel as well as the Engineer for plant shutdowns required for critical tie-ins – Each plant shutdown will be limited to a maximum of 4 hours and will need to take place during low demand periods.
- Phased approach to accommodate multi-discipline activities within the same area.
- Consideration for delivery of long lead equipment to fit within the constraints of the project schedule.
- Installation of major electrical upgrades and coordination of switch-over to the new system.



- Start-up sequencing (including pre-testing, testing, start-up and commissioning) to ensure plant performance and compliance prior to water entering the distribution system.
- Limited construction storage and staging areas.

### **Purpose of This RFPQ**

The purpose of this Request for Pre-Qualification (RFPQ) is to establish a minimum level of experience and competency required to successfully execute the proposed civil, structural, architectural, mechanical, electrical, and instrumentation and controls upgrades at the WTP. Niagara Region, through issuance of this RFPQ, invites General Contractors (GC) to submit pre-qualification submissions to be considered for the construction of the new WTP. The Client intends to prequalify GC who score 75% or higher in the evaluation.

ONLY FIRMS THAT HAVE BEEN PRE-QUALIFIED WILL BE INVITED TO SUBMIT A BID. For the purpose of this Pre-qualification, Contractors are referred to as Applicants. Pre-qualification submissions are requested from interested Applicants. Applicants responding to this request for prequalification shall be able to demonstrate they have completed projects of a similar nature (as defined in Section 7 – Prequalification - article 2.2 (Tab 3)). All information submitted may be verified. In the event that it is determined any of the information submitted is inaccurate or misleading, your firm may be disqualified from the Project. Incomplete information may also limit your firm's ability to qualify.

Each company to pre-qualify should submit all necessary information as set within this request.

All General Contractors must be prequalified in order to be considered for the tender bid process for the Rosehill WTP Upgrade. Any Contractor previously prequalified for other works with the Region must resubmit for this project. If submitting as a team, all team members should be named.

### **Proposed Insurance Requirements at the Tender Stage**

At the Tender Stage, the Region shall require Bonding and Insurance from the GC Applicants only, however it would be prudent for GC's to confirm that subs are able to meet the applicable requirements, based on proposed subcontract work.

The Successful GC shall purchase and maintain at all times during the term of the contract, or as otherwise set out in the tender, the insurance coverage listed below:

1) Commercial General Liability Insurance (CGL)

General Liability Insurance to a limit of no less than five million dollars total with a property damage deductible of no more than \$5,000,000 (five million dollars).

The General Liability Insurance Policy will not contain an Asbestos or an XCU exclusion.

- 2) Automobile Insurance  
Automobile Liability Insurance for owned and non-owned auto to a limit of no less than five million dollars.
- 3) Builders All Risk  
Builders All Risk coverage “Broad Form” and Boiler Insurance Coverage in the joint names of the Owner, Contractor and Contract Administrator/Engineer.
- 4) Installation Floater  
Installation Floater written on a “All Risk” perils basis. Coverage applies while property is in transit to the installation site, while stored at a temporary location, awaiting installation at the work site, during loading and unloading as well as the course of installation until completed.
- 5) Contractor’s Equipment Insurance  
All risks Contractor's equipment insurance covering construction machinery and equipment used by the Contractor for the performance of the Work, including boiler insurance on temporary boilers and pressure vessels.
- 6) Pollution Liability Insurance  
Pollution Liability Insurance to a limit of no less than two million dollars insuring all services and operations of the Contractor for third party losses arising from a pollution event performed by or on behalf of the Contractor. The policy shall be endorsed to:
  - a) Include the Owner as an additional insured; and
  - b) Contain an undertaking by the insurers to give thirty (30) days prior written notice in the event that there is a material change in the foregoing policies or coverage affecting the additional insured or cancellation of coverage before the expiration date of any of the foregoing policies.
- 7) Wrap-Up Liability Insurance  
Wrap-Up Liability Insurance that covers the Owner, General Contractor, Consultant, and all Sub-Contractors and Sub-consultants involved in the project. The term for this policy should be from the date of commencement of the work until 24 months from the date of Substantial performance of the work.
- 8) Other Insurance  
Any other type (e.g. Environmental), form or as otherwise may be required from time to time as identified at any time by either party.
- 9) Policy Requirements  
All policies of insurance shall:
  - a) be written with an insurer licensed to do business in Ontario; and
  - b) be non-contributing with, and will apply only as primary and not excess to any other insurance or self-insurance available to Niagara Region.

Niagara Region reserves the right to amend insurance requirements at any time.

## **Proposed Bonding and Security Requirements at the Tender Stage**

The Niagara Region reserves the right to amend the following bonding and security requirements at any time.

At the stage of Tender submission, GC Applicants shall provide an Agreement to Bond and a Bid Security.

### Performance and Other Security

Prior to the execution of the Contract the selected GC Applicant shall furnish to Niagara Region the following security for:

(a) the performance of the contract (a performance bond, certified cheque or an irrevocable letter of credit or other performance security), in the amount of 100% of the total contract price, including HST; and

(b) the payment of all necessary services and materials required to complete the Contract in a satisfactory manner (a labour and material payment bond), in the amount of 100% of the total contract price, including HST.

### Bid Security

GC Applicants will be required to submit with their tender bid a bid security in the form of a bid bond, bank draft, certified cheque or an irrevocable letter of credit.

### **Project Budget**

The value of this Project is estimated to be between \$7,500,000 and \$10,100,000.

