



Water and Wastewater Treatment Plant Expansions

**Request for Pre-Qualification
RFQ No. PW-2024-03**

**Request for Pre-Qualification
Water and Wastewater Treatment Plant Expansions Project**

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ARTICLE ONE – INFORMATION AND INSTRUCTIONS

1.1 Requirement

- 1.1.1 The Town of Carleton Place, hereinafter referred to as the Town, is seeking qualification submissions for the construction of the **Water and Wastewater Treatment Plant Expansions Project**.
- 1.1.2 The Project Locations are described in the Terms of Reference, attached hereto, as Annex “A”, and as follows:
 - 1.1.2.1 The Work for the WTP Expansion is located at 199 John St, Carleton Place, Ontario, K7C 1N7;
 - 1.1.2.2 The Work for the WWTP Expansion is located at 122 Patterson Cr, Carleton Place, Ontario, K7C 4P3, and adjacent property (current HHW transfer depot and compost yard) at 128 Patterson Cr, Carleton Place, Ontario, K7C 4P3;
 - 1.1.2.3 The Work for the new HHW transfer depot is located at 1 Bates Drive, Carleton Place, Ontario, Canada, K7C 4J8 (Bates Drive Public Works Yard).

1.2 Availability of Document

- 1.2.1 Copies of this Request for Pre-Qualification (RFQ) are available from the MERX Distribution Unit, telephone 1-800-964-6379 or via the Internet at www.merx.com. MERX is the official and sole distributor of this RFQ and any addenda. If a Respondent obtains this document by means other than through MERX, the accuracy of the document and receipt of any addenda are the sole responsibility of the Respondent. The Town relies on the electronic MERX advertisement to provide public notice of this business opportunity and is not obligated to notify past or present suppliers in any other manner.

1.3 Procurement Process Overview

- 1.3.1 This two-stage procurement process is to select and then contract with the successful contractor for the construction of the **Water and Wastewater Treatment Plant Expansions Project**.
- 1.3.2 Stage 1: Request for Pre-Qualification. This RFQ includes rated technical requirements. There is no financial evaluation at this stage. The RFQ responses achieving a minimum overall score of **70% on the**

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technical evaluation and meeting the conditions precedent to Selection of the Short-Listed Respondent(s) outlined in Article 3.7 will proceed to Stage 2.

- 1.3.3 Stage 2: A Request for Tender will be issued to the pre-qualified respondents, seeking a firm price for the construction of the **Water and Wastewater Treatment Plant Expansions Project**.

1.4 Anticipated Period of Contract

- 1.4.1 The anticipated period of contract is from **date of award in Spring 2025 until expected contract completion to be outlined in the Stage 2 RFT**.

1.5 Inquiries and Addenda

1.5.1 Inquiries:

All inquiries regarding this RFQ are to be directed to the Administrative Authority specified herein. Inquiries must be received in writing via MERX no later than the date specified in Article 1.12 – Proposed Schedule of Events. Should the MERX system not accept the inquiry, it is respondents' responsibility to contact the Administrative Authority by email. Both the questions and answers will be distributed to all potential respondents by way of written addendum, published in MERX, without identifying the source(s) of the inquiry. The Town is not obligated to respond to an inquiry or question received after this time period has elapsed. The respondent shall not be entitled to rely on any response or interpretation received from the Town unless that response or interpretation is provided by the Administrative Authority by way of addendum.

1.5.2 Administrative Authority:

Guy Bourgon, Director of Public Works
Town of Carleton Place
E-mail: gbourgon@carletonplace.ca

1.5.3 Project Authority:

Guy Bourgon, Director of Public Works, Town of Carleton Place

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1.6 Order of Precedence

The documents listed below form part of this RFQ and will be incorporated into any resulting contract. If there is a discrepancy between the wording of one document and the wording of any other document which appears on the list, the wording of the document which first appears on the list shall prevail.

1. Issued Addenda
2. Request for Pre-Qualification
3. Annex A – Terms of Reference
4. Annex B – Rated Requirements

1.7 Rights Reserved

1.7.1 Notwithstanding anything to the contrary in this RFQ and without limiting any rights the Town may reserve elsewhere in this RFQ or may otherwise have at law, the Town reserves the following rights, any or all of which the Town may elect to exercise, at any time, in its sole and absolute discretion:

- 1.7.1.1 Accept or reject any or all submissions made in response to this RFQ;
- 1.7.1.2 Terminate this RFQ process at any time prior to or after the closing date, and issue a new RFQ for the same or similar deliverables;
- 1.7.1.3 Terminate the RFQ process at any time prior to or subsequent to the closing date, and not issue a new RFQ;
- 1.7.1.4 Disqualify any respondent or the submission of any respondent who has engaged in conduct prohibited by this RFQ;
- 1.7.1.5 Disqualify any respondent whose submission contains misrepresentations or any other inaccurate or misleading information;
- 1.7.1.6 Reject bids from any respondent convicted of corruption, collusion, bid-rigging, or any other anti-competitive activity unless they have received a pardon;

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- 1.7.1.7 Disqualify a submission on the basis of evidence of conflict of interest or collusion as disclosed by a submission or through any other information discovered by the Town;
- 1.7.1.8 Make changes, including substantial changes, to this RFQ provided that those changes are issued by way of addenda in the manner set out in this RFQ;
- 1.7.1.9 Verify with any respondent or third party any information set out in a submission;
- 1.7.1.10 Request written clarification or the submittal of supplementary written information in relation to the clarification request from any respondent and incorporate a respondent's response to that request for clarification into the respondent's submission;
- 1.7.1.11 Waive formalities, technical defects, irregularities and omissions contained in a submission and accept submissions which substantially comply with the requirements of the RFQ;
- 1.7.1.12 Inspect any or all respondent's equipment, certificates, references, financial or staffing capacity etc., prior to or after this RFQ award; or
- 1.7.1.13 Should the Town receive no compliant submissions, the Town may reissue the RFQ or may negotiate a contract with a respondent who has submitted a non-compliant submission without invalidating the procurement process.
- 1.7.2 All submissions received become property of the Town.
- 1.7.3 Under no circumstances shall the Town be responsible for any costs incurred by any respondent related in any way to its response to this RFQ, including, but not limited to, costs of preparation, negotiation, provision of any additional information respecting its submission, and/or costs incurred as a result of attending meetings with Town staff.
- 1.7.4 This RFQ does not commit the Town to award a contract.

1.8 Respondent's Investigations and Responsibilities

- 1.8.1 By making a submission in response to this RFQ, the respondent shall have certified to the Town that:

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- 1.8.1.1 It has carefully examined the RFQ documents and has a clear understanding of the Town's requirements as described in this RFQ.
- 1.8.1.2 It is in good standing with its creditors and financial institutions and is financially able to perform and meet any and all duties, liabilities and obligations as may be required of it under any agreement/contract resulting from this RFQ.
- 1.8.1.3 It has put forth all of its comments and/or questions with respect to this RFQ, over the period that inquiries were allowed and agrees that the Town has adequately responded to these concerns or questions either through direct response or through published addenda.

