



**PHYSICAL RESOURCES**

# **REQUEST FOR SUPPLIER QUALIFICATION**

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*Project No. 609503 - Student Family Housing  
Complex, Building No. 300 – Apartment Access  
Stair Refurbishment*

**6/14/2013**

# REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

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## 1. GENERAL INFORMATION

This RFSQ is to qualify Prime Consultant services for consideration for the noted project, see project description and schedule sections for a detailed scope of work. A request for proposal (RFP) will be sent to the proponents who are considered to be pre-qualified by the evaluation process described herein.

### 1.1. PURPOSE

This Request for Supplier Qualifications (RFSQ) is for the qualification of a Prime Consultant who will then be requested to provide a proposal to provide complete and professional design and contract administration services in a phased approach for the proposed project.

Once qualified, the successfully qualified proponents will be requested to submit a proposal for this work. The Request for Proposal (RFP) will ask for fees and services for two (2) phases of the proposed project. Phase 1 will include the services and fees to complete a detailed design, scope, and budget analysis for use by the University to align the appropriate funding for the anticipated construction work. Phase 2 will include the expected services to be performed to refine the scope & design development, continue to analyze the budget, complete a detailed set of contract documents, and complete the contract administration associated with the construction work. A fee for phase 2 will be requested from the proponent only for the required extension of services once the appropriate funding is approved upon completion of phase 1. See the schedule section for a detailed breakdown of the anticipated dates associated with these two anticipated contracts.

Being pre-qualified does not guarantee any proponent a contract for any future work.

### 1.2. BACKGROUND

Existing perforated steel stair treads, landings and catwalk walkways and steel plate risers are corroded and have become a high cost maintenance and safety issue. Replacement/repair is required with a cost effective solution which is easily maintained and is safe.

### 1.3. EXPECTATIONS

#### Phase 1

- Develop and work within the proposed schedule to meet client's needs, see schedule section for anticipated dates;
- Assess user needs through collaboration as required with the client on various levels;
- Develop a design for client approval including anticipated types of materials, equipment, etc.;
- Complete the scope development of the design for the purposes of developing a detailed cost estimate;
- Work with client to develop site coordination plan to ensure safety and access to all apartments during construction on this fully occupied site;
- Create construction cost estimate (+/- 10%) for the project and then refine scope of work as necessary to ensure cost effective solutions are always being realized.
- Provide detailed agendas and meeting minutes for all design and scope development meetings.

#### Phase 2

- Refine the design and scope based on the approved budget;
- Review and revise as necessary a construction cost estimate (+/- 5%) for the project based on the revised scope of work;
- Once project budget is approved, develop detailed contract documents for the construction of the proposed project. Take Project through to the completion of Contract Documents and bidding process assuming construction contract based on U of G's short form service agreement contract. Proponent will be expected

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to use U of G front end specifications and format CAD drawings as per University of Guelph CAD Standards;

- Provide detailed agendas and meeting minutes for all design and scope development meetings;
- Refine site coordination plan to ensure safety and access to all apartments during construction on this fully occupied site;
- University may pre-qualify contractors, if so consultant will be responsible to evaluate each contractors submission using a University standard contractor pre-qualification evaluation form;
- Take project through to the completion of Construction Phase. Assume a minimum of weekly reviews/site meetings;
- Provide services as required during warranty period;
- Complete detailed deficiency reports, using photographs, as part of the contract administration and warranty process in a timely manner;
- Regular site reviews complete with detailed site review reports to ensure all quality & construction standards are being met by the contractor and sub-contractors from start of construction through to the completion of all deficiencies and warranty periods.

In general terms, it is anticipated that the successful proponent will provide the usual project design and contract administration services but, would also include, but not limited, to concept development with Clients, preparation of a design acceptable to the University, control of scope, control of schedule, control of budget including value engineering, risk analysis, coordination of client needs and ongoing communications with all stakeholders according to University of Guelph standards and expectations.

The successful Proponent will enter into an agreement including all supplementary conditions with the University of Guelph. All conditions of this agreement and University of Guelph's supplementary conditions thereto will apply to any and all sub-contracts as well.

## 1.4. PROJECT DESCRIPTION

Tentative scope of work is as follows:

### Exterior Stairs – Applies to all Access Stairs to 3-Storey Walk-Up Apartments

- Replace all existing perforated steel stair treads, landings and catwalk walkways and steel plate risers with corrosion resistant and low maintenance materials;
- Replace all existing severely corroded perforated steel guardrail panels with corrosion resistant and low maintenance materials;
  - o Material selections will be limited to products specifically engineered to withstand the corrosive conditions associated with high salted environments, high traffic areas, meet AODA requirements, limited spacing to allow for all types of footwear traffic, offers comfort and safety in all conditions, light weight, inexpensive installation, slip resistance, protection from long-term UV exposure, and low-cost maintenance service.
- Revise and extend handrails at bottom stair landing to meet OBC requirements for proper handrail extensions;
- Grind, prime and repaint all HSS structural members, steel stringers, steel pipe handrail and guardrail framing;
  - o Epoxy spot primer and acrylic polyurethane top coat has been discussed as a possible solution, proponent expected to provide alternatives for review and discussion.
- Review requirements and provide direction to provide re-locatable temporary stair tower and temporary openings in the existing guardrails to allow for provision of two exit routes at all times during construction. Review requirements for phasing costs to work on access stairs as apartments are always occupied.

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## Apartment Access Stair Roofs

- Remove existing bird netting and grind and spot prime existing exposed steel roof trusses;
- Provide prefinished steel soffit and fascia w/ integral venting to enclose steel roof trusses and enclose open eaves.

## Mechanical Scope of Work

### Plumbing:

- The 1-1/2" diameter hydronic heating supply and return lines located under the stairs (8 stairs) shall be replaced, insulated, and jacketed/weatherproofed. Pipes will need to be supported with hangers/supports.
- The 1" dia. domestic hot water line and 3/4" dia. domestic hot water recirculation line located under the stairs (8 stairs) shall be replaced, insulated, and jacketed/weatherproofed. Pipes will need to be supported with hangers/supports.
  - o All channels, fittings, and hardware shall be suitable for outdoor conditions with salt environment.

## Electrical Scope of Work

### Fire Alarm:

- Fire Alarm circuits run between buildings across the underside of the exterior stairs. Wiring and raceways are to be replaced with new to suit refurbishing of stairs. Conduit/Raceway is to be suitable for a corrosive (salt) environment.

### Stair Lighting:

- Replace all stair lighting fixtures with new, with an average of three additional fixtures per stairwell from the existing lighting circuit.

## **1.5. GENERAL MANDATE**

The successful proponent will be expected to provide a high quality project specific to the needs of the *University*. The successful proponents will be expected to provide the *University* with all principal design and construction services along with any related ancillary support, site administration and testing required for a complete “turn-key” conversion and hand over to Physical Resources.

## **1.6. PROJECT AUTHORITY**

The *University*'s project authority for the proposed Project is the Physical Resources Directorate. Physical Resources has assigned Shane Danis as the project manager who will be the *University* contact for the successful Proponent.

## **1.7. PROJECT APPROVALS**

A Steering Committee, derived from Physical Resources personnel, along with personnel from affected colleges, departments and/or central administration, will be responsible for all preliminary approvals required for this project to proceed.

## **1.8. ANTICIPATED SCHEDULE**

RFSQ Issued – June 20, 2013

Mandatory Proponents Site Tours – Thursday, June 27 at 11:00am OR Wednesday, July 3, 2013 at 11:00am

RFSQ Submission Deadline – 3:00pm on July 11, 2013

Evaluation of Submissions – July 11 – 15, 2013

Selection of Proponents for the RFP– July 15, 2013

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## For Successful RFSQ Proponents Only:

RFP Issued – July 16, 2013

RFP Submission Deadline – July 23, 2013

## For Successful RFP Proponent Only:

Award of Phase 1 of Contract Only – July 25, 2013

Design & Scope Development / Budget Development – July 25 to September 30, 2013

If applicable, Award of Phase 2 of Contract – November 2013

Refining Scope & Design / Contract Documents / Continued Budget Analysis – Dec. 2013 to Feb. 2014

Tender – March 2014

Construction – April to August 2014

## **1.9. CANCELLATION OR TERMINATION OF THE RFSQ**

The *University* reserves the right to cancel or terminate this RFSQ process for the proposed services at any time. The *University* shall not be liable for any costs incurred by the Proponents in the preparation of their responses to this Request, and is not responsible for any liabilities, losses, or damages incurred, sustained or suffered by any interested party due to a cancellation or termination.

### **1.9.1. TERMINATION OF CONSIDERATION IN THE RFSQ PROCESS**

The *University* reserves the right to not prequalify firms with whom the *University* is or may be in arbitration or in litigation.

If arbitration or litigation is commenced by or against a Proponent after prequalification for another project or at any time up to award of a contract, the Proponent may at the University's discretion, be declared ineligible to be awarded a contract and removed from consideration. If removal occurs during receipt of or evaluation of any proposals, the Proponent will be declared as ineligible and any proposal returned to the Proponent and not considered.

## **1.10. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)**

The *University* is committed to fostering, creating and maintaining an accessible environment for all individuals under the Accessibility for Ontarians with Disabilities Act (AODA).

Each Proponent agrees to:

- (a) comply with the accessibility standards established under the AODA by the Ontario Government and adhere to the *University's* policies and procedures in regards to accessibility as well as to ensure all of its subcontractors similarly do the same;
- (b) ensure that training on the requirements of the accessibility standards are provided to those of its employees who will be working with the public (students, staff, faculty, visitors or other third parties) at, or on behalf of, the *University* and who participate in developing the proponent's policies, practices or procedures;
- (c) keep records of such training; and
- (d) provide such records when required by the *University*.