### Surety Letter (Appendix G)

END OF SECTION

**Section 5**  
**PREQUALIFICATION NOTICE**

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REQUEST FOR PREQUALIFICATION GENERAL CONTRACTORS NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE
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Request for Prequalification documents must be obtained from:

- Biddingo
- Niagara Region website.

Request for Prequalification documents will be available:

**FREE OF CHARGE.**

Sealed Applications must be addressed to:

**Project: Niagara Region - Rosehill Water Treatment Plant (WTP)  
Upgrades in Fort Erie RFPQ for General Contractors**

Niagara Region  
Campbell West Building  
1815 Sir Isaac Brock Way Thorold, Ontario L2V 4T7

and will be received **ONLY** at:

The Purchasing Office - Corporate Services Department  
Niagara Region  
Campbell West Building  
1815 Sir Isaac Brock Way  
Thorold, ON. L2V4T7  
Attn: Dana Greves, Purchasing Agent

up to and including:

**2:00:00 p.m., Local Time**

on:

**Thursday June 1, 2017**

END OF SECTION

## Section 6

### PROCEDURES & RULES

REQUEST FOR PREQUALIFICATION GENERAL CONTRACTORS NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE
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1. The Client reserves the right to require all Applicants for services or materials to be supplied to Niagara Region, to furnish proof of their competency, responsibility and prior experience as provided in these procedures and rules, but such prequalification shall not be required unless so specified.
2. In order to pre-qualify to bid on this Project, the Applicant shall,
  - (a) comply with these procedures and rules;
  - (b) complete such forms as the Client may specify from time to time prescribed in connection with this Request for Prequalification; and

on or before the date specified for the closing of the RFPQ, and any person who has satisfied the requirements of this section shall be an Applicant within the meaning of these Procedures and Rules.
3. The forms and other information required to be provided by an Applicant shall be signed by the authorized signing officer(s) of the Applicant, and shall be filed with the Client.
  - (a) It is the sole responsibility of each Applicant to ensure that its Application is delivered to the correct address no later than the closing date and time of the RFPQ.
  - (b) Applications shall be deemed to have been submitted only when actually stamped as received at the Purchasing Office –Corporate Services Department,, Niagara Region, Campbell West Building 1815 Sir Isaac Brock Way, Thorold, Ontario L2V 4T7 on or before 2:00:59 p.m. local time on the closing date specified in the RFPQ or as subsequently amended by Addendum. Niagara Region office’s reception time clock shall be deemed to be the official indicator of the local time.
4. All information provided by an Applicant in connection with this RFPQ shall be confidential and shall not be disclosed except as required by law.
5. All Applications shall become property of the Client.

6. The following rules govern the submission of an Application:
- (a) Every Application shall identify the Project to which it relates;
  - (b) Supplementary submissions prior to the RFPQ closing must be accompanied by a complete application;
  - (c) All parts, questions and schedules forming part of an Application must be completed and all questions answered;
  - (d) At its discretion, the Client may:
    - (i) seek clarification from an Applicant on any non-minimum qualification information of the Application; or
    - (ii) reject in its entirety any incomplete or improperly completed Application that does not meet the minimum qualification set out in this Application
  - (e) At the discretion of the Applicant, any unusual facts or circumstances disclosed in connection with any parts, questions and schedules may be fully explained either in the statement or in a separate memorandum attached to the Application and incorporated therein by reference, and for the purposes of this clause:
    - (i) a fact or circumstance is unusual if it is material to the assessment to be made by the Client with respect to the Application, and cannot be properly or fairly dealt with in the space provided on the Application; and
    - (ii) any unusual conditions as specifically presented by an Applicant will be given due consideration, and when justified, may be acted upon by the Client in the award of an approval rating;
  - (f) Every application shall be submitted on the Client's prescribed Prequalification Form, and shall be completed without any alteration or erasure of or with respect to, any of the pre-printed text provided by the Client; or information included on the Prequalification Form by the Applicant, unless the effect thereof is clear and unambiguous or the same has been initialled by the Applicant;
  - (g) Determination of acceptability of information submitted will be at the sole discretion of the Client;

- (h) The submission of false or misleading information in an Application may render an Applicant ineligible for qualification, but this clause shall not prevent the correction of any incorrect information mistakenly or inadvertently provided;
- (i) At the election of the Client, whether or not an Application or Applicant, (as applicable) otherwise satisfies the requirements of the RFPQ, the Client may reject summarily any Application for the grounds contained in subsection 29(b) of the Client's Purchasing By-law and additionally any Applications received from:
  - (i) an Applicant where the Applicant's officers, directors or shareholders have been involved in litigation with Niagara Region, within the five (5) year period immediately preceding the date on which this request for prequalification was published;
  - (ii) any Applicant (or succeeding corporation) against whom Niagara Region, has made a claim under a bid security, a labour and material payment bond, a performance bond, a warranty bond, or letter of credit or other forms of security within the five (5) year period immediately preceding the date on which this request for prequalification was published;
  - (iii) any Applicant with whom, in the opinion of the Council of Niagara Region or its staff, there are reasonable grounds to believe that it would not be in the best interests of Niagara Region to enter into a contract, including (without limiting the foregoing) the conviction of that person or company or any person with whom that person is not at arm's length within the meaning of the *Income Tax Act (Canada)* of an offense,
    - (a) under any taxation statute in Canada,
    - (b) of moral turpitude, whether in Canada or elsewhere;
    - (c) under the *Environmental Protection Act*, or the corresponding legislation of any other province or any member of the European Union or the United States of America, where the circumstances of that conviction evidence a gross disregard of the part of that person for the environmental well-being of the communities in which it carries on business;
    - (d) relating to product liability or occupational health or safety, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that person for the health and safety of its workers or customers;

- (e) under the *Securities Act* or the corresponding legislation of any other province or any member of the European Union or the United States of America or any state thereof.
  - (j) In the event of a conflict or inconsistency between, or an omission or ambiguity with respect to, any term(s), condition(s) or provision(s) contained in any of the following RFPQ documents, the term(s), condition(s) or provision(s) contained in the following documents shall apply and prevail in the following successive order of priority to the extent of such conflict, inconsistency, omission or ambiguity or incongruity:
    - (i) All Addenda to this RFPQ;
    - (ii) RFPQ Section 6 - Procedures and Rules;
    - (iii) RFPQ Section 4 - Proposed Scope of Work;
    - (iv) RFPQ Section 8 - Prequalification Form;
    - (v) RFPQ Section 7 - Qualifications Table 1;
    - (vi) RFPQ Section 5 - Prequalification Notification;
    - (vii) RFPQ Section 2 - Communications.
- 7. Based upon the information provided in its Application, Applicants will be scored on a consensus basis, using the criteria set out in this document. Written notification will only be given to the Applicants that have been prequalified for the Project.
- 8. Applications shall not be opened until after the closing date and time of the RFPQ. An Application will be evaluated and an approval rating will be established within ninety (90) days of the closing date of the RFPQ. Unless extended by the Client or earlier cancelled, every approval rating expires six (6) months from the date of closing of this RFPQ.
- 9. Prior to expiry, an extension of the expiration date for an approval rating may be granted upon written request where the circumstances are considered by the Client to justify that extension.
- 10. The Application is intended to develop information upon which the Client will be able to determine the appropriate qualifications of the Applicant to bid upon the Project. All information provided by an Applicant or otherwise included in the Application shall be deemed to be material representations by the Applicant to the Client. The Applicant shall be deemed to have warranted the truth of the representations so made, and that those representations remain current at the time of the submission of the Application.
- 11. The Client reserves the right at any time prior to the close of this RFPQ:
  - (a) to withdraw or cancel the RFPQ;
  - (b) to extend the time for the submission of Applications; or



(c) to modify the RFPQ;

by the publication of an Addendum or other notice, and the Client shall not be liable for any expense, cost, loss or damage incurred or suffered by any Applicant (or any other person) as a result of its so doing.

12. The Client reserves the right at any time prior to the issuance of the Request for Tender or Request for Proposal to cancel the RFPQ by written notice to those Applicants who have submitted an Application, and the Client shall not be liable for any expense, cost, loss or damage incurred or suffered by any Applicant (or any other person) as a result of its so doing.
13. The Client and its elected officials, representatives, agents, consultants and advisors will not be liable to any Applicant for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Applicant in preparing and submitting an Application, or participating in negotiations for a contract, or other activity related to or arising out of this RFPQ. All costs and expenses related to the preparation, submission and presentation including interviews and demonstrations, or any work performed in connection therewith shall be at the sole expense of the Applicant.
14. Each Applicant, by providing a signed submission, indicates that the Applicant has read, completely understands, and accepts the terms and conditions contained herein in full.
15. It is the responsibility of the Applicant to seek clarification of any matter that they consider unclear before providing a submission. The Client is not responsible for any misunderstanding of the Request for Prequalification on the part of the Applicant.
16. Any Addendum shall be posted only be posted publicly on the Niagara Region website and Biddingo by Client and shall be sufficiently served upon any prospective Applicant if so emailed.
  - (a) In addition to the above method of posting, Client may also notify prospective Applicants of any Addendum by any other method it deems appropriate, including telephone, fax, courier, hand-delivery or by personal delivery. The need for additional notification and the method(s) to be used shall be in the absolute discretion of Client and notification shall be to the co-ordinates provided by the Applicant to the Client at the time it obtained the Application from the Client.
  - (b) It is the sole responsibility of all Applicants to check with Client for any such Addenda and to acknowledge on the Application and provide for all Addenda issued in its Application.

17. Where an Addendum or notice is published, every Application shall be deemed conclusively to have included an appropriate allowance for the change made by the addendum in the information set out in the submission.
18. All Addenda or notices shall become part of the RFPQ document and shall be allowed for in the submission of information by the Applicant.
19. All questions, clarifications or communication between an Applicant and the Client (including requests for information, instructions or clarification) shall be set down in writing and directed to the designated Contact Person in **Section 2: Communications**. Written answers or clarifications of substance shall be shared with all Applicants and issued in the form of an Addendum. The Client and RVA shall not be bound by any oral:
  - (a) instruction;
  - (b) amendment or clarification of these Instructions or any of the RFPQ documents;
  - (c) information; or
  - (d) advice or suggestion;

from any representative of the Client (including but not limited to Senior Management, Administrative or any other Project Employees), RVA's staff, or other Consultant(s) to the Client concerning this RFPQ or the proposed Project or Project in which the intended work is to be carried out.

20. Where an Application has been received by the Client and prior to the publication of an Addendum or notice within the contemplation of these Procedures and Rules, the Client shall allow that Applicant to submit a revised Application prior to the closing date for the RFPQ or to send a written acknowledgement (which may be by email) that the original Application still stands.
21. In the event that this solicitation is amended via Addendum, all terms and conditions, which are not modified shall remain unchanged.
22. Applicants are advised there will not be a public opening for this Request for Prequalification. Submissions received, by the date and time in closing, will be opened administratively by specific members of the Client and at a time subsequent to the closing.
23. No Collusion – By submitting an Application, the Applicant, and each firm, corporation or individual member of the Applicant, represents and confirms to the Client, with the knowledge and intention that the Client may rely on such representation and confirmation, that its Application has been prepared without collusion or fraud, and in fair competition with Applications from other Applicants.

