

TORONTO ZOO

REQUEST FOR

PRE-QUALIFICATION OF GENERAL CONTRACTORS

MECHANICAL CONTRACTORS

ELECTRICAL CONTRACTORS

WILDLIFE HEALTH CENTRE CONSTRUCTION

1. INTRODUCTION

Invitation

The Toronto Zoo Wildlife Health Centre Project is a multi-functional purpose-designed facility that will provide health care for Toronto Zoo wildlife; research and education in wildlife health, a public viewing gallery, and facility support services. The new facility will be located in the Toronto Zoo Operations Complex, on the north part of the Zoo site at 361A Old Finch Avenue, Toronto.

The firm of Diamond Schmitt Architects (Toronto) in association with DesignLevel Architecture (Columbus, Ohio) developed a design in collaboration with Toronto Zoo veterinarians to improve and expand the current animal hospital. The new building will ensure the Toronto Zoo maintains the highest level of care for their extensive wildlife holdings and that it continues to meet all regulatory guidelines.

Detailed design/contract document work has been completed and applications for City of Toronto Site Plan Approval and Building Permits are expected at project start this Fall, 2014.

The purpose of this Request for Pre-qualification of General Contractors is to invite qualified General Contractors, Mechanical Contractors and Electrical Contractors to submit pre-qualification information in order to establish a list of bidders for the Toronto Zoo Wildlife Health Centre Project construction. The general contractor will function as General Contractor/Team Leader for a Project Construction Team and will agree to include as a subcontract one of the pre-qualified mechanical and electrical contractors. Each team to be led by a general contractor will include subcontractors that have appropriate experience in their discipline to meet the requirements of the Scope of Project description and ultimately the construction documents and specifications. The Project Construction Team will have experience in public buildings, offices and conference facilities; animal holdings; site servicing and landscaping, green roof construction; and preferably human or wildlife health-care and/or veterinarian clinical and laboratory facilities and who have demonstrated superior qualities in construction team project management, scheduling and workmanship.

Wildlife Health Centre Design

The Wildlife Health Centre Project will include animal holding areas; a surgical suite, radiology and intensive care unit; clinical, endocrinology, gamete, assay and necropsy laboratories; veterinary staff, research, student and technologist offices; a receiving area with storage; a conference room and public viewing gallery. The new construction will interface with the existing administrative support wing to the north and existing research, holding and quarantine wings to the west and south.

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Construction includes the demolition of 902 sq. m. (9,709 sq. ft.) existing wildlife health care structures, 2,870 sq. m. (30,893 sq. ft.) of new construction on two floor levels and 95 sq. m. (1,023 sq. ft.) of renovated area. Some existing services are required to continue operating through construction and are anticipated in the design. A large second level roof is designed for intensive and extensive green roof construction. The new building will have stand-alone mechanical plant rooms with service connections to the existing buildings, adjacent. Clerestory windows are part of the roofscape to bring natural light into the wildlife holding areas.

New landscaping and civil work is required to connect with existing site services. Site work will be required in the adjacent vicinity including: tree removal, relocation and replacement; landscaping and plantings; some pathway and road construction.

2. SCOPE OF PROJECT

General Scope

The general project scope of work comprises the following:

- Site and structural demolition
- General earthwork
- Water, storm, sanitary and electrical site services
- Building mechanical and electrical
- Structural load-bearing and non-structural masonry
- Hollow-core concrete floor and roof structure
- Steel frame (secondary) structure
- Brick and exterior cement board cladding, insulated
- Zinc cladding and parapets
- Intensive and extensive “Green Roof”
- Aluminum curtainwall, thermal windows
- Insulated translucent glazing
- Interior finishes, millwork, doors
- Laboratory benching and equipment
- Holding area enclosures, openings
- Metals (including specialty, custom stainless steel, galvanized)
- Landscape
- Specialty pavements (patterned concrete, interlocking stone, asphalt)
- Signage

Special Considerations

Several challenges that need to be considered and managed in the scheduling, staging and execution of the work will impact implementation of the project. Some of these challenges will include:

- The Toronto Zoo is a major recreational, educational and tourist destination attracting a high pedestrian volume year round. Administrative Support and Services wings, Holding, Research and Quarantine wings while not accessible directly from public pedestrian areas are directly adjacent the Wildlife Health Centre and services to those areas must remain operational during

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construction. This work has been anticipated in the design and proponents will be responsible for this work;

- The work site is immediately adjacent to animal area and areas of the Zoo that will be open for business therefore all aspects of the construction process must be planned and executed in a manner compatible with causing the least disturbance. Toronto Zoo project team members will liaise with proponent Contractors to ensure that expectations are clear;
- Existing site services coordination are the responsibility of the Contractor and a detailed existing site service survey will be provided;
- Wildlife holding areas are a specialized type of construction and a thorough understanding of the design and function of these areas is an important part of the project. Knowledge and ability in this area are mandatory;
- Anticipation of parking requirements for contractors and subcontractors on site should provide ease of access to the construction site.

