



**University
of Manitoba**

**REQUEST FOR PREQUALIFICATION (RFPQ)
RFPQ # FG 051022 OD**

For

**CONSTRUCTION CONTRACTORS
SOURCE LIST**

**General Contractor
Mechanical
Electrical**

KEY DATES AND TIMES
Issued: May 10, 2022 Closing: July 19, 2022 , at 2:00 P.M. (Winnipeg Time) Evaluating: July 20 to September 30, 2022 Awards: October 1 - 30, 2022

IMPORTANT NOTICES
The University of Manitoba accepts only electronic submissions of requested applications, or responses through the Bonfire Submission Portal Service and must be submitted prior to the closing time stated in the RFPQ at: https://umanitoba.bonfirehub.ca/ . Consult the requirements and submission instructions at the above referenced internet portal service site well ahead of the competition closing date and time to allow sufficient opportunity for preparing a response and for uploading submission files (allow at least one hour to upload files).

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1. INVITATION

The University of Manitoba (the “University”) wishes to invite interested contractors with the ability to work in Manitoba to respond to this Request for Prequalification (“RFPQ”) for any category and cost range in which they have demonstrated experience and in which they meet the minimum standards as set out in this document.

The University is committed to having a fair and transparent prequalification process. The University’s evaluation process and the minimum standards acceptable to the University for prequalification are set out below and will be the basis for the prequalification of contractors.

2. ACKNOWLEDGEMENT

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

3. UNIVERSITY OF MANITOBA

The University of Manitoba (UM) is the province’s largest university. In a typical year, the university has an enrolment of over 29,000 students. In addition to two main campuses — Fort Garry and Bannatyne — the University of Manitoba has multiple satellite sites throughout the province and research settings around the world. The University features new, modern facilities complemented by historic buildings that have defined the campus for more than a century.

– Quick Facts about the University of Manitoba

http://umanitoba.ca/about/quick_facts/

– Sustainability at the University of Manitoba:

<http://umanitoba.ca/campus/sustainability/>

For more information on the University of Manitoba visit <www.umanitoba.ca/about>.

The University of Manitoba’s strategic plan, Taking Our Place 2015-2020, currently guides the University’s schedule of construction and planning. Through significant community consultation the University confirmed five priorities that will drive our efforts in the next 12-18 months:

- Support and sustain a post-COVID teaching, learning, research, and work environment
This includes our commitment, as one of Canada’s top 15 research universities, to remain a leader in research excellence.
- Develop and publicize a university-wide anti-racism strategy.
- Enhance and expand opportunities for learning, including research opportunities for students.
- Deliver on our commitment to Indigenous achievement and engagement.
- Create a more accessible, equitable, diverse, and inclusive university.

– Strategic Plan: http://umanitoba.ca/admin/president/strategic_plan/index.html

In any given year the University sees an excess of 600 project requests with a collective capital expenditure of approximately \$80 million dollars annually covering project types ranging from feasibility studies, accessibility, renovations, new buildings and energy management initiatives.

4. PURPOSE OF RFPQ

The University is issuing this RFPQ to develop a new Prequalification **Source List** of contractors in three (3) service categories outlined below. The University is seeking to create a list of contractors who meet a minimum standard of work performance and business criteria in order to expedite and facilitate invitations for future competitive tenders for construction.

5. SOURCE LIST IN USE FOR THREE YEARS

The prequalification Source List resulting from this RFPQ will be valid for three (3) years with up to two (2) years extension for any service category and at the discretion of the University and will be posted on the University Purchasing webpage:
https://www.umanitoba.ca/admin/financial_services/purch/suppliers.html

The University is not intending to accept Prequalification Applications for Source List contractors outside of this RFPQ process. Therefore, if a contractor desires to be prequalified for the University’s Source List in one or more of the Service categories, they are encouraged to apply by the deadline stated in this RFPQ document.

