

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St./11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Construction Services Division/Division des services de  
construction  
11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Construction Management Services	
<b>Solicitation No. - N° de l'invitation</b> EP775-150701/A	<b>Date</b> 2015-03-13
<b>Client Reference No. - N° de référence du client</b> 20150701	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$FG-353-66972
<b>File No. - N° de dossier</b> fg353.EP775-150701	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-04-09</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Searchwell, Suzette	<b>Buyer Id - Id de l'acheteur</b> fg353
<b>Telephone No. - N° de téléphone</b> (819) 956-6645 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Public Works and Government Services Canada Postal Station "B" Building 59 Sparks Street Ottawa, Ontario K1P 6E4	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

EP775-150701/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fg353

Client Ref. No. - N° de réf. du client

20150701

File No. - N° du dossier

fg353EP775-150701

CCC No./N° CCC - FMS No/ N° VME

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**APPLICATION FOR PREQUALIFICATION FOR THE POSTAL STATION B ENVELOPE  
REHABILITATION AND BASE BUILDING UPGRADE PROJECT:  
CONSTRUCTION MANAGER**

OTTAWA, ONTARIO

**For**

**Public Works and Government Services Canada**

PROJECT NUMBER: R.037973.270

Solicitation Number: EP775-150701/A

**CLOSING DATE: April 9, 2015 at 2:00 PM**

**DIRECT INQUIRIES TO: Suzette Searchwell**

Public Works and Government Services  
Canada Real Property Contracting Directorate  
Construction Services Division  
3C2, 11 Laurier Street, Place du Portage, Phase  
III Gatineau, Québec K1A 0S5  
**Email:** [suzette.searchwell@tpsgc-pwgsc.gc.ca](mailto:suzette.searchwell@tpsgc-pwgsc.gc.ca)

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Project Description
- 1.3 Building Information
- 1.4 Construction Scope
- 1.5 Project Estimated Cost Range
- 1.6 Constraints and Challenges
- 1.7 Schedule

### **PART 2 - PROCUREMENT PROCESS**

- 2.1 General Procurement Approach
- 2.2 Description of Prequalification
- 2.3 Submission Requirements and Evaluation
- 2.4 Phase Two - Request for Proposal (RFP)
- 2.5 General Instructions to Bidders

### **PART 3 – GENERAL INFORMATION AND INSTRUCTION FOR PREQUALIFICATION**

- 3.1 General
- 3.2 Definitions
- 3.3 Mandatory Requirements

Appendix A- Identification of the Bidder

Appendix B- Experience of the Bidder

Appendix C – Experience Certification

Appendix D- Complete List of Each Individual Who are Currently Directors and or Owners of the Bidder

Appendix E - Checklist

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## PART 1 - GENERAL INFORMATION

### Part 1.1 – Introduction

Public Works and Government Services Canada (PWGSC) is initiating a process to pre-qualify Construction Management firms for the rehabilitation of the Postal Station B (PSB) building, 47-59 Sparks Street, Ottawa, Ontario.

This document defines the requirements for the prequalification of Construction Managers for this work. Interested Construction Managers are required to respond to this Application for Prequalification. Only those Construction Managers considered by PWGSC to meet the prequalification requirements as defined in this document will be invited to submit competitive proposals for this work during the RFP Phase of the solicitation.

### Part 1.2 – Project Description

The Postal Station B Building is a “Classified” Federal Heritage Building (designated by FHBRO in 1986) that requires major rehabilitation. Currently, it serves a dual purpose by continuing to function as a postal facility on the ground floor, while providing secure office accommodations to the Privy Council Office (PCO) in the remainder of the building. The newly rehabilitated building will continue to serve this dual purpose for the foreseeable future.

The building has strong historical and architectural significance. Constructed in 1938-39 as Ottawa's central post office along with offices for the Post Office Ministry, it was the only building constructed by the Federal government in accordance with the Greber Master Plan for the area, which envisioned Elgin Street being lined with consistently designed civic and federal buildings. It is also part of the Confederation Square National Historic Site.

The Parliamentary Precinct Branch (PPB) has identified the need for a comprehensive rehabilitation of the Postal Station B building envelope and base building systems.

