



# **REQUEST FOR PRE- QUALIFICATION**

**CONTRACT NO. S2009-W3**

**DESIGN-BUILD CONTRACTORS for  
SCUGOG MEMORIAL PUBLIC LIBRARY  
RENOVATION/EXPANSION AND PARKING  
STRUCTURE**

July 30, 2009

**REQUEST FOR PRE-QUALIFICATION  
CONTRACT NO. S2009-W3**

**SUBMISSIONS** marked clearly as to the contents will be received by the undersigned until:

**2:00 p.m., Local Time, Friday, August 14, 2009**

for

**DESIGN-BUILD CONTRACTORS for  
SCUGOG MEMORIAL PUBLIC LIBRARY RENOVATION/EXPANSION  
and  
PARKING STRUCTURE**

A duly authorized official of the proposing company must sign, on Company letterhead, the Request for Pre-Qualification submission. Full name, address and contact telephone numbers must be included with the submission to be considered valid. **Failure to provide an authorized signature will result in the submission being declared incomplete. Incomplete submissions will not be considered further.** The completed and signed submission, together with all required attachments as outlined in the Request for Pre-Qualification document and complete with the envelope template affixed on the outside of the package for easy identification, must be delivered to Ms. Kim Coates AMCT, Clerk, Township of Scugog, on or before the time and date for the receipt of submissions as noted above.

As its best interests may appear, the Township of Scugog reserves the right to, at any time during the selection process, reject any or all submissions, either in whole or in part.

Respondents are to provide details as to qualifications, project team, and relevant experience, as requested by this document.

The Clerk will receive written submissions until no later than 2:00 p.m., local time, on Friday, August 14, 2009. Four (4) copies of the submissions are required. Submissions that exceed the length restriction defined in the document will not be considered. Submissions must be sealed in an envelope or box clearly marked as to the contents.

The submissions will be short-listed by an Evaluation Team. Proponents may be requested to make a formal presentation to this committee during the review period. The pre-qualified Proponents will then be invited to submit Design-Build Proposals for the Contract. An honorarium will be paid to the pre-qualified Proponents submitting Design-Build Proposals that are not accepted.

For further information regarding this Request for Pre-Qualification, please contact Gary Adamkowski, MHPM Project Managers Inc, gadamkowski@mhpm.com.

Submissions are to be addressed to:

**Corporation of the Township of Scugog  
181 Perry Street, P.O. Box 780  
Port Perry, Ontario L9L 1A7  
Attention: Ms. Kim Coates, AMCT, Clerk**

Submissions received after the closing time will NOT be accepted. The onus is on the bidder to ensure that the submission is received in the proper location and before the closing time.

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- APPENDIX E – Proponent Experience Form
- APPENDIX F – Design Team Information Form
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## **SECTION A: INTRODUCTION**

The Township of Scugog (Township) intends to request Design-Build Proposals for the renovation and expansion of the Scugog Memorial Public Library (SMPL) and the construction of a Parking Structure nearby at the intersection of Water Street and North Street in the community of Port Perry, Ontario. The Township intends to pre-qualify up to four Design-Build Contractors for this work. **ONLY PRE-QUALIFIED DESIGN-BUILD CONTRACTORS WILL BE INVITED TO SUBMIT PROPOSALS.**

Pre-qualification submissions are requested from interested Design-Build Contractors (Proponents). Proponents responding to this Request for Pre-Qualification shall demonstrate that they have successfully completed similar projects. All information submitted may be verified. Proponents may be disqualified if it is determined that any of the information submitted is inaccurate or misleading. Incomplete information may also limit the Proponent's ability to qualify.

Disclosure of information submitted is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. To prevent the release of information, the Proponent must state the information is submitted in confidence and what harm would result from the release. The Township reserves the right to accept or reject any or all submissions without explanation.

An honorarium will be paid to the pre-qualified Proponents submitting Design-Build Proposals that are not accepted.

## **SECTION B: PROJECT DESCRIPTION**

The Township of Scugog is located approximately 65 km northeast of Toronto. It is situated on and around the shores of Lake Scugog, with Port Perry as its commercial and cultural centre. The Township is one of eight lower-tier municipalities forming the Regional Municipality of Durham.