6. PREQUALIFICATION CATEGORIES

This RFPQ is to prequalify Contractors to supply General Contracting, Mechanical and Electrical services and in established project cost ranges as follows:

- Contractor categories** pertaining to this RFPQ and associated definitions:

SERVICE TYPE	DEFINTION / INCLUDED SERVICES
GENERAL CONTRACTING SERVICES	<i>The General Contractor is responsible for overall project oversight, scope, schedule and budget, site safety, management of sub-trades and project-related communications.</i>
MECHANICAL CONTRACTING	<p><i>Responsible for supply and/or installation any of (not limited to) the following and per project specifications:</i></p> <ul style="list-style-type: none"> • <i>General Mechanical</i> • <i>HVAC</i> • <i>Sheet Metal</i> • <i>High Pressure Steam</i> • <i>Low Pressure Steam</i> • <i>Plumbing</i> • <i>Refrigeration</i> • <i>Natural Gas</i> • <i>Duct/Pipe Insulation</i> • <i>Fire Protection/Suppression systems</i>

<p>ELECTRICAL CONTRACTING</p>	<p><i>Responsible for supply, installation and/or connection any of (not limited to) the following and per project specifications:</i></p> <ul style="list-style-type: none"> • <i>General Electrical</i> • <i>Building / interior power infrastructure</i> • <i>High/Low Voltage Installation</i> • <i>Fire Alarm Installation</i> • <i>Communication systems</i> • <i>Access systems</i>
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2. Contractors in all categories may apply to prequalify into one of three (3) **project cost categories**, based on the scope of work to be tendered in future bid opportunities as follows:
- a. Under \$200,000
 - b. \$200,000 - \$1,000,000
 - c. Over \$1,000,000

Important Note: Contractors should apply for the highest value cost category in which they have sufficient and demonstrated experience. Applicants who successfully prequalify into project cost category 2.b or 2.c will be automatically prequalified for the lesser dollar-value project cost categories.

3. Mechanical and Electrical contractors (may be called ‘Subtrades’) shall not apply to prequalify for General Contracting Services as part of this RFPQ. It is the University’s intent that General Contractors will be retained to manage and oversee most of the project work on UM Campuses.
4. Contractor categories that are currently prequalified by the University, but which are *not* included in this RFPQ include Roofing Contractors and Hazardous Materials Abatement Contractors. These contractor service types are prequalified, and the source lists are managed by the University through alternative processes as follows:
- a. Roofing Contractors were previously prequalified by the University and the source list is managed outside of this process.
 - b. Hazardous Materials Abatement Contractors are previously pre-qualified, and the source list is maintained by the University’s department of Occupational Health, Safety and Environment.

For more information about becoming prequalified for these services please refer to the University Purchasing website:

https://umanitoba.ca/admin/financial_services/purch/suppliers.html

5. If a Source List General Contractor wants to use “Own Forces” on a tender bid for any of the other prequalified categories (e.g. electrical, mechanical, hazardous materials, roofing) then it must be prequalified with the University in that category at the project cost threshold of the job being bid.
6. Prequalification for contractor service types not mentioned in Section 6.1 or 6. 4 will not be required after October 30, 2022. The onus for quality and completeness of the work for all subtrades, adherence to the University processes and policies will be the

responsibility of the General Contractor.

7. SUBMISSION INSTRUCTIONS

1. The University of Manitoba accepts only electronic submissions of requested applications, or responses through the Bonfire Submission Portal Service and must be submitted prior to the closing time stated in the RFP at:
<https://umanitoba.bonfirehub.ca/>.

Applicants are asked to consult the requirements and submission instructions at the above referenced internet portal service site well ahead of the competition closing date and time to allow sufficient opportunity for preparing a response and for uploading submission files (allow at least one hour to upload files).

Important Note: The University will not accept responsibility for technical issues related to the uploading of documents. Notwithstanding a system-wide Bonfire event, uploading documents in time is the responsibility of the contractor.

2. The RFPQ is administered by the University of Manitoba Purchasing Department exclusively through the Bonfire portal by:

Zeke Kasse
Senior Purchasing Consultant & Category Lead, Construction & Renovations
E-mail: zeke.kasse@umanitoba.ca

3. Questions during the Prequalification period should be forwarded to:
Olusegun Daodu
Purchasing Consultant
E-mail: olusegun.daodu@umanitoba.ca

