



**Request for  
Qualification (RFQ)**

**CS 2026-01**

**Town of Perth**

**Invitation for Pre-Qualification of General  
Contractors for a New Environmental Services  
Shop**

**Released: Friday, Feb. 6, 2026  
Submission Deadline: Friday, March 6, 2026; 2:00 p.m. EST  
Submit to: [reception@perth.ca](mailto:reception@perth.ca)**

## **INTRODUCTION**

The Town of Perth is seeking Pre-Qualification submissions from General Contractors to be submitted to the Town of Perth, via email at [reception@perth.ca](mailto:reception@perth.ca). Companies interested in providing General Contractor services for the construction of this project must supply a Pre-Qualification submission in response to this Request for Qualification (RFQ). Only companies who submit a pre-qualification submission and who, through the evaluation process, have been deemed pre-qualified will be permitted to participate in the Tendering Phase of this project.

## **PROJECT DESCRIPTION**

This project involves the construction of a single building for a new Environmental Services Garage at 15 Sunset Blvd., Perth, Ontario which will be a 1,437.67 m<sup>2</sup> (15,475 sq. ft.) one-storey building. The site is currently owned by the Town of Perth and is the location of the existing Environmental Services Garage, located in behind the Perth Water Treatment Plant.

The Project also includes the staging and partial demolition and removal of the existing prefabricated steel framed Environmental Services Garage.

The proposed building will be slab on grade with one storage mezzanine and consists of five drive-through vehicle bays (with a wash bay), an additional bay for mechanical workspace, training room, kitchen, and office area. The garage facility will be a prefabricated steel build while the training/office area will be wood construction. Excavation, grading and drainage, will be required for building structure, parking areas and existing and new building services. Construction is scheduled to commence in Spring 2026, pending funding approvals.

## **SUBMISSION REQUIREMENTS:**

1. CCDC 11 – 2019 (complete with copyright seal). Canadian Standard form of Contractor's Qualification Statement (CCDC 11-2019), including a list of similar projects completed in the last five years, with client/consultant references and values. Resumes of supervisory personnel proposed to be assigned to the project shall be included as part of the submission. Refer also to pages 3 to 5 for detailed submission requirements. Items 1 to 10 of the evaluation criteria are mandatory and include the use of the CCDC11 form.
2. Insurance letter - Letters from Insurance Companies, outlining the availability of Contractor Liability Insurance in the amount of not less than \$5,000,000 per occurrence with the capacity to name the consultant, the Corporation of the Town of Perth, and His Majesty the King in right of Ontario as additionally insured and automobile liability insurance of not less than \$5,000,000 per occurrence.

3. Letter of reference from Financial Institution utilized by the company submitting for prequalification. Bonding Reference letter 100% performance bond and 100% labour & material bond. Letter from a nationally recognized Canadian Surety Company stating total bonding limits and confirming availability of required Bonding for this project – 100% Performance Bond and 100 % Labour and Material Payment Bond.
4. Certificate of clearance from the Workplace Safety and Insurance Board.
5. Organizational chart of key office and site personnel noting experience of key personnel on relevant projects.
6. Year established minimum of 3 years company in business.

Items 1 – 5 above are mandatory requirements. Failure to meet these requirements shall result in disqualification of the proponent general contractor.

*Note: Four written responses are also part of the submission. Please see Appendix A for all submission components.*

**Submit a scanned copy of the signed Contractor's Qualification Statement – CCDC 11 - 2019 which includes an applied CCDC copyright seal, to be uploaded as part of submission.**

**Town of Perth  
RFQ CS 2026-01**

Submissions will be received *electronically only* up to:

**Friday, March 6, 2026; 2:00 p.m. EST**

**Submit to: [reception@perth.ca](mailto:reception@perth.ca)**

Submissions must be submitted on or before the Submission Deadline. Qualification Submissions submitted after the Submission Deadline will not be accepted. Companies are cautioned to allow sufficient time to upload their submissions and to resolve any issues that may arise well before the deadline. Companies making submissions near the deadline do so at their own risk.

Qualification Submissions received by any other form, including (but not necessarily limited to) hard copy, facsimile transmission, or telephone will not be accepted or considered.

**Questions regarding this RFQ are to be submitted to [reception@perth.ca](mailto:reception@perth.ca). In the event of addenda being issued these will be posted via Biddingo. The deadline for questions is Feb. 18, 2026. No addenda will be issued later than February 20, 2026.**

## **EVALUATION CRITERIA**

### *Pre-Qualification Process*

The pre-qualification process will include an assessment of previous performance in a number of areas, including but not limited to: similar work, scheduling, construction management, workmanship, final completion, correction of deficiencies, and attention to health and safety issues. A copy of the Prequalification Criteria that will be used to evaluate the submission is included herein in Appendix A.

General Contractors may be required to attend an interview with the Town of Perth prior to the completion of the pre-qualification process.