1.9 Joint Venture

- 1.9.1 Respondents who make a submission in response to this RFQ as a joint venture should indicate clearly that it is a joint venture. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium.
- 1.9.2 The submission and any resulting contract shall be signed by all member of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Administrative Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally liable for the performance of the resulting contract.
- 1.9.3 Joint Venture is to be distinguished from:
 - 1.9.3.1 The relationship between shareholders of a corporation;
 - 1.9.3.2 The relationship between partners in a partnership (including a partnership that is a limited partnership or a limited liability partnership); or
 - 1.9.3.3 The relationship between a respondent who submits a submission and the subcontractors it proposes to use to

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perform some of the work. In such an arrangement, submissions shall clearly state which party is the respondent.

1.10 Proposed Schedule of Events

1.10.1 The following dates are subject to change at the Town’s sole and absolute discretion:

Event	Date and Local Time
RFQ release date	October 21 st , 2024
Deadline to submit questions to RFQ	October 30 th , 2024
Last day for issuance of Addenda	November 6 th , 2024
RFQ closing date	November 11 th , 2024
Selection of Pre-qualified respondents	December 9 th , 2024
Anticipated Request for Tender (RFT) Issued	Late January 2025
Anticipated Request for Tender (RFT) Closing	Early March 2025
Anticipated selection of successful respondent & award of contract	April 2025

1.11 Changes to Key Team Member and Named Subcontractor

1.11.1 Replacement, substitution or addition of any key team member or named subcontractor subsequent to the RFQ closing date is not permitted without the prior written consent of the Town, which may be withheld. The key team members and named subcontractors shall remain constant after the RFQ closing date through tendering and until the end of construction.

1.11.2 If any key team member or named subcontractor is replaced, substituted or added subsequent to the RFQ closing date, written notice must be provided to the Town five business days before such change. The Town, in its sole and absolute discretion, may withhold consent should the change have a material adverse impact on the project. The substitute must meet or exceed the qualifications of the key team member and/or subcontractor they replace.

1.11.3 In addition, any replacement, substitution or addition of a key team member or subcontractor subsequent to the RFQ closing date, without

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the prior written consent of the Town, may be grounds for disqualification.

1.12 Disclosure of Information

- 1.12.1 Respondents must not disclose any details pertaining to their RFQ submission to anyone not specifically involved in their submission without prior written approval of the Town.
- 1.12.2 Respondents shall not issue a news release or other public announcement pertaining to details of the RFQ, their RFQ submission, or the selection process, without the prior written approval of the Town.

1.13 No Lobbying

- 1.13.1 Respondents, team members and/or advisors must not engage in any form of political or other lobbying whatsoever with respect to the project or seek to influence the outcome of the RFQ process. In the event of any such action, the Town, at its sole discretion may at any time disqualify a respondent or reject any submission by a respondent without further consideration. All correspondence or communication by respondents must be directed to the Administrative Authority.

1.14 Municipal Freedom of Information and Protection of Privacy Act

- 1.14.1 The Town is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) with respect to information under its custody and control. Accordingly, all documents provided to the Town in relation to this solicitation are subject to MFIPPA and may be available to the public notwithstanding a request to keep information confidential.

1.15 Purchasing By-law - Bid Irregularities

- 1.15.1 This RFQ shall be governed by the Town of Carleton Place Procurement of Goods and Services Policy By-law.
- 1.15.2 The Procurement of Goods and Services Policy By-law is hereto attached.

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ARTICLE TWO –SUBMISSION REQUIREMENTS

2.1 Submission of Response

- 2.1.1 All Submissions in response to this solicitation shall be submitted electronically through the Town’s E-procurement system provided by MERX. Respondents are advised to contact MERX directly for electronic bid submission assistance. Submissions submitted in hard copy and/or through email will not be accepted or considered.
- 2.1.2 All Submissions in response to this solicitation shall be submitted electronically through the Town’s E-procurement system provided by MERX. Respondents are advised to contact MERX directly for electronic bid submission assistance. Submissions submitted in hard copy and/or through email will not be accepted or considered.
- 2.1.3 Submissions shall be received through **MERX NO LATER THAN 3:00 P.M. LOCAL TIME ON November 11th, 2024**. Submissions received after the above due date and time will not be considered.
- 2.1.4 Submissions should be submitted as follows:

Respondents should use the following file naming convention:

PW-2024-03 CompanyName

For example: PW-2024-03 ABCCompany

2.2 Joint Venture/Consortium Submissions

- 2.2.1 Where a respondent intends to submit more than one submission, including acting as a key participant in another respondent’s submission, the respondents must describe the process followed to ensure that their joint participation in the preparation of the submission did not cause a potential or actual conflict of interest and that there was and will be no collusion related to the procurement process and subsequent agreement.
- 2.2.2 This description should indicate the following:
- 2.2.2.1 That there were two distinct and separate teams involved in the preparation of the two submissions;

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- 2.2.2.2 That no decision makers within either firm had access to both submissions;
 - 2.2.2.3 If compensation (e.g. a bonus) was to be awarded for the success of a submission, what measures were taken to ensure that the participants were not involved in any form of collusion;
 - 2.2.2.4 The specific measures taken to establish ethical walls to avoid conflicts of interest and/or collusion, including but not limited to, the avoidance of information sharing between the two teams, including but not limited to, not having electronic access to shared technology (e.g. a common server where their submission response and related documentations were stored);
 - 2.2.2.5 The specific measures taken to establish ethical walls to avoid conflicts of interest and/or collusion, including but not limited to, confidentiality agreements signed by the firm and employees involved in the development of the submissions stating specifically that they would not share any confidential information with each other.
- 2.2.3 The information will be reviewed by the Town in order to assess the reasonableness of the measures taken. A determination that the measures taken were unsatisfactory may lead to the disqualification of one or both of the respondent's submissions.

2.3 Submission Content – General

2.3.1 Legal Name and Status

The submission shall state the correct legal name and legal status of the respondent and the correct mailing address.

2.3.2 Respondent Contact

The name, telephone number and email address of the representative who may be contacted for clarification or other matters relating to the submission should be provided in a cover letter, which will not count towards the page limit.

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2.3.3 Content

Submissions should not exceed **20** 8.5" X 11" single sided pages in **12- point font (Arial)**, including two spreadsheets which can be submitted in 11" X 17" format and will count as *two pages*. Concise submissions will have followed the page limits and font sizes. A lack of conciseness will directly affect a respondent's score and will be considered a weakness in any area of a response that lacks adequate consideration to this request.

Resumés should be attached to the content of submission in the form of appendices, which will not count towards the page limit listed above. Any other documentation that does not respond directly to the Terms of Reference and Rated Requirements, such as corporate literature, should not be included.

Submissions should be clear, concise, and should include sufficient detail for effective evaluation and for substantiating the validity of stated claims. Submissions should not simply rephrase or restate the requirement but rather should provide convincing rationale to address how respondents intend to meet the stated requirements. Respondents shall assume that the evaluation team has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the submissions. Submissions should be submitted in a professional format, including a table of contents. Submissions should follow the same numbering system set forth in this RFQ. Submissions should include the use of accurate reference tabs, if necessary.

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ARTICLE THREE – EVALUATION AND SELECTION METHODOLOGY

3.1 General Evaluation and Selection Methodology

- 3.1.1 Submissions will be evaluated in accordance with the steps in the evaluation process identified below. Respondents are required to address these requirements in sufficient depth in their submissions to permit a full evaluation of their submissions. The onus is on respondents to demonstrate that they meet the requirements specified in this solicitation.
- 3.1.2 The Town will evaluate Rated Requirements only on the documentation provided as part of the submissions. References in submissions to additional information not submitted with the submissions, such as website addresses where additional information can be found, will not be considered in the evaluation of the Rated Requirements.
- 3.1.3 Evaluation of submissions will commence after the RFQ closing date.