A Prime Consultant will be engaged by PWGSC to provide architectural and engineering services for the project, with contract award expected in April 2015. The solicitation documents for the Prime Consultant contract can be found on PWGSC Buy & Sell internet site at the following link: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-FE-171-66088>. It is recommended that proponents review the Prime Consultant solicitation documents to gain a comprehensive understanding of the project.

PWGSC also intends to engage an Environmental Engineering Services Consultant who will be responsible to prepare and actively manage all aspects of the abatement design and implementation associated with the PSB rehabilitation, and to prepare and manage a comprehensive Construction, Renovation and Demolition (CRD) Waste Management Plan, in conjunction and in coordination with the Prime Consultant and the Construction Manager. The solicitation for the Environmental Engineering Services Consultant is anticipated in February 2015 with closing in May 2015.

The Construction Manager will contract with PWGSC for Services and Construction. Services are defined as consisting of Pre-Construction Services, Construction Services, Building Components

and Connectivity (BCC) and Post-construction Services. Construction is defined as the work required to deliver a complete project in a partially occupied building.

Construction shall include major works to rehabilitate the building envelope and base building systems of the Postal Station B building. The Construction Manager is expected to deliver the following benefits to the project by providing, but not limited to the following services:

- Advisory and support services
- Project Administration
- Work Packaging
- Cost Management
- Time Management (Scheduling)
- Risk Management
- Scope Control and Management
- Quality Control & Quality Assurance
- General Contractor Services
  - Function as Constructor including coordinating and directing Subcontractors retained by the Construction Manager, ensuring the continuous safety management and protection of the Site and the general public near the Site,
  - Subcontract construction Work using competitive bidding processes, with prequalification when warranted.
  - Pre-purchase key materials as needed.
- Site logistics coordination
- Mechanical & electrical interference coordination drawings

### Part 1.3 - Building Information

The following provides a summary profile of the Postal Station B building.

Location:	59 Sparks Street, Ottawa, Ontario, Canada
Number of Stories:	8-storey plus full basement with 2-storey mechanical penthouse
Inside Gross Area:	6,035.7 m <sup>2</sup>
Site Area:	971.2 m <sup>2</sup>
Current Occupancy:	Privy Council Office (PCO) and Canada Post Corporation (CPC)
Construction Date:	1938-1939
Architect:	W.E. Noffke
Custodian:	Public Works and Government Services Canada
Asset Type:	Class B heritage office building with ground floor retail
FHBRO Designation:	"Classified" (1986)
Pedestrian Access:	Access to post office at two doors on Elgin St. and Elgin/Sparks streets. Access to post office and offices on Sparks St. Above-grade pedestrian link to the Langevin Block.
Loading:	Shared asphalt service lane at rear (north)
Parking:	None
Vertical Transportation:	2 passenger elevators and 1 service/passenger elevator
Construction:	Steel frame with concrete slab floors and basement walls. Limestone cladding with brick back-up wall.
Major Renovations:	<ul style="list-style-type: none"> <li>1975: Major retrofit including passenger elevator modernization, mechanical system upgrade, installation of basement sprinklers and re-construction of exterior walls;</li> <li>1990-1995: Upgrades to the base building for accessibility compliance and a major retrofit of the base building elements;</li> <li>1997: Electrical system upgrade.</li> </ul>
Hazardous Substances	<ul style="list-style-type: none"> <li>Asbestos, lead-based paint, mercury, silica, possible PCBs, possible halocarbons, Other Hazardous Materials (i.e. bird droppings)</li> </ul>

#### Part 1.4- Construction Scope

The main aspects of the Construction Scope include the following:

- i. **Interior Demolition and Reinstatement**, including removal of existing ceilings and carpets; asbestos abatement; fireproofing of the steel structure; painting of walls; and installation of new ceilings and carpeting.
- ii. **Building Envelope Restoration**, including repair or rehabilitation of the copper roof; rehabilitation of the masonry; full restoration of windows; and restoration of miscellaneous elements (vents, hardware, copper grills and clock).
- iii. **Heating System Upgrade**, including replacement of all existing steam radiators and associated system with new hot water radiators, and the installation of new steam-to-hot water conversion station.
- iv. **HVAC System Upgrade**, including refurbishment in-situ or replacement of the central air handling unit, and upgrading of the HVAC system air distribution network.
- v. **Electrical System Upgrade**, including upgrading of the fire alarm system and replacement of the electrical distribution equipment and floor distribution system.
- vi. **Control Systems Upgrade**, including the installation of a new Building Automation System (BAS) or selected upgrade.
- vii. **Plumbing System Upgrade**, including replacement of all below-ground sanitary and storm drainage system; replacement of domestic water piping distribution system; and replacement of plumbing fixtures.
- viii. **Sprinkler System Upgrade**, including the installation of sprinklers on each floor, standpipes in stairwells and new fire protection pumps.
- ix. **Structural/Seismic Upgrade**, review and upgrading of deficient anchorage from the exterior masonry to the steel structure; rehabilitation of deteriorated beams and deficient wall anchorage of the penthouse; repairs to corroded steel in basement mechanical rooms; as well as seismic upgrading to a minimum of 60% of the current National Building Code of Canada seismic requirements.
- x. **Building Components and Connectivity (BCC)**, removal of existing Connectivity components (limited to IT/Media and Security) and installation of upgraded security systems and IT/Media. Note: Removal and reinstatement of all Building Components by PCO; no CM responsibility in this regard.

The scope of work may be adjusted based on the outcome of the value engineering and life cycle costing exercise during the schematic design phase.

#### Part 1.5 – Project Estimated Cost Range

The total estimated construction costs for this project are estimated in the range of \$24.3 to \$26.4 million excluding Construction Management fees.

#### Part 1.6 - Constraints and Challenges

Some of the constraints and challenges of the Work on the Postal Station B Envelope Rehabilitation and Base Upgrade project are noted below but are not limited, to the following:

- The close proximity of the site to the National War Memorial requires that exterior interventions to Postal Station by the Construction Manager are respectful of this site and in particular,

Remembrance Day ceremonies, Canada Day and the various other events occurring on Sparks Street.

- Seismic and structural upgrading of the building will need to be implemented by the Construction Manager on a floor-by-floor basis in a partially occupied building.
- The Construction Manager will be required to perform abatement and demolition work in a partially occupied building on a floor-by-floor basis, while the balance of the building remains occupied and ensuring that all health and safety requirements are met. All abatement work is to be completed during evenings and/or weekends, including removal of asbestos-containing materials for off-site disposal.
- Postal Station is a highly secure building. The Construction Manager and his subcontractors will be required to meet the security requirements outlined in Part 2.1.
- Limited lay-down area for the Construction Manager.
- All interior work (excluding noise and odour generating activity, and asbestos abatement work) is to be performed by the Construction Manager on a floor-by-floor basis during normal working hours from 7 am to 6 pm on weekdays and non-holidays. Disruptive work (including noise and odour generating activity, and asbestos abatement work), and all Work on the ground floor must be performed during off-hours (6 pm to 7 am) and/or on weekends.

#### Part 1.7 – Schedule

An estimated schedule is provided below to assist the interested bidders in assessing this project. Given the scope and magnitude of this project, this schedule is subject to change, in which case, PWGSC will not be bound by these timeframes or dates indicated.

Closing of prequalification process:	April 2015
Notification of prequalification results:	April 2015
Request for Proposal (RFP) posting:	April 2015
Closing of RFP	June 2015
Award of Contract	July 2015
Construction start	February 2016
Substantial performance	December 2017
Total completion and turn over	March 2018



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## PART 2 - PROCUREMENT PROCESS

### **Part 2.1 - General Procurement Approach**

Given the nature of the Work, it is essential that the successful Bidder have the competence and experience to realize the project. A two-phase procurement approach will be followed.

**Phase One – Prequalification:** This application for Prequalification to prequalify Bidders with the necessary experience to function as the Construction Manager is open to all interested suppliers. The prequalification of a Bidder is based on defined mandatory requirements specified in this document. These requirements include technical capability, the competence and experience of the Bidder, the capacity of the Bidder to obtain Commercial General Liability Insurance and the capacity of the Bidder to obtain Contract Security as per PWGSC's standard Contract Security Conditions.

**Phase Two - Request for Proposal (RFP):** An RFP will be posted on Buy & Sell when complete solicitation documents are available, which is expected to be in April 2015. Only those Bidders who have been prequalified by PWGSC in Phase One will be eligible to bid in Phase Two. The decision to participate in the RFP in Phase Two is the decision of each prequalified Bidder. Proposals will be evaluated against established criteria that may include, but may not be limited to, the presentation of a management plan, cost, schedule and quality control techniques, as well as the experience of key personnel. Selection of a Construction Manager will be based on a best value approach, which will include a combination of price as well as technical score.

