



**Toronto
Parking
Authority**

The Toronto Parking Authority exists to provide safe, attractive, self-sustaining, conveniently located and competitively priced off-street and on-street public parking as an integral component of Toronto's transportation system.

Request For Contractor Qualification

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Date of latest Revision **March, 2019**

REQUEST FOR CONTRACTOR QUALIFICATION

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INTRODUCTION

The Toronto Parking Authority (TPA) is accepting applications for a permanent List of Qualified Contractors (LOQC) for construction projects with a value up to \$2,000,000. The TPA has an existing LOQC and it was put into effect in January, 2019. This request is being issued in order to update the existing LOQC for the year 2019. Vendors are also able to apply at any time at www.greenp.com. The LOQC will be subject to annual review. New applications will be reviewed on an annual basis with the ability to get added into the list. Vendors who are currently on the list are not required to re-apply.

The Toronto Parking Authority will use the LOQC to select vendors to bid on construction work within the categories and cost ranges outlined in this document.

This document provides instructions for participating in this RFCQ process.

CATEGORIES

The LOQC is separated into categories and cost ranges indicated below.

Category	Cost Range(s)
New Surface Parking Facilities and Greening Plus Projects – Work includes demolition, excavation, grading, storm water components, asphalt paving, permeable pavers, electrical components, concrete curbs, retaining walls, landscaping, bollards and metal/wood fences.	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Building Modifications and Renovation Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000

Concrete Restoration and Waterproofing Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Asphalt Paving Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Mechanical Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Electrical Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Fire and Life Safety Systems Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Roofing Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000

Demolition Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000
Elevator Contractor	\$0-\$50,000 * \$50,001 – \$250,000 \$250,001-\$500,000 \$500,001-\$1,000,000 \$1,000,001-\$2,000,000

* Contractors that are prequalified in the \$0 – \$50,000 category may be single sourced to perform work up to \$5,000 on an as- needed basis.

RFCQ – SCHEDULE

RFCQ – Issued	March 27, 2019
RFCQ – Close	April 10, 2019 at 3:00pm
Interviews (if required)	To Be Established

RFCQ – SUBMISSION

Sealed proposals should be addressed to Remy Iamonaco, VP, Design & Construction, to the address indicated below. Clearly indicate on envelope: **Request for Contractor Qualification – 2019 List of Qualified Contractors**. Address Submissions to:

Toronto Parking Authority	
33 Queen Street East, Toronto, 2nd Floor Reception, Ontario, M5C 1R5	
Attention	REMY IAMONACO
Title	REQUEST FOR CONTRACTOR QUALIFICATIONS
Subject	2019 LIST OF QUALIFIED CONTRACTORS

Proposal Enclosed

Submit one original and two copies for EACH category applying for.

Late or misdirected proposals will not be accepted. Faxed or Emailed submissions will not be accepted.

It is the Vendor’s responsibility to ensure the Submission is received in the stated location and before the closing time in order to be considered for the corresponding calendar year.

Submissions shall be completed in ink or in a typed format.

Submissions received later than the specified closing time will be evaluated by the committee for compliance, however if successful, the Vendor will be included in the LOQC effective January of the following year.

MODIFICATION OR WITHDRAWAL OF SUBMISSION

A Submission that is in the possession of The Toronto Parking Authority may be withdrawn or altered prior to the submission deadline. Alterations may be made by letter bearing the signature and name of the person authorized for submitting.

A modification to the Submission should indicate the addition, subtraction or other changes in the Submission.

INQUIRIES

Submit inquiries **by email** to remy.iamonaco@toronto.ca. All inquiries, clarifications and answers will be communicated by email. The deadline for inquiries is April 5, 2019.

SUBMISSION PACKAGE

Packages must contain the following documentation **in the order shown**.