The deadline for submitting questions is July 4, 2022 at 4:30 pm

4. RFPQ responses in Bonfire will not be accepted beyond the submission deadline noted in the documents. Submissions in any other format other than specified herein will not be accepted.
5. RFPQ Attachments A thru E are mandatory information required and are assessed on a Pass/Fail basis. Attachments F thru I are the evaluated information and subject to scored evaluations. Refer to Section 7 for more information pertaining to the Evaluation Criteria.
6. It is the responsibility of each Applicant to ensure that this application is completed in full, and that any supplemental documentation required (i.e. COR certificate) is included with the Applicants RFPQ response with the appropriate attachment. An application will be deemed incomplete if any of the Mandatory information items are not provided.
7. Applicants that provide two (2) or more services in the list in Section 5.1 and who wish to apply for prequalification in both services – example: Mechanical and Electrical contracting – must complete and submit separate applications for each service. Refer to item 6.1 for information about contractor categories.

8. EVALUATION

- The University will consider each application individually. Each submission will be reviewed by a minimum of three (3) individuals per application. Each reviewer will have significant applicable industry experience and will use the scoring criteria outlined below:

MANDATORY INFORMATION	REQUIRED BY	MAX SCORE
Company information Background Ownership team & Conflict of Interest Projected and historic work \$ values Financial & Bonding references Insurance Safety certification WCB clearance Litigation listing	All Applicants	Pass/Fail
EVALUATED INFORMATION	REQUIRED BY	MAX SCORE
Work Experience* With reference Relevant projects	All Applicants	30 (total) 20 10
Team Qualifications & Experience Key Team Experience Organizational Chart / Staff listing	All Applicants	25 (total) 20 5
Corporate Values Mentorship & Succession Strategy Indigenous Strategies	Over \$200,000 Applicants All Applicants	10 (total) 5 5
Project Management Schedule Management Methodology Risk Management Methodology	All Applicants Over \$200,000 Applicants	10 (total) 5 5
Project Documentation Project Schedules Meeting / Action Logs Change Control Risk/Issues Log	All Applicants All Applicants All Applicants Over \$200,000 Applicants	25 (total) 10 5 5 5
<i>Max Total for applicants to project cost categories over \$200,000 project value:</i>		100
<i>Max Total for applicants to project cost categories under \$200,000 project value:</i>		75

**NOTE: Documented prior performance with the University may be taken to account in evaluating this category.*

- Applicants may be notified of success or failure of their submission via emailed letter within the evaluation period OR starting after the review period is over.

3. Contractors who have submitted complete applications and who achieve a minimum score of 80% on the evaluated information will be automatically added to the prequalification source list.
4. If through this RFPQ process the number of contractors automatically added to the prequalification list does not create a Source List of fifteen (15) contractors or more, then the University, in its absolute discretion, may undertake a process of awarding prequalification to the next highest scoring contractors resulting from this RFPQ evaluation process to create a list totaling up to fifteen (15) contractors. At no point will the University be obligated to create a list that includes 15 contractors. This Process is applicable for each Project Cost Range and Service Type.

9. AWARD

1. The University will contact each applicant individually via email advising them of their award or regret status and their response evaluation score. Awards could occur at any time during or up to 4-6 weeks after the Evaluation Period. The University recommends that Applicants who have not received a decision from the University by **October 30, 2022**, follow up with the RFPQ Administrator via email, but only after this date has passed. *The University will not respond to requests for status prior to this date.*
2. Unsuccessful Applicants may request a debrief of their RFPQ application, to be scheduled at the discretion of the University.

10. IMPLEMENTATION

1. The prequalification Source List resulting from this RFPQ will replace the existing lists of prequalified contractors. The existing lists will remain in effect until the RFPQ process has completed and the new list is posted on the Purchasing webpage.
2. The Source List of prequalified contractors resulting from this RFPQ process will be in effect for a minimum of three (3) years and for up to five (5) years (called the RFPQ 'cycle') at the discretion of the University based on internal need and market conditions. The University will conduct regular reviews of contractors on the Source List to ensure the list remains up to date within the current RFPQ cycle. During the review process contractors who have not been awarded work in the previous calendar years may be contacted to:
 - Provide an opportunity for contractors to update their documentation or business information as originally submitted with the RFPQ (2022).
 - Confirm their wish to stay on the Prequalified Source List
 - Provide feedback to the University on the new prequalification process.
3. During the review period, contractors who have demonstrated good performance for the University in the previous calendar year(s) may request a 'short form' application to increase their preapproved project value range by one (1) level.
4. Projects valued at over \$1,000,000 may require a separate prequalification on a case-by-

case basis, at the sole discretion of the University.