In February 2009, the Township received funding under the Building Canada Fund – Communities Component to finance the Port Perry Downtown Waterfront Revitalization Project. The overall site plan for this project is

provided in Appendix G. The project comprises several components, with the two major elements forming the scope of work for this Design-Build Contract, being:

- An approximately 9,300 sq. ft. expansion of the existing Scugog Memorial Public Library (SMPL) and renovation of the existing 6,700 sq. ft. building. The SMPL is located near the shore of Lake Scugog at 231 Water Street, Port Perry. The Township wishes to achieve a LEED Gold certification for the library; and
- The construction of a new municipal parking structure in the southwest quadrant of the Water Street and North Street intersection, across the street from the SMPL. As currently envisioned, the two-storey, reinforced concrete structure will provide an estimated 175 parking stalls, with street access to the upper level from Water Street and to the lower level from North Street, and no internal connection between levels.

The selected Design-Build Contractor will also be required to provide grading, landscaping, and site servicing to suit.

All of the lands for the works are owned and controlled by the Township.

The scope of work for the Design-Build Contract includes design and construction of the architectural, structural, mechanical, electrical, civil, interior design, parking and landscaping components.

## **SECTION C: GENERAL**

### **C.1 Eligibility**

To be eligible for pre-qualification, Proponents must clearly demonstrate:

- A history of successful delivery of major Design-Build projects;
- The ability to deliver a project of this size and nature using a Design-Build methodology;
- The ability to provide the required financial security; and
- Agreement to the use of the proposed contract form.

Only Proponents that satisfy all of these prerequisite qualifying conditions will be eligible for further consideration.

## **C.2 Definitions**

Where the wording “Design-Build Contractor” or “Proponent” is used it means the entity making this pre-qualification submission. The “Designer” and “Design Team” shall mean the design professionals, including architects and engineers that the Proponent proposes to include within the Project Team and who are specifically responsible for the production of the design.

## **C.3 Construction Budget**

The construction budget for the design and construction of the SMPL renovation/expansion and the parking structure is estimated at approximately \$8,500,000. The budget figure is currently being refined and will be confirmed in the Request for Proposals document issued to the pre-qualified Proponents.

## **C.4 Anticipated Schedule**

The timeline for the project and the expected milestone dates are expected as follows:

<b>Task</b>	<b>Expected Date</b>
Issue Request For Pre-Qualification	July 30, 2009
Close Request for Pre-Qualification	August 14, 2009
Issue Request for Proposals to Pre-qualified Proponents	August, 2009
Award of Design-Build Contract (subject to Council approval)	October, 2009
Commence Construction	Early 2010
Issue Substantial Performance	March 1, 2011
Allow Occupancy	March 22, 2011

## **C.5 Confidentiality**

The information provided by the Proponents is subject to public access through the *Municipal Freedom of Information and Protection of Privacy Act*. To prevent the release of potentially damaging information, the Proponent must identify any components submitted in confidence and what harm would result from the release. Entire submissions cannot be identified as confidential.

## **C.6 Form of Contract**

The form of contract for the project will be the CCA-CSC-RAIC Document 14 - 2000 - Design-Build Contract Agreement, modified by Supplementary Conditions.

## **C.7 Submission Acceptance Period**

All Proponents will be notified of the bidders invited to submit Design-Build Proposals within 21 days of completing the evaluation of the pre-qualification submissions.

## **C.8 Additional Proponents**

Only those Proponents who have been pre-qualified will be invited to submit a Design-Build Proposal.

## **C.9 Pre-qualification Submission Opening**

There will **not** be a public opening of the pre-qualification submissions. Submissions received by the date and time of closing will be opened administratively by representatives of the Township and the Project Manager.

## **C.10 Information and Enquiries**

All enquiries regarding this pre-qualification are to be in writing and directed to the Township's project manager:

Mr. Gary Adamkowski  
Senior Project Manager  
MHPM Project Manages Inc.  
100 Allstate Parkway, Suite 601  
Markham, ON L3R 6H3  
Tel: (905) 475-3393 x1226  
Fax: (905) 475-1138  
Email: [gadamkowski@mhpm.com](mailto:gadamkowski@mhpm.com)

Queries will be accepted up to 48 hours prior to closing. Responses to queries will be made available to all Proponents no later than 24 hours prior to closing by posting on the Township website at [www.scugog.ca](http://www.scugog.ca). Proponents are encouraged to register with the Township to ensure they receive any clarifications and/or addenda directly.

