

Request for Qualification (RFQ)

The Mohawks of the Bay of Quinte

Invitation to Pre-Qualification of General Contractors for a new Fire Hall

INTRO

The Mohawks of the Bay of Quinte (MBQ) are seeking Pre-Qualification submissions from General Contractors to be submitted to MBQ office, at the address listed below. Companies interested in providing General Contractor services for the construction of this project must supply a Pre-Qualification submission in response to this Request for Qualification (RFQ). Only companies who submit a pre-qualification submission and who, through the evaluation process, have been deemed pre-qualified will be permitted to participate in the Tendering Phase of this project.

PROJECT DESCRIPTION

This project involves the construction of a New Tyendinaga Mohawk Fire & Rescue Hall. The 14,000 sq. ft., unmanned one story fire hall will be located in the Tyendinaga Mohawk Territory, which is situated in eastern Ontario along the northern shores of the Bay of Quinte. The site of the fire hall is on Ridge Road.

The New Fire Hall will also be MBQ's Emergency Operations Centre, it will be located within the MBQ's core service area. Water and sanitary services will be provided by MBQ's Water Treatment Plant and Peatland Wastewater Treatment System respectively. Each of these services are in close proximity or adjacent to the site. Three phase power Bell telephone, and fiber optic internet is also located near this area.

The proposed building consists of five drive-through vehicle bays, storage areas, a training room, a meeting room for one hundred people, a kitchen, and an office area. Construction is scheduled to commence in September 2017, pending funding availability.

SUBMISSION REQUIREMENTS:

1. CCDC 11 – 2016 (complete with copyright seal). Canadian Standard form of Contractor's Qualification Statement (CCDC 11-2016), including a list of similar projects completed in the last five years, with client/consultant references and values. Resumes of supervisory personnel proposed to be assigned to the project shall be included as part of the submission.
2. Insurance letter (MBQ values of insurance you require) Letters from Insurance Companies, outlining the availability of Contractor Liability Insurance (in accordance with the MBQ's Standard Documentation), in the amount of not less than \$5,000,000 per occurrence with the capacity to name the consultant, the MBQ, and her majesty the queen in right of Ontario as additionally insured and automobile liability insurance of not less than \$5,000,000 per occurrence.



3. Letter of reference from Financial Institution utilized by the company submitting for prequalification. Bonding Reference letter 100% performance bond and 100% labour & material bond. Letter from a nationally recognized Canadian Surety Company stating total bonding limits and confirming availability of required Bonding for this project – 100% Performance Bond and 100 % Labour and Material Payment Bond.
4. Certificate of clearance from the Workplace safety and Insurance Board.
5. Resumes of Key office personnel & Key site personnel

Items 1 – 5 are mandatory requirements. Failure to meet these requirements shall result in disqualification of the proponent general contractor.

An original with CCDC copyright seal and 3 complete copies of the interested General Contractor's Pre-Qualification Submission must be received by **July 6, 2017, 2:00:00 pm** at the address noted below office on or before the submission deadline as determined by the time at the MBQ Tender Time Stamp Clock. All envelopes should be submitted to:

David Souliere, CAO
Mohawks of the Bay of Quinte Administration Office
24 Meadow Drive
Deseronto, ON K0K 1X0

EVALUATION CRITERIA

Pre-Qualification Process

The pre-qualification process will include an assessment of previous performance in a number of areas, including but not limited to: similar work, scheduling, construction management, workmanship, final completion, correction of deficiencies, and attention to health and safety issues. A copy of the Prequalification Criteria that will be used to evaluate the submission is included here in.

General Contractors may be required to attend an interview with the Consultant and the MBQ prior to the completion of the pre-qualification process.

Any submission failing to comply with all of these requirements is subject to disqualification.

Tenders will be invited from the list of pre-qualified Contractors. The Consultant and the MBQ reserve the right to select and approve only those Contractors that are deemed suitable for the project as per the pre-selection criteria.



Contractor Pre-Qualification Evaluation Criteria

The following provides an outline and brief description of the Contractor Pre-Qualification evaluation criteria, which will be used by the Evaluation Team when evaluating the contractor's submissions. Each submission will be assigned a score, based on the evaluation criteria described below. Maximum available score will be 100 points. Of those proponents meeting the minimum requirements, the five with the highest scores above 70 will be deemed pre-qualified.

1. **Pass/Fail (5 pts)**

1. Insurance letter indicating ability to obtain insurance at levels noted
2. Bonding indicating ability to meet performance and labour and material bonding at the percentage requested

2. **Year Established (minimum required. 3 pts/max 5 pts)**

This section is based on the age of the company, with 1 points assigned for each year the company is in business.

3. **Annual Construction Volume (minimum required 5 pts./ max 10 points)**

This section is based on the company's average per annum construction volume over the past five years.

- Less than 3 Million – 0 pts.
- 3 Million to 5 Million – 5 pts.
- 5 to 10 Million – 7 pts.
- Over 10 Million – 10 pts.

4. **Related Project Experience (minimum required 15 pts./ max 25 pts)**

This section is weighted the highest of all of the sections as it is an important aspect in the selection of the contractor. The scoring is based on the contractor's construction experience on projects of similar type, size and complexity, as described as follows:

- 0 pts. – Contractor did not exhibit relevant experience
- 1 – 29 pts. – Contractor indicated very little relevant experience.
- 30 – 35 pts. – Contractor indicated at least 3 relevant projects constructed in the last 5 years
- 36 – 40 pts. – Contractor indicated extensive experience in relevant projects.