Any submission failing to comply with all these requirements is subject to disqualification. Tenders will be invited from the list of pre-qualified Contractors. The Consultant and the Town of Perth reserve the right to select and approve only those Contractors that are deemed suitable for the project as per the pre-selection criteria.

# APPENDIX A

## Contractor Pre-Qualification Evaluation Criteria

The following provides an outline and brief description of the Contractor Pre-Qualification evaluation criteria, which will be used by the Evaluation Team when evaluating the contractor's submissions. Each submission will be assigned a score, based on the evaluation criteria described below. Maximum available score will be 100 points. Of those proponents meeting the minimum requirements, the six with the highest scores above 70 will be deemed pre-qualified.

### **Pass/Fail Submittal Included:**

1. Use of CCDC 11 -2019 complete with copyright seal & response to items 1 to 10 of the evaluation criteria.
2. Insurance letter indicating ability to obtain insurance at levels noted.
3. Letter of reference from financial institution, and bonding indicating ability to meet performance and labour, and material bonding at the percentage requested.
4. Certificate of clearance from the Workplace Safety and Insurance Board.
5. Organizational chart of key office and site personnel with relevant personnel experience
6. Year established minimum of 3 years company in business.

### **Annual Construction Volume (minimum required 5 pts./ max 10 points)**

This section is based on the company's average per annum construction volume over the past five years.

1. Less than 5 Million – 0 pts.
2. 5 Million to 8 Million – 5 pts.
3. 8 Million to 12 Million – 7 pts.
4. Over 12 Million – 10 pts.

### **Related Project Experience (minimum required 15 pts./ max 25 pts)**

This section is weighted highly as it is an important aspect in the selection of the contractor. Indicate related experience including post disaster buildings. The scoring is based on the contractor's construction experience on projects of similar type, size, and complexity in the last 5 years. Related Project Experience will be based on the Projects provided under CCDC11-2019 Appendix B Comparable projects completed (Similar type, size and complexity). Please provide a minimum of 3 projects meeting these criteria. Contractors are encouraged to submit additional related projects as up to 4 will be marked for the post disaster bonus. Submissions with the most relevant projects will score highest. Relevant projects may include non-post disaster building as of similar type, size and complexity; however a bonus will be assigned to relevant post disaster projects:

5. 0 pts. – Contractor did not exhibit relevant experience
6. 1 – 14 pts. – Contractor indicated very little relevant experience.
7. 15 – 20 pts. – Contractor indicated at least 3 relevant projects constructed in the last 5 yrs
8. 21 – 25 pts. – Contractor indicated extensive experience in relevant projects of post disaster.

**Present Workload (minimum required 10 pts./ max 15 pts.)**

For Major construction projects underway, copy and complete Appendix C for each of the Major construction projects your firm currently has underway. This information will be used to assess the Contractor's current workload, financial capacity, and resource availability. The scoring is based on the contractor's ability and resources available to complete the project considering:

- Current and committed workload
- Financial capacity relative to work on hand
- Availability of key personnel, equipment, and resources
- Demonstrated ability to manage multiple concurrent projects

Scoring Criteria: Scoring Criteria:

- 9. 0 pts. – Contractor is working on too many projects
- 10. 1 - 9 pts. – Contractor has very limited capacity remaining
- 11. 10-12 pts. – Contractor has sufficient capacity to take on project.
- 12. 13 - 15 pts. – Contractor has ample capacity to take on project.

**Key Personnel: Outline your proposed organizational structure for the project with identification and background/skills of key personnel. (minimum required 15 pts. /max 25 pts.)**

Include with the organizational structure, relevant project experience of key personnel. Key personnel are to include but is not limited to Construction Project Manager and Site Superintendent.

5 points will be assigned to organizational structure and 20 will be assigned to key personnel. The organization chart should clearly demonstrate the communication and organizational structure of the contractor's key personnel assigned to this project on site and within the office. Resumes as submitted with CCDC11-2019. Qualifications and experiences of Personnel. A) Key Office Personnel Resumes & B) Organization Structure.

A) Key Personnel out of 20 (min required 10/20) - Resumes

- 13. 0-9 pts. – Limited relevant experience of Key Personnel
- 14. 10-15 pts. – Relevant experience of Key Personnel
- 15. 15-20 pts. – Extensive relevant experience of Key Personnel

B) Show Organization Structure out of 5 (min required 3/5)

16. 0-2 pts. – Lack of organizational structure

17. 3-5 pts. – Good organizational structure

**For the next four bulleted points, please provide a written response to each of the items.** Response to these is mandatory; however, there is no point minimum requirement. Point values identified are the maximum potential score for these responses.

- **Describe your particular interest in this project (2.5 pts)**
  - Provide a brief write up on your particular interest in this project.
- **Within the context of current market labour and material and delivery, describe your approach to staying on schedule (5 pts)**
- **Describe your company's methodology to quality assurance with specific examples as would be found in project of similar type, size & complexity to this project. ( 2.5 pts)**
- **Please describe your approach to organizing, coordinating, and managing subtrades, communication protocols, reporting mechanisms, and processes for escalating and resolving issues with the Owner throughout the project. (5 pts)**

#### **Reference Check ( max 10 pts )**

A score will be assigned to this section based on the reference questionnaire (attached). Points will be deducted from the contractor's score, for negative comments received during the reference check. References will be contacted and selected by reviewing team from the submitted Project experience information on the completed CCDC 11 -2019 form.