For proponent(s) who will be working with the public (students, staff, faculty, visitors or other third parties) at, or on behalf of, the *University*, the *University* will require the successful proponent(s), upon Notice of Award, to provide to the *University* with a signed AODA Supplier Compliance Form prior to commencing any work for the *University*.

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The AODA Supplier Compliance Form is available at:

<https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/FF020.0503%20AODA%20Supplier%20Compliance%20Form.pdf>

## 1.11. HUMAN RIGHTS AND SEXUAL AND GENDER HARASSMENT POLICIES

Proponents agree to be governed by the provisions of the Ontario Human Rights Code. In furtherance of the commitment, the Proponents agree to comply with the provisions of the *University's* Human Rights Policy and Procedures. The Proponents also agree to comply with any successor policies and procedures to the document that the Owner's Board of Governors may approve. Proponents shall refer to [www.uoguelph.ca/hre/hr.shtml](http://www.uoguelph.ca/hre/hr.shtml) for more information.

## 2. DEFINITIONS

**Proponent** – means the legal entity submitting a response to this Request for Supplier Qualification and who would be the entity named in the Client Engineer/Architect Short Form Agreement to undertake the design and construction of the works.

**Consultant** – means the Architect and or Engineer licensed to practice in Ontario.

**Designated Project Manager** – means the person selected by the Proponent as the individual responsible to manage the Project.

**The University** – means the University of Guelph

**Conflict of Interest** - means a potential, apparent or actual conflict where the Proponents' financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Proponents' responsibilities to the University, or with the Proponents' participation in any recommendation or decision within the University or may influence the objective exercise of her/her official duties as a professional or an employee.

## 3. INSTRUCTIONS TO PROPONENTS

### 3.1. MANDATORY PROPONENTS' BRIEFING

Interested proponents must attend one of the following mandatory site tours, scheduled for Thursday, June 27 at 11:00am or on Wednesday, July 3, 2013 at 11:00am. Interested Proponents are only required to attend one of the tours but are welcome to attend both.

Meeting location is located at the Student Family Housing Complex site office, Building No. 300. Visit <http://www.uoguelph.ca/campus/map/> for directions.



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## 3.2. SUBMISSION REQUIREMENTS

**Proponents shall prepare and submit their Submission in two (2) parts. Each part is to be submitted under a separate cover and bound separately. Each part is to be submitted at the same time but both parts can be submitted in one envelope.**

### PART I

Proponents are required to submit the following information for Part I of their submission.

#### 3.2.1. OVERVIEW

(Maximum of two (2) 8 ½" x 11" pages)

Provide:

1. A narrative demonstrating the firm's understanding of the full scope of services
2. A signed confirmation of the Proponent Firm's services responding to the required skills and services

#### 3.2.2. ORGANIZATION AND EXPERIENCE

(Maximum of eight (8) 8 ½" x 11" pages)

Provide:

1. Description of your firm and the type of services offered.
2. Company background and brief history
3. Ownership
4. Organization and management structure
5. The location of the offices from which staff will be assigned
6. List of Team Members that will be assigned

Provide a table of no less than three (3) completed and comparable projects, involving the provision of relevant, similar services. Include in the table at least the following information:

1. Project Name and Location
2. Project Description
3. Project Construction Value
4. Completion Date
5. Client Name
6. Client Reference information to include contact name, title, e-mail address and phone number
7. Project Team members – names of the firm and respective roles

**Providing less than the minimum number of projects requested above will have an effect on the points assigned to the Proponent under experience.**

Provide a list of all sub-consultants that may be required for the proposed project, including but not limited to:

1. electrical engineers
2. mechanical engineers
3. cost consultant

Provide information on each firm, including but not limited to:

1. Description of the firm.
2. Company background and brief history
3. Ownership
4. Organization and management structure
5. The location of the offices from which staff will be assigned.

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## 3.2.3. QUALITY CONTROL

(Maximum of three (3) 8 ½" x 11" pages)

Provide:

1. Evidence of any formal corporate Quality Management System
2. Describe the procedures which address scope control, budget control and schedule control.
3. Describe the procedures that are used to monitor client satisfaction, and to evidence satisfaction of the performance obligations of your Quality Management System.
4. Indicate the methodologies the Proponent will employ to obtain quality assurance and quality control in the delivery of services by the Proponent, sub-consultants, and any subsequent contractors.
5. Indicate the methodologies the Proponent will employ to develop and coordinate the site coordination plan to ensure safety and access to all apartments during construction on this fully occupied site;

## 3.2.4. ADDITIONAL INFORMATION

*This additional information requested will not be evaluated as part of the proponent's final score. This request is for information purposes only.*

Material selections will be limited to products specifically engineered to withstand the corrosive conditions associated with high salted environments, high traffic areas, meet AODA requirements, limited spacing to allow for all types of footwear traffic, offers comfort and safety in all conditions, light weight, inexpensive installation, slip resistance, protection from long-term UV exposure, and low-cost maintenance service.

Provide:

1. Up to three (3) material selection solutions for stairway treads, landings, and catwalk walkways. Include product data sheets that outline materials specifications to meet the requirements outlined in this RFSQ.

## PART II

**All documents requested in this Part of the Submission are required documents. Part II of each submission will be reviewed first by the Project Manager (or designate) for completeness. If any document requested under the Submission Requirements in Part II is missing or not in conformance with requirements, the entire Submission will be ruled as non-compliant. Non-compliant submissions will not be evaluated further.**

## 3.2.5. INSURANCES

A signed, valid, "Certification of Insurance" on a standard form provided by a nationally recognized insurance company is required. The certificate must include professional liability insurance of not less than \$2,000,000 per occurrence and in the aggregate, general liability insurance of not less than \$2,000,000 per occurrence, and owned automobile insurance of not less than \$2,000,000.

Please be aware that the *University* will expect to be named as "additionally insured" to the Proponent's insurance, should the Proponent be awarded a contract.

## 3.2.6. WORKPLACE SAFETY

Consistent with the *University's* efforts to weave health and safety into our programs and services, the Proponent shall provide:

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1. evidence of registration and good standing with the Workplace Safety and Insurance Board (WSIB)

### **3.2.7. AUTHORIZATION TO OBTAIN FINANCIAL INFORMATION AND PROVIDE REFERENCE CHECKS**

Each Proponent shall include a signed letter authorizing the *University* to obtain financial information and conduct reference checks on the Proponent as the *University* may require.

### **3.2.8. REFERENCE LETTERS**

Each Proponent shall include written reference letters from five (5) separate clients with whom the Proponent has had direct project experience. References will be checked.

### **3.2.9. ADDITIONAL REQUIRED SUBMISSION FORMS**

#### **3.2.9.1. DECLARATION OF CONFLICT OF INTEREST**

Include a completed Declaration of Conflict of Interest, found in Appendix A.

#### **3.2.9.2. CONFIRMATION OF TERMS AND CONDITIONS**

Include a completed Confirmation of Terms and Conditions (Appendix B) to acknowledge review, understanding and acceptance thereof.

#### **3.2.9.3. SUBMISSION CHECKLIST**

Include a completed Submission Checklist, found in Appendix C.

## **4. SUBMISSION REQUIREMENTS**

### **4.1. GENERAL**

The *University* has requested a two part submission. The first part will include general information for evaluation of the Proponent by a Selection Committee. The second part must include specific mandatory documentation and required forms.

The requirements for the Submission are outlined in Section 3.

The evaluation process is outlined in Section 5.

The *University* reserves the right to not prequalify firms with whom the *University* is or may be in arbitration or in litigation. If arbitration or litigation is commenced by or against a Proponent after prequalification for another project or at any time up to award of a contract, the Proponent shall be declared ineligible to be awarded a contract and removed from consideration.

If removal occurs during receipt of or evaluation of any proposals, the Proponent will be declared as ineligible and any proposal returned to the Proponent and not considered.

The University may, for reasonable cause such as current involvement in litigation or arbitration or previous poor performance, at any time prior to completion of evaluation of a submission, object to the use of a proposed sub-consultant and require the Proponent to propose another sub-consultant. Proponents are expected to verify the status of any sub-consultant that they may wish to engage as a part of their team.

Proponents are to prepare and submit their Submissions in sealed packages.

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**Submit 1 signed original and 1 electronic PDF copy of Part I in a separate package.  
Submit 1 signed original and 1 electronic PDF copy of Part II in a separate package.**

All signed copies for each part of the Submission are to be included within the appropriately labeled envelope.

## **4.2. SUBMISSION DEADLINE**

Submissions shall be submitted before:

3:00:00 PM, July 11, 2013

at:

The *University*, Physical Resources  
Design, Engineering and Construction  
J. C. Hersey Building  
117 College Ave. East,  
Guelph, Ontario,  
N1G 2W1  
Phone: 1-519-824-4120 x.56905  
Fax: 1-519-837-0581

Attention:  
Shane Danis  
Project Manager  
Physical Resources: Design, Engineering & Construction

The Closing Time shall be determined by the digital time clock in the J.C. Hersey Building. Submissions which arrive after the deadline will be returned unopened and not considered.

Emailed submissions of the electronic PDF copy only will be accepted. Originals will not be accepted by email.

If documents are being submitted via courier, the outside envelope must indicate that the contents are submission documents and it shall be the Proponent's responsibility to ensure the Submission is received in the stated location and before the closing time.

Delivery of the Submission Envelopes/Package through a Courier Service shall be the responsibility of the Proponent and shall result in the submission being rejected, unopened where:

1. Submission Envelopes/Package is delivered to a *University* location other than that described in the RFSQ prior to the closing date and time; and/or
2. Submission Envelopes/Package is delivered later than the closing date and time.

The Submission shall be signed by a duly authorized official(s) of the entity submitting a Submission. Signatures on behalf of a non-incorporated entity or by individuals shall be witnessed. In the case of an incorporated company, the corporate seal shall be affixed to the Submission adjacent to the authorized signature.