**All the prequalification requirements in Phase One will be carried over to Phase Two. To be eligible to bid for Phase Two, Bidders must first be prequalified by PWGSC at Phase One.**

Should there be an insufficient number of prequalified Bidders after Phase One to permit a competition in Phase Two, PWGSC reserves the right (but will not be obligated) to cancel Phase Two or to modify the requirements and re-publish the solicitation using the same or a different approach, including but not limited to forgoing the prequalification process and opening the RFP process to any and all Bidders. The assessment of the sufficiency of number of prequalified Bidders shall be at PWGSC's sole and absolute discretion.

**Security: Postal Station B is a secure building providing Secret and Top Secret office accommodations to the PCO. By bid closing of the Phase Two RFP, Bidders will be required to hold a valid Facility Security Clearance at the level of Secret, with approved Document Safeguarding at the level of Secret, issued by the Canadian Industrial Security Directorate. After Contract Award, personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of Secret and all others must have a valid Site Access clearance required, granted or approved by the Canadian Industrial Security Directorate.**

All Bidders interested in prequalifying for this work package should familiarize themselves with the security clearance process in advance of the RFP. Refer to the Canadian Industrial Security Directorate (CISD) website for information on the security clearance process  
<http://uat-iss-ssi.pwgsc-tpsgc.gc.ca/index-eng.html>

## **Part 2.2 - Description of Prequalification**

### **2.2.1 The Prequalification of the Bidder**

The Bidder must demonstrate that it meets all the mandatory requirements defined in Part 3 of this document by providing all the required information. PWGSC will evaluate the Bidder's application for prequalification submission and determine the prequalification status of the Bidder. PWGSC reserves the right to verify the information and references submitted.

## **Part 2.3 - Submission Requirements and Evaluation**

### **2.3.1 Evaluation of Submissions**

All prequalification submissions will be reviewed and evaluated by PWGSC. PWGSC may accept or reject any, or all, prequalification submissions.

The requirements specified in Part 3.3 of this application for prequalification document are mandatory and will be evaluated on a Pass/Fail basis. As an initial step in the evaluation process, PWGSC will review the projects referenced in Parts A, B and C of the Bidders submission and should PWGSC find that the nature of any of the projects referenced do not satisfy the mandatory requirement, PWGSC will notify and offer the Bidder an opportunity to revise and re-submit their prequalification submission in accordance with the process specified herein. Failure to provide the information in accordance with the mandatory requirements within a specified timeframe will result in the Bidder not being considered as pre-qualified.

Following completion of the submission evaluation, PWGSC will send notices to Bidders individually to notify them of the result of the evaluation as it pertains to their submission.

Debriefing for unsuccessful Bidders will be provided, if requested. Should a Bidder desire a debriefing, the Bidder should contact the Contracting Officer. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

Upon the completion of the process for Phase One, PWGSC will retain the prequalification submissions from Bidders for its records.

If a Bidder is not considered to be prequalified, or wishes to add to or revise its prequalification submission, the Bidder may do so by submitting the appropriate information. The revised submission may be considered by PWGSC, provided that, in the opinion of PWGSC, there is sufficient time before the RFP is issued to complete the prequalification evaluation procedure, which will include but not be limited to, time considerations for the time required for the bidder to complete and submit the pre-qualification document and for the time required for PWGSC to complete the evaluation of the pre-qualification submittal. Notwithstanding the above, no prequalification application will be considered after the issue of the RFP.

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### 2.3.2 Format of the Submission

In order to facilitate the evaluation of submissions, Bidders are to adhere to the following instructions:

- The Bidder should submit one (1) original and five (5) copies of the prequalification submission.
- The original submission must include a signature in Appendix "C" - Experience Certification.
- Submissions for prequalification may be submitted in either English or French.

## **Part 2.4 - Phase Two - Request for Proposal**

### **2.4.1 Admissibility**

Only those Bidders prequalified in Phase One will be eligible to bid in Phase Two.