11. CONFIDENTIALITY/ FIPPA

University is a public body governed by The Freedom of Information and Protection of Privacy Act (Manitoba) (FIPPA). Information supplied as part of the RFPQ process is subject to the University's obligations and requirements under FIPPA. Applicants are advised that the University may be required to disclose the RFPQ and a part or parts of any Applicant Submission pursuant to FIPPA or in order to comply with the governing law or applicable University's policies. Information provided by Applicants is collected solely for the purpose of prequalifying contractors who wish to do business with the University and will not be shared outside the RFPQ process unless required to do so. Applicants are encouraged to identify any non-personal information that is confidential and specify what harm could reasonably be expected from its possible disclosure.

Subject to the provisions of FIPPA, the University will use reasonable commercial efforts to safeguard the confidentiality of any information identified by an Applicant as confidential but will not be liable in any way whatsoever to any Applicant if such information is disclosed based on an order or decision of the University's Access and Privacy Office regarding disclosures of information pursuant to FIPPA.

Any questions regarding FIPPA should be submitted to:

Access and Privacy Office
233 Elizabeth Dafoe Library
University of Manitoba
Winnipeg, MB R3T 2N2 Canada
fippa@umanitoba.ca
204-474-7559

12. CONFLICT OF INTEREST

Each Applicant provide must satisfactorily complete the University's Conflict of Interest Declaration (Attachment C).

For the purposes of this RFPQ process "Conflict of Interest" includes any situation or circumstance where an Applicant or any of its employees engaged in the development or oversight of development of the Applicant Submission (including for such employees in their personal capacities):

- (i) has commitments, relationships or financial interests or involvement or proceedings that could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment by any personnel of the University involved in this RFPQ process; or
- (ii) has knowledge of information that is not widely known which would, or could be, seen to give the Applicant an unfair advantage or gain ("Confidential Information").

13. NO CONTACT WITH UNIVERSITY ABOUT THIS RFPQ

Except through communicating with the Contacts listed within the RFPQ, the Applicant and/or any of its employees or representatives will not contact or attempt to contact, either directly or indirectly, at any time during the RFPQ process, any employee or representative of the University including any member of the Board of Governors about this RFPQ and its requirements.

If an Applicant or any of its respective employees or representatives, in the opinion of the University, contravenes this Section, the University may, in its sole discretion, reject the Application of the Applicant.

14. LEGAL MATTERS, RIGHTS OF THE UNIVERSITY, CONTRACTOR OBLIGATIONS

1. Not a Tender/ No Commitment to Contract:

This RFPQ is not a tender and is not an offer to enter into either a bidding contract (often referred to as “**Contract A**”) or a contract to provide Services (often referred to as “**Contract B**”). The University does not commit to contracting with any successful Applicant on the Source List.

2. University’s Rights

Notwithstanding anything else in the RFPQ, the following principles apply to this process:

- (a) the University may, in its sole discretion, change or discontinue this RFPQ Process at any time whatsoever;
- (b) the University may, in its sole discretion, decline to evaluate any Submission that, in its sole discretion, is incomplete, obscure or does not contain sufficient information to carry out a reasonable evaluation;
- (c) the University may, in its sole discretion, may clarify information provided by an Applicant within its Submission;
- (d) the University may, in its sole discretion and at any time during the RFSQ Process,
 - (i) reject any or all of the Submission;
 - (ii) accept any Submission, including a response that is not submitted in strict accordance with the requirements set out in this RFPQ;
 - (iii) elect not to proceed with this RFPQ;
 - (iv) alter the timetable;
 - (v) waive any threshold or minimum passing score as described in this document; and
 - (vi) cancel this RFFQ and/ or subsequently conduct another competitive process or Prequalification process for services that are the subject matter of this RFPQ.

