

THE CITY OF LLOYDMINSTER



PLANNING & PUBLIC WORKS DEPARTMENT

**INSTRUCTIONS FOR PREQUALIFICATION OF
CONTRACTORS**

UE808

1. GENERAL INFORMATION

1.1 INTRODUCTION AND BACKGROUND

- 1.1.1 The purpose of this document is to provide interested parties with information to enable them to prepare and submit a Prequalification Statement for the construction of: Water Main and Sewer Main Replacement

This project consists of: The removal and replacement of 5 blocks of residential water main, sewer main and lateral services in a mature neighbourhood. Contractor is required to maintain full service to each house during construction.

Construction Cost Estimate Range: \$800,000.00 - \$1,000,000.00

- 1.1.2 A list of prequalified contract bidders will be developed from the submitted qualifications and invited to bid on the project if they wish.

1.2 CONTRACTING ENTITY

- 1.2.1 This Request for Prequalification (RFP) is issued by the City of Lloydminster (COL).

1.3 DEFINITIONS

- 1.3.1 The following definitions are used throughout the RFP:

1.3.1.1 **RFP:** Means Request for Prequalification.

1.3.1.2 **The Owner:** The Owner is hereby identified as:
The City of Lloydminster
4420 – 50 Avenue
Lloydminster, AB/SK
T9V 0W2

1.3.1.3 **The Consultant:** The Consultant is hereby identified as:
(not applicable for this project)

1.3.1.4 **The Respondent:** Means a firm submitting a Prequalification Statement and required attachments in response to this RFP.

1.4 CLARIFICATION TO REQUIREMENTS OF THE RFP

- 1.4.1 Submit any questions concerning this RFP to the Owner in writing no later than the date listed in 1.5.1.2 below.

- 1.4.2 Respondents shall immediately notify the Owner and request modification or clarification of the RFP where any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP is discovered.

- 1.4.3 Addenda will be issued to all Respondents in the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP.

1.4.4 The Owner's Contact is hereby identified as:

Norman Duncan, E.I.T.
The City of Lloydminster
Planning and Public Works Department
4420 – 50 Avenue
Lloydminster, AB/SK
T9V 0W2
PH: 780 875-6184 ext. 2308
Email: nduncan@lloydminster.ca

1.4.5 The Consultant's Contact is hereby identified as:

(Not applicable for this project.)

1.5 CALENDAR OF EVENTS

1.5.1 Dates and times associated with actions related to this RFP are listed as follows:

- 1.5.1.1 Date of Issue: February 24, 2010
- 1.5.1.2 Last Day for Submitting Written Inquiries: March 10, 2010
- 1.5.1.3 Closing date for Request for Prequalification: March 17, 2010
- 1.5.1.4 Notification of Invitation to Tender Date: April 1, 2010
- 1.5.1.5 Tender closing Date: April 29, 2010
- 1.5.1.6 Completion Date of Contract: August 1, 2010

1.6 CONTRACT FORM

1.6.1 The Owner intends to use a unit price contract generated by the City of Lloydminster Planning and Public Works Department.

2. **PREPARING AND SUBMITTING A PREQUALIFICATION STATEMENT**

2.1 GENERAL INSTRUCTIONS

2.1.1 The evaluation and selection of a Respondent to the Bidder's List will be based on the information submitted in the Respondent's Prequalification Statement plus references and any required on-site visits or oral interviews.

2.1.2 Overly elaborate or poorly organized Statement of Prequalification beyond that sufficient to present a complete and effective Prequalification Statement, are not necessary or desired; and may form the basis for rejection where information presented interferes with the evaluation of the Prequalification Statement.

2.2 COSTS INCURRED

2.2.1 The Owner is not liable for any costs incurred by Respondents in replying to this RFP.

2.3 SUBMITTING THE PREQUALIFICATION STATEMENT

2.3.1 Respondents must submit one (1) original and two (2) additional copies of all materials required for acceptance of their Prequalification Statement on or before March 17, 2010 prior to 2:00 p.m. local time to:

The Owner:

City of Lloydminster
Planning and Public Works Department
4420 – 50 Avenue
Lloydminster, AB/SK
T9V 0W2
Attention: Norman Duncan, E.I.T.

OR:

The Consultant:

(Not applicable for this tender)

2.3.1.1 Failure to receive Statement of Prequalification by the specified date and time may form the basis for rejection of the Prequalification Statement.

2.3.1.2 Statement of Prequalification must be date/time stamped by the Owner or Consultant by the specified time; Statement of Qualifications not stamped will not be accepted.