All erasures or other changes shall be initialed by an authorized person.  
Submissions shall be completed in ink or in a typed format.

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## 4.3. MODIFICATION OR WITHDRAWAL OF SUBMISSION

A Submission that is in the possession of The *University* may be withdrawn or altered by letter or facsimile transmission bearing the signature and name of the person authorized for submitting, provided it is received prior to the submission deadline. A modification to the Submission should indicate the addition, subtraction or other changes in the Submission. All such requests will be verified by The *University* by telephone to the official of the company whose signature or name appears on the correspondence. Where modifications or withdrawals are made by facsimile, the Proponent shall submit the original revision/withdrawal statement within 48 hours of close of submission.

## 4.4. QUESTIONS AND CLARIFICATIONS

Direct all inquiries in writing, by facsimile or e-mail, to

The University of Guelph, Physical Resources  
Design, Engineering and Construction  
Fax: 1-519-837-0581

Attention:  
Shane Danis  
Project Manager  
Physical Resources: Design, Engineering & Construction  
E-Mail: [shane@pr.uoguelph.ca](mailto:shane@pr.uoguelph.ca)

**before 3:00:00 PM, July 8, 2013**

No clarification requests will be accepted by telephone.

Any and all changes to the RFSQ required before the submission closing will be issued in the form of a written Addendum. Addenda issued during the bidding period shall become part of the RFSQ Documents. If Addenda are issued, the Proponents must acknowledge their receipt on Appendix B. Failure to acknowledge the addenda issued will result in the bid being declared as non-compliant. The *University* will assume no responsibility for oral instructions or suggestions.

Any Addendum prepared will be posted to [www.pr.uoguelph.ca/pr/contractor\\_list\\_and\\_information.stmhl](http://www.pr.uoguelph.ca/pr/contractor_list_and_information.stmhl)

## 4.5. RFSQ TERMS AND CONDITIONS

This is a Request for Supplier Qualifications (RFSQ) and **not** a call for bids. Accordingly, participation in this process shall not give rise to any liability, contractual or otherwise, on the part of The *University*. Similarly, a Submission shall not create any obligation on the part of a proponent to enter into an Agreement.

Submissions received later than the specified closing time will be rejected and returned unopened.

The *University* shall not be liable for any costs incurred by Proponents in the preparation of their Submission responses to this request or subsequent interviews. Furthermore, The *University* shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by The *University* of any Submission, or by reason of any delay in the acceptance of the response.

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The *University* reserves the right to modify any and all requirements stated in the Request for Supplier Qualification by an addendum at any time prior to the deadline for submissions.

The *University* reserves the right to accept or reject any or all Submissions following the criteria outlined in this RFSQ, and to request and obtain further information not adequately addressed in their initial Submissions or written clarification to address specific requirements from Proponents at any time.

Procurements resulting from this RFSQ will be subject to the Canadian Agreement on Internal Trade (AIT) Annex 502.4.

The *University* reserves the right to not prequalify firms with whom the University is or may be in litigation. If litigation is commenced by or against a Proponent after prequalification for another project or at any time up to award of a contract, the Proponent shall be declared ineligible to be awarded a contract and removed from consideration.

The *University* may, for reasonable cause such as current involvement in litigation or arbitration or previous poor performance, at any time prior to completion of evaluation of a submission, object to the use of a proposed sub-consultant and require the Proponent to propose another sub-consultant. Proponents are expected to verify the status of any sub-consultant that they may wish to engage as a part of their team.

The Proponent acknowledges that the *University* is an educational institution to which the Freedom of Information and Protection of Privacy Act (Ontario) (FIPPA) applies and agrees to cooperate with the *University* from time to time with respect to the *University's* compliance with that statute and any regulations passed thereunder.

## 4.6. CONFIDENTIALITY

A Proponent receiving this RFSQ may not use, disclose, or duplicate it for any purpose other than to prepare a response.

The Proponent shall keep the *University's* data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the *University*. Receipt of this RFSQ does not entitle the Proponent to associate its services with the *University* in any way, nor represents in any way that the *University* has employed or endorsed the Proponent's services. Any such association or endorsement being contemplated by the Proponent must receive the prior written approval of The *University*.

The *University* will not disclose or share one Proponent's response to this RFSQ with other Proponents or other organizations until after award of a contract.

A Submission indicates acceptance by the Proponent of all of the conditions contained in this Request for Supplier Qualification unless clearly and specifically noted in the Submission submitted and confirmed in the formal contract between the *University* and the Proponent. Deviations from the Request for Supplier Qualification must be clearly identified in the written submission.

All correspondence, documentation and information provided to staff of the *University* by any Proponent in connection with, or arising out of this RFSQ, and the submission will become the property of the *University*. The Proponent's name shall be made public upon request.

# REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

The Proponent acknowledges that the *University* is an educational institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies, and agrees to cooperate with the *University* from time to time with respect to the *University's* compliance with that statute and any regulations passed thereunder. Any confidential information supplied to the University may be disclosed by the University where it is obliged to do so under FIPPA and/or PHIPPA, by an order of a court or tribunal, or otherwise required by law.

Proponents are advised to identify in their Submission any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. Any such information in the Proponents' Submission that is not specifically identified as confidential will be treated as public information. All correspondence, documentation and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponent's Submission to this RFSQ.

## 4.7. CONFLICT OF INTEREST

The Proponent agrees to be bound by the following requirements.

Except as identified elsewhere in the Submission, the Proponent must complete the "Declaration of Conflict of Interest" form, located in Appendix A, certifying that:

1. That no person either natural or body corporate, other than the Proponent, has or will have any interest or share in this Submission or in the proposed Agreement.
2. That there is no collusion or arrangement between the Proponent and any other Proponent(s) in connection with this Project.
3. That the Proponent has no knowledge of the contents of other Submissions and has made no comparison of figures, agreements, arrangements, expressed or implied, with any other party in connection with the making of the Submission.

Neither the Proponent nor members of his/her immediate family or any employee of the Proponent shall have any direct or indirect interest in any other entity that provides goods or services to the Project. Proponents shall immediately disclose any potential conflict of interest should it arise before, during or after this RFSQ and/or any award of contract.

Neither the Proponent nor members of his/her immediate family or any employee of the Proponent shall offer or receive any reimbursement from or to any employee of The *University*, from or to any vendor, consultant or contractor employed by The *University* except as token gifts in accordance with *University* policy governing this matter.

## 4.8. ACCEPTANCE OF CONDITIONS

A Submission by the Proponent indicates acceptance of all of the conditions contained in the RFSQ unless clearly and specifically noted in the Submission and confirmed in the formal agreement between the *University* and the Proponent. Any deviation from the RFSQ must be clearly identified in the written submission.

The Proponent is expected to complete the Confirmation of Terms and Conditions found in Appendix B.

# 5. SUBMISSION EVALUATION

## 5.1. SELECTION PROCESS

Upon receipt of all Submissions submitted by the specified deadline, each part of the submission will be reviewed and evaluated separately.

# REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

Part II of each submission will be reviewed first by the Project Manager (or designate) for completeness. If any document requested under the Submission Requirements in Part II is missing or not in conformance with requirements, the entire Submission will be ruled as non-compliant. Non-compliant submissions will not be evaluated further.

Part I of submissions deemed to be compliant will be forwarded to a Selection / Evaluation Committee for review and evaluation.

An evaluation team of at least two (2) individuals will evaluate Part I of submissions deemed to be compliant. Each member of the evaluation team will score the RFSQ Submissions separately using a point system for each of the criteria. All categories will be assigned a score from 0.0-10.0. The scores for each Proponent, from each of the evaluators, will be averaged. This value will be multiplied by the weight assigned to determine a final score. The weightings for evaluating each criterion are listed below.

By responding to this RFSQ Proponents agree and acknowledge that The *University* has the sole right of decision as to award of an agreement, or not, in this matter, following the evaluation based on criteria as proposed in this RFSQ.

This information is provided for general guidance only. The Submission evaluation will include the following criteria, as outlined in no particular order on the following chart:

RFSQ Evaluation Score Sheet				
Criteria	Weight	Score (0.0-10.0)	Points	Justification/Comments
Overview	1			
References	3			
Organization & Experience	4			
Quality Control	2			
Total				

At least three (3) of the references provided by each Proponent will be contacted by the Project Manager (or designate). The Reference will be asked to provide an evaluation of your association and experience with them. The evaluations will be in a table with specific criteria listed and each item rated on a scale of 1 for poor to 10 for excellent. The criteria will include aspects of design, documentation, responses and communications, control and co-ordination, close-out, key personnel, overall quality of work and service provided and a question – Would you work with them again? The total points from these reference checks will be averaged (over the three requested) and a score assigned which will be used in the RFSQ Evaluation Score Sheet. Averaged points will be scored on a scale of 1 to 10 – 1 point for every 15 points of the score achieved.



# REQUEST FOR SUPPLIER QUALIFICATION

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## 5.2. AWARD

Selection of the Proponents considered as qualified for the proposed project will be based on the highest point scores resulting from the evaluation. The *University* intends to qualify a minimum of three proponents.

Should there be a tie in the point scores of the selected Proponents after evaluation of their submissions, the *University* reserves the right to either qualify both or neither of the Proponents, depending on the cumulative point scores and relative ranking.

The total point scores from the evaluation process will also be used in any future evaluations of any Request for Proposal (RFP) that will follow.

## 5.3. DISPUTES

In the event of a dispute arising in connection with this process including, without limitation, a dispute concerning the existence of the "bid contract" or a breach of the "bid contract", or a dispute as to whether the bid of any proponent was submitted on time or whether a submission is compliant, the *University* may refer the dispute to a confidential binding arbitration pursuant to the *Arbitration Act, 1991*, as amended, before a single arbitrator with knowledge of procurement/bidding law. In the event that the *University* refers the dispute to arbitration, the Proponent agrees that it is bound to arbitrate such dispute with the *University*. Unless the *University* shall refer such dispute to binding arbitration, there shall be no arbitration of such dispute.

