



## **TOWNSHIP OF NORTH GLENGARRY**

### **PREQUALIFICATION OF GENERAL CONTRACTORS FOR ALEXANDRIA LAGOONS UPGRADES**

#### **Township of North Glengarry Project # EVB Project # 22039**

The Township of North Glengarry is implementing a prequalification process for general contractors who wish to submit a tender bid for the construction of the Alexandria Lagoon upgrades. This Request for Qualifications (RFQ) will focus on the submission requirements for all general contractors who wish to be considered. Only companies that prequalify through this process will be invited to submit a tender bid for the project.

The Alexandria Lagoon Upgrades will consist of the construction of a new tertiary treatment building and the installation of new tertiary treatment disk filters, upgrades to the aeration system including the installation of new blowers and aeration piping, the construction of a three new SAGR cells, the installation of a fine bubble aeration system in two lagoon cells, the implementation of a floating baffle curtain in two lagoon cells and upgrades to the supporting systems including new electrical servicing, emergency power, chemical system, etc.

Please carefully read the entire RFQ document, complete and submit as requested. Questions will be received until end of day December 10, 2025, and must be submitted in writing to the Engineer. The Contractor's submission must be received by the Engineer by 2:00 pm Eastern Standard Time on December 19, 2025, at the following address:

**Engineer**

EVB Engineering

Marco Vincelli, P.Eng.

800 Second Street W, Cornwall, ON, K6J 1H6

Phone : 613-935-3775 ext. 210

Email: [marco.vincelli@evbengineering.com](mailto:marco.vincelli@evbengineering.com)

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## 1. GENERAL PROJECT INFORMATION

<b>Name of Project</b>	Alexandria WWTP Upgrades
<b>General Description</b>	The Alexandria Lagoon Upgrades will consist of the construction of a new tertiary treatment building and the installation of new tertiary treatment disk filters, upgrades to the aeration system including the installation of new blowers and aeration pipes, the construction of a three new SAGR cells, the installation of a fine bubble aeration system in two lagoon cells, the implementation of a floating baffle curtain in two lagoon cells and upgrades to the supporting systems including new electrical servicing, emergency power, chemical system, etc.
<b>Type of Contract</b>	Lump Sum
<b>Site Location</b>	Alexandria, ON
<b>Construction Budget</b>	\$26 M

## 2. PROJECT DESCRIPTION

The project consists of the installation of a fine bubble aeration system in the existing aerated cell, and the removal of existing mechanical mixers. The fine bubble partial mix aeration system must also be installed with floating laterals in cells A, C and D. A floating impermeable baffle curtain must be installed in Cells C and D to split both into two sections. Additionally, settling must be implemented in Cells C and D. The project includes the construction of three new SAGR® cells (Horizontal Flow Submerged Attached Growth Reactor) and a new tertiary treatment building as well as the installation of two new tertiary treatment disk filters. To support the upgrades to the aeration system, the installation of new blowers and aeration piping is included in the scope of the project. Finally, the project will include upgrades and expansion of supporting systems including new electrical servicing, emergency power, chemical system, etc., in addition to integrating the instrumentation and control in the new and existing systems.

## 3. SCHEDULE

*Table 1: Project Schedule*

<b>RFQ Issue Date</b>	November 26, 2025
<b>RFQ Question Deadline</b>	December 12, 2025

<b>RFQ Closing Date</b>	December 19, 2025
<b>Anticipated Notification of Qualification</b>	January 14, 2026
<b>Anticipated Date of Tender</b>	January 28, 2026
<b>Anticipated Tender Closing</b>	February 25, 2026
<b>Anticipated Duration of Contract</b>	24 months

## 4. SUBMISSION REQUIREMENTS

All General Contractors wanting to be considered for prequalification must submit a complete digital submission of their response to this RFQ. The submission must include the following information, organized in a neat, and orderly fashion:

1. Cover Letter providing a brief company summary.
2. Contractor's Qualification Statement - **CCDC Form 11–2019** emphasizing wastewater experience with an emphasis on the construction of entire Wastewater Treatment Plants with capacities greater than 3000 m<sup>3</sup>/d, complex process facilities, management of preselected equipment vendors, working around existing, active wastewater facilities, etc.
3. The projects listed in the CCDC Form 11 shall provide, as a minimum of three (3) similar projects completed in the past five (5 - 10) years with a construction value of at least \$20,000,000 (General Contractors), providing experience with process pipe construction, managing Mechanical/Electrical equipment preselection packages in the Wastewater industry, with all projects involving the construction of wastewater systems.
  - a. Proponent information and project references shall be consistent with the CCDC Form 11 requirements, and proponent may attach extra pages if required:
    - i. brief project description;
    - ii. key staff names, and their experience and role in these projects;
    - iii. original tendered prices and final contract prices;
    - iv. description and value of major Contract Change Orders issued;
    - v. original contract Substantial Performance date and actual Substantial Performance date;
    - vi. a summary of unresolved or disputed claims;
    - vii. Owner and consulting engineer references.
4. Letter from a nationally recognized Surety Company stating availability of bonding and total bonding limits for projects over \$30 Million (see **Appendix E** for example letter).

5. Evidence from an Insurance Company that the General Contractor carries **\$10 Million** Commercial General Liability Insurance per occurrence as well as All Risk Builders Insurance. The Township of North Glengarry and EVB Engineering are to be added as additional insured under the General Contractor's policy. Provide evidence of automobile insurance in the amount of \$5 Million per occurrence.
6. Listing of all staff to be used on this project including the Project Director, Project Manager, Coordinator, Site Superintendent and key Lead Hands.
7. Current Health Safety Certificate (Certificate of Clearance from the Workplace Safety and Insurance Board.)
8. Copy of the company's Health and Safety Policy.
9. A Letter detailing all liens and/or litigations that the contractor has been involved in over the past 10 years.
10. Provide a letter from the contractor's financial institution verifying the contractor has the general financial resources and capacity to complete the project, as well as providing a reference from the institution.

## 5. SUBMITTAL EVALUATION

The Township of North Glengarry project evaluation committee will independently rate each prequalification application per the evaluation plan. The evaluation will consist of a series of mandatory requirements that must be met to be considered for the numerical rating evaluation process. The mandatory requirements are outlined below. Once the mandatory requirements have been met the evaluation committee will complete the rated evaluation component. Applicants with a final average score in excess of 75 points will be placed on a list of general contractors to be invited for the tendering of this project.

### MANDATORY REQUIREMENTS

Failure to include these requirements will result in rejection of your application without further review.

1. Complete **CCDC Form 11- 2019** document.
2. Confirmation that the legal entity applying for pre-qualification has been providing General Contracting services for a minimum of **ten (10)** years.
3. Letter from a nationally recognized Surety Company stating availability of bonding and total bonding limits for projects greater than \$30 Million.  
**(Appendix E)**
4. Letter from your insurance agent indicating current commercial general liability insurance and automobile coverage meet the requirements of Section-4.

5. History of Liens and/or Litigations (**Appendix F**)
6. Copy of your Health and Safety Policy.
7. Current Financial Statement showing that you have the financial resources to undertake this project or a letter for your financial institution indicating that you have the resources to finances projects within the range of this project

## RATED REQUIREMENTS

Information submitted within the CCDC Form 11 submission and the Project Reference Sheets will be scored using the criteria and weightings identified in **Table 1**.

If the evaluation committee determines that the project reference sheets are not inclusive of projects known to be completed by the applicant but have not been included in the Form 11 or Reference sheet submission, the evaluation committee reserves the right to contact municipalities whom have contracted the applicant and review the past project experience for inclusion in this evaluation.

