

MAINSTAY HOUSING

REQUEST FOR PRE-QUALIFICATION (RFPQ) #19-275-13

**PRE-QUALIFICATION OF GENERAL CONTRACTORS
FOR OFFICE RENOVATIONS**

DATE ISSUED: Thursday, April 25, 2019

**CLOSING: Wednesday, May 15, 2019
By 2:00 p.m. EDT, Toronto Time**

Request for Pre-Qualification of General Contractors

Housing Services Corporation (HSC), on behalf of Mainstay Housing, is accepting applications to pre-qualify General Contractors for the execution of a proposed office renovation project.

Property location: 550 Kingston Road, Toronto, Ontario

Deadline for Submission: Wednesday, May 15, 2019, 2:00 p.m. EDT

Optional Briefing via Conference Call: Friday, May 3, 2019, 2:00 p.m. EDT

Pre-qualification period: Monday, May 20 to Monday, June 10, 2019

Anticipated Tender Period: Monday, May 20 to Monday, June 10, 2019

Anticipated Construction Start: Monday, June 17, 2019

Construction to be completed: Tuesday, July 30, 2019

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1. INTRODUCTION

Mainstay Housing (Owner) is a non-profit agency that provides housing for mental health consumer-survivors. Mainstay is the single largest non-profit provider of supportive housing in Ontario with 41 residential locations across Toronto, Ontario. The Owner is pre-qualifying general contractors interested in the execution of renovation in common areas and amenity space at 550 Kingston Road.

The purpose of this RFPQ is to identify and pre-qualify contractors to ensure that the proponents invited to bid the work are capable of delivering quality and value specific to the project requirements.

Housing Services Corporation (HSC) is administering this RFPQ on behalf of the Owner as the Owner's Representative. HSC provides technical services for procurement and project management for renovation projects at Mainstay Housing.

HSC, on behalf of the Owner, through pre-determined criteria, will prepare a list of candidates who demonstrate that they have the necessary financial capacity, technical expertise, managerial ability, project success, and relevant experience for the project at hand. **Only pre-qualified candidates will be invited to tender.**

This RFPQ is not a formal tender call and does not create any binding legal obligations on the Owner.

2. BUILDING DESCRIPTION

The building at 550 Kingston Road is a 7-storey owned and operated by Mainstay Housing.

3. PROJECT SCOPE

Common areas and amenity space renovation at 550 Kingston Road:

- Improve the entrance lobby
- Convert the existing office on the ground floor to reception
- Convert units 6 and 8 at the ground floor into new office space
- Convert the empty room to the north of the common room in the basement to a nursing station
- Provide an opening in structural wall between the ground floor residential units and the existing office at the ground floor
- Provide any additional structural remediation as required on the ground floor
- Mechanical retrofit: Improve ventilation in the office space on the ground floor
- Provide additional soundproofing

3.1 Requirements

The Owner requests Proponents to review the requirements outlined in this RFPQ and provide the Owner with the information as indicated in section 5.

3.2 Pre-Qualification Process

All respondents to this RFPQ will be evaluated on the basis outlined below. Successful respondents will be identified as pre-qualified contractors. Pre-qualified contractors will be invited to the tender process.

4. CONFIDENTIALITY

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

- a) is the sole property of the Owner 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 agreement for the project;
- c) must not be disclosed without prior written authorization from the Owner; and
- d) shall be returned by the Proponents to the Owner immediately upon the request of the Owner.

Confidential Information shall not include:

- a) information generally available to the public other than as a result of a breach of these confidentiality obligations;
- b) information that becomes available to either party through no breach of any contract or law;
- c) information that either party develops independent of the information provided to it by the other party; or
- d) information that is required to be disclosed by applicable laws or regulations.

5. PRE-QUALIFICATION SUBMISSION CRITERIA

Proponents are required to submit materials outlining their credentials and ability to perform this construction project. Proponents must meet all the **mandatory requirements** to be considered for pre-qualification. The Owner and Owner's Representative will review and evaluate the submitted information to determine if the Proponent meets the pre-qualifying criteria. Proponents failing to meet the mandatory criteria will have their submission rejected.