### **2.4.2 Tender and Contract Documents**

The following documents may be incorporated by reference into and may also form part of the RFP and contract documents to be used in Phase two. In the event that the documents referenced below are revised, rescinded or replaced prior to the issuance of the RFP for Phase Two, PWGSC shall have the right (but not the obligation) to replace or remove the documents referenced below, such right to be exercised at PWGSC's sole and absolute discretion.

- Special Instructions to Bidders
- Bid and Acceptance Form
- Supplementary Conditions

The following documents will be incorporated by reference into, and will also form part of, the RFP and contract documents to be used at Phase Two:

R2710T	(2015-02-25)	General Instructions-Construction Services-Bid Security
R2810D	(2015-02-25)	General Provisions
R2820D	(2015-02-25)	Administration of the Contract
R2830D	(2015-02-25)	Execution and Control of the Work
R2840D	(2008-05-12)	Protective Measures
R2850D	(2015-02-25)	Terms of Payment
R2860D	(2013-04-25)	Delays and Changes in the Work
R2870D	(2008-05-12)	Default, Suspension or Termination of Contract
R2882D	(2015-02-25)	Dispute Resolution
R2890D	(2014-06-26)	Contract Security
R2900D	(2008-05-12)	Insurance
R2950D	(2015-02-12)	Allowable Costs for Contract Changes Under GC6.4.1

Submission of a proposal at Phase Two constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

An electronic version of these documents is available on the PWGSC Website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

## **Part 2.5 - General Instructions to Bidders**

### **2.5.1 Closing Date**

The closing date for this application for prequalification – Postal Station B Envelope Rehabilitation and Base Building Upgrade Project: Construction Manager is **April 9, 2015** at 2:00 PM. Proposals received after the day stipulated for closing may not be evaluated.

### **2.5.2 Submission Receiving / Return Address**

In order to be considered, submissions shall be submitted to:

Public Works and Government Services Canada  
Bid Receiving Unit  
Place du Portage, Phase III  
Main Lobby Core 0B2  
11 Laurier Street  
Gatineau, Québec  
K1A 0S5.

### **Submittals by facsimile or electronic means WILL NOT BE ACCEPTED.**

Ensure the following information is clearly written on the submission:

**Prequalification for Postal Station B Envelope Rehabilitation and Base Building Upgrade Project: Construction Manager**

**Solicitation No.: EP775-150701**

**PWGSC Project No.: R.037973.270**

Timely and correct delivery of submissions is the sole responsibility of the Bidder.

### **2.5.3 Enquiries**

Enquiries regarding this document and process must be submitted in writing to the Contracting Officer named in 2.5.4 as early as possible within the solicitation period. Enquiries should be received no later than five (5) calendar days prior to the closing date to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.

To ensure consistency and quality of the information provided to Bidders, the Contracting Officer will examine the content of the enquiry and will decide whether or not to issue an amendment.

All enquiries and other communications related to this prequalification process sent throughout the prequalification period are to be directed **ONLY** to the Contracting Officer named in 2.5.4 below. Non-compliance with this requirement during the prequalification period can, for that reason alone, result in disqualification of a submission.

Solicitation No. - N° de l'invitation

EP775-150701/A

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20150701

File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

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#### 2.5.4 Contracting Officer

The Contracting Officer is:

Suzette Searchwell  
Public Works and Government Services  
Canada Real Property Contracting Directorate  
Construction Services Division  
3C2, 11 Laurier Street, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5  
Email: [Suzette.Searchwell@tpsgc-pwgsc.gc.ca](mailto:Suzette.Searchwell@tpsgc-pwgsc.gc.ca)

#### 2.5.5 Checklist

The checklist included in Appendix E will serve as a quick reference tool for the Bidder's use only. The use of the checklist may prevent omission of any mandatory documents/information, which could render the submission non-responsive.

### PART 3 - GENERAL INFORMATION AND INSTRUCTION FOR PREQUALIFICATION

#### Part 3.1 - General

Part 3 of this document sets out specific information, documents and other items to be provided with the application for prequalification submission against which the responses received will be evaluated.

**All information, documents and all other items identified in 3.3 – Pre-qualification Requirements must be completed and submitted with the Bidder's Application for Prequalification submission.**

#### Part 3.2 - Definitions

*Bidder:* means the person or entity (or in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

*Building Construction Project:* includes new building construction or renovation of an existing building. Note that multiple phases or multiple buildings within the umbrella of a single program are not considered admissible.

