



TOWN OF MINTO

REQUEST FOR PREQUALIFICATION #2020-05

CONTRACTORS FOR MUNICIPAL SERVICES

Annilene McRobb
Acting Clerk
Town of Minto
5941 Highway 89,
Harriston, ON N0G 1Z0



TOWN OF MINTO

CONTRACTORS FOR MUNICIPAL SERVICES

REQUEST FOR PREQUALIFICATION #2020-05

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EXECUTIVE SUMMARY

Project Overview

This Request for Prequalification (“RFPQ”) is an invitation to prospective respondents (Contractors) to qualify for future eligibility to submit bids for municipal servicing contracts in the Town of Minto.

Prequalification Timeline

Question Deadline: **20 August 2020 at 2:00 PM Local Time**

Prequalification Closing Date and Time: **27 August 2020 at 2:00 PM Local Time**

Submissions

Submissions are to be submitted on or before 2:00 p.m. local time on the Closing Date by either of the following:

1. Email at annilene@town.minto.on.ca
2. At the front reception during regular business hours
3. Through the drop box at the Town of Minto office during non-business hours

The official time of receipt will be time the submission is received at the Town as indicated on Outlook, date/time stamp at the front reception or the flowing business day at 8:30 am for submissions received in the drop box.

The Town advises Respondents to submit their submissions well in advance of the deadline to ensure receipt of the response prior to the 2:00pm closing deadline.

Public Opening

There will be no public opening. All contractors who submit a response will be advised of the outcome of the opening.

Communication

All questions, requests for information, instructions or clarifications must be set out in writing and directed to:

Mark Robertson

Town of Minto
5941 Highway 89, Harriston, ON NOG 1Z0

Email: mark@town.minto.on.ca



PART 1 – INTRODUCTION & TERMS OF REFERENCE

INTRODUCTION

The purpose of this Request for Pre-Qualification is to identify and shortlist a sufficient number of experienced and qualified Contractors who will be requested to submit bids for municipal servicing projects in the Town of Minto. The pre-qualification process will be based on evaluating the information provided by each Contractor against the Town's specified criteria and their relative importance to municipal servicing. The Town shall make reference checks and may submit requests for additional information without limitations.

Contractors are invited to submit their qualifications and experience relevant to the construction of municipal services. Successful Contractors will be short-listed and will be invited to submit a bid for future servicing projects pursuant to the Town's Purchasing By-law. While it is the intention of the Town that only pre-qualified Contractors will be allowed to bid for future municipal servicing project(s), the Town may procure the work at any time from any person or entity.

The Town reserves the right, at its sole discretion, to change this procurement process through the issuance of addenda, to discontinue the pre-qualification process completely, and/or to proceed in whatever manner the Town so deems to be in its best interest.

TERM

The firms selected as part of this prequalification process will be allowed to bid on the Town's municipal services contracts for the period of 2020 to December 31, 2022 with the option to extend further for an additional two (2) years.

ADDING TO OR REMOVAL FROM LIST

During this time period firms can be added or removed at the discretion of the Town's Public Works.

NO GUARANTEE OF VOLUME OF WORK OR EXCLUSIVITY OF CONTRACT

The Town makes no guarantee of the value or volume of work to be assigned to the successful Respondents.

The Town reserves the right to contract with others for the same or similar work as described in this RFPQ or may obtain the same or similar deliverables internally.

VENDOR PERFORMANCE

Meetings between a contractor and the Town may take place to discuss the contractor's performance on an ongoing basis and to follow up on any problem(s) which may have been discussed at prior meetings. The interval of these meetings will be at the Town's discretion and will be determined by the contractor's performance.

The Town reserves the right to remove from the prequalified list the name of any contractor for failure to accept a contract or unsatisfactory performance of a contract.



PART 2 – THE DELIVERABLES

2.1 Deliverables

The general scope of the services consists of but is not limited to:

- Installation of municipal services including water, sewer and storm services
- Road, curb and gutter, sidewalk and boulevard restoration within the municipal right of way to new or existing developments

The scope of each project may vary slightly depending on site conditions. Such conditions will be detailed in the contract documents.

For information purposes only - The construction value of each municipal servicing project will vary however, typically will range anywhere between \$5,000 and \$75,000.