3. Limit on Liability

Notwithstanding that in accordance with RFPQ Section 11.above the RFPQ are not a tender and are not intended to create “Contract A”, the Applicant and all other entities participating in this RFPQ agree that if the University is found to be liable, in any way whatsoever, for any act or omission of any of them in respect of this RFPQ process, the total liability of the University to any Applicant or any other entity participating in this RFPQ, and the aggregate amount of damages recoverable against the University for any matter relating to or arising from any act or omission by any one or more of them, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the University will be no greater than the Applicants cost of preparing its Submission.

4. Ongoing Obligations

All Successful Applicants will have the on-going obligations set out below. Contractors, while prequalified at the University, will:

- (a) advise the University, within 3 months of the occurrence, of any changes to their mandatory information supplied in the RFPQ application process such as, but not limited to: legal business name; corporate structure; owners, principles or partners, etc.
- (b) procure and maintain all applicable permits, licenses, safety certifications and approvals of any governmental authority relating to their business operations.
- (c) comply with all applicable statutes, regulations and other legal stipulations or guidelines of any governmental authority having jurisdiction.
- (d) conduct its activities and perform Services in a safe, ethical and professional manner and in compliance with the Manitoba’s Workplace Safety & Health Act.
- (e) not take any action or make any omission that may injure or damage the University’s reputation or operations;
- (f) maintain internal information security practices to protect the University systems from unauthorized access.
- (g) disclose to the University, within 3 months of the occurrence, any criminal or regulatory convictions.
- (h) if awarded real work at the University, will follow the University’s guidelines and procedures as outlined in the University documents and specifications while on site including attending safety orientation.

5. Disqualification / Removal from Source List

The University may, in its sole discretion, disqualify a Submission or cancel its decision to identify an Applicant as successful, including removing them from the Source List,, at any time, if the University determines:

- a) the Applicant fails to cooperate in any attempt by the University to clarify or verify any information provided by the Applicant;
- b) the Applicant is not, in the University’s sole discretion, financially creditworthy the Applicant contravenes the requirements of this RFPQ;

- c) the Applicant fails to comply with the governing law, or applicable University Policies;
- d) the Applicant's submission contains false or misleading information or the Applicant, or its references provide false or misleading information, as determined by the University;
- e) the Applicant's submission or operations, in the sole discretion of the University, reveal a perceived, potential or actual Conflict of Interest that cannot be managed, mitigated or minimized;
- f) Changes to information provided by the Applicant in its submission and these changes affect the on-going success of the Applicant to remain on the Source List.
- g) the Applicant has been convicted of an offence in connection with any services rendered to the University; the Applicant was convicted of a criminal offence within the three years immediately prior to submitting its response or after being placed on the Source List;
- h) an Applicant is, at the time of issuance of the RFPQ or any time while on the Source List, engaged in litigation against the University;
- i) there are convictions related to inappropriate bidding practices or unethical behaviour by an Applicant or any of its Affiliates in relation to a public or broader public sector tender or procurement in any Canadian jurisdiction; or
- j) an Applicant engages in any activity which, at the sole discretion of the University, is contrary to the public interest or is harmful to the integrity or reputation of the University.

End Section

Attachment A – Authorization

The signature below confirms the following:

- a) The applicant certifies that all statements and information presented in this RFPQ response are current, complete, and accurate.
- b) The applicant certifies that the individual signing this document, and any other document provided in conjunction with this application, is authorized to sign such documents on behalf of the applicant; and
- c) This RFPQ is being made available by electronic means. The applicant acknowledges and accepts full responsibility to ensure that no changes are made to the RFPQ. In the event of conflict between a version of the RFPQ response submitted by the applicant and the version maintained by the University, the version maintained by the University shall govern.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

End Section

Attachment B – Categories of Work and Value of Work

Indicate the category of work, and the range of value of work for which the Applicant wishes to be considered for prequalification.

Refer to Section 5, this RFPQ, for more information related to Applicant contractor categories.

	<i>Estimated Total Value of Work</i>		
	Up to \$200,000	\$200,001 – \$1,000,000	Over \$1,000,000
General Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End Section

Attachment C – General Information

C.1 Corporate Information

Full Legal Company Name		
Operating Name <i>(if different from above)</i>		
Street Address		
Mailing Address <i>(including postal code)</i>		
Website		
GST Registration Number		
Year Established		
Type of Business	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other: _____

C.2 Primary Contact Person

Name	
Title	
Phone Number	
E-Mail Address	

C.3 Company Background

Provide a *brief* history (maximum two (2) pages) of the company structure and ownership from conception, including growth profile, customer base and value proposition. Include whether this company has operated under another name in the past and note any mergers or acquisitions which impact current service provision or resources.

