



**APPLICATION for PRE QUALIFICATION  
GENERAL CONSTRUCTION CONTRACTORS**

**Construction Projects up to \$3,000,000**

**Prequalified General Contractors will be invited to submit bids for various Renovation and Construction Projects up to \$3,000,000 during the Period ending December 2017.**

Submission address: Trent University  
1600 West Bank Drive  
Peterborough ON K9J 7B8  
Purchasing Office  
Blackburn Hall Suite 140

Att: Lorraine Hayes

Submission Deadline: December 8, 2014  
3:30:00 p.m. Local Time

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ENQUIRIES

Please address enquiries concerning Trent University's General Contractor Prequalification Process to:

Lorraine Hayes  
Manager of Purchasing Services  
Phone 705 748 1011 X 1217  
Email – [Purchasing@trentu.ca](mailto:Purchasing@trentu.ca)

Postal Address  
Trent University  
1600 West Bank Drive  
Peterborough ON K9J 7B8

## 1.0 INTRODUCTION

Trent University maintains a program for prequalification of experienced General Contractors wishing to participate in tender calls for construction/renovation projects up to \$3,000,000. For more information please refer to Trent University Policy **Prequalification of Construction Contractors** <https://www.trentu.ca/purchasing/supplier.php>.

To be eligible to compete in future Request for Proposals or Tenders valued up to \$3 million, General Contractors must prequalify prior to tender issue and be able to demonstrate they have the appropriate financial capacity to undertake the tendered work.

General Contractors may apply at any time for inclusion on the prequalified list however if your application has been unsuccessful, you must wait one year before reapplying.

**Per the Ontario Procurement Directive 2011 pre-qualification under this program does not guarantee success in the award of a future Trent University contract for construction/renovation works.**

## 2.0 DEFINITIONS

*Construction Contractors - for the purpose of this Application Construction Contractors means General Contractors.*

*Construction Contracts - generally means a project tendered by the University for:*

- *The construction of a building on University property; or*
- *The maintenance, repair, renovation, alteration, extension or improvement of a building owned by the University.*

*But normally excludes:*

- *Construction, maintenance or repair of roads or parking lots;*
- *Construction, maintenance or repair of bridges;*
- *Construction, maintenance or repair of a dam;*
- *Construction Management Projects;*
- *Design build projects.*

*FFE - Furniture, fit out and equipment. Items typically included when dealing with a construction budget.*

*Source Lists - Lists of prequalified General Contractors categorized by dollar level and area of expertise. Source lists are valid for three year periods with annual extensions effective January 1 each subsequent year to accommodate new additions.*

### 3.0 LEVELS OF PREQUALIFICATION

The University will develop three prequalified General Contractors Source Lists for three distinct ranges of project values:

	PROJECT VALUE	Prequalification Requested
LEVEL 1	\$ 50,000 to \$ 250,000*	Yes / No
LEVEL 2	\$ 250,000 to \$1,000,000*	Yes /No
LEVEL 3	\$1,000,000 to \$3,000,000*	Yes / No

Contractors are asked to indicate in their application the level of project they wish to be considered for and provide relevant project references however the University reserves the right to decline any application or to approve an application at any level other than the level applied for.

The University also reserves the right to contact any project reference included in your submission.

\*Project values are based on estimated budget value expressed in Canadian Funds excluding taxes, FFE and contingencies.

4.0 **PREQUALIFICATION TERM**– Contractors who prequalify will remain on the source list until December 2017 subject to early removal at the University’s discretion. Each January the prequalification period will be extended by one year for new applications received during the upcoming year. Successful applications remain on the Source List up to three years depending upon the date of acceptance.

5.0 **REMOVAL** - The University reserves the right to remove previously qualified General Contractors based on unsatisfactory work performed for the University, or for unsatisfactory references. General Contractors removed from the source list are not eligible to reapply for 5 years from date of removal.

6.0 **TENDERING PROCESS** - Pre-qualified General Contractors will be invited to submit bids on future projects based on the estimated \$ value of the construction / renovation.

