



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 #

AL1654

REQUEST FOR SUBMISSIONS FOR THE PREQUALIFICATION OF GENERAL CONTRACTORS in the BUILDING CONSTRUCTION INDUSTRY for use on the "Garage Rehabilitation and Office Extension Project"

Date issued: June 1, 2016

Solicitation closes: June 16, 2016 at 3:00 pm Ottawa time.

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SECTION 1 – GENERAL INFORMATION

1.1 Request for Prequalification (“RFPO”)

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 on a NCC Residences on the garage building. Note: for clarity, the project work covered by this Request for Prequalification will be referred to from herein as the “*Garage Rehabilitation Project*”.

The project consists of the stabilization and rehabilitation of the existing 2 storey 1912 garage and the construction of a new connecting 3 storey office addition at the rear of the existing building.

Why pre-qualify?

NCC seeks to pre-qualify General Contractors for the *Garage Rehabilitation Project* because the construction work on this project requires experienced and qualified skill set to ensure the successful and efficient delivery of the completed project in a classified heritage landscape environment on time and with minimal disruption.

Timeline:

This pre-qualification exercise will run during June 2016.

The prequalified general contractors established through this RFPO process will be invited to participate in the construction tender call for the *Garage Rehabilitation Project* to be called in June.

The NCC expects that the *Garage Rehabilitation Project* construction work will start on site in summer of 2016, and to be completed in spring of 2017.

1.2 Background / Project Description

The garage was constructed in 1912. It is a 2 storeys, 3,000 sq.ft. steel and brick flat-roofed structure and is typical of public institutional design of the WWI era.

The building is located on heritage ‘Classified’ grounds. It has been underused for decades, and requires extensive remediation. Its’ second storey, originally designed as staff apartments, have been utilized as overflow office area for staff and seasonal students. The evolution of the role of the site occupant and activities since the last decades of the 20th century have seen an increased demand for office work space on the site.

The proposed 3 storeys, 5,000 sq.ft. addition at the rear of the garage is an effective solution in optimizing the second floor to accommodate accessible office occupancy and increase its capacity with a partial third storey.

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1.3 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.

1.4 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.

1.5 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.

1.6 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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1.7 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 "Site Access".

The NCC reserves the right to refuse access to personnel not passing a Site Access Security Check.

Unless otherwise indicated, access to the site (employees, deliveries, visitors and pick-ups of materials, etc.) must be approved by NCC Representative and coordinated by NCC Corporate Security.

The contractor shall also make himself familiar with the security and site access routines of site for daily operations and procedures to follow during the implementation of the work of this contract in order to properly assess the work procedures and deliveries for work of this contract and ensure minimum disruption to the occupants.

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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 three (3) copies 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 –
Reference NCC tender file # AL1654***
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 June 16, 2016

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
Fax: (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 of section 2.2. 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 (Rated Requirement #1)

The Bidder shall provide a letter from an acceptable bonding company showing that the Bidder is able to provide a Bid Bond for at least 10% of the bid amount including taxes (up to a maximum of \$2M), and, Performance and Labour and Material bonds for each 50% of the construction contract value including taxes. 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) of the contract amount 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 (Rated Requirement #5)

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 Requirement)

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.

These are the Rated Requirements that bidders need to address:

No.	RATED REQUIREMENTS	MAXIMUM POSSIBLE POINTS
1	Demonstration that the Contractor holds the financial resources and bonding capacity. <i>Note: Rated Requirement #1 will be evaluated from the submitted information, and letters regarding Financial Capability and Bonding.</i>	5
2	Contractor's comparable post 2005 (2006 to present) experience and performance on	40

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	<p>projects involving the rehabilitation early 1900s steel and concrete structure, brick-clad buildings. Work including structural stabilization, site remediation, building envelope remedial measures (window, wall, foundation and roof assemblies). Construction of new extension and link to heritage building, including electrical, mechanical fit-ups and erection of pre-manufactured hollow core slabs and building envelope systems. 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>	
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(2 pages maximum/person)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>	25
4	<p>Contractor's post 2005 (2006 to present) 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 and project schedule.</p> <p><i>Note: Rated Requirement #4 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>	25
5	<p>Demonstration that the Contractor strives for excellence with regards to construction health and safety.</p> <p><i>Note: Rated Requirement #5 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>	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% on each rated requirement and at least 75 pts on the total will be shortlisted, leading to an invitation to participate in the Garage Rehabilitation *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

2015 \$ _____
2014 \$ _____
2013 \$ _____
2012 \$ _____
2011 \$ _____

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 10 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 for the Garage Rehabilitation Project. 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 of proposed personnel).