24. Conflict of Interest – Applicants shall disclose any potential conflicts of interest and existing business relationships they may have with the Client, or any known participants in the Project.
25. Accuracy of information – While the Client had used considerable efforts to ensure an accurate representation of information in the Request for Prequalification, the information contained in this Request for Prequalification is supplied solely as a guideline for Applicants. The Client gives no representation whatsoever as to the accuracy or completeness of any of the information set out in this RFPQ, or any other background reference information or documents prepared by third parties and made available to Applicants. Applicants will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the Client or its representatives, agents, consultants and advisors, with respect to such information.
26. Ownership of Applications and Freedom of Information - All documents, including Applications, submitted to the Client become the property of the Client. They will be received by the Client and may be released publicly, subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). No Applicant should expect that any part of its proposal will be kept confidential. Niagara Region does not guarantee that the possible exceptions to disclosure of third party commercial information set out in MFIPPA will be used to refuse disclosure. Applicants are advised that their submissions will be disclosed to Niagara Region’s Consultants retained for the purpose of evaluating or participating in the evaluation the submissions. By submitting any personal or commercial information requested in this RFPQ, Applicants are agreeing to the use of such information as part of the evaluation process, or for any audit of this RFPQ process.
27. Confidentiality - Applicants shall treat all information received through this RFPQ process and subsequent contract award as confidential, and will not disclose such information to any person except with the prior written consent of the Client.
28. Working Language - All Applications must be written in English.
29. Accessibility - The Client is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. Applicants must conform with the *Accessibility Standards for Customer Services*, O. Reg. 429/07 under the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA) and make training or compliance data available if requested. The Client’s policy and guidelines can be found on our website at <http://www.niagararegion.ca/>.
30. Law of Ontario - Any Contract resulting from this Request for Prequalification will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

31. Buyer Indemnification - The Applicant shall hold the Client's officers, Consultants, agents, and employees free and harmless from and against any and all liability, including, but not limited to, cost of claims, suits, and counsel fees arising from, growing out of, or incidental to the actual or alleged use of any copyrighted composition, secret or proprietary process, patented or unpatented invention article or appliance, including foreign letters patents, furnished as a result of this prequalification.
32. Intellectual Property Rights - The Client will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. Applications regarding these rights should not be submitted in response to this Request for Prequalification and will not be considered in evaluating responses. If, in the future, the Client elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.
33. Purchasing By-Law - Requests for Prequalifications will be called, received, evaluated, accepted and processed in accordance with the Client's Purchasing By-law and Procedures. By submitting an Application to this request, the Applicant agrees to be bound by the terms and conditions of such By-law and Procedures and any amendments thereto, as fully as if they were incorporated herein. This by-law can be found on Niagara Region's website <http://www.niagararegion.ca/>.

END OF SECTION

**Section 7**  
**PREQUALIFICATION**

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REQUEST FOR PREQUALIFICATION GENERAL CONTRACTORS NIAGARA REGION–ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE
--

**APPLICATION SUBMISSION INFORMATION**

**1.0 GENERAL**

Applications will be evaluated by the Evaluation Team according to the criteria and requirements set out in this RFPQ. In submitting the Application, Applicants agree that the decision of the Evaluation Team is final and binding, and will not be subject to review by any court and any Applicant breaching this provision will indemnify the Client and its consultants for all its costs as a result of same.

This RFPQ shall not obligate or commit the Niagara Region to award a contract.

**2.0 APPLICATION SUBMISSION**

Each Applicant is required to submit **SEVEN (7) complete sets** and **ONE (1) electronic copy** of their Application, including the Prequalification Form. One set shall be an **originally signed copy** and will be labelled as such. The remaining six (6) copies may be photocopies and shall be identical in content with the original signed copy. The Prequalification Form must be completed in full and be included in all of the Application submissions sets

Faxed or electronic submissions will not be accepted.

Applications must be legible and completed in ink or typewritten.

Applications are to conform to the terms and conditions set out herein. Failure to do so will cause the Application to be rejected.

**2.1 Format of Submission**

An Application package must include the Prequalification Form, as provided with this RFPQ and address all sections outlined in the Qualifications Table 1; no additional marketing material is to be included with the Applicants submission.

The Application submission shall be tabbed in the following order and is not to exceed a total of thirty (30) single sided or fifteen (15) double sided pages. Size of font is to be a minimum 12:

**Tab 1: Mandatory Requirements**

**Tab 2: Corporate Experience**

**Tab 3: Similar Projects**

**Tab 4: Experience of Key Personnel**

**Tab 5: Project Management Methodology/Approach**

**Tab 6: Reference Check**

## **2.2 Prequalification Submission Instructions**

### **Tab 1- Mandatory Requirements**

- a. Insert the completed and signed Prequalification Form included in Section 8. Ensure the Prequalification Form is fully completed including acknowledgement of receipt of any addenda to this solicitation by entering the number and date of each addendum on the Form.
- b. Bonding Verification – Provide a letter from a nationally recognized Surety Company stating total bonding limit available to the Applicant and a commitment to bond based to meet the requirement of the proposed scope of work at a minimum value of \$7,500,000.00. **Appendix G**
- c. Insurance Verification – Provide a letter from a nationally recognized Insurance Provider stating the Applicant is capable of meeting the minimum insurance requirements outlined in this document. **See Page 9 and 10.**

