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City of Temiskaming Shores
Pre-Qualification for Project
NWL-25002372
McKelvie Street/Baker Avenue
Infrastructure Extension

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Corporation of the City of Temiskaming Shores

McKelvie Street/Baker Avenue Infrastructure Extension

Project No. NWL-25002372

July 2025

Engineers:
EXP Services Inc.
P.O. Box 1208
310 Whitewood Avenue West
New Liskeard, Ontario
P0J 1P0

TEL: 705-647-4311

Owner:
The Corporation of The
City Of Temiskaming Shores
325 Farr Drive, P.O. Box 2050
Haileybury, Ontario
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TEL: 705-672-3363

Table of Contents

1	Pre-Qualification Submittals.....	1
1.1	Tentative Schedule.....	2
1.2	Pre-Qualification Documents.....	2
1.3	Pre-Qualification Review	2
1.4	Owners Review	2
1.5	Other Objectives.....	2
1.6	Pre-Qualification Benefits	3
1.7	Pre-Qualification Committee.....	3
1.8	Acceptability	3
1.9	Certificate Of Pre-Qualification	3
2	The City of Temiskaming Shores Contractor Pre-Qualification Questionnaire	4
2.1	Company Information	4
2.2	Management Team	5
2.3	Capabilities	6
2.4	Relevant Projects	7
3	Contract Administration.....	10
4	Adherence To Specifications and Special Provisions.....	10
5	Public Relations	10
6	Condition And Sufficiency of Equipment.....	11
7	Safety Procedures / Public Relations.....	12
7.1	Health and Safety	12
7.2	WSIB	12
8	Organization, Coordination and Efficiency.....	12
8.1	Quality Assurance/Quality Control.....	12
9	Scheduling	12
10	Financial Capabilities / Solvency	13
10.1	Bonding	13
10.2	Insurance.....	13
10.3	Business Volume.....	13
	Statutory Declaration.....	14
11	Submittal Checklist.....	15
12	Sample Scoring Sheet.....	16

1 Pre-Qualification Submittals

Pre-qualification submittals will be received via email to: tenders@exp.com

No Later Than 11:59 A.M. Local Time, Wednesday, September 3rd, 2025

for The City of Temiskaming Shores, McKelvie Street/Baker Avenue Infrastructure Extension Program.

The City of Temiskaming Shores is seeking pre-qualification submission from contractors for the proposed McKelvie Street/Baker Avenue Infrastructure Extension. This work involves the reconstruction of McKelvie Street, Baker Avenue, and extension of Baker Avenue to Peters Road, approximately 1.5km. The preliminary scope of the work includes, but is not limited to, the following:

- The supply and place approximately 8,700 m.t. of Granular A.
- The supply and place approximately 31,250 m.t. of Granular B Type 1.
- The supply and place approximately 1,860 m.t of SuperPave 12.5.
- The supply and installation of approximately 1,450m of sanitary sewer ranging from 200 – 300mm diameter.
- The supply and installation of approximately 1,610m of watermain ranging from 100 – 300mm diameter and all related appurtenances including the connection to the existing watermain.
- The supply and installation of approximately 600m of storm sewers ranging from 300 – 600mm diameter.
- The supply and installation of 19 Sanitary Maintenance Holes 1200mm in diameter.
- The supply and installation of 24 Storm Maintenance Holes ranging from 1200 – 1800mm in diameter.
- Supply and install 80 Storm Services 150mm in diameter.
- Supply and install 80 Water Services 25mm in diameter.
- Supply and install 80 Sanitary Services 125mm in diameter.
- Supply and place 1,100m of Concrete Curb and Gutter.
- Supply and install 16 Catch Basins 600x600mm in diameter.
- Supply and install 14 Hydrant Sets.
- Supply and install 21 Gate Valves ranging from 100 – 300mm in diameter.
- Supply and install approximately 3,000m of Pipe Subdrain.
- Supply and place approximately 8,400m² of Topsoil.
- Supply and place approximately 8,400m² of Seed and Cover.
- Supply and place approximately 7,115m² of Geogrid.
- Supply and place approximately 7,115m² of Geotextile.
- Construction of approximately 1.5km of Active Transportation Trail.
- Testing, certification, commissioning, and integration of all works.

