



The Corporation of the Town of Whitby

Request for Pre-Qualification

Project Number: RFPQ-90-2021

Project Name: General Contractor – Whitby Civic Centre Recreation Complex (CRC) Rehabilitation and Renovations

Closing Time: 2:00:00 P.M. Local Time

Closing Date: November 9, 2021

Electronic Bid Submissions Only, shall be received by the Bidding System, no later than 2:00:00 p.m. local time, on the Bid closing date.

Contact: James Addorisio, Senior Buyer CSCMP

Telephone: 905.444.2811

Email: addorisioj@whitby.ca

From the date on which this Request for Pre-Qualification is issued until the Pre-Qualification is awarded, Bidders (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the Town directly or indirectly about the Proposal or the Project **except as detailed in the Inquiries Clause within Section 1 or via the designated contact person noted above.**



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Section 1 - Purpose and Instructions to Bidders

All Bidders shall have an active vendor account in the Bidding System and must be registered as a Plan Taker for this Bid Opportunity. The registered Bidder will then be enabled to download the Bid Call Document, receive Addenda notifications, download Addenda and be able to submit their bid electronically through the Bidding System.

The onus is on the Bidder to create a Bidding System Vendor account and register as a Plan Taker for the bid opportunity at <https://whitby.bidsandtenders.ca>

1.1 Purpose and Background

The Town of Whitby ("Town") is inviting qualified General Contractors with demonstrated experience of projects of similar size and scope to pre-qualify to bid on a subsequent tender call for the Whitby Civic Centre Recreation Complex (CRC) Rehabilitation and Renovations. It is essential that the contractors intending to bid on this project have the expertise, experience, technical skills, bonding/ surety requirements, financial standing and sufficient capital and capacity to successfully complete this work. Only pre-qualified General Contractors will be invited to submit a bid for the Whitby Civic Centre Recreation Complex (CRC) Rehabilitation and Renovations Project.

The Town intends to prequalify, up to six (6) of the highest scoring submissions. The Town reserves the right to expand or reduce the number of pre-qualified contractors at the Town's sole discretion based on scoring results.

General information about the scope has been provided for reference however the actual scope of work will be provided to the pre-qualified bidders within the Tender request once issued. The Town of Whitby reserves the right to discontinue the pre-qualification and/or



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tender processes completely, if deemed to be in the best interest of the Town.

The Town of Whitby is located on the north shore of Lake Ontario and covers 147.3 sq. km (56.87 square miles). Whitby, “Durham’s Business Centre”, is located in the centre of the region and is 48 km (30 miles) east from the centre core of Toronto.

The Whitby Civic Recreation Centre Complex located at 555 Rossland Road, East, Whitby, ON was constructed in 1991 and has undergone minor renovations and lifecycle maintenance over the years. The buildings main entrance is located at the ground level, and is accessed from the northern parking lot. The gross area of the building is approximately 54,000 square feet (5,023 SM). The basement houses mechanical and electrical rooms and pool filtration equipment. An aerial map of the existing site is attached for reference.

The Centre offers aquatics, fitness, a health & wellness club and programs throughout the year. The aquatics facility includes a twenty five meter (25 m) leisure pool, slide, sauna, toddler pool and change rooms. The amenities include, male and female members changerooms, male and female public changerooms and family changerooms.

Section 3 provides the Terms of Reference for this Project in further detail.

1.2 Electronic Bids Submission

Electronic bid submissions only, shall be received by the Bidding System, until **2:00:00 p.m. local time, on November 9, 2021**. The date and time shall be determined by the Town’s Bidding System web clock.

Late Bids shall not be accepted by the Town’s Bidding System.

Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is **received** by the Bidding System, **not** when a Bid is submitted by a Bidder, as Bid transmissions can be delayed in an “**Internet Bottleneck**” due to file transfer size, transmission speed, etc.

For the above reasons, the Town recommends that Bidders allow sufficient time to upload their Bid Submission and attachment(s) (if applicable) and to resolve any issues that may arise well before the Bid Closing date/time.

The Bidding System will send a confirmation email to the Bidder advising that their bid was submitted successfully. If you do not receive a confirmation email, contact Bids and Tenders Support at support@bidsandtenders.ca or 1-800-594-4798 (8AM – 5PM EST) immediately.

Proposals will be called, received, opened and awarded in accordance with the Town of



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Whitby's Purchasing Policy. A copy is available upon request or can be accessed on the [Town of Whitby's website](#).

Documents

Ensure your Bid submission document(s) conforms to the following:

1. Documents should be in PDF format. Documents should not be provided in any other format.
2. Documents should not have a security password, as the Town may not be able to open the file. It is the Bidder's sole responsibility to ensure that their uploaded document(s) are not defective, corrupted or blank and that the documents can be opened and viewed by the Town.
3. The Town may reject any Bid where any document(s) cannot be opened and viewed by the Town.
4. If a Bidder requires to upload more than one (1) document, the Bidder should combine the documents into one Zipped file, as per instructions stated below.

If uploading a zipped file containing more than one (1) document, please ensure each document is named, in relation to the submission format item responding to, for example, if responding to the Previous Experience category save the document as "Previous Experience".

To compress (or zip) a file or folder, follow these steps

1. Locate the file or folder to compress.
2. Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped) folder**.

A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

1.3 Withdrawal/Edit Bid Submission

Bidders may edit or withdraw their Bid Submission prior to the closing date and time. However the Bidder is solely responsible to ensure the re-submitted bid is received by the Bidding System as outlined in Part A - Instructions to Bidders.

1.4 Inquiries

Any questions pertaining to the bid document or process must be received no later than November 2, 2021 and must be submitted by clicking on the "**Submit a Question**" button on the Town's Bids and Tenders web page. All responses to questions on the specific project will be responded to via Addenda.



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1.5 Addenda

It may be necessary for a variety of reasons to issue Addenda. All information defined within the Addenda shall form an integral part of the Proposal document.

The Bidding System shall require Bidders to acknowledge any Addenda and applicable attachment(s) in order to submit a Bid.

The Town will endeavour to issue any Addenda through the Bidding System forty-eight (48) hours prior to the closing date and time and may extend the closing date as deemed appropriate by the Town.