In the event the *University* refers a dispute to binding arbitration, the *University* may give notice of the dispute to one or more of the other proponents who submitted bids, whether or not they may be compliant, each of whom shall be a party to and shall be entitled to participate in the binding arbitration, and each of whom shall be bound by the arbitrator's award, whether or not they participated in the binding arbitration.

In the event the *University* refers a dispute to binding arbitration, the parties to the arbitration shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to a binding arbitration hearing which shall last no longer than two days, subject to the discretion of the arbitrator to increase such time. The parties further agree that there shall be no appeal from the arbitrator's award.

## 5.4. DEBRIEFING

Each Proponent who submits a response to this Request for Supplier Qualification is entitled to a debriefing process.

In the event a Proponent wishes to obtain information on their submission relative to this call for bids, the Proponent must make such a request, in writing, to the *University* within sixty (60) days after award is made.

The debriefing process will occur only after the award of a contract for the work.

The debriefing process will cover the only information relative to the Proponents submission.

The debriefing process will not address any issues, questions or concerns regarding the submission of any other Proponents.

# **REQUEST FOR SUPPLIER QUALIFICATION**

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

## **APPENDICES**

# REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

## Appendix A DECLARATION OF CONFLICT OF INTEREST

### REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

**Conflict of Interest** - means a potential, apparent or actual conflict where Proponents' financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Proponents' responsibilities to the University, or with the Proponents' participation in any recommendation or decision within the University or may influence the objective exercise of her/her official duties as a professional or an employee.

☐ NO CONFLICT OF INTEREST as defined and as per Section 4.7 of RFSQ

☐ CONFLICT OF INTEREST (Explain Below)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

(attach additional pages as required to fully explain)

I declare that the information given above is true to the best of my knowledge and belief.

Company Name: .....

Date: .....

Authorized Signature .....

Name: .....

Title: .....

**SUBMIT WITH SUBMISSION**

# REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

## Appendix B CONFIRMATION OF TERMS AND CONDITIONS

### REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

I/we have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data. I hereby acknowledge that I have read, understand and agree to the Agreement Terms and Conditions as listed.

Unless expressly indicated otherwise in the Submission, or unless otherwise agrees by the *University*, all the terms and conditions of this Request for Supplier Qualification are accepted by the Proponent and incorporated in its Submission that will later form part of the Agreement between the *University* and the Proponent.

I/we herein expressly waive any right of action against the *University*, its employees, agents, or assigns, arising out of or in connection with its participation in this Request for Supplier Qualification process.

I/we agree that this Submission in its entirety be irrevocable for ninety (90) days from the date of submission of the Submission to the *University*.

I/we herein acknowledge Addenda # \_\_\_\_\_ to # \_\_\_\_\_ inclusive as issued for this RFSQ.

Firm Name: \_\_\_\_\_  
(Proponent's full legal name)

Signature of Signing Officer:

\_\_\_\_\_  
(I have the authority to bind the Corporation)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Date: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**SUBMIT WITH SUBMISSION**

# REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

## Appendix C SUBMISSION CHECKLIST

REQUEST FOR SUPPLIER QUALIFICATION

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

### Part I Submission:

- ☐ Section 3.2.1 – Overview
- ☐ Section 3.2.2 – Organization and Experience
- ☐ Section 3.2.3 – Quality Control
- ☐ Section 3.2.4 – Additional Information

### Part II Submission (Mandatory Requirements):

- ☐ Section 3.2.4 – Proof of Insurances
- ☐ Section 3.2.5 – Workplace Safety - Evidence of WSIB Registration
- ☐ Section 3.2.6 – Authorization to Obtain Financial Information and Conduct Reference Checks
- ☐ Section 3.2.7 – Reference Letters
- ☐ Section 3.2.8.1 – Declaration of Conflict of Interest (Appendix A)
- ☐ Section 3.2.8.2 – Confirmation of Terms and Conditions (Appendix B)

# **REQUEST FOR SUPPLIER QUALIFICATION**

Project No. 609503 - Student Family Housing Complex, Building No. 300 – Apartment Access Stair Refurbishment

