



National Capital Commission
202-40 Elgin Street
Ottawa, Canada
K1P 1C7

Commission de la capitale nationale
40, rue Elgin, pièce 202
Ottawa, Canada
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REQUEST FOR PREQUALIFICATION

NCC TENDER FILE #

AL1601

REQUEST FOR SUBMISSIONS FOR THE PREQUALIFICATION OF

GENERAL CONTRACTORS in the BUILDING CONSTRUCTION INDUSTRY

for use on the “Tin House Court Project”

Date issued: September 30, 2015

Solicitation closes: November 9, 2015 at 3:00 pm Ottawa time.

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SECTION 1 – GENERAL INFORMATION

1.1 Request for Prequalification (“RFPQ”)

Introduction:

The National Capital Commission (“NCC”) invites General Contractors (“GCs”) to respond to this Request for Submissions for Prequalification of General Contractors for upcoming building construction work in the Tin House Court block – specifically, project work at 445-465 Sussex Drive (four buildings), 7 Clarence Street (one building), 13-15 Clarence Street (one building), and the Tin House Court itself. Note: for clarity, the project work covered by this Request for Prequalification will be referred to from herein as the “*Tin House Court Project*”.

The construction of a new building at 7 Clarence Street is a key part of the overall *Tin House Court Project* initiative. The NCC looks forward to the new 7 Clarence Street building being used through the 2017 calendar year as a Confederation Pavilion, to celebrate the 150th Anniversary of Canada’s Confederation. Once the 2017 calendar year is completed and the 150th Anniversary celebrations are finished, the NCC expects that 7 Clarence would be made available for commercial leasing.

With an expected duration of up to one year, the construction project to build the new 7 Clarence building will see the Tin House Courtyard heavily affected. The 7 Clarence project, as disruptive as it will be to the neighbourhood, also represents an opportunity; considering the number of required interventions to the Sussex Drive and Clarence Street properties located in this city block that will be needed in the next 5-10yrs, the NCC will be completing as much of the required work during this disruptive 2016 period as possible. It is therefore recommending that work at 445-465 Sussex Drive, 13-15 Clarence Street, and work within the Tin House Courtyard be completed concurrent to the 7 Clarence project.

Accordingly, the *2016 Tin House Court Project* will comprise of two main packages of work:

- The construction of a new building at 7 Clarence
- The rehabilitation and upgrade of the existing buildings at 445-465 Sussex, 13-15 Clarence, and parts of the Tin House Court itself.

Why pre-qualify?

NCC seeks to pre-qualify General Contractors for the *Tin House Court Project* because the construction work on this project will require meticulous coordination of subcontractors and suppliers and professional project management to:

- Meet critical dates, particularly substantial and total completion;
- Ensure high quality workmanship and a high quality built product;
- Limit impacts to the adjacent environment and public and visitors;
- Ensure adherence to construction–related legislation and best-practices.

Furthermore, the NCC recognizes that enhanced project and site management skills shall be required of the General Contractors working with the NCC on the *Tin House Court Project*.



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This RFPO relates to the pre-qualification of General Contractors for the *Tin House Court Project*. The NCC reserves the right to establish short-lists of sub-contractors for select specialities for work present in the *Tin House Court Project*.

Timeline:

This pre-qualification exercise will run from September to November 2015.

The short-list of pre-qualified general contractors established through this RFPO process will be invited to participate in the construction tender call for the *Tin House Court Project* to be called mid-November 2015, closing December 2015.

The NCC expects that the *Tin House Court Project* construction work will start on site January 2016, and be completed December 2016.

Will the site be vacant?

The buildings at 445-465 Sussex and 13-15 Clarence will be vacant in time for the contractor starting work January 2016. See Section 1.2 Background (below) for further information on the context.

Contract format:

The *Tin House Court Project* comprises:

- The construction of a new building at 7 Clarence
- The rehabilitation and upgrade of the existing buildings at 445-465 Sussex, 13-15 Clarence, and parts of the Tin House Court itself.

The Tin House Court Project will be tendered as one large design bid build project to the pre-qualified list of general contractors established through this RFPO. The NCC would use the combined total cost of (7 Clarence) + (all else under contract) to establish the lowest compliant bidder.

The winning bidder would be awarded one contract with distinct completion dates for two parts; one completion date for the construction of the new 7 Clarence building, and one completion date for the rehabilitation work at 445-465 Sussex Drive and 13-15 Clarence Street work.

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1.2 Background

The *Tin House Court Project* site is in the Byward Market area of Ottawa, bounded as it is by Murray Street to the north, Sussex Drive to the west and Clarence Street to the south (see attached photo).