The Town encourages Bidders **not** to submit their Bid **prior to** forty-eight (48) hours before the Bid closing date and time, in the event that any **Addenda** are issued. If a Bidder submits their bid prior to this or at any time prior to the bid closing and any **Addenda** are issued by the Town, the Bidding System shall automatically withdraw the Bid submission and change the Bid submission to an incomplete status (**not accepted by the Town**). The withdrawn Bid can be viewed by the Bidder in the “My Bids” section of the Bidding System. The Bidder is solely responsible to:

- make any required adjustments to their Bid; and
- acknowledge the Addenda; and
- Ensure the bid is resubmitted and received by the Bidding System **no later** than 2:00:00 p.m. local time, on the Bid Closing Date.

1.6 Site Visit

- **There will be No site visit for this Pre-Qualification**
- During the Tender Process successful qualified General Contractors will be invited for a site visit for the Whitby Recreation Complex CRC-Rehabilitation and Renovations Project.

1.7 No-Contract

The RFPQ process is intended to identify prospective qualified General Contractors for the purpose of a future competitive bid process for the Whitby Recreation Complex CRC-Rehabilitation and Renovations Project. No legal relationship or obligation regarding the procurement of any goods or services shall be created between the Respondent and the Town by this RFPQ process. It is the intention of the Town to approve the Respondent's who best qualifies to meet the needs of the Town and pre-qualify these Respondent's for the future tender project of the Whitby Recreation



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Complex CRC-Rehabilitation and Renovations Project.

1.8 Schedule of Events

The schedule of events set out below represents the Town's best estimate of the time frame that will be followed for the project. Although every attempt will be made to meet this schedule, the Town reserves the right to modify any or all dates at its sole discretion without notice or penalty.

This tentative schedule should be used as a guideline by each Respondent in preparing their submission.

Activity	Date
RFPQ Issue Date	October 12, 2021
Deadline for questions/clarification	November 2, 2021
Response to questions	November 4, 2021
Deadline for submissions	November 9, 2021
Consensus meeting with Selection Committee	Late November 2021
Notification of Successful Respondents for RFPQ	Early December 2021
Subsequent Tender (RFT) to be Issued	February, 2022
Subsequent Tender (RFT) award	April, 2022
Construction Period	April 2022 to December 2022

***Dates are estimates.**

1.9 Bonding

Provide a letter (on letterhead) from a Guarantee Surety Company confirming the capacity of the respondent to obtain bonding for this project, that being 50% performance bond and 50% labour and materials payment bond. An Agreement to bond is not required at this stage but will be a requirement in the tendering process. Indicate the length of time you have been with this company, and provide a named reference with phone number.

Mandatory-Submit as an attachment on Bids and tenders

1.10 Insurance

Provide a letter or certificate of insurance from your firm's insurance company stating the ability of your firm to obtain, procure and maintain the stated amount of coverage,



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naming the Town of Whitby as an additional insured for: Comprehensive General Liability insurance policy providing third party bodily and personal injury and property damage coverage in an amount of not less than \$5,000,000, per occurrence.
Automobile insurance in the amount of not less than \$5,000,000
Respondents shall provide proof of insurance in their submission for this RFPQ, as required in Section 3 – Terms of Reference, Mandatory Evaluated Material.
Successful Respondents will be required to fill out the Town of Whitby's Certificate of Insurance form

Mandatory-Submit as an attachment on Bids and tenders

- [Certificate of Insurance form](#)

1.11 Workplace Safety and Insurance Board (WSIB) Requirements

Respondents shall provide proof of WSIB Clearance Certificate in their submission for this RFPQ, as required in Section 3, Terms of Reference – Mandatory Evaluation Material.

A copy of a current Workplace Injury and Summary report or CAD7 (or equivalent firm detail profile report) issued by the Workplace Safety & Insurance Board

Mandatory-Submit as an attachment on Bids and tenders

- **WSIB Clearance Certificate**
- **Workplace Injury and Summary Report**

1.12 Health and Safety

Submission must include a brief description (2-4 pages) of the Respondents Health and Safety Policy/Program and that all policies will be followed for the duration of the Project

Successful Pre-qualified vendors will be required to submit their full Health and Safety Policy upon request.

Respondents shall provide their current COVID-19 screening procedures and any other measure and techniques in place to manage COVID-19 related delays and restrictions

Mandatory-Submit as an attachment on Bids and tenders

- **Brief Description of Health and Safety Policy**
- **Covid-19 Screening Procedure Plan**

1.13 Errors and Omissions

The Town shall not be held liable for any errors or omissions in any part of this RFPQ. The information contained in the RFPQ is supplied as a guideline for Respondents and is



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not necessarily comprehensive or exhaustive. Nothing in the RFPQ is intended to relieve the Respondents from forming their own opinions and conclusions

1.14 Material Supplied by the Town

All material (i.e., requirements, designs, documentation, plans and information) viewed or obtained by the Respondent in connection with this RFPQ is the property of the Town and must be treated as confidential, unless otherwise stated. The material shall not be used for any other purpose other than replying to this RFPQ.

In the event of conflicts or inconsistencies among material viewed or obtained, documents with the most recent date shall prevail, unless specified in the RFPQ. Where there are any inconsistencies between this RFPQ and the material, the RFPQ shall prevail.

1.15 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

All correspondence, documentation and information provided to the Town, shall become the property of the Town. As such, these items are subject to the Municipal Freedom of Information and Protection of Privacy Act, and may be subject to release pursuant to the Act.

Respondents are reminded to identify in their submission any specific scientific, technical, commercial, proprietary, or similar confidential information, for which disclosure could cause them injury. Complete submissions are not to be identified as confidential.

1.16 Preparation Costs

All expenses involved with the preparation and submission of a response to this RFPQ to the Town or any work performed in connection therewith, shall be borne by the Respondent. No payment will be made for any submissions received, nor for any other effort required of, or made by, the Respondent with respect to the RFPQ or the subsequent request for tender process

1.17 Evaluation of Submissions

A selection committee made up of Town staff will evaluate the submissions. The scoring will be based solely on the evaluation factors outlined in Section 4, Evaluation and Selection Criteria. The Town of Whitby Purchasing Services Division will facilitate the evaluation process.