Zoo Policies

All aspects of work will be procured and executed in compliance with Toronto Zoo Policies and the City of Toronto Fair Wage Policy. Further information on the Fair wage Policy can be obtained by contacting the Fair Wage Office at 416-392-7300.

3. SUBMISSION REQUIREMENTS

Site Meeting

General Contractors, Mechanical Contractors and Electrical Contractors interested in submitting their qualifications are invited to an information and site meeting to meet members of the Toronto Zoo Project Team and be introduced to the project requirements, with a tour of the site:

Friday June 13, 2014 at 10:00 am

Toronto Zoo
Administrative Support Centre
361A Old Finch Avenue
Toronto, Ontario
M1B 5K7

General contractors may bring other key subcontractors or trades to the site meeting. The information and site meeting is not a mandatory requirement for submitting pre-qualification documents, however attendance at the information and site meeting will be reflected in the scoring.

Pre-Qualification Documents

General Contractors, Mechanical Contractors and Electrical Contractors are requested to submit CCDC 11 Documents that provide background qualifications and information necessary for the Toronto Zoo and Design Team to make an assessment of their ability and general suitability to bid on the project.

The pre-qualified General Contractor/Team Leader successful in bidding on the project will be required to include one of the pre-qualified Mechanical and Electrical Contractors in their bid.

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The Zoo will evaluate submissions on the basis of each Contractor's overall experience. Member firms of each General Contractor/Team Leader, Mechanical Contractor and Electrical Contractor shall have completed work similar in scope, size and complexity to this project, and shall submit Project Briefs, describing in detail their involvement in projects of comparable scope as proof of experience.

Submission Requirements and Format

General Contractors/Team Leaders, Mechanical Contractors and Electrical Contractors shall provide their submission on 8 ½ x 11 inch format bound in three-ring binders with labeled dividers for each section corresponding to the mandatory submittal requirements listed below, Part A. One (1) copy marked "Original" and five (5) copies marked "Copy" of the Pre-Qualification document must be submitted. Compliance with the required format will also be reflected in the scoring.

Pre-qualification information shall be submitted to the Toronto Zoo using the submission label provided to:

Toronto Zoo
Purchasing and Supply Unit
Administrative Support Centre
361A Old Finch Avenue
Toronto, Ontario
M1B 5K7

Deadline: on or before 12:00:00 pm local time on **Monday June 23, 2014**.

Mandatory items must be submitted or your firm will be disqualified from the prequalification process and will not be allowed to bid on this project.

Only those General Contractors, Mechanical Contractors and Electrical Contractors which the Toronto Zoo deems qualified for the project will receive tender documents. The Toronto Zoo's decision is final. The Toronto Zoo reserves the right to accept or reject any pre-qualification submission received or to cancel the pre-qualification process at any time.

Part 'A' – Mandatory Items

All submissions listed in Part 'A' are mandatory and required for each of the General Contractor/Team Leader, Mechanical Contractor or Electrical Contractor submitting their credentials for pre-qualification.

1. Company Information for each contractor;
2. Completed CCDC 11-1996 (R2006) including company structure, general experience, staff to participate in project and qualifications;
3. WSIB CAD-7 calculation certificate;
4. WSIB Certificate of Insurance;
5. Copy of Company Health and Safety Policy. The general contractor, mechanical contractor or electrical contractor must declare that each has not been convicted or charged under the Occupational Health and Safety Act and Regulations in the past three (3) years.
6. A letter from a recognized Surety Company doing business in Ontario verifying general contractor, mechanical contractor or electrical contractor would be able to obtain a 10% Bid Bond, a 50% Performance Bond and 50% Labour and Materials Bond for a \$10 - 15 million

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- construction cost. The surety company must be authorized to provide surety in the Province of Ontario by the Financial Services Commission of Ontario;
7. Financial institution letter of pre-qualification, outlining credit history and financial capacity for intent to pre-qualify for the project. This would include letter authorizing the Toronto Zoo to confirm or obtain, if required, further financial information from institutions listed in the pre-qualification submission;
 8. Insurer's Certificate of Insurance confirming policy coverage limits. \$5.0 million Comprehensive General Liability per occurrence is mandatory;
 9. Acknowledgement of compliance by the general contractor, mechanical contractor or electrical contractor with the City of Toronto's Fair Wage Policy and intent to sub-contract with companies in compliance with same;
 10. Acknowledgement that the general contractor, mechanical contractor or electrical contractor is not currently involved in litigation with the City of Toronto or Toronto Zoo.