3.2 Conduct of Evaluation

- 3.2.1 In conducting its evaluation of respondents' submissions, the Town may, but will have no obligation to:
 - 3.2.1.1 Seek clarification or verification from respondents regarding any or all information provided by them with respect to the solicitation;
 - 3.2.1.2 Contact any or all references to verify and validate any information submitted;
 - 3.2.1.3 Request specific information with respect to any respondent's legal status;
 - 3.2.1.4 Interview, at the sole cost of the respondents, any respondents and/or any or all of the resources proposed by respondents to fulfill the requirement of the solicitation.
- 3.2.2 The above request(s) will be made by the Administrative Authority. Respondents shall comply with the request(s) within the time period specified in the request(s). Failure to comply

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with the request(s) may result in the submission being declared non-responsive.

3.3 Evaluation Team

3.3.1 An evaluation team comprised of Town and Consultant staff, will review all submissions received and score the submissions using a “consensus” approach. The Town reserves the right to engage professional external or internal consultants to assist with the evaluation process.

3.4 Steps in the Evaluation and Selection Process

3.4.1 By submitting a response, respondents agree to be bound by the process set out in this solicitation regarding the conduct of this solicitation and the evaluation of submissions.

3.4.2 The Town reserves the right to conduct steps of the evaluation consecutively or concurrently. That is, the fact that a respondent has proceeded to a later step shall not imply that the Town has conclusively determined that the respondent has passed all of the preceding steps.

Step	Evaluation Stage Description	Weighting
1	Evaluation against Rated Requirements	100 evaluation points
2	Due Diligence	N/A
3	Selection of the Short-Listed Respondent(s)	N/A
4	Debriefing	N/A
	Total points available	100 evaluation points

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3.5 Step One – Evaluation against Rated Requirements (100 evaluation points)

3.5.1 Submissions will be evaluated and scored in accordance with the rated requirements of this RFQ and the following scoring guide:

Percentage of possible score	Rating Criteria	Description
100%	Response is excellent	The Town has determined that the respondent's response to the rated requirement is excellent. <i>For example, all specified factors of the requirement have been addressed in persuasive detail.</i>
85%	Response is very good	The Town has determined that the respondent's response to the rated requirement is very good. <i>For example, most specified factors of the requirement have been addressed in persuasive detail with some addressing only the basic requirement.</i>
70%	Response is satisfactory	The Town has determined that the respondent's response to the rated requirement is satisfactory. <i>For example, the specified factors of the rated requirement meet the basic requirements.</i>
50%	Response is less than satisfactory	The Town has determined that the respondent's response to the rated requirement is unsatisfactory. <i>For example, the specified factors of the requirement have been addressed minimally or nominally.</i>
30%	Response is poor	The Town has determined that the respondent's response to the rated requirement is poor. <i>For example, the response does not address many of the specified factors of the requirement, or the respondent did not provide any substantiating documentation or evidence in support of its response.</i>
0%	Not Responsive, Not Relevant or Not Discussed.	The Town has determined that the Respondent's response to the rated requirement does not address the required minimum information or is not relevant. <i>For example, the response does not address the mandatory requirements set out in the evaluation criteria.</i>

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3.5.2 A summary of the Rated Requirements is provided below:

Item No.	Rated Requirement	Minimum Score Required	Points
R.1	General Contractor Capability and Experience		20
R.1.1	Company Profile		5
R.1.2	Relevant Projects Example No. 1		7.5
R.1.3	Relevant Projects Example No. 2		7.5
R.2	Subcontractor Capability and Experience		30
R.2.1	Proposed Subcontractor: Process-Mechanical		15
R.2.2	Proposed Subcontractor: Electrical		15
R.3	Experience and Qualifications of Key Team Members		30
R.3.1	Project Manager		8
R.3.2	Site Superintendent – Water Treatment Plant		6
R.3.3	Site Superintendent – Wastewater Treatment Plant		6
R.3.4	Commissioning Manager / Coordinator		8
R.3.5	Project Team Organizational Chart		2
R.4	Approach and Methodology		20
R.4.1	Reporting and Schedule Management Techniques		10
R.4.2	Commissioning of Equipment and Controls		10
	TOTAL	70	100

3.5.3 Respondents are required to achieve a minimum score of 70% on the overall rated requirements as defined by **Annex B – Rated Requirements**. Failure to achieve the minimum score will render a submission non-responsive and it will be given no further consideration.

3.5.4 Each Sub-Contractor proposed is required to achieve a minimum score of 70% on each project example (Refer to R.2. – Subcontractor Capability and Experience) in order to be considered responsive for the proposed discipline. Subcontractors not receiving the minimum score

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will be deemed non-responsive and will be given no further consideration.

3.6 Step Two– Due Diligence

- 3.6.1 The Town, at its sole and absolute discretion, may conduct a due diligence phase to review the certainty, reasonableness and comprehensiveness of a respondent's submissions. The Town may seek clarification of any of the elements contained in the submission and contact anyone able to provide a project reference in order to confirm the information provided. Respondents are expected to cooperate in providing clarification on any of the components of their submissions. Submissions that fail to satisfy the due diligence phase will not be given any further consideration.
- 3.6.2 Respondents may be required to provide supplemental information concerning their submissions if requested by the Town. Generally, such information should be provided within 24 hours of the Town's request.

3.7 Step Three – Selection of the Short-Listed Respondent(s)

- 3.7.1 This RFQ is the first stage of a two-stage process. This stage involves the selection of a short list of the most qualified respondents. The Town will select all submissions that achieve a score of 70% on Step One - Evaluation against Rated Requirements. Submissions receiving less than 70% will not be eligible to participate in Stage 2.
- 3.7.2 In order to be considered for the Stage 2 process, respondents should provide the following to the Town with their submissions. **If a respondent fails to provide any of the following documentation with their submission, the respondent shall have 48 hours to provide the documents.** If the respondent fails to provide the necessary documentation within this time period, their submission will be deemed non-compliant and given no further consideration.

1. Bonding Capability

- A letter from the Surety Company confirming the respondent's total bonding limits. The successful bidder of the Stage 2 RFT will be required to provide a 50% Performance Bond and 50% Labour & Material Payment Bond on behalf of the respondent for all work.

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<p>2. Insurance Capability</p> <ul style="list-style-type: none">A letter from the Insurance Company confirming their ability to obtain the required Insurance Coverages as indicated in Article 3.7.3 Insurance Requirements, detailed below. Copies of insurance certificates are not acceptable.
<p>3. Financial Capability</p> <ul style="list-style-type: none">A letter from the respondent's financial institution with confirmation that the respondent is financially in good standing.
<p>4. WSIR Report</p> <ul style="list-style-type: none">The Respondent will provide the Town with a current copy of their Workplace Injury Summary Report.