**The engineering estimate for the cost of construction for the above noted works is
approximately \$7,000,000**

1.1 Tentative Schedule

- Tender Call September 10th, 2025
- Tender Closing October 1st, 2025
- Contract Award mid-October 2025
- Start Work Late October 2025
- Complete Project Late November 2026

1.2 Pre-Qualification Documents

Documents provided:

- Contractor Pre-Qualification Form
- Reference Drawings

For further information contact EXP Services Inc. at tenders@exp.com. Question deadline: August 20th, 2025. All questions received by any contractor will be answered and released through an Addendum format after the question period deadline.

1.3 Pre-Qualification Review

Pre-qualification submittals will be reviewed and rated privately by the Owner's pre-qualification committee.

Contractors will be notified whether or not they pre-qualify by the time of tender. Tendering of the contract is proposed to start on September 10th, 2025.

Please be advised that only the contractor firms that score a minimum of 60% will be allowed to submit tenders on the project. All financial information on the pre-qualification's submission will be kept private and will not be submitted to any third party.

1.4 Owners Review

The City of Temiskaming Shores (Owner) reserves the right to verify the validity of information submitted in the pre-qualification document and may reject any submission where the content appears to be incorrect, inaccurate or inappropriate in the Owner's estimation. The Owner reserves the right to assess the ability of the Proponent to complete the contract and may reject any submission where the personnel and/or resources of the Proponent appear insufficient in the owner's estimation.

Submissions which are incomplete, conditional, and unclear or which contain alterations of any kind or otherwise fail to conform to the prequalification requirements may be rejected.

Changes will not be permitted after the prequalification documents have been opened, unless negotiated by the Owner with the Proponent. The Owner may modify or cancel the pre-qualification process prior to accepting any Proponent.

In submitting the pre-qualification documents, the Proponent agrees that it will not claim damages against the Owner for matters relating to the submission or the process. In submitting the prequalification documents, the Proponent waives any claim for loss or profits if no agreement is entered into with the Owner.

1.5 Other Objectives

- Group contractors according to their expertise and capability
- Set up panels of suitable contractors for specific work type and values

- Facilitate the selection and invitation of pre-qualified contractors
- Deliver improved project outcomes for the City of Temiskaming Shores

1.6 Pre-Qualification Benefits

- Pre-qualification process enables the City of Temiskaming Shores to select contractors who have demonstrated the required experience, capability and capacity to complete the work.
- Pre-qualified contractors have demonstrated the capability to provide more consistent project outcomes.
- The pre-qualification process results in reduced tendering costs relative to open tenders while maintaining appropriate levels of competition.
- Allows the City of Temiskaming Shores, as a major buyer of construction related services, to more effectively implement continuous improvement initiatives.

1.7 Pre-Qualification Committee

The pre-qualification committee will consist of the City of Temiskaming Shores' Chief Administrative Officer, the Director of Environmental Services, the Director of Transportation Services and three representatives from EXP Services Inc. It will be the Committee's duty to investigate and examine the pre-qualifications of all contractors applying for a pre-qualification certificate. The Committee will also have the ability to deny, revoke or temporarily suspend certificates, subject to the required pre-qualification process.

1.8 Acceptability

To determine the acceptability of a Proponent, the Pre-qualification Committee will investigate the following items:

- Financial responsibility of the Proponent
- The quality and availability of the Proponent's equipment, machinery and the number and qualifications of their personnel
- Experience in supervising and/or implementing similar construction projects
- Reputation and reliability
- The nature and extent of other current contract commitments
- Whether or not the Proponent has previously been denied pre-qualification; if so, for what reason
- Any other fact which would materially affect the ability of the Proponent to properly, adequately, expeditiously and satisfactorily execute the work which the Proponent is seeking pre-qualification.