2.3.2 Statement of Prequalification must be packaged, sealed, and show the following information on the outside of the package:

2.3.2.1 Respondent's name and address.

2.3.2.2 Title of Request for Prequalification.

2.3.2.3 Project Number for Request for Prequalification.

2.3.2.4 Name of the Owner

2.4 PREQUALIFICATION STATEMENT ORGANIZATION AND FORMAT

2.4.1 Statement of Prequalification should be typed and submitted on 215 mm x 279 mm (8 ½" x 11") paper bound securely, organized and presented in order and by the number assigned in the RFP.

2.4.2 Statement of prequalification must be organized with the following headings and subheadings; separated by tabs or otherwise clearly marked:

2.4.2.1 Cover Page

2.4.2.2 Introduction

2.4.2.3 Response to General Requirements:

2.4.2.3.1 Respondent's completed CCDC 11 – 1996 (R2006) Contractor's Qualification Statement form. (Form must have CCDC 11 copy right seal applied)

2.4.2.3.2 Staff Qualifications: attach résumés as required by CCDC 11 form.

2.4.2.4 Additional Information: the following information is also required and forms part of the Prequalification Statement. Failure to submit this information may result in the Prequalification Statement being rejected:

2.4.2.4.1 Bonding Verification: provide a letter from the Respondent's bonding company submitted on the CCDC11 form, confirming the surety's willingness to provide a bonding for Performance and Labour and Material Payment.

2.4.2.4.2 Insurance Verification: submit a letter showing proof of General Liability Insurance Coverage. Other insurance information may be requested.

2.4.2.4.3 WCB Coverage: provide a letter of clearance from Alberta or Saskatchewan Worker's Compensation Board showing the Respondent having an account in good standing.

- 2.4.2.4.4 Health and Safety Program: submit proof of registration in a Safety Accreditation/Recognition Certification Program relevant to their industry as provided by an Alberta or Saskatchewan Safety Association and recognized by the Alberta or Saskatchewan Provincial Government.
- 2.4.2.4.5 Health and Safety Record: Provide record of incidents of personnel and equipment for the past 3 years.
- 2.4.2.4.6 Organization Capabilities: Provide information on the organizations experience and expertise required for the project.

2.5 WITHDRAWAL OF STATEMENT OF PREQUALIFICATIONS

- 2.5.1 Statement of Prequalification shall be irrevocable until contract award date unless the Prequalification Statement is withdrawn before the specified submission date:
 - 2.5.1.1 Respondents may withdraw a Prequalification Statement in writing at any time up to the specified submission date and time, or upon expiration of the Review Period listed.
 - 2.5.1.2 Submit a written request, signed by an authorized representative of the Respondent and submitted to the Owner.
 - 2.5.1.3 Respondent may submit another Prequalification Statement at any time up to the Prequalification Statement submission date and time where previously submitted Statement of Prequalification were withdrawn before the Prequalification Statement specified date and time.

3. **PREQUALIFICATION STATEMENT SELECTION**

3.1 PRELIMINARY EVALUATION

- 3.1.1 Statement of Qualifications will be reviewed initially to determine if mandatory requirements are met.
 - 3.1.1.1 Failure to meet mandatory requirements will result in rejection of the Prequalification Statement.
 - 3.1.1.2 In the event that all Respondents do not meet one or more of the mandatory requirements, the Owner reserves the right to continue the evaluation of the Statement of Prequalification and to select the Prequalification Statement(s) which most closely meets the requirements specified in this RFP.

3.2 QUALIFICATION STATEMENT SCORING

- 3.2.1 Statement of Prequalification will be reviewed by evaluators established by the Owner and scored against the specified criteria.
- 3.2.2 A Respondent may not contact any member of the Owners evaluation team except at the Owner's direction.
- 3.2.3 The evaluation team may review references, request interviews, or conduct on-site visits of similar projects, and use the results in scoring the Statement of Prequalification.

3.3 EVALUATION CRITERIA

3.3.1 The Statement of Prequalification will be scored using the following criteria:

SAMPLE EVALUATION WORKSHEET				
ITEM	WF	RV	CONTRACTOR NAME	
			RV	WS
Completeness of CCDC-11 Form and Additional Requirements	1	1 - 5		
Dollar Value of Projects	2	1 - 5		
Company Experience specific to project type	3	1 - 5		
Employee Experience specific to project type	2	1 - 5		
Time Frame Schedule – History of job performance	1	1 - 5		
Health and Safety Record - History of Job Safety	1	1 - 5		
Reference Checks	3	1 - 5		
	TOTAL	65		
LEGEND				
<p>WF = Weighting Factor RV = Rating Value WS = Weighted Score = WF * RV</p>				
INSTRUCTIONS:				
<ol style="list-style-type: none"> 1. Enter the rating value (RV) from 1 to 5 2. Calculate weighted score (WS) by multiplying weighting factor (WF) by rated value (RV). 3. Add up weighted scores in each category. 4. General Rating <ul style="list-style-type: none"> 0 – 40 Poor 41 – 50 Fair 51 – 55 Good 56 – 60 Very Good 61 – 65 Excellent 				
All Contractors scoring a General Rating of “ Good ” to “ Excellent ” will be invited to bid.				