1.18 Bid Call Documents

The Town's Bid Call Document may include, but are not limited to:

- **Section 1 – Purpose and Instructions to Bidders**
- **Section 2 – Proposal Submission Requirements**
- **Section 3 – Terms of Reference**
- **Section 4 – Evaluation and Selection Criteria**
- **Section 5 – Drawing**
- **Section 6 -Preview of on-line bidding system schedules** and the following additional documents and forms:
- **[Town's Terms and Conditions \(Standard and Purchase Order\)](https://www.whitby.ca/en/work/resources/Certificate-of-Insurance-Application.pdf)**

<https://www.whitby.ca/en/work/resources/Certificate-of-Insurance-Application.pdf>

1.19 Reserved Rights

The Town of Whitby reserves the right to:

- a) Cancel the Proposal at any time prior to acceptance of a bid;
- b) Evaluate submissions based on past performance, timely project completion, appropriate manpower, equipment and facilities;
- c) Reject any or all bids;
- d) Cancel any order if the goods or services are unsatisfactory;
- e) Accept the Proposal in whole or in part;
- f) Reject any Proposal where satisfactory evidence of sufficient capital, plant capacity and experience to successfully prosecute and complete the work in the specified time, is not furnished by the Respondent;
- g) Not consider a Respondent who has been terminated by the Town or has been deemed by the Town to have provided unsatisfactory performance on any previous or current contract, or based on previous dealings between the Town and the Respondent;
- h) Not consider a Respondent who is currently involved in or responsible for litigation of any kind against the Town; and
- i) Not accept the lowest or any Proposal.

Without limiting the generality of the foregoing, any Proposal which is incomplete, illegible, and obscure or which contains alterations not called for, or irregularities of any kind, may be rejected.



Section 2 - Proposal Submission Requirements

2.1 Proposal Format and Content

Submissions are intended to assist the Town in verifying the financial capacity, technical expertise, managerial ability and relevant experience of the respondents necessary to undertake and complete the scope of work set out herein.

The Town discourages overly lengthy and costly submission. However, for the Town to evaluate submissions fairly and completely, Respondents should provide all of the information requested in the format set out in the RFPQ. Failure to provide all required information may result in the Respondent being disqualified or scoring poorly in the evaluation.

Respondents are encouraged to submit each of the following sections clearly identified and presented in separate sections. Resumes of individual(s) being proposed for the project must form part of the submission. Corporate information can be attached as an appendix. **Respondents are encouraged to upload two complete document files. (One file for CCDC-11 only)**

2.2 Table of Contents

The Respondent should provide a Table of Contents adhering to the format outlined herein.

2.3 Introduction

Proposals should include the complete name and address of the firm and the name, mailing address, and telephone number of the person the Town should contact regarding the proposal.

Proposals should confirm that the firm will comply with all of the provisions in this RFPQ. A Respondent's failure to include these items in their proposals may cause their proposal to be deemed non-responsive and the proposal may be rejected.

2.4 Executive Summary

The Respondent should provide a general overview of their RFP response. (1-2 pages maximum)

2.5 Respondent Background & Qualifications

The Respondent should include executive information, including implementation team



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and qualifications of key staff with the skills and experience required to successfully complete the project. Budget and schedule control methods on previous relevant projects should be demonstrated. More detailed requirements of background and qualifications are noted in Section 3 – Terms of Reference.

2.6 Resources

Resumes of proposed Project Manager and Site Superintendent to be utilized on the project should be included in the response. The resumes should be brief and succinct to demonstrate contributions that are relevant to this project.

2.7 Financial Reference

In addition to information provided on CCDC 11 Contractors Qualification Statement, submission must include an original letter from your financial institution on letterhead regarding the general financial position (including the number of years with that institution, general standing etc.). Provide a named reference from the financial institution with contact information including phone number and email address.

The Town also reserves the right to seek from Dun & Bradstreet, a (Dun & Bradstreet) report on short-listed firms, which together with the information provided above, will provide assurance to the Town that the Applicant is a financially viable and sound enterprise.

(Mandatory- Submit as an attachment on Bids and tenders)

2.8 Client References

Include a list of client references of similar completed projects of a similar size and scope. References can be repeated in the CCDC11. The list should be accompanied by the client reference contact information for each project. References provided should be relevant to this project. The role of respondent's team member in the projects should be clearly identified.

The references should at minimum include the Company Name, Contact Person(s), Contact Title, Phone Number and Email Address.

Please also include a list of current clients in your submission

All References - (Submit on Bids and Tenders Experience and References Table)



2.9 Experience

Respondents shall provide:

- CCDC 11 (2019 Version) - Contractors Qualification Statement including Appendix A-C **(Mandatory- Submit as an attachment on Bids and tenders)**

Respondents shall submit a completed CCDC Document 11 – Contractors Statement of Qualifications – 2019 version or an equivalent format provided that all the same information is included. Respondents are reminded to update their CCDC 11 form to reflect this pre-qualification. The minimum number of projects of similar size and scope to be identified is five (5) in appendix B.



Section 3 - Terms of Reference

3.1 Project Objectives and Scope of Work

The Town of Whitby is intending to Pre-Qualify General Contractor's for a subsequent Tender process that includes the Whitby Recreation Complex CRC-Rehabilitation and Renovations Project. The demolition, construction and upgrade work will include but is not limited to the following: Lower Level Rehabilitation and Renovations of the following areas:

- Public Change Rooms (Male and Female)
- Universal Change Room
- Lobby and Programming Offices
- Life Guard Offices
- Accessibility to the pool
- Main Level Renovations of the following areas:
 - Lobby
 - Offices
 - Universal washroom
- Building System Upgrades includes:
 - Mechanical System
 - Electrical System
 - Public Address System
 - Lighting System
 - Life Safety
 - Building Security System

The approximate area of the scope of work is shown on the attached drawings.

The construction contract will be completed in the form of a CCDC 2 – 2008 Stipulated Price Contract modified by The Town of Whitby Supplementary Conditions.

It is anticipated that the construction tender will be issued February 2022 and is anticipated to be awarded in April 2022. Construction is planned to start in April 2022 and to be completed and fully occupied by December 2022. .



3.2 Mandatory Evaluated Material

The information requested in this section is **mandatory**. Failure to provide one or all of the mandatory items will result in disqualification from this Request for Pre-qualification process.

To be eligible for evaluation under this document, all submissions must meet the minimum eligibility requirements described below:

1) Bonding Verification

Respondents shall provide a letter (on letterhead) from a Guarantee Surety Company, licensed in the Province of Ontario confirming the capacity of the Respondent to obtain bonding for this project should they be successful; that being 50% performance bond and 50% labour and materials payment bond based on an estimated project construction value of **Four Million \$ 4,000,000**. Please note that bonds are not required at this stage but will be a requirement in the tendering process. The confirmation letter from your Surety provider shall indicate the length of time you have been with this company, and provide a named contact person, email address and phone number.