Figure 1: Aerial photo of Lowertown Ottawa, showing Tin House Court

Many buildings near and adjoining the Tin House Court Project site have mercantile / retail ground floor occupancies, and residential / office occupancies on upper floors. Proponents should be aware that:

- There are condominium developments to the north (across Murray Street), to the east (22 Murray, which has its front door on the courtyard), and to the south (across Clarence Street).
- There are mercantile / retail operations in adjoining buildings that will likely be open for business through 2016.

The General Contractor awarded the contract will need to abide by certain noise, dust and hours of work limitations, to minimize adverse effect on these adjoining residential and retail operations.

The Murray-Sussex-Clarence area is also very popular with visitors. Sidewalk and courtyard traffic has been high for many years, so the NCC will need to work with the contractor on pedestrian traffic management:

- Sussex Drive, connecting downtown to the National Gallery area is a busy thoroughfare for pedestrian, bicycle and vehicular traffic.

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- Murray Street is one of the main west-east roads accommodating Gatineau to Ottawa vehicular traffic.
 - Clarence Street is a quieter but nonetheless highly active street.
- There is very little opportunity to close or restrict these roads during regular hours. The contractor should expect that Murray Street, Sussex Drive and Clarence Street must remain open for pedestrians, cyclists and vehicular traffic through the duration of the project in all but exceptional circumstances. The NCC will need the contractor to find ways to stage the work to minimize disruption to the roads.

1.3 Description of the Tin House Court project

The following text is meant to give an overview of the existing conditions and history of the worksite, as well as the type and scope of work that the contractor for the Tin House Court Project will be facing. These descriptions are general in nature, and *not* meant to be a comprehensive survey of the work that will be offered for contract.

1.3.1. 7 Clarence Street

7 Clarence Street (new construction, 3720sqft proposed)

In 2013, the NCC discovered that the building (then) situated at 7 Clarence Street had severe structural deficiencies. After long and careful study, the NCC decided that the old building would have to be taken down.

In 2014, the NCC went forward with the demolition of the ground and upper story of the old 7 Clarence building; the basement and ground floor structure of the old 7 Clarence were left intact, weather-protected and fenced off, and various mechanical and electrical systems components in the old 7 Clarence basement were left in place, operational.

Demolition of the old 7 Clarence building exposed the east flank of the 465 Sussex property, as well as the exit stair for 465 Sussex and the basement kitchen for 13-15 Clarence. These were insulated and faced with pre-finished metal as an interim measure.

These and the aforementioned remnants of the demolished 7 Clarence building will need to be removed under the *Tin House Court Project*, to make way for the construction of the new 7 Clarence building.

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Figure 2: 7 Clarence, spring 2015, showing what remains of the old 7 Clarence's ground & upper floors, after the 2014 demolition work.



Figure 3: Artist's rendering of the proposed new 7 Clarence building.

The new 7 Clarence Street building will be 2- Storeys in height plus a finished basement. It will have a gross floor area of approx. 3270 sq.ft. (not including basement or mechanical penthouse). It will be constructed with a poured concrete foundation and a hybrid of concrete shear walls, steel brace frames, heavy timber post and beam and steel floor deck with concrete topping, and will have a flat roof. Exterior walls will be constructed using shop assembled wood framed panels. The exterior will be finished with some salvaged limestone, as well as new limestone, zinc cladding, and fritted curtainwall glazing. The interior will be finished with a decorative limestone accent wall, gypsum board, and porcelain tile and hardwood flooring. The new basement will have washrooms, a kitchenette and mechanical spaces. The ground and second floors will be open, with base building mechanical and electrical, and moveable track lighting. The building will include a LULA lift elevator that will serve three levels.

There is an existing basement remaining from the previous building which houses mechanical and electrical equipment as well as a stair tower that serves both the adjacent underground restaurant at 13-15 Clarence Street and the apartments at 3 Clarence Street, which are to be demolished and rebuilt as part of the work.

The building will be designed and constructed to achieve LEED Gold certification.

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1.3.2. 445-465 Sussex and 13-15 Clarence

The existing buildings covered by the *Tin House Court Project* are for the most part “Recognized” by the Federal Heritage Building Review Office (FHBRO).

They are emblematic of property development in Lowertown in the 1840s, and the NCC’s turn towards heritage conservation in the 1960’s.

All of the existing buildings covered by the *Tin House Court Project* are situated within the City of Ottawa’s Byward Market Conservation District.

Here is an overview of the Tin House Court Block buildings. Note that the building areas noted include usable finished basement spaces.

