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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**

APPLICATION FOR PREQUALIFICATION FOR THE  
NATIONAL WAR MEMORIAL RESTORATION  
PROJECT PHASE II - LETTER OF INTEREST.

**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> PREQUAL - CONSTRUCTION NWM PHASE II	
<b>Solicitation No. - N° de l'invitation</b> EP076-161910/A	<b>Date</b> 2016-01-11
<b>Client Reference No. - N° de référence du client</b> 20161910	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$FG-356-68795
<b>File No. - N° de dossier</b> fg356.EP076-161910	<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 2016-02-02</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<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> Lagacé, Hélène	<b>Buyer Id - Id de l'acheteur</b> fg356
<b>Telephone No. - N° de téléphone</b> (819) 956-0060 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  PWGSC/TPSGC National Capital Area (Ottawa) National War Memorial Confederation Square (Ottawa)	

**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>

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**APPLICATION FOR PREQUALIFICATION  
FOR THE NATIONAL WAR MEMORIAL RESTORATION PROJECT  
OTTAWA, ONTARIO**

**For**

**Public Works and Government Services Canada**

**PROJECT NUMBER: R.009716.023**

**SOLICITATION NUMBER: EP076-161910/A**

**DIRECT INQUIRIES TO:**

Hélène Lagacé  
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:** [helene.lagace@tpsgc-pwgsc.gc.ca](mailto:helene.lagace@tpsgc-pwgsc.gc.ca)

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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 Contractors for the Rehabilitation of the National War Memorial located at Confederation Square, Ottawa, Ontario.

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

### **Part 1.2 - Project Description**

The National War Memorial, situated on Confederation Square in Ottawa, Ontario was erected to commemorate Canadians who died in the First World War. The monument, designed by Vernon and Sydney March, was dedicated in 1939 by King George VI. The monument and its site have been modified over time to recognize the service of Canadians in later wars up until the recent past. The Tomb of Unknown Soldier was added to the site in 2000 making the site not only a National Historic Site but also a burial site.

The Memorial, from grade to the tip of the surmounting bronze statues' wings, is approximately 21.5m high, with the masonry arch 3.05m wide, 2.44m deep, and 8.03m high. The surrounding podium consists of a 2136m<sup>2</sup> reinforced concrete slab (circa 1937-1939) supported on an array of reinforced concrete beams and columns originally constructed over an open crawl space. The open crawl space below the original slab was recently filled (2014) with low strength concrete which now fully supports the original slab.

The podium is finished in granite paver slabs and granite field stone in various sizes and thickness and organized in a very specific and symmetrical manner around the Cenotaph Memorial. The podium consists of both a lower and upper area which is accessed by several steps and a wheel chair ramp located on both the east and west sides. Over the years the stone pavers have displaced and moved and have sustained damage and staining.

The bronze procession figures represent the different branches of the armed forces and the two allegorical bronze figures atop the stone arch for Peace and Victory. Protective wax coatings have been applied to the bronze figures over the years for protective maintenance. The Cenotaph stone is in good condition but has sustained some localized damage and staining and the lead-filled masonry joints have displaced allowing water migration into the joint.

### **Part 1.3 - Construction Scope**

The repair works for the National War Memorial intends to rehabilitate and repair or replace elements of the site podium, clean and re-wax the bronze elements, clean and repair and re-point the masonry of the Cenotaph Memorial itself, install waterproofing and re-grade for water drainage/management and as follows;

- Preserve, maintain and protect the Tomb of Unknown Soldier.
- Remove existing wax coating from bronze figures, spot patina corroded areas of bronzes for uniformity and re-wax for a new protective coating.
- Clean the stone of the Cenotaph Memorial, repair/replace localized damages, re-point all of the joints.
- Remove all existing podium pavers and other existing site features, catalogue each salvaged paver and site feature for re-installation. Replace or repair damaged pavers and clean all pavers of staining.
- Demolish and remove all of the existing concrete slab and excavate through the top layer of the existing concrete fill to achieve new substructure grades and construct a new reinforced concrete slab structure with new waterproofing membrane applied over.
- Slope all new substructure for proper drainage and integrate subsurface drainage with existing site infrastructure.
- Reinstall all salvaged stone paver material on new setting bed, provide new stone paver material to replace damaged units or supply new stone paver units where required for tactile warning requirements, clean all pavers of staining.
- Rehabilitate existing bronze railing features and install new bronze railings at the north steps.
- Maintain and protect all existing buried empty conduit and surface access ports into the empty conduit. Also maintain and protect existing electrical manholes and electrical junction boxes located directly beneath the stone paver surface.

