

Request for Qualifications: Prequalification for Design-Build Contractors



THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND ROCKLAND AND BOURGET FIRE STATIONS Reference Number F18-INF-2017-016

**Submission Deadline: 2:00:00pm on June 26, 2017, local Time in Clarence-Rockland
Ontario, Canada**

Deliver to:
Gerry Lalonde
The Corporation of the City Clarence-Rockland
1560 Laurier
Clarence-Rockland
Client Service Center
Rockland, ON
K4K1P7

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 shall not be construed as a commitment of any kind given on behalf of Colliers Project Leaders Inc., the City of Clarence-Rockland Fire Department or the City of Clarence-Rockland now or in the future.

Colliers Project Leaders Inc., the City of Clarence-Rockland Fire Department and the City of Clarence-Rockland 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 City of Clarence-Rockland in accordance with the terms and conditions of that agreement.

Any expenditure experienced by the respondents in preparation and submission of the prequalification shall not be reimbursed by the either Colliers Project Leaders Inc., the City of Clarence-Rockland Fire Department or the City of Clarence-Rockland.



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Rockland and Bourget Fire Stations - Prequalification for Design-Build Contractors

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1. INTRODUCTION

1.1 General

The City of Clarence-Rockland (the Owner), is planning to build two (2) new fire stations using the Design-Build procurement method. The Owner needs to establish a list of prequalified design-build contractors to be invited to submit bids through the competitive Request for Proposal (RFP) process for the design and construction of the new Fire Stations.

The RFP for design-build is expected to be issued to the prequalified contractors in July 2017. The completion of the Rockland and Bourget fire stations are anticipated to be Fall 2018..

Geotechnical, environmental and survey work is currently underway and any applicable reports will be appended to the RFP.

This prequalification process is being administered by the Project Manager, Colliers Project Leaders Inc. on behalf of the Owner. The Owner reserves the right to not accept any submissions and to reissue this prequalification at the sole discretion of the Owner.

1.2 Purpose of Prequalification

This prequalification is a general call intended to capture the maximum number of eligible design-build contractors together with company specific information about the proponents responding to the call. Information shall be reviewed by the Project Manager 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 RFPs 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 Owner. 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 property owners and the public in general.

IT IS ANTICIPATED THAT ONLY PREQUALIFIED CONTRACTORS WILL BE PERMITTED TO SUBMIT PROPOSALS FOR THE CITY OF CLARENCE-ROCKLAND NEW FIRE STATIONS. TO PREQUALIFY, A PROPONENT MUST: (1) RESPOND TO ALL NON-RATED REQUIREMENTS, AND (2) ATTAIN A SCORE OF 75 OR ABOVE ON THE RATED REQUIREMENTS. (3) THE CITY WILL BE LOOKING TO PREQUALIFY THREE (3) TO SIX (6) DESIGN-BUILD FIRMS WITH THE TOP SCORES. COLLIERS PROJECT LEADERS INC., THE CITY OF CLARENCE-ROCKLAND FIRE DEPARTMENT AND THE CITY OF CLARENCE-ROCKLAND, 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 PREQUALIFICATION TO ADDITIONAL PROPONENTS AS NEEDED.

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1.3 Project Objectives

1. Delivery of the two (2) Fire Stations according to the schedule and budget parameters.
2. Mitigate the potential impact of unknown or unforeseen conditions on the project.
3. Be efficient and effective in selection of quality firms to undertake the project through the prequalification of contractors.

1.4 Background

The City of Clarence Rockland is a growing community located east of the City of Ottawa and West of the City of Montreal. The Protective Services Department for the City is comprised of 6 full-time Bylaw personnel, 5 full time Fire Personnel, as well as 70 Volunteer Fire Fighters spread amongst 3 stations. In order to satisfy the growing demand, the Owner is planning to build two (2) new facilities in Clarence-Rockland.