Part 3 – EVALUATION OF RESPONSES

3.1 Stages of Evaluation

The Town will conduct the evaluation of responses in accordance with the following 2 stages:

3.1.1 Stage I

Stage 1 will consist of a review to determine which submissions satisfy all the Submission Requirements (identified in Section 3.2) in accordance with this RFPQ. Where a submission, in the sole discretion of the Town, has been determined to be incomplete due to deficiencies, the respondent may be provided with an opportunity to remedy such deficiencies within two (2) business days. “Business days” means working day, Monday to Friday inclusive, but excluding statutory and other holidays and any other day which the Town has elected to be closed for business. Those submissions that satisfy the submission requirements will proceed to Stage II.

3.1.2 Stage II

Stage II will consist of a scoring by the Town of each qualified submission on the basis of the rated criteria as provided in Section 3.3.1, Items (a) and (b). It is intended that respondents meeting or exceeding the benchmark will be invited to submit a bid for future servicing projects.

3.2 Stage 1 – Submission Requirements

3.2.1 By submitting a response to this RFPQ, and to be eligible for consideration, each respondent acknowledges its acceptance of the Terms and Conditions of the RFPQ process as outlined in Part 4 of this document.

3.2.2 Similar Project References

Use CCDC 11 – 2019, Appendix B (comparable projects completed) completed in accordance with the requirements in Section 3.3.2.1(a).

3.2.3 Additional Respondent Company Information

Use CCDC 11 – 2019 completed in its entirety

3.2.4 Proposed Staff Experience

Each submission must include the Proposed Staff Experience Form (as attached) in accordance with the requirements therein and in Section 3.3.2.2, together with resumes, certificates and credentials, etc. of the named staff.

3.2.5 Insurance Verification

Use CCDC 11 – 2019 – complete Insurance References

Prior to finalizing prequalification, those submissions that achieve the benchmark score will be requested to provide a Certificate of Insurance or a letter from their insurance company addressed to the Town stating that the Respondent has the required insurance. Failure to provide the Certificate of Insurance will result in the contractor not being prequalified.



Respondents are advised that additional insurance requirements may be required for individual contracts.

3.2.6 WSIB

Each submission must include a current WSIB Clearance Certificate.

3.2.7 Bonding Verification or Letter of Intent re Letter of Credit

Use CCDC 11 – 2019 – complete Bonding or other Contract Security Reference section

Prior to finalizing prequalification, those submissions that achieve the benchmark score will be requested to provide:

- .1 Ability to obtain a prequalification letter of bond ability signed by a surety company authorized by law to carry on business in Ontario attesting to provide a 100% performance bond, and a 50% labour and materials bond governed by the laws of the Province of Ontario for a project of approximately \$75,000.00; or
- .2 Ability to obtain a letter of intent from an approved financial institution detailing the provision of an irrevocable unconditional letter of credit for 100% of the total cost inclusive of all taxes and duties inclusive of all taxes and duties for a project of approximately \$75,000. Financial institutions acceptable to the Town are only those listed on the attached Appendix “A”.

Failure to provide the ability to obtain bonding verification or letter of intent re letter of credit will result in the contractor not being prequalified.

3.2.8 Health and Safety

Use CCDC 11 – 2019 – Health and Safety section

Each submission must include a copy of the company’s health and safety policy and is expected to comply with the Occupation Health & Safety Act.

The Town’s receipt of the Respondent’s health and safety policy shall not be deemed to connote acceptance or approval of its content or derogate from or diminish a Respondent’s obligations contained in its health and safety policy. The Town shall not be liable or be under any obligation to a Respondent or any person whatsoever merely by reason of receipt of a Respondent’s health & safety policy.

3.3 Stage II – Evaluation of Rated Criteria

3.3.1 Rated Criteria Table

The following is an overview of the categories and weighting for the rated criteria of the RFPQ.

In order to become a prequalified bidder and participate in subsequent bid solicitation(s), Respondents must

- pass the mandatory requirements noted as “Pass/Fail”,
- achieve a score of at least 65% of the available points in each of Stage II (a) and (b)
- achieve an overall minimum score of 75 from the Qualitative Criteria listed below and
- “Pass” the reference verification stage.



Rated Criteria Category	Weighting (Points)
Stage 1	
Insurance	Pass/fail
WSIB Clearance Certificate	Pass/fail
Bonding capacity or Letter of Intent re letter of credit	Pass/fail
Health & Safety Policy	Pass/fail
Stage II – Qualitative Criteria	
(a) Demonstrated Ability to Provide the services	50
(b) Proposed Staff Experience – Construction Project Manager and Site Superintendent	50
Total Available Points	100

3.3.2 Qualitative Criteria

The Town will evaluate the following criteria.

