PREQUALIFICATION OF GENERAL CONTRACTOR, MECHANICAL SUBCONTRACTORS AND ELECTRICAL SUBCONTRACTORS FOR CONSTRUCTION OF THE BROCKVILLE WPCC SECONDARY TREATMENT UPGRADE

Please have your pre-qualification document submitted before closing at 3:00:00 p.m. Local Time Thursday January 29, 2009.

Please submit documents on the attached forms, in a sealed envelope quoting document number and closing date, and forward to:

MHPM Project Managers Inc.
2720 Iris Street (Hwy 417 at Greenbank / Pinecrest)
Ottawa, Ontario
K2C 1E6

Submissions must be received before the above mentioned time and date, and in accordance with the attached Forms, and Instructions.

PLEASE NOTE

This document is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of MHPM Project Managers Inc. or the City of Brockville now or in the future.

MHPM Project Managers Inc. and the City of Brockville do not obligate themselves in any way as a result of this Request for Information. Only the execution of a written agreement will obligate the City of Brockville in accordance with the terms and conditions of that agreement.

Any expenditure experienced by the respondents in preparation and submission of the pre-qualification shall not be reimbursed by the either MHPM Project Managers Inc. or the City of Brockville.
REQUEST FOR INFORMATION

Prequalification of General Contractors,
Mechanical Sub-Contractors & Electrical Sub-Contractors
for
Construction of the Brockville WPCC Secondary Treatment Upgrade

TABLE OF CONTENTS

SECTION 1 – INTRODUCTION

General ................................................................................................................... Page 3
Purpose of Request for Information ................................................................. Page 3
Project Objectives .............................................................................................. Page 4
Background ......................................................................................................... Page 4
Description of Construction Contracts ............................................................ Page 4

SECTION 2 – MANDATORY REQUIREMENTS

Bonding Verification .......................................................................................... Page 5
Insurance Verification ....................................................................................... Page 5
Health and Safety Policy .................................................................................. Page 5
WSIB Clearance ................................................................................................ Page 5
Schedule .......................................................................................................... Page 6
Litigation .......................................................................................................... Page 6
Financial .......................................................................................................... Page 6
Union / Non-Union .......................................................................................... Page 6
Prequalification Form ....................................................................................... Page 6

SECTION 3 – NON-MANDATORY REQUIREMENTS

Related Projects ............................................................................................... Page 7
Approach to Selecting Sub-Contractors and Suppliers ..................................... Page 7
Key Personnel .................................................................................................. Page 7
Good Management .......................................................................................... Page 7
References ....................................................................................................... Page 7

SECTION 4 – INQUIRIES ................................................................................ Page 7

SECTION 5 – SUBMISSION OF PREQUALIFICATION DOCUMENTS .......... Page 8

SECTION 6 – FORM OF SUBMISSION ............................................................. Page 9

APPENDIX A – Milestone Schedule and Scope of Work ................................ Page 9
APPENDIX B – Prequalification Form (mandatory submission) .................... Page 10
APPENDIX C – Mandatory Requirements ..................................................... Page 11
APPENDIX D – Non-Mandatory Requirements ............................................. Page 12
APPENDIX E – Sample CCDC 11 Document ................................................. Page 13
1. INTRODUCTION

1.1 General

The City of Brockville (the Owner), needs to establish a list of qualified general contractors, mechanical subcontractors and electrical subcontractors to submit bids through the competitive tender process for the City of Brockville WPCC Secondary Treatment Upgrade project.

It is anticipated that only pre-qualified mechanical and electrical subcontractors will be contracted with the successful General Contractor. The City of Brockville will not contract directly with pre-qualified mechanical or electrical subcontractors.

General contractors, mechanical subcontractors and electrical subcontractors shall submit separate prequalification response documents, identifying in Appendix B their respective discipline.

This pre-qualification is a general call intended to capture the maximum number of eligible proponents together with company specific information about the proponents responding to the call. All information shall be reviewed by Project Manger, design team and the City of Brockville. It shall be at the discretion of the City of Brockville to accept or reject responses from any proponent who elects to submit proposals.