2) Insurance Verification

Respondents shall provide an original letter from your firm's insurance company stating the ability of your firm to obtain, procure and maintain the required amount of coverage, and confirmation that it such coverage will be provided on the Towns form (attached) naming the Town of Whitby as an additional insured for:

- Comprehensive General Liability insurance policy providing third party bodily and personal injury and property damage coverage in an amount of not less than **\$5,000,000**, per occurrence.
- Automobile insurance in the amount of not less than \$5,000,000.

3) WSIB Clearance Certificate

- Respondents will provide a copy of a current Clearance Certificate issued by the Workplace Safety & Insurance Board.

4) Current Workplace Injury and Summary report or CAD7

- A copy of a current Workplace Injury and Summary report or CAD7 (or equivalent firm detail profile report) issued by the Workplace Safety & Insurance Board

5) Corporate Health and Safety Policy/Program

- Provide a description of the Respondents Health and Safety Policy/Program and that all policies will be followed for the duration of the Project.



6) COVID-19 Screening Procedures

- Respondents shall provide their current COVID-19 screening procedures and any other measure and techniques in place to manage COVID-19 related delays and restrictions

7) Financial Reference

In addition to information provided on CCDC 11 Contractors Qualification Statement, submission must include an original **letter from your financial institution on letterhead** regarding the general financial position (including the number of years with that institution, general standing etc.). Provide a named reference from the financial institution with contact information including phone number and email address.

The Town also reserves the right to seek from Dun & Bradstreet, a (Dun & Bradstreet) report on short-listed firms, which together with the information provided above, will provide assurance to the Town that the Applicant is a financially viable and sound enterprise.

8) CCDC 11 (latest edition) - Contractors Qualification Statement including Appendix A- C

Respondents shall submit a completed CCDC Document 11 – Contractors Statement of Qualifications – latest edition or an equivalent format provided that all the same information is included. Respondents are reminded to update their CCDC 11 form to reflect this pre-qualification. The minimum number of comparable completed projects to be identified under Appendix B is five (5).

3.3 Other Evaluated Criteria

Proposed Project Team:

Provide a resume and references confirming the experience of key personnel, the Project Manager and the full time dedicated Site Superintendent over the last ten (10) years in projects of similar size and value including municipal projects, where applicable.

Include resume and experience of the Project Manager and Site Superintendent who will be undertaking the work outlined herein and such resumes should clearly outline the role, responsibilities and achievements of the key individuals. Details should include project dates, construction budgets and project descriptions.

The proposed full time dedicated Site Supervisor should have a minimum of ten (10) years' experience as a site supervisor directly responsible for the management of sub-trades and with significant experience in management and quality control.



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The proposed Project Manager and full time dedicated Site Supervisor should have been responsible for the completion of at least three projects of similar size with an minimum value of \$5,000,000 over the past ten (10) years.

Respondent's Experience with Similar Related Projects:

In addition to the information provided in the CCDC 11 (latest version) respondents are to provide project profiles for a minimum of three (3) similar or related projects completed within the last seven (7) years to emphasize the Respondents expertise and capability. Projects to be a minimum total construction value of \$4,000,000. Respondents may provide photographs and/or renderings for these projects. Proponents may repeat the similar completed projects provided in the CCDC11 under this evaluation section.

Construction Schedule

The Respondent should include a gantt chart or other such detailed timeline schedule confirming their ability to undertake the work commencing on April 22, 2022 and completion by December, 2022.

The construction schedule for this project is being developed around the facility recreational programming. Continued facility operation will be a requirement for both staff and public users throughout construction. Clear demonstration of the contractor's ability on past projects to complete construction work within occupied spaces and establish hoarding / work plans around the continued facility operations will be an important component of the evaluation process.

Organizational Structure

In addition to information provided on CCDC 11 Contractors Qualification Statement, submission should provide proof on company letterhead that your Firm has been in business for five years (5) years and include an organization chart to show the current Corporate structure.

Project Management Methodology

Respondent's to submit a description of their proposed methodology for the construction which includes but is not limited to the following activities:

- Construction co-ordination;
- Quality control;
- Schedule and monitoring;
- Avoidance of delays including due to labour, materials and purchased equipment and dispute resolution;
- Budget control (ie: change order mitigation);
- Site security and safety;
- Processing change requests, shop drawings, site instructions and progress; billings
- Inspection of work, deficiency clean up and turnover to owner;



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- Attaining Occupancy and associated approvals; and
- The performance and quality of work from both own forces and sub-contractors

Section 4 - Pre-Qualification Selection Process

4.1 Evaluation

All proposals will be reviewed to determine if they are responsive. Note that Electronic Bid Submission requirements under Section 1, Item 1.2 must be followed.

Sections 1, 2 and 3 will be evaluated against the criteria listed in the document. Failure to satisfy these requirements will result in lower scoring including failing to achieve the minimum required to proceed in the evaluation.

The Respondent should have the necessary skills, knowledge, education and experience to meet the requirements of this project. Relevant information provided through the submission and any presentation/interview process (if required).

Award. The option of whether or not to initiate negotiations rests solely with the Town. The Selected Respondent will be responsible for any expenses to attend any such negotiations.

The Town reserves the right to add terms and conditions during negotiations. These terms and conditions will be within the scope of the RFPQ and will not affect the Proposal evaluations.

4.2 Mandatory Evaluation Criteria

The following mandatory submission requirements must be met. Failure to include any of these mandatory provisions will disqualify the submission from further consideration.



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Description of Mandatory Requirements
Letter from the Respondents bonding company
Letter or certificate of insurance from Broker confirming ability to meet specified values and on Towns form
WSIB Clearance Certificate
CAD 7 WSIB Rating Form (or equivalent firm detail profile report),
Corporate Health and Safety Policy/Program description
Covid-19 Screening Procedure Plan
Letter from Financial institution on company letterhead
Completed CCDC11 latest edition Document including appendix A-C

All submissions are understood to be confidential. All information will be verified. In the event that it is determined that any of the information submitted is inaccurate or misleading, your firm will be disqualified from this project.

Incomplete information may limit your firm's ability to qualify.

The Town reserves the right to request respondents to submit additional information for the purpose of clarification only. Not all respondents that pass the mandatory requirements will necessarily be selected for tendering. The Town will pre-qualify the highest scored submissions as per Section 4.4.



4.3 Evaluation Criteria

All Mandatory requirements must be provided to result in a Pass.

All Respondents with a Pass will move on to Evaluation Criteria Rating Chart 2

Evaluation Criteria Rating Chart 1.