3.3.2 General Rating Scale:

- 3.2.2.1 **Poor:** The Prequalification Statement scarcely meets the requirements for the stated criteria and contains many deficiencies. Required documentation or analysis is in many respects inadequate, methodologically unsound, scarcely accomplishes the purposes specified in the RFP and fails to establish an adequate basis for the Project.
- 3.2.2.2 **Fair:** The Prequalification Statement meets some of the requirements for the stated criteria, but contains some deficiencies. Required documentation or analysis is adequate in only some respects, methodologically sound, accomplishes some but not all of the purposes specified in the RFP and establishes a somewhat adequate basis for the Project
- 3.2.2.3 **Good:** The Prequalification Statement adequately meets most of the requirements for the stated criteria. Required documentation or analysis is done adequately, is methodologically sound, and accomplishes an adequate basis for the Project.
- 3.3.3.4 **Very Good:** The Prequalification Statement meets all of the requirements for the stated criteria and, in some respects, exceeds them. Required documentation or analysis is in

most respects well done and methodologically sound, accomplishes all the purposes specified in the RFP and clearly establishes a good basis for the Project.

- 3.3.3.5 **Excellent:** The Prequalification Statement exceeds all of the requirements for the stated criteria. Required documentation or analysis is in all respects well done and methodologically sound, accomplishes all the purposes specified in the RFP in a highly competent manner, and clearly establishes a superior basis for the Project.

3.4 RIGHT OF REJECTION

- 3.4.1 Pre-qualification of contractors will be at the sole discretion of the owner as appropriate. The owner reserves the right to deny any pre-qualification to any contractor whose credentials or performance has been deemed unsatisfactory in the past. Pre-qualification status may be withdrawn at any time due to unsatisfactory performance or significant change in the status of the contractor (i.e. Retirement or departure of key staff).

3.5 NOTIFICATION OF INVITATION TO BID

- 3.5.1 All Respondents who respond to this RFP will be notified in writing of the Owner's list of successful Respondents.
- 3.5.1.1 Unsuccessful Respondents will receive a letter informing of the results of their application.
- 3.5.1.2 Successful Respondents will receive a letter of invitation to bid on the Project.

3.6 APPEALS PROCESS

- 3.6.1 Notices of intent to protest and protests must be made in writing to the Owner.
- 3.6.2 Protestors should make their protests as specific as possible and should identify any provisions of the RFP that are alleged to have been violated.
- 3.6.3 Any written protest must be received by the Owner within ten (10) working days after the list of invited Bidders is issued.
- 3.6.4 The decision of the Owner for any written protest will be considered final.

4. MANDATORY REQUIREMENTS

4.1 MANDATORY REQUIREMENTS

- 4.1.1 Requirements listed are mandatory and the Respondent must satisfy them; failure to provide mandatory requirements will eliminate the Prequalification Statement from further evaluation as noted in Item 3.1.1 above:
- 4.1.1.1 Completion of CCDC11 – (sealed) 1996 (R2006) Contractor's Qualification Statement.
- 4.1.1.2 Attachment of the additional information as noted in Items 2.4.2.4.

5. GENERAL QUALIFICATION STATEMENT REQUIREMENTS

5.1 FORMS OF SUBMISSION

- 5.1.1 Completion of Required Information and Forms attached to this RFP, or reproduced on the Respondent's letterhead, attached to CCDC 11 (copy right seal attached).

5.2 REFERENCE CHECKS FROM LISTING OF SIMILAR WORK

- 5.2.1 The Owner will determine which, if any, references to contact to assess the quality of work performed and personnel assigned to the Project.
- 5.2.2 The results of any references will be provided to the evaluators and used in scoring the Prequalification Statement.

5.3 ORGANIZATION CAPABILITIES

- 5.3.1 Describe the Respondent's organization's experience and capabilities in providing similar products to those required.
- 5.3.2 Be specific and identify projects, dates, and results.

6. REQUIRED FORMS

6.1 FORMS

- 6.1.1 The following forms must be completed and submitted with the Prequalification Statement; in accordance with the instructions listed in Article 2.4 above:
 - 6.1.1.1 CCDC 11 (copy right seal attached) – 1996 (R2006), Contractor's Qualification Statement: Obtain this document from your local construction association or from Canadian Construction Documents Committee; a nominal fee is charged for this form.

7. GENERAL

7.1 CONFIDENTIALITY

All information provided by the respondent in connection with the prequalification submission shall be confidential and shall not be disclosed except as required by law or with the written permission of the respondent.

7.2 PREQUALIFICATION SUBMISSIONS

Prequalification submissions are to be completed on a project by project basis.