The first is located in the town of Rockland where an existing 2 bay, 330m² Fire Station is situated on Owner owned lands at 1560 Laurier Street. Refer to appendix A. The Owner intends to keep the existing fire station open and operational while it constructs the new station. Staged construction should be considered to allow fire apparatus to move into new bays, prior to demolition. This facility will house a four (4) drive through bay Fire Station, Fire Administration and Bylaw Enforcement. It is also anticipated it will house an Emergency Medical Services (with separate admin / living area). This station will double as an Emergency Operations Centre (E.O.C) in case of emergency.

The Second, located in the Village of Bourget, will house a three (3) drive through bay Fire Station and is anticipated to house Emergency Medical Services (with separate admin / Living area).

Further to the above, the design for both stations should consider;

- Fire suppression, Administration and Fire Prevention Officers.
- Proximity to public access.
- Bylaw enforcement officers to be located in Rockland facility.
- Growing demand for personnel, systems and methods, current and future IT needs.
- Space for inspectors, public education and audio Video Storage.
- Classroom space for training (inside and outside).
- Low maintenance building materials.
- Vehicule washing inside the building and its required drainage requirements.
- Public use.
- Other combined uses.

In the interest of buiding fire safety and supporting public education inintatives, both buildings should include; monitored fire alarm systems and automatic sprinklers. As emergency services buildings, the designs and construction shall be completed as a post-disaster building and include emergencery generators.

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The Owner envisions a standardized approach for the main fire bays and related building components to facilitate the construction of any future fire-only stations. The parking lot, building services and exterior landscaping are all part of the project. Although LEED certification is not a requirement, best environmental principles and practices should be considered.

The Owner retained the services of Colliers Project Leaders Inc. to manage the procurement of the design-builder and to oversee the delivery of the design and construction of its new fire station. Mr. Luc Fréchette and Ms. Harminder Kaur are the Designated Project Managers 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 design-builder.

1.5 Description of Construction Contracts

Once prequalified, successful proponents shall be invited to submit bids through the RFP process as design-build contractors for the new City of Clarence-Rockland Fire Station project:

1. The RFP will be issued for approximately four weeks starting in July 2017.
2. The requirement for a 10% bid bond is expected.
3. The preliminary schedules for the construction and scope of work have been provided in Appendix B.
4. The form of the contracts for the project will be the CCDC Document 14 – 2000 Design-Build Stipulated Price Contract Agreement, modified by supplemental conditions and other requirements of the project.
5. The Design-Build Contractor will have full control and responsibility for the City of Clarence-Rockland New Fire Station site during the construction periods.

2. NON-RATED REQUIREMENTS (Reference Appendix D):

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 prequalification. The number of projects identified is limited to a minimum of three (3) and a maximum of five (5) for each category.

2.2 Bonding Verification

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

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2.3 Insurance Verification

Submit a valid certificate or other proof of \$5,000,000 Commercial General Liability Insurance, as well as confirmation of insurance of \$5,000,000 Professional Liability (Errors and Omissions) from the design-builder or its designer, and \$2,000,000 Automobile Liability Insurance.

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 Litigation

The Proponent shall indicate if it is involved in any litigation, or any pending litigation, or any contractual dispute. No Proposal will be accepted from any Proponent, inclusive of its sub-contractors(s), which has a claim or has instituted a legal proceeding or has threatened to claim or institute a legal proceeding against the City or against whom the City has a claim or has instituted a legal proceeding with respect to any previous contract, without Council approval in their sole and unfettered discretion. This applies whether the legal proceeding is related or unrelated to the subject matter of this Proposal.

2.6.1 Bidders involved in litigation with the city of clarence-rockland

It is a matter of great importance to the City in the administration of this contract that the City's relationship with the successful bidder should be as productive, amicable and harmonious as is reasonably possible.

For the purposes of this section:

- (a) "Threatening Litigation" refers to the transmission of a written threat to commence a judicial proceeding; and;
- (b) "Pursuing Litigation" means actually commencing and / or continuing a judicial proceeding.

