



**NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE**

REQUEST FOR PRE-QUALIFICATION (RFPQ)

FOR

CONSTRUCTION MANAGEMENT SERVICES

80 ELGIN ST., WORKPLACE MODERNIZATION

NCC SOLICITATION NUMBER: AL1843A

SECTION 1 – GENERAL INFORMATION	3
1.1 Request for Prequalification (RfPQ).....	3
1.2 Background / Project Description.....	3
1.3 Mandatory Requirements	4
1.4 Evaluation and Selection.....	4
1.5 Evaluation Methodology.....	4
1.6 No Compensation	5
1.7 Security Requirements.....	5
SECTION 2 – SUBMISSION INSTRUCTIONS.....	6
2.1 Overview	6
2.2 Delivery Instructions and Deadline	6
2.3 Inquiries	6
2.4 Changes to Submission	6
2.5 Access to Information	7
2.6 Permits and By-laws	7
SECTION 3 – RESPONSE REQUIREMENTS.....	8
3.1 Overview	8
3.2 Mandatory Submittal #1: ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM Construction Manager’s Qualification Statement / Company Profile	8
3.3 Mandatory Submittal #2: ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM Construction Manager’s and Site Superintendent’s Experience	8
3.4 Evaluation Criteria	9
3.4.1 Construction Manager’s Qualification Statement / Company Profile	9
3.4.2 Construction Manager’s Experience.....	9
3.4.3 Site Superintendent’s Experience.....	9
3.4.4 a) and b) Insurance and Financial Capacity.....	9

ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM..... 10

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SECTION 1 – GENERAL INFORMATION

1.1 Request for Prequalification (RfPQ)

The National Capital Commission (“NCC”) invites Construction Managers (“CMs”) to respond to this Request for Prequalification (RfPQ) for an upcoming construction and building retrofit work for the NCC’s new headquarters.

Proponents are invited to submit their qualifications described in this document. Successful proponents will be short-listed and will be invited to submit a technical proposal and financial proposal for the project in a subsequent phase 2 RFP under solicitation number AL1843B. Note only those who pass the AL1843A Request for Prequalification will be allowed to bid for the project in the subsequent phase 2 RFP AL1843B.

1.2 Background / Project Description

The Former British High Commission’s office at 80 Elgin Street, Ottawa, Ontario has recently been acquired by the NCC to become its new headquarters. The NCC is undertaking a major Workplace Modernization project, which seeks to reflect an evolved corporate mandate.

The program of works includes the building retrofit and lifecycle renewal of the existing 9 storey plus basement building with an approximate gross-floor-area of 7,700m². The building was built in the early 1960’s. The project is to be designed and constructed to align with industry standards for design and sustainability excellence, including the WELL Standard (WELL v2).

The NCC is in the process of retaining the services of the Prime Architectural Consultant, referred to as the *Consultant*, along with their associated Sub-Consultants and supplementary Specialist Consultant(s) as required to form the Design Team.

The CM will work collaboratively with the Design Team and the NCC’s Departmental Representative (NCCR) team. The CM is required to support the development and analysis of implementation options for the Project, managing the work sequencing, cost, and construction of approved design solutions.

1.2.1 Construction Cost

The Class ‘D’ Construction Estimate for this project is \$28.5M, including all construction costs and design contingencies.

1.2.2 Schedule

Key project activities and milestones with corresponding time frames are listed below.

Project Milestones	Date
Anticipated contract award of the CM contract after phase 2 RFP	April 2023
Demolition Start	June 2023
Construction Start – <i>Interior Fit-up</i>	August 2023
Construction Start – <i>Exterior Works</i>	TBD by Consultant & CM

Substantial Performance – <i>Interior Fit-up</i>	August 2024
Target NCC Move-in	September 2024
Substantial Performance – Exterior Works	September 2025

1.3 Mandatory Requirements

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

1.4 Evaluation and Selection

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

1.5 Evaluation Methodology

NCC will evaluate each response in accordance with the evaluation criteria listed in the Evaluation Criteria grid shown below. Only information submitted by the proponent shall be evaluated.

1.5.1 Evaluation Step #1

Following bid closing, NCC procurement will review each submission to verify submission compliance and that the Annex A was completed and submitted.