3.3.2.1 Demonstrated Ability to Provide the Services

The evaluation of the Respondent’s ability to provide the services will be based on:

- (a) Respondents shall provide a minimum of five (5) municipal servicing projects or road reconstruction projects which includes the replacement of watermains, sanitary sewers and storm sewers within the last five (5) years for public sector reference projects. Each similar project should meet all of the following requirements:
 - (i) They are of similar size, scope and complexity to the Deliverables described in this RFPQ;
 - (ii) They are the ones in which the Respondent was the lead contractor responsible for the coordination and completion of the project in its entirety;
 - (iii) They were completed within the past five (5) year period; and

Notes:

1. The Town will review the information submitted and will determine the extent to which the reference projects conform to the requirements in (i) to (iii) above, such as scope, complexity, time frame, role of respondent, the organizations served, etc. Respondents must provide clear, self-explanatory project description for each reference project. The Town will determine the similarity of the reference projects to the RFPQ solely on the basis of the descriptions provided. In the event that the project descriptions are unclear, and the Town is unable to determine the similarity, the project will be deemed to be dissimilar to the RFPQ project and a lower score will be assigned.
2. Respondents may receive lower marks or even a zero for failing to meet any of the requirements above.

3.3.2.2 Proposed Staff Experience

The evaluation of the proposed staff experience will be based on:

- (a) The roles and responsibilities of the Respondent and its employees who will be involved in providing the Deliverables, together with the identity of those key personnel (Construction



Project Manager and Site Superintendent) who will be performing those roles and their relevant respective expertise. Each of the Construction Project Manager(s) and Site Superintendent(s) must have at least 5 years' experience in their position and a minimum of 5 similar projects.

- (b) The Proposed Staff Experience Form (for each of the Construction Project Manager(s) (Appendix C) and Site Superintendent(s) (Appendix D).
- (c) Resumes for the proposed staff listed in the Proposed Staff Experience Form as well as any professional affiliations the list staff belong to and recognitions/awards they possess.



PART 4 – TERMS AND CONDITIONS OF THE RFPQ PROCESS

4.1 General Information and Instructions

4.1.1 Respondents to follow instructions

Respondents should structure their response in accordance with the instructions set out in this RFPQ. Where information is requested in this RFPQ, any response made in a submission should reference the applicable section numbers of the RFPQ where that request was made.

4.1.2 Responses in English

All responses are to be in English only.

4.1.3 Town's Information in RFPQ Only an Estimate

The Town makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFPQ or issued by way of addenda. Any quantities shown or data contained in this RFPQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to Respondents the general size of the work.

4.1.4 Respondents Shall Bear Their Own Costs

The Respondent shall bear all costs associated with or incurred in the preparation and presentation of its submission including, if applicable, costs incurred for interviews or demonstrations.

4.1.5 Public Works Review Committee Decision Final

The final list of prequalified contractors will be determined by the Town's Review Committee. The Review Committee's decision on the approved list of prequalified contractors is final.

4.2 Communication after issuance of RFPQ

4.2.1 Respondents are advised to promptly examine all of the documents comprising this RFPQ and (a) report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by submitting questions to Mark Robertson at mark@town.minto.on.ca on or before the Deadline for Questions to Purchasing. The Town is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the Respondent to seek clarification on any matter it considers to be unclear. The Town shall not be responsible for any misunderstanding on the part of the Respondent concerning this RFPQ or its process.

Respondents and their representatives may not contact anyone affiliated with the Town other than Mark Robertson at mark@town.minto.on.ca on matters related to the RFPQ. For greater clarity, excluded contacts are Town elected officials, staff and anyone engaged by the Town for any purpose. Only information received through e-mail or within the Bidding System will be considered in the RFPQ process. Any Respondent that does not follow the communications protocol set out herein may be eliminated from consideration for this RFPQ.