5. **Present Workload (minimum required 10 pts./ max 15 pts)**

This is an important aspect in the selection of the contractor. The scoring is based on the contractor's ability and resources available to complete the project:

- 0 pts. – Contractor is working on too many projects



- 1 - 9 pts. – Contractor has very limited capacity remaining
- 10 pts. – Contractor has sufficient capacity to take on project.
- 11 - 15 pts. – Contractor has ample capacity to take on project.

**6. Personnel: Construction Project Manager (min required 6 pts./ max 10pts)
and Site Superintendent (minimum required 10pts/ max 15 pts)**

This section is based on the experience of the Construction Project Manager and Site Superintendent relevant to this type of project assigned to the job.

Construction Project Manager

- 0 pts. – Limited relevant experience
- 6pts. – Good relevant experience
- 10pts. – Extensive relevant experience

Site Superintendent

- 0 pts. – Limited relevant Experience
- 10pts. – Good relevant experience
- 15pts. – Extensive relevant experience

7. Completeness of Submission (minimum required 3pts./ max 5 pts.)

This section is based on the submission and associated information provided by the contractor.

- 5 pts. – Complete, well organized, evidence of extra effort
- 3 pts. – Moderately complete
- 0 pts. – Incomplete, not enough information to fully evaluate the company

8. Reference Check max 10 pts

A score will be assigned to this section based on the reference questionnaire (attached). Points will be deducted from the contractor's score, for negative comments received during the reference check.



RFQ REFERENCE CHECK QUESTIONNAIRE

Reference Check for: Company Name
Project Name: Name of Project

Reference Information

NAME OF COMPANY PROVIDING REFERENCE **Name of Company**

NAME OF INDIVIDUAL PROVIDING REFERENCE First Name Last Name	Signature	Date
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Evaluation

Please circle the rating that applies to the following evaluation criteria based on the project noted above. A guideline for scoring is included on the following page.

QUALITY OF PRODUCT OR SERVICE	UNSATISFACTORY	POOR	SATISFACTORY	VERY GOOD	OUTSTANDING	
1. COMPLIANCE WITH CONTRACT REQUIREMENTS/STATEMENT OF WORK	1	2	3	4	5	N/A
2. ACCURACY & TIMELINESS OF SUBMISSIONS	1	2	3	4	5	N/A
3. CAPABILITY/EFFECTIVENESS OF PERSONNEL	1	2	3	4	5	N/A
COST CONTROL						
1. METHODS OF COST CONTROL	1	2	3	4	5	N/A
2. CURRENT, ACCURATE, AND COMPLETE BILLINGS & PRICING OF REVISIONS	1	2	3	4	5	N/A
TIMELINESS OF PERFORMANCE						
1. ADHERENCE TO SCHEDULE	1	2	3	4	5	N/A
2. RESPONSIVE TO TECHNICAL DIRECTION	1	2	3	4	5	N/A
3. RECEIPT OF FINAL DOCUMENTS & COMPLETION OF DEFICIENCIES	1	2	3	4	5	N/A
BUSINESS RELATIONS						
1. EFFECTIVE MANAGEMENT, INCLUDING MANAGEMENT OF SUBCONTRACTORS	1	2	3	4	5	N/A
2. REASONABLE, COOPERATIVE BEHAVIOUR	1	2	3	4	5	N/A
3. RESPONSIVE TO REQUESTS & PROBLEMS	1	2	3	4	5	N/A
CUSTOMER SATISFACTION (Check Yes or No)						
1. WOULD YOU HIRE THIS FIRM AGAIN?			<input type="checkbox"/> YES		<input type="checkbox"/> NO	



RFQ REFERENCE CHECK QUESTIONNAIRE

ADDITIONAL COMMENTS:

Ratings Guidelines

	QUALITY OF PRODUCT OR SERVICE	COST CONTROL	TIMELINES OF PERFORMANCE	BUSINESS RELATIONS
CRITERIA:	<ul style="list-style-type: none"> - Compliance with contract requirements - Timely and accurate submissions - Capability and effectiveness of personnel - Technical excellence 	<ul style="list-style-type: none"> -Record of controlling costs -Current, accurate, and complete billings and contemplated change orders -Cost efficiencies 	<ul style="list-style-type: none"> -Met schedule milestones -Reliability -Responsive to technical direction -Completed on time including close out documentation, deficiency completions and contract admin -Met delivery schedules 	<ul style="list-style-type: none"> -Effective management, including subcontracts - Reasonable/ cooperative behaviour -Responsive to contract requirements -Advised client of issues in timely and proactive manner
1 – UNSATISFACTORY	Contractor is not in compliance and is jeopardizing the achievement of contract objectives.	Contractor is unable to manage costs effectively.	Contractor delays are jeopardizing performance of contract objectives.	Response to inquiries, technical/service/ administrative issues is not effective.
2 – POOR	Major problems have been encountered.	Contractor is having major difficulty in managing costs effectively.	Contractor is having major difficulty meeting milestones and delivery schedules.	Response to inquiries, technical/service/ administrative issues is marginally effective.
3 – SATISFACTORY	Minor inefficiencies/errors have been identified.	Contractor is usually effective in managing costs.	Contractor is usually effective in meeting milestones and delivery schedules.	Response to inquiries, technical/service/ administrative issues is usually effective.
4 – VERY GOOD	Contractor is in compliance with contract requirements and/or delivers quality products/services.	Contractor is effective in managing project cost and submits current, accurate, and complete billings.	Contractor is effective in meeting milestones and delivery schedule.	Response to inquiries, technical/service/ administrative issues is effective.
5 – OUTSTANDING	The contractor has demonstrated an outstanding performance level. The contractor's performance clearly exceeds the performance level described as "Very Good."			