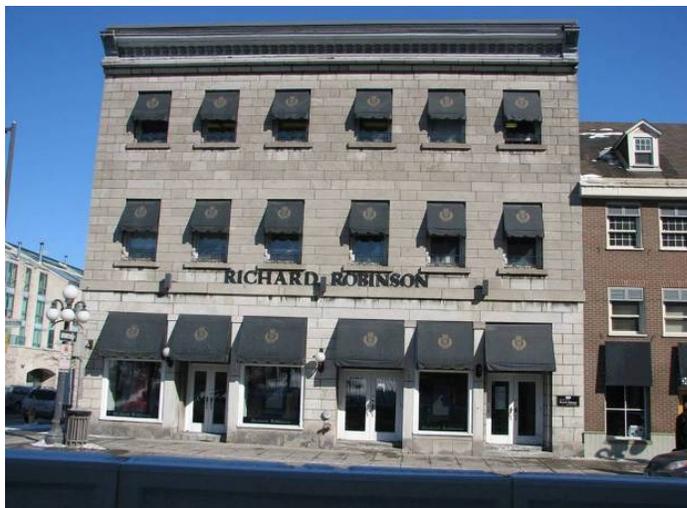


Figure 4: 445-447 Sussex Drive

445-447 Sussex (approx. 11300sqft):

This building was built in the 1840’s. It is FHBRO Recognized, largely because it is one of the earliest masonry structures constructed for commercial purposes in Lowertown, during a phase of city development which saw the pioneer community transform into a permanent and prospering urban centre.

It is a three-storey stone building. Occupied by one tenant for several decades, the building will be vacated by the end of December 2015. The NCC is looking forward to a general rehabilitation on the property, with a focus on the exteriors (roofs, walls, doorways and windows).

The scope of work envisioned for 445-447 Sussex comprises, but is not limited to, masonry rehabilitation, window rehabilitation and replacement, primary UA upgrades and mechanical / electrical upgrades.

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Figure 5: 449-453 Sussex Drive Photo: Google Maps

449-453 Sussex (approx.. 7000sqft):

This building was built in the 1980s. It is not FHBRO Recognized, and it is debatable whether even with time it could achieve that distinction. 449-453 Sussex is problematic from a technical and heritage conservation perspective; it was built 'in the spirit of' the Le Castor Hotel that had burnt down in the 1970s, using then modern technologies that have not stood the test of time.

A three-storey brick clad structure, it has up until recently been occupied by commercial enterprises on all floors. For years the NCC has coped with tenant concerns regarding the building systems, and components. Though over the past decade the NCC has been able to make some modest upgrades to the building, the building needs significant upgrade in order to be serviceable for future use and leasing.

The scope of work envisioned for 2016 for 449-453 Sussex comprises, but is not limited to, masonry brick rehabilitation, window replacements, roof replacement, primary UA upgrades and mechanical/electrical upgrades.

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Figure 6: 457-459 Sussex Drive

457-459 Sussex (approx. 8100sqft):

This building was built in the 1850's. It is FHBRO Recognized, largely because it so well represents the 19th C vernacular commercial architecture in Lowertown, and because it is such an authentic example of the original 19th C commercial streetscape we now call Sussex Drive.

A three-storey stone building, 457-459 Sussex houses commercial enterprises on the ground and middle floors, and residential on the upper floor. After many years of only modest investment, in 2014-2015 the NCC undertook extensive roof and Sussex façade rehabilitation work that uncovered some serious structural deficiencies that need to be addressed without delay.

The scope of work envisioned for 2016 for 457-459 Sussex comprises, but is not limited to, the aforementioned structural repairs, masonry rehabilitation on the Courtyard façade, window replacement on the Courtyard façade, plus primary UA upgrades and mechanical / electrical upgrades.

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Figure 7: 461-465 Sussex Drive

461-465 Sussex (approx. 12000sqft):

This building was built in the 1850's. 461-465 Sussex Drive was designated FHBRO Recognized because the building is a significant and rare survivor of the early period in Sussex Street's development. It illustrates the large scale which speculative mixed commercial and residential building could achieve at an early pre-incorporation date. It possesses the fine cut stonework which mark the most important buildings along the east side of Sussex.

A three-storey stone building, 461-465 Sussex has for the past decades housed commercial enterprises on the ground floor and residential apartments on the upper floors. After nearly 20 years of only modest investment, in 2014-2015 the NCC undertook extensive roof repairs and façade rehabilitation on the upper floors. Most of the building envelope is therefore in good condition.

The scope of work envisioned for 2016 for 461-465 Sussex comprises, but is not limited to, ground floor masonry rehabilitation and window work, primary UA upgrades, and mechanical / electrical upgrades.

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Figure 8: 13-15 Clarence Street

13-15 Clarence (approx. 5000sqft):

This building was built in 1898. 13-15 Clarence was designated FHBRO Recognized because it is an attractive example of a typical, turn-of-the-century Lowertown structure destined for combined business and residential use, and because it forms part of a cohesive grouping of similar nineteenth-century commercial buildings.