1.9 Certificate Of Pre-Qualification

- The certificate of pre-qualification will flow from the successful completion and approval of an application. Success will be dependent upon a point system associated with this **Contractor pre-qualification questionnaire** (this document). The Proponent shall also supply the Pre-Qualification Committee with the submittals listed at the end of the form.

2 The City of Temiskaming Shores Contractor Pre-Qualification Questionnaire

2.1 Company Information

General Information

Name of Firm:	
Street Address:	
Suite Number:	Tel:
City:	Ext.:
Province:	Fax:
Postal Code:	E-mail:

Individual _____ Partnership _____ Corporation _____

Other: _____

Contact Information

Given Name:	Phone:
Surname:	Ext.:
Position/Title:	Fax:
Suite Number:	E-mail
Street Address:	City:
	Province:
	Country:
	Postal Code:

2.2 Management Team

2.2.1 How long has your organization been under your present management?
_____yrs

2.2.2 Number of employees:

Administrative and General Office:
Project Managers:
Field Superintendents:
Foremen:
Trades:
Trade Helpers:

2.2.3 Key Personnel (Project Managers, Field Superintendants, Foremen, Principnals)

Name	Position	Years Experience	Qualifications

**** Attach Resumes for Key Personnel**

2.3 Capabilities

List trade categories in which your firm is qualified and performs work on a regular basis:

List trade categories for which your firm regularly subcontracts to others:

2.4 Relevant Projects

List the three largest Ontario infrastructure projects completed in the last five years as the prime contractor, current projects can be included.

2.4.1 Project 1

Project Name:
Owner Name:
Address:
Contact Name:
Telephone / Email:
Engineer/Design Firm
Contact Name:
Telephone / Email:
Description of Project, Scope of work performed
Total Value of Construction
Original Scheduled Completion Date
Actual Completion Date
Extension Time Granted (days)
Reason for Delay in Completion

2.4.2 Project 2

Project Name:
Owner Name:
Address:
Contact Name:
Telephone / Email:
Engineer/Design Firm
Contact Name:
Telephone / Email:
Description of Project, Scope of work performed
Total Value of Construction
Original Scheduled Completion Date
Actual Completion Date
Extension Time Granted (days)
Reason for Delay in Completion

2.4.3 Project 3

Project Name:		
Owner Name:		
Address:		
Contact Name:		
Telephone / Email:		
Engineer/Design Firm		
Contact Name:		
Telephone / Email:		
Description of Project, Scope of work performed		
Performed as Prime or Sub	Prime _____	Sub _____
Total Value of Construction		
Original Scheduled Completion Date		
Actual Completion Date		
Extension Time Granted (days)		
Reason for Delay in Completion		

3 Contract Administration

Has your firm ever failed to complete a contract? Yes ☐ No ☐

Has your firm ever been in a lawsuit regarding project performance, payments, or schedule? Yes ☐ No ☐

Within the last five years, has any officer or principal of your firm been an officer or principal of another organization when it failed to complete a construction contract? Yes ☐ No ☐

Is your firm currently involved in any litigation? Yes ☐ No ☐

If yes, attach a full explanation of the litigation.

Do you have any construction liens currently outstanding? Yes ☐ No ☐

If yes, attach a full explanation of the liens.

4 Adherence To Specifications and Special Provisions

Has your firm completed construction projects using Ontario Provincial Standards and Specifications (OPSS)? Yes ☐ No ☐

Has your firm completed construction projects that has utilized Specifications (Consultant authored, NMS, etc.)? Yes ☐ No ☐

Has your firm ever been in arbitration regarding the interpretation of the contract documents? Yes ☐ No ☐

5 Public Relations

Does your firm have standard procedures for dealing with public traffic/access disruptions? Yes ☐ No ☐

If yes, provide a copy of procedures.

Has there ever been an accident involving the public on one of your projects? Yes ☐ No ☐

If yes, provide details and report of accident.