.1 TPA Forms

- a. Complete and provide the following forms located in Appendix A – Appendix C:
- b. Appendix A – Contact Information and Checklist
- c. Appendix B – Declaration of Conflict of Interest
- d. Appendix C – Confirmation of Terms and Conditions

.2 Organization and Experience

Provide the following on a maximum of two one sided pages:

- a. Description of firm and the type of services offered
- b. Company background and brief history
- c. Ownership, organization and management structure
- d. Experience of the firm on relevant projects

.3 CCDC 11– (current version)

Provide a completed CCDC 11 document. The CCDC 11 must demonstrate the following:

- a. That your firm has completed and is currently working on contracts of a similar scope and cost range to the categories, sub-categories and cost ranges that are being applied for.
- b. Complete contact information for clients and consultants that are referenced.

.4 Reference Projects

Provide an expanded summary for three (3) of the projects listed in your CCDC 11– 2016 document. The selected projects are expected to demonstrate that your firm has a range of experience doing work in the category, sub-categories and cost range(s) applying for. Limit to one single sided page per project.

Summaries are expected to include the following:

- a. Project title
- b. Client
- c. Consultant
- d. Staffing
- e. Project description – highlight items such as scope of work, contract value, project challenges, project successes, value added, etc.

.5 Resumes

Provide resume(s) of project manager(s) and site supervisor(s) that would potentially be assigned to future projects.

Resumes are expected to include the following:

- a. Education
- b. Professional designations
- c. Years of experience
- d. Project portfolio highlight items such as scope of work, contract value, client, project successes, etc.

.6 Reference Letters

Provide three (3) recent reference letters from clients or consultants. Include contact information of the person and organization providing the reference. References may be contacted.

.7 Insurance

A signed, valid, “Certification of Insurance” on a standard form provided by a nationally recognized insurance company is required. The certificate must include 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 Toronto Parking Authority will expect to be named as “additionally insured” to the Vendor’s insurance, should the Vendor be awarded a contract.

The Toronto Parking Authority will accept a Vendor’s required certificate documents for existing insurance coverage should the Vendor not currently have the required coverage, with a written caveat, to accompany the required certificates that required insurance coverage would be increased to The Toronto Parking Authority’s requirements upon award of a contract.

.8 Bonding (\$250,001 – \$2,000,000 only)

Vendors applying in the \$250,001 – \$2,000,000 cost range to include a letter from a recognized bonding company confirming that they have the ability to obtain 100% performance bond and 100% labour and material bond for projects with a value up to \$2,000,000.

.9 Authorization to Obtain Financial Information and Perform Reference Checks

Provide a signed letter authorizing The Toronto Parking Authority to obtain financial information and conduct reference checks for the purpose of this RFCQ exercise.

.10 Health and Safety

Provide the following Health and Safety related documentation:

- a. WSIB Clearance Certificate
- b. A letter confirming that your firm has a Health and Safety Policy in place that meets or exceeds the Occupational Health and Safety Act requirements.
- c. A copy of your one page Health and Safety Policy statement.
- d. An executive summary of your firm's health and safety philosophy and program. Please limit to a maximum of two single sided pages.

Please do not include a copy of your firm's Health and Safety Manual with this RFCQ.

EVALUATION

.1 Evaluation Criteria

A team of at least three (3) individuals will evaluate Submissions for compliance. Each member of the evaluation team will evaluate the Submissions independently.

NOTIFICATION

.1 Successful Submissions

Each successful contractor will be notified by a letter advising the category and cost range(s) they have prequalified for.

.2 Regrets

Regret letters will be sent to all unsuccessful contractors.

YEARLY REVIEW

While it will not be necessary for contractors on the LOQC to resubmit for qualification on a yearly basis, the LOQC will be subject to annual committee review. This review will generally consist of the following:

- Confirmation from contractors that they wish to remain on the list.
- Removal of contractors due to performance issues.
- Addition of new contractors who apply through the year and are deemed to be qualified based on evaluations conducted in accordance with this RFCQ.

RFCQ TERMS AND CONDITIONS

This is a RFCQ 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 Toronto Parking Authority.

Similarly, Submission shall not create any obligation on the part of a Vendor to enter into an Agreement.

Submissions received later than the specified closing time will be evaluated by the committee for compliance, however if successful, the Vendor will be included in the LOQC effective January of the following year.

The Toronto Parking Authority shall not be liable for any costs incurred by Vendors in the preparation of their Submission responses to this request. Furthermore, The Toronto Parking Authority 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 Toronto Parking Authority of any Submission, or by reason of any delay in the acceptance of the response.