## **Appendix D KEY PLANS & PHOTOGRAPHS**

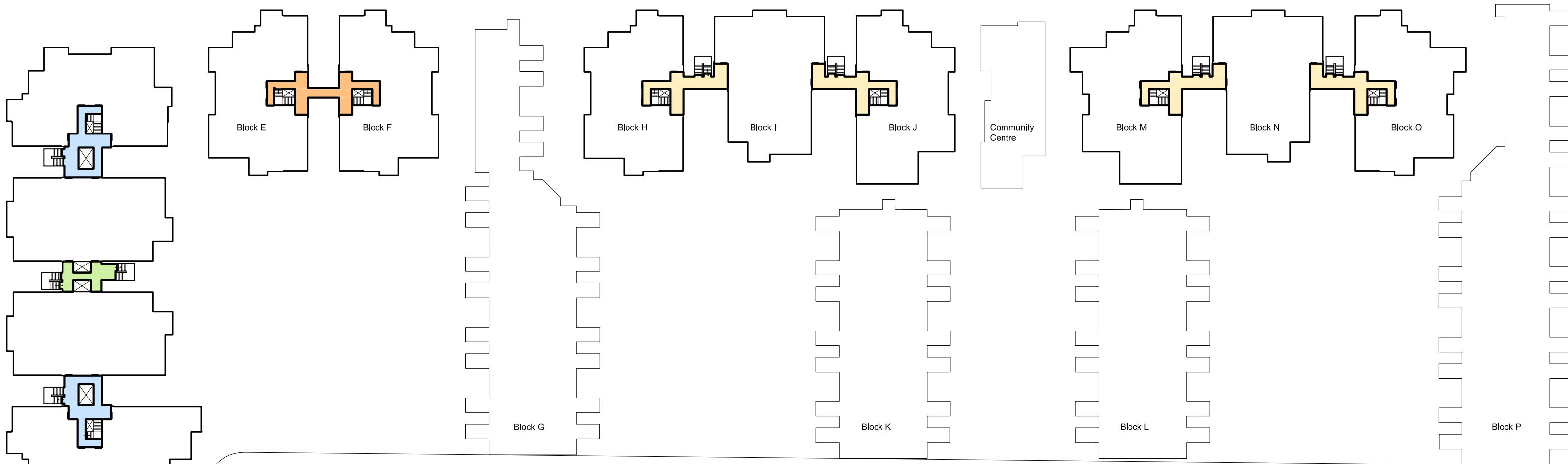
WEST RING ROAD

BUILDING 1

BUILDING 2

BUILDING 3

BUILDING 4



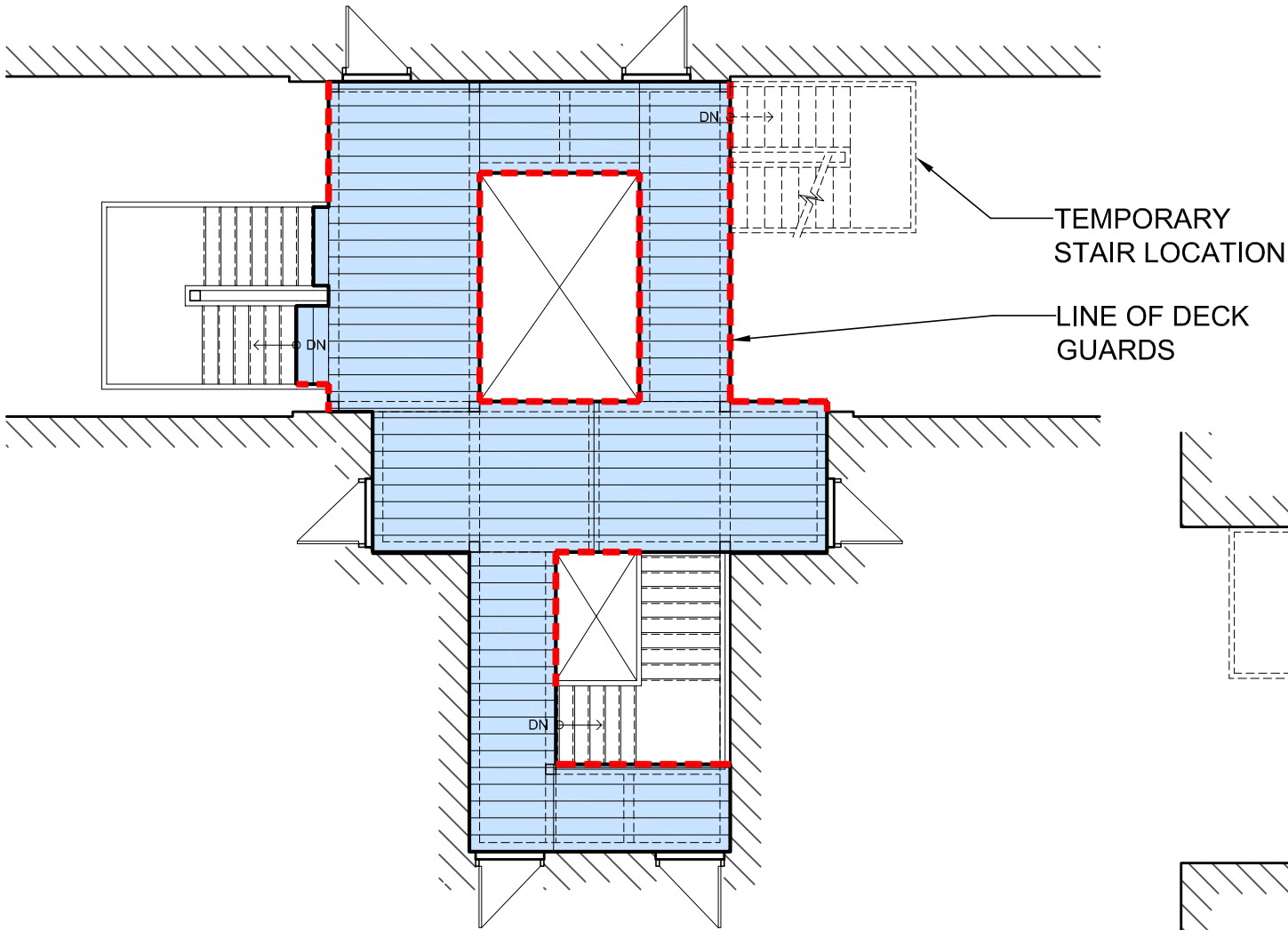
ACCESS STAIR TYPE 1

ACCESS STAIR TYPE 2

ACCESS STAIR TYPE 3

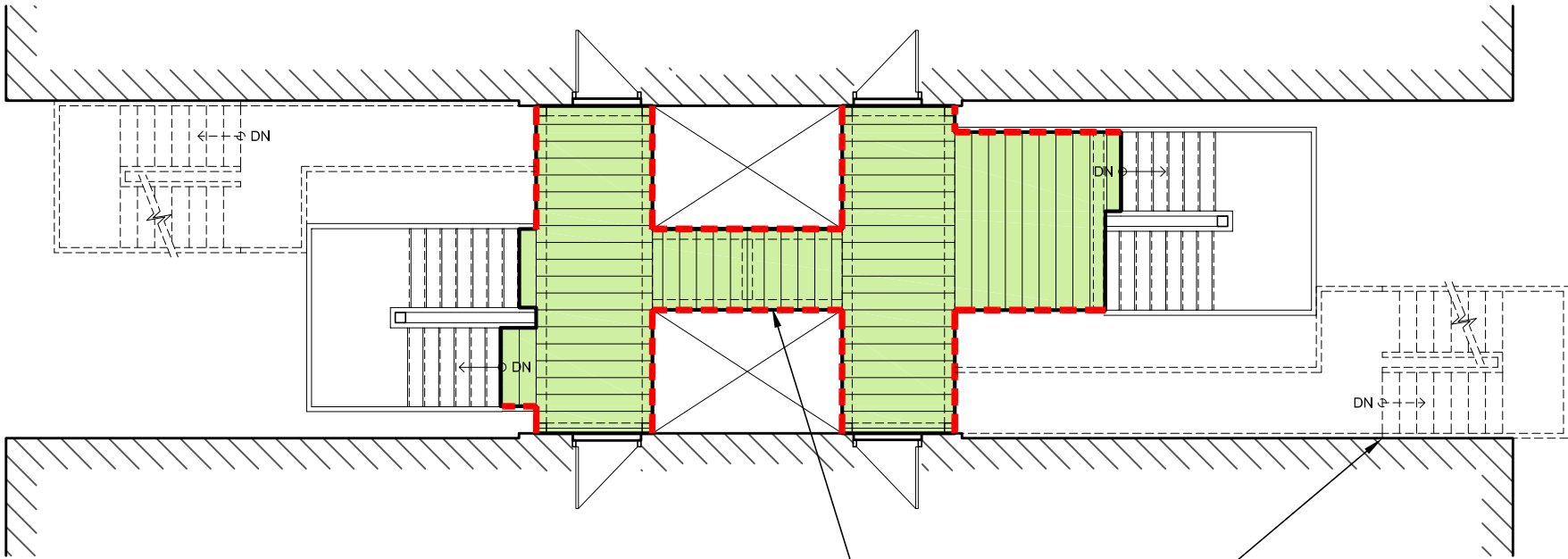
ACCESS STAIR TYPE 4

EXISTING SECOND FLOOR  
ACCESS STAIR TYPES 1, 2, 3 & 4



BUILDING 1  
SECOND FLOOR  
TYPE 1 ACCESS STAIR PLAN

DECK AREA = 45.5m<sup>2</sup>  
DECK GUARD PANELS @ 910mm = 26.5m  
DECK TYPE INSTANCES = 4

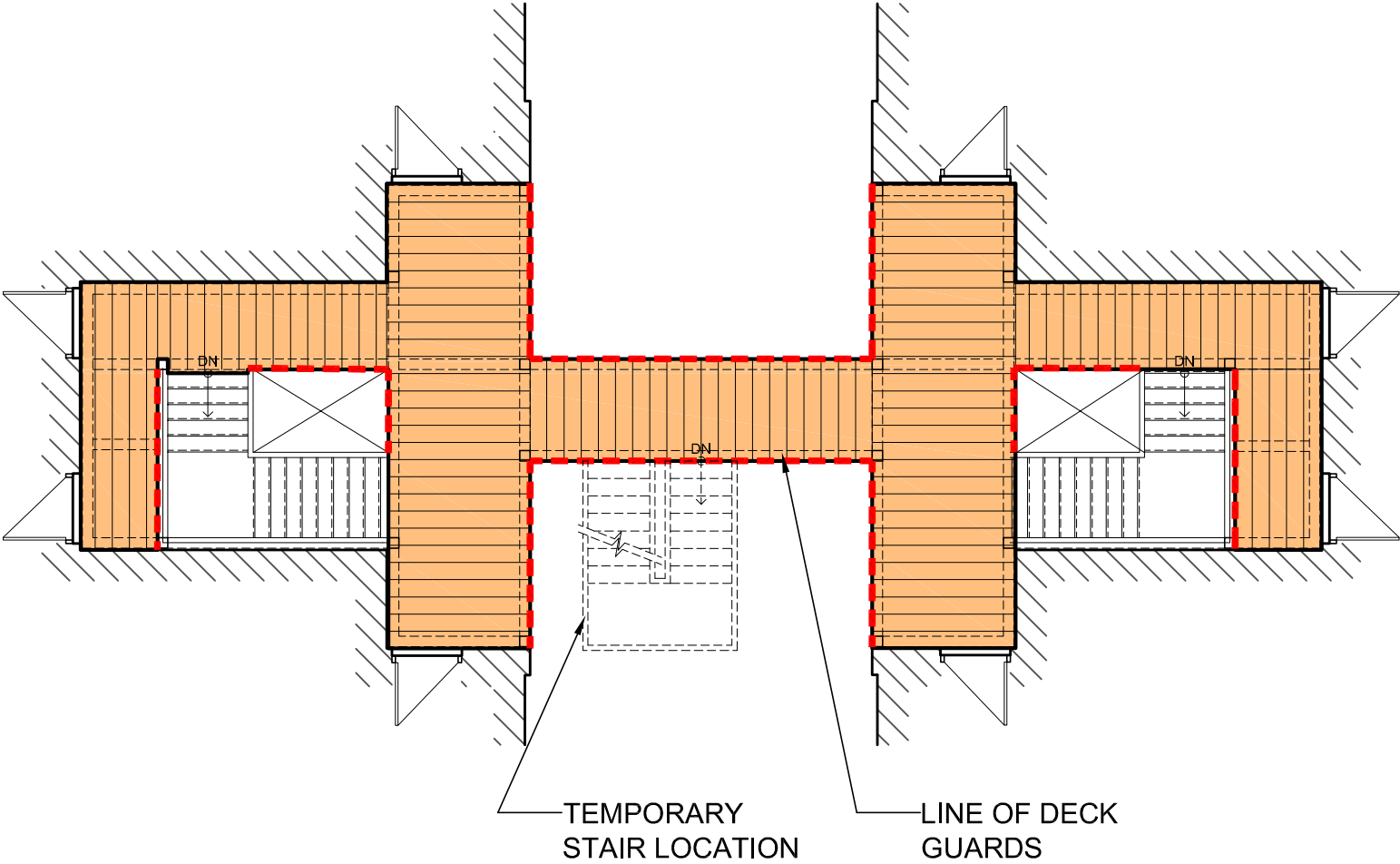


BUILDING 1  
SECOND FLOOR  
TYPE 2 ACCESS STAIR PLAN

DECK AREA = 26.9m<sup>2</sup>  
DECK GUARD PANELS @ 910mm = 22.5m  
DECK TYPE INSTANCES = 2