3.7.3 Insurance Requirements:

The contractor shall provide and maintain, at its sole expense, during the term of the Contract, in a form acceptable to the Town, all minimum insurance requirements per CCDC-41, including but not limited to the following policies of insurance:

Wrap-Up Liability Insurance issued on an occurrence basis for an amount of not less than \$10,000,000.00 per occurrence protecting against all claims arising from the Work performed by or on behalf the Contractor, its officers, employees, subcontractors or other parties whom the contractor is responsible. Such insurance shall include bodily injury and property damage, including loss of use: broad form products, broad form completed operations: premises, property and operations: personal injury: blanket contractual liability; non-owned automobile; broad form property damage; owners and contractors protective; occurrence property damage; medical payments; employees as additional insured(s); contingent employers liability; incidental medical malpractice; cross liability and severability of interest clauses. Such insurance:

- (i) Shall contain a 24 month completed operations;
- (ii) Shall add the Town of Carleton Place, its elected officials, officers, agents, employees and other parties who the Town are responsible as additional insured with respect to the Work performed under the Formal Agreement

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- (iii) Shall not contain any exclusions or limitations in respect of shoring, underpinning, raising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or land from any cause
- (iv) Cover the use of explosives if applicable. The Contractor shall be solely responsible for all damage loss or costs resulting directly or indirectly from such use.
- (v) Shall be non-contributing with and apply as primary and not as excess of any insurance available and shall contain a waiver of subrogation in favor of the Town.
- (vi) Shall include all contractors, sub-contractors, architects, engineers, and project and construction managers as additional insured.
- (vii) Deductible shall not exceed twenty-five thousand (\$25,000) dollars and shall be the sole responsibility of the Contractor.

Builders Risk All Risk coverage including Earthquake and Flood for the full replacement cost of the project. Such insurance shall include hard costs; soft costs; expediting expenses; debris removal; transit; unnamed locations; professional fees; firefighting expenses; blanket bylaws, delayed opening and testing and commissioning.

The policy will be issued in the name of the Contractor and the Town of Carleton Place. Such insurance shall include all contractors, sub-contractors, architects, engineers, project and construction managers as additional insured. The Deductible shall be no greater than \$25,000 for Direct Damage. The Deductible for Flood shall be no greater than \$25,000. The Deductible for earthquake shall be 3% of the loss value subject to a minimum of \$100,000. All Deductibles shall be the sole responsibility of the Contractor.

Boiler & Machinery coverage issued on a Comprehensive Form including production machinery (if applicable) for the full replacement cost of the project. Such insurance shall include soft costs; expediting expenses; water damage; hazardous substances; delayed opening, testing and commissioning and professional fees. The policy will be issued in the name of the Contractor and the Town of Carleton Place.

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The Deductible shall be no greater than \$25,000 for Direct Damage and shall be the sole responsibility of the Contractor.

Broad Form Contractor's Equipment covering construction machinery and equipment used by the contractor for the performance of the work unless contractors are self-insured in this regard.

Automobile Liability insurance with respect to owned and leased licensed vehicles used directly or indirectly in the performance of the Project shall be maintained by all parties covering liability for bodily injury, death and damage to property with a limit of not less than \$10,000,000 inclusive for each and every loss.

Professional Liability (errors and omissions) Insurance coverage shall be maintained by all professional consultants to the project to a limit of not less than \$2,000,000. Such insurance shall not exclude bodily injury or property damage including loss of use; or pollution liability. If such insurance is written on a claim made basis, the coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement. The Deductible shall be no greater than \$5,000 and will be the sole responsibility of the consultant.

Environmental Impairment Liability with a limit of not less than \$5,000,000 per incident /annual aggregate. Coverage shall include third party bodily injury and property damage including on-site and off-site clean-up. If such insurance is issued on a claims made basis, such insurance shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement. The deductible shall be no greater than \$5,000. and will be the sole responsibility of the Contractor. Such insurance shall include all contractors, subcontractors, architects, engineers, project and construction managers as additional insured. Such insurance shall add the Town of Carleton Place, their elected officials, agents, officers and employees as additional insured with respect to the operations of the Contractor. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available and shall contain a waiver of subrogation in favor of the Town of Carleton Place.

Commercial General Liability insurance issued on an occurrence basis for an amount of not less than \$10,000,000 per occurrence with an aggregate limit not less than \$10,000,000 within any policy year and with

Request for Pre-Qualification Water and Wastewater Treatment Plant Expansions Project

a deductible not exceeding \$10,000 shall be maintained by all parties to the Project. Such insurance shall include but is not limited to bodily injury and property damage including loss of use; personal injury; blanket contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products, broad form completed operations; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause.

All the above insurance policies shall contain an endorsement to provide all Named Insured and Additional Insured with 30 days prior written notice of cancellation.

The Contractor shall provide a certificate of insurance as evidence of the above noted insurance prior to the commencement of work and upon the anniversary date of all such policies described herein.

3.8 Step Four – Debriefing

- 3.8.1 Respondents are entitled to request a debriefing from the Town of how their submissions were evaluated. Debriefing sessions should be requested within 10 days following the Town notification to the respondents of the conclusion of Step Three of the evaluation process.

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ANNEX A – TERMS OF REFERENCE

1. Requirement:

The Town of Carleton Place, hereinafter referred to as the Town, is requesting qualification submissions from respondents for the construction of the Town's:

- I. Water Treatment Plant (WTP) Expansion
- II. Wastewater Treatment Plant (WWTP) Expansion
- III. Household Hazardous Waste (HHW) Transfer Depot

2. Project Title and Location

Project Title: Town of Carleton Place - Water and Wastewater Treatment Plant Expansions.

Project Location:

- I. The Work for the WTP Expansion is located at 199 John St, Carleton Place, Ontario, K7C 1N7;
- II. The Work for the WWTP Expansion is located at 122 Patterson Cr, Carleton Place, Ontario, K7C 4P3, and adjacent property (current HHW transfer depot and compost yard) at 128 Patterson Cr, Carleton Place, Ontario, K7C 4P3;
- III. The Work for the new HHW transfer depot is located at 1 Bates Drive, Carleton Place, Ontario, Canada, K7C 4J8 (Bates Drive Public Works Yard).

The Contract Documents may refer to "WTP", "WWTP" and "HHW". These refer to "Water Treatment Plant", "Wastewater Treatment Plant" and "Household Hazardous Waste Transfer Depot" respectively.

3. General Project Description

3.1 The Town is seeking qualification submissions from Contractor Teams (General Contractor together with subcontractors) for works to implement the Water and Wastewater Treatment Plant Expansion Project.

This general project objectives are to:

- Increase the Town's WTP treatment capacity to service Town population growth and relieve existing capacity constraints. The existing plant capacity of 12MLD (megalitres per day) maximum day demand (raw water intake) will be increased to 19.5MLD maximum day demand (raw water intake).

Annex A Terms of Reference

- Increase the Town's WWTP capacity to service Town population growth and to meet new effluent criteria. The existing plant capacity of 7.9MLD annual average day flow will be increased to 10.625MLD, with a new peak hourly capacity of 42.5MLD.
- Construct a new Household Hazardous Waste (HHW) Transfer Depot at the Bates Drive Public Works Facility.

The project generally includes the following major works:

a. Water Treatment Plant Expansion:

- Construction of a new WTP Expansion Building to accommodate various process upgrades;
- Upgrade and relocation of intake wet well and low lift pumps to new Expansion Building;
- Addition of a supplementary 3rd Actiflo™ treatment train unit and conversion of the existing partially buried filter room to accommodate the unit. This involves demolishing and removing the existing steel filter tanks and constructing an addition above the partially buried filter room structure to accommodate;
- Equipment upgrades within the two (2) existing Actiflo™ treatment units;
- Replacement of the existing steel filter tanks with new concrete filter basins in the Expansion Building;
- Addition of underground chlorine disinfection clearwell tanks with supplemental UV reactors;
- Upgrades to chemical storage and feed systems;
- New natural gas service and emergency generator with outdoor sound attenuated enclosure;
- New Hydro One overhead line and electrical service entrance;
- Various utility relocations, including intake pipe diversion and twinning of the 450mm distribution main within the WTP expansion project limits.