A three-storey brick clad building with a one-storey 1990's back extension, 13-15 Clarence has for the past decades been used as a restaurant/pub on the ground floor, with the upper floors being occasionally used as restaurant offices and/or receptions. One curious thing about 13-15 Clarence is that the restaurant kitchen is in an underground chamber located under the cobblestoned courtyard between 7 Clarence and 13-15 Clarence.

The scope of work envisioned for 2016 for 13-15 Clarence comprises, but is not limited to, structural repairs and reinforcement on the upper floors, primary UA upgrades, and mechanical / electrical upgrades, plus rearrangement and improvement of the underground kitchen.

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1.4 Mandatory Requirements

The Mandatory Requirements must be satisfactorily met by the bidder for a bidder to be considered for further evaluation. The Mandatory Requirements are identified in Section 3.

Caution: Request for Pre-qualification responses which fail, in the sole discretion of NCC to meet a Mandatory Requirement shall be eliminated from further consideration in the evaluation process.

1.5 Evaluation and Selection

The selection of Bidders to participate in the subsequent tendering process shall be at the sole discretion of the NCC. The NCC reserves the right to accept or reject any or all responses to this Request for Prequalification.

The NCC shall conduct the Request for Prequalification process in a fair manner and will treat all Bidders equitably. Objective standards and evaluation criteria will be applied uniformly to all Bidders.

1.6 Evaluation Methodology

NCC will evaluate and score each response in accordance with the evaluation criteria listed in the Evaluation Criteria grid shown in section 3.6. Only the information submitted by each bidder shall be evaluated.

The Evaluation Committee will consist of not less than three professionals working with the NCC's Design and Construction Division.

The evaluation will proceed criterion-by-criterion, as follows:

- A group discussion of each bidder's response to a criteria, leading to declaration of scoring by each Evaluation Committee member;
- An averaging of the post-discussion scores submitted by Evaluation Committee members.

As the criterion-by-criterion evaluation proceeds:

- If a Bidder scores less than 70% on any Rated Requirement, the Bidder will be excluded from further consideration.

It is important to note that any response that is deemed by NCC to be non-compliant in the Mandatory Requirements will be eliminated from further consideration.

A Notification of the short-listed Contractors shall be issued following evaluation of the responses.

1.7 Compensation

The NCC shall not reimburse or compensate any Bidder for any costs incurred in connection with the preparation of a response to this Request for Prequalification. All copies of documents submitted in response to this Request for Prequalification shall become the property of the NCC and will not be returned.

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1.8 Use of short-lists established through the pre-qualification process

The following provisions apply to the firms shortlisted through the prequalification process:

1.8.1 When calling construction tenders using a shortlist of pre-qualified contractors, the NCC will invite all shortlisted firms.

1.9 Security Requirements

The successful Bidder/Contractor, including subcontractors, in the subsequent tenders, will be required to complete and submit security screening application forms for all personnel carrying out work at the place of work. The required security level for screening will be "Reliability".

2.0 Joint Venture submission

The NCC will accept submissions from joint venture entities. Note that all submissions, schedules, forms etc. that are submitted to the NCC by a joint venture, as part of their response to the RFPQ, must be signed by an authorized representative of each of the firms comprising the joint venture. Each proposal submitted by a joint venture must include a covering letter advising the NCC of the constituent firms' intention to operate as a joint venture if they are awarded a Contract for the work. The letter shall identify each of the firms comprising the joint venture and must be signed by a duly authorized representative of each of the constituent firms. The covering letter submitted with each proposal must include a statement acknowledging that each party to the joint venture understands and agrees that they are jointly and severally liable for all obligations under the RFPQ as well as any Contract awarded as a result of the RFPQ. Please note that if the selected proponent is a joint venture, the signed joint venture agreement must be provided prior to the issuance of the Contract. In any joint venture, there shall be only one individual identified as Contract representative. This individual shall be responsible for any and all reporting and communication requirements. Any joint venture whereby firms separate contracting activities amongst themselves and operate independently shall not be accepted in this RFPQ and shall be considered as non-responsive and receive no further consideration. To ensure equal opportunities for all proponents, and to eliminate risk of conflict of interest, all proponents are advised that the National Capital Commission will not accept more than one submission per firm, whether the firm applies as a single entity, part of a joint venture submission, or as a sub-consulting member of the team.

3.0 Debriefing

A debriefing of a Bidder's submission will be provided, if requested to the NCC Project Manager identified in the notice letter of qualified firms within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful.

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SECTION 2 – SUBMISSION INSTRUCTIONS

2.1 Overview of Section 2

The purpose of Section 2 is to inform the Bidder about NCC procedures and rules pertaining to this Request for Prequalification process.