## 7.0 SUBMISSION REQUIREMENTS

Contractors are required to submit the following information:

**A. Completed CCDC 11 – 1996 Contractor’s Qualification Statement**

Appendix B Projects

- Notes:
- 1) Appendix ‘B’ to be specific to recent renovation, alteration and new build projects, preferably within the university and institutional sectors (e.g. hospitals, schools).
  - 2) Referenced projects must have been completed by the company (legal entity) requesting pre-qualification.
  - 3) References to Construction Management Projects or Design Build will not be considered.

Resumes of all Project Managers and Site Supervisors who may potentially be assigned to Trent projects.

- Notes:
- 1) Resumes are expected to include formal education, professional designations, years of experience and a project portfolio highlighting scope of work, project value, client names, project successes etc.
  - 2) The University expects listed managers and supervisory staff to be available for future Trent projects and that once assigned to a project, will complete the assignment except under extenuating circumstances. The University reserves the right to approve any proposed substitutions.

**B. Provide five (5) Past Performance Surveys-** (Appendix 1) completed by former clients for representative projects concluded in the last 5 years.

- Notes:
- 1) Include contact name, company name and current phone numbers.
  - 2) The University reserves the right to contact any or all project references provided by the General Contractor.
  - 3) It is highly recommended that these projects were managed by the same supervisors proposed for Trent projects.

**C. Provide (one page maximum) summaries for three representative projects** listed in your CCDC11 -1996.

- Notes:
- 1) Select projects that demonstrate your firm has a range of experience in the project cost range you are interested in prequalifying for.
  - 2) The summary should contain project name and description, scope of work, contract value, client name, consultant(s), staffing, project successes and challenges. . Describe risks and challenges to the successful completion of the project and actions taken to mitigate same.

**D. Please indicate the \$ level of projects** you are requesting prequalification for. (Refer to Section 3)

**E. Provide two (2) Past Performance Surveys for each Project Manager** proposed to work on Trent projects. (APPENDIX 2)

- F. **Provide two (2) Past Performance Surveys for each Site Supervisor** proposed to work on Trent Projects. ( APPENDIX 3)
- G. **Maximum 1 page summary of the risks and challenges** you would expect to encounter completing construction or renovation of an occupied University campus. Include your plan to mitigate risks to a successful project completion.
- H. **Bonding - Letter** from a nationally recognized Surety Company stating availability of bonding and total bonding limits for projects up to \$3 Million.
- I. **Insurance** - The University requires Contractors to carry \$5 Million Commercial General Liability Insurance for all renovation and alteration projects. The University and Consultants (if any) are to be added as additional insured under the General Contractor's policy. Provide a letter from your insurance agent indicating current coverage and, if less than \$5 Million, that umbrella coverage will be provided on notification of award to meet the requirements specified in the bid document.
- J. **WSIB** - Most recent form of CAD-7/ Neer Calculation/ Merit Adjusted Premium (MAP) Statement issued by WSIB.
- K. **WSIB** - Most current Certificate of Clearance from WSIB.
- L. **Health and Safety**  
Please include: 1) One electronic copy of your company's Health and Safety Manual  
2) A letter confirming that your Health and Safety Policy meets or exceeds the Occupational Health and Safety Act requirements.  
3) A one page executive summary of your firm's health and safety philosophy.

## 8.0 EVALUATION:

The university will strike an evaluation committee who will independently rate each prequalification application per the evaluation plan outlined below. Applicants with a final average score in excess of 75 points will be accepted.

**MANDATORY REQUIREMENTS** – Failure to include these requirements will result in rejection of your application without further review.

1. Complete CCDC 11 document.
2. Confirmation that the legal entity applying for pre-qualification has been providing General Contracting services for a minimum of five (5) years.
3. Letter from a nationally recognized Surety Company stating availability of bonding and total bonding limits for projects up to \$3 Million.
4. Letter from your insurance agent indicating current coverage and, if less than \$5 Million, that umbrella coverage will be provided on notification of award to meet the requirements specified in the bid document.
5. Electronic copy of your Health and Safety Manual.