**Reference Check for:** Company Name

**Project Name:** Name of Project

**Reference Information**

NAME OF COMPANY PROVIDING REFERENCE

**Name of Company**

NAME OF INDIVIDUAL PROVIDING REFERENCE <b>First Name Last Name</b>	Signature	Date
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**Evaluation**

Please circle the rating that applies to the following evaluation criteria based on the project noted above.

A guideline for scoring is included on the following page.

QUALITY OF PRODUCT OR SERVICE	UNSATISFACTORY	POOR	SATISFACTORY	VERY GOOD	OUTSTANDING	
1. COMPLIANCE WITH CONTRACT REQUIREMENTS/STATEMENT OF WORK	1	2	3	4	5	N/A
2. ACCURACY & TIMELINESS OF SUBMISSIONS	1	2	3	4	5	N/A
3. CAPABILITY/EFFECTIVENESS OF PERSONNEL	1	2	3	4	5	N/A
<b>COST CONTROL</b>						
1. METHODS OF COST CONTROL	1	2	3	4	5	N/A
2. CURRENT, ACCURATE, AND COMPLETE BILLINGS & PRICING OF REVISIONS	1	2	3	4	5	N/A
<b>TIMELINESS OF PERFORMANCE</b>						
1. ADHERENCE TO SCHEDULE	1	2	3	4	5	N/A
2. RESPONSIVE TO TECHNICAL DIRECTION	1	2	3	4	5	N/A
3. RECEIPT OF FINAL DOCUMENTS & COMPLETION OF DEFICIENCIES	1	2	3	4	5	N/A
<b>BUSINESS RELATIONS</b>						
1. EFFECTIVE MANAGEMENT, INCLUDING MANAGEMENT OF SUBCONTRACTORS	1	2	3	4	5	N/A
2. REASONABLE, COOPERATIVE BEHAVIOUR	1	2	3	4	5	N/A
3. RESPONSIVE TO REQUESTS & PROBLEMS	1	2	3	4	5	N/A
<b>CUSTOMER SATISFACTION (Check Yes or No)</b>						
1. WOULD YOU HIRE THIS FIRM AGAIN?	<input type="checkbox"/> YES		<input type="checkbox"/> NO			

<b>ADDITIONAL COMMENTS:</b>

**Ratings Guidelines**

	QUALITY OF PRODUCT OR SERVICE	COST CONTROL	TIMELINES OF PERFORMANCE	BUSINESS RELATIONS
<b>CRITERIA:</b>	<ul style="list-style-type: none"> <li>- Compliance with contract requirements</li> <li>- Timely and accurate submissions</li> <li>- Capability and effectiveness of personnel</li> <li>- Technical excellence</li> </ul>	<ul style="list-style-type: none"> <li>-Record of controlling costs</li> <li>-Current, accurate, and complete billings and contemplated change orders</li> <li>-Cost efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>-Met schedule milestones</li> <li>-Reliability</li> <li>-Responsive to technical direction</li> <li>-Completed on time including close out documentation, deficiency completions and contract admin</li> <li>-Met delivery schedules</li> </ul>	<ul style="list-style-type: none"> <li>-Effective management, including subcontracts - Reasonable/ cooperative behaviour</li> <li>-Responsive to contract requirements</li> <li>-Advised client of issues in timely and proactive manner</li> </ul>
<b>1 – UNSATISFACTORY</b>	Contractor is not in compliance and is jeopardizing the achievement of contract objectives.	Contractor is unable to manage costs effectively.	Contractor delays are jeopardizing performance of contract objectives.	Response to inquiries, technical/service/ administrative issues is not effective.
<b>2 – POOR</b>	Major problems have been encountered.	Contractor is having major difficulty in managing costs effectively.	Contractor is having major difficulty meeting milestones and delivery schedules.	Response to inquiries, technical/service/ administrative issues is marginally effective.
<b>3 – SATISFACTORY</b>	Minor inefficiencies/errors have been identified.	Contractor is usually effective in managing costs.	Contractor is usually effective in meeting milestones and delivery schedules.	Response to inquiries, technical/service/ administrative issues is usually effective.
<b>4 – VERY GOOD</b>	Contractor is in compliance with contract requirements and/or delivers quality products/services.	Contractor is effective in managing project cost and submits current, accurate, and complete billings.	Contractor is effective in meeting milestones and delivery schedule.	Response to inquiries, technical/service/ administrative issues is effective.
<b>5 – OUTSTANDING</b>	The contractor has demonstrated an outstanding performance level. The contractor’s performance clearly exceeds the performance level described as “Very Good.”			