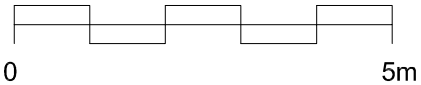


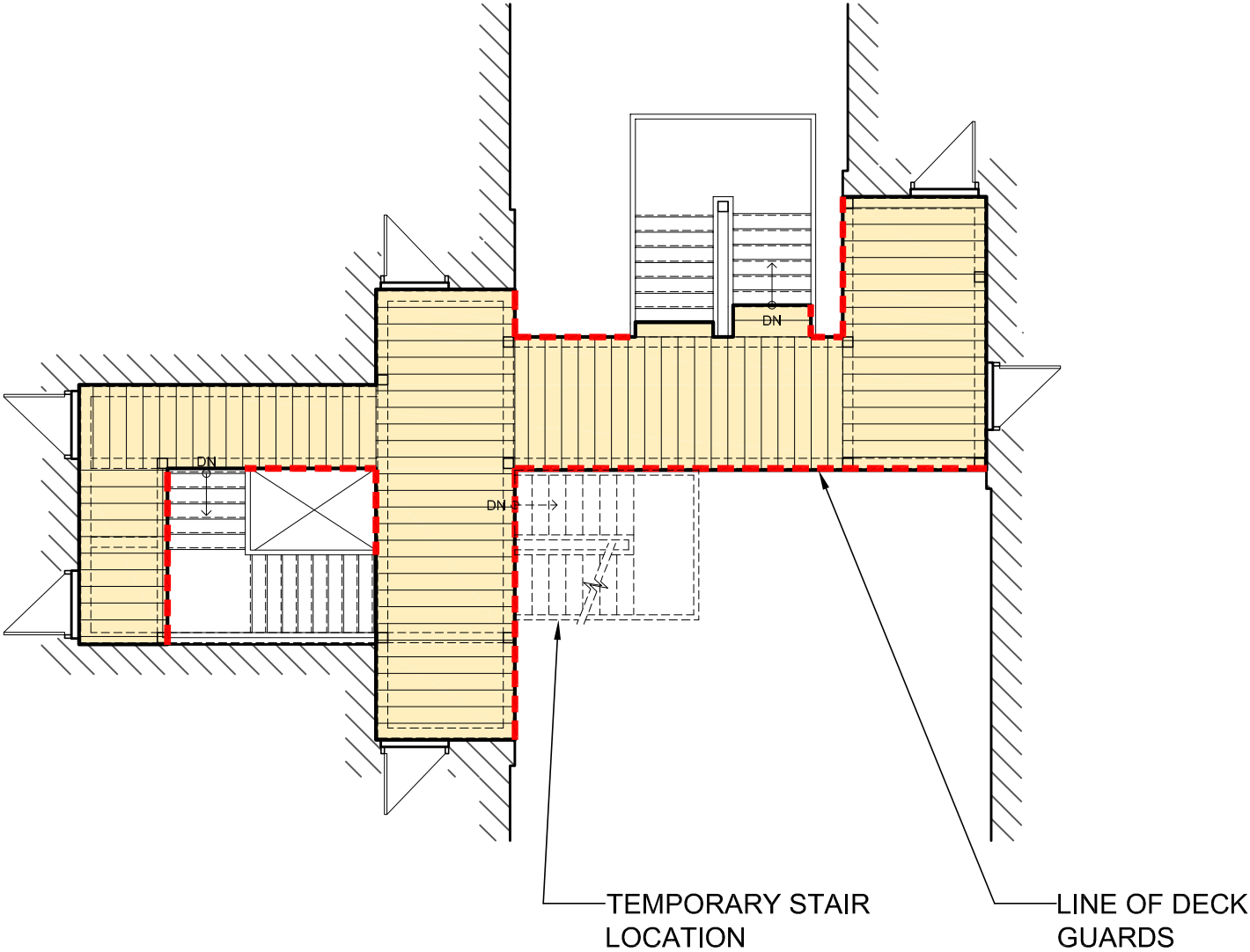




BUILDING 2  
SECOND FLOOR  
TYPE 3 ACCESS STAIR PLAN

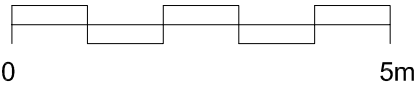
DECK AREA	= 53.2m <sup>2</sup>
DECK GUARD PANELS @910mm	= 32m
DECK TYPE INSTANCES	= 2

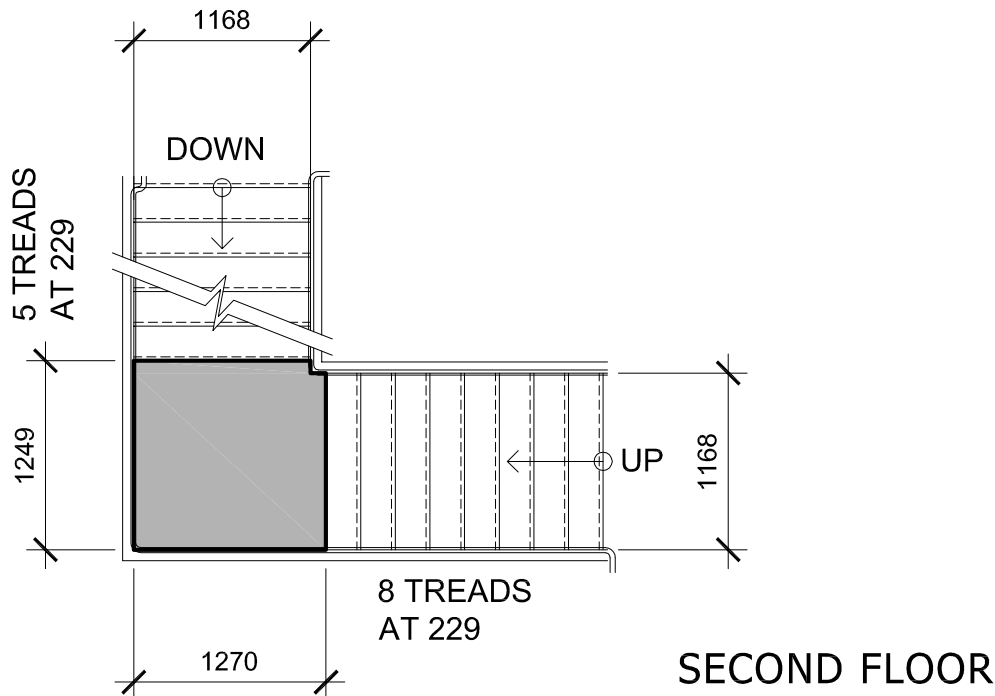




BUILDINGS 3 & 4  
SECOND FLOOR  
TYPE 4 ACCESS STAIR PLAN

DECK AREA	= 42.8m <sup>2</sup>
DECK GUARD PANELS @910mm	= 22.5m
DECK TYPE INSTANCES	= 8

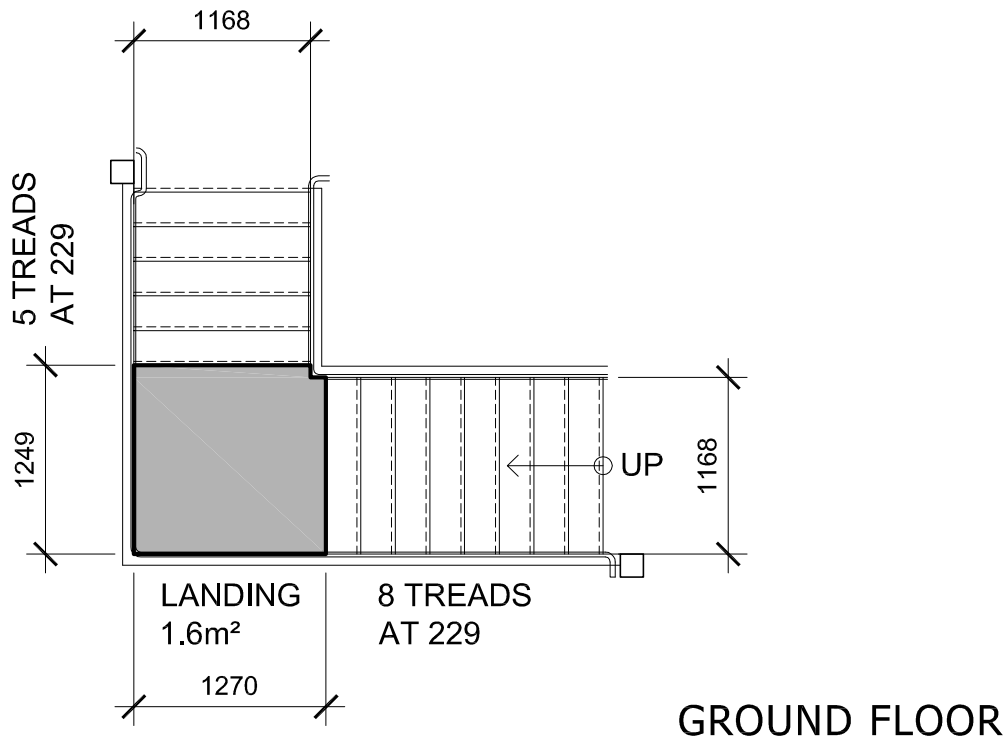
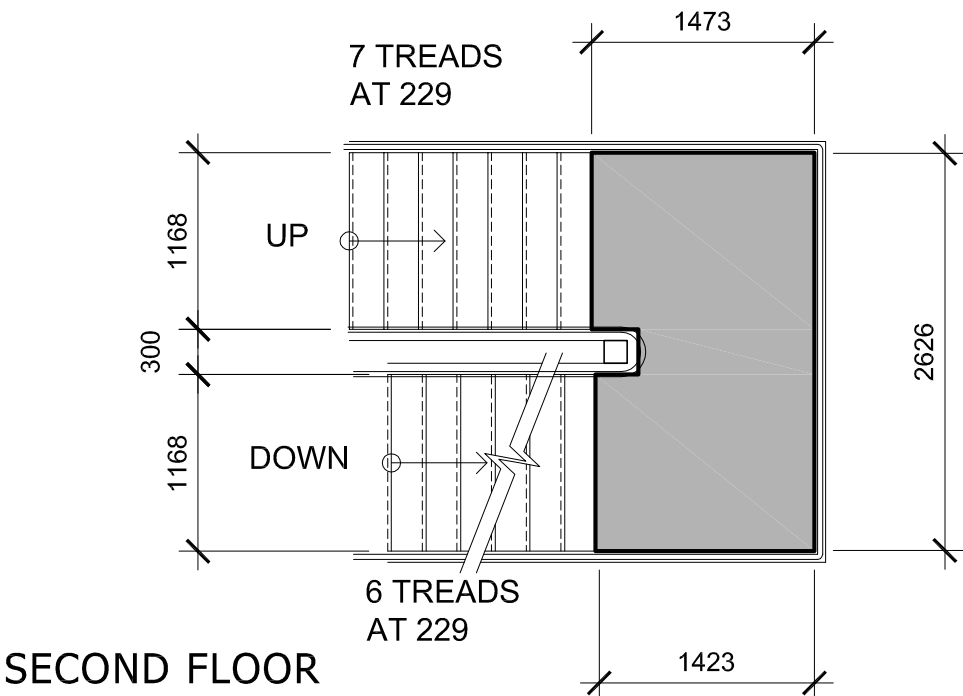
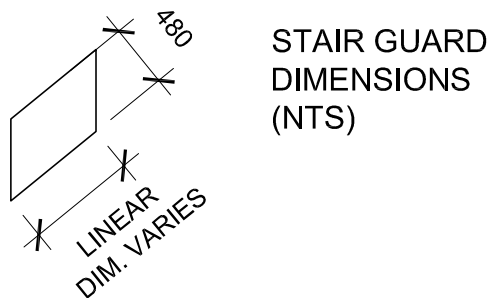