4.3 Addendum/Addenda

- 4.3.1 No oral interpretation will be effective to modify any provision of this RFPQ.
- 4.3.2 Any modification or clarification will be by written Addendum issued by the Town's Public Works Division. All addenda will be issued through the Bidding System.
- 4.3.3 All Addendum issued will form part of the RFPQ.
- 4.3.4 It is the responsibility of the Respondent to ensure that they have read and acknowledged all Addenda that have been issued when submitting their Response.
- 4.3.5 The Town will assume no responsibility for oral instructions or suggestions.
- 4.3.6 Respondents are responsible for checking the Town bidding system prior to submitting its response up and until the Closing Time in the event additional Addendums are issued. <https://town.minto.on.ca/government/tenders-and-bids>

4.4 Quality of Responses

- 4.4.1 It is the responsibility of the Respondent to provide sufficient information in the Response to demonstrate required abilities.
- 4.4.2 Respondents are reminded that the organization of their response, as well as thoroughness, is critical to the evaluation process.
- 4.4.3 It is the responsibility of each Respondent to ensure provision of accurate and complete information and documentation as requested in this RFPQ.
- 4.4.4 All requested information should be provided and presented in a highly organized, comprehensive and easy manner to follow.

4.5 Submission of Responses

- 4.5.1 Unless otherwise stated in the Executive Summary, responses will be received by the Town at 5941 Highway 89, Harriston, ON NOG 1Z0, on or before 2:00 p.m. local time, on the date stipulated in the Executive Summary or as amended by Addendum.
- 4.5.2 A Response must be received and time-stamped by the Official designated to receive Responses on or before the Response Deadline Time noted in the Executive Summary. In the event of a discrepancy, the Town's time stamp device shall be the standard of measurement
- 4.5.3 The Town advises Respondents to submit their responses well in advance of the deadline to allow for delivery time.
- 4.5.4 The Town is not responsible for responses that arrive late, are not properly marked, or which are delivered to any location within the Municipal Building other than noted above. Responses not received and time-stamped by the aforementioned deadline in the aforementioned office will be rejected and returned un-opened.



4.6 Submission Withdrawal

4.6.1 At any time throughout the RFPQ process, a Respondent may withdraw its submission. To affect a withdrawal, a notice of withdrawal must be sent to the Town contact at annilene@town.minto.on.ca and must be signed by an authorized representative. The Town is under no obligation to return withdrawn responses.

4.7 Amending Responses Following Closing Date

4.7.1 In the event that the Town determines that it is necessary to provide Respondents with additional information relating to this RFPQ following the Closing Date, such information will be communicated by addenda to all Respondents who submitted responses satisfying the mandatory content requirements. All such addenda will be prescriptive, and Respondents will be expected to amend only those portions of their responses as specifically instructed and to submit their amended responses in the manner and within the timeframe specified. Any amendments that are not in accordance with the instructions accompanying the addenda will be set aside and will not be evaluated.

4.8 Clarify, Verify and Supplement

4.8.1 When evaluating responses, the Town may request further information from the Respondent or third parties in order to verify, clarify or supplement the information provided in the Respondent's submission. The Town may revisit and re-evaluate the Respondent's response or ranking on the basis of any such information.

4.9 No Incorporation by Reference

4.9.1 The entire content of the Respondent's submission should be submitted in a fixed form and the content of websites or other external documents (including but not limited to brochures) referred to in the Respondent's submission will not be considered to form part of its submission.

4.10 Submission to be Retained by Town

4.10.1 The Town will not return the submission or any accompanying documentation submitted by a Respondent.

4.11 Selection of Prequalified Contractors

4.11.1 The final list of prequalified contractors will be determined by the Town's Review Committee. The Review Committee's decision on the approved list of prequalified contractors is final.

4.11.2 The list of prequalified Respondents will be posted on:
<https://town.minto.on.ca/residents/public-works>

4.12 Debriefing

4.12.1 Respondents may request a debriefing after a prequalified list has been published on:
<https://town.minto.on.ca/residents/public-works>



- 4.12.2 Requests must be emailed to the Public Works Department within 30 days from the date the prequalified list is published.
 - 4.12.3 The intent of the debriefing is to assist the Respondent in making a better submission in subsequent procurement opportunities.
 - 4.12.4 Debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process and the Town's decision thereunder.
- 4.13 Prohibited Communications, Confidential Information and Municipal Freedom of Information and Protection of Privacy**

4.13.1 Prohibited Respondent Communications

The Respondent shall not engage in any Conflict of Interest communications and should take note of the Unfair Advantage and Conflict of Interest Declaration.

4.13.2 Respondent Not to Communicate with Media

A Respondent may not at any time directly or indirectly communicate with the media in relation to the RFPQ or any contract awarded pursuant to this RFPQ without first obtaining the written permission of the Town contact person.

