



# **Town of Deep River Water Tower Rehabilitation General Contractor Prequalification**

February 15, 2022

Closing Date:  
March 11, 2022 at 14:00:00 (Eastern Standard Time)  
Via Email **bradley.young@cima.ca**

**Inquiries:**

**Bradley Young, Ph.D., P.Eng.  
Project Manager  
bradley.young@cima.ca**

**DEEP RIVER ELEVATED TANK REHABILITATION**  
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**REQUEST FOR PROPOSALS – PRE-QUALIFICATION OF GENERAL CONTRACTORS**

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## 1. Introduction

The Town of Deep River intends to rehabilitate the Deep River Elevated Tank in 2022. The Deep River Elevated Tank is a multi-leg elevated steel spheroid design, which was constructed in 1961. The steel tank has a max diameter of 14 m (~46'), height of 39.6 m (~130'), and storage capacity of approximately 1,500 m<sup>3</sup>. The tank is supported on a 29 m (~95') high steel pedestal. The tower is located near 33170 Trans-Canada Hwy, Deep River, ON.

Rehabilitation works are anticipated to include:

- Complete removal and replacement of the exterior coating system via abrasive blasting including steel inspection and repairs as required, complete with the installation of a temporary scaffolding and hoarding system on the exterior of the tank.
- Life safety upgrades including: modifications to existing exterior access landings, guardrails and walkways; installation of tie-off columns, D-ring anchors, davit bases and grab ladders.
- Cleaning and Repainting of Valve Pit piping.
- Installation of telecom cable management
- Temporary relocation of existing antennas to new mounts.
- Site restoration, commissioning and return of all systems to the Owner in full operational condition

The Town of Deep River is following a prequalification process (RFPQ) prior to tendering the above noted project. Submissions are being requested from GENERAL CONTRACTORS with expertise in the construction works summarized above. Each submission must include all of the information requested in this document. Only those General Contractors who successfully meet the requirements of the prequalification process will be invited to bid on this project

Tender documents for this project are expected to be available to pre-qualified contractors in early April 2022 and awarded in May 2022. Exterior coating will be scheduled to be completed in late Fall 2022 and scaffolding removed by the end of 2022.

## 2. Submission Requirements

In order to be considered for this project, the following information is required:

- A commitment letter clearly indicating the contractor's intent to be pre-qualified for the proposed work and identify the company's current availability for completing this work.
- Completed project reference sheets of five (5) related projected constructed in the last five (5) years. The sheets shall include a summary description, project scopes, schedules, budgets, actual costs. References must include company, location, and contact information including name and telephone number. Completed projects on Elevated Tanks will be scored more favourably.
- Identify the company's current availability for completing this work.
- A summary description of experience and qualifications of the Project Manager and Site Supervisor/Foreman.
- A digitally verified letter from the Contractor's bonding company indicating their intent to provide \$2 million for Performance Bond and \$2 million for Labour and Material Bond.
- A letter from the Contractor's insurance company indicating the capacity to provide a \$5 million general liability insurance certificate.
- Include WSIB account number, Workplace Injury Summary Report (WSIR) and Premium Rate Summary
- Identification of Coating Sub-Contractor (if applicable) to be retained for this project. Provide the Coating Sub-Contractor's company profile, current availability for completing this work, and a summary of recent experience on similar projects completed within the last five (5) years. Include references for the projects listed including company, location, and contact information including name and telephone number.

## 3. Pre-Qualification Procedures

### 3.1 Closing Date & Time

The Town shall only accept and receive Electronic Proposal submissions through email, sent to the RFPQ contact identified below. Submissions shall be received **until 2:00 PM** (local time), on **March 11<sup>th</sup> 2022**.

RFPQ Contact: Bradley Young, Ph.D., P.Eng.  
Project Manager  
Email: bradley.young@cima.ca

Subject Line for Email Inquiries: RFPQ Deep River Elevated Tank Rehabilitation

The Proponent **must** submit its reply via email. Electronic documents format must be pdf. **HARD-COPY PROPOSAL SUBMISSIONS SHALL NOT BE ACCEPTED.**

The Reply **must** also include a completed Reply Signature Sheet, which is found in Appendix 1 (Response Forms), signed by an authorized representative of the Proponent.

The Reply **must** be received at the noted email on or prior to the Closing Date. Any Reply not received at the noted email on or prior to the Closing Date will be disqualified and will not be considered. In addition, any modifications or additions to a Reply will not be considered if submitted subsequent to the Closing Date.

Late pre-qualification submissions shall NOT be accepted.

The Town of Deep River may require Contractors to be prequalified on a project specific basis for higher valued projects and/or for challenging projects (expertise and speciality trades). Disqualification from this submission does not prohibit the Contractor from:

- Submitting bids for future Town projects that do not require prequalification.
- Submitting for prequalification on future projects.
- Working as a Subcontractor on Town projects, unless the particular project requires Subcontractor prequalification.

### 3.2 Expenses

All expenses involved with the preparation and submission of the Pre-Qualification proposal shall be borne by the respondent.