6 Condition And Sufficiency of Equipment

List of company owned, or long term leased equipment that is readily available for use, including make, model, year and condition. (Attach additional sheets if required)

Description	Make	Model	Year	Condition

Example Equipment List:

Crushing Plant	Dump Trucks	Euclids – Dumpsters etc. (Non-Licensed Equipment)
Forms – Concrete Forming	Excavators	Loader – Front End
Grader	Crane	Compactor – Sheepsfoot
Pumps	Spreader Aggregate	Compactor – smooth drum or plate
Concrete Batching Plant	Asphalt Batching Plant	Asphalt Spreader and Finisher
Work Support Systems	Other Major Items (Specify)	

7 Safety Procedures / Public Relations

7.1 Health and Safety

Does your company have a Health and Safety Representative?

Yes ☐ No ☐

Name _____

Address _____

Phone _____

Email _____

Does your company hold regular Health and Safety Meetings?

Yes ☐ No ☐

Scheduled
times: _____

Attach copy of your firm's Health and Safety Policy and Procedures.

Has there ever been any on-site facilities?

Yes ☐ No ☐

7.2 WSIB

Does your company carry a valid WSIB?

Yes ☐ No ☐

Is a copy of valid Certificate attached?

Yes ☐ No ☐

8 Organization, Coordination and Efficiency

8.1 Quality Assurance/Quality Control

Does your firm have a written QA/QC Program?

Yes ☐ No ☐

If yes, please provide a copy

9 Scheduling

Does your firm employ the critical path method?

Yes ☐ No ☐

Does your firm employ computerized scheduling?

Yes ☐ No ☐

If so, what software is used? _____

10 Financial Capabilities / Solvency

10.1 Bonding

Name of Bonding Company	
Address	
Contact	
Telephone	
Total Bonding Capacity	\$
Single Project Capacity	\$
Current Bonding in Effect	\$

10.2 Insurance

List the following Insurance coverage amounts:

General Liability	\$
Automobile Liability	\$
Professional Liability	\$
Insurance Company	
Broker/Agent	
Agent Contact Telephone	

10.3 Business Volume

Indicate the annual dollar volume for the past three years

2022 \$ _____

2023 \$ _____

2024 \$ _____

Indicate the total dollar volume of work for which you presently have contracts, but have not started or completed to date: \$ _____

Statutory Declaration

IN THE MATTER OF
Contractor Pre-qualification
In the City of Temiskaming Shores
in the Province of Ontario

I _____ a representative of _____
(Printed Name) (Company Name)

Do solemnly swear that all statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effects as if made under oath and by virtue of the "Canada Evidence Act".

DECLARED before me at
_____ (place)

In the District of _____

Province of Ontario,

This _____

Day of _____, 202__

Signature of Owner

(I have authority to bind the
Company/Corporation)

Commissioner of Oaths

(Type or print name below if signature is illegible.)

11 Submittal Checklist

- This Form
- Resumes for key personnel in firm
- Any additional explanations for answers given
- Copy of Health and Safety Policy and Procedures
- Copy of Written QA/QC Program
- Copy of valid WSIB
- Is the Statutory Declaration signed and witnessed?
- Any additional sheets with information requested on form but does not fit in space provided

12 Sample Scoring Sheet

	INSERT	SCORE	Max Possible Score
1. Management Team			
How long organization has been under current management? <i>Insert Years</i> <input type="checkbox"/>			2
Number of Employees? <i>Insert Years</i> <input type="checkbox"/>			2
	SUBTOTAL		4

2. Capabilities Based on the Three (3) Submitted Projects			
Project 1			
Reference Check <i>Insert Yes/No</i> <input type="checkbox"/>			5
Total Value of Construction <i>Insert Value</i> <input type="checkbox"/>			4
Completion Date Vs. Original Scheduled Completion Date <i>Insert Both Dates</i> <input type="checkbox"/>			1
Litigation Issues <i>Insert Yes/No</i> <input type="checkbox"/>			4
Project 2			
Reference Check <i>Insert Yes/No</i> <input type="checkbox"/>			5
Total Value of Construction <i>Insert Value</i> <input type="checkbox"/>			4
Completion Date Vs. Original Scheduled Completion Date <i>Insert Both Dates</i> <input type="checkbox"/>			1
Litigation Issues <i>Insert Yes/No</i> <input type="checkbox"/>			4
Project 3			
Reference Check <i>Insert Yes/No</i> <input type="checkbox"/>			5