- If NCC Procurement is unable to find material for submission compliance and that the Annex A and Financial Capacity information was not completed and partially submitted/completed, the submission will be eliminated from further consideration;
- If NCC Procurement finds material for submission compliance and that the Annex A and Financial Capacity information was fully completed and submitted, it shall forward the submission to the Technical Evaluation Committee for quantitative/objective review.
- The list of documents that will be sent to the Technical Evaluation Committee will consist of strictly the following:
 - Mandatory submittal #1 – Construction Manager’s Qualification Statement/Company Profile;
 - Mandatory submittal #2 – Construction Manager’s and Site Superintendent’s Experience;
 - Proponent’s submission regarding Financial Capacity criteria

Qualification Responses which fail, in the sole discretion of NCC, to meet the Mandatory Requirements will be eliminated from further consideration in the evaluation process.

1.5.2 Evaluation Step #2

The Technical Evaluation Committee will evaluate all technical submissions forwarded by NCC Procurement and assign a passing or failing grade to each one of them.

The following protocol will be used by the Technical Evaluation Committee when evaluating the Proponent’s

technical submissions:

- If the Technical Evaluation Committee scores that a technical submission does not meet all the Evaluation Criteria of the technical requirements, the submission will be assigned a failing grade;
- If the Technical Evaluation Committee scores that a technical submission does meet all the Evaluation Criteria of the technical requirements, the submission will be assigned a passing grade.

The results from the technical evaluation submissions will be sent to NCC Procurement.

A notification shall be issued to each of the successful proponents for invitation to participate in the phase 2 Request for Proposal AL1843B for the project.

1.6 No Compensation

The NCC shall not reimburse or compensate any Proponent 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.

1.7 Security Requirements

Note that the successful Proponent including subcontractors, will be required to complete and submit security screening application forms for all personnel carrying out work at the place of work.

In addition, the successful Proponent's Key Individuals listed below must have a security clearance at "Reliability" level for the entire duration of the Contract. Also note that by the solicitation closing date of the subsequent phase 2 RFP AL1843B, the Proponent's Key Individuals shown below must be in possession of (or at least in the process of obtaining via a federal department of the government of Canada i.e. PSPC, RCMP, etc. or by the NCC's Corporate security at SecurityScreening1@ncc-ccn.ca) a "Reliability" level security clearances:

- o Project Manager;
- o Site Superintendent;
- o Project Coordinator;
- o Lead Cost Estimator;
- o M&E Manager; and
- o Health & Safety Coordinator.

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

SECTION 2 – SUBMISSION INSTRUCTIONS

2.1 Overview

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

2.2 Delivery Instructions and Deadline

The closing date and time for submitting to this RfPQ for Construction Management Services is:

DATE: **February 20, 2023**, TIME: No later than **3:00 pm, EST**

SEND SUBMISSIONS TO: National Capital Commission by email at Bids-soumissions@ncc-ccn.ca.

Note: The bid email has a maximum capacity of 30 megabytes.

2.3 Inquiries

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

Allan Lapensée, Senior Procurement Advisor

Procurement Services, National Capital Commission, email: allan.lapensee@ncc-ccn.ca

Information given verbally by any person from within the NCC shall not be binding upon the NCC. Proponents 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 ten(10) 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 Proponents, will be answered by NCC in writing via addendum and posted on CanadaBuys. All company identification related to the inquiry will be removed in the question and response.

If 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 posted on CanadaBuys.

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 email, may be amended by email provided that revision is received at the email 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 Proponent's RfPQ submission or bear a signature that identifies the Proponent and must clearly identify the change(s) to be applied to the original Request for Prequalification response and labelled and dated as a revision to the previous submission.

2.5 Access to Information

Proponents are advised that as a Crown Corporation, the NCC is subject to the provisions of the Access to Information Act (ATI Act) <https://laws-lois.justice.gc.ca/eng/acts/a-1/> . Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.

2.6 Permits and By-laws

In the subsequent tendering process, the successful Construction Manager shall make himself fully acquainted with all provincial, local and other regulations or by-laws relating to the work of the contract, as he will be required to comply with such regulations or by-laws without extra compensation of any nature.

SECTION 3 – RESPONSE REQUIREMENTS

3.1 Overview

This section provides Proponents with the information that must be provided in their *Qualification Response*.

3.2 Mandatory Submittal #1: ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM Construction Manager’s Qualification Statement / Company Profile

To help the NCC evaluate the Proponent’s ability to meet project requirements and expectations, Proponents shall provide the General Contractors’ Qualification Statement/Company Profile.