When:

- (i) A bid is received from a bidder who is threatening litigation or is pursuing litigation against the city in relation to previous contracts awarded to that bidder by the City; or,
- (ii) A bid is received from a bidder, against whom the City is pursuing litigation,

Active or pending litigation against the City by a vendor will prevent consideration of any bid submitted by that vendor. Each bidder expressly agrees in submitting a bid for this contract that, it shall have no claim for damages from the City in consequence of such rejection whether or not the litigation, or threatened litigation with the City which occasioned the rejection of the bid, has any merits, and whether or not it is successful or

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unsuccessful.

2.7 Financial

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

2.8 Prequalification Form (Appendix C)

Submit a completed and signed Prequalification Form including addendums.

The Owner reserves the right to request proponents to submit additional information as required to complete or evaluate the mandatory submissions. The owner reserves the right to waive any irregularities or omissions at its sole discretion.

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3. RATED REQUIREMENTS (Reference Appendix E):

In addition to meeting this document's FORM OF SUBMISSION (Section 5) 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. Design-builders that are local (within the "613" area code) will be rated higher in this section.

3.2 Experience

Provide on the CCDC 11 document, or equivalent, a summary of four (4) similar or related projects that the Proponent has completed within the last seven (7) years including the following information:

- A brief description of the relevant projects;
- Identify projects local to Ottawa, the Ottawa Valley, or relevant in the City's in Ontario;
- Identify the method of project delivery used – note that any Design-Build or Fire Station experience will be rated higher in this section;
- Relevant experience identified throughout the entire Design-Build Team (contractor and consultants);
- 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 Project Manager, Site Superintendent, Estimator, and Field/Office Coordinator. Also provide the key personnel who will be working on the Design Team from each Discipline (Architect, Mechanical, Electrical, Civil, and Structural at minimum). Provide their resumes and a summary of their past project experience identifying the projects undertaken while in your employment or that of others. Credit will be given for personnel with relevant experience in local or relevant markets.

Note: As part of the RFP process, it may be necessary for the prequalified design-build 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 Design-Build Contractor is considered vital to the success of this project. Summarize how you manage the following activities:

- Construction coordination

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- 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 City of Clarence-Rockland Fire Station project.
- Your approach to achieve competitive pricing and excellent quality.
- Strategy for attaining sufficient labour, materials and equipment in the currently aggressive Eastern Ontario construction market.
- Your approach to ensuring that the City receives a building with quality workmanship and products, while keeping costs down.
- **The approach to utilizing contractors and suppliers local to the City of Clarence-Rockland. It is important for the Owner to have local contractors and suppliers given the opportunity to provide competitive pricing for the new fire station.**

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

3.4 Completeness

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

- Prequalification Form (Appendix C), 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 the Owner's unique requirements;
- any other information deemed relevant such as news articles and company brochures.

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3.5 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.

3.6 Non-Exclusive

Any contract awarded as a result of this Request for Pre-Qualification will be non-exclusive. The City may at their sole discretion, purchase the same or similar services from any one of the pre-qualified respondents or other sources.

The City reserves the right to accept or reject any or all submissions received.

The City has the unilateral and exclusive right to change the dates, schedule, deadlines, process and requirements described in this Request for Pre-Qualification; to change the limits and scope of the Request for Pre-Qualification; to cancel this Request for Pre-Qualification or to abandon this process for any reason whatsoever, without incurring any liability for costs and damages incurred by any respondent.

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4. INQUIRIES

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

Ms. Harminder Kaur
Project Manager
City of Clarence-Rockland Fire Stations
Colliers Project Leaders Inc.
harminder.kaur@collierprojectleaders.com

Inquiries must not be directed to other City of Clarence-Rockland Fire Department or City of Clarence-Rockland employees. No clarification requests will be accepted by telephone. No oral communications will be considered binding. The Owner will assume no responsibility for oral instructions or suggestions. All inquiries received, and the answers as provided by Ms. Harminder Kaur 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.