2.2 Delivery Instructions and Deadline

Timely and correct delivery of submissions to the exact specified Request for Prequalification response delivery address is the sole responsibility of the Bidder.

One (1) original hardcopy and one (1) electronic copy (on a CD-rom or USB key) of the complete Request for Prequalification response are to be submitted and shall become the property of NCC.

Each request for prequalification response, including supporting documentation, must be delivered in a sealed package. Request for Prequalification responses sent by facsimile or e-mail will not be accepted.

The outermost packaging of the Request for Prequalification response must indicate all of the following information and be addressed exactly as follows:

***Request for Submissions for Prequalification –
NCC tender file # AL1601***

Attn. Allan Lapensée, Sr. Contract Officer
Procurement Services
National Capital Commission
40 Elgin Street, 3rd Floor Service Centre
Ottawa ON K1P 1C7

Each request for prequalification response must be received at the exact location as specified above before the submission deadline set as:

Exactly 3:00 p.m. Ottawa time, on November 9, 2015

Any Request for Prequalification response arriving late will be automatically rejected and returned unopened to the Bidder.

2.3 Inquiries

All questions regarding this Request for Prequalification must be sent in writing by facsimile or email to the following:

Allan Lapensée, Senior Contract Officer
Procurement Services
National Capital Commission
Telephone: (613) 239-5678, extension 5051
email: allan.lapensee@ncc-ccn.ca

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Furthermore:

- Information given verbally by any person from within the NCC shall not be binding upon the NCC. Bidders must have written confirmation from the NCC for any changes, alterations, etc., concerning this Request for Prequalification. The NCC cannot guarantee a reply to inquiries received less than seven (7) calendar days prior to the closing date.
- NCC will determine, at its sole discretion, whether it will respond to questions. All written questions submitted which in the opinion of the NCC, may affect all Bidders, will be answered by NCC in writing and distributed to all Bidders by facsimile and/or e-mail. All identification related to the inquiry will be removed in the response.
- In the event that it becomes necessary to revise any part of the Request for Prequalification as a result of any inquiry or for any other reason, an addendum to this Request for Prequalification will be provided to each Bidder.

2.4 Changes to Submission

A Request for Prequalification response submitted in accordance with the Request for Prequalification, and notwithstanding that Request for Prequalification responses may not be initially submitted by facsimile, may be amended by letter or facsimile (at 613-239-5012) provided that revision is received at the office designated for the receipt of Request for Prequalification responses, on or before the date and time set for the receipt of Request for Prequalification responses. The revision must be on the Bidder's letterhead or bear a signature that identifies the Bidder, and must clearly identify the change(s) to be applied to the original Request for Prequalification response.

2.5 Liability for Errors

While the NCC has made considerable efforts to ensure an accurate representation of information in this Request for Prequalification, the information contained in this Request for Prequalification is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by NCC, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Prequalification is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this Request for Prequalification.

2.6 Proprietary Information

This Request for Prequalification and all supporting documentation has been prepared by the NCC and remains the sole property of the NCC. The information is provided to the Bidder solely for its use in connection with the preparation of a response to this Request for Prequalification and shall be considered to be the proprietary and confidential information of the NCC. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of the Bidder's employees having a need to know for the preparation of the Request for Prequalification response or required by law. The Bidder further agrees not to use them for any purpose other than that for which they are specifically furnished.

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SECTION 3 – REQUEST FOR PREQUALIFICATION RESPONSE REQUIREMENTS

3.1 Overview of Section 3

This section of the Request for Prequalification provides the prospective Bidder with the types of information to be provided in their submission.

3.2 Bonding/Financial

The Bidder shall provide a letter from an acceptable bonding company showing that the Bidder is able to provide Performance and Labour and Material bonds for construction contracts of up to approximately \$8M in value. Alternatively the Bidder shall provide a letter from their Financial Institution stating that the Bidder has sufficient available "Cash" in the amount of 20% (including taxes) for the contracts to be awarded as a result of this Prequalification.

Bonds shall be in an approved form, properly completed, with original signature(s) and issued by an approved company whose bonds are acceptable to the NCC either at the time of solicitation closing or as identified on the list displayed at the following Website:

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12027§ion=text#L>

3.3 Health and Safety

Bidders shall provide a statement of the firm's health and safety policy and record of lost time accidents over the last five years.

3.4 Prequalification responses MANDATORY

Contractors interested in submitting on the work identified in this Request for Prequalification shall complete the attached Contractor's Qualification Statement and List of Projects. **This is the Mandatory Requirement.**

3.5 Response Templates

Bidders shall use and submit the Contractor's Qualification Statement and List of Projects templates that follow. Bidders shall complete the forms by either typing or handwriting, provided it is clear and legible.