### **Part 1.4 - Project Estimated Cost Range**

The total estimated construction costs for this project are estimated in the category of \$5,000,001.00 and over.

### **Part 1.5 - Constraints and Challenges**

1. Heritage considerations are an important aspect of this project in order to ensure that the commemorative integrity of the site is conserved and that the heritage designation of the site is maintained.
2. The site is bound by streets that are both important thoroughfares for commuters to the downtown core, including residents of Ottawa and surrounding area as well as the numerous tourists that are attracted to the NAC. Access during construction could require re-routing traffic.
3. The site is located in a prominent downtown location and is the venue for numerous ceremonial activities involving a number of stakeholders.
4. The restoration cannot take place during the winter months, this includes the replacement of the concrete slab, restoration of the pavers, landscaping and statues. The development of the maintenance plan does not have any seasonal implications.
5. As a property that has multiple owners (PWGSC, NCC and Parks Canada) there are an increased level of approvals involved with the design and implementation of this project

### **Part 1.6 - Schedule**

The Contractor will be responsible to maintain and update their schedules as the project progresses. The estimated completion time for Phase II is approximately 36 weeks after award of contract.

## **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 (I) – Prequalification:** This application for Prequalification to prequalify Bidders with the necessary experience to function as the Contractor is open to all interested Contractors. 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.

**Phase Two (II) – Invitation to Tender (ITT):** An ITT will be sent to qualified bidders once the prequalification process has been completed. Only those Bidders who have been prequalified by PWGSC in Phase I will be eligible to bid in Phase II. The decision to participate in the ITT in Phase II is the decision of each prequalified Bidder.

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

**Site Security:** There is a Security Requirement associated with this requirement at RELIABILITY Status level issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). Information will be included in Phase II of the ITT.

PWGSC, Industrial Security Services <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

Bidders should take note that the above security requirement is a minimum clearance only and may be subject to change.

### **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 of this application for prequalification document are mandatory and will be evaluated on a Pass/Fail basis. Failure to provide the information in accordance with the mandatory requirements 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 I, PWGSC will retain the prequalification submissions from Bidders for its records.

### 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.

## **Part 2.4 - Phase two (II) – Invitation to Tender (ITT)**

### 2.4.1 - Admissibility

Only those Bidders prequalified in Phase I will be eligible to bid in Phase II.

### 2.4.2 - Tender and Contract Documents

The following documents may be incorporated by reference into and may also form part of the ITT and contract documents to be used in Phase II. In the event that the documents referenced below are revised, rescinded or replaced prior to the issuance of the ITT for Phase II, 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 (SI)
- General Instructions – Construction Services
- Supplementary Conditions
- Contract Documents
- Bid and Acceptance Form

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

#### General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D (2015-07-09);
GC2	Administration of the Contract	R2820D (2015-02-25);
GC3	Execution and Control of the Work	R2830D (2015-02-25);
GC4	Protective Measures	R2840D (2008-05-12);
GC5	Terms of Payment	R2850D (2015-02-25);
GC6	Delays and Changes in the Work	R2860D (2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D (2008-05-12);
GC8	Dispute Resolution	R2882D (2015-02-25);
GC9	Contract Security	R2890D (2014-06-26);
GC10	Insurance	R2900D (2008-05-12);

Allowable Costs for Contract Changes Under GC6.4.1

R2950D (2015-02-25);

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

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

### **2.5.1 - Closing Date**

The closing date for this application for prequalification – National War Memorial Rehabilitation Project is identified on the front page of the Letter of Interest (LOI). Prequalification documents received after the day stipulated for closing will 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 1C9

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

Ensure the following information is clearly written on the submission:

**National War Memorial Rehabilitation Project**  
**Solicitation No.:** EP076-161910/A  
**PWGSC Project No.:** R.009716.023

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 article 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 article 2.5.4 below. Non-compliance with this requirement during the prequalification period can, for that reason alone, result in disqualification of a submission.