### **Tab 2- Corporate Experience**

- a. Applicants are to provide a company background to demonstrate their experience as it relates to the scope of services described in this RFPQ. Specific experience with public entities such as other Municipalities is to be included. If the Applicant has provided services to Niagara Region in the past, identify the name of the project and the department for which the Applicant provided these services. Include other resources, including total number of employees, number and location of offices (max. 2 pages). In addition, Applicants must complete and submit **Appendix A – Corporate History/Structure/ Company Background**
- b. Applicants submitting pre-qualification documents must complete **Appendix B– Complex Retrofit Construction Upgrades On Highly Regulated Operating Facilities**, listing all Complex Retrofit Construction Upgrades projects completed, or that are in progress, within the last ten (10) years.

All columns to be completely filled out including: project name, contact information, tender value, value and number of extras, final project cost and whether any legal claims took place as part of the project.

- c. Applicants shall provide proof of a minimum 10 years operation under the Legal Name identified by Applicant on the Prequalification Form

### **Tab 3 – Similar Projects**

- a. General Contractors submitting pre-qualification documents **must** have completed, or are in progress, a minimum of three (3) tendered water or wastewater facility capital projects upgrade contracts in excess of seven million (\$7.0M) dollars.
  - **Form A – Reference Project Sheet** (Refer to Section 10) to be completed for each of the three (3) reference projects.
  - The projects must involve the staged/phased construction and refurbishment of complex mechanical and electrical systems; concrete restoration; and process retrofit within existing structures/facilities requiring coordination with plant operations.
  - Projects including the construction of new building additions to existing structures will contribute to a higher score.
  - Although other projects can be noted, experience on drinking water treatment plant projects of comparable scope, size and complexity as described in Section 4 PROPOSED SCOPE OF WORK, is preferable and will contribute to a higher score.
- b. Applicants submitting pre-qualification documents must complete **Appendix C– Water & Wastewater Treatment Plant Project History**, listing all tendered water / wastewater facility capital projects completed, or that are in progress, within the last ten (10) years with Canadian municipal government clients. All columns to be completely filled out including: project name, contact information, tender value, value and number of extras, final project cost and whether any legal claims took place as part of the project.
- c. Applicants submitting pre-qualification documents must complete **Appendix D – Non Treatment Plant Water & Wastewater Facility Project History**, listing all tendered contracts completed or are in progress within the last eight (8) years with Canadian municipal government clients. All columns to be completely filled out including: project name, contact information, tender value, value and number of extras, final project cost and whether any legal claims took place as part of the project.

#### **Tab 4 – Experience of Key Personnel**

The Region is requesting that a team of qualified, competent and skilled employees be assigned to this account. This will ensure that those employees will become familiar with Region facilities, staff, the hazards, contract expectation and working conditions.

- a. Applicants shall provide the resumes of the Project Manager and Site Superintendent personnel assigned for this Project for the construction phase. Clearly identify the roles, and responsibilities they provided on each project type listed, the construction budget and year each project was completed in their resume.

The Applicant's Project Manager and Superintendent must each have a minimum of 7 years of experience as a construction site superintendent or project manager directly responsible for co-ordination of sub-trades and with significant experience in management, scheduling, and quality control.

- b. General Contractor Applicants shall provide the resume of the Commissioning Manager who is to have a minimum 5 years' experience for the commissioning of water and wastewater facilities including preparation of Commissioning plans and coordinating the commissioning process.
- c. Applicants are to provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFPQ; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverables of the RFPQ.

Applicants submitting pre-qualification documents must complete **Appendix E – Key Personnel**. Provide proof of all licenses currently valid, certification, apprenticeships and diplomas for the team identified.

#### **Tab 5 – Project Management Methodology/Approach**

Applicants must identify their construction scheduling capabilities including tools and approach used to ensure adherence to the construction schedule, and delay mitigation. Applicants will provide a recent example of a project schedule to identify the quality and detail of the schedule.

Applicants will also identify their approach to conflict resolution to mitigate additional costs and schedule delay. In addition the Applicant will identify their proposed Communication Strategy to deal with issues during the course of the project.

Applicants are to complete and submit **Appendix F – Construction Scheduling Capabilities and Approach**



## **Tab 6 – Reference Check**

The reference contact names provided on **Form A – Reference Project Sheet** will be contacted to verify and/or clarify the information provided. In addition, The Region reserves the right to investigate additional references beyond those provided.

### **2.3 Health and Safety**

The successful General Contractor will be required to comply with the Region's Contractor Safety Policy #C3-H17. The policy and forms can be found on the Region's website at: <http://www.niagararegion.ca/business/tenders/compliance-with-standards.aspx>.

## **3.0 EVALUATION PROCESS**

### **3.1 Evaluation of Applications**

An Evaluation Team comprised of representatives from the Niagara Region, and RVA, will review the Applications for compliance to the mandatory requirements.

The evaluation will be based solely on the information provided in this Application

**No assumptions should be made that the Client, or RVA have any knowledge of the Applicant or its staff, their expertise and performance on other projects other than those submitted in as Applicant's Application.**

### **3.2 Qualifications**

As qualifications of this RFPQ, Applicants must submit the information requested in the following Qualifications Table 1 as part of their Application. **All information provided must be current. Failure to provide this information may be cause for your submission to be disqualified.**

### **3.3 Similar Projects**

With respect to this RFPQ and its requirements, "**Similar Projects**" has been defined in Tab 3 of Section 2.2 - Prequalification Submission Instructions, above.