5.1 Mandatory Requirements

- Bonding Verification

A letter from bonding company confirming the surety's relationship with the Proponent and their willingness to provide bonding for a project with a five million dollar (\$5,000,000) value is required (50% Labour and Material, 50% performance)

- Insurance

A valid certificate of insurance or a letter from the insurer is required stating that the Proponent has the ability to obtain the required insurance should they be successful - (a) general liability insurance

in the amount of \$5,000,000 for any one occurrence and (b) automobile insurance per statutory requirements in Ontario - with a third party liability limit of not less than \$2,000,000 per occurrence.

- CCDC Documents 11
Completed CCDC 11 document, attached as Appendix 1, signed by the person who completed the document.
- WSIB Clearance Certificate (Workplace Safety & Insurance Board)

5.2 Evaluated Requirements

- Experience
The Proponent's direct or relevant previous experience in completing similar work (only projects of similar size, type and complexity) will be considered. In evaluating submissions, the Owner may consider the past experience with the Proponent of the Owner or any member of the evaluation team appointed by the Owner.
- Value of Completed Work
The approximate annual value of the Proponent's construction work completed over the last five years and currently underway.
- Details of Similar Projects
Details of similar projects delivered by Proponent that have been completed which demonstrate the Proponent's experience and ability to undertake the type and complexity of Work for which they are being prequalified. Information in regard to project description, project value, duration of project, and approximate number of involved subcontractors is required. This information should be provided in the "Description" section of Appendix B, Similar or related projects completed, of CCDC 11. In evaluating submissions, the Owner may consider the past experience with the Proponent of the Owner or any member of the evaluation team appointed by the Owner.
- Résumés of Key Personnel
Résumés for the key individuals who will be undertaking the Work (superintendents, project managers, etc.). Such résumés should clearly outline the role, responsibilities and achievements of the key individuals and not just a list of completed projects. The entire work experience of key personnel should be recognized not just the time employed by the current Proponent.
- Organizational Structure
The organizational chart shows the Proponent's corporate structure.
- Resources
Resources available to allocate to this project.

- Methodology
Details of the Proponent's proposed methodology for all or part of the work such as for quality controls, recycling or disposing of construction waste in an environmentally sensitive manner, undertaking construction in occupied buildings, public safety, managing costs, dealing with deficiencies, corrections and warranty follow-up, or for achieving scheduled requirements.
- Safety Qualifications: Copy of safety record, safety training, and safety awards earned by the company.
- Safety Policy Statement / Record:
Proponents are required to submit a copy of their Health and Safety policy statement and record. Pre-qualified contractors will be required to submit a complete copy of their Health and Safety Policy and Manual.
- References
Two references are required for each project referenced in Appendix B, Similar or related projects completed, of CCDC 11.
- Litigation
The past and current history of the company record of litigation claims and conflict resolution should be considered.

6. PROPONENT INSTRUCTIONS

6.1 Questions

Any questions on this RFPQ should be directed in writing via e-mail to Rosabelle Gonzales at rfp@hscorp.ca no later than **Monday, May 6, 2019 by 2:00 p. m. EDT, Toronto time.**

6.2 Responses to this RFPQ

Proponents must include all information requested. Proponents that fail to provide all information requested may be disqualified.

Proponents shall submit their response to this RFSQ via HSC's Bonfire portal.

Please follow these instructions to submit via our Public Portal.

- Prepare your response materials:

Requested Information

| Name | Type | # Files | Requirement |
|---------|----------------------|----------|-------------|
| CCDC 11 | File Type: Any (*.*) | Multiple | Required |

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

- Upload your response at:

<https://hscorp.bonfirehub.ca/opportunities/23005>

Your response must be uploaded prior to the Closing Date of **Wednesday, May 15, 2019, 2:00 p.m. EDT**. We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before the Closing Date to begin the uploading process and to finalize your response.

Important Notes:

Each item of Requested Information is instantly sealed and will only be visible after the Closing Date.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your response.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Need Help?