### 3.3 Inquiries

It is the Proponent's responsibility to obtain all the information that may not be included in the RFPQ that is necessary for the Proponent to submit a comprehensive Reply. Should any details necessary for a clear and comprehensive Reply be required, it is the Proponent's responsibility to obtain clarification before submitting a Reply.

Please submit all questions in writing to the RFPQ Contact **identified in Section 3.1** before **March 4, 2022 at 2:00 PM**, and include the Subject Line for Email Inquiries in the email's subject field.

Care should be taken by the Proponent to explain each question in sufficient detail in order to enable the Town to provide an accurate answer. Questions received after the Date by which to Submit Inquiries and Requests for Clarification may not be answered. A Proponent who poses questions or makes reference to this RFPQ to any Town employee or anyone affiliated with the Town other than the RFPQ Contact may be disqualified from the RFPQ process at the sole discretion of the Town.

ALL INQUIRIES IN REGARD TO THIS RFPQ ARE TO GO THROUGH THE RFPQ CONTACT IDENTIFIED IN SECTION 3.1. THE TOWN WILL NOT BE BOUND BY, AND THE PROPONENT AGREES NOT TO RELY UPON, ANY INFORMATION GIVEN OR STATEMENTS MADE BY PERSONS OTHER THAN THE RFPQ CONTACT IN PREPARING OR SUBMITTING A REPLY. A

PROPONENT MAY ONLY RELY UPON INFORMATION CONTAINED IN THIS RFPQ OR WRITTEN ADDENDUM IN PREPARING AND SUBMITTING A REPLY.

### 3.3.1 ADDENDA

The Town may amend or clarify the contents of this RFPQ by posting an addendum on the Bidding System. Each addendum issued by the Town amends the RFPQ and is an integral part of this RFPQ as if set out in the body of this RFPQ.

Bidders shall acknowledge receipt of any addenda (including number and date received) in their email response to the RFPQ Contact. It is Bidder's responsibility to ensure all addenda have been received and reviewed prior to Bid submission.

The Bidder is solely responsible to:

- make any required adjustments to their Bid;
- acknowledge the addenda; and
- ensure that any bids that are re-submitted are received by the RFPQ Contact no later than by the Submission Deadline.

## 4. Evaluation Criteria

For a Proponent to have its Reply fully considered, the following mandatory criteria must be satisfied. A Reply which does not comply with the mandatory criteria, in the sole opinion of the evaluation committee, may be deemed non-compliant and may be given no further consideration.

<b>Mandatory Reply Criteria</b>	
Reply received on or prior to the Closing Date and Time	Pass/Fail
Completed and Signed Reply Signature Sheet	Pass/Fail
Mandatory Requirements Outlined in Section 2 of this RFPQ	Pass/Fail

A submission that complies with the mandatory criteria will be evaluated on the following rated criteria.

<b>Qualifications and Experience of Personnel</b>		<b>Maximum Points</b>
a)	<p><b>Key office personnel</b></p> <p>The Key personnel should have at least ten (10) years relevant professional experience providing services similar to the services described in Section 1, and have the knowledge, expertise and the time available to commit to the work and to support the Town's requirements as part of the Bidder's team.</p> <p>The Bidder should provide the following information for the <u>Key office personnel</u>:</p> <ul style="list-style-type: none"> <li>(a) Provide details of years of experience working with or within the Bidder's firm.</li> <li>(b) Provide examples, including relevant certifications, detailing the experience and qualifications in working on standpipe and elevated storage rehabilitation projects.</li> <li>(c) Indicate the level of knowledge, experience and amount of time commitment in delivering the scope of work to support the Town's requirements as part of the Bidder's team.</li> </ul> <p><u>Evaluation Criteria for Key personnel (weighted equally):</u></p> <ul style="list-style-type: none"> <li>• Qualifications and overall level of relevant knowledge.</li> <li>• Number of years' experience successfully providing similar scope of services related to this RFPQ.</li> </ul>	20 points

		<ul style="list-style-type: none"> <li>• Demonstrated availability and work continuity of the Key Individuals working with or within the Bidder’s firm on the scope of work.</li> <li>• Experience, relevant certifications, and qualifications in participating in the rehabilitation of Standpipe and elevated water storage facilities.</li> </ul>	
b)	Key site personnel	<p>The Key site personnel should have at least ten (10) years relevant experience providing services similar to the services described in Part 1, and have the knowledge, expertise and the time available to commit to the work and to support the Town’s requirements as part of the Bidder’s team. <b>To score points, there must be at least one key senior personnel that has participated in a material way on a Standpipe or Elevated Tank Rehabilitation project.</b></p> <p>The Bidder should provide the following information for the <u>Key site Personnel</u>:</p> <ol style="list-style-type: none"> <li>a) List the proposed project personnel</li> <li>b) Provide details of years of experience working with or within the Bidder’s firm.</li> <li>c) Provide examples detailing the experience and qualifications of the proposed team in working on a standpipe and / or elevated tank rehabilitation project.</li> <li>d) Provide examples of relevant and successful project(s) of similar size and scope involving 2 or more members of the -proposed team</li> <li>e) Indicate the level of knowledge, experience and amount of time commitment in delivering the scope of work to support the Town’s requirements as part of the Bidder’s team.</li> </ol> <p><u>Evaluation Criteria for Key personnel (weighted equally):</u></p> <ul style="list-style-type: none"> <li>• Clear indication of the proposed team having worked together successfully on project(s) of similar size and scope, emphasizing the team’s specialized experience with exterior coatings systems.</li> <li>• Examples of relevant and successful project(s) of similar size and scope involving 2 or more members of the proposed team with greater points being assigned if all named members have previously successfully worked together on more projects.</li> </ul>	35 Points