Mandatory Requirements Provided :	Yes/Pass	No/Fail
1. Letter from the Respondents bonding company		
2. Letter or certificate of insurance from Broker confirming ability to meet specified values and on Towns form.		
3. WSIB Clearance Certificate		
4. CAD 7 WSIB Rating Form (or equivalent firm detail profile report		
5. Corporate Health and Safety Policy or Program description (brief)		
6. COVID 19 Screening Procedure Plan		
7. Letter from Financial institution on company letterhead		
8. Completed CCDC11 Document including Appendix A-C		



**Corporation of the Town of Whitby
Request for Prequalification RFPQ-90-2021
General Contractor – Whitby Civic Centre Recreation
Complex (CRC) Rehabilitation and Renovations**

A score of 70 points of the total 100 points available is the minimum required to pre-qualify to submit a bid for the Whitby Civic Centre Recreation Complex (CRC) Rehabilitation and Renovations Project

Evaluation Criteria Rating Chart 2. Includes the following Criteria Sections

Corporate Profile and Financial 15 points

Health and Safety 5 points

Personnel Experience and Qualifications 30 points

Experience with Similar Projects 40 points

Project Management Methodology Management 10 points

Evaluation Criteria Rating Chart 2.

Corporate Profile and Financial	Maximum Score	Score Given
Number of years in business 6 years or more (4) less than 6 years (1)	4	
Average Annual value of construction (past 5 years) \$10,000,000 plus (8) \$5,100,000 - \$10,000,000 (6) \$5,000,000 - \$100,000 (2)	8	
Letter from Insurance Firm providing proof of ability to provide required insurance coverage and the ability to provide such on Towns form or Towns form completed in full with no cross outs or amendments providing required insurance coverage (1)	1	



Corporation of the Town of Whitby
Request for Prequalification RFPQ-90-2021
General Contractor – Whitby Civic Centre Recreation
Complex (CRC) Rehabilitation and Renovations

Corporate Profile and Financial	Maximum Score	Score Given
Letter from a nationally recognized Surety Company confirming the capacity of the respondent to obtain bonding for this project, that being 50% performance bond and 50% labour and materials payment bond. (1)	1	
Financial Reference Good Credit reference check (1) Financial strength, stability and resources Poor Credit reference check (-2)	1	
	Total /15	

Health and Safety	Maximum Score	Points Awarded
WSIB Rating form Good (2) Average (1) Poor (-2)	2	
Health and Safety Policy/Program description Excellent (2) Average (1) Poor (-1)	2	
WSIB clearance Provided Yes (1)	1	
	Total /5	



**Corporation of the Town of Whitby
Request for Prequalification RFPQ-90-2021
General Contractor – Whitby Civic Centre Recreation
Complex (CRC) Rehabilitation and Renovations**

Personnel Experience and Qualifications	Maximum Score	Points Awarded
Experience of Site Superintendent	15	
Excellent (15) Very Good (12) Good (9) Average (5) Poor (-2)		
Experience of Project Manager who will be undertaking the work outlined.	15	
Excellent (15) Very Good (12) Good (9) Average (5) Poor (-2)		
	Total /30	

Experience With Similar Projects	Maximum Score	Points Awarded
Completion of three (3) Similar size and scope projects within the last Seven (7) years (20)	25	
Excellent (25) Very Good (20) Good (15) Average (10) Poor (-2)		
Projects of relevance which are Municipal Recreation Complex projects of similar size or similar scope in the last five (5) years	15	
Excellent (15) Very Good (12) Good (9) Average (6) Poor (-2)		
	Total /40	



Corporation of the Town of Whitby
Request for Prequalification RFPQ-90-2021
General Contractor – Whitby Civic Centre Recreation
Complex (CRC) Rehabilitation and Renovations

Project Management Methodology Management	Maximum Score	Points Awarded
Construction Co-ordination Excellent (2) Good (1) Poor (-1)	2	
Quality control Excellent (2) Good (1) Poor (-1)	2	
Scheduling and monitoring Excellent (2) Good (1) Poor (-1)	2	
Inspection of work, deficiencies, and turn over to owner Excellent (2) Good (1) Poor (-1)	2	
The performance and quality of work from both own forces and sub-contractors Excellent (2) Good (1) Poor (-1)	2	
	Total / 10	

Reference Checks – Pass or Fail

Only those proposals rated highest will have their references checked. The Town will contact references of the top-ranked proponents. If a top ranked proponent fails to achieve a pass on their reference check the Town may, without incurring any liability, withdraw the selection of that proponent and proceed with the selection of the next top-ranked proponent.

	Pass/Fail	Score Given
- Overall performance and cooperation of personnel		



**Corporation of the Town of Whitby
Request for Prequalification RFPQ-90-2021
General Contractor – Whitby Civic Centre Recreation
Complex (CRC) Rehabilitation and Renovations**

	Pass/Fail	Score Given
- Proactive involvement - Contractor's willingness to participate and develop solutions to problems that were identified during construction - Budget Control - Quality Control - Ability to meet original project schedule - Safety		

4.4 Evaluation and Selection

The Town reserves the right to request an interview with prospective companies as part of a short listing process.

A selection committee made up of Town staff and the Architect will evaluate the submissions using the criteria indicated in this request for pre-qualification.

The selection committee will tabulate a score per submission and then rank the submission lowest to highest score. The Town will accept a maximum of six (6) of the highest scoring submissions will be pre-qualified and be invited to submit a bid on a subsequent tender call for the **Whitby Civic Centre Recreation Complex (CRC) Rehabilitation and Renovations**. The Town reserves the right to expand or reduce the number of pre-qualified contractors at the Town's sole discretion (i.e. dependent on scoring results).

Only those general contractors deemed qualified by the Town will be invited to bid on subsequent Tender for the work. The Tender for this work is subject to budget and council approval.

Upon completion of the pre-qualification stage, the list of pre-qualified companies will be made public and no other company will be permitted to submit a Tender for the subsequent project.



Section 5 - Drawing – 5 Pages

A01, A02, A03, Aerial View, Schematic Design

Section 6 - Preview of on-line bidding system schedules

Please find below a **preview only** of certain schedules (collectively, “**Schedules**”) that will need to be **completed online only** through the Bidding System by the Bidder as part of the Bid submission.

The Bidder acknowledges that the preview below is provided as a courtesy only (to assist the Bidder in determining the size and scope of the project, etc) and shall not be relied upon in any way.

Please note that the Schedules shown below are **subject to change/addition/deletion by addenda** issued by the Town. Following the issuance of any addenda, such changes will be reflected in the electronic Schedules to be completed, but will not be reflected in this document. It is the Bidder’s responsibility to review all addenda and ensure that the Bid is submitted based on the current requirements.

For greater certainty, the Bidder shall submit their Bid by completing all Schedules and fields in the online Bidding System. Any Bid submitted on the basis of the preview Schedules below will in the Town’s sole discretion, be disqualified and rejected on the basis of being incomplete.



Legend

- 1. Circulation, Stair, Corridor, Storage
- 2. Elevator and Elevator Machine Room
- 3. Family Changeroom
- 4. Administration Offices
- 5. Public Changerooms
- 6. Members Changerooms
- 7. Staff Lunchroom
- 8. Leased Space
- 9. Exterior Patio, Trellis
- 10. Natatorium
- 11. Members Fitness Room
- 12. Lower Lobby
- 13. Public Washrooms
- 14. Open to Below
- 15. Mechanical Room
- 16. Electrical Room
- 17. Storage and Maintenance Space
- 18. First Aid
- 19. Child Care Room
- 20. Aquatic Staff Changeroom

As Noted



Sauna
Whirl Pool

Project Interior Rehabilitation and Renovations

Civic Recreation Complex

555 Rossland Road
Whitby, Ontario

Drawing Existing Lower Level Floor Plan

All drawings and
specifications are to be read
in conjunction.

Site verify all dimensions
and levels at the site

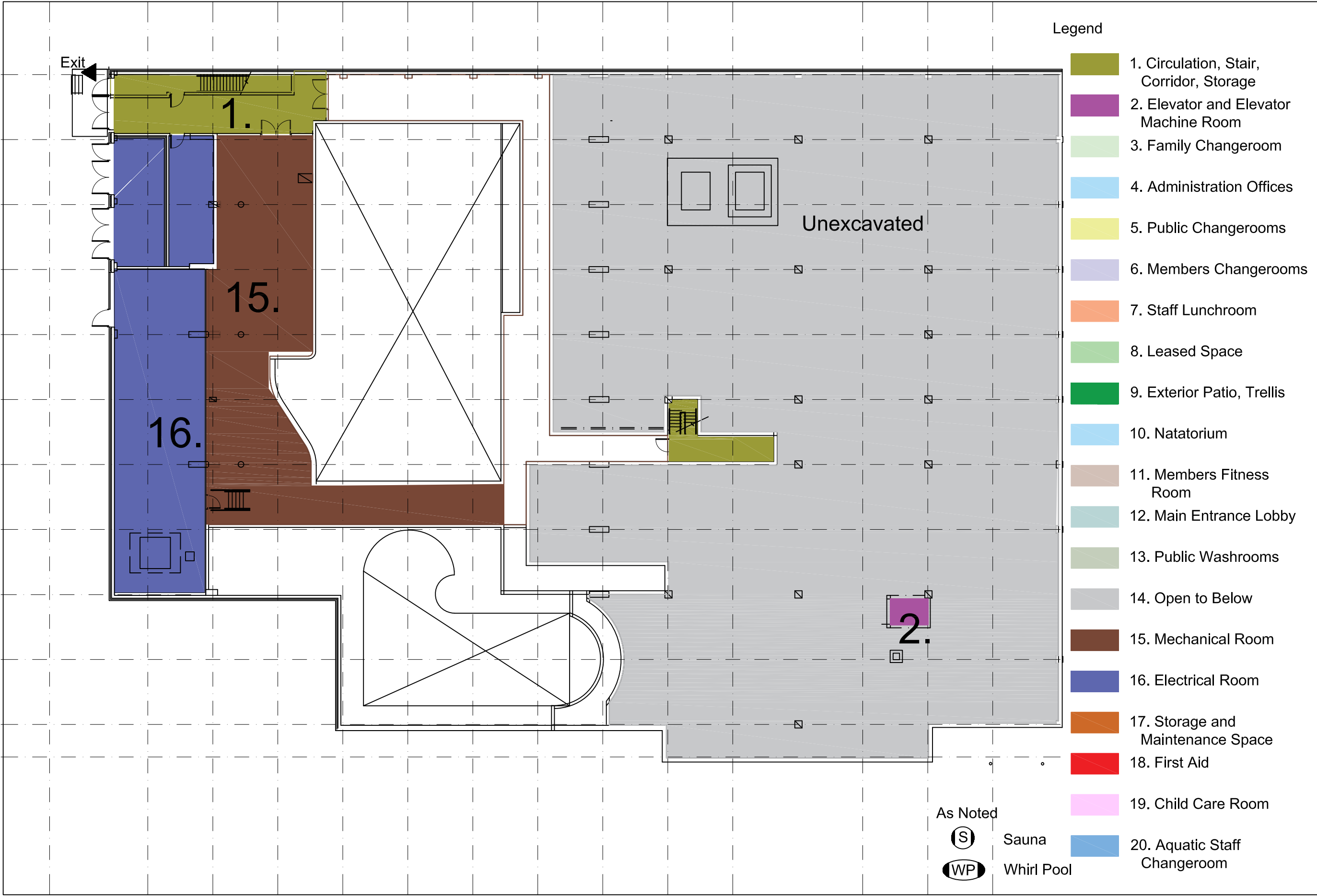
Date: March 2021

Scale: As Noted

Drawing No.

A01





Project
Interior Rehabilitation and Renovations

Civic Recreation Complex

555 Rossland Road
Whitby, Ontario

Drawing
Existing
Basement Floor Plan

All drawings and specifications are to be read in conjunction.