*Building Interior Rehabilitation:* includes base building systems modifications or total replacement including fit up to accommodate tenants in an occupied office building.

*Client:* means the project owner, or his representative, of the funding department or organization who was directly involved in contracting the construction activities of the referenced project.

*Completed:* means a project where all the terms and conditions of the contract were met and where a final certificate of completion has been issued or a final invoice paid and where the date on the certificate or payment instrument indicates the date of completion.

*Construction Manager:* means a construction firm responsible for providing construction management advice and services during the design phase and also is responsible for the construction work in accordance with the drawings and specifications. The Construction Manager acts as Constructor (as defined by Occupational Health and Safety Act) in charge of a single integrated construction site.

*Construction Value:* means the value of construction put in place being a measure of the value of construction installed or erected at the site during a given period. For an individual project, this includes:

1. Cost of materials installed or erected.
2. Cost of labor (both by contractors and force account) and a proportionate share of the cost of construction equipment rental.
3. Contractor's profit.
4. Cost of architectural and engineering work (in the case of design-build).
5. Miscellaneous overhead and office costs chargeable to the project.
6. Interest, levies, permits and taxes chargeable to the project.

*Consultant:* means the professional firm engaged by the Client to provide design and/or resident site services for the project or a representative of the Consultant authorized, in writing, to perform these services on its behalf.

*Design Builder:* means a firm or team of firms who enters into a single contract with an owner to provide both professional design services and the construction of the project.

*Heritage Building:* means a designated heritage building (or higher designation such as Classified) is one that has officially been recognized by a competent authority under the applicable jurisdiction's legal or policy framework, or demonstrated its eligibility for such a designation under either federal or provincial statute. .

*Heritage Trade* may include one or more of the following work:

- a) Exterior stone and brick conservation such as stabilizing, re-pointing, repairing by patching, piecing-in or consolidating , and cleaning character-defining exterior stone and brick cladding and/or replacement in kind of sculpted details or, forced flashings to irregular areas
- b) Plaster conservation work such as repairing historic ceilings (flat and vaulted) or ornamental plaster work by patching, piecing-in or consolidating, or otherwise reinforcing using known conservation methods, including preparation of moulds and castings or,
- c) Metal conservation such as modifying, assembling, restoring, re-finishing and re-installing bronze doors, grills, canopies, light fixtures and other decorative items; or fabricating replicated bronze doors and cast new sconces from moulds of the original; steel windows conservation such as repairing and/or replacing in kind missing elements; and, upgrading with compatible hardware; or
- d) Applying appropriate compatible paints and other coatings and decorative finishes in historic building interiors; or
- e) Marble, wood, ceramic tile and terrazzo flooring and baseboards conservation including repair, cleaning, limited replacement in kind, resealing or grouting

*General Contractor:* means a contractor engaged by an owner through the traditional method of Design-Bid-Build project delivery, for construction services to implement a design prepared by a design consultant engaged separately by the owner under a design services contract

### Part 3.3 – Prequalification Requirements (Note: The evaluation is based on Fail/Pass

criteria). The Bidder must:

1. Complete and submit Appendix A - Identification of the Bidder. In the event the Bidder is a joint venture, the following applies:
  - a. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, in order to submit together a response to the Letter of Interest and Prequalification and in turn to submit together a response to the Request for Proposal. Bidders who submit a response to the Letter of Interest and Prequalification and in turn a response to the Request for Proposal, as a joint venture must indicate clearly that it is a joint venture and provide the following information in Appendix A:
    - i. the name of each member of the joint venture;