### **C.11 Delivery of Submissions**

Pre-qualification submissions must be placed in a sealed envelope. The form of label supplied in Appendix H must be affixed to the envelope and must be used without any extra exterior covering. Envelopes shall be clearly marked “**Pre-qualification for Design-Build Contractor for the Scugog Memorial Public Library Expansion/Renovation and Parking Structure**”, and addressed and delivered to:

Ms. Kim Coates, AMCT  
Clerk  
Township of Scugog  
181 Perry Street  
Port Perry, ON L9L 1A7

**All submissions must be received at the above address no later than 2:00 P.M. local time on Friday, August 14, 2009.** Late submissions will be refused and returned to the Proponent unopened. The responsibility for submitting a response on or before the required date and time is solely and strictly the responsibility of the Proponent. The Township will in no way be held responsible for delays caused by Canada Post or other couriers, or caused by any other occurrence. Fax or other electronic transmissions will not be accepted.

## **C.12 General**

1. All costs for the preparation of a submission in response to this Request for Pre-Qualification shall be borne by the Proponent.
2. Any and all conditions that may be contained in this Request for Pre-Qualification are considered as having been accepted by the Proponent unless indicated otherwise in the submission.
3. All submissions become the property of the Township and will not be returned.
4. The Township has the right to accept or reject any or all submissions and to waive formalities at its sole discretion.
5. At its discretion, the Township may return any incomplete or improperly prepared submission to the Proponent for correction.
6. False or misleading information in a submission renders a Proponent ineligible for qualification, but this clause shall not prevent the correction of any incorrect information mistakenly or innocently provided.
7. The Township relies solely on this posting to provide Public Notice of this business opportunity and is not in any way obligated to notify past or present vendors in any other manner.
8. The Township, its elected officials, employees and agents will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Township of any submission, or by reason of delay in the acceptance of any submission.
9. The Township reserves the right to cancel this pre-qualification process without cause and without incurring any liability whatsoever if deemed in the best interest of the Township to do so.
10. The Proponent shall indicate if it is involved in any litigation, or any pending litigation, or any contractual dispute that may affect its ability to carry out this project.

11. The proposed members of the Proponent's Project Team must remain in their designated roles for the duration of the project. In addition, the various management systems described in this pre-qualification submission must be appropriately applied to the project. Failure to honour these requirements may result in rejection of a subsequent design-build proposal or default on the contract.
12. The Township reserves the right to expand the number of pre-qualified Proponents if it feels it is in the Township's best interest to do so.
13. Proponents must be prepared to be interviewed by the Evaluation Team at the Township of Scugog Municipal Office, and to make available to the Evaluation Team a number of construction sites at various stages of completion, for which the Proponent is the contractor, as may be required by the Team.

## **SECTION D: EVALUATION PROCESS**

### **D.1 Basis of Evaluation**

Evaluation of submissions will be based on the content of the Proponent's submission and selected reference checks. Proponents are therefore advised to present their information clearly and concisely in the context of this particular project. Submissions must conform to the section divisions identified in this document. Carefully following the specified format will ensure that a Proponent's submission is appropriately considered.

### **D.2 Evaluation Criteria**

Pre-qualification submissions will be evaluated against the criteria listed below:

#### Part A – Proponent (weighting 40%)

- Capability of firm, staff experience and financial ability
- Experience in completing design-build projects of comparable size and nature
- Experience with design-build projects with the specified team

- Experience in completing municipal and/or library and/or parking structure projects
- Experience with LEED projects
- Project team and team organization
- Reference checks

#### Part B – Designer (weighting 35%)

- Design Team completeness and organization
- Experience in completing projects of comparable size and nature
- Experience with design-build projects
- Experience in completing municipal and/or library and/or parking structure projects
- Experience with LEED projects
- Reference checks

#### Part C – Methodology (weighting 25%)

- Approach to design-build projects and delivery
- Quality Control/Quality Assurance
- Schedule and Control Systems
- Health, Safety and Environment

### **D.3 Evaluation Team**

A team consisting of the Project Manager and representatives of the Township will evaluate the pre-qualification submissions.

### **D.4 Evaluation Schedule**

Evaluation of pre-qualification submissions is planned to be completed in the two (2) weeks following the last date specified for the receipt of pre-qualification submissions.

## SECTION E: SUBMISSION REQUIREMENTS

### E.1 Format

Proponents shall submit four (4) copies of their pre-qualification submission. The submission shall consist of the following sections, numbered as indicated and containing no more than the number of pages indicated (a page is one side of an 8 ½" x 11" sheet, in not less than 12 point font).

