



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**

Lighting the Way ~ Rejoicing in Our Journey

**REQUEST FOR PRE-QUALIFICATION
OF
GENERAL CONTRACTORS and SUBCONTRACTORS
FOR
GREGORY A. HOGAN CATHOLIC SCHOOL
ADDITION PROJECT**

PQ #: 615-CP1310

ISSUE DATE: APRIL 29, 2013

DUE DATE: MAY 9, 2013 at 4:00:00 p.m., Local Time

Mailing Address:

Mr. Tony Prizio
Purchasing Department
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, ON
N8A 4C4

The St. Clair Catholic District School Board requests prequalification information from interested General Contractors and associated Subcontractors for Masonry, Roofing, Mechanical and Electrical work.

The St. Clair Catholic District School Board proposes to construct a new six (6) classroom addition at Gregory A. Hogan Catholic School located at 1825 Hogan Drive in Sarnia Ontario, consisting of approximately 510 gross square metres (5,500 square feet) of new construction, and the installation of a storm water drainage piping and connection. The building addition is a single storey, double loaded corridor design, masonry with concrete roof plank construction. Roof planks will be pre-ordered with the successful general contractor expected to assume the subcontract as part of their bid.

The addition has an aggressive schedule with work to commence on site July 02, 2013. The scope of work calls for excavation, foundations, exterior asphalt surfaces, complete shell including roofing, windows, doors and exterior finishes complete by August 30th, 2013 and safe for staff and students use of the schoolyard. A connecting corridor must also be available for emergency exiting. Work may continue on the interior mechanical, electrical and finishes with substantial completion required by November 29th, 2013.

Submissions are to include **two (2)** bound copies of the following mandatory information, which will form the basis for evaluation of each submission:

1. Completed CCDC 11 – 1996 (R2006) “Contractor’s Qualification Statement”.
2. Submission of most recent Forms CAD 7 – Calculations and CAD 7 – Profiles used by the WSIB and Construction Safety Associations.
3. Resumes outlining credentials and experience of personnel - Project Manager(s) and Site Superintendents to be assigned to this project in a supervisory capacity (General, Mechanical and Electrical only) for the full duration of the project.
4. Letter from bonding company indicating bonding capabilities and limitations, and confirming availability of required bonding for this project – 50% Performance Bond, and a 50% Labour and Materials Payment Bond. (General Contractors only)
5. Letter from Insurance Company (licensed to do business in the Province of Ontario) for the General Contractor indicating its insurance limits.
6. References from recently completed, and/or presently under construction, projects of a similar type and complexity; including contact names, positions, telephone numbers and addresses.
7. A letter authorizing the architect to contact any references solely for the purpose of verifying submission information and qualifications.
8. Written confirmation from the General Contractor of locally-based service and support for the project. In order to provide reasonable response to The St. Clair Catholic District School Board, General Contractors whose offices are not located within a radius of 100 km of Sarnia will be required to provide a temporary local office in Sarnia Ontario for the duration of the

construction and for a period extending three months past the Certification of Substantial Performance.

Bids are expected to be called in May 2013 with project completion of November 29th, 2013.

The St. Clair Catholic District School Board reserves the right to reject any and all submissions, and reserves the right to waive informalities in the documents, or to accept any submission as most satisfactory in the opinion of the St. Clair Catholic District School Board.

The St. Clair Catholic District School Board will evaluate pre-qualification submissions as follows:

Evaluation Criteria Schedule

Evaluation Criteria:	Weighting
Length of time in business	10%
Experience with projects of similar size	10%
Experience with projects of similar type	10%
References and recommendations	50%
Support and service	10%
Annual Volume	5%
Work-in-Progress	5%
TOTAL	100%

Mandatory information must be provided or the submission will be disqualified.

The St. Clair Catholic District School Board reserves the right to cancel this Request for Pre-qualification without any obligation or any reimbursement to proposed Applicants.

Note: Pre-qualification does not guarantee award of work.

Submissions that are incomplete, unsigned, improperly signed, illegible, obscure, contain erasures, alterations, or irregularities of any kind, may at the discretion of the St. Clair Catholic District School Board be declared informal and disqualified.

All queries specific to this Pre-qualification shall be directed to:

Mr. Tony Prizio, Procurement Specialist
Fax 519.627.8230 or
E-mail: tony.prizio@st-clair.net
Copy all email queries to: patsy.mckenzie@st-clair.net

Queries must be submitted by 12:00 noon May 7th, 2013, in writing by email and written responses will be made available to all proponents. Proponents who contact St. Clair Catholic District School Board staff or consultants other than the individual specified below regarding this project either directly or through an agent will be disqualified.

Submissions will not be opened publicly at the time of closing.

Debrief: Contractors that are not pre-qualified are entitled to a debriefing. A request for debriefing must be made in writing within 60 calendar days following the posting of the successful pre-qualified contractors list.

Sealed Pre-qualification proposals shall be submitted **no later than 4:00:00 p.m. on May 9, 2013** in a sealed envelope labeled **“Pre-qualification Submission for Gregory A. Hogan Catholic School - Addition Project”** and delivered to:

St. Clair Catholic District School Board
245 Tecumseh St.
Sarnia, ON
N7T 2L1
Attention: **Mr. Tony Prizio**, Procurement Specialist

Submissions received after the closing deadline will not be accepted and will be returned unopened.

I/We declare the information submitted in accordance with PQ #615-CP1310 to be accurate:

Name of Authorized Officer: _____

Title: _____

Signature of Authorized Officer: _____

Date: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____ Email: _____