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#### 2.5.4 - Contracting Officer

The Contracting Officer is:

**Hélène Lagacé**

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

**Telephone:** 819-956-0060

**Email:** [helene.lagace@tpsgc-pwgsc.gc.ca](mailto:helene.lagace@tpsgc-pwgsc.gc.ca)

#### 2.5.5 - Checklist

The checklist included in Annex F 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 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 the following section must be completed and submitted with the Bidder's Application for Prequalification submission.

#### **3.1 EVALUATION PROCEDURES**

##### **3.1.1 - Evaluation**

**3.1.1.1** This section outlines the information contractors are required to submit. To qualify, contractors must meet the mandatory requirements set out in this document. Submissions not meeting the Mandatory Requirements will not be given any further consideration. Requirements shall be evaluated according to the criteria and point rating table.

**3.1.1.2** The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that the Crown has any previous knowledge of the Contractor's qualifications other than that supplied pursuant to this solicitation.

##### **3.1.2 - Evaluation of Submissions**

**3.1.2.1** To be declared responsive a submission must:

- a) Meet all mandatory requirements; and,
- b) Meet the required overall minimum score of 60% for the point-rated criteria.

**3.1.2.2** Submissions NOT meeting ALL Requirements will be declared non-responsive and will not be given any further consideration. Responsive submissions will be evaluated and assigned a score based on the evaluated requirements 3.2, 3.3 and 3.4.

##### **3.1.3 - Submission Requirements and Evaluation**

The following requirements will be evaluated and rated by an Evaluation Board. A minimum of technical experience points must be met as specified in article 3.6 - Basis of Selection.

### **3.2 MANDATORY REQUIREMENTS**

It is a requirement that the contractor has a minimum of five (5) years' experience as a General Contractor implementing construction projects involving similar scope of work as described in the technical documents.

This experience shall be demonstrated as follows:

#### **(a) Project Letters of reference – Annex A**

- i. Provide with the solicitation, **two (2) letters of reference** confirming your past experience in working with projects with construction costs of at least \$3,500,000.00 (HST excluded). One project must have been completed within the past five (5) years and have included concrete and grout installation, concrete formwork, heritage conservation, electrical work and landscape work. For each project reference quoted, the Contractor must complete and submit the attached form at Annex A.

#### **(b) Letter of Reference - Project Manager(s) – Annex B**

Clearly demonstrate that the Contractor has under his services a project manager with the skills required for the project at hand or similar. Proof of the project manager's experience on projects with a construction cost of at least \$3,500,000.00 (HST excluded) and at least one (1) project in this price category with heritage content must be provided.

- i. **Provide proof of the experience and satisfactory performance** of the project manager(s) listed and quote one (1) project in the last five (5) years in which the project manager was responsible for a project with construction costs of at least \$3,500,000.00 (HST excluded) and at least one (1) project in this price category with heritage content. For each reference or project quoted, the Contractor must complete and submit the attached form at Annex B for each project manager(s) reference.
- ii. **Résumé of Project Manager(s)** should be included as annex(es) to the submission.

#### **(c) Letter of Reference - Superintendent(s) – Annex C**

Clearly demonstrate that the Contractor has under his services a superintendent(s) with the skills required for the project at hand or similar. Proof of the superintendent's experience on projects with a construction cost of at least \$3,500,000.00 (HST excluded) and at least one (1) project in this price category with heritage content must be provided.

- i. **Provide proof of the experience and satisfactory performance** of the superintendent(s) listed and quote one (1) project in the last five (5) years in which the superintendent was responsible for a project with construction costs of at least \$3,500,000.00 (HST excluded) and at least one (1) project in this price category with heritage content. For each reference or project quoted, the Contractor must fill out the attached form at Annex C for each superintendent(s) reference.
- ii. **Résumé of Superintendent(s)** should be included as annex(es) to the submission.