**TABLE 1: Rating Evaluation Criteria**

<b>Company History</b>	10 Points	1 point will be assigned for each year of operation, up to 10 years.
<b>Project Experience</b>	10 Points	<i>Annual Construction Volume</i> < \$10M – 0 points \$10M to \$25M – 5 points > \$250M – 10 points
	50 Points	<i>Related Project Experience</i> Contractor does not exhibit relevant Experience – 0 points Contractor shows little relevant experience – 0 to 30 points Contractor provided 3 relevant projects completed in past 5 years – 30 to 40 points Contractor demonstrates extensive experience – 40 to 50 points ** References will be used to substantiate project experience
<b>Project Manager</b>	5 Points	Resume indicated doubtful qualifications – 0 points Resume is satisfactory – 3 points Resume indicates excellent performance – 5 points
<b>Site Supervisor</b>	5 Points	
<b>History of Liens and Litigations</b>	10 Points	Based on types, frequency, and history
<b>Safety</b>	5 Points	Based on H & S policy and Neer Calculation/ MAP

<b>Contractor's Submission</b>	5 Points	Contractor's Submission was incomplete – 0 points Contractor's Submission met minimum requirements – 3 points Contractor's submission was well organized, complete and demonstrates extra effort – 5 points
<b>TOTAL SCORE</b>	100 Points	Applicants with a final average score in excess of 75 points will be placed on a list of general contractors to be invited for the tendering of this project.

## 6. CONFIDENTIALITY

Confidentiality of records and information relating to this Project must be maintained at all times.

All correspondence, documentation and information provided by Township staff to any Proponent in connection with, or arising out of this Request for Qualification or the acceptance of any proponent:

- Remains the property of the Township;
- Shall be treated as confidential;
- Shall not be used for any purpose other than for replying to this RFQ, and for fulfillment of any related subsequent agreement.

All correspondence, documentation and information provided to staff of the Township by any Proponent in connection with, or arising out of this Contractor Prequalification, and the submission of any Proposal will become the property of the Township, and as such, subject to the Municipal Freedom of Information Act (MFIPPA), and may be released, pursuant to the Act. The Proponent's name at a minimum shall be made public on request.

Because of MFIPPA, The Proponent is advised to identify, in their Proposal, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

Any information in the Proponent submission that is not specifically identified as confidential will be treated as public information.

All correspondence, documentation and information provided to the Committee may be reproduced for the purposes of evaluating the Proponent's submission to this Contractor Prequalification document.

Note that materials supplied in response to the Contractor Prequalification document become a record of the Township and are subject to the Municipal Freedom of Information and Protection of Privacy Act. The Township takes the position that such materials are not supplied in confidence and form part of the records made generally available upon request to the public. If you have any questions with regard to this policy, please contact the Township Clerk.

## 7. CONFLICT OF INTEREST STATEMENT

In its Proposal, the Proponent shall disclose to the Township any potential conflict of interest that might compromise the performance of the work. If such a conflict of interest does exist, the Township may, at its discretion, refuse to consider the Proposal.

## 8. NON-COLLUSION

The Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each Proponent shall attest that its participation in the RFQ process is conducted without any collusion or fraud. If the Township discovers there has been a breach of this requirement at any time, the Township reserves the right to disqualify the Proposal or terminate any ensuing Agreement.

## 9. THE TOWNSHIP'S RIGHTS IN RESPECT OF THE RFQ

This RFQ does not constitute an offer of any nature or kind whatsoever by the Township to the Proponent. The Township does not bind itself to accept any Proposals and may proceed as it determines, in its sole discretion, following receipt of the Proposals. The Township reserves the right to accept any proposal in whole or in part or to discuss with any Proponent, different or additional terms to those envisaged in this RFQ or in such Proponents proposal.

The Township has the right:

- To cancel the RFQ at any time without liability whatsoever to any Proponent;
- To reject any or all of the Proposals;
- To accept any or all of the Proposals;
- If only one Proposal is received, elect to accept or reject it;
- To alter the schedule; RFQ process, procedures or objective of the project or any other aspect of the RFQ, as it may determine in its sole and absolute discretion;

It is the nature of this RFQ process that this RFQ and/or the Proposal in response to the RFQ will not constitute a binding agreement.

## 10. PROPONENT'S COSTS

All costs and expenses incurred by a Proponent related to the preparation or presentation of its proposals shall be borne by the Proponent. The Township is not liable to pay such costs and expenses or to reimburse or to compensate a Proponent under any circumstances.