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:

Name

Title

Signature

Date

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 ten (10) years which involved building construction activity comparable/relevant to the project work outlined in Section 1.2. Note:

- The Garage Rehabilitation Project is located on a highly sensitive heritage site having a 'Classified' heritage designation by the Federal Heritage Buildings Review Office (FHBRO). Experience working on other buildings and/or sites which have been federally or provincially recognized or classified would be of special interest to the evaluation committee
- Photos and/or photocopies of the project should be included, where relevant, to illustrate the quality of workmanship, skill and 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 Garage Rehabilitation 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 Garage Rehabilitation Project. No project will exactly match the Garage Rehabilitation 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 Garage Rehabilitation 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 on buildings formally deemed 'heritage' by authorities having jurisdiction	yes	no
d) Management of multiple sub-contractors	yes	no
e) Rehabilitation and structural stabilization of buildings dating from 1890-1920	yes	no
Was the work handled by GC forces or sub-contractor? _____		
Did the remediation work include:		
- foundation repairs and reinforcement	yes	no
- underpinning and shoring stabilization	yes	no

Additional description of the rehabilitation work:



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

PROJECT # 1 (continued)

- f) Pruning of tree roots to protect mature tree adjacent to excavation yes no
g) Rock excavation yes no
h) Site remediation of contaminated soils yes no
i) Abatement of designated substances / hazardous materials (lead, asbestos etc.) yes no
j) Work in a security sensitive and restricted access environment yes no

9. Project Description, specifically elaborating on:

- any significant differences between original and final contract prices,
any significant differences between scheduled and actual completion dates, and
any of the items identified in Item 8 above.

Continue on back of sheet &/or add separate page(s) if additional space is required.

Multiple horizontal lines for text entry.

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



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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 Superintendent that would be assigned to the Garage Rehabilitation 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 on buildings formally deemed 'heritage' by authorities having jurisdiction | yes | no |
| d) Management of multiple sub-contractors | yes | no |
| e) Rehabilitation and structural stabilization of buildings dating from 1890-1920 | yes | no |
| Was the work handled by GC forces or sub-contractor? _____ | | |
| Did the remediation work include: | | |
| - foundation repairs and reinforcement | yes | no |
| - underpinning and shoring stabilization | yes | no |

Additional description of the rehabilitation work:



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

PROJECT # 2 (continued)

f) Pruning of tree roots to protect mature tree adjacent to excavation	yes	no
g) Rock excavation	yes	no
h) Site remediation of contaminated soils	yes	no
i) Abatement of designated substances / hazardous materials (lead, asbestos etc.)	yes	no
j) Work in a security sensitive and restricted access environment	yes	no

9. Project Description, specifically elaborating on:

- any significant differences between original and final contract prices,
- any significant differences between scheduled and actual completion dates, and
- any of the items identified in Item 8 above.

Continue on back of sheet &/or add separate page(s) if additional space is required.



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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 Garage Rehabilitation 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 Garage Rehabilitation Project. No project will exactly match the Garage Rehabilitation 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 Garage Rehabilitation 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 on buildings formally deemed 'heritage' by authorities having jurisdiction | yes | no |
| d) Management of multiple sub-contractors | yes | no |
| e) Rehabilitation and structural stabilization of buildings dating from 1890-1920 | yes | no |
| Was the work handled by GC forces or sub-contractor? _____ | | |
| Did the remediation work include: | | |
| - foundation repairs and reinforcement | yes | no |
| - underpinning and shoring stabilization | yes | no |

Additional description of the rehabilitation work:

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PROJECT # 3 (continued)

- | | | |
|---|-----|----|
| f) Pruning of tree roots to protect mature tree adjacent to excavation | yes | no |
| g) Rock excavation | yes | no |
| h) Site remediation of contaminated soils | yes | no |
| i) Abatement of designated substances / hazardous materials (lead, asbestos etc.) | yes | no |
| j) Work in a security sensitive and restricted access environment | yes | no |

9. Project Description, specifically elaborating on:

- any significant differences between original and final contract prices,
- any significant differences between scheduled and actual completion dates, and
- any of the items identified in Item 8 above.

Continue on back of sheet &/or add separate page(s) if additional space is required.

END OF DOCUMENT