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b. Wastewater Treatment Plant Expansion:

- Construction of three (3) new buildings to accommodate new treatment processes:
 - o Construction of a new headworks building to house upgraded pumping, grit removal and screening processes;
 - o Construction of a new Membrane Bioreactor (MBR) building to accommodate preselected MBR equipment, replacing existing conventional activated sludge treatment process;
 - o Construction of a new Waste Activated Sludge (WAS) thickening building (a.k.a. RDT Building) to house new rotary drum thickeners (RDTs);
- Construction of new aeration tanks and UV disinfection channel at the MBR building to replace existing units;
- Conversion of (3) existing storm tanks (chemically assisted primary treatment) into permanent primary clarifiers by modifying the clarifier effluent channel;
- Conversion of two (2) existing secondary clarifiers into covered biosolids (digested sludge) storage tanks;
- New chemical storage and feed systems to support treatment processes;
- Construction of a new canopy structure above existing secondary digester to eliminate operational issues related to snow load on existing floating cover;
- Electrical supply upgrades and new natural gas standby generator with outdoor sound attenuated enclosure.

c. Household Hazardous Waste Transfer Depot:

- Demolition of existing Household Hazardous Waste Transfer Depot at 128 Patterson Crescent;
 - o Note that the HHW transfer depot does not process, dispose of or provide long-term storage of wastes. The depot is available for Town and County residents to drop off household items for temporary collection and pick-up by third parties in larger bulk quantities. The depot demolition shall be coordinated with the Town for removal of temporarily-stored

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wastes once the new HHW transfer depot is constructed and operational.

- Construction of new HHW transfer depot at 1 Bates Drive, including:
 - o Construction of new 1,800 ft² slab-on-grade, naturally ventilated building to collect and temporarily store household hazardous waste items;
 - o Supply, install and test emergency shower and eyewash;
 - o Provide water service and electrical supply along Bates Drive;
 - o Site reinstatement and pavement.

As part of the Water and Wastewater Treatment Plant Expansion Project, the Town of Carleton Place has pre-selected the following equipment and services:

- A Membrane Bioreactor (MBR) System supplied by Veolia. This is a complete package of all ultra-filtration membrane equipment including all tanks, cassettes, pumps and air scour blowers. The MBR preselection supply and service agreement with Veolia will be novated to the General Contractor.
- Instrumentation & controls, SCADA integration, and PLC and SCADA HMI programming services are to be completed by Capital Controls & Instrumentation Inc, which is to be retained by the General Contractor.

- 3.2 The Town is currently at 60% design development of the WWTP and 80% design development of the WTP and intends to tender the project as a stipulated price General Construction contract (CCDC 2-2020).
- 3.3 The project Consultant for the design and tendering phase is Stantec Consulting Ltd. Design and contract tender documents are provided by the Consultant for the Town.
- 3.4 The pertinent schedule milestones for the project are outlined at Article 1.10, Proposed Schedule of Events. All approvals are scheduled to be in advance of the planned construction start on site.

4. Scope of Work Overview

In general, the Work consists of supply and installation of materials, labour and equipment in accordance with the contract drawings and specifications for the

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Construction of the Town's Water and Wastewater Treatment Plant Expansion Project, including related civil, architectural, structural, building mechanical, electrical, instrumentation and control work. This section provides the general project works in more detail than in the General Project Description section above:

- 4.1 Upgrade and expansion of the Carleton Place Water Treatment Plant including:
 - a. Relocate existing yard piping and utilities, including storm sewer, two residual forcemains, watermain and Hydro One electrical service entrance. The existing 450mm supply watermain will be split and twinned from within the existing filter room basement to a new valve chamber where it connects to the existing 300mm and 450mm distribution mains.
 - b. Tap into existing 600mm prestressed concrete intake pipe and divert towards the new low lift pump station in the expansion building. The intake connection to the original 1914 building (and existing treatment train) shall remain open until the new expansion works are commissioned and operational.
 - c. Construct new WTP Expansion Building, including:
 - i. Low lift pumping station with two (2) new intake wet wells and mechanical screens and four (4) new low lift pumps,
 - ii. Four (4) concrete filter tanks,
 - iii. Technical gallery with two (2) new UV reactors,
 - iv. Underground clearwell tanks, filter backwash tank and backwash wastewater tank,
 - v. Process connections to existing Actiflo™ Tanks and clearwells in 1984 Expansion building,
 - vi. Chemical storage room with sodium hypochlorite storage and feed skids,
 - vii. Connection to Hydro One's electrical service through a new 44kV overhead line, and terminated at a new padmount transformer,
 - viii. New low voltage electrical distribution service entrance switchboard, bypass automatic transfer switch, distribution panels, stepdown transformers, panelboards, and motor control centers,

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- ix. New standby natural gas generator with outdoor sound attenuated enclosure,
 - x. New PLC, instrumentation, communications and SCADA equipment, and
 - xi. New Building Mechanical systems.
- d. Modifications to 1984 Expansion building, including:
- i. Structural and architectural modifications to construct addition above partially buried filter room basement, matching adjacent Actiflo™ room height,
 - ii. Decommission, demolish and remove three existing steel filter tanks and associated piping, controls and instrumentation (once new filter tanks are commissioned and operational),
 - iii. Relocation of existing MCCs, High Lift Pumps starters, and other electrical and control equipment,
 - iv. Construct 3rd Actiflo™ treatment train including instrumentation and controls,
 - v. Process upgrades to two existing Actiflo™ trains including replacement of mixers and gear reducers,
 - vi. Modifications to splitter box at Actiflo™ outlet to send flow to new filter tanks,
 - vii. Construction of new splitter box with gate valves within existing clearwell, and
 - viii. Split and twin existing 450mm potable water pipe within the filter room basement, including new flowmeter, valves and analyzers.
- e. Modifications to original 1914 WTP building, including:
- i. Decommission and remove existing low lift pumps, 400mm raw water pipe and instrumentation and controls,
 - ii. Decommission and remove existing electrical service entrance,
 - iii. Decommission and remove existing diesel generator, and
 - iv. Replace existing PLC control panel.

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- f. Existing chemical system modifications:
 - i. Remove existing chlorine gas system and replace with sodium hypochlorite carry-water dosing system,
 - ii. Install new microsand hopper, wetting cone and eductor system to dose into Actiflo™ tanks,
 - iii. Replace existing polymer preparation system and dosing pumps,
 - iv. Decommission and remove existing ammonia storage and feed system, and
 - v. Decommission and remove existing lime storage and feed system.
- g. New stairwell and corridor connection from 1984 Expansion and existing main entrance corridor to new WTP Expansion Building;
- h. New natural gas supply to the site;
- i. Upgrade electrical supply and transformer;
- j. Testing and commissioning of all new equipment and systems, including provision of temporary clarification unit to test new filter tanks;
- k. Site grading, yard piping, ductbanks, new pavement, landscaping and other reinstatement.