		INSERT	SCORE	Max Possible Score
Total Value of Construction	Insert Value <input type="checkbox"/>			4
Completion Date Vs. Original Scheduled Completion Date	Insert Both Dates <input type="checkbox"/>			1
Litigation Issues	Insert Yes/No <input type="checkbox"/>			4
		SUBTOTAL		42

3. Contract Administration			
Has the firm ever failed to complete a contract?	Insert Yes/No <input type="checkbox"/>		3
Has the firm ever been in a lawsuit regarding the project performance, payments or schedule?	Insert Yes/No <input type="checkbox"/>		1
Within the last five years has any officer or principal of the firm been an officer for another organization that failed to complete a construction contract?	Insert Yes/No <input type="checkbox"/>		1
is the firm currently involved in any litigation?	Insert Yes/No <input type="checkbox"/>		4
Does the firm currently hold any outstanding liens?	Insert Yes/No <input type="checkbox"/>		1
		SUBTOTAL	10

4. Adherence to Specifications and Special Provisions			
--	--	--	--

	INSERT	SCORE	Max Possible Score
Has the firm completed construction projects using OPS specs? <i>Insert Yes/No</i> <input type="checkbox"/>			1
Has the Firm completed construction projects that has utilized specifications <i>Insert Yes/No</i> <input type="checkbox"/>			1
Has the firm ever been in arbitration regarding the interpretation of the contract documents <i>Insert Yes/No</i> <input type="checkbox"/>			3
	SUBTOTAL		5

5. Condition and Sufficiency of Equipment			
Is the equipment listed appropriate for the scope and complexity of the contract <i>Insert Old, New, or Ok</i> <input type="checkbox"/>			2
	SUBTOTAL		2
6. Public Relations			
Does the firm have standard procedures for dealing with public traffic disruptions <i>Insert Yes/No</i> <input type="checkbox"/>			2
Has there ever been an accident involving the public on a construction project in where the firm was held liable <i>Insert Yes/No</i> <input type="checkbox"/>			2
	SUBTOTAL		4

7. Health and Safety			
Does the firm have a H and S representative? <i>Insert Yes/No</i> <input type="checkbox"/>			2
Does the Firm hold Regular H and S meetings? <i>Insert Yes/No</i> <input type="checkbox"/>			2

	INSERT	SCORE	Max Possible Score
Has there been any On-Site Fatalities? <i>Insert Yes/No</i> <input type="checkbox"/>			9
	SUBTOTAL		13

8. WSIB			
Does the firm carry a valid WSIB clearance Certificate <i>Insert Yes/No</i> <input type="checkbox"/>			2
	SUBTOTAL		2

9. Quality Assurance/Quality Control			
Does the Firm have a Written QA/QC Program <i>Insert Yes/No</i> <input type="checkbox"/>			6
	SUBTOTAL		6

10.Scheduling			
Does the Firm Employ the critical path method <i>Insert Yes/No</i> <input type="checkbox"/>			2
Does the Firm employ computerized scheduling <i>Insert Yes/No</i> <input type="checkbox"/>			2
	SUBTOTAL		4

11. Business Volume			
<u>Dollar Value of Business Volume for Past 3 Years</u>			
2013 <i>Insert Value</i> <input type="checkbox"/>			2
2014 <i>Insert Value</i> <input type="checkbox"/>			2
2015 <i>Insert Value</i> <input type="checkbox"/>			2
Dollar Value of Work for Which the Firm Presently has Contracts but Have Not Yet Completed <i>Insert Value</i> <input type="checkbox"/>			2
SUBTOTAL			8

12. Bonding/Insurance			
Bonding Details Provided <i>Insert Yes/No</i> <input type="checkbox"/>			
Insurance Details Provided <i>Insert Yes/No</i> <input type="checkbox"/>			
Statutory Declaration Provided <i>Insert Yes/No</i> <input type="checkbox"/>			
SUBTOTAL			

TOTAL		100
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