The Toronto Parking Authority reserves the right to modify any and all requirements stated in the RFCQ by an addendum at any time prior to the deadline for submissions.

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

The Toronto Parking Authority reserves the right to undertake a RFCQ to replace all or a portion of the categories of the LOQC established by this RFCQ at any time.

The Toronto Parking Authority may not necessarily invite bids from all or any of the contractors on the pre-qualified list. Being on the pre-qualified list does not guarantee any contractor either the right to participate in a specific tender or any tender or the right to any contract for the supply of materials or services.

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

Human Rights and Sexual and Gender Harassment Policies

Vendors agree to be governed by the provisions of the Ontario Human Rights Code. In furtherance of the commitment, the Vendors agree to comply with the provisions of The Toronto Parking Authority's Human Rights, Workplace Violence and Harassment Policies and Procedures. The Vendors also agree to comply with any successor policies and procedures to the document that the Owner's Board of Directors may approve.

CONFIDENTIALITY

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

The Vendor shall keep The Toronto Parking Authority'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 Toronto Parking Authority. Receipt of this RFCQ does not entitle the Vendor to associate its services with The Toronto Parking Authority in any way, nor represents in any way that The Toronto Parking Authority has employed or endorsed the Vendor's services. Any such association or endorsement being contemplated by the Vendor must receive the prior written approval of The Toronto Parking Authority.

The Toronto Parking Authority will not disclose or share one Vendor's response to this RFCQ with other Vendors or other organizations.

A Submission indicates acceptance by the Vendor of all of the conditions contained in this Request for Contractor Qualification unless clearly and specifically noted in the Submission. Deviations from the Request for Contractor Qualification must be clearly identified in the written submission.

All correspondence, documentation and information provided to staff of The Toronto Parking Authority by any Vendor in connection with, or arising out of this RFCQ, and the submission will become the property of The Toronto Parking Authority.

Vendors 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 Vendors' 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 Vendor's Submission to this RFCQ.

Any confidential information supplied to The Toronto Parking Authority may be disclosed by The Toronto Parking Authority where it is obliged to do so under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and/or the Personal Health Information Protection Act – (PHIPPA, by an order of a court or tribunal, or otherwise required by law.

CONFLICT OF INTEREST

The Vendor agrees to be bound by the following requirements.

Except as identified in the Submission, the Vendor must complete the “Declaration of Conflict of Interest” form, located in Appendix B, certifying that:

1. That no person either natural or body corporate, other than the Vendor, 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 Vendor and any other Vendor(s) in connection with this RFCQ.
3. That the Vendor 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 Vendor nor members of his/her immediate family or any employee of the Vendor shall have any direct or indirect interest in any other entity that provides goods or services to the Project.

Neither the Vendor nor members of his/her immediate family or any employee of the Vendor shall offer or receive any reimbursement, gifts or hospitality of any dollar value or any other gratuities to or from any official or employee of The Toronto Parking Authority, to or from any vendor, consultant or contractor employed by The Toronto Parking Authority.

No Toronto Parking Authority official, employee, official's immediate family member or employee's immediate family member shall have an ownership interest, private interest or other non-arm's length relationship in or with the Vendor's company.

Vendors shall immediately disclose any potential conflict of interest should it arise before, during or after this RFCQ and/or any award of any contract.

ACCEPTANCE OF CONDITIONS

A Submission by the Vendor indicates acceptance of all of the conditions contained in the RFCQ unless clearly and specifically noted in the Submission. Any deviation from the RFCQ must be clearly identified in the written submission.

The Vendor is expected to complete the Confirmation of Terms and Conditions found in Appendix C.

Appendix A - Contact Information and Checklist

Company Name:			
Contact Name:			
Address:			
Telephone:		EXT:	
Fax:			
Email:			
Website:			

Select **ONE** of the categories and associated cost range on the following table that you wish to apply for. A separate package is required for each category applying for.