This pre-qualification process is administered by the Project Manager, MHPM Project Managers Inc. on behalf of the City of Brockville. The Owner reserves the right to not accept any submission and to reissue this pre-qualification at the sole discretion of the City of Brockville.

Neither MHPM Project Managers Inc. nor the City of Brockville obligates itself in any way as a result of this Request for Information. Only the execution of a written contract agreement following a formal tendering process will obligate the City of Brockville in accordance with the terms and conditions of any agreement.

IT IS ANTICIPATED THAT ONLY PRE-QUALIFIED GENERAL CONTRACTORS WILL BE PERMITTED TO SUBMIT BIDS FOR THE BROCKVILLE WPCC SECONDARY TREATMENT UPGRADE PROJECT. TO PREQUALIFY, A PROPONENT MUST: (1) MEET OR EXCEED ALL MANDATORY REQUIREMENTS, AND (2) ATTAIN A SCORE OF 75 OR ABOVE ON THE EVALUATED REQUIREMENTS. MHPM PROJECT MANAGERS INC. AND THE CITY OF BROCKVILLE, HOWEVER, ALSO RESERVE THE RIGHT TO PERMIT ANY PROPONENT TO PROVIDE A BID AND AWARD ANY WORK DESCRIBED IN THIS DOCUMENT THROUGH OTHER MEANS.

TO ENSURE ADEQUATE COMPETITION THE OWNER RESERVES THE RIGHT TO RE-ISSUE THIS PRE-QUALIFICATION TO ADDITIONAL PROPONENTS AS NEEDED.

1.2 Purpose of Pre-Qualification

The City of Brockville invites information from qualified contractors to meet the overall objective of entering into a single fixed price contract to provide construction services on the Brockville WPCC Secondary Treatment Upgrade project. The intent of this document is to inform contractors about the project which in turn will enable proponents to provide information and pre-qualify for the primary construction contract and/or respective sub-contracts for mechanical and electrical.
Implementing this project represents a major undertaking for the City of Brockville. Proponents will be expected to assume all responsibility for full delivery of their project components including: health and safety; insurance, temporary services and structures; building safety and security; initial building operations and maintenance, and consideration for exterior stakeholders such as adjacent parking structures, property owners and the public in general.

1.3 Project Objectives

1. Delivery of the Brockville WPCC Secondary Treatment Upgrade Project according to the schedule and budget parameters.

2. Mitigate the potential impact of unknown or unforeseen conditions on the project parameters.

3. Provide coordination between the Owner and trade contractors by working ahead of the tender period to seek approvals and agreements relating to issues that will impact the construction.

4. Be efficient and effective in selection of quality firms to undertake the project through the prequalification of contractors.

1.4 Background

The Brockville Water Pollution Control Centre (WPCC) is located on the north shore of the St. Lawrence River immediately east of the City of Brockville’s municipal boundary at 1807 Country Road 2 East. The WPCC is the wastewater treatment facility for the City of Brockville, as well as some residential and institutional properties located in the Township of Elizabethtown-Kitley. The Township has authority for project approval of the site plan process and building permit. The WPCC serves an estimated population of 23,000, including 10,412 residential, 93 industrial, 355 commercial and 56 institutional premises.

The WPCC provides primary wastewater treatment, however, the City became aware in 2000 that the WPCC effluent was exceeding the Certificate of Approval compliance criteria for Biochemical Oxygen Demand (BOD5) concentration and loading. Optimization of the treatment process and evaluation of modifications to the existing primary treatment process were undertaken. Compliance with the existing Certificate of Approval effluent BOD5 criteria is not possible with primary treatment. A Schedule B Environmental Assessment was completed, and the City proposes to add a secondary treatment process to provide the “normal” level of treatment required by the Ministry of the Environment (MOE) and to achieve an effluent which is non-toxic to aquatic life, in accordance with Provincial and Federal Policies. The estimated total project cost is $46,000,000. Project funding from the Federal and Provincial governments has been secured through the Canadian Strategic Infrastructure Fund.