4.2 Upgrade and expansion of the Carleton Place Wastewater Treatment Plant including:

- a. Construct two (2) new raw sewage diversion chambers and sewers on the existing 500mm and 750mm plant influent sewers to redirect inflow towards a new headworks system. Each diversion chamber will include an overflow weir such that flows in excess of the upgraded plant capacity will continue towards the existing bypass and outfall pipe;
- b. Construct new Headworks building to house upgraded raw sewage pumping, grit removal and screening processes, including a new fine screening process and odour control. New equipment will include four (4) new raw sewage pumps, one (1) mechanical coarse screen with washer/compactor, one (1) manual bar screen, two (2) rotary drum fine screens with washer/compactor, one (1) activated carbon odour control system, two (2) vortex grit removal tanks with grit pumps and classifier and an overhead bridge crane;

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- c. Construct new Membrane Bioreactor (MBR) building with two (2) new Aeration Tanks, mixed liquor channel and four (4) ultra-filtration membrane tanks, including installation of MBR vendor equipment, four (4) aeration tank blowers, effluent water system, chemical (sodium hypochlorite & citric acid) storage and feed systems, MBR bridge crane and other process equipment and piping. Abandon existing Aeration Tanks;
- d. Construct new RDT building including two (2) new rotary drum thickeners with sludge hoppers, new polymer storage and feed system and biosolids pickup station;
- e. Structural modifications to existing primary clarifier and storm tank effluent channel to direct flow towards a new drop manhole and 750mm pipe towards new aeration tanks and MBR Building;
- f. Construct new underground UV channel with new UV disinfection equipment adjacent to new MBR building. Decommission, remove and abandon existing UV system;
- g. Install prefabricated cover above two (2) of three (3) existing secondary clarifier tanks to convert into digested sludge (biosolids storage) tanks, and install new jet mix pump within existing utility tunnel. Decommission and abandon 3rd secondary clarifier;
- h. Construct new structural snow-load canopy overtop of existing secondary digester;
- i. Existing equipment removals, including mechanical bar screen, grit tanks, UV disinfection equipment, aeration tank piping and equipment, secondary clarifier platforms, piping and equipment, RAS pumps, WAS pumps and various other equipment and piping;
- j. Install new natural gas backup generator and abandon existing generator;
- k. Electrical utility supply temporary relocation and new electrical utility supply to RDT building;
- l. New low voltage electrical distribution service entrance and distribution including switchboards, bypass automatic transfer switch, panelboards, stepdown transformers, MCCs, VFDs, etc.;
- m. New PLCs, instrumentation, communications and SCADA equipment;
- n. Building Mechanical systems for all new buildings, equipment and processes;

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- o. Testing and commissioning of all new equipment and systems with proper phasing to ensure adequate levels of treatment are available at all times;
- p. New water, sanitary sewer and natural gas services to new buildings;
- q. Site grading, yard piping, ductbanks, new pavement, landscaping and other reinstatement.

Refer to **Appendix I** for selected 60% WWTP and 80% WTP design reference drawings and documents related to the Water and Wastewater Treatment Plant Expansion Project.

The design drawings and associated documentation presented herein are intended solely for reference purposes and are subject to modification during the ongoing design phase.

5. Project Challenges and Constraints

The challenges and constraints of this project include, but are not limited to the following:

5.1 Water Treatment Plant

- The WTP is located in a recreational area adjacent to the Carleton Place High School. The Contractor will need to accommodate public parking and traffic, including chemical deliveries and general access to the existing plant. The Contractor will need to manage noise, dust and vibration to minimize disruptions to school operations and risk to students and the general public.
- The original 1914 WTP building is considered a building of heritage interest and value by the Town and will require careful planning and vigilant monitoring by the Contractor to minimize the risk of structural damage while performing adjacent excavation and rock removal. The Contractor will need to engage a blasting consultant to if rock removal by blasting is proposed.
- The existing facility must be kept in continuous operation at all times. The Contractor shall schedule work properly ahead of time, provide and dismantle temporary works and connections as required to ensure the facility can be operated as required by the Town at all times. Short temporary shutdowns may only be accommodated for final tie-in connections and will require a formal shutdown request in writing, along with a detailed shutdown plan, at least 14 calendar days in advance of the requested shutdown date.

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- The existing WTP operates near or at capacity during the summer months due in part to outdoor water use. The sequence of works should be planned such that any required shutdowns or process outages are coordinated during periods of low water demand.
- The plant operation and compliance with the criteria outlined in the plant's Drinking Water Works Permit (DWWP) and Permit to Take Water (PTTW) take precedence over the construction activities in this contract.
- Specific sequencing and project constraints include:
 - Relocation of existing utilities in the WTP yard should be completed prior to excavation of new building foundations and buried structures. Relocation and twinning of the 450mm watermain will require careful planning as this is the Town's sole source of municipal potable water. The conditions of existing buried utilities, including the watermain, intake pipe and residuals forcemains, are unknown.
 - The existing steel filter tanks must remain operational until the new filter tanks are commissioned and fully integrated into the treatment train. The new Actiflo™ addition may not be constructable until after this time.
 - Clarified water is required to commission the new filter tanks. The Contractor will be responsible for providing this water, which may include implementing a temporary portable clarification unit.
 - Some process, mechanical and electrical equipment may have long manufacturing lead times, which must be coordinated into the Contractor's overall schedule and shop drawing submission plan.

5.2 Wastewater Treatment Plant

- The existing facility must be kept in continuous operation at all times. The Contractor shall schedule work properly ahead of time, provide and dismantle temporary works and connections as required to ensure the facility can be operated as required by the Town at all times. Short temporary shutdowns may only be accommodated for final tie-in connections and will require a formal shutdown request in writing, along with a detailed shutdown plan, at least 14 calendar days in advance of the requested shutdown date.
- The existing WWTP operates near or at capacity during the Spring freshet and wet weather periods. The sequence of works should be planned such that any required shutdowns or process outages are coordinated during low flow periods.

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- The plant operation and compliance with the criteria outlined in the plant's Environmental Compliance Approval (ECA) take precedence over the construction activities in this contract.
- Specific sequencing and project constraints include:
 - The MBR membrane warranty requires all wastewater to have been fine-screened prior to being introduced into the MBR system. Therefore, the new Headworks building and systems will need to be commissioned and operational prior to testing the MBR with wastewater.
 - The MBR will produce waste activated sludge (WAS) when operating with wastewater. Therefore, the RDT and MBR systems will need to be ready and available for commissioning at the same time.
 - The existing conventional treatment train must remain operational until the new MBR is fully commissioned. Therefore, the secondary clarifier conversion to biosolids storage cannot begin until after the new MBR / RDT system is operational.
 - The existing hydro power supply to the plant is in conflict with the proposed Headworks building footprint, and therefore must be relocated to accommodate the new construction. A permanent hydro service directly to the new RDT building is to be provided.
 - Some process, mechanical and electrical equipment may have long manufacturing lead times, which must be coordinated into the Contractor's overall schedule and shop drawing submission plan.

5.3 Household Hazardous Waste Transfer Depot

- The existing HHW transfer depot at 128 Patterson Crescent cannot be demolished until the new depot at Bates Drive is complete and handed over to the Town for operations. Prior to transferring operations to Bates Drive, the existing depot must remain accessible by Town staff and residents during operating hours (Saturdays from 8am to 12pm between mid-May until early September each year), and accessible by third-party waste collection services during waste pick-up hours. The Contractor must also accommodate vehicle staging along Patterson Crescent and maintain a through-lane towards McNeely Drive along the southeast boundary of the work site.
- The Bates Drive Public Works Yard is routinely accessed by Town trucks and mobile equipment and has only one entrance. The Contractor must

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maintain at least a lane of traffic for Public Works to access the site at all times.