3.3 Mandatory Submittal #2: ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM Construction Manager’s and Site Superintendent’s Experience

Proponents shall provide Project Examples for two (2) construction projects completed in the last ten (10) years, for which they were the Construction Manager / Site Superintendent, and which involved new construction or retrofit of existing commercial, institutional or residential properties comparable in scale and scope to the work to be undertaken as part of this request for qualification. One form should be filled in for each project.

Notes:

- Proponents need to complete two (2) example projects for the Construction Manager firm and two (2) example projects for the proposed Site Superintendent;

Note: Two (2) example projects for the Construction Manager and Site Superintendent may be the same

- Each project must have a minimum value of \$20 million (including taxes) for the Construction Manager and \$10 million (including taxes) for the Site Superintendent;
- The Site Superintendent must have a minimum of ten (10) years of experience in the overall management, subtrade co-ordination and scheduling of remediation projects;
- The Construction Manager may propose a Site Superintendent who possesses the required experience on projects done while employed of another Construction Manager(s).

3.4 Evaluation Criteria

Information submitted will be evaluated using the following pass/fail criteria:

Submittal	Score	Evaluation Criteria for Scoring
3.4.1 Construction Manager's Qualification Statement / Company Profile	Pass / Fail	<ul style="list-style-type: none"> - Complete the Construction Manager's Qualification Statement / Company Profile sections in its entirety.
3.4.2 Construction Manager's Experience	Pass / Fail	<ul style="list-style-type: none"> - The two (2) project examples submitted must be construction projects completed in the last ten (10) years and involve new construction or retrofit of existing commercial, institutional or residential properties comparable in scale and scope to the work of the NCC – 80 Elgin, Workplace Modernization. - The two (2) project examples shall have a minimum construction value (excluding CM fees) of \$20 million excluding taxes per project.
3.4.3 Site Superintendent's Experience	Pass / Fail	<ul style="list-style-type: none"> - Site Superintendent's Experience must have a minimum 10 years' experience in the industry including 10 years' experience in overall management (i.e. responsibility for project budget, allocation of technical personnel, and adherence to project schedule); and - Site Superintendent must have managed two (2) projects with a cost of \$10 million or greater (excluding taxes, per project) within the last ten (10) years.
3.4.4 a) and b) Insurance and Financial Capacity	Pass / Fail	<ul style="list-style-type: none"> a) In the form of a letter from an Insurance Broker, provide proof of existing insurance policies and coverage, stating that the Proponent can provide commercial liability insurance coverage of at least \$10,000,000.00** Canadian dollars (aggregate or annually) and can obtain the coverages required under a subsequent Contract of this nature. b) The Proponent must provide a Letter of Surety from an acceptable Bonding Company*, stating that the Proponent can provide bonding for performance of the Work, and, if successful, a Performance Bond and a Payment of Labour and Material Bond, each of the value of \$10,000,000.00**. <p>* For a list of acceptable Bonding or Insurance Companies please refer to Treasury Board's Contracting Policy, Appendix L – Acceptable Bonding Companies, at the following address: http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494</p> <p>**These values are maximums for the purpose of this Request for Prequalification. The NCC reserves the right to review and amend these values during the Request for Proposal.</p>

ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM

Mandatory Submittal #1 – CONSTRUCTION MANAGER’S QUALIFICATION STATEMENT / COMPANY PROFILE

- *This document is intended to provide information on the capacity, skill and experience of the Construction Manager.*
- *Forms to be filled out in their entirety.*

1- Proponent’s Name

Company Name _____

Address _____

Telephone No. _____

E-mail _____

2- Legal Structure of Contractor

Year Established _____

Joint Venture Corporation Partnership Registered Sole Proprietor Other

3- Approximate annual value of construction management work for the last five years

2022 \$ _____;

2021 \$ _____;

2020 \$ _____;

2019 \$ _____;

2018 \$ _____;

4- Key office personnel proposed for the project. (i.e. Principal in Charge, Project Manager, Estimator, etc.)

Name	Title / Position	Years of Experience

5- Key site personnel proposed for the project. (i.e. Project Manager, Superintendent, Foreman etc.)

Name	Title / Position	Years of Experience

Mandatory Submittal #2 – CONSTRUCTION MANAGER’S AND SITE SUPERINTENDENT’S EXPERIENCE

- *This document is intended to provide information on the capacity, skill and experience of the Construction Manager and the proposed Site Superintendent.*
- *Forms to be filled out in their entirety.*

Name of Site Superintendent to be used on this project: _____

Does the Site Superintendent have a minimum of ten (10) years of experience in the overall management, subtrade organization and scheduling of projects with a value of \$10 million or more per project?