Category	Cost Range(s)
New Surface Parking Facilities and Greening Plus Projects – Work includes demolition, excavation, grading, storm water components, asphalt paving, permeable pavers, electrical components, concrete curbs, retaining walls, landscaping, bollards and metal/wood fences.	<input type="checkbox"/> \$0–\$50,000 <input type="checkbox"/> \$50,001 – \$250,000 <input type="checkbox"/> \$250,001–\$500,000 <input type="checkbox"/> \$500,001–\$1,000,000 <input type="checkbox"/> \$1,000,001–\$2,000,000
Building Modifications and Renovation Contractor	<input type="checkbox"/> \$0–\$50,000 <input type="checkbox"/> \$50,001 – \$250,000 <input type="checkbox"/> \$250,001–\$500,000 <input type="checkbox"/> \$500,001–\$1,000,000 <input type="checkbox"/> \$1,000,001–\$2,000,000
Concrete Restoration and Waterproofing Contractor	<input type="checkbox"/> \$0–\$50,000 <input type="checkbox"/> \$50,001 – \$250,000 <input type="checkbox"/> \$250,001–\$500,000 <input type="checkbox"/> \$500,001–\$1,000,000 <input type="checkbox"/> \$1,000,001–\$2,000,000
Asphalt Paving Contractor	<input type="checkbox"/> \$0–\$50,000 <input type="checkbox"/> \$50,001 – \$250,000 <input type="checkbox"/> \$250,001–\$500,000 <input type="checkbox"/> \$500,001–\$1,000,000 <input type="checkbox"/> \$1,000,001–\$2,000,000
Mechanical Contractor	<input type="checkbox"/> \$0–\$50,000 <input type="checkbox"/> \$50,001 – \$250,000 <input type="checkbox"/> \$250,001–\$500,000 <input type="checkbox"/> \$500,001–\$1,000,000 <input type="checkbox"/> \$1,000,001–\$2,000,000

Electrical Contractor	<input type="checkbox"/> \$0-\$50,000 <input type="checkbox"/> \$50,001 - \$250,000 <input type="checkbox"/> \$250,001-\$500,000 <input type="checkbox"/> \$500,001-\$1,000,000 <input type="checkbox"/> \$1,000,001-\$2,000,000
Fire and Life Safety Systems Contractor	<input type="checkbox"/> \$0-\$50,000 <input type="checkbox"/> \$50,001 - \$250,000 <input type="checkbox"/> \$250,001-\$500,000 <input type="checkbox"/> \$500,001-\$1,000,000 <input type="checkbox"/> \$1,000,001-\$2,000,000
Roofing Contractor	<input type="checkbox"/> \$0-\$50,000 <input type="checkbox"/> \$50,001 - \$250,000 <input type="checkbox"/> \$250,001-\$500,000 <input type="checkbox"/> \$500,001-\$1,000,000 <input type="checkbox"/> \$1,000,001-\$2,000,000
Demolition Contractor	<input type="checkbox"/> \$0-\$50,000 <input type="checkbox"/> \$50,001 - \$250,000 <input type="checkbox"/> \$250,001-\$500,000 <input type="checkbox"/> \$500,001-\$1,000,000 <input type="checkbox"/> \$1,000,001-\$2,000,000
Elevator Contractor	<input type="checkbox"/> \$0-\$50,000 <input type="checkbox"/> \$50,001 - \$250,000 <input type="checkbox"/> \$250,001-\$500,000 <input type="checkbox"/> \$500,001-\$1,000,000 <input type="checkbox"/> \$1,000,001-\$2,000,000

Appendix C - Confirmation of Terms and Conditions

REQUEST FOR CONTRACTOR QUALIFICATION

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 Toronto Parking Authority, all the terms and conditions of this Request for Contractor Qualification are accepted by the Vendor and incorporated in its Submission that will later form part of the Agreement between The Toronto Parking Authority and the Vendor.

I/we herein expressly waive any right of action against The Toronto Parking Authority, its employees, agents, or assigns, arising out of or in connection with its participation in this Request for Contractor 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 Toronto Parking Authority.

Firm Legal Name	
Signature of Signing Officer	(authority to bind corporation)
Print Name	
Title	
Address	
Postal Code	
Date	
Phone	
Fax	
E-Mail Address	