A study was conducted to evaluate the secondary treatment and disinfection options. The study identified conventional activated sludge (CAS) as the preferred secondary treatment technology with ultraviolet (UV) disinfection as the preferred disinfection technology. These recommendations were adopted by the City.

Modifications and upgrades to preliminary treatment works (screening, grit removal, primary clarification, sludge digestion, etc) and other plant elements will also be made to suit secondary treatment and long-term operational requirements.
To assist with the project management of the secondary treatment upgrade, the City of Brockville retained the services of MHPM Project Managers Inc. to manage and deliver the project to the parameters identified by the City. To that end, MHPM has assigned a senior project manager, assistant project manager, waste water advisor, and construction advisor. The consultant and contractors will work with these individuals and City operations staff.

The team of Thompson Rosemount Group, Stantec and Hydromantis (TRG) has been retained to provide professional engineering design services and contract admin services during construction. The team has completed the preliminary design and is well underway with the detailed design. Tender ready documents are expected in March - April 2009. The design is current going forward with 3 aeration tanks, 3 circular clarifiers with submersible return activated sludge pumps, a waste activated sludge thickening building, maintenance and operations center.

1.5 Description of Construction Contracts

Once pre-qualified, successful proponents shall be invited to submit bids through the tender process as General Contractors or as a subcontractor for Mechanical or Electrical work for the Brockville WPCC Secondary Treatment upgrade:

1. The tenders will be issued for a minimum three weeks starting in April 2009.

2. The requirement for a 10% bid bond is anticipated.

3. The schedules for the construction and scope of work are provided in Appendix A.

4. The form of the contracts for the project will be the CCDC Document 2 – 2008 Stipulated Price Contract Agreement, modified by supplemental conditions and other requirements of the City of Brockville.

5. The general contractors will have full control and responsibility for the City of Brockville site during the construction periods for all work outside of the existing facility. There will be portions of work that will be conducted in an active area within the plant. The contractors will be required to coordinate with City operations to allow for the necessary operational and maintenance access.

6. The use of a Bid Depository is not anticipated for the project.

Only proponents who provide a prequalification submission, and are subsequently prequalified, will be invited to submit a tender bid and/or be carried by the General Contractors.

2. MANDATORY REQUIREMENTS (Reference Appendix C):

Submission of only one (1) complete set of the following documents is required to meet the mandatory requirements for the project.

To be eligible for evaluation under this Document, in addition to meeting this document’s FORM OF SUBMISSION requirements, all proposals must meet the minimum eligibility requirements described below:
2.1 Use of CCDC Document 11 – Form 2008 Edition
Information submitted using CCDC Document 11 – Contractors Statement of Qualification, 2008 edition or an equivalent format provided all the same information is included. Proponents are reminded to update their CCDC 11 form to reflect this pre-qualification. The number of projects identified is limited to a minimum of three (3) and a maximum of five (5).

2.2 Bonding Verification
Confirmation from the proponent’s bonding company confirming the surety’s willingness to provide a 50% Performance Bond and a 50% Labour and Material Payment Bond for the proponent. The estimated upper end construction cost for the project is $30,000,000.

2.3 Insurance Verification
Submit a valid certificate or other proof of $5,000,000 Commercial General Liability Insurance. Proponents are advised that additional insurance requirements to a minimum of $2,000,000 (such as All Risks, etc.) may be requested in the Contract.

2.4 Health and Safety Policy
Submit a copy of your company’s Health and Safety Policy.

2.5 WSIB Clearance
Provide a current CAD 7 WSIB Rating form and current WSIB Clearance Certificate.

2.6 Schedule
Confirmation of ability to undertake the work commencing in the spring of 2009 and completing in late 2011. Refer to Appendix A.

2.7 Litigation
The Proponent shall indicate if it is involved in any litigation, or any pending litigation, or any contractual dispute.

2.8 Financial
Provide a letter from your financial institution regarding the general financial position including a named reference and contact information.