RATED REQUIREMENTS – Information submitted will be scored using the following criteria and weightings:

Company Qualifications	10 Points	Based on years of experience, financials, project portfolio, project references,
Project Experience	40 Points	Based on CCDC11 projects, performance surveys, references, risk assessment
Management Staff/Project Manager	15 Points	Based on resumes, performance surveys and references
Site Supervisor	20 Points	Based on resumes, performance surveys and references
Safety	15 Points	Based on H and S policy, references and CAD 7 /Neer Calculation/ MAP
TOTAL SCORE	100 Points	



## NOTES

1. The University reserves the right to accept or reject any or all submissions.
2. Prequalification under this program does not guarantee success in the award of future University contracts for construction or renovation projects.
3. By submitting a pre-qualification bid, General Contractors consent to:
  - Allow reference checks of any project included in their submission;
  - Participate in a Contractor Performance Review and (if any) consequences thereof;
  - Resolve conflicts professionally and expeditiously;
  - Release of Company name and Contact information to Sub Trades in a format acceptable to Trent (i.e. posted on Trent's website, advertised in local papers, faxed to Trades on request).
4. Poor performance(s), and breach of contract shall be sufficient cause to remove the General Contractor from the University's pre-qualified list for five (5) years.
5. Prequalification is open to General Contractors at any time however unsuccessful applications must wait one year before reapplying.
6. The University reserves the right to request updates of pre-qualification documents during the RFP / Tender process.
7. Pre-qualification evaluation will include but not be limited to assessing qualifications and experience of the firm working in an institutional (preferably university) environment, as well as the quality of the resumes of staff assigned to Trent's Projects.
8. The lowest or any part of any subsequent tender will not necessarily be accepted. The successful contractor must meet all requirements of any tender document.
9. The University relies on electronic advertisement to provide notice of this business opportunity as a requirement of all Trade Agreements and is not obligated to notify past or present contractors and suppliers in any other manner.
10. **Completing Past Performance Surveys** – The Past Performance Survey is new to the University's prequalification process and requires the General Contractor to engage their own clients in preparing performance surveys.

Past Performance Surveys contained in APPENDIX 1 – 3 must be completed independently by former clients/project owners. The General Contractor is responsible for identifying the reference projects, directing the surveys to their clients / owners and ensuring responses are completed and forwarded to the University. The client/owner independently rates the contractor / project manager / site supervisor for their work on the referenced project and forwards the surveys directly to:

Trent University,  
 1600 West Bank Drive,  
 Peterborough ON K9J 7B8 ATT: Purchasing Office  
 EMAIL [purchasing@trentu.ca](mailto:purchasing@trentu.ca) FAX 705 784 1140

## Note:

The University requires: 5 separate Project Surveys ideally from five (5) clients (Appendix 1), 2 surveys for each Project Manager (Appendix 2) and 2 surveys for each Site Supervisor (Appendix 3). The University will NOT review Applications for Prequalification until all of the required Performance Surveys are received.

APPENDIX 1 PAST PERFORMANCE SURVEY – PROJECT

General Contractor Prequalification Questionnaire – Return to Trent University

TO: \_\_\_\_\_  
 Name of Client/owner

\_\_\_\_\_

Name of Client Contact

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PERFORMANCE SURVEY OF: \_\_\_\_\_  
 Name of General Contractor

Project Name: \_\_\_\_\_

Project Value \$ \_\_\_\_\_ Project Date: \_\_\_\_\_

Brief Description:

Trent University will use information gathered to prequalify General Contractors for future new construction and renovation projects valued up to \$3 million dollars. The General Contractor named above has identified you as a client for which they have previously completed construction work. Trent University appreciates your time in completing this survey. Please rate each of the criteria on a scale of 1 to 10 with 10 representing very satisfied, 5 being acceptable and 1 being very unsatisfied. Please rate each of the criteria to the best of your knowledge. If you feel you have insufficient information in a particular area please leave blank

NO	CRITERIA	UNIT	RATING
1	Ability to complete the project on budget	1-10	
2	Ability to maintain construction schedule	1-10	
3	Ability to effectively schedule sub-trades	1-10	
4	Overall quality of the completed project	1-10	
5	Professionalism of assigned personnel and ability to manage	1-10	
6	Ability to mitigate claims, liens, and conflicts with sub trades	1-10	
7	Ability to maintain a well-ordered, safe construction site	1-10	
8	Quality of their onsite health and safety program	1-10	
9	Ability to work in occupied building with minimal impact to occupants or facility	1-10	

10	Timely response to deficiencies	1 - 10	
11	Satisfaction with response to warranty claims	1 -10	
12	Overall customer satisfaction	1-10	

Please identify the greatest risks/issues/challenges encountered during the construction of this project and how the contractor mitigated them.