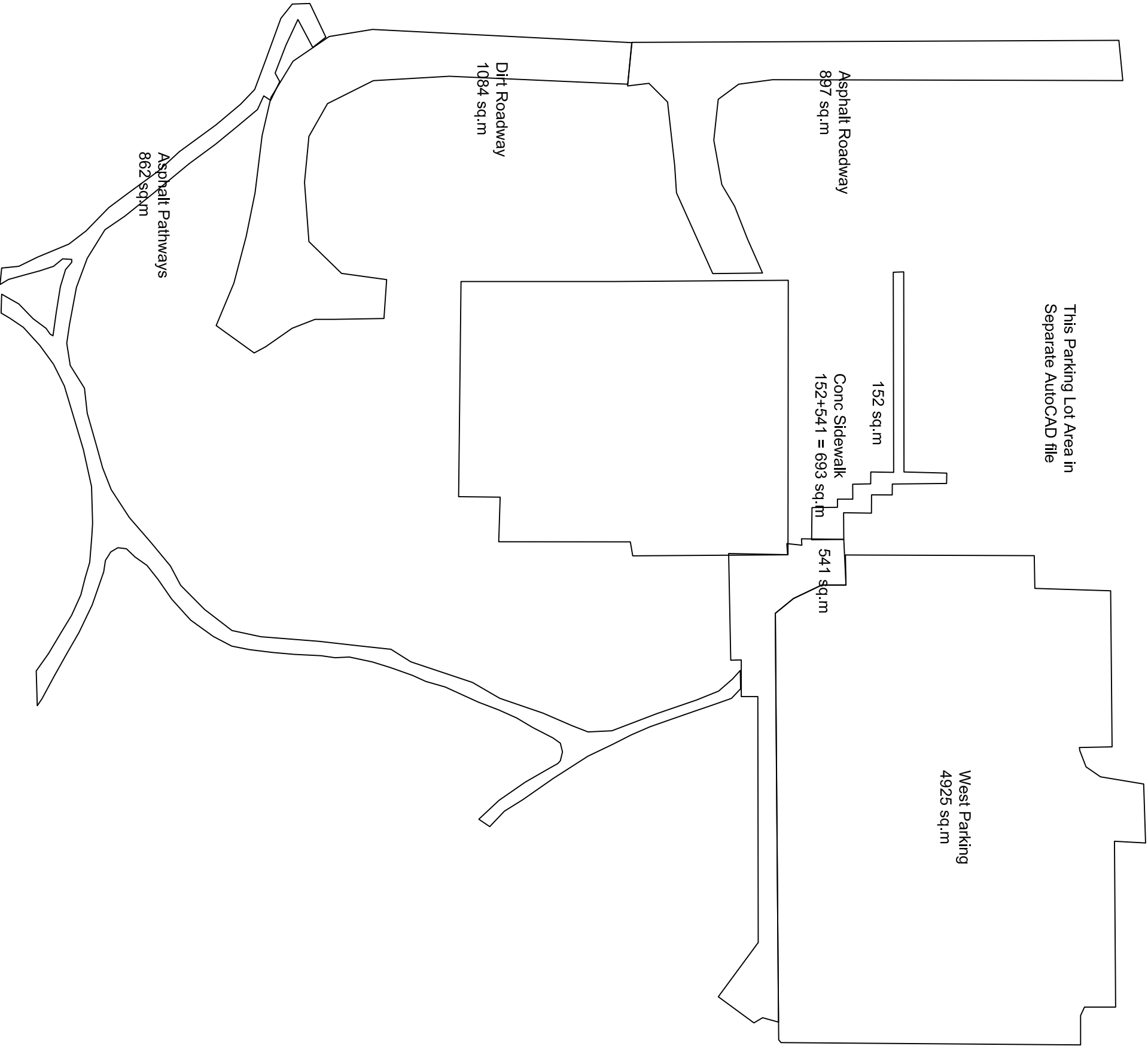
Site verify all dimensions and levels at the site

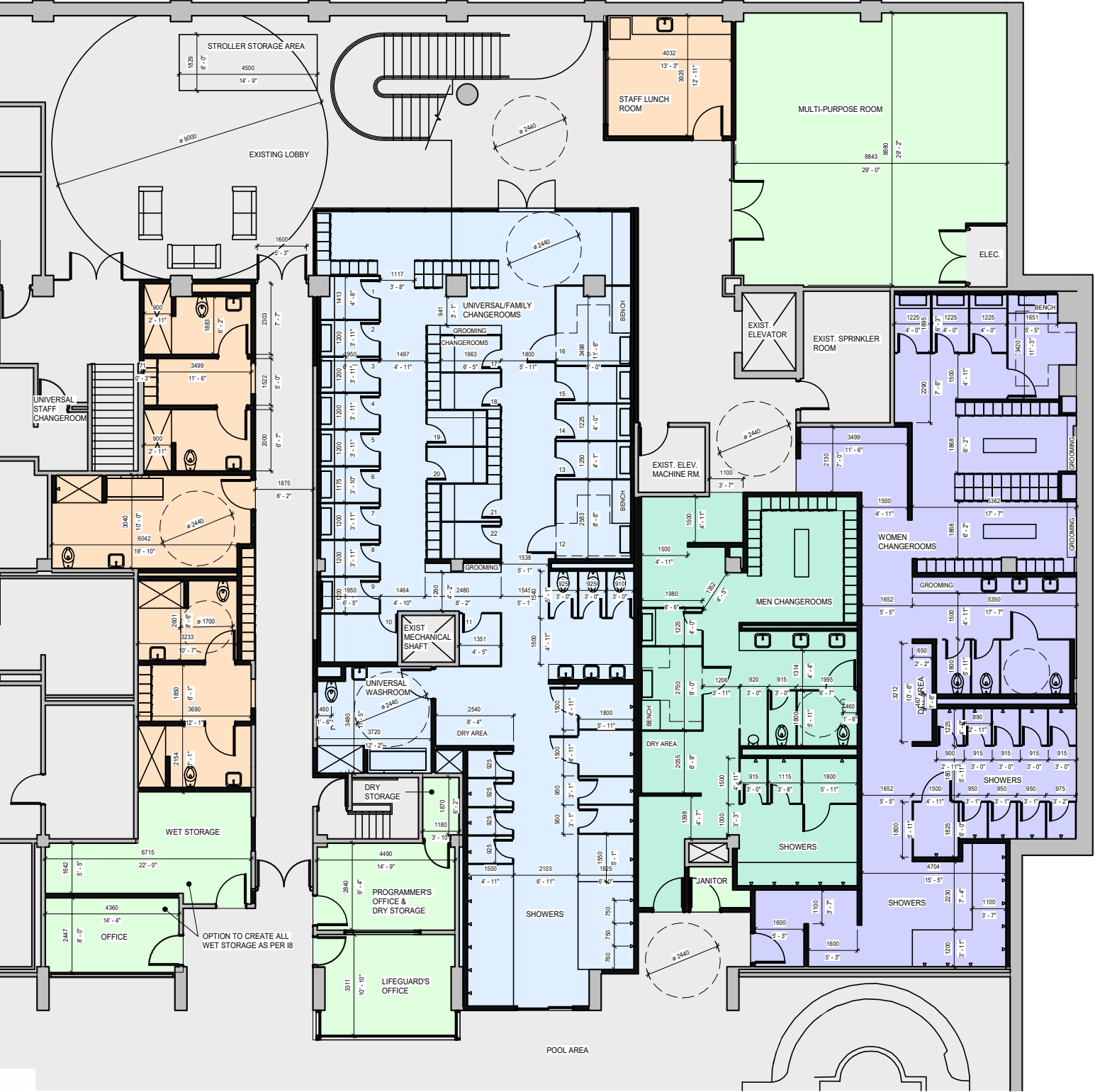
Date: March 2021

Scale: As Noted

Drawing No.