2.9 Union / Non-Union
State whether your firm is union or non-union. If a unionized company, identify the contractual agreements that your firm has with the trade unions (if any).

2.10 Prequalification Form (Appendix B)
Submit a completed and signed Pre-Qualification Form including addendums.

The Owner reserves the right to request proponents to submit additional information as required to complete or evaluate the mandatory submissions.
3. NON-MANDATORY (EVALUATED) REQUIREMENTS (Reference Appendix D):

In addition to meeting this document’s FORM OF SUBMISSION (Section 6) requirements, all proposals must meet the minimum eligibility requirements described below:

3.1 Provide on the CCDC 11 document, or equivalent, a summary of similar or related projects that you have completed within the last five (5) years including the following information:
   - A brief description of the relevant projects;
   - Identify projects local to Brockville or relevant in the Eastern Ontario region;
   - Identify the method of project delivery used; and
   - Provide the principal contact for the owner and major consultant/s complete with telephone numbers.

3.2 Provide the details of your approach to selecting sub-contractors and suppliers addressing in particular:
   - The sub-contractors and suppliers you have successfully used on previous projects that could be used on the Brockville WPCC Secondary Treatment Upgrade project;
   - Your approach to achieve competitive pricing and excellent quality; and
   - Strategy for attaining sufficient labour, materials and equipment in the currently aggressive Eastern Ontario construction market and in the smaller community of Brockville.

3.3 Identify on the CCDC 11 document the key personnel you expect to assign to manage this project – as a minimum the Construction Project Manager, Site Superintendent, and Field/Office Coordinator. Provide their resumes and a summary of their past project experience identifying the projects undertaken while in your employ or that of others. Credit will be given for personnel with relevant experience in local or relevant markets.

   Note: As part of the tendering process, it may be necessary for the pre-qualified General Contractors to confirm on the bid form the personnel named to this project. If a named individual becomes unavailable, the contractor will be required to provide a replacement acceptable to the Owner having equivalent or better experience.

3.4 Good management by the General Contractor is considered vital to the success of this project. Summarize how you manage the following activities:
   - Construction coordination;
   - Quality control;
   - Schedule and monitoring;
   - Avoidance of delays including due to labour, materials and purchased equipment;
   - Site security and safety;
   - Processing shop drawings, changes and billings including cash flow scheduling;
   - Inspection of work, deficiency clean up, and turnover to owner;
   - Commissioning and owner training;
   - Attaining the Occupancy Permit and associated approvals; and
   - Development of operation & maintenance manuals, warranties and record drawings.

3.5 On the CCDC 11 document, or equivalent, provide references for confirmation of previous experience. Provide at least three references from similar projects including contact names and telephone numbers of the following individuals:
• Owners representative
• Prime consultant lead

Reference checks will be performed and included in the non-mandatory scoring.

4. INQUIRIES

Any clarification of this document or request for additional information must be received in by fax email to:

C. Lucas Smith
Senior Project Manager
Brockville WPCC Secondary Treatment Upgrade Project
MHPM Project Managers Inc.
lsmith@mhpm.com

Inquiries must not be directed to other City of Brockville employees. No clarification requests will be accepted by telephone. The City of Brockville will assume no responsibility for oral instructions or suggestions. All inquiries received, and the answers as provided by Mr. C. Lucas Smith will be provided to all proponents by way of a written addendum without naming the source of the inquiry. If Addenda are issued, their receipt must be acknowledged by the proponents in the appropriate section of the Form of Proposal. It is the responsibility of the proponent to seek clarification of any matter that they consider unclear before submitting. The Owner accepts no responsibility for difficulties experienced by proponents submitting inquiries.

5. SUBMISSION OF PREQUALIFICATION DOCUMENTS

All submissions must be received in their entirety and clearly marked as to contents “Pre-qualification for the Brockville WPCC Secondary Treatment Upgrade” at the following address before 3:00:00 pm on the 29th of January 2009.