5.4 General

- Perform work continuously during critical shutdown, connection and changeover, and as required to prevent interruption of the plant operation.
- In the event of conflict between construction operations and routine plant operations, plant operations have priority. The General Contractor shall take every precaution to avoid interfering with routine maintenance and reschedule construction activities as required.
- Due to the complexity of the new systems and equipment being implemented, it is extremely important that a detailed sequencing plan be developed and implemented. As part of the sequencing, thorough testing and commissioning must be performed before the new systems are solely relied upon for the plant's operation.
- The Contractor must coordinate their planned work sequences and schedule with their proposed subcontractor availability (including Capital Controls).

6. Schedule and Target Completion Dates

Per Article 1.10, this project is currently planned to begin Spring 2025.

7. Major Partners and Stakeholders

The major partners and stake holders included in this project include, but are not necessarily limited to the following:

- Ontario Clean Water Agency (OCWA)
- Town of Carleton Place Supply and Procurement
- Town of Carleton Place Public Works
- Hydro One Limited
- Enbridge Gas Inc
- Pre-selected Equipment Suppliers/Service providers:
 - Veolia

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- Capital Controls & Instrumentation Inc
- Ministry of Environment, Conservation and Parks (MECP)
- Technical Standards Safety Authority (TSSA)
- Electrical Safety Authority (ESA)
- Mississippi Valley Conservation Authority (MVCA)

**Annex B
Rated Requirements**

ANNEX B – RATED REQUIREMENTS

Item	Requirement	Maximum Points
R.1	General Contractor Capability and Experience	20
R.1.1	Company Profile	5
<p>Respondents should provide a concise corporate resume describing corporate experience, capability and strength as an organization.</p>		
R.1.2 R.1.3	Relevant Projects (7.5 points per project example)	15
<p>Respondents should provide two (2) concise examples of projects, in which the respondent was the General Contractor, of similar complexity and scope, as described in Annex A, with a minimum value of \$30M. Project examples must have been substantially performed in the past ten (10) years, or currently underway with minimum 75% of work complete.</p> <p>The example projects shall be of similar size and complexity to the Water and Wastewater Treatment Plant Expansion Project, as well as involve the respondent acting as the General Contractor which includes the management of multiple disciplines such as civil, structural, process, electrical, control and/or mechanical subcontractors.</p> <p>It is the Respondents' responsibility to ensure that contact information of the Owners and Architect/Engineer provided for references is accurate, otherwise the reference may be deemed invalid and receive a score of zero.</p> <p>Project experience should be provided following the format of the General Contractor Capability and Experience form attached as Appendix I to respond to this rated requirement.</p> <p>The Town will only evaluate two (2) examples. If more than two (2) project examples are provided, only the first two (2) will be evaluated.</p>		
R.2	Subcontractor Capability and Experience	30
R.2.1	Proposed Subcontractors by Discipline	30
<p>Respondents should concisely describe the subcontractors proposed to provide the key disciplines needed to successfully complete the Water and Wastewater Treatment Plant Expansion Project.</p> <p>For both of the two disciplines below, each respondent may name up to two (2) possible subcontractors and indicate whether each is proposed to work on one or both plants. Respondents should present two (2) project examples for each subcontractor proposed. Each possible subcontractor will be evaluated; however, only the lower rated subcontractor in each discipline will be included in the total points. An example is illustrated below:</p>		

**Annex B
Rated Requirements**

	Subcontractor 1	Subcontractor 2	Points carried forward
Process-Mechanical	5	2	2
Electrical	1	4	1

Any proposed subcontractor that achieves a minimum score of 70% will be entered into a pool and will be eligible to be used by any qualified General Contractor during the Tender phase.

Respondents should provide two (2) concise examples of projects through the Subcontractor Capability and Experience form for each proposed subcontractor for each discipline, outlining the subcontractors' relevant experience working on projects of similar scope and complexity within the last 10 years.

- Process-Mechanical Subcontractor – 15 Points
- Electrical Subcontractor – 15 Points

The Process-Mechanical Subcontractor shall provide project examples in which they completed the following:

- Supply, installation, testing and commissioning of process equipment, piping, valves and other appurtenances in both wastewater and water treatment applications.
- Supply, installation, testing and commissioning of large capacity pumping systems, including pumps, piping, valves and other appurtenances.
- Supply, installation, testing and commissioning of process air systems, including blowers, piping, valves and other appurtenances.
- Supply, installation, testing and commissioning of chemical feed systems.
- Integration with an existing facility and staging work to ensure the existing facility remains operational throughout the project.

The Electrical Subcontractor shall provide project examples in which they completed the following:

- Supply, installation, testing and commissioning of medium/high voltage electrical power distribution systems including overhead distribution, transformers, and distribution switchgears complete with required protection, control and automation systems.
- Supply, installation, wiring, testing and commissioning of 600V and 120/208V electrical power distribution systems, lighting, emergency lighting, in an industrial environment.
- Supply, installation, testing, and commissioning of a natural gas generator engine with minimum electrical output of 500kW per unit.
- Execution of work in Zone 1 hazardous areas.
- Integration with an existing facility and staging work to ensure the existing facility remains operational throughout the project.

Annex B Rated Requirements

- Capital Controls shall be retained as the System Integrator to complete supply, installation, testing and commissioning of industrial control panels containing Programmable Logic Controllers (PLCs), SCADA network access panels, motor controls, and industrial instrumentation.

Where a respondent will perform its own trade work, it should concisely describe its own related project experience for that trade by submitting a Subcontractor Capability and Experience Form as attached as **Appendix II**.

The Town reserves the right to verify all information provided. The Town will only evaluate two (2) project examples for each proposed subcontractor. If more than two (2) project examples are provided, only the first will be evaluated.

Respondents should follow the format of the Subcontractor Capability and Experience form attached as **Appendix II** to respond to this rated requirement.

R.3	Experience and Qualifications of Key Team Members	30
R.3.1	Project Manager	8

Identify the proposed Project Manager, and concisely describe two (2) recent project examples that demonstrate the proposed construction project manager’s relevant project management experience regarding similar projects of scope and complexity as described in **Annex A**.

The proposed project manager shall have a minimum of ten (10) years of experience as a construction project manager directly responsible for managing large multi-disciplinary construction projects.

Respondents should follow the format of **Table A** provided in **Appendix III – Key Team Member Description Form**, to respond to this rated requirement. A resume should outline past similar project experience and be included as an appendix.

R.3.2	Site Superintendent – Water Treatment Plant	6
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Identify the proposed Site Superintendent for the Water Treatment Plant and concisely describe two (2) recent project examples that demonstrate the proposed Site Superintendent’s relevant experience regarding similar projects of scope and complexity, as described in **Annex A**.

The proposed site superintendent shall have a minimum of ten (10) years of experience as a construction site superintendent directly responsible for coordination with and supervising multidiscipline sub-trades.

Respondents can select either the site superintendent for the Water Treatment Plant or the Wastewater Treatment Plant to be used for the Household Hazardous Waste (HHW) Transfer Depot, however the same individual cannot be proposed for both treatment plant sites.

Respondents should follow the format of **Table B** provided in **Appendix III – Key Team Member Description Form**, to respond to this rated requirement. A resume should outline past similar project experience and be included as an appendix.

**Annex B
Rated Requirements**

R.3.3	Site Superintendent - Wastewater Treatment Plant	6
<p>Identify the proposed Site Superintendent for the Wastewater Treatment Plant and concisely describe two (2) recent project examples that demonstrate the proposed Site Superintendent's relevant experience regarding similar projects of scope and complexity, as described in Annex A.</p> <p>The proposed site superintendent shall have a minimum of ten (10) years of experience as a construction site superintendent directly responsible for coordination with and supervising multidiscipline sub-trades.</p> <p>Respondents can select either the site superintendent for the Water Treatment Plant or the Wastewater Treatment Plant to be used for the Household Hazardous Waste (HHW) Transfer Depot, however the same individual cannot be proposed for both treatment plant sites.</p> <p>Respondents should follow the format of Table B provided in Appendix III – Key Team Member Description Form, to respond to this rated requirement. A resume should outline past similar project experience and be included as an appendix.</p>		
R.3.4	Commissioning Manager/Coordinator	8
<p>Identify the proposed Commissioning Manager/Coordinator for the Water and Wastewater Treatment Plants and describe two (2) recent project examples that demonstrate the proposed Commissioning Manager/Coordinator's relevant experience of similar scope and complexity, as described in Annex A. One of the project examples must be related to wastewater treatment.</p> <p>Proposed Commissioning Manager/Coordinator should demonstrate experience commissioning facilities of similar size and complexity and have a minimum of 10 years of experience commissioning similar systems.</p> <p>Respondents may choose to submit an individual from a subcontractor as the proposed Commissioning Manager/Coordinator. If an individual from a subcontractor is chosen, the same weighting of score will be retained as if the individual was a direct employee of the General Contractor. If a subcontractor commissioning manager is used, only project examples from that individual's direct project experience may be submitted. If the commissioning manager's subcontractor company is not already proposed as one of the project subcontractors under R.2, the Respondent shall submit a corporate profile.</p> <p>Respondents shall complete the Form provided in Appendix III – Key Team Member Description Form, to respond to this rated requirement. A résumé should outline past similar project experience and be included as an appendix.</p>		
R.3.5	Project Team Organizational Chart	2
<p>Provide a project team organizational chart showing the proposed structure of the respondent's project team, key project staff, subcontractors and lines of reporting. Respondents should concisely demonstrate and explain how the corporate management and the respondent interfaces with the project team and Town team and will ensure adherence to the project objectives.</p>		

**Annex B
Rated Requirements**

A sample project organizational chart is provided in Appendix IV for guidance.		
R.4	Approach and Methodology	20
<i>Respondents should concisely describe the general contracting and site management processes, approaches and methodologies to be utilized for the Water and Wastewater Treatment Plant Expansion Project as it pertains to the following:</i>		
R.4.1	Reporting and Schedule Management Techniques	10
<ol style="list-style-type: none"> 1. Schedule preparation and control for sequential construction within a Municipal, Provincial or Federal wastewater treatment plant which operates continuously 24 hours a day and 7 days a week. Outline reporting, and management techniques including recovery processes to maintain completion date. Include how sub-contractor adherence will be maintained and the mitigation strategies used to recover from schedule delays. 2. Construction planning and control of constrained and complex worksite within an existing wastewater treatment plant with a requirement to maintain operation without interruption. 3. Include an outline description of how a large number of detailed shop drawings and related submittals will be managed and expedited to fit with field construction. 4. Provide, as an appendix, a sample construction schedule, prepared by the respondent for a recently completed project that demonstrates the typical level of detail. 		
R.4.2	Commissioning of Equipment and Controls	10
<ol style="list-style-type: none"> 1. Commissioning of equipment and controls involving detailed planning for sequential control and process system start-up, testing and commissioning. Describe how Town's operation and maintenance staff training will be provided and integrated with commissioning, deficiency management, operational integration of Town Staff and final project wrap-up. 2. The contractor's overall approach to commissioning and how the commissioning activities are coordinated with sub-contractors and equipment suppliers, including pre-purchased equipment suppliers. Provide two (2) examples of past project commissioning plans prepared for similar projects, redact information as necessary to support the submission. 		
	TOTAL	100

**Appendix I
General Contractor Capability and Experience Form**

APPENDIX I – GENERAL CONTRACTOR CAPABILITY AND EXPERIENCE FORM

Contractor's Information	Name:	
	Address:	
	Point of Contact, Name and Title:	
	Phone Number:	
	Email:	
Project Name		
Project Location		
Owner	Name:	
	Owner Contact & Title:	
	Address:	
	Phone Number:	Email:
	Architect/Engineer Contact:	Architect/Engineer Phone Number:
Budget	Initial Budget: \$	Actual Budget: \$
Completion	Scheduled Completion:	Actual Completion:
Project Details <i>Include comments about the difference between Initial Budget and Actual Cost</i>		

Appendix I
General Contractor Capability and Experience Form

Contractor's Responsibility	
Relevance to this Project	

References may be contacted by the Evaluation Team. References should be notified accordingly.

Please provide a separate sheet for each project example.

**Appendix II
Subcontractor Capability and Experience Form**

APPENDIX II – SUBCONTRACTOR CAPABILITY AND EXPERIENCE FORM

Subcontractor's Information	Discipline:	
	Name:	
	Address:	
	Point of Contact, Name and Title:	
	Phone:	
	Email:	
Project Name		
Project Location		
Owner	Name:	
	Owner Contact & Title:	
	Address:	
	Phone Number:	Email:
	Architect/Engineer Contact:	Architect/Engineer Phone Number:
Budget	Initial Budget: \$	Actual Budget: \$
Completion	Scheduled Completion:	Actual Completion:
Project Details <i>Include comments about the difference between Initial Budget and Actual Cost</i>		

Appendix II
Subcontractor Capability and Experience Form

Contractor's Responsibility	
Relevance to this Project	

References may be contacted by the Evaluation Team. References should be notified accordingly.
Please provide a separate sheet for each project example.

**Appendix III
Key Team Member Description Form**

APPENDIX III – KEY TEAM MEMBERS DESCRIPTION FORM

TABLE A: Project Manager:

Name	
Relevant education, accreditations, qualifications and experience	
Years of Relevant Experience	
Project Example 1: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget and duration.	
Project Example 2: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget and duration.	

TABLE B: Site Superintendent – Water Treatment Plant:

Name	
Relevant education, accreditations, qualifications, and experience	
Years of Relevant Experience	
Project Example 1: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget, and duration.	
Project Example 2: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget and duration.	

**Appendix III
Key Team Member Description Form**

TABLE C: Site Superintendent – Wastewater Treatment Plant:

Name	
Relevant education, accreditations, qualifications, and experience	
Years of Relevant Experience	
Project Example 1: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget, and duration.	
Project Example 2: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget and duration	

TABLE D: Commissioning Manager/Coordinator

Name	
Company	
Relevant education, accreditations, qualifications, and experience	
Years of Relevant Experience	
Project Example 1: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget, and duration.	
Project Example 2: Experience Managing Work of a Similar Scope and Complexity. Include project title, client name and location, project description, Project Manager’s role, project complexity, budget and duration	

Appendix IV Sample Organizational Chart

APPENDIX IV – SAMPLE ORGANIZATIONAL CHART