Part 'B' – Evaluation Items

Contractors:

1. Role of General Contractor/Team Leader, experience and qualifications relevant to Wildlife Health Centre Project, or;
Role of Mechanical Contractor experience and qualifications relevant to Wildlife Health Centre Project, or;
Role of Electrical Contractor, experience and qualifications relevant to Wildlife Health Centre Project.

Project Management:

Provide a brief description of your proposed approach to coordinating and managing within your scope of the project. The General Contractor/Team Leader will have a different scope from the Mechanical or Electrical Contractor. The description should be relevant to the contractor's scope of work. Include the following:

1. General approach to work, staging, sequencing, coordination;
2. Factors potentially influencing execution of work, special permit requirements, special management considerations;
3. Management of resources, construction scheduling, project management software and methodology.

Project Briefs:

1. Exemplary Projects:
Describe three (3) projects completed by the Contractor (preferably in association with Project Contracting Team members) within the last five (5) years demonstrating previous experience on projects of similar context, scale, scope, and complexity specifically relevant to the Wildlife Health Centre Project. Provide project information including:

Project Name, Location, and Client;
Project tender value and completion cost;
Project start date and completion date;

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Project scope of work and context, specific challenges and specialties;
Management staff assigned;
Project photographs;
References.

2. **Supplementary Reference Projects:**
Identify a maximum of two (2) constructed projects that best demonstrate contractor's general capabilities, quality of workmanship and experience that may be applicable to the Wildlife Health Centre Project. Provide project information including:

Project Name, Location, and Client;
General Contractor (for Mechanical and Electrical Contractors only)
Project tender value and completion cost;
Project start date and completion date;
Project scope of work and context, specific challenges;
Management staff assigned;
Project photographs;
References.

3. Provide a reference contact name for each project identified in item 1 and 2 above, including name, email address and telephone number.

4. EVALUATION CRITERIA AND PRE-QUALIFICATION SELECTION

Pre-qualification proposals will be assembled by the design team and reviewed and evaluated by an Evaluation Committee comprised of Zoo staff. The Evaluation Committee may at its sole discretion retain additional committee members or outside advisors to participate or assist in the evaluation. Evaluation scores will be determined based on the scoring criteria listed below. In order to pre-qualify, a minimum combined score of 75 points must be attained.

All information may be verified. In the event that it is determined that any of the information submitted is inaccurate or misleading, your firm will be disqualified from this project at the sole discretion of the Toronto Zoo without penalty. Mandatory submittal requirements, identified in the list of submittal requirements as noted in the submission Requirements and Format, must be submitted or your proposal will be disqualified. Incomplete information or omissions may limit your firm's ability to qualify.

Part 'A' – Mandatory Items

- All Mandatory Items Submitted by the stipulated submission deadline and Complete – continue with evaluation.
 Omissions and/or Incomplete Information – disqualify proposal submission.

Comments:

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Part 'B' – Evaluation Items

Evaluation Criteria		Maximum Potential Score
1.	Submission: Format compliance, completeness	10 points
2.	Attendance at Site Meeting	5 points
3.	Project Contracting Team: Overall experience and qualifications of General Contractor/Team Leader or Mechanical Contractor or Electrical Contractor Team Composition, completeness with respect to scope of work Overall experience and qualifications of Subcontractors	35 points
3.	Project Management: Proposed approach to work for Wildlife Health Centre Project Management Resources	10 points
4.	Project Briefs: Exemplary Project No. 1 (10 points)	10 points
	Exemplary Project No. 2 (10 points)	10 points
	Exemplary Project No. 3 (10 points)	10 points
	Supplementary Projects No. 1 and 2 (10 points)	10 points
	Total Score	100 points

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SUBMISSION LABEL

This address label should be printed and affixed to the front of your sealed tender, quotation and proposal envelope/package submission. Toronto Zoo will not be held responsible for envelopes and packages that are not properly labelled or submitted to an address other than the one listed on this label.

Vendor Name _____

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Due Date: Monday, 2014-06-23, 12:00 (Noon) local time

TO BE RETURNED TO

**TORONTO ZOO
C/O SUPERVISOR, PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7**