3.6 The *Evaluation Criteria & Rated Requirements* Grids

The Evaluation Criteria & Rated Requirements grids shown here and on the next two pages explain the scoring system that will be applied to this prequalification exercise.

This is how the Evaluation Committee will score bidders' responses to the Rated Requirements:

"Excellent: exceeds requirements" will get 90-100% of the maximum possible points.
"Good; fully satisfies requirements" will get 80-89% of the maximum possible points.
"Acceptable: satisfies minimum requirements" will get 70-79% of the maximum possible points.
"Does not satisfy some of our minimum requirements" will get 0-69% of the maximum possible points.

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These are the Rated Requirements that bidders need to address:

No.	RATED REQUIREMENTS	MAXIMUM POSSIBLE POINTS
1	<p>Demonstration that the Contractor holds the financial resources and capacity for work in the categories for which they are applying.</p> <p><i>Note: Rated Requirement #1 will be evaluated from the submitted information, and letters regarding Financial Capability and Bonding.</i></p> <p><i>Caveat: Bidders must achieve a score of 3.5 out of the maximum 5 points on this criterion to be considered further.</i></p>	5
2	<p>Contractor's comparable post-year 2008 experience and performance on projects involving the rehabilitation of wood and masonry buildings and assemblies, including selective demolitions within a heritage building, building envelope remedial measures (window, wall , foundation and roof assemblies including masonry foundation restoration and rehabilitation) heritage interiors, electrical, mechanical replacement and upgrades , civil engineering and site work. The greater the Bidder's comparable experience and performance for each of these items, the more points that will be awarded.</p> <p><i>Note: Rated Requirement #2 shall be evaluated from the Contractor's Qualification Statement, the List of Projects, and References. References may be contacted and/or projects may be visited.</i></p> <p><i>Caveat: Bidders must achieve a score of 17.5 out of the maximum 25 points on this criterion to be considered further.</i></p>	25
3	<p>Experience of proposed Principle-in-Charge, Project Manager, Site Superintendent, Foreman, and Estimator on projects of similar nature and evidence that their performance was deemed satisfactory to the consultants and owner, and that the project was completed within schedule. For projects not completed on schedule, explain why.</p> <p><i>Note: Rated Requirement #3 will be evaluated from the Contractor's Qualification Statement, List of Projects, Resumes and References. References may be contacted. The Evaluation Committee will pay particular attention to the level of involvement of cited staff members in the projects referenced in Rated Requirement #1.</i></p> <p><i>Caveat: Bidders must achieve a score of 17.5 out of the maximum 25 points on this criterion to be considered further.</i></p>	25
4	<p>Demonstration of Contractor's post-year 2008 quality control measures and ability to achieve well executed assembly of building and site services components to specified standards and consultant/owner expectations, in particular the ability to meet demanding project schedules.</p> <p><i>Note: Rated Requirement #4 will be evaluated from photographs/photocopies and testimonials/references included with the Contractor's Qualification Statement, List of Projects and References. References may be contacted. Demonstration of past performance on rehabilitation work at complex/downtown sites involving work near/around tenants and/or the public will be of special interest to the NCC's Evaluation Committee.</i></p> <p><i>Caveat: Bidders must achieve a score of 14 out of the maximum 20 points on this criterion to be considered further.</i></p>	20
5	<p>Demonstration of Contractor's post-year 2008 experience in sustainable construction practices, including (but not limited to) green demolition, construction waste</p>	5

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	<p>management, indoor air quality planning during construction, use of construction materials containing recycled content.</p> <p><i>Note: Rated Requirement #5 will be evaluated from photographs and testimonials/references included with the Contractor's Qualification Statement, List of Projects and References. References may be contacted. Demonstration of past performance on projects involving LEED certification and other industry leading certification processes will be of special interest to the NCC's Evaluation Committee.</i></p> <p><i>Caveat: Bidders must achieve a score of 3.5 out of the maximum 5 points on this criterion to be considered further.</i></p>	
6	<p>Contractor's post-yr 2008 construction experience on projects where the contractor's construction management processes (e.g. submittals, shop-drawings, procedures for change notices and change orders, preparation of schedules, timeline tracking systems, for example) was of importance to the client/consultants, and for which the Contractor took utmost care to ensure the quality of the project delivery.</p> <p><i>Note: Rated Requirement #6 will be evaluated from the Contractor's Qualification Statement, List of Projects and References. References may be contacted. Additional scores will be given for contractor experience on projects with that have clients that required structured construction management, tracking and payment systems.</i></p> <p><i>Caveat: Bidders must achieve a score of 10.5 out of the maximum 15 points on this criterion to be considered further.</i></p>	15
7	<p>Demonstration that the Contractor strives for excellence with regards to construction health and safety.</p> <p><i>Note: Rated Requirement #7 will be evaluated by the firm's Health and Safety policy statement, the firm's 5-year record of lost time accidents, NCC staff's evaluation of the firm's attentiveness to construction health and safety, and/or any on-public-record construction-related health and safety decisions/findings by Authorities Having Jurisdiction.</i></p> <p><i>Caveat: Bidders must achieve a score of 3.5 out of the maximum 5 points on this criterion to be considered further.</i></p>	5
	Total	100

The bidder's responses will be evaluated and points given according to the above two tables. Bidder's responses will be scored using increments of 0.5 pts. Bidders achieving a score of at least 70 pts on the total and at least 70% per rated requirement will be shortlisted, leading to an invitation to participate in the *Tin House Court Project* construction tender.