Describe the ownership structure of the applicant with respect to any parent and/or subsidiary companies.

C.4 Company Owners / Officers / Partners / Principals

Provide a *complete list* of Company Owners/Officers/Partners or Principals including their names and titles:

Name	Title

Attach additional lines / sheets if necessary.

C.5 Declaration of Potential Conflict of Interest

The undersigned Applicant hereby declares on its own behalf that and all persons who have had involvement in the preparation of the Applicant’s Proposal, to the best of its knowledge, having made all necessary inquiries and investigations to permit the Applicant to make this Conflict of Interest Declaration, that:

1. The Applicant has not used Confidential Information as defined in this RFPQ in the preparation of the Proposal;
and
2. That no person involved in the preparation of the Applicant’s Proposal has any relationship(s) with any employee(s) of the University that could constitute a Conflict of Interest as defined in this RFPQ, or unfair advantage, or could otherwise affect or impair the integrity of this RFPQ Process.

These statements are true and accurate.

Authorized Signatory of Applicant

Position: _____

C.6 Annual Contract Values / Historic and Projected

Provide gross historic project annual dollar values of construction work and total number of projects for the last three years and a total of all three years combined. Provide your current and projected dollar value of construction work and number of projects for the current year.

If your company is applying into more than one contractor category (i.e.: mechanical and electrical prequalification), provide these values only for the specific trade/discipline related to this application.

YEAR	Total Dollar Value for Year	Number of Projects in each Year
2019	\$	
2020	\$	
2021	\$	
Total for past three (3) Years		
Total	\$	
YEAR	Projected Dollar Value for Current Year	Projected Number of Projects this Year
2022 (projected)	\$	

C.7 Financial Reference

Provide the following information for financial institutions that can furnish the University with credit information about the applicant.

Name of Financial Institution	
Contact Person	Name: Phone Number:

Name of Financial Institution	
Contact Person	Name: Phone Number:

Indicate if the University may contact any of the above financial institutions to obtain relevant credit information.

- Yes
- No

If the response is 'No', applicant must provide an explanation as to why the University cannot make such contact.

C.8 Bonding Reference

Provide the following information regarding the applicant's bonding status.

Name of Bonding Company	
Contact Person	Name: Phone Number:
Total Bonding Capacity	\$

Identify any and all instances of the bonding company completing the work of the applicant. Provide a description of the project and associated circumstances.

C.9 Insurances

Provide a letter signed by a licensed insurance broker stating that the Applicant is eligible to purchase the required insurance if the Applicant is selected to provide services as noted below.

Please note that future project-specific bids may require specific insurance coverage over and above the minimum requested in this document.

If the applicant's insurance policy expires during the term of the prequalification period, it is the applicant's responsibility to provide the University with updated proof of insurance before the expiry date.

<p>Commercial General Liability</p>	<p>The Commercial General Liability policy shall include the Owner and Consultant as additional Named Insureds.</p> <p>Construction Cost Under \$200,000 (two-hundred thousand dollars):</p> <p>Contractor to carry Commercial General Liability Insurance shall be with limits of not less than \$2,000,000 (2 million dollars) per occurrence. Policy shall have an aggregate limit of not less than \$2,000,000 (2 million dollars) within any policy year with respect to completed operations. Policy shall have a deductible not exceeding \$5,000 (five-thousand dollars).</p> <p>Construction Cost Over \$200,000 (two-hundred thousand dollars):</p> <p>Minimum requirements: Contractor to carry Commercial General Liability insurance shall be with limits of not less than \$5,000,000 (five million dollars) per occurrence. An aggregate limit of not less than \$5,000,000 (five million dollars) within any policy year with respect to completed operations. A deductible not exceeding \$5,000 (five-thousand dollars).</p>
<p>Automobile Liability</p>	<p>Automobile liability insurance in respect of vehicles that are required by law to be insured under a contract by a Motor Vehicle Liability Policy, shall have limits of not less than \$2,000,000 (two million dollars) inclusive per occurrence for bodily injury, death and damage to property, covering all vehicles owned or leased by the <i>Contractor</i>.</p>

End Section

Attachment D – Health, Safety & Environment

D.1 Safety Certification

The University requires that all prequalified contractors maintain COR/SECOR Certification (as administered by the Construction Safety Association of Manitoba) throughout the term of the prequalification period.