### E.2 Part A – Proponent

#### Signatures

Proponents shall complete and submit *Appendix A – Proponent Signature Form* confirming the accuracy of the submission, commitment to the terms and receipt of addenda.

#### Proponent Contact Information

Proponents shall complete and submit *Appendix C – Proponent Contact Information Form* identifying the prime contact for the pre-qualification submission.

#### Proponent Capability

Proponents shall:

- Complete and submit *Appendix D – Proponent Capability Form* describing the capability to undertake the contract;
- Include an Agreement to Bond confirming the surety's willingness and evidencing the ability of the Proponent to provide a 100% Performance Bond and a 50% Labour and Material Payment Bond for this Design-Build Contract. Proponents are required to provide evidence that a \$5,000,000 Commercial General Liability Insurance policy is in place and maintained;

- Submit a CCDC Document 11 Form 1996 Edition – Contractors Statement of Qualification. The Evaluation Team should be able to readily understand information supplied on this form.

### Experience in Completing Design-Build Projects of Comparable Size and Nature

Proponents shall complete and submit up to five (5) separate *Appendix E – Project Experience Forms* summarizing projects completed by the Proponent since 2004 as a Design-Builder and demonstrating:

- Experience with projects of comparable scope, value and complexity;
- Experience in the delivery of municipal facilities (especially any library and/or parking structures), institutional and commercial projects, in a design-build delivery system;
- Experience with LEED certified projects;
- Experience with the design-build team assembled for this submission;
- Successful budget and cost control.

Each completed form shall provide a clear statement indicating the Design-Build project experience, with budget/final costs and original/actual completion dates.

### Proponent's Project Team

The Project Team shall consist of staff from the Proponent's organization as well as representatives from each of the designer organizations (the Design Team). Proponents shall submit:

- An Organization Chart (one page) identifying, by name and corporate affiliation, all members of the Proponent's proposed Project Team and their position on this Project;
- A résumé for each representative of the Proponent's organization identified on the Organization Chart (one page per résumé). The résumé should provide evidence of the training and experience that make the individual suitable for the assigned responsibility.

### **E.3 Part B – Designers**

#### Signatures

Proponents shall provide separate completed *Appendix B – Design Firm Signature Form* confirming the accuracy of the submission for each Design Team member firm.

#### Design Team Information

Proponents shall:

- Complete and submit a separate *Appendix E – Design Team Information Form* for each corporate entity included on the Design Team and identified in the Organization Chart. The Design Team member firms must each provide confirmation of standard insurance policies for errors and omissions, and general liability;
- Identify the individuals and the corporate affiliation of all members of the Design Team and indicate each member's role corresponding to the Organization Chart;
- Submit résumés for each team member (one page per résumé) to demonstrate the expertise and experience of each individual.

### **E.4 Part C – Methodology**

#### Approach to Design-Build

Proponents shall, on one (1) page at most, provide a description of the unique methods, procedures, skills and techniques applied in the design-build process to demonstrate an understanding.

#### Sustainable Design

Proponents shall, on one (1) page at most, provide a description to demonstrate experience in providing LEED certified projects.

## Quality Control/Quality Assurance

Proponents shall, on two (2) pages at most:

- Detail the program of quality management that they propose to apply to both the design and construction of the project, with reference to recognized quality management standards;
- Describe the quality control mechanisms and the procedures used for quality management of both design and construction on up to three of the projects previously referenced in this proposal.

## Schedule and Control Systems

Proponents shall, on two (2) pages at most:

- Describe the schedule and progress control system that would be used on this project;
- Outline the assigned roles and responsibilities of members of the Project Team;
- Present a preliminary schedule of key events and phases of the project, highlighting any concerns raised by this initial planning;
- Confirm its ability to undertake this project with-in the schedule as outlined in this document.

## Health, Safety and Environment

Proponents shall:

- Describe, on one (1) page at most, the system that will be employed to ensure worker health, worker safety, and environmental protection, during the delivery of the project;
- Submit a current CAD 7 WSIB Rating Form and a current WSIB clearance certificate.