4.13.3 Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFPQ either before or after the issuance of this RFPQ:

- (a) is the sole property of the Town and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFPQ and the performance of any subsequent contract;
- (c) must not be disclosed without prior written authorization from the Town; and
- (d) shall be returned by the Respondents to the Town immediately upon the request of the Town.

4.13.4 Access to Information

A Respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their responses will, as necessary, be disclosed on a confidential basis, to the Town's staff and/or advisors retained for the purpose of evaluating or participating in the evaluation of the responses. If a Respondent has any questions about the collection and use of personal information pursuant to this RFPQ, questions are to be submitted to the Town's contact person.



4.14 Procurement Process and Interpretation

4.14.1 Process Type

This procurement process is not intended to create and shall not create a formal legally binding bidding process and shall not give rise to the legal rights and duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct negotiations.

4.14.2 No Contract

No legal relationship or obligation regarding the procurement of any goods or service shall be created between the Respondent and the Town by this RFPQ process.

4.14.3 Disqualification for Misrepresentation

The Town may disqualify the Respondent or rescind a contract subsequently entered if the Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

4.14.4 References and Past Performance

The Town's evaluation may include information provided by the Respondent's references and may also include consideration of the Respondent's past performance on previous contracts with the Town.

4.14.5 Inappropriate Conduct

The Town may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process and such inappropriate conduct shall include but not be limited to: (a) the submission of bids containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its submission; or (c) any other conduct constituting a Conflict of Interest.

4.14.6 Cancellation

The Town may cancel or amend the RFPQ process without liability at any time.

4.15 Litigation Prohibition

4.15.1 The Town reserves the right in the appropriate circumstances to reject any response if the Respondent, or any officer or director of the Respondent, is engaged, either directly or indirectly through another corporation, in a legal proceeding adverse to the Town, its elected or appointed officers and employees.

The term "legal proceedings adverse to the Town" includes but is not limited to

- (i) quasi-criminal prosecution proceedings to enforce Town by-laws or to enforce contraventions in the Town of other applicable legislation, or
- (ii) civil proceedings where a statement of claim or counterclaim or crossclaim or other similar document has been issued against the Town.

The Town further reserves the right to remove such Respondent from any resulting prequalified list.

4.16 Rights of the Town – General

In addition to any other express rights or any other rights which may be implied in the circumstances, the Town reserves the right to:

- a) make public the names of any or all Respondents;
- b) waive any issues of non-compliance that it deems, in its sole discretion, to be non-material, trivial or insignificant and in its sole discretion
- c) request written information from any Respondent and incorporate such clarification or supplementary written information into the Respondent's RFPQ Submission;
- d) verify with any Respondent or with a third party any information set out in a RFPQ Submission;
- e) check references other than those provided by the Respondent;
- f) disqualify a RFPQ Submission where the Respondent reveals a Conflict of Interest in its RFPQ Submission or a Conflict of Interest or evidence is brought to the attention of the Town;
- g) make changes, including substantial changes, to this RFPQ Solicitation provided that those changes are issued in the manner set out in this RFPQ Solicitation;
- h) accept or reject a RFPQ Submission if only one RFPQ Submission is submitted;
- i) cancel this RFPQ Solicitation at any stage and issue a new RFPQ Solicitation for the same or similar requirements. Where the Town cancels this RFPQ Solicitation, the Town may do so without providing reasons for any such cancellation, and the Town may thereafter issue a new RFPQ solicitation or do nothing; and/or
- j) reject any or all RFPQ Submission in its absolute discretion, including where a Respondent has launched legal proceedings against the Town or is otherwise engaged in a dispute with the Town.

Governing Law and Interpretation

4.17.1 Governing Law

The terms and conditions in this Part 4 Terms and Conditions of RFPQ process: (a) are included for greater certainty and intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the Province of Ontario.



APPENDIX A - RESPONDENT'S DECLARATION

This Declaration forms part of the RFPQ solicitation. Respondents are required to acknowledge that they have read, understood and agree with all declarations below before they submit their RFPQ submission.

Questions regarding this Declaration must be directed to annilene@town.minto.on.ca on or before the closing date and time.

The Respondent hereby acknowledges and agrees:

1. It has read and understood the process and scope of future bid solicitations as detailed in the RFPQ document
2. It has read and incorporated all Addenda issued by the Town, if any, for the RFPQ solicitation into the RFPQ submission.
3. By submitting a RFPQ Submission, it authorizes the collection by the Town of the information identified in this RFPQ Solicitation, which the Town may request from any third party.