A03



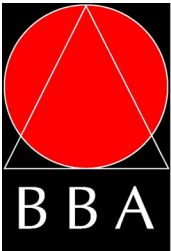


	PLUMBING FIXTURES								CHANGE STALLS		LOCKERS (DOUBLE)	
	WATER CLOSETS		URINALS		SINKS		SHOWERS					
	EX.	PROP.	EX.	PROP.	EX.	PROP.	EX.	PROP.	EX.	PROP.	EX.	PROP.
FAMILY	2	4	—	—	2	4	3	19	—	22	13	100
MEN	2	2	2	1	2	3	15	8	4	2	61	54
WOMEN	4	3	—	—	2	3	16	18	4	4	75	94
STAFF	2	5	—	—	2	5	2	5	—	5	21	46

	AREA			
	EXISTING		PROPOSED	
	sm	sf	sm	sf
FAMILY CHANGEROOM	28.14	302.89	226.28	2,435.65
MEN CHANGEROOM	181.41	1,952.68	88.05	947.76
WOMEN CHANGEROOM	156.23	1,681.64	171.31	1,843.96
STAFF CHANGEROOM	44.82	482.43	73.06	786.41
STAFF LUNCH ROOM	26.22	282.23	15.78	169.85
MULTI-PURPOSE ROOM	58.62	630.98	75.75	815.36
OFFICE (JACKIE)	18.37	197.73	10.57	113.77
OFFICE (PROGRAMMER)	12.64	28.41	12.64	136.05
DRY STORAGE	—	—	2.20	23.68
WET STORAGE	9.96	107.20	17.95	193.21

- LEGEND
- UNIVERSAL/FAMILY CHANGEROOM
 - MEN'S CHANGEROOM
 - WOMEN'S CHANGEROOM
 - STAFF CHANGEROOM
 - OFFICES AND MULTI-PURPOSE ROOM
 - NEW WALLS
 - EXISTING WALLS TO REMAIN

PROPOSED PART LOWER FLOOR PLAN - OPTION I10
Civic Recreation Centre - Changerooms Renovation - Town of Whitby



BARRY BRYAN ASSOCIATES
Architects, Engineers, Project Managers

Proj. 21101 - 09/30/21



RFPQ-90-2021 - General Contractor – Whitby Civic Centre Recreation Complex CRC) Rehabilitation and Renovations

Closing Date: November 9, 2021 2:00 PM

Bid Questions

Confirm you have submitted in your submission
Completed CCDC11 Document including Appendix
A-C

Confirm you have submitted in your submission all
mandatory requirements listed

Experience and References

Bidder's Experience Form

The Bidder shall supply a record of experience as requested. Please refer to **Experience and References** in the bid document.

Description	Reference #1 *	Reference #2 *	Reference #3 *	Reference #4 *	Reference #5 *	Reference 6	Reference 7
Company Name							
Contract Description							
Contact Person, Title and Role in Reference Project							
Phone Number							
Email Address							
Completion Date of Contract							
Project Cost							

Documents

Ensure your Bid submission document(s) conforms to the following:

1. Documents should be in PDF format. Documents should not be provided in any other format.
2. Documents should not have a security password, as the Town may not be able to open the file. It is the Bidder's sole responsibility to ensure that their uploaded document(s) are not defective, corrupted or blank and that the documents can be opened and viewed by the Town.
3. The Town may reject any Bid where any document(s) cannot be opened and viewed by the Town.
4. If a Bidder requires to upload more than one (1) document, the Bidder should combine the documents into one Zipped file, as per instructions stated below.

If uploading a zipped file containing more than one (1) document, please ensure each document is named, in relation to the submission format item responding to, for example, if responding to the Previous Experience category save the document as "Previous Experience".

- Vendor Submission * (mandatory)
- Bonding Verification * (mandatory)
- Insurance Verification * (mandatory)
- WSIB Certificate * (mandatory)
- Workplace Injury and Summary report or CAD7 (or equivalent firm detail profile report) issued by the Workplace Safety & Insurance Board * (mandatory)
- Brief Description of Health and Safety Policy * (mandatory)
- Covid-19 Screening Procedure Plan * (mandatory)
- Financial Reference * (mandatory)
- Completed CCDC11 latest edition Document including appendix A-C * (mandatory)

To compress (or zip) a file or folder, follow these steps

1. Locate the file or folder that want to compress.
2. Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped) folder**.

A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

To upload a document follow these steps

1. Click on the browse button to locate the file on your computer or network
2. Click the upload button
3. After the file has been successfully uploaded, a link to the document will appear on the screen, along with the time/date that it was uploaded.
4. If you have completed your document upload and are ready to finalize your submission then click the "Continue with Submission" button at the bottom of the screen. Or you may save and come back later.
5. If you need to remove the document, click the remove button next to the document name.

Addenda, Terms and Conditions

Declarations

The Bidder hereby acknowledges and agrees:

- 1.To provide all goods, services and construction, as specifically set out and in accordance with the Town's Bid Call Document(s), including but not limited to the scope of work, specification, schedules, drawings, attachments, appendices, terms and conditions and all instructions stated therein, which are expressly acknowledged and made part of this Contract.
- 2.That this Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- 3.To bid and offer to enter into a Contract to complete the scope of work as specified in the Bid Call Document(s), and having visited the project site (if applicable), which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
- 4.If this bid is withdrawn before the formal Contract is executed by the Awarded Bidder or before the expiry of the irrevocable period, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Town.
- 5.If the Bid is accepted to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Days after notification of Award.
- 6.That any issued Addenda forms part of the Bid Call Document.
- 7.That it has read and understood the Town's Terms and Conditions which can be viewed on the Town's Website <https://www.whitby.ca/en/townhall/purchasing.asp>
- 8.Declares that it has read and understood the Town's [Public Code of Conduct](#) Policy which can be viewed on the Town's Website.
- 9.That it (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Town.
- 10.To be bound by the terms and conditions and have authority to submit this bid on behalf of the Bidder.



I/WE agree to be bound by the terms and conditions and have authority to submit this bid on behalf of the Bidder.

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest?

[yes / no]

If yes, please provide detail

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.
Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		