**Appendix A – Proponent Signature Form**

**Proponent:**

I, \_\_\_\_\_, being \_\_\_\_\_  
(title) of \_\_\_\_\_ (name of  
Proponent), agree to the terms of this Request for Pre-Qualification and  
certify that the information contained in this pre-qualification submission is  
accurate and acknowledge that any misrepresentation shall disqualify my  
firm.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Acknowledgement for Receipt of Addenda:**

**Addendum:**

**Date Received:**

# \_\_\_\_\_

# \_\_\_\_\_

Signature: \_\_\_\_\_

**Appendix B – Design Firm Signature Form**

I, \_\_\_\_\_, confirm the participation of \_\_\_\_\_ (name of Design Firm) in this pre-qualification submission by \_\_\_\_\_ (name of Proponent) and certify that the information contained in this pre-qualification submission regarding the Design Team member firm is accurate and acknowledge that any misrepresentation shall disqualify the Proponent.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix C – Proponent Contact Information Form**

Proponent's Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Office Phone # \_\_\_\_\_

Toll Free # \_\_\_\_\_

Cellular # \_\_\_\_\_

Pager # \_\_\_\_\_

Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

GST Account # \_\_\_\_\_

**Appendix D – Proponent Capability Form**

**Name of Proponent** \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Year of Incorporation \_\_\_\_\_

Federal \_\_\_\_\_ or Provincial \_\_\_\_\_

Name of Province \_\_\_\_\_

**Corporate Officers**

<b>Name:</b>	<b>Title:</b>	<b>Home Address:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Annual Value of Construction Work** billed by the Proponent, and acknowledged as revenue by the corporation in its financial statements:

2004:	_____	2007:	_____
2005:	_____	2008:	_____
2006:	_____		

**Bank**

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person/Phone

\_\_\_\_\_

**Bonding Company**

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person/Phone

\_\_\_\_\_

Value of largest project for which bonding was provided

\_\_\_\_\_

Indicate length of time with this bonding company

\_\_\_\_\_

**Other Credit Rating Agency**

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person/Phone

\_\_\_\_\_

**Appendix E – Proponent Experience Form**

**Project Name** \_\_\_\_\_

**Project Location** \_\_\_\_\_

**Owner**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Owner Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

Initial Budget: \_\_\_\_\_

Scheduled Completion: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

Actual Completion: \_\_\_\_\_

**Design Team**

Architect: \_\_\_\_\_

Mech. Engineer: \_\_\_\_\_

Elect. Engineer: \_\_\_\_\_

Struct. Engineer: \_\_\_\_\_

Civil Engineer: \_\_\_\_\_

Other Consultants: \_\_\_\_\_

**Project Details** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proponent's Responsibility** \_\_\_\_\_

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**Relevance to this Project** \_\_\_\_\_

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**Appendix F – Design Team Information Form**

**Name of Firm** \_\_\_\_\_

**Role on Design Team** \_\_\_\_\_  
(consultant type: architect, mechanical, electrical, structural, civil, acoustical, code consultants etc.)

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**If Corporation:** Year of Incorporation \_\_\_\_\_

Federal \_\_\_\_\_ or Provincial \_\_\_\_\_

Name of Province \_\_\_\_\_

**If Registered:** Provinces and dates \_\_\_\_\_

**If Owned by Individual** Date of establishment \_\_\_\_\_

**Corporate Officers, Partners, Individual Owner**

<b>Name:</b>	<b>Title:</b>	<b>Home Address:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Annual Value of Completed Construction Projects** for which the Design Firm provided the same design services as proposed for this Project, in each of the following years:

2004: \_\_\_\_\_ 2007: \_\_\_\_\_  
 2005: \_\_\_\_\_ 2008: \_\_\_\_\_  
 2006: \_\_\_\_\_ + \_\_\_\_\_