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4. CONTRACTOR'S QUALIFICATION STATEMENT

(Forms to be filled out in their entirety)

This document is intended to provide primary information on the capacity, skill and experience of the Contractor. Bidders may supplement information requested with up to 10 additional sheets if required.

1- Applicant Name

Company Name _____
Address _____
Telephone No. _____ Fax No. _____
E-mail _____
E-mail(s) for tender processes _____;

2- Legal Structure of Contractor

Year Established _____
Joint Venture _____
Corporation _____
Partnership _____
Registered _____
Sole Proprietor _____
Other _____

3- The names and Titles of Officers, Partners, Principals

4- Approximate annual value of construction work for the last five (5) years

2014 \$ _____
2013 \$ _____
2012 \$ _____
2011 \$ _____
2010 \$ _____

5- Has any surety company ever had to complete any of your work? If yes, please explain below or on a separate sheet.



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6- List principal projects completed for the private or public sector () in the last 7 years.

Name of Agency and/or Client	Project	Value	Name of Owner Reference: Name & Tel #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7- List principal projects underway as of date of submission

Name of Agency and/or Client	Project	Value	Owner Reference: Name & Tel #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8- Key office and site personnel proposed. Attach resume of qualifications and experience.
 (Ex.: Principal-In-charge, Project Manager, Site Superintendent, Foreman, Estimator (Bidder may attach Reference letters or Reference contact information (i.e. Reference name and Tel. No.) to provide evidence of satisfactory performance).

Name	Title/Position	Years of Experience	Years with Company
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby acknowledge that the information provided is true and correct to the best of my knowledge, and that I have the authority to bind the firm:

_____	_____
<i>Name</i>	<i>Title</i>
_____	_____
<i>Signature</i>	<i>Date</i>

Firm Name

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5. COMPARABLE/RELEVANT PROJECTS

List three (3) construction projects your firm has completed (or is currently working on) as a General Contractor in the last seven (7) years which involved building construction activity comparable/relevant to the project work outlined in Section 1.3. Note:

- Because the 7 Clarence Street building is new construction whereas the 445-465 Sussex Drive and 13-15 Clarence Street project work involves rehabilitation and upgrade of existing structures, bidders should ensure that both 'new construction' and 'rehabilitation' work are sufficiently represented in the sample projects they submit.
- Photos and/or photocopies of the project should be included, where relevant, to illustrate the quality of workmanship and/or the quality of project delivery the bidder's firm demonstrated on the project.
- Bidders may supplement information requested with up to three extra 8.5"x11" pages per project.
- To assess the contractor's performance on the cited projects, references may be contacted and the projects may be visited.



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This page is part of _____ (bidder's name) submission

PROJECT # 1

1. Project Title _____
2. Original Contract Price (\$) _____ Final Contract Price (\$) _____
3. % Completed to date _____
4. Scheduled completion _____ Actual Completion Date _____
5. Project Site Superintendent _____
6. Is this the Site Superintendent that would be assigned to the Tin House Court project? _____
7. Project Owner Reference
 - Name and Title _____
 - Company/Institution & Tel. No. _____
- Project Architect/Consultant
 - Name and Title _____
 - Firm Name & Tel. No. _____

Item 8 (below) is meant to help the Evaluation Committee understand the cited project's context, and its possible relevance to the Tin House Court project. No project will exactly match the Tin House Court Project, so it is only normal that some of the bidders responses under this item will be 'no'. However, bidders should bear in mind that the more 'no' answers there are under Item 8, the more likely it is that the cited project will not be seen as similar to / relevant to the Tin House Court Project.

