



**This Request for Pre-Qualification is
being issued by the Township of South-West Oxford
for:**

Construction Management Services (CCDC5B)

**South-West Oxford Municipal Office, Library, Child Care
Building**

RFPQ Issue Date: December 1st, 2025

RFPQ Reference #2025-04

Proposals must be submitted via email before:

12:00 noon (local time) Tuesday, December 16th, 2025

to Julie Middleton
clerk@swox.org

1. Introduction:

The Township of South-West Oxford with a population of 7,644 is one of eight lower-tier municipalities within the County of Oxford. We are located in Southwestern Ontario at the south west side of Oxford County. We are a mainly rural based municipality with small urban populations within the villages of Mount Elgin, Sweaburg, Brownsville, Beachville, Salford, Verschoyle, Culloden and Foldens.

The Township of South-West Oxford (SWOX) (“the Owner”) invites qualified and experienced Construction Management firms to submit a Request for