Provide the following information regarding the applicant's COR Certification status along with a copy of applicant's current COR/SECOR certificate:

COR/SECOR Certification Number:	
Date of Last External Audit:	
Certification Expiry Date:	

D.2 WCB Clearance

As listed below if applicable to the Place of the Work, provide worker's compensation information for the previous three calendar years:

Calendar year	2019	2020	2021
Industry classification code, or equivalent			
Industry base rate			
Company's experience rate			
Fatalities (actual numbers)			
Lost time incident frequency (LTIF) rate based on 200,000 hours			
Total recordable incident frequency (TRIF) rate based on			

Remarks:

End Section

Attachment E – Litigation

Identify the number of times in the last seven (7) years that Applicant has made a claim against an Owner for compensation due to a delayed project completion.

Total #: _____

If the number is greater than zero (0), Applicant is asked to complete the following information.

Year Claim is Made:	Claim Value:
Did the claim go to Mediation / Arbitration / Litigation?	
If 'no' to above, how was the claim resolved?	

Additional Remarks:

Year Claim is Made:	Claim Value:
Did the claim go to Mediation / Arbitration / Litigation?	
If 'no' to above, how was the claim resolved?	

Additional Remarks:

Attach additional lines / sheets as necessary

****End Section****

Attachment F – Corporate Experience

Provide project experience examples in each category ensuring that 75-80% of the examples are within the same range as the project cost value you are applying to be prequalified for. Applicants may use the same project experience examples for sections F.1 and F.2 if the criteria are met for both sections.

F.1 Qualitative Project Experience with References

Provide information and descriptions for four (4) projects completed within the last five (5) years including references from both the Owner/client & Consultant. Describe the project scope and *explain how two or more of the following characteristics* were achieved in each project. Provide specific examples:

- Excellence in Project Management
- Schedule Management
- Excellence in Site Supervision
- Project Close-out Strategies

Applicants will obtain higher scores if they have clearly demonstrated and described all of the listed characteristics in the examples provided, supported by references. Applicants providing University of Manitoba project experience need only provide information with asterisks* below.

Maximum score for each example is five (5) points.

Client / Owner*:		
Consultant(s)*:		
Project Name*:		
Year Started / Completed:		
Construction values:	Project Total:	Applicant's Scope:
Project Manager Name:		
Site Superintendent Name:		
Client/Owner Reference:	Name:	Ph/email:
Consultant Refence:	Name:	Ph/email:
List the Characteristics (above) outlined in this Example*:		
1)		
Project Description including specific examples:		

Attach additional lines / sheets as necessary.

F.2 Relevant Project Experience

Provide information and descriptions for five (5) relevant projects completed within the last five (5) years. The types of work, locations and special conditions for work performed at the University are very broad. For each example submitted, indicate the characteristics of that project that are directly related applicable to work that is performed at the University. Examples of relevancy could include:

- Sector specialties: research, lab, acoustics facilities, libraries, greenhouse etc.
- Sector typicals: assembly and campus occupancies
- Work in occupied space, working around Owner operations
- Renovation, additions, work in historic buildings, hazmat Abatement

For each example, indicate the project dollar value. Higher marks will be awarded to examples that describe a wide breadth of relevancy types within the project cost range being applied for. Applicants providing University of Manitoba project experience need only provide information with asterisks* below.

Maximum score for each example is five (2) points.

Client / Owner*:		
Project Name*:		
Year Completed:		
Construction values:	Project Total:	Applicant's Scope:
Project Manager Name:		
Site Superintendent Name:		
List the Relevant characteristics of this Example project to U of M work*:		
2)		
Project Description including specific examples of how the project is relevant to work performed at the University:		

Attach additional lines / sheets as necessary.

****End Section****

Attachment G –Team Qualifications and Experience

G.1 Proposed Project Team for University of Manitoba

Describe the personnel *proposed for work at the University* and reasons *why they would be a good fit* for work at the University. Provide a complete CV (or description using the form below) *for each employee you would recommend* to the University. Include any additional related information that would benefit the University and aligns with the University priorities- for example: a clean safety record.