Brockville WPCC Secondary Treatment Upgrade
c/o MHPM Project Managers Inc.
Attention: C. Lucas Smith, MHPM Project Managers Inc.
2720 Iris Street
Ottawa, Ontario
K2C 1E6

SUBMISSION BY FACSIMILE MACHINE OR E-MAIL IS NOT ACCEPTABLE

Three (3) complete submissions on 8 ½ x 11 paper must be submitted in completed packages. Failure to comply may result in rejection of the information. Only one copy of the health and safety plan is required for all three proposals. Only one set of original documents including the bonding letter, CGLI verification, WSIB forms and letter from financial institution are required, but copies must be included in the other two submissions.

The Owner reserves the right to request proponents to provide additional information and address specific requirements not accurately covered in their initial submissions.
6. FORM OF SUBMISSION

Documents must be completed, signed and submitted as referenced above and as a minimum include:

- prequalification form (Appendix B), dated and signed by officer of the company
- mandatory requirements (Section 2)
- non-mandatory requirements (Section 3)
- provide any familiarity of City of Brockville’s unique requirements
- any other information deemed relevant such as news articles and company brochures
### Appendix A

**Milestone Schedule and Scope of Work**

<table>
<thead>
<tr>
<th>Project Schedule Milestones</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of RFI for Prequalification</td>
<td>January 12, 2009</td>
</tr>
<tr>
<td>Closing Date and Time of RFI for Prequalification</td>
<td>January 27, 2009 at 3:00PM</td>
</tr>
<tr>
<td>Tender and Award of Contract</td>
<td>April – May 2009</td>
</tr>
<tr>
<td>Start of Construction Contract</td>
<td>May – June 2009</td>
</tr>
<tr>
<td>Commissioning</td>
<td>September – October 2011</td>
</tr>
<tr>
<td>Turnover to Owner</td>
<td>November 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Scope of Work – General</strong></th>
<th><strong>Estimated Cost</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site works, Rock excavation</td>
<td></td>
</tr>
<tr>
<td>Instrumentation</td>
<td></td>
</tr>
<tr>
<td>Digester</td>
<td></td>
</tr>
<tr>
<td>Existing Plant Upgrades (digester, clarifier repairs, screen upgrades)</td>
<td></td>
</tr>
<tr>
<td>Aeration tanks, Clarifiers, other tanks</td>
<td></td>
</tr>
<tr>
<td>Operations center, maintenance building</td>
<td></td>
</tr>
<tr>
<td>UV System (including building)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL $18 - $20M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Scope of Work – Mechanical</strong></th>
<th><strong>Estimated Cost</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotary Drum Thickeners</td>
<td></td>
</tr>
<tr>
<td>RAS, WAS Scum pumps</td>
<td></td>
</tr>
<tr>
<td>Piping and valving</td>
<td></td>
</tr>
<tr>
<td>Chemical piping</td>
<td></td>
</tr>
<tr>
<td>Compressed Air system</td>
<td></td>
</tr>
<tr>
<td>Blowers</td>
<td></td>
</tr>
<tr>
<td>Boilers, gas piping</td>
<td></td>
</tr>
<tr>
<td>Digester Mixers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL $11M - $13M</td>
</tr>
<tr>
<td>Scope of Work – Electrical</td>
<td>Estimated Cost</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Site-wide Electrical</td>
<td></td>
</tr>
<tr>
<td>Electrical installations, cabling, grounding, other modifications</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6-7M</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL PROJECT</th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$35 - 40M</strong></td>
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</tbody>
</table>
Lucas Smith  
Senior Project Manager  
MHPM Project Managers Inc.  
2720 Iris Street  
Ottawa, Ontario  
K2C 1E6  

Dear Sir,

We, the undersigned, herewith agree to the pre-qualification process for the General Contractor, Mechanical Subcontractor or Electrical Subcontractor on the Brockville WPCC Secondary Treatment Upgrade in accordance with this document issued on January 12, 2009. The attached documents are submitted for the prequalification of the project.

We acknowledge that we have received addenda numbered ____ to ____ inclusive and our response submitted addresses these addenda.