- ii. the role and expertise of each member of the joint venture;
    - iii. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
    - iv. any information required to be filed under provincial or federal law in order for the joint venture to carry on business in Ontario;
    - v. the name of the joint venture, if applicable.
  - b. The response to the Letter of Interest and Prequalification must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. Canada may, at any time, require each member of the joint venture to prove that the representative has been appointed with full authority to act as its representative for the purposes of submitting a response to the Letter of Interest and Prequalification and in turn a response to the Request for Proposal.
  - c. All of the members of the joint venture are jointly and severally responsible for the obligations entered into by the Bidder in accordance with the Contract Documents.
2. Provide proof, in the form of a letter from Insurer, stating that the Bidder is capable of providing comprehensive general liability insurance coverage of at least twenty million (\$20,000,000) dollars.
  3. Provide proof, in the form of a letter from either a Financial Institution or an acceptable Bonding Company\*, stating that the Bidder has the capability of providing contract security in accordance with the Contract Security conditions referenced in section 2.4.2- Tender and Contract Documents, R2890D (2012-07-16)- Contract Security. The Bidder must provide proof that they have the capability of providing contract security in accordance with R2890D based on the full potential project value of \$26,400,000. (To be adjusted to reflect the construction costs).
- \* For a list of acceptable Bonding Companies please refer to Treasury Board's Contracting Policy, AppendixL – Acceptable Bonding Companies, at the following address:
- [Http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12027&section=text#appl](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12027&section=text#appl)
4. Complete and submit Appendix B - Experience of Bidder, ensuring each project conforms with the requirements identified in PART A, B and C below.
  5. Complete and submit Appendix "C" – Experience Certification.
  6. Submit complete Appendix "D" - Complete List of Each Individual Who are Currently Directors and or Owners of the Bidder.

*Note; If any of the information listed above is not provided in the Bidders submission, Canada will provide a timeframe by which it must be provided. Failure to provide the requested information will render the Bidder non-responsive.*

**PART A – CONSTRUCTION MANAGEMENT PROJECT**

1. Identify one *Building Construction Project, Completed* after January 1, 2005, in which the *Bidder* functioned in the role of the *Construction Manager* for the entire period of the project. Should interested Bidders submit more than one project, only the first project will be evaluated.

- a. The project must have had a construction value of at least \$15,000,000.
- b. The *Bidder* must list the names and current telephone numbers of *Client(s)*, and *Consultant(s)* where applicable, for reference purposes. Indicate the fax numbers (if available).
- c. The same project cannot be used for both this Part A and Part B below in the Bidder's prequalification submission as evidence supporting the experience of the Bidder.

**PART B – INTERIOR REHABILITATION PROJECT**

1. Identify one *Building Interior Rehabilitation, Completed* after January 1, 2005, in which the *Bidder* functioned in the role of the *General Contractor, Design Builder or Construction Manager*, for the entire period of the project. Should interested Bidders submit more than one project, only the first project will be evaluated.

- a. The project must have had a construction value of at least \$15,000,000 and included the total refit of a building interior and complete replacement of major electrical and mechanical system work. (This must be adequately demonstrated in the Project Description section)
- b. The *Bidder* must list the names and current telephone numbers of *Client(s)*, and *Consultant(s)* where applicable, for reference purposes. Indicate the fax numbers (if available).
- c. The same project cannot be used for both this Part A above and Part B in the Bidder's prequalification submission as evidence supporting the experience of the Bidder.

**PART C – HERITAGE PROJECT**

1. Identify one *Completed Project* that included one or more *Heritage Trades* completed after January 1, 2005, in which the *Bidder* functioned in the role of the *General Contractor, Design Builder or Construction Manager*, for the entire period of the project. Should interested Bidders submit more than one project, only the first project will be evaluated.

- a. The project must have had a *Heritage Trade component* with a construction value of at least \$2,500,000 (This must be adequately demonstrated in the Project Description section)
- b. The *Bidder* must list the names and current telephone numbers of *Client(s)*, and *Consultant(s)* where applicable, for reference purposes. Indicate the fax numbers (if available).

Solicitation No. - N° de l'invitation

EP775-150701/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fg353EP775-150701

Buyer ID - Id de l'acheteur

fg353

Client Ref. No. - N° de réf. du client

20150701

CCC No./N° CCC - FMS No/ N° VME

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**Appendix "A"**  
**Identification of the Bidder**

<b>Legal Operating name of Bidder</b>	
<b>Contact Name</b>	
<b>Mailing Address</b>	
<b>Telephone No.</b>	
<b>Facsimile No.</b>	
<b>E-mail Address</b>	

**In the case of a joint venture, the following must also be completed:**

<b>Name of each member of the joint venture:</b>	
<b>Role and expertise of each member of the joint venture</b>	
<b>Any information required to be filed under provincial or federal law in order for the joint venture to carry on business in Ontario</b>	
<b>Name of the representative of the joint venture</b>	