Maximum score per is five (5) points per item below; total possible for the section is twenty (20).

i) Project Manager(s) Experience (complete one for each recommended or submit a CV)

Project Manager Name:		
Years with Applicant firm:		
Years Worked, Experience:	list	
Certifications / Training:	list	
Other Related Information:		

ii) Project Manager(s) Recommendation (complete one for each recommended)

Describe why this employee is a good fit for the University work:

iii) Site Superintendent(s) Experience (complete one for each recommended or submit a CV)

Project Manager Name:		
Years with Applicant firm:		
Years Worked, Experience:	list	
Certifications / Training:	list	
Other Related Information:		

iv) Site Superintendent (s) Recommendation (complete one for each recommended)

Describe why this employee is a good fit for the University work:

Attach additional lines / sheets as necessary

G.2 Applicant Organizational Chart / Number of Employees

Identify the current number of Project Managers and Site Supervisors currently on staff at the time of this application.

Total # of Project Managers on Staff: _____ Total # of Site Supervisors on Staff: _____

Describe the full staff complement of your organization. Include the number of staff in each department and in each role. Indicate the employee(s) responsible for OHSE / Safety Officer responsibilities. Submission options depend on the project cost value being applied for as follows:

- In lieu of a formal Organizational Chart, Applicants applying for project work in the “Under \$200,000” project cost category may provide a list of all Employees, number of each type, role responsibilities including safety.
- Applicants applying in the “\$200,001-\$1 million” and “Over \$1 million” project cost categories should provide a formal Organizational Chart indicating the number of employees in each role / department, highlight the employee(s) in safety assurance roles, risk management (if applicable) and describe the reporting structure for all.

Maximum score for this section is five (5) points.

End Section

Attachment H – Corporate Values

Describe and demonstrate (through specific examples) your company policies and procedures related to the following initiatives as applicable to your applied for project cost category.

H.1 Business Continuity, Mentorship and Succession

For Applicants applying in the “\$200,001-\$1 million” and “Over \$1 million” project cost categories:

Describe your company's mentorship strategy, business continuity plan, human resource and succession planning. How do you plan for retirements, long term unplanned absences or permanent key staff changes of key personnel?

Maximum score for this section is five (5) points.

H.2 Inclusive Workplace

For all Applicants:

Describe your company's policies, programs and initiatives relating to indigenous cultural preservation and visible minority inclusiveness and safety. Possible examples could include mentorship programs, hiring practices, internal corporate policy, cultural awareness training.

Maximum score for this section is five (5) points.

****End Section****

Attachment I – Project Management

Describe and demonstrate (through specific examples) your corporate standard project and risk management processes, tools and methodology as applicable to your applied for project cost category and as described below.

I.1 Project Management Methodology

For all Applicants:

Describe your corporate standard Project Management methodology with a specific focus on schedule management.

Provide a minimum of two (2) examples of a project management plan that were used by your team on projects that are considered challenging or complex. Describe why the project is considered challenging. Describe the philosophy, tools and strategies that your company employed to ensure project success.

Maximum score for this section is five (5) points.

I.2 Risk Management Methodology

Only for Applicants applying in the “\$200,001-\$1 million” and “Over \$1 million” project cost categories:

Describe your corporate standard Risk Management Methodology.

Provide at least two (2) examples of a risk management plan from a project completed by your team that included a high level of risk or complexity. List the strategies your team used to ensure project success. Submit a sample of mitigation strategies implementation and the results achieved.

Maximum score for this section is five (5) points.

I.3 Project Documentation

Provide *real* examples of your corporate standard project documentation in the categories listed providing as much information as necessary to demonstrate quality and thoroughness; redacted client information is acceptable.

Maximum score per item is five (5) points

For all Applicants:

- i) Project Start-up Schedule
- ii) Project In-progress (> 50% complete) Schedule
- iii) Minutes / Action log
- iv) Change Control Documentation (include Change Order and Change Log examples)

For Applicants applying in the “\$200,001-\$1 million” and “Over \$1 million” project cost categories:

- v) Risk and Issues Management Log

End Section