

COMMITTEE OF THE WHOLE (WORKING SESSION) – FEBRUARY 14, 2012

PRE-QUALIFICATION OF LANDSCAPE GENERAL CONTRACTORS

Recommendation

The Commissioner of Community Services in consultation with the Directors of Legal Services and Purchasing Services, recommends:

1. That Council approve the revised criteria for pre-qualification of landscape general contractors for the construction and renovation of various parks and open spaces in the City of Vaughan.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, for the timely/successful execution of Goal 2, Object 2.2:

- To develop Vaughan as a City with maximum green space and urban form that supports our expected population growth.

Economic Impact

No economic impact is anticipated with this pre-qualification. However, implementation of the pre-qualified of Landscape General Contractors could result in cost savings to capital projects.

Communication Plan

N/A

Purpose

The purpose of this report is to receive Council approval of the revised criteria for the pre-qualification process whereby landscape general contractors for the construction and renovation of various parks and open spaces in the City of Vaughan will be determined.

Background - Analysis and Options

On December 13, 2011, Council directed staff to review the existing pre-qualification criteria and revise where necessary to address items and concerns that had been noted during the previous pre-qualification term. Any revisions will form the basis of the pre-qualification process for landscape general contractors to bid on the construction and renovation of various parks and open spaces in the City of Vaughan.

Staff has reviewed the items and concerns that had been noted during the previous term of landscape general contractor pre-qualification and have identified the following three points that would require improvement:

- Contractors during pre-qualification period had difficulty with completing projects within timelines in accordance with the contract documents;
- Contractors during pre-qualification period had difficulty in providing skilled personnel and equipment required for the performance of work; and
- In addition, staff spent time and effort enforcing City of Vaughan standards and workmanship specified in the contract documents.

In keeping with the Purchasing Services rules and guidelines, the 2012 and 2013 pre-qualification of landscape general contractors will be open to any landscape general contractor that wishes to submit required mandatory pre-qualification criteria documentation.

The request for pre-qualification will be advertised in the Daily Commercial News (DCN), on the Electronic Tendering Network (ETN), Ontario Public Buyers Association (OPBA), Biddingo and in the Vaughan City page in accordance with the Purchasing Services Department's procedures. The mandatory document that the landscape general contractors must complete is the Canadian Construction Document 11 (CCDC 11-1996 (R2006) (refer to Attachment 'A'). In addition to the requirements of CCDC 11-1996 (R2006), through the request for proposal process, the landscape general contractors will be asked to provide the additional mandatory information as follows:

1. Number of years in business;
2. Workplace Injury Summary Report (WSIR);
3. Proponents Health and Safety policies;
4. Company financial information authorization letter;
5. Insurance coverage; and
6. Bonding capacity;

All respondents who do not provide completed documentation or comply with the mandatory pre-qualification criteria documentation will be non-compliant.

The proposed revised criteria that will form the basis of the pre-qualification process and address the issues identified in the previous term of pre-qualification of landscape general contractors are as follows:

1. Pre-qualified landscape general contractors will be required to update their company qualification statement promptly after any significant changes to the company during and prior to the optional extension period for this pre-qualification, and will be reviewed by committee members to ensure the general contractor maintains a minimum score as noted in the mandatory pre-qualification criteria;
2. Clarifications have been made to the mandatory submission requirements for park project type and scope that are acceptable to be submitted in the CCDC-11 document (as per appendix A and B) in order to better evaluate the general contractors ability and experience to construct park projects of similar size and scope; which may be tendered during this pre-qualification term;
3. References will only be checked for projects that are substantially completed;
4. Changes have been made to the reference section of the scoring criteria in order to capture and address potential concerns and performance issues that could impact the success of a construction project;
5. References by respondents have been expanded to include projects completed with the City of Vaughan, for City departments other than Parks Development;
6. Adding mandatory minimum scoring requirements under section one and two of the Landscape General Contractor Evaluation and Reference criteria, which will require the respondents to achieve a minimum score in each scoring section in order for the respondent to be considered successful in this bid call for pre-qualified Landscape General Contractors;

Proposals will be assessed on the basis of information provided by the Proponent at the time of submission and shall take into account subsequent interviews with the Proponent as may be required by the evaluation team or committee. The evaluation of the proposals will be conducted by an evaluation team or committee comprised of representatives assigned by the Commissioner of Community Services, relevant City department staff, and other such persons as may be selected by the City of Vaughan.

This pre-qualification of general landscape contractors will be for a duration of two (2) years from the date of notification from the City of Vaughan with the option of one (1) two (2) year extension period and would be applied to various construction and renovation works included under the Parks and Open Space Capital Projects for 2012 and 2013, valued between \$100,000.00 and \$5 million. The City will reserve the right to use the services of other contractors, independent of the request for pre-qualifications, for individual projects which have a scope or size that is unique and requires a very specific skill set. The Landscape General Contractor Pre-qualification document will be issued in early 2012, and a listing of the successful landscape general contractors is anticipated by early summer 2012. A further report will be provided to Council that identifies the pre-qualified landscape general contractors once the pre-qualification process has been completed.

Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide:

- **STRATEGIC GOAL:**
Service Excellence - Providing service excellence to citizens.
- **STRATEGIC OBJECTIVES:**
Pursue Excellence in Service Delivery; and Enhance and Ensure Community Safety, Health and Wellness - To deliver high quality services and to promote health and wellness through design and program.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated.

Regional Implications

N/A

Conclusion

That Council approve the proposed revised criteria for the pre-qualification process whereby landscape general contractors for the construction and renovation of various parks and open spaces in the City of Vaughan will be established.

An item will be brought back to council for approval that identifies the pre-qualified landscape general contractors once the pre-qualification process has been completed.

Attachments

Attachment "A" – Canadian Construction Documents Committee Document 11-1996 (R2006)
(5 pages total)

Report prepared by:

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Respectfully submitted,

Marlon Kallideen
Commissioner of Community Services

Attachment 'A'

Contractor's Qualification Statement

Standard Construction Document
CCDC 11-1996 (R2006)

This document is intended to provide information on the capacity, skill, and experience of the Contractor. Applicant may supplement information requested with additional sheets if required.

Project Number:

Project Title:

Location:

1. Submitted to:

Firm Name:

Address:

Phone:

Fax:

E-mail:

2. Submitted by:

Firm Name:

Address:

Phone:

Fax:

E-mail:

3. Legal Structure of Contractor:

Year Established:

Joint Venture, Corporation, Partnership, Registered, Sole Proprietor,

Other:

Names and Titles of Officers, Partners, Principal:

Name	Title / Position
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I declare the information in this form to be true and correct to the best of my knowledge

Name of Contact Person:

Title of Contact Person:

Apply CCDC 11 copyright seal here.

Use of a CCDC 11 document not containing a CCDC 11 copyright seal constitutes an infringement of copyright. Use of this form with a CCDC 11 copyright seal demonstrates that it is intended by the parties to be an accurate and unamended version of CCDC 11 - 1996 (R2006).

Contractor's Qualification Statement

Standard Construction Document
CCDC 11-1996 (R2006)

4. Financial References

a. Bank Name:

Address:

Contact Person(s):

Phone: Fax:

E-mail:

b. Bonding Company:

Address:

Contact Person(s):

Phone: Fax:

E-mail:

5. Annual value of construction work for the past five years

Year	Value
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

6. Key office personnel proposed for the project (e.g. Principal in Charge, Project Manager, Estimator, etc) attach resume of qualifications and experience:

Name	Title / Position
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. Key site personnel proposed for the project (e.g. Project manager, Superintendent, Foreman, etc) attach resume of qualifications and experience:

Name	Title / Position
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- 8. Principal projects completed in the past five years. Listed in Appendix A.
- 9. Similar or related projects completed. Listed in Appendix B.
- 10. Major construction projects underway this date. Listed in Appendix C.

Contractor's
Qualification Statement

Standard Contract Document
CCDC 11-1996 (R2006)

APPENDIX A
Principal projects completed in the past five years.

Project Title

Date Completed: Project Value: \$

Location:

Owner:

Contact Person(s):

Phone: Fax:

E-mail:

Consultant:

Contact Person(s):

Phone: Fax:

E-mail:

Description:

Project Title

Date Completed: Project Value: \$

Location:

Owner:

Contact Person(s):

Phone: Fax:

E-mail:

Consultant:

Contact Person(s):

Phone: Fax:

E-mail:

Description:

Contractor's
Qualification Statement

Standard Construction Document
CCDC 11-1996 (R2006)

APPENDIX B
Similar or related projects completed.

Project Title

Date Completed: Project Value: \$

Location:

Owner:

Contact Person(s):

Phone: Fax:

E-mail:

Consultant:

Contact Person(s):

Phone: Fax:

E-mail:

Description:

Project Title

Date Completed: Project Value: \$

Location:

Owner:

Contact Person(s):

Phone: Fax:

E-mail:

Consultant:

Contact Person(s):

Phone: Fax:

E-mail:

Description:

Contractor's
Qualification Statement

Standard Construction Document
CCDC 11-1996 (R2006)

APPENDIX C

Major construction projects underway as of the date of submission.

Project Title

Scheduled Completion Date: Project Value: \$

Percent Completed:

Location:

Owner:

Contact Person(s):

Phone: Fax:

E-mail:

Consultant:

Contact Person(s):

Phone: Fax:

E-mail:

Description:

Project Title

Scheduled Completion Date: Project Value: \$

Percent Completed:

Location:

Owner:

Contact Person(s):

Phone: Fax:

E-mail:

Consultant:

Contact Person(s):

Phone: Fax:

E-mail:

Description: