

PROCEDURE FOR POLICY 2.15 – Approval of Capital Projects

I. POLICIES AND PROCEDURE FOR THE CALLING OF TENDERS FOR CONSTRUCTION AND MAINTENANCE PROJECTS

- 1.0 After considering various factors, such as the timing and duration of the construction project, the budget, and the type and difficulty of the work to be undertaken, the Division of Facilities Management will determine whether to call for tenders via an open tender or a pre-qualified vendor process.
- 2.0 When an open tender call is selected, a public advertisement is placed on MERX extending an invitation for bids to all contractors. Contract documents may be obtained by interested contractors upon payment of a deposit for the drawings and specifications. The contract and tender documents will include language that provides the maximum flexibility for the University in deciding whether to accept the lowest or any bid.
- 3.0 The pre-qualification process is used when there is limited time between tendering and the project completion deadline, when the project is very specialized, or when there is some particular factor associated with the project that the Division of Facilities Management deems to warrant the use of the process.
 - 3.1 There will be a public advertisement requesting expressions of interest from contractors. The contractors will complete a Canadian Standard Form of Contractors Qualification Statement (CCDC document 11) and submit the document to either the University or to the Architect/Consultant responsible for the project.
 - 3.2 The expressions of interest are then evaluated by the Division of Facilities Management and the Architect/Consultant using the following criteria:
 - (a) The contractor's past experience with the type of work to be undertaken
 - (b) The contractor's total current work load
 - (c) Maximum single project value previously undertaken by the contractor
 - (d) The University's past experience with the contractor
 - (e) The contractor's reputation
 - (f) Ability of the contractor to complete the work on time
 - 3.3 Following this evaluation, a number of contractors (at least three) are selected as being suitable to carry out the work and they are invited to submit tenders.
 - 3.4 A variation of the pre-qualification process is "bidding by invitation." The Division of Facilities Management provides a list of recommended, prequalified contractors who are capable of doing the work. In preparing this list, the Division of Facilities Management may consider past experience with the University, consultants' recommendations, or requests from contractors that they be given the opportunity to bid. Tenders are invited from these firms. The prequalified list is updated on a regular basis and contractors are evaluated after each project.
- 4.0 Opening of tenders shall be scheduled so as to allow sufficient time for appraisal and formulation of a recommendation to the body or officer authorized to award the contract.

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- 4.1 Called tenders will be received as set out below:
- (a) For projects with a contract value expected to exceed \$1,000,000, the Office of the Secretary of the Board.
 - (b) For projects with a contract value expected to exceed \$100,000 but not \$1,000,000, the Office of the Associate Vice-President (Finance & Facilities) or Executive Director (Facilities Development & Engineering).
 - (c) For projects with a contract value less than \$100,000, Executive Director (Facilities Development & Engineering).
- 4.2 Tenders shall be opened in the presence of the following:
- (a) Tenders expected to exceed \$1,000,000
The Secretary of the Board of Governors and the Associate Vice-President (Finance & Facilities) or Executive Director (Facilities Development & Engineering).
 - (b) Tenders expected to be less than \$1,000,000
Associate Vice-President (Finance & Facilities) OR Executive Director (Facilities Development & Engineering).
 - (c) Tenders expected to be less than \$500,000
Executive Director (Facilities Development & Engineering).
 - (d) Tenders expected to be less than \$100,000
Executive Director (Facilities Development & Engineering) or designate.
- 5.0 The Associate Vice-President (Finance & Facilities) or designate has authority to review the contract documents with the low compliant bidder and the consultant to identify changes in the scope of work which will achieve a lower project cost

II. PROCESS FOR HIRING DESIGN TEAMS FOR MAJOR PROJECTS

- 1.0 When a major construction or renovation project is to be initiated at the University, a Project Planning Committee is formed.
- 2.0 The Project Planning Committee is charged with the responsibility to review the project design, budgets, etc., making any additional recommendations through the Executive Director (Facilities Development & Engineering) to the appropriate Vice-President as needed.
- 3.0 The composition of Project Planning Committees varies depending on the type of project, but usually includes the following:
- Associate Vice-President (Finance & Facilities) or designate
 - A Facilities Management Project Manager
 - Associate Vice-President, IPB or designate
 - Executive Director, ITS or designate
 - Up to two representatives from the affected Faculty or budget unit
 - A representative from the Senate Committee on University Planning who does not have any direct interest in the project.
 - Executive Director (Facilities Development & Engineering) (Chair)

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- 4.0 Once a preliminary program for the project has been developed, the Division of Facilities Management invites design teams to submit Requests for Proposals for the project via an advertisement posted on MERX Internet Bidding and Information Service, and in such other places as appropriate.
- 5.0 The Request for Proposal request will typically include a very brief description of the project, the value of the construction and the general timing of the project. The request will also indicate that preference will be given to design teams with recent experience in the development of similar facilities and with the ability to respond quickly to the university's needs.
- 6.0 The interested parties will be requested to provide the following:
 - The team they propose to use on the project, including all necessary sub-consultants, and the experience of the team members in the type of work to be undertaken, including information about comparable projects they have completed
 - The names of references who may be contacted
 - An indication of their fees
 - Any other information they deem to be appropriate
- 7.0 From the Request for Proposals received, the Project Planning Committee will select a short list of candidates for interview. The criteria for selecting a firm for an interview may include comparable experience, demonstrated capability of the design team, fees, previous designs, functional program expertise, approach to cost and budget control, and experience in university facility design.
- 8.0 Prior to the interviews, more detailed information about the proposed project will be provided to each design team on the short list.
- 9.0 Interviews will typically last about an hour and will include a presentation by the design team, a period for questions from the Committee, and discussion between the Committee and the proposed design teams. Design teams will be expected to introduce the principals and project staff who will be working on the project, provide information on their current workload, their plan for implementation of the project, commentary related to the University's Campus Master Plan and Guidelines (if relevant), to identify design approaches, and respond to specific questions. As well, they will be requested to provide evidence of the financial stability of the lead (contracted) firm and major consultants.
- 10.0 The Project Planning Committee will review the presentations against the criteria stated above and make a recommendation for appointment of a design team to the appropriate decision-making authority.