4. SUBMISSION OF PREQUALIFICATION DOCUMENTS

All submissions must be received in their entirety in HARD COPY FORMAT and clearly marked as to contents "Prequalification for the City of Clarence-Rockland New Fire Stations" at the following address **before 2:00:00 PM on the June 26, 2017.**

Gerry Lalonde
The Corporation of the City Clarence-Rockland
1560 Laurier
Clarence-Rockland
Client Service Center
Rockland, ON
K4K1P7

SUBMISSION BY FACSIMILE MACHINE OR E-MAIL IS NOT ACCEPTABLE

Provide three (3) complete submissions, one (1) Original and two (2) copies, on 8 ½ x 11 paper **must** be submitted in completed packages. Failure to comply may result in rejection of the information. Only the original copy needs to include the health and safety plan, bonding letter, insurance verification, WSIB forms and letter from financial institution.

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

Proposed Location Maps

Rockland Fire Station Project - Option A Site Plan
(New Fire Station and EMS)



Date: 5/29/2017
Rev.
Doc. no. 820723-0021

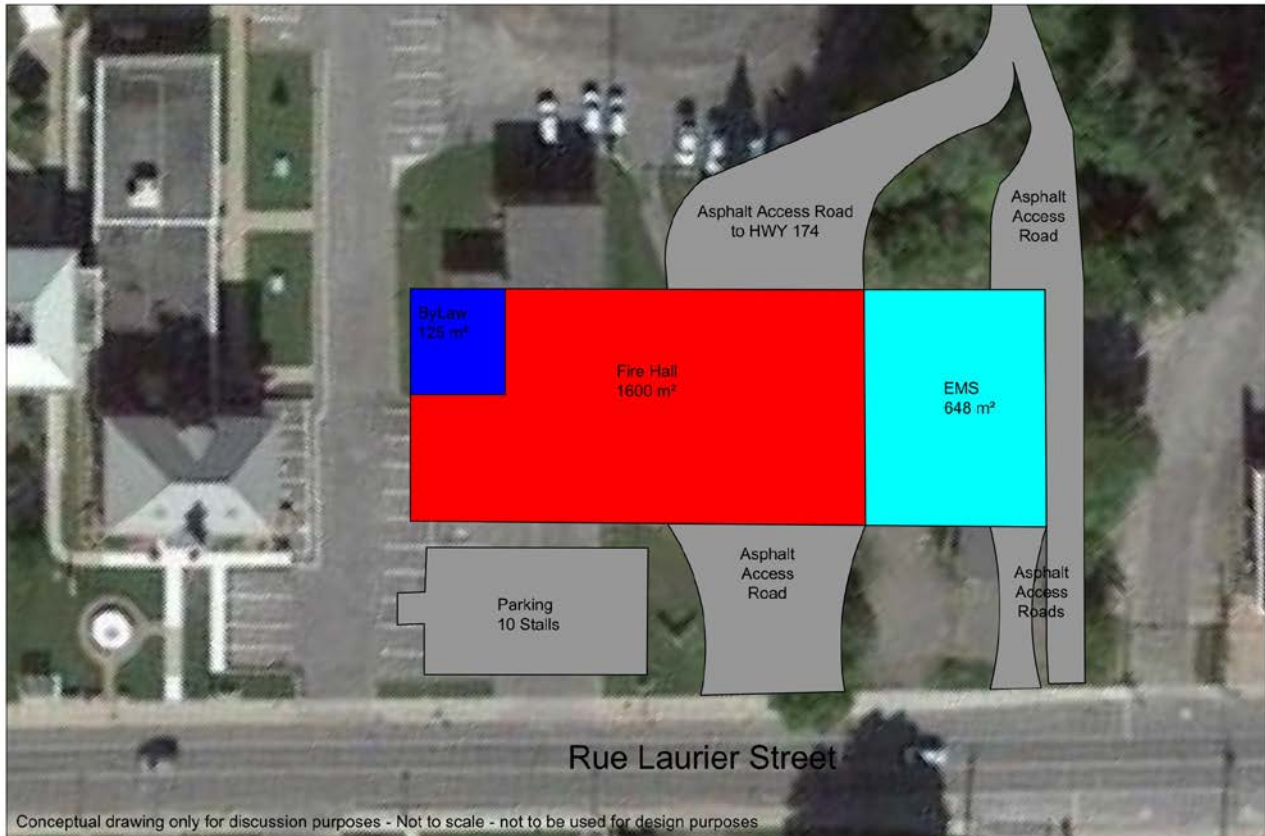


Figure 1: Rockland Fire Station Proposed Location (1560 Laurier Ave) and Conceptual Site Plan