### **3.4 Optional Interviews**

The Client, at its sole discretion, reserves the right to conduct interviews with Applicants where required for clarification on certain points of their Application. The interviews will be held for the sole purpose of verifying the scores which the Evaluation Team has applied to those Applicants being interviewed. The interviewers will ask questions

relating to the criteria set out in the RFPQ Documents and the Applicant's submission. Applicants are not permitted to present any information not previously included in their Application.

The Applicant's key members of the Project team, as named in the Application submission, must be in attendance at the interview. No scoring will be given directly to the interview. The Evaluation Team will consider its prior scoring of the Applications and adjust any, all, or none of the criteria up or down as the Evaluation Team agrees in consensus.

### **3.5 No Substitutions**

Applicants who have been prequalified as a result of this Request for Prequalification shall not substitute individuals noted in their Application without prior written approval by Niagara Region. At the time of Tender Evaluation and Award, Applicants will be required to confirm the individuals provided for in the RFPQ are the same. If the Applicant does not confirm this, the Region may reject the Tender Submission.

## **4.0 EVALUATION CRITERIA**

The criteria in the following Qualifications Table 1 will be used in the evaluation. Applications must address these criteria in the identification and order protocol shown below. Applicants are advised that not following this identification and order creates the risk to the Applicant that, even if the information has been provided, it may be overlooked and consequently not considered in the evaluation of the Applicant's score.

The Client reserves the right to change the structure and criteria set out in this Request for Prequalification prior to the date and time of closing for the acceptance of submissions.

Applicants are advised that as part of the evaluation, the reference contact names provided in the Applicants' submissions may be contacted to verify and/or clarify the information provided.

**Qualifications Table 1:**

<b>TAB</b>	<b>EVALUATION CRITERIA</b>	<b>POINTS</b>	
<b>1</b>	<b>Mandatory Requirements</b> All required documents must be submitted to pass through to the next stage of evaluation (Proceed to Evaluation Stage 2 if YES; If NO-no further evaluation)	Yes	No
<b>2</b>	<b>Corporate Experience (15%)</b>		
	Corporate History/Structure/ Company Background ( <b>Appendix A</b> )	5	
	Completion of complex retrofit construction upgrades on highly regulated operating facilities ( <b>Appendix B</b> )	10	
<b>3</b>	<b>Similar Projects (50%)</b>		
	Demonstrated specific experience on reference projects W& WW Projects Experience criteria to be evaluated include:		
	• W & WW Treatment Plant projects ( <b>Appendix C</b> )	15	
	• Non treatment Plant W & WW Facility projects (Pumping Stations, Reservoirs, etc) ( <b>Appendix D</b> )	10	
	• Working with restrictive shutdown constraints on 'live' facilities	10	
	• Preparing, updating, and successfully executing complex, multidisciplinary progress schedules and commissioning plans.	5	
	• Coordination with Client Operations / Maintenance and Engineer Contract Administration personnel	5	
	• Understanding of Regulatory Compliance as it pertains to Water Treatment / Distribution Facilities in the Province of Ontario	5	
<b>4</b>	<b>Experience of Key Personnel (Appendix E) (15%)</b> Experience criteria to be evaluated include:		
	• Experience and skillsets of individuals for identified role on similar W & WW treatment facility projects	15	
<b>5</b>	<b>Project Management Methodology/Approach (10%)</b>		
	• Construction scheduling capabilities, tools and approach including quality and detail of recent example project schedule	5	
	• Conflict resolution approach / Communication Strategy	5	
<b>6</b>	<b>Reference Check (10%)</b>		
	• Online and Provided (Form A)	10	
<b>TOTAL</b>		<b>100%</b>	

A minimum score of **75** is required to prequalify for invitation to submit a bid.

END OF SECTION

**Section 8  
PREQUALIFICATION FORM**

REQUEST FOR PREQUALIFICATION  
GENERAL CONTRACTORS  
NIAGARA REGION-ROSEHILL WATER TREATMENT PLANT (WTP) UPGRADES IN FORT ERIE

Legal Name of Applicant \_\_\_\_\_

Incorporated Under the Laws of: \_\_\_\_\_

\_\_\_\_\_  
(Specify Province; Canada or otherwise and relevant statute)

Business Address: \_\_\_\_\_  
(Include street, city, province and postal code)

Head Office Address: \_\_\_\_\_  
(If different than above, include street, city, province and postal code)

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**To:** The Purchasing Office  
Niagara Region  
Campbell West Building  
1815 Sir Isaac Brock WayThorold, Ontario L2V 4T7  
Email: [dana.greves@niagararegion.ca](mailto:dana.greves@niagararegion.ca)

**Date:** \_\_\_\_\_

## 1. Addenda

The Applicant is deemed to have read and accepted all addenda issued by Niagara Region prior to the Deadline for Issuing Addenda. The onus remains on Applicants to make any necessary amendments to their submissions based on the addenda. The Applicant is requested to confirm that it has received all addenda by completing the statement below:

The Applicant has received addendum/addenda numbers \_\_\_\_\_ to \_\_\_\_\_, inclusive, and all changes specified therein have been included in their submission.

Applicants who fail to complete this section will be deemed to have received all posted addenda.