**Appendix “B”**  
**Experience of the Bidder**  
(3 pages)

**PART A – CONSTRUCTION MANAGEMENT PROJECT**

Project Title	
Location	
Role: Must be Construction Manager	
Cost at bid:	
Cost at Completion: (if applicable)	
Description (attach separately)	
Completion Date (must be after January 1 2005)	Completed ( ) Completion Date:
Client Name	
Client Representative Telephone No. Facsimile No. E-mail Address	
Consultant Name Telephone No. Facsimile No. E-mail Address	
Does this project have a construction value of at least \$15,000,000?  This must be adequately demonstrated in the “Project Description” section above	

Solicitation No. - N° de l'invitation

EP775-150701/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fg353

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20150701

fg353EP775-150701

**PART B – INTERIOR REHABILITATION PROJECT**

Project Title	
Location	
Role: (General Contractor/Construction Manager/Design Builder)	
Cost at bid:	
Cost at Completion: (if applicable)	
Description (attach separately)	
Completion Date (must be after January 1 2005)	Completed ( ) Completion Date:
Client Name	
Client Representative  Telephone No.  Facsimile No.  E-mail Address	
Consultant Name  Telephone No.  Facsimile No.  E-mail Address	
Does this project have a construction value of at least \$15,000,000 and include the total refit of a building interior, and complete replacement of major electrical and mechanical system work?  (This must be adequately demonstrated in the "Project Description" section above)	

Solicitation No. - N° de l'invitation

EP775-150701/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fg353

Client Ref. No. - N° de réf. du client

20150701

File No. - N° du dossier

fg353EP775-150701

CCC No./N° CCC - FMS No/ N° VME

**PART C – HERITAGE PROJECT**

Project Title	
Location	
Role: (General Contractor/Construction Manager/Design Builder)	
Cost at bid:	
Cost at Completion: (if applicable)	
Description (attach separately)	
Completion Date (must be after January 1, 2005)	Completed ( ) Completion Date:
Client Name	
Client Representative  Telephone No.  Facsimile No.  E-mail Address	
Consultant Name  Telephone No.  Facsimile No.  E-mail Address	
Does this project have a Heritage Trade construction value of at least \$2,500,000, (This must be adequately demonstrated in the "Project Description" section above)	

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### **Appendix "C"**

#### **Experience Certification**

We certify that all statements made with regard to the experience of the company are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the submission being declared non-responsive.

Should verification by the Canada disclose untrue statements, Canada will have the right to treat any resulting contract from this submission as being in default and to take the work out of the Bidder's hands.

Failure to include this representation and warranty with the submission by executing the signature block immediately following this paragraph will render the submission non-responsive.

Legal Operating name of the Bidder: \_\_\_\_\_

\_\_\_\_ Authorized Name (print): \_\_\_\_\_

\_\_\_\_\_

Capacity: \_\_\_\_\_

\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Phone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

\_\_\_\_ E-mail

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



CCC No./N° CCC - FMS No/ N° VME

**WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES AND ROLE**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### Appendix “E” Checklist

The checklist included herein will serve as a quick reference tool for the Construction Bidder's use only. The use of the checklist may prevent omission of any mandatory document(s)/information which could render the submission non-responsive.

<b>Pre-qualification Requirements Checklist</b>	<b>Included in Submission</b>
Complete and submit Appendix A – Identification of the Bidder	
Provide proof, in the form of a signed letter from an Insurer, stating that the Bidder is capable of providing comprehensive general liability insurance coverage of at least fifty million (\$20,000,000) dollars.	
Provide proof, in the form of a signed letter from either a Financial Institution or an acceptable Bonding Company, stating that the Bidder has the capability of providing contract security in accordance with the Contract Security conditions referenced in section 2.4.2- Tender and Contract Documents, R2890D(2012-07-16)-Contract Security. The Bidder must provide proof that they have the capability of providing contract security in accordance with R2890D based on the full project value of \$ 26,400,000. <i>(to be adjusted to reflect the construction cost)</i>	
Complete and submit Appendix B - Experience of Bidder (each project must conform with requirements stated in Section 3.3 – Part A, B and C)	
Complete and submit Appendix “C” - Experience Certification	
Complete and submit Appendix “D” - Complete list of each individual who are currently directors and or owners of the Bidder	