8. Did (does) this project involve the following?

a) Meeting inflexible completion deadlines	yes	no
b) Working with a client/owner that used formal processes for reporting, tracking and approvals	yes	no
c) Working within 20m of busy pedestrian sidewalks and vehicular thoroughfares	yes	no
d) Working within 50m of occupied residential buildings	yes	no
e) Working on buildings formally deemed 'heritage' by authorities having jurisdiction	yes	no
f) Management of multiple sub-contractors	yes	no
g) Rehabilitation of masonry construction dating from 1840-1920	yes	no
Was the masonry work handled by GC forces or sub-contractor? _____		
Did the masonry work include:		
-Quarried ashlar stone	yes	no
-Deep raking and repointing?	yes	no
-Lime based mortars	yes	no
-Insertion of new cut stones into existing wall assemblies	yes	no
Additional description of the stone construction work: _____ _____		
h) Rehabilitation of wood construction dating from 1840-1920	yes	no
Was the masonry work handled by GC forces or sub-contractor? _____		
Did the wood work include:		
-Conservation of heritage wood windows	yes	no
-Repair/rehabilitation of heritage doors, baseboard and mouldings	yes	no
Additional description of wood construction work: _____ _____		



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This page is part of _____ (bidder's name) submission

PROJECT # 2

- 1. Project Title _____
- 2. Original Contract Price (\$) _____ Final Contract Price (\$) _____
- 3. % Completed to date _____
- 4. Scheduled completion _____ Actual Completion Date _____
- 5. Project Site Superintendent _____
- 6. Is this the Site Superintendant that would be assigned to the Tin House Court project? _____
- 7. Project Owner Reference
 - Name and Title _____
 - Company/Institution & Tel. No. _____
- Project Architect/Consultant
 - Name and Title _____
 - Firm Name & Tel. No. _____

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- 8. Did (does) this project involve the following?

a) Meeting inflexible completion deadlines	yes	no
b) Working with a client/owner that used formal processes for reporting, tracking and approvals	yes	no
c) Working within 20m of busy pedestrian sidewalks and vehicular thoroughfares	yes	no
d) Working within 50m of occupied residential buildings	yes	no
e) Working on buildings formally deemed 'heritage' by authorities having jurisdiction	yes	no
f) Management of multiple sub-contractors	yes	no
g) Rehabilitation of masonry construction dating from 1840-1920	yes	no
Was the masonry work handled by GC forces or sub-contractor? _____		
Did the masonry work include:		
-Quarried ashlar stone	yes	no
-Deep raking and repointing?	yes	no
-Lime based mortars	yes	no
-Insertion of new cut stones into existing wall assemblies	yes	no
Additional description of the stone construction work: _____ _____		
h) Rehabilitation of wood construction dating from 1840-1920	yes	no
Was the masonry work handled by GC forces or sub-contractor? _____		
Did the wood work include:		
-Conservation of heritage wood windows	yes	no
-Repair/rehabilitation of heritage doors, baseboard and mouldings	yes	no
Additional description of wood construction work: _____ _____		



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This page is part of _____ (bidder's name) submission

PROJECT # 3

- 1. Project Title _____
- 2. Original Contract Price (\$) _____ Final Contract Price (\$) _____
- 3. % Completed to date _____
- 4. Scheduled completion _____ Actual Completion Date _____
- 5. Project Site Superintendent _____
- 6. Is this the Site Superintendent that would be assigned to the Tin House Court project? _____
- 7. Project Owner Reference
 - Name and Title _____
 - Company/Institution & Tel. No. _____
- Project Architect/Consultant
 - Name and Title _____
 - Firm Name & Tel. No. _____

Item 8 (below) is meant to help the Evaluation Committee understand the cited project's context, and its possible relevance to the Tin House Court project. No project will exactly match the Tin House Court Project, so it is only normal that some of the bidders responses under this item will be 'no'. However, bidders should bear in mind that the more 'no' answers there are under Item 8, the more likely it is that the cited project will not be seen as similar to / relevant to the Tin House Court Project.

- 8. Did (does) this project involve the following?

a) Meeting inflexible completion deadlines	yes	no
b) Working with a client/owner that used formal processes for reporting, tracking and approvals	yes	no
c) Working within 20m of busy pedestrian sidewalks and vehicular thoroughfares	yes	no
d) Working within 50m of occupied residential buildings	yes	no
e) Working on buildings formally deemed 'heritage' by authorities having jurisdiction	yes	no
f) Management of multiple sub-contractors	yes	no
g) Rehabilitation of masonry construction dating from 1840-1920	yes	no
Was the masonry work handled by GC forces or sub-contractor? _____		
Did the masonry work include:		
-Quarried ashlar stone	yes	no
-Deep raking and repointing?	yes	no
-Lime based mortars	yes	no
-Insertion of new cut stones into existing wall assemblies	yes	no
Additional description of the stone construction work: _____ _____		
h) Rehabilitation of wood construction dating from 1840-1920	yes	no
Was the masonry work handled by GC forces or sub-contractor? _____		
Did the wood work include:		
-Conservation of heritage wood windows	yes	no
-Repair/rehabilitation of heritage doors, baseboard and mouldings	yes	no
Additional description of wood construction work: _____ _____		