		<ul style="list-style-type: none"> <li>Demonstrated availability and work continuity of the Key Individuals working with or within the Bidder's firm on the scope of work.</li> </ul>	
<b>Project Experience</b>			
a)	Comparable construction projects	<p>Completed project reference sheets of at least five (5) related projects constructed in the last five (5) years. The sheets shall include a summary description, project scopes, schedules, budgets, actual costs. References must include company, location, and contact information including name and telephone number. Completed projects on Elevated Tanks will be scored more favorably.</p>	35 Points
<b>Quality Management</b>			
a)	Quality Plan	<p>Provide a description of the general contractor's quality management program and procedures and identify all professional organizations or groups the general contractor is currently a member of (such as ISO, Gold Seal Certified, etc.) as well as the total length of time of membership.</p> <p>Submission of a QA / QC plan outlining procedures aimed at ensuring that all work completed under this project is completed in accordance with applicable industry standards and manufacturer's recommendations.</p> <p>Criteria to be Evaluated:</p> <ul style="list-style-type: none"> <li>The degree to which the quality management program and procedures addresses all key scope elements to ensure that the general contractor has the appropriate measures in place to guarantee quality of work product in accordance with applicable industry standards and manufacturer's recommendations.</li> </ul>	10 Points

## 5. Rectification Process

In the event of administrative oversights or missing information in a submission, Bidders shall be contacted and provided an opportunity to furnish the missing information with a specified period of



time. Failure to provide the missing information in the specified period of time will lead to elimination of the submission from further consideration.

## 6. Selection Process

- An evaluation committee will review the proponents' submissions and presented references. The evaluation committee will consist of the representatives of The Town and CIMA+.
- Submissions that are received up to the Closing Date & Time identified in the prequalification document are reviewed for compliance with submission requirements.
- References may be notified for Contractors that;
  1. Have not worked on Town projects, of similar scope.
  2. Are not familiar to Staff.
  3. Based on the evaluation committee's concerns, do not have the experience or ability to successfully complete the project.
- References will be asked to respond verbally to a list of standard questions prepared in advance.
- Contractors receiving a **minimum score of 70 will be qualified** for the tender submission
- The Town reserves the right to qualify all or none of the Submissions at its sole discretion. The Town reserves the right to, at any time and at the Town's sole discretion, reject all Submissions and terminate this RFPQ. In the event the Town receives only one compliant Submission, the Town reserves the right to not proceed and to complete another pre-qualification.

- Contractors may be disqualified for;
  1. Poor performance (including health & safety record) on previous projects.
  2. Unresolved claims/issues from past Town projects.
  3. Lack of required experience and resources.
  4. Other issues not listed.
- Contractors will be notified in writing of the results of the prequalification evaluation.

## **7. Confidentiality**

Once submitted to the Town, all written submissions become a public record. Information contained in them may be made available to the public pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended (“FOI”). To assist the Town in processing FOI requests, Bidders are reminded to clearly identify in their submission, any specific scientific, technical, commercial, proprietary, intellectual, or similar confidential information, the disclosure of which could cause significant injury or damage. To improve the Town’s ability to preserve the confidentiality of information, Bidders are advised to only apply confidential labels to truly confidential information; entire submissions should not be identified as confidential.

## **8. Right to Debrief**

Bidders whose Bid is rejected or who are not qualified shall be provided a debrief if requested, provided a request for a debrief is made within 5 days of being notified.

## **9. Limitation of Liability**

Each Bidder, by submitting a Bid, irrevocably waives any claim, action or proceeding against the Town, including without limitation claims for damages, expenses or costs including costs of preparation of a submission, cost of participation in the processes described in the RFPQ, loss of anticipated profits, loss of opportunity, legal fees or for any other matter. Each Bidder waives any and all claims for compensation whatsoever against the Town for all losses of any nature, whether direct or indirect and whether foreseeable or not, including for loss of profits or loss of opportunity. If, notwithstanding the above, a Bidder is determined by a court of competent jurisdiction to be entitled to compensation arising from this RFPQ or for the actions of the Town or any representative, Bidders expressly acknowledge and agree by submitting a submission that the total maximum compensation for, without limitation, any and all direct and indirect damages, economic losses, profits, opportunities, expenses, costs or other losses, whether or not foreseeable, either individually or cumulatively, is limited to one thousand dollars (\$1,000.00).