YES

NO

CONSTRUCTION MANAGER - PROJECT EXAMPLE # 1

Project Name _____

Original Contract Price, excluding HST (\$) _____

Final Contract Price, excluding HST (\$) _____

Reason for variance in cost _____

Project Location (street address & city): _____

Planned Start Date Click or tap to enter a date.

Planned Completion Date Click or tap to enter a date.

Actual Start Date Click or tap to enter a date.

Actual Completion Date Click or tap to enter a date.

Reason for variance in completion date _____

Project Site Superintendent _____

Project Owner

Name and Title _____

Company/Institution & Tel. No. _____

Does this project involve any of the following?

- | | | |
|--|------------------------------|-----------------------------|
| Design assist services | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Site access requiring environmental sensitivity | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Tenant / operations coordination during construction | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Work carried out in winter construction conditions | yes <input type="checkbox"/> | no <input type="checkbox"/> |

Project Description, specifically elaborating on any of the items pertinent to the projects part of this request for qualification.

Submit one form per project. All fields must be completed.

CONSTRUCTION MANAGER - PROJECT EXAMPLE # 2

Project Name _____

Original Contract Price, excluding HST (\$) _____

Final Contract Price, excluding HST (\$) _____

Reason for variance in cost _____

Project Location (street address & city): _____

Planned Start Date Click or tap to enter a date.

Planned Completion Date Click or tap to enter a date.

Actual Start Date Click or tap to enter a date.

Actual Completion Date Click or tap to enter a date.

Reason for variance in completion date _____

Project Site Superintendent _____

Project Owner

Name and Title _____

Company/Institution & Tel. No. _____

Does this project involve any of the following?

- | | | |
|--|------------------------------|-----------------------------|
| Design assist services | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Site access requiring environmental sensitivity | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Tenant / operations coordination during construction | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Work carried out in winter construction conditions | yes <input type="checkbox"/> | no <input type="checkbox"/> |

Project Description, specifically elaborating on any of the items pertinent to the projects part of this request for qualification.

Submit one form per project. All fields must be completed.

SITE SUPERINTENDENT - PROJECT EXAMPLE # 1

Project Title _____

Total Value, excluding HST (\$) _____

Project Location (street address & city): _____

Start Date Click or tap to enter a date.

Completion Date Click or tap to enter a date.

Project Site Superintendent _____

Project Owner

Name and Title _____

Company/Institution & Tel. No. _____

Does this project involve any of the following?

- | | | |
|--|------------------------------|-----------------------------|
| Design assist services | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Site access requiring environmental sensitivity | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Tenant / operations coordination during construction | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Work carried out in winter construction conditions | yes <input type="checkbox"/> | no <input type="checkbox"/> |

Project Description, specifically elaborating on any of the items pertinent to the projects part of this request for qualification.

Submit one form per project. All fields must be completed.

SITE SUPERINTENDENT - PROJECT EXAMPLE # 2

Project Title _____

Total Value, excluding HST (\$) _____

Project Location (street address & city): _____

Start Date Click or tap to enter a date.

Completion Date Click or tap to enter a date.

Project Site Superintendent _____

Project Owner

Name and Title _____

Company/Institution & Tel. No. _____

Does this project involve any of the following?

- | | | |
|--|------------------------------|-----------------------------|
| Design assist services | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Site access requiring environmental sensitivity | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Tenant / operations coordination during construction | yes <input type="checkbox"/> | no <input type="checkbox"/> |
| Work carried out in winter construction conditions | yes <input type="checkbox"/> | no <input type="checkbox"/> |

Project Description, specifically elaborating on any of the items pertinent to the projects part of this request for qualification.

Submit one form per project. All fields must be completed.

I hereby acknowledge that the information provided is true and correct to the best of my knowledge

Company name (Proponent):	
Signed by:	
Date:	Click or tap to enter a date.
Email(s) for phase 2 RFP invite if Proponent qualifies:	
Language preference (choose one) of Proponent for phase 2 RFP invite if Proponent qualifies:	English <input type="checkbox"/> French <input type="checkbox"/>

END OF ANNEX A – REQUEST FOR PRE-QUALIFICATION – RESPONSE FORM