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ DATE: _____

EMAIL ADDRESS: _____

NAME OF SIGNING OFFICER _____

SIGNATURE OF SIGNING OFFICER _____

I have the authority to bind the Corporation



APPENDIX "B"

ACCEPTABLE FINANCIAL INSTITUTIONS FOR LETTERS OF CREDIT

1. Bank of Montreal
2. Scotiabank
3. TD Canada Trust
4. Canadian Imperial Bank of Commerce
5. Royal Bank of Canada
6. Meridian Credit Union



**APPENDIX C
PROPOSED STAFF EXPERIENCE FORM - CONSTRUCTION PROJECT MANAGER**

NAME _____

POSITION _____

QUALIFICATIONS & CERTIFICATIONS _____

YEARS OF EXPERIENCE IN THE INDUSTRY _____

YEARS OF EXPERIENCE AT PRESENT LEVEL OF POSITION _____

NUMBER OF YEARS EMPLOYED BY RESPONDENT _____

COMPARABLE PROJECTS: *provide references for municipal servicing projects identifying 10 years' experience in position, including a minimum of 6 similar projects*

All information submitted may be verified. If the verification or clarification reveals that information provided was inaccurate, incomplete or misleading, the Town has the right to disqualify the Bidder's submission.

Attach resume

Reference Projects as Construction Project Manager

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects as Construction Project Manager

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	



Reference Projects as Construction Project Manager

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects as Construction Project Manager

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects as Construction Project Manager

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects as Construction Project Manager

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	



APPENDIX D

PROPOSED STAFF EXPERIENCE FORM - SITE SUPERINTENDENT

NAME _____

POSITION _____

QUALIFICATIONS & CERTIFICATIONS _____

YEARS OF EXPERIENCE IN THE INDUSTRY _____

YEARS OF EXPERIENCE AT PRESENT LEVEL OF POSITION _____

NUMBER OF YEARS EMPLOYED BY RESPONDENT _____

COMPARABLE PROJECTS: *provide references for municipal servicing projects identifying 10 years' experience in position, including a minimum of 6 similar projects*

All information submitted may be verified. If the verification or clarification reveals that information provided was inaccurate, incomplete or misleading, the Town has the right to disqualify the Bidder's submission.

Attach resume

Reference Projects - Site Superintendent

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects - Site Superintendent

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	



Reference Projects – Site Superintendent

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects – Site Superintendent

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects – Site Superintendent

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	

Reference Projects – Site Superintendent

Reference Full Name & Municipality	
Reference Phone Number and extension and email	
Project Name	
Description of Project	
Year Completed	



APPENDIX E UNFAIR ADVANTAGE AND CONFLICT OF INTEREST DECLARATION

“**Unfair Advantage**” means in relation to the Request For Prequalification process the Respondent engages in conduct, directly or indirectly, that may give it an unfair advantage over other Respondents, including but not limited to (i) having or having access to information in the preparation of its Response that is confidential and not available to other Respondents; (ii) communicating with any person with a view to influencing preferred treatment in the Request for Prequalification process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive Prequalification process and render that process non-competitive and unfair.

“**Conflict of Interest**” means that the Respondent’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (b) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

Note to Respondent: If you foresee a Conflict of Interest or Unfair Advantage, complete Section A below, otherwise complete Section B. Any Respondent who does not complete Section A is deemed to declare that (1) it had no Unfair Advantage in preparing and submitting its Response and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the Prequalification.

I/We have read the above definition of Unfair Advantage and Conflict of Interest and hereby declare that (check the appropriate box)

Section A

- There is an actual or potential Unfair Advantage relating to the preparation and submission of this Prequalification.
- I/we foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in this Prequalification.

Section B

- I/we have had no Unfair Advantage in preparing and submitting this submission, and (2) I have no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the Prequalification.

SIGNED, SEALED AND SUBMITTED for and on behalf of:

Name of Respondent

Signature

Date: _____

Name and Title of Person Signing

I have the authority to bind the corporation.



RESPONDENT RESPONSE CHECKLIST

The following documents to be included in the submission.

- CCDC 11 - 2019 completed in its entirety
- Appendix A - Respondent's Declaration
- Appendix C - Proposed Staff Experience - Construction Project Manager (duplicate as required) include resume
- Appendix D - Proposed Staff Experience - Site Superintendent (duplicate as required) include resume
- Appendix E - Unfair Advantage & Conflict of Interest Declaration