



THE CORPORATION OF THE CITY OF NIAGARA FALLS

## REQUEST FOR PRE-QUALIFICATION

RFPQ33-2020

### PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR THE RENOVATION OF THE NIAGARA FALLS MUNICIPAL SERVICE CENTRE

#### APPENDIX B: EVALUATION

1. **General**

Proposals will be evaluated by City staff, and ARC Engineering, "The Consultant", based upon the pre-determined categories with the points weighting as set out below to determine the contractors who will be pre-qualified to participate in the subsequent tender process.

2. **Selection**

The selected Pre-qualification submission (if any) will be chosen based upon the evaluation criteria shown in **Table B.1**, as defined in **Table B.2** in the City's sole decision, will determine the manner in which each pre-qualification submission meets the evaluation criteria stated below. The City, at its sole and unfettered decision, may seek to clarify any aspect of any pre-qualification submitted in response to this RFPQ at any time. Such clarification shall not provide any Bidder with an opportunity to improve upon or correct a previously submitted Pre-qualification.

3. **Interviews and Communications with Bidders following Pre-qualification Submission Date**

The City's evaluation team may conduct an interview with selected companies that have submitted a Pre-qualification in response to this RFPQ. The City makes no commitment to hold any interviews with any Bidder and offers no rights or expectations of any kind to any company who has submitted a Pre-qualification. If an interview is granted, it is expected to be no longer than sixty (60) minutes in length and will include an allowance for a question and answer period. The granting of an interview does not provide any Bidder with an opportunity to improve upon or correct their Pre-qualification submission. Attempts by any Bidder to improve upon or correct a Pre-qualification submission will result in the rejection of the said Pre-qualification by the City.

4. **Evaluation Criteria**

The City will evaluate the Pre-qualification submissions based upon the following weighted criteria shown in **Table B.1**.

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**5. Bidder's Acknowledgment**

- a) The City is under no obligation whatsoever to meet with or communicate with all or any Bidders who have submitted a Pre-qualification in response with this RFPQ.
- b) Any and all communications with Bidders following the Pre-qualification submission closing date will be solely initiated by the City. Bidders must not contact the City seeking a meeting with the City or seeking any information of any kind regarding any Pre-qualification submitted to the City.
- c) A debriefing at the written request of a proponent shall only be conducted after the contract is executed with the selected Proponent. Under no circumstances will debriefing be held prior to the contract execution. Any proponent may request a debriefing with the Procurement Representative, with respect to their proposal submission.
- d) The City is not obligated to reveal any reasons whatsoever for its choice of a Contractor (if any) and the City is not obligated to reveal any information regarding any Pre-qualification submitted to the City.
- e) The City reserves the right to check all references provided by the Bidder and to check additional references not stated by the Bidder. Both oral and written reference checks completed by the City will be binding on the determination of past performance by the Bidder.
- f) The City reserves the right to expand the number of companies pre-qualified for the tender, if it feels it is in the City's best interest to do so.
- g) The City reserves the right to conduct interviews of contractor, including site supervisors and office manager proposed for the project
- h) The threshold for pre-qualification is 70 points; Contractors that score 70 points or more will be pre-qualified for the subsequent tender process. Only those bidders that pre-qualify will be contacted.

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**TABLE "B.1" - EVALUATION CRITERIA**

<b>VENDOR NAME:</b>			
<hr/>			
<b>PASS or FAIL CRITERIA</b>	<b>Pass</b>	<b>Fail</b>	<b>Pass/Fail Result</b>
<b>Review:</b>			
•Bonding			
•Banking Information			
•Insurance Information (incl. WSIB)			
•CCDC forms & appendices			
•Written confirmation of adherence to Health and Safety Policy			
<b>Note: Only Bidders that pass the above pass or fail criterion will move on to the evaluated criterion below</b>			
<b>EVALUATION CRITERIA</b>	<b>Maximum Points</b>	<b>Weight Factor</b>	<b>Independent Review Points X Weight ÷ Maximum Points) = Score</b>
<b>1. Comprehensiveness and Completeness</b> *Refer to Submission Procedure, Section #3	10	10	
<b>Comments:</b>			
<b>2. Company's Experience</b>			
a) Previous projects of similar construction value	10	20	
b) Previous projects of similar use or building type	10	20	
<b>Comments:</b>			

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EVALUATION CRITERIA	Maximum Points	Weight Factor	Independent Review Points X Weight ÷ Maximum Points) = Score
<b>3. Staff Experience assigned to this project:</b>			
a) Project Lead	10	12	
b) Key Site Personnel	10	8	
c) Key Office Personnel	10	5	
Comments:			
<b>4. Reference Checks (Minimum 3)</b> a) Overall Experience • Project Management (incl. Sub-Trade Co-ordination) • Quality Management • Schedule and Budget Conformance • Site Safety & Cleanliness • Organization and Communication • Conflict Resolution, Issue Management and Problem Solving • Document Management (overall & close-out) • Response Time (i.e. Warranty claims and related issues)	30 (10 per reference)	25	
Comments:			
<b>TOTALS: Minimum Score of 70 is required to pre-qualify for the tender process.</b>		<b>100</b>	

**Instructions to Evaluator:** Complete a separate evaluation form for each Proposal reviewed. Each criterion must be assigned a score unless you are instructed otherwise on the form. Make additional notes in the comments section for reference and discussion during meetings of the full evaluation panel.

The point value entered above reflects my best independent judgment of the merits of the identified bidder's Proposal.

**Committee Member:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_  
(please print)  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**TABLE "B.2"  
SCORING RATING DEFINITION**

<b>RATING</b>		<b>DESCRIPTION</b>
10	Excellent	Exceeds the requirements of the criterion in superlative beneficial ways/very desirable.
9	Very Good	Exceeds the requirements of the criterion in ways that are beneficial to the City's needs.
8	Good	Exceeds the requirements of the criterion but in a manner, which is not particularly beneficial to the City's needs.
7		Fully meets all requirements of the criterion.
6	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas that are not critical.
5		Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas that are not critical.
4	Poor	Barely meets most of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas that are not critical.
3		Poor to Very Poor.
2		Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
1		Very Poor to Unsatisfactory.
0		Unsatisfactory Does not satisfy the requirements of the criterion in any manner.

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**PRE-QUALIFICATION EVALUATION SUMMARY**

**Instructions to Evaluator:** Complete Pre-qualification Evaluation Summary indicating the name of each Company and their Total Score. Additional comments may be included.

**TABLE "B.3"  
COMPANY SCORING SUMMARY**

COMPANY	TOTAL SCORE	COMMENTS

**Committee Member:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_