## 2. Interpretation

I/We confirm that I/we have received no oral communication, representation, information, instruction or advice (collectively referred to as “representation”) from any officer, employee, agent, or any other person acting on the behalf of or at the direction of the Client which in any way amends or modifies the content of this Request for Prequalification and any addenda thereto. I/We further acknowledge that I/we have carefully reviewed, understand and agree to the communication provisions of the Procedures and Rules.

I/We acknowledge and agree that I/we have not assumed that any information concerning our operations, business or personnel or any other information required to be provided by me/us when submitting my/our Application is known to the Client and or their consultants, regardless of whether such information may be actually previously known to the Client and or their consultants.

I/We confirm that the information provided in this Application by me/us is true, complete, in such detail as required and remains current at the time of the submission of the Application.

I/We confirm to have the ability to attain the proposed minimum insurance currently required for this Project, and understand that the Client reserves the right to amend any and all insurance requirements for the Project as the Client deems necessary.

I/We confirm to be registered and be in good standing with the Workplace Safety and Insurance Board (“WSIB”) and have the ability to attain a current WSIB Clearance Certificate.

\_\_\_\_\_  
(Legal Name of Applicant)

Per: \_\_\_\_\_  
(Signature) A.S.O.

\_\_\_\_\_  
(Please print name)

I/We have the authority to bind the Applicant

Per: \_\_\_\_\_  
(Signature) A.S.O.

\_\_\_\_\_  
(Please print name)

I/We have the authority to bind the Applicant

**Section 9 – Procurement By-Law – Bid Irregularity  
PROCUREMENT BY-LAW  
NIAGARA REGION  
BID IRREGULARITIES**

**RESPONSES for ADMINISTERING IRREGULARITIES CONTAINED in BIDS**

	<b>IRREGULARITY</b>	<b>RESPONSE</b>
1.	Late Bids.	Automatic rejection. Returned unopened to the bidder.
2.	Unsealed Envelopes.	Automatic rejection.
3.	<b>Insufficient Financial Security</b>	
	A) No Bid Deposit, uncertified cheque, or financial security not an original (e.g. A photocopy or a facsimile of a financial security).	Automatic rejection.
	B) Amount of financial security is insufficient:	Automatic rejection.
	i. Amount of security is expressed as a percentage of the total bid sum.	Automatic rejection, unless in the opinion of Procurement and Strategic Acquisitions and Legal and Court Services, the insufficiency in the financial security is de minimus (trivial or insignificant).
	ii. Amount of security is expressed only as a dollar figure.	Automatic rejection.
	C) i. Name or signature of Supplier is missing or incomplete.	Automatic rejection.
	ii. Seal of Supplier is missing or incomplete.	Two (2) working days* to obtain missing or incomplete items.
	D) Name, signature, or seal of bonding company is missing or incomplete.	Automatic rejection.
	E) Failure to provide a letter of agreement to bond (if required).	Automatic rejection.
4.	<b>Bid Document – execution</b>	
	A) Bids completed in erasable medium.	Automatic rejection.
	B) i. Signature of representative authorized to bind the Supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid Solicitation.	Automatic rejection.
	ii. Electronic signature of representative or absence of corporate seal authorized to bind the Supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.	Two (2) working days* to obtain original signature.
	C) Form of Proposal missing or incomplete.	Two (2) working days* to correct to the satisfaction of Procurement and Strategic Acquisitions, otherwise automatic rejection.

	<b>IRREGULARITY</b>		<b>RESPONSE</b>
	D)	Form of Quotation or Tender missing or incomplete.	Automatic rejection.
	E)	Signature of witness, if required, missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection.
	F)	Date of Bid missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection or, if stated in the Bid Solicitation, automatic rejection.
5.	Incomplete, illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).		Two (2) working days* to correct to the satisfaction of Procurement and Strategic Acquisitions, otherwise automatic rejection.
6.	Document, in which all necessary Addenda have not been acknowledged.		Two (2) working days* to confirm Bid to the satisfaction of Procurement and Strategic Acquisitions or, if stated in the Bid Solicitation, automatic rejection.
7.	Failure to attend mandatory site visit (if required).		Automatic rejection.
8.	Bid received on documents other than those provided in the Bid Solicitation.		Automatic rejection, unless allowed for in the Bid Solicitation.
9.	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.		Automatic rejection unless, in the opinion of Procurement and Strategic Acquisitions and Legal and Court Services, the incomplete nature is trivial or insignificant.
10.	Mathematical errors.		Two (2) working days* to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.
11.	Qualified Bids (Bids qualified or restricted by an attached statement).		Automatic rejection
12.	Bids containing minor obvious clerical errors.		Two (2) working days* to confirm Bid to the satisfaction of Procurement and Strategic Acquisitions.
13.	Any other irregularities.		The Director of Legal and Court Services, or Designate, shall have authority to waive other irregularities or grant two (2) working days * to initial such other irregularities considered to be minor.



**Section 10**  
**REFERENCE INFORMATION**

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**FORM A Reference Project Sheet**

**Instructions:**

Provide the information requested below for three (3) similar projects (see definition under 2.2 Prequalification Submission Instructions) that you have completed.