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Figure 2: Bourget Fire Station Proposed Location (shown as grey rectangle), Laval Road



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Appendix B

Milestone Schedule and Scope of Work

Project Schedule Milestones	Dates
Distribution of Request for Prequalification	On or about June 6, 2017
Deadline for Inquiries	June 16, 2017 before 5:00:00 PM
Last date to issue addenda	June 26, 2017 before 2:00:00 PM
Closing Date and Time of Request for Prequalification	June 26, 2017
Issue Design-Build RFP	July 2017
Award of Design-Build Contract / Design Kickoff	September 2017
Substantial Performance for the Rockland Fire Station	Fall 2018
Substantial Performance for the Bourget Fire Station	Fall 2018

Scope of Work	Estimated Cost
Design	
Complete of fire station construction	
Site Grading and Drainage	
Parking Areas & Driveways	
Landscaping - Hard & Soft	
IT/Security	
Site Servicing	
Furniture and Equipment	
TOTAL – Rockland Fire Station and EMS (approx. 24,000 sf)	\$7.5 to 8.5 Million
TOTAL – Bourget Fire Station and EMS (approx. 11,000 sf)	\$2.9 to 3.5 Million

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Appendix C

PREQUALIFICATION FORM

Gerry Lalonde
The Corporation of the City Clarence-Rockland
1560 Laurier
Clarence-Rockland
Client Service Center
Rockland, ON
K4K1P7

Dear Mr. Lalonde

We, the undersigned, herewith agree to the prequalification process for the design-build contractor on the New City of Clarence-Rockland Fire Stations project in accordance with this document issued on June 6, 2017. 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

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Appendix D

NON-RATED REQUIREMENTS

This document is provided by way of information and does not bind Colliers Project Leaders 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 CCDC Document 11 submitted	
2	Letter from the Proponent's Bonding Company provided	
3	Commercial General Liability, Professional Liability, and Automotive Liability Insurance verified	
4	Health and Safety Policy confirmed	
5	CAD7 WSIB Rating Form and a Current WSIB Clearance Certificate provided	
6	Current Litigation Status identified	
7	Letter from Financial Institution including Contact Information provided	
8	Completed Prequalification Form submitted	

Proponents must pass all eight (8) non-rated requirements to prequalify for the RFP. 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 the RFP.

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**Appendix E
RATED REQUIREMENTS**

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

To ensure an adequate number of design-builders for RFP, the Owner reserves the right to re-issue this prequalification to additional proponents.

A minimum score of 75 points is required to prequalify to submit bids for the City of Clarence-Rockland New Fire Stations project. It is anticipated that 3-6 design-build firms will be prequalified for this assignment.

Name of Company: _____

	Score Category	Maximum Score	Score Awarded
3.1	<u>Corporate Profile (Prime Design-Builder)</u> Number of years in business Annual value of construction Capacity to perform the work Other Qualifications of the Firm Local Firm (within the "613" area)	10	
3.2	<u>Experience</u> Design-Build Team Experience and experience of companies and key personnel over last 7 years in projects of: Similar size and value Design-Build Experience Fire Station Experience Specialized areas requirements Innovation in project delivery	40	
3.3	<u>Management</u> Management processes and methodologies Health and Safety Plan and Record Selection process and access to sub-trades	25	
	Approach to use of local contractors and suppliers	10	
3.4	<u>References</u> Owners Consultants Authorities	10	
3.5	Completeness of Proposal	5	

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