**L-TYPE STAIR**  
8 INSTANCES

LANDING GUARDS  
(850MM HIGH PANEL)  
2 LANDINGS PER STAIR  
2.5 LINEAR METRES PER LANDING

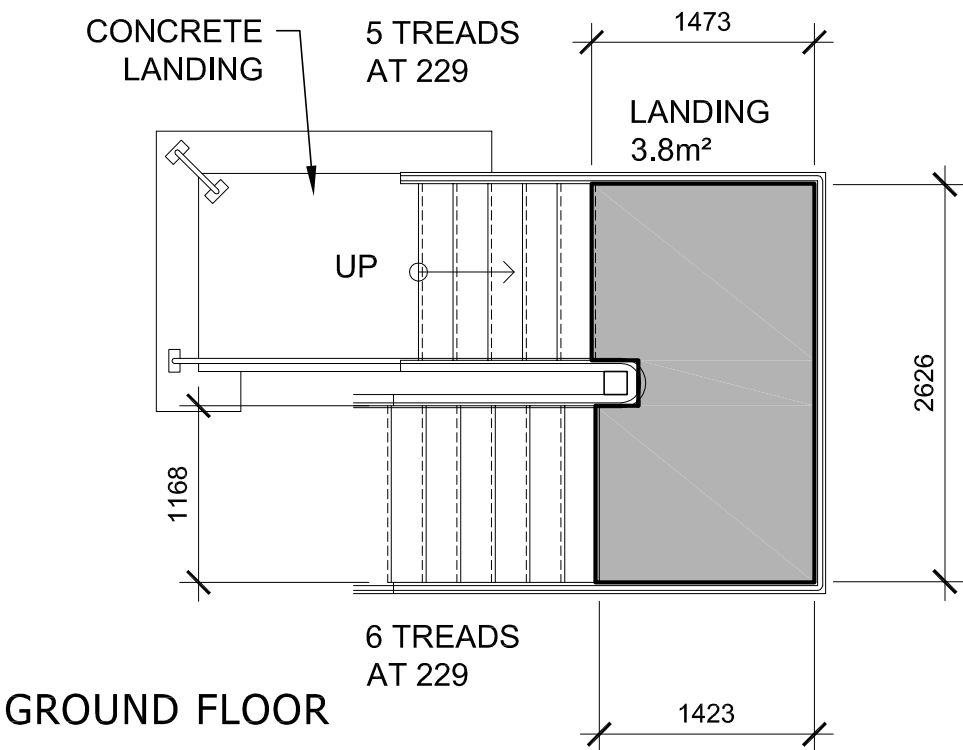
STAIR GUARDS  
(480MM HIGH PANEL)  
14.5 LINEAR METRES PER STAIR



**U-TYPE STAIR**  
8 INSTANCES

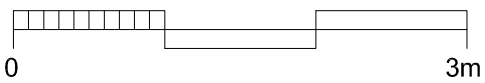
LANDING GUARDS  
(850MM HIGH PANEL)  
2 LANDINGS PER STAIR  
5 LINEAR METRES PER LANDING

STAIR GUARDS  
(480MM HIGH PANEL)  
13.5 LINEAR METRES PER STAIR



**L-TYPE STAIR**

**U-TYPE STAIR**



WEST RING ROAD

BUILDING 1

BUILDING 2

BUILDING 3

BUILDING 4



ROOF TYPE 1

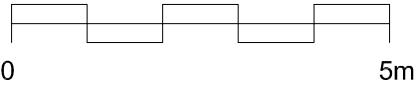
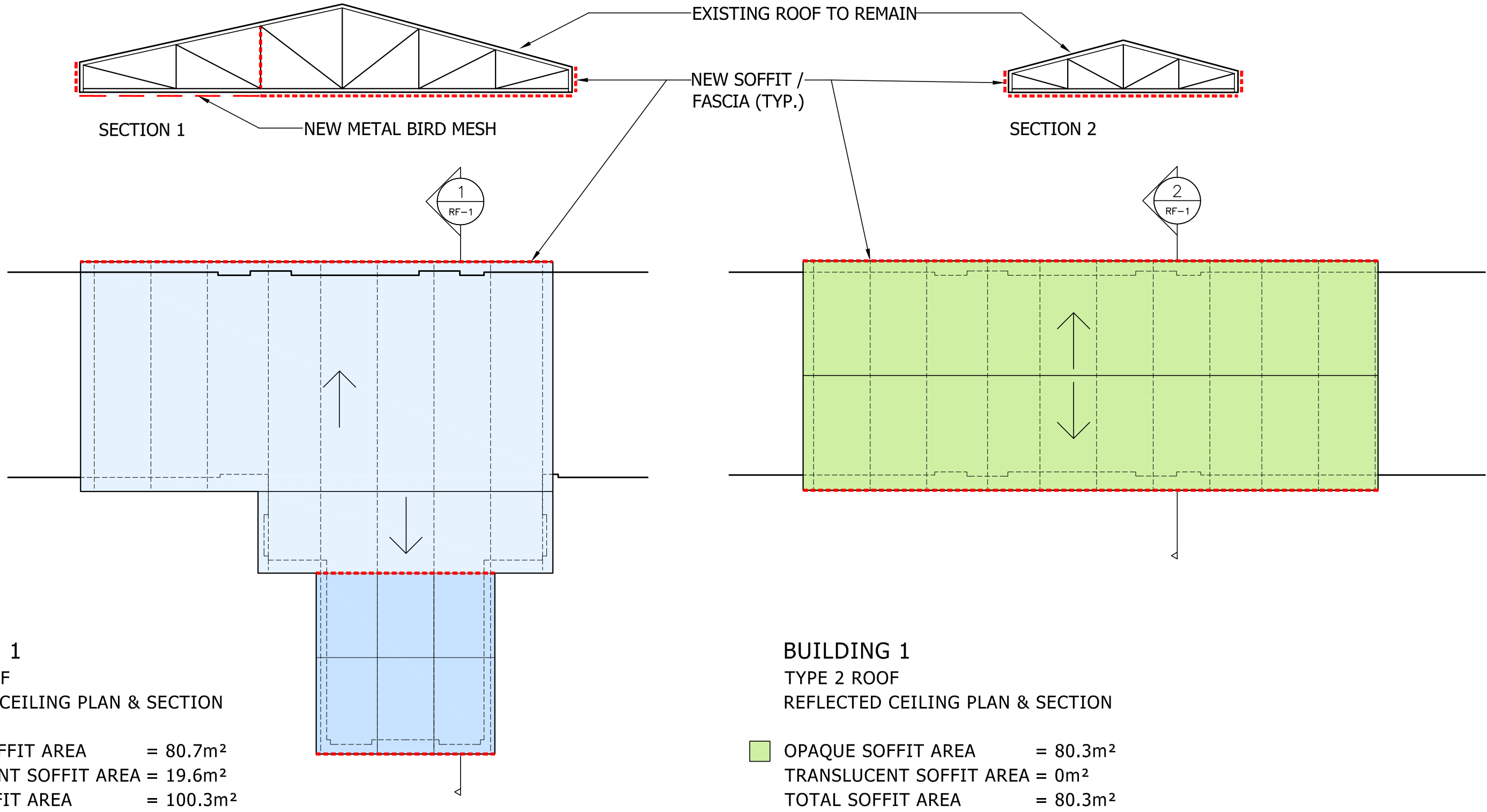
ROOF TYPE 2