<b>Applicant:</b>	
Project Name, Owner & Location:	
Contact Name, Phone Number & Email Address for Owner for whom the work was completed.:	
What was the total value of the project? AND What was your portion of the project? <ul style="list-style-type: none"> <li>• Total value of change orders approved by the Owner</li> <li>• Final Contract value:</li> </ul>	
Provide summary scope of work of Project (where possible, provide description/details regarding similarity of reference project to Rosehill WTP Upgrade scope; additional pages to be appended as required to address all Evaluation Criteria - Item 1 components):	
State project duration and year(s) in progress (include start date; date of substantial performance; and total completion):	
Project's current status:	
Construction procurement method/ Contract used:	
If the project is complete, was it completed on time?	
Name of Engineer and contact info:	

## **APPENDIX A**

Corporate History / Structure / Company Background

**CORPORATE HISTORY/STRUCTURE/ COMPANY BACKGROUND**

**Page 1 of 2**

Full Company Name:	
Previous Company Name(s), if any:	
Parent Company Name:	
Subsidiary Companies:	
Associated Companies:	
Number of years company has been in operation in municipal infrastructure construction business	
Company address, phone number, e-mail, fax number and provide contact names for pre-qualification related issues and contract administration in Stage 2 if awarded the RFT	
Do you have a live voice to answer calls during normal working hours?	
Number of Head Office staff (Administrative)	
Number of Supervisory Staff available to service the potential contract resulting from the RFT in Stage 2 (please note this is to be full time staff member that is separate from the staff available to be dedicated to service this account, actual employees of organization)	
Number of staff available for the potential contract resulting from the RFT (actual employees of organization)	
Does your organization use subcontractors to complete services	YES _____ or NO _____
What specific work will be performed by your company	

COMPANY:	SIGNATURE:
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**CORPORATE HISTORY/STRUCTURE/ COMPANY BACKGROUND**

**Page 2 of 2**

Branch Locations (if any other than main office)	
Describe all additional support service your company offers (i.e., engineering, consulting, CAD drawings etc.):	
Are all company employees bondable and does your organization have an issue being subjected to a Police Clearance Check if required as part of this process?	YES: _____ NO: _____
Is your firm covered by WSIB Please provide your firms current WSIB Clearance Certificate in Appendix D.	YES: _____ NO: _____
Describe your company's commitment to "Customer Service": i.e. philosophy, training ; company policy; etc)	Please complete answers on separate sheet with Question stated on top and Answer to each below as part of Appendix C
Describe your company's commitment to "Quality Control" and "Continuous Improvement (i.e. training ; company policy; etc, ISO 9000 certified)	Please complete answers on separate sheet with Question stated on top and Answer to each below as part of Appendix A
Describe your company commitment to "Green" or "Environmentally Friendly" practices (i.e. philosophy, training ;company policy; etc)	Please complete answers on separate sheet with Question stated on top and Answer to each below as part of Appendix A
How does your organization promote "Environmental Friendly or Green" practices and products as they relate to Construction Services (i.e. training ; company policy; ISO 14001 certified etc)	Please complete answers on separate sheet with Question stated on top and Answer to each below as part of Appendix A

COMPANY:	SIGNATURE:
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## **APPENDIX B**

Complex Retrofit Construction Upgrades On Highly Regulated Operating Facilities

### Complex Retrofit Construction Upgrades On Highly Regulated Operating Facilities

No.	Project Name/ Facility	Contract Number / Tender Call Number	Municipality	Municipality Contact Name/Info	Engineering Design Firm Contact Name/Info	Project Start Date	Project Completion Date or % Complete	Tender Value	Value of Extras	Number of Extras	Final Project Cost	Were there any Legal Claims during or after the project? If so, provide claim details.
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

COMPANY:	SIGNATURE:
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## **APPENDIX C**

Water & Wastewater Treatment Plant Project History

## Water & Wastewater Treatment Plant Project History

No.	Project Name/ Facility	Contract Number / Tender Call Number	Municipality	Municipality Contact Name/Info	Engineering Design Firm Contact Name/Info	Project Start Date	Project Completion Date or % Complete	Tender Value	Value of Extras	Number of Extras	Final Project Cost	Were there any Legal Claims during or after the project? If so, provide claim details.
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

COMPANY:	SIGNATURE:
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## **APPENDIX D**

Non Treatment Plant Water & Wastewater Facility Project History

### Non Treatment Plant Water & Wastewater Facility Project History

No.	Project Name/ Facility	Contract Number / Tender Call Number	Municipality	Municipality Contact Name/Info	Engineering Design Firm Contact Name/Info	Project Start Date	Project Completion Date or % Complete	Tender Value	Value of Extras	Number of Extras	Final Project Cost	Were there any Legal Claims during or after the project? If so, provide claim details.
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

COMPANY:	SIGNATURE:
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## **APPENDIX E**

Key Personnel

**Appendix E – Key Personnel**

<b>NAME</b>	<b>POSITION TITLE</b>	<b>YEARS EXPERIENCE</b>	<b>CONTACT INFORMATION: (PHONE/CELL/FAX/ EMAIL ADDRESS)</b>	<b>LEVEL OF CERTIFICATION/ QUALIFICATION</b>

<b>COMPANY:</b>	<b>SIGNATURE:</b>
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## **APPENDIX F**

### Construction Scheduling Capabilities and Approach

**APPENDIX F – CONSTRUCTION SCHEDULING CAPABILITIES AND APPROACH**

What scheduling software does your company use in the execution of a Contract?	
Is the proposed personnel for this project trained to use the scheduling software?	
How often will schedule tracking and updates be done?	
Who is responsible for adherence and revisions to the schedule?	

COMPANY:	SIGNATURE:
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## **APPENDIX G**

Surety Letter

## **APPENDIX G – SURETY LETTER**

Provide a letter from a recognized Surety Company confirming that they have bonding facility in place for your company and that your company has demonstrated the ability to meet the conditions of similar contracts in the past.