**Bank** \_\_\_\_\_

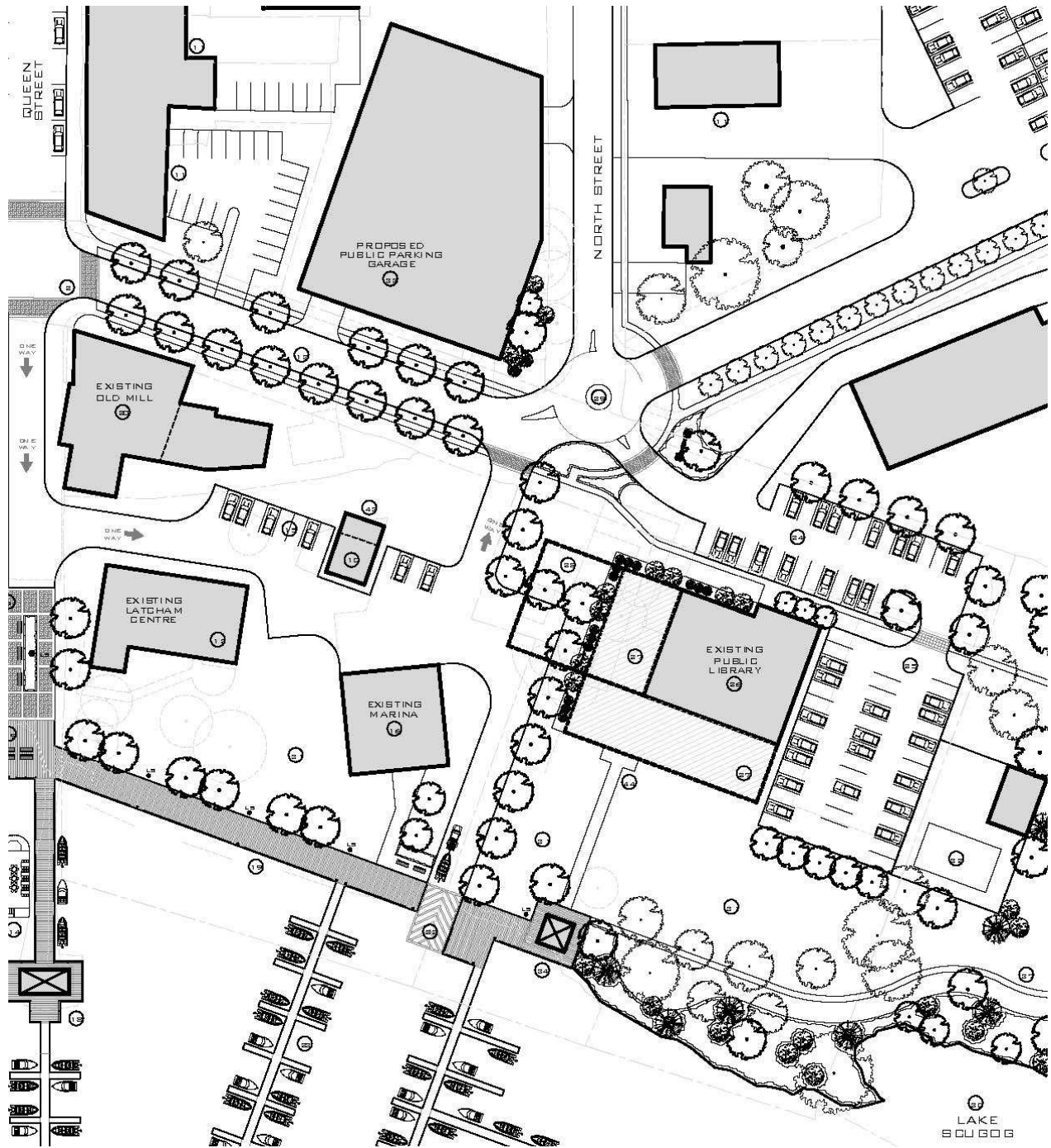
Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person/Phone \_\_\_\_\_

**Professional personnel** employed on a permanent, full-time basis:

Name:	Degree(s):	Professional Affiliation:	Permanent, Full-time Since (year):
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# Appendix G – Site Plan



**IMPORTANT**

**Appendix H – Form of Label**

THIS ENVELOPE TEMPLATE MUST BE USED  
FOR PRE-QUALIFICATION SUBMISSIONS

SUBMITTED BY:

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

ADDRESS: \_\_\_\_\_

**Att'n: Ms. Kim Coates, AMCT  
CLERK  
The CORPORATION of the TOWNSHIP of SCUGOG  
181 PERRY STREET, P.O. BOX 780  
PORT PERRY, ONTARIO  
L9L 1A7**

Contract No. S2009-W3

PRE-QUALIFICATION FOR DESIGN-BUILD CONTRACTORS for  
SCUGOG MEMORIAL PUBLIC LIBRARY RENOVATION/EXPANSION and  
PARKING STRUCTURE

**RETURN BY: 2:00 P.M. LOCAL TIME, Friday, August 14, 2009**

**IMPORTANT:**

Submissions are to be dropped off at the Clerk's Office, Township of Scugog. Submissions received after the closing time will NOT be accepted. The onus is on the Proponent to ensure that the submission is received in the proper location and before the closing time.