Please comment on the need for and extent of internal resources dedicated to this project.

\_\_\_\_\_  
Print Name of Evaluator

\_\_\_\_\_  
Signature

Thank you for assisting Trent University in this prequalification exercise. Please return this survey to Trent University, 1600 West Bank Drive, Peterborough ON K9J 7B8 ATT: Purchasing Office  
Email [Purchasing@trentu.ca](mailto:Purchasing@trentu.ca). FAX 705 748 1140.

APPENDIX 2 PAST PERFORMANCE SURVEY – PROJECT MANAGER

General Contractor Project Manager Questionnaire – Please return completed survey to Trent University  
 Email [purchasing@trentu.ca](mailto:purchasing@trentu.ca) Fax 705 748 1140

TO:	
	Name of Client/owner
	Name of Client Contact
PHONE:	
EMAIL:	
PERFORMANCE SURVEY OF:	
	Name of Project Manager
	Name of General Contractor
	Project Name and \$ Value

Trent University is prequalifying General Contractors for future new construction and renovation projects valued up to \$3 million dollars. As part of the prequalification process we have requested references for Project Managers who have been proposed to manage construction/renovation work on the University’s future projects. The General Contractor noted above has identified the individual named as a Project Manager who worked successfully with you on previous construction work. Trent University appreciates your time in completing this survey. Please rate each of the criteria on a scale of 1 to 10 with 10 representing very satisfied, 5 being acceptable and 1 being very unsatisfied. Please rate each of the criteria to the best of your knowledge. If you feel you have insufficient information in a particular area please leave blank.

NO	CRITERIA	UNIT	RATING
1	Ability to manage project costs	1-10	
2	Ability to maintain construction schedule	1-10	
3	Ability to respond to Clients requests in a timely manner	1-10	
4	Professionalism – working with trades and client’s representatives	1-10	
5	Ability to mitigate client risks/ cost increases / schedule delays	1-10	
6	Quality of communications and written and verbal	1-10	
7	Overall customer satisfaction? Comments?	1-10	

APPENDIX 3 PAST PERFORMANCE SURVEY – **SITE SUPERVISOR**

General Contractor Site Supervisor Questionnaire – Please return completed form to Trent University.  
 Email [purchasing@trentu.ca](mailto:purchasing@trentu.ca) Fax 704 748 1140

TO:	_____		
	Name of Client/owner		
	_____		
	Name of Client Contact		
PHONE:	_____	EMAIL:	_____
PERFORMANCE SURVEY OF:	_____		
	Name of Site Supervisor		
	_____		
	Name of General Contractor		
	_____		
	Project Name and \$ Value		

Trent University is prequalifying General Contractors for future new construction and renovation projects valued up to \$3 million dollars. As part of the prequalification process we have requested references for Site Supervisors who have been proposed to supervise construction/renovation work on the University's future projects. The firm listed above has identified the individual above as a Site Supervisor who worked successfully with you on previous construction work. Trent University appreciates your time in completing this survey. Please rate each of the criteria on a scale of 1 to 10 with 10 representing very satisfied, 5 being acceptable and 1 being very unsatisfied. Please rate each of the criteria to the best of your knowledge. If you feel you have insufficient information in a particular area please leave blank.

NO	CRITERIA	UNIT	RATING
1	Ability to manage project costs	1-10	
2	Ability to maintain schedule and effectively schedule all sub trades	1-10	
3	Quality of the relationship with the client	1-10	
4	Professionalism on site	1-10	
5	Ability and willingness to follow client's rules, regulations and requirements in an occupied building	1-10	
6	Ability to maintain a well-ordered, safe construction site	1-10	
7	Ability to work safely in an occupied building	1-10	
8	Ability to maintain good working relationship with all sub trades	1-10	
	Would you work with this site supervisor again? Comments?	YES	NO