Housing Services Corporation uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your response. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

Proponents are strongly encouraged to limit their responses to a maximum of 10 pages in total. The Evaluation Committee reserves the right to review only the first 10 pages of your proposal and no more.

6.3 Participation Instructions

Information directing prospective Proponents to the RFPQ documentation will be made available on the following electronic tendering services: MERX - website: www.merx.com, e-mail: merx@merx.com, telephone number: 1-800-964-6379; Biddingo.com - website: www.biddingo.com, e-mail: info@biddingo.com, telephone number: 1-888-891-8314; as well as HSC's website www.hscorp.ca.

6.4 Amending or Withdrawing Proposals Prior to Proposal Submission Deadline

At any time prior to the Proposal Submission Deadline, a Proponent may amend or withdraw a submitted proposal.

6.5 Owner May Seek Clarification and Incorporate Response into Proposal

The Owner reserves the right to seek clarification and supplementary information relating to the clarification from Proponents after the Proposal Submission Deadline. The response received by the Owner from a Proponent shall, if accepted by the Owner, form an integral part of that Proponent's proposal. The Owner reserves the right to interview any or all Proponents to obtain information about or clarification of their proposals. In the event that the Owner receives information during of the evaluation process which results in earlier information provided by the Proponent being deemed by the Owner to be inaccurate, incomplete or misleading, the Owner reserves the right to revisit the Proponent's compliance with the mandatory requirements.

(Remainder of page intentionally left blank.)

6.6 Tentative Schedule

| TASK | TARGET DATE |
|--|--|
| Posting of this RFPQ | Thursday, April 25, 2019 |
| Optional Briefing via Conference Call: <ul style="list-style-type: none"> • Toll-free North American Dial-in: 1 855-343-6177 • Toronto Dial-in: 416-933-3854 • Conference ID: 1285510# | Friday, May 3, 2019 2:00 p.m. EDT |
| Deadline for questions | Monday, May 6, 2019 by 2:00 p.m. EDT |
| Answers to question and distribution of addendum to RFPQ, if required | Wednesday, May 8, 2019 |
| Closing date for submission of proposals | Wednesday, May 15, 2019 by 2:00 p.m. EDT |
| Evaluation of proposals | Wednesday, May 15 to Monday, May 20, 2019 |
| Pre-qualification period | Monday, May 20 to Monday, June 10, 2019 |
| Anticipated Tender Period | Monday, May 20 to Monday, June 10, 2019 |
| Anticipated Construction Start | Monday June 17, 2019 |
| Date for Construction to be Completed | Tuesday, July 30, 2019 |

The above dates are tentative and are subject to change without notice.

7. OWNER'S RIGHTS

- 7.1 The Owner reserves the right to accelerate and postpone the schedule for this RFPQ.
- 7.2 Each Proponent shall prepare at its sole cost and expense its response to this RFPQ. The Owner shall not reimburse any Proponent for its rejected response.
- 7.3 The Owner reserves the following rights:
- 7.3.1. The Owner can request that any Proponent clarify or make changes to its response.
- 7.3.2. In evaluating submissions, the Owner may consider the past experience with the Proponent of the Owner or any member of the evaluation team appointed by the Owner.
- 7.3.3. The Owner can, in its sole discretion, choose to meet with none, some or all of the Proponents to discuss their response.
- 7.3.4. Responses that are improperly signed, illegible, contain omissions or irregularities may, in The Owner's sole discretion, be rejected. The Owner may also waive any informality or irregularity.

- 7.3.5. The Owner may verify with any Proponent or third party any information set out in the response. The Owner may check references other than those provided by any Proponent.
- 7.3.6. The Owner may disqualify any response that contains material misrepresentations or any other materially inaccurate or misleading information.
- 7.3.7. These reserved rights are in addition to any other express rights or any other rights which may be implied and the Owner shall not be liable for any expenses, costs, losses or direct or indirect damages suffered by a Proponent resulting from the Owner exercising any of its express or implied rights under this RFPQ.

**SCHEDULE 1
CCDC 11**

(Attached as a separate file.)