Discipline: (General Contractor, Mechanical Subcontractor or Electrical Subcontractor)

Company Name

Address

City      Province      Postal Code

Telephone Number      Fax Number      email address

Authorized Signature      Print Name      Date
Appendix C

MANDATORY REQUIREMENTS

This document is provided by way of information and does not bind MHPM Project Managers Inc. or the City of Brockville to making an evaluation based upon it solely or in part.

The attached documents are submitted for the Brockville WPCC Secondary Treatment Upgrade project.

Name of Company: __________________________________________________

<table>
<thead>
<tr>
<th>Description of Mandatory Requirement</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Completed CCDC Document 11 submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Letter from the Proponent’s Bonding Company provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Commercial General Liability Insurance verified</td>
<td></td>
<td></td>
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<tr>
<td>4 Health and Safety Policy provided</td>
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</tr>
<tr>
<td>5 CAD7 WSIB Rating Form and a Current WSIB Clearance Certificate provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Ability to Undertake / Schedule this Work confirmed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Current Litigation Status identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Letter from Financial Institution including Contact Information provided</td>
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<td></td>
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<tr>
<td>9 Statement of Union or Non-Union Status provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Completed Pre-Qualification Form submitted</td>
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<td></td>
</tr>
</tbody>
</table>

Proponents must pass all ten (10) mandatory requirements to be eligible for tendering. The Owner reserves the right to request proponents to submit additional information as required to complete or evaluate the mandatory submissions. Not all proponents that pass the mandatory requirements will necessarily be selected for tendering.
Appendix D

NON-MANDATORY (EVALUATED) CRITERIA

This document is provided by way of information and does not bind MHPM Project Managers Inc. or the City of Brockville to making an evaluation based upon it solely or in part.

To ensure an adequate number of contractors for tendering, the Owner reserves the right to re-issue this pre-qualification to additional proponents.

**A minimum score of 75 points is required to pre-qualify to submit bids for the Brockville WPCC Secondary Treatment Upgrade Project**

Name of Company: __________________________________________________

<table>
<thead>
<tr>
<th>Score Category</th>
<th>Maximum Score</th>
<th>Score Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Corporate Profile</td>
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<td>15</td>
</tr>
<tr>
<td>Number of years in business</td>
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<tr>
<td>Annual value of construction</td>
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<td></td>
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<tr>
<td>Capacity to perform the work</td>
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<td></td>
</tr>
<tr>
<td>Other Qualifications of the Firm</td>
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<td></td>
</tr>
<tr>
<td>2 Experience</td>
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<td>25</td>
</tr>
<tr>
<td>Company Experience and experience of key personnel over last 7 years in projects of:</td>
<td></td>
<td></td>
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<tr>
<td>Similar size and value</td>
<td></td>
<td></td>
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<tr>
<td>Major Municipal Works</td>
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<tr>
<td>Industrial Construction</td>
<td></td>
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<tr>
<td>Site / Civil Construction</td>
<td></td>
<td></td>
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<tr>
<td>CAS secondary treatment Upgrade</td>
<td></td>
<td></td>
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<tr>
<td>UV Disinfection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circular Clarifiers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastewater facility retrofits and upgrades</td>
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<tr>
<td>3 Management</td>
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<td>15</td>
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<tr>
<td>Management processes and methodologies</td>
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<tr>
<td>Health and Safety Plan and Record</td>
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<td>Selection process and access to sub-trades</td>
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<tr>
<td>4 References</td>
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<td>40</td>
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<td>Owners</td>
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<tr>
<td>Consultants</td>
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<td>Authorities</td>
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<td></td>
</tr>
<tr>
<td>5 Completeness of Submission</td>
<td></td>
<td>5</td>
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</tbody>
</table>
Appendix E

SAMPLE CCDC DOCUMENT 11, 1996
Contractors Qualification Statement

This document is provided by way of information and does not bind MHPM Project Managers Inc. or the City of Brockville to making an evaluation based upon it solely or in part.