ROOF TYPE 3

ROOF TYPE 4

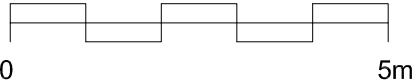
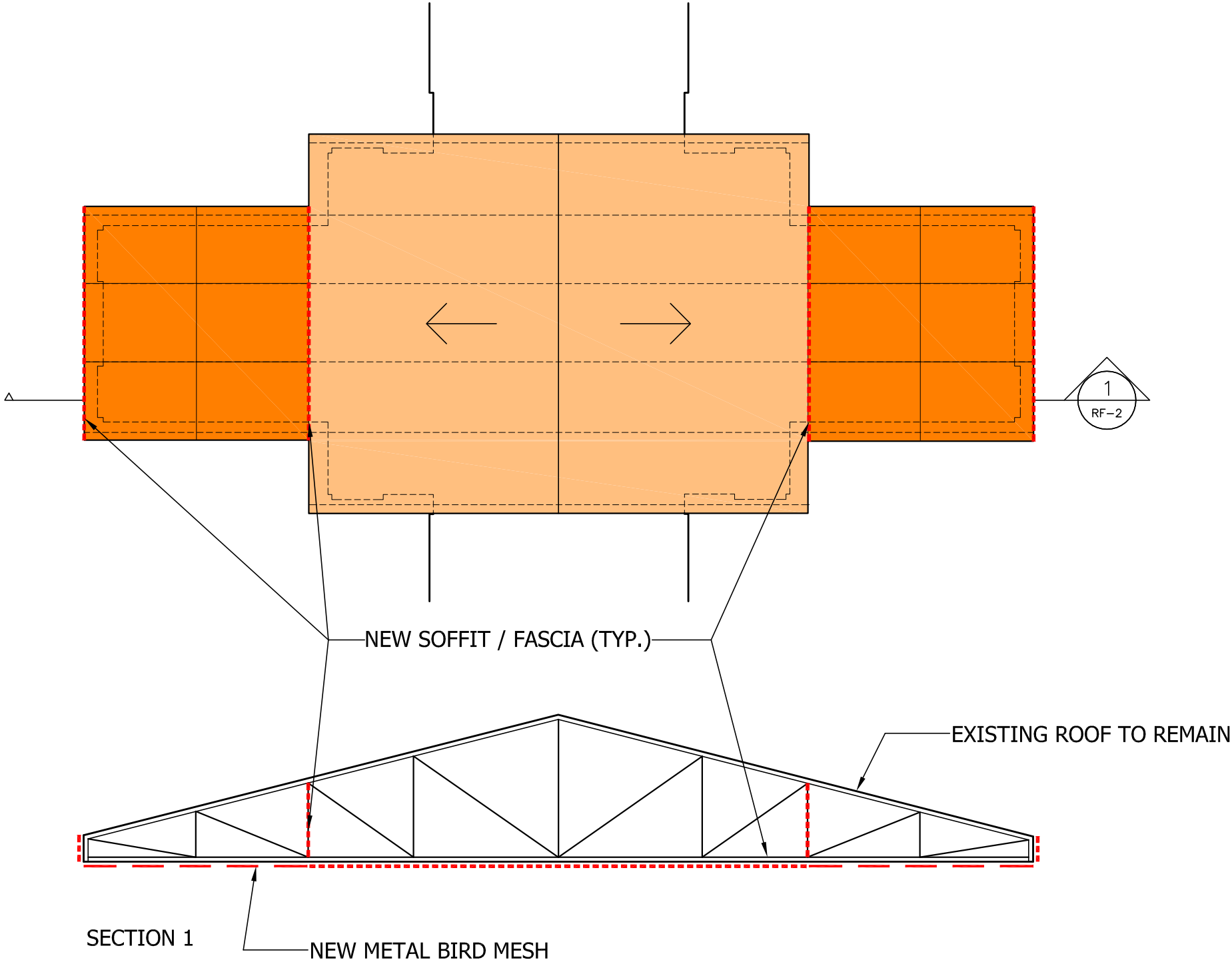


EXISTING ACCESS STAIR ROOF TYPES



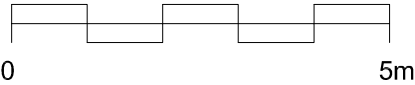
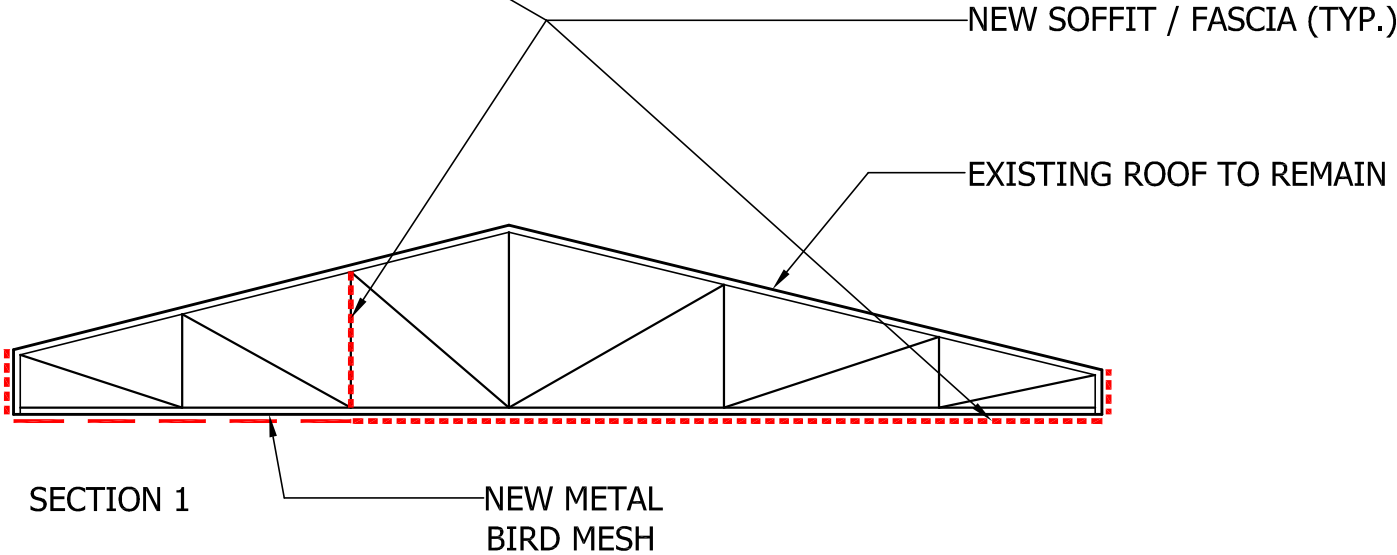
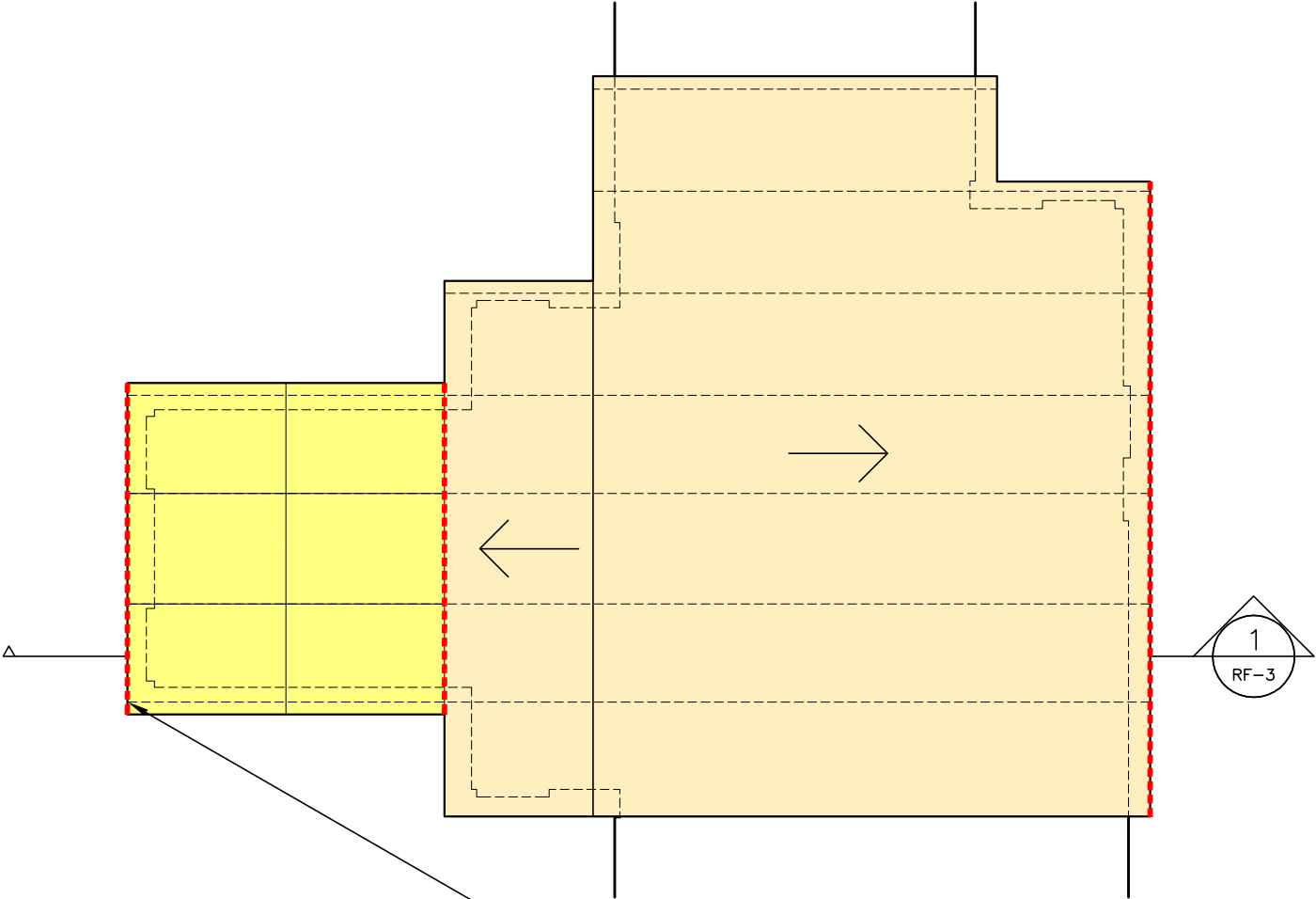
BUILDING 2  
TYPE 3 ROOF  
REFLECTED CEILING PLAN

- OPAQUE SOFFIT AREA = 74.6m<sup>2</sup>
- TRANSLUCENT SOFFIT AREA = 41.6m<sup>2</sup>
- TOTAL SOFFIT AREA = 116.2m<sup>2</sup>



BUILDINGS 3 & 4  
TYPE 4 ROOF  
REFLECTED CEILING PLAN & SECTION

- OPAQUE SOFFIT AREA = 94.1m<sup>2</sup>
- TRANSLUCENT SOFFIT AREA = 20.8m<sup>2</sup>
- TOTAL SOFFIT AREA = 114.9m<sup>2</sup>





University of Guelph  
**78 College Ave.**  
Student Family Housing



Photo 1: Underside of second floor access deck



Photo 2: Third floor access deck



Photo 3: Stair to third floor access deck



Photo 4: Typical second floor access deck



Photo 5: Ground floor stair landing



Photo 6: Access stairs and decks for Blocks M and N