## 11. FUNDING

The award of any contract is conditional upon funding availability and approval by Council.

## 12. INFLUENCE

No person, company, corporation or organization shall attempt in any way, either in private or in public, to influence the outcome of any Township purchasing or hiring process.

Any person, company, corporation or organization that attempts to influence the outcome of any Township purchasing or hiring process shall be disqualified, and the person, company, corporation or organization may be subjected to exclusion or suspension from other works with the Township.

## 13. DISPUTE RESOLUTION

Disputes shall be adjudicated following MEA/CEO protocols.

## APPENDIX A – Contractor Prequalification Application Form

### 1. CONTRACTOR INFORMATION

Firm Name \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Business Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

### 2. TYPE OF ORGANIZATION

Please check one (1) of the following:

☐ Corporation   ☐ Partnership   ☐ Sole Proprietorship

Company founded in Year \_\_\_\_\_ Years under current management \_\_\_\_\_

PRINCIPAL OFFICERS NAMES

POSITIONS (President, VP, Secretary,  
Treasurer)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON (NAME)

CONTACT PERSON (PHONE #)

\_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON (EMAIL)

\_\_\_\_\_

LIST PARENT COMPANY OR RELATED SUBSIDIARIES

\_\_\_\_\_

\_\_\_\_\_

EMPLOYEES AND PERSONNEL

Total Number of Employees \_\_\_\_\_ # Permanent Field Employees \_\_\_\_\_

# of Permanent Office Staff \_\_\_\_\_ # of Seasonal Employees \_\_\_\_\_

## FINANCIAL INFORMATION

**Bank Name** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone Number** \_\_\_\_\_ **Business Fax Number** \_\_\_\_\_

**Bonding Company Name** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone Number** \_\_\_\_\_ **Business Fax Number** \_\_\_\_\_

Annual Value of Construction Work for the Past Five Years

Year	Value	Year	Value
2020	\$	2023	\$
2021	\$	2024	\$
2022	\$		

Principal projects ongoing and completed in the past five years. (Appendix B)

Key Office Personnel Proposed for this Project (attached resume) and list names:  
(e.g. Principal in Charge, Project Manager, Estimator, etc.)

_____	_____
_____	_____
_____	_____

Key Site Personnel Proposed for this Project (attached resume) and list names:  
(e.g. Project Manager, Superintendent, Foreman, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

**I declare that the information provided is true and correct to the best of my knowledge.**

_____	_____
Signature	Name and Title

## **APPENDIX B – Project History**

### **CURRENT PROJECT LIST**

<b>Client</b>	<b>Project Name</b>	<b>Contact Name</b>	<b>Telephone #</b>

### **COMPLETED PROJECT LIST**

<b>Client</b>	<b>Project Name</b>	<b>Contact Name</b>	<b>Telephone #</b>

## APPENDIX C – Project Reference Sheet

PROJECT INFORMATION			
PROJECT NAME: _____			
YEAR PROJECT STARTED _____	YEAR _____	PROJECT _____	COMPLETED _____
TENDER BID AMOUNT _____		FINAL CONTRACT PRICE _____	
LIST GENERAL CONTRACTOR AND ALL SUBCONTRACTORS: _____ _____ _____			
DETAIL OF WORK PERFORMED _____ _____ _____ _____			

REFERENCE INFORMATION			
CONTRACTOR NAME: _____			
ADDRESS _____			
CITY _____	PROVINCE _____	POSTAL CODE _____	
CONTACT NAME _____		TITLE _____	
PHONE NUMBER _____		EMAIL _____	

CONTRACTOR INFORMATION			
CONTRACTOR NAME: _____			
ADDRESS _____			
CITY _____	PROVINCE _____	POSTAL CODE _____	
PROJECT MANAGER _____			
SITE SUPER _____			

**ATTENTION REFERENCE:** We have received a request from the Contractor to be prequalified for our project. They indicated that they have performed work for your organization. Please complete this form to evaluate your experience with the Contractor and fax it to 613-935-6450.