#### **(d) Submit complete Annex D – Experience Certification.**

#### **(e) Submit complete Annex E – Integrity Provisions – List of Names.**

As per General Instructions - Construction Services - Bid Security Requirements GI01 (2015-07-03) Integrity Provisions – Bid <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2710T/16#integrity-provisions-bid>

**3.3 POINT RATED REQUIREMENTS**

**3.3.1 - MANAGEMENT ORGANIZATION (60 pts)**

Proof that the contractor can provide all the labour needed to offer all the services sought. Information and documents to accompany solicitation to assist evaluation on this criterion:

**3.3.1.1 Contractor General Organization (25 pts)**

a) The Contractor should demonstrate that his organization pattern possesses the necessary administrative and technical resources to execute projects of projected magnitude. It is expected that Contractor will have established relationships with creditable sub-contractors to obtain personnel with the required skills and expertise and also expected that the entire workforce assembled has the required expertise for the project at hand. **(10 pts)**

b) The Contractor should demonstrate how his organization pattern enables him to successfully execute the eventual works in conformity with the project cost, schedule and quality requirements. **(5 pts)**

c) Experience of Personnel. The contractor should demonstrate the recent experience of proposed personnel in line with the requirements for six (6) resources as identified below. The Contractor must demonstrate experience of the proposed resources working in the Canadian or North American construction environment. This includes demonstrating familiarity and experience with the Canadian Building Codes, Canadian construction materials and Canadian Electrical and Mechanical Codes. **(10 pts)**

**List of Resources**

Contractors should propose personnel in accordance with the table below:

	Full name of proposed Resource	Education	# of years of Experience	Certifications, achievements or awards
Concrete & Grout Installer				
Concrete & Grout Contractor				
Concrete Formwork				
Landscaper (hard paver surfaces)				
Metals and Masonry Conservator				
Electrical				

### **3.3.1.2 Security (10 pts)**

a) The contractor should demonstrate its ability and experience in working in a secure environment by providing example of projects successfully completed in a secure environment. **(5 pts)**

b) Description of the human resources practices used by the contractor to provide competent security cleared personnel. **(5 pts)**

### **3.3.1.3 Description of Methods (10 pts)**

Description of the methods the Contractor shall use to supervise, monitor and manage the key personnel to ensure that the work requirements are met (schedule planning and control, cost planning and control, quality planning and control).

### **3.3.1.4 Risk Management System (10 pts)**

a) The contractor should demonstrate its ability to identify risks related to the execution of the projected kind of projects, and to develop mitigation measures compatible with the project requirements. **(5 pts)**

b) The Contractor should demonstrate its ability to manage and co-ordinate simultaneously several subcontractors or several minor projects worth \$750,000.00 or more. **(5 pts)**

### **3.3.1.5 Conflict resolution system (5 pts)**

Description of the Contractor's procedures for solving problems on work site, i.e. Management and resolution of conflicts. Give examples of situation where conflicts are properly managed and solved in similar projects.

## **3.4 QUALITY ASSURANCE (40 pts)**

Demonstration that the Contractor will strictly comply with quality standards.

### **3.4.1 - Contractor commitment to ensuring quality services by providing (20 pts):**

a) Description of quality control policy and objectives. The Contractor must provide a copy of his Quality Policy and explain how such policy is applied and integrated to a construction project. **(10 pts)**

b) Diagram of the quality plan, specifying interactions, practices and means used and the sequence of activities and processes. This diagram must demonstrate the quality control system on the construction site and the corresponding follow-up in the office. **(10 pts)**

**3.4.2 - Contractor procedures for maintaining and improving service quality by demonstrating which measures will be implemented to satisfy PWGSC, including, but not limited to, the following requirements: (20 pts)**

Points to be attributed based on the quality of procedures and the quality offered by the Contractor:

- Meeting deadlines
- Ensuring work quality
- Complying with drawings and specifications
- Maintaining project schedule
- Managing schedule slippage
- Maintaining a neat construction site and disposing of waste
- Being environmentally responsible
- Ensuring safety and health on the construction site
- Negotiating in good faith any changes to the scope of the work

**3.5 POINT RATED CRITERIA TABLE**

The evaluation grid is to assist the Contractor to address all requirements for the proposed submission and is to be used as a guideline only.

		Pts		Pts	Min Score 60%
<b>Management Organization</b>	<b>60 Points</b>				
	<b>General Organization</b>	<b>25</b>			
			Mgt Resources	10	6
			Cost / Schedule /Quality	5	3
			Personnel	10	6
	<b>Security</b>	<b>10</b>	Ability and experience	5	3
			Competent security cleared personnel	5	3
	<b>Description of Methods</b>	<b>10</b>		10	6
	<b>Risk Management</b>	<b>10</b>			
			Risk response	5	3
			Multi projects / subs	5	3
<b>Conflict Resolution</b>	<b>5</b>		5	3	
<b>Quality Assurance</b>	<b>40 points</b>				
	<b>Contractor Commitment</b>	<b>20</b>			
			Policy	10	6
			Plan	10	6
	<b>Procedures</b>	<b>20</b>		20	12
		<b>Total Points</b>	<b>100</b>	<b>Min total: 60/100</b>	

Point Rated Criteria Table (100 points)

**3.6. BASIS OF SELECTION**

Contractors must obtain, at a minimum, an overall score of 60% on each and all criterion set out in article 3 (see Table 3.5 minimum score column) and a Total score of at least 60/100 when adding the scores of all criteria. Contractors must meet all the Mandatory requirements set out throughout the document.

*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.*

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**ANNEX A - PROJECT LETTERS OF REFERENCE**

**Reference 3.2 (a) – provide two (2) letters of reference**

The project that is presented by the Contractor must demonstrate the following requirements:

1. Project executed for a governmental, para-governmental, institutional, commercial or industrial client.
2. Project initial value was at least \$3,500,000.00 (HST excluded).
3. One project must have been completed within the past five (5) years and have included concrete and grout installation, concrete formwork, heritage conservation, electrical work and landscape work.

This hereby confirms that the following contractor: \_\_\_\_\_

executed the work for the following project: \_\_\_\_\_

This project meets all the above requirements. The specified work was carried out to our satisfaction, in accordance with terms and conditions of the contract, and With respect to the mutually agreed schedule and budget.

Summary of work done on project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Name (Block Letter) \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_

Contractor Name \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Initial Contract value (HST excluded) \_\_\_\_\_ Final Contract Value (HST excluded) \_\_\_\_\_

Original expected Contract Completion date \_\_\_\_\_ Actual Contract Completion Date \_\_\_\_\_

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**ANNEX B – LETTER OF REFERENCE - PROJECT MANAGER(S)**

**Reference 3.2 (b)**

The Contractor must submit the following information, for each quoted reference.

Name of the proposed Project Manager (Block letters): \_\_\_\_\_

Client name: \_\_\_\_\_  
(Ministry or Business name)

**Client contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTE:** Quote one (1) project in the last five (5) years in which the project manager was responsible for a project with construction costs of at least \$3,500,000.00 (HST excluded) and at least one (1) project in this price category with heritage content.

**Project or Contract**

Project or contract title: \_\_\_\_\_

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

Value of project or contract (HST excluded): \_\_\_\_\_

Date & duration of completion (date, month & year): \_\_\_\_\_

Description of project or contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ANNEX C – LETTER OF REFERENCE – SUPERINTENDENT(S)**

**Reference 3.2 (c)**

The Contractor must submit the following information, for each quoted reference.

Name of the proposed Superintendent (Block letters): \_\_\_\_\_

Client name: \_\_\_\_\_  
(Ministry or Business name)

**Client contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTE:** Quote one (1) project in the last five (5) years in which the superintendent was responsible for a project with construction costs of at least \$3,500,000.00 (HST excluded) and at least one (1) project in this price category with heritage content.

**Project or Contract**

Project or contract title: \_\_\_\_\_

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

Value of project or contract (HST excluded): \_\_\_\_\_

Date & duration of completion (date, month & year): \_\_\_\_\_

Description of project or contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ANNEX D - EXPERIENCE CERTIFICATION**

**Reference 3.2 (d)**

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: \_\_\_\_\_

PBN: \_\_\_\_\_

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

\_\_\_\_\_  
Title of person authorized to sign on behalf of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

E-mail: \_\_\_\_\_



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### **ANNEX F - CHECKLIST**

The checklist included herein will serve as a quick reference tool for the 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 Annex A – Project Letters of Reference (2)	
Complete and submit Annex B – Letter of reference - Project Manager(s)	
Complete and submit Annex C – Letter of reference – Superintendent(s)	
Complete and submit Annex D – Experience Certification	
Complete and submit Appendix E – Integrity Provisions – List of Names	
All Point Rated required documentation identified in Part 3 (3.2, 3.3 & 3.4)	