### CONTRACTOR EVALUATION FORM (Check One)

- |  |                               |                                  |                               |
|--|-------------------------------|----------------------------------|-------------------------------|
| 1. Superintendent/Workmen                | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 2. Equipment                             | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 3. Workmanship                           | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 4. Safety                                | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 5. Scheduling                            | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 6. Cooperation                           | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 7. Office Support                        | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 8. Adherence to Plans and Specifications | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 9. Quality of Completed Project          | <input type="checkbox"/> GOOD | <input type="checkbox"/> AVERAGE | <input type="checkbox"/> POOR |
| 10. Would you use them again?            | <input type="checkbox"/> YES  | <input type="checkbox"/> NO      |                               |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX D – Project Reference Check Questionnaire

CONTRACTOR: \_\_\_\_\_

PROJECT: \_\_\_\_\_

MECHANICAL SUB: \_\_\_\_\_

ELECTRICAL SUB: \_\_\_\_\_

CIVIL (Site Works) SUB: \_\_\_\_\_

CONCRETE SUB: \_\_\_\_\_

REFERENCE NAME: \_\_\_\_\_  
 OWNER [ ] ENGINEER [ ]

TELEPHONE: \_\_\_\_\_

INTERVIEWER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

1.	Was the workmanship of good quality?	Yes [ ]
		Neutral [ ]
		No [ ]
2.	Was the project completed on schedule?	Yes [ ]
		Neutral [ ]
		No [ ]
3.	Did the Contractor have good control of subcontractors? Was the job well managed?	Yes [ ]
		Neutral [ ]
		No [ ]
4.	Was the Contractor fair and co-operative on pricing of Change Orders?	Yes [ ]
		Neutral [ ]
		No [ ]
5.	Was the same superintendent on the project through to substantial completion?	Yes [ ]
		Neutral [ ]
		No [ ]
6.	Any other concerns or problems of which I should be aware?	
Item -		[ ]
Item -		[ ]
Item -		[ ]
Item -		[ ]
Item -		[ ]
<b>REFERENCE CHECK SCORING: (1 to 6)</b>		
Number of "Neutrals" x '-1'		
Number of "Nos" x '-2'		
Number of negative items in Question 6 x '-2'		
7.	Did the Contractor submit any claims on this project?	Yes [ ]
		No [ ]
	Is yes, do they remain unsolved?	Yes [ ]
		No [ ]
8.	Did the Contractor or Sub-Contractors lien the project or enter into any litigation on this project?	Yes [ ]
		No [ ]
	If yes, is it still ongoing?	Yes [ ]
		No [ ]
<b>REFERENCE CHECK SCORING: (7 &amp; 8) – Number of Yes's x 4</b>		
<b>TOTAL to be SUBTRACTED FROM SCORE</b>		

## APPENDIX E – Example Surety Prequalification Letter

Date:

To:

RE: Surety's Letter for Prequalification for <<<INSERT PROJECT NAME>>>

Dear Sir/Madame:

We are the Surety for <<<INSERT CONTRACTOR'S NAME>>>. They have demonstrated to us in the past an ability to complete their projects in accordance with the conditions of their contracts and we have no hesitation in recommending their services to you.

Our client wishes to be prequalified as a bidder on the captioned project, which we understand will be in the range of \$<<<INSERT COST>>>. Based on the limited information available at this time and subject to our assessment of the project and our client's work program at the time of tender, we do not anticipate a problem in supporting the captioned project and supplying the requisite bonds, if asked to do so. However, the execution of any bonds will be subject to an assessment of the **final contract terms, conditions, financing and bond forms** by our client and ourselves.

If we can provide any further assurance, please do not hesitate to call upon us.

Your Sincerely,

<<<INSERT COMPANY INFO>>>

## APPENDIX F – Liens And Litigation History

Company Name: \_\_\_\_\_

Applicants should provide information on any history of liens, litigation or arbitration resulting from contracts executed in the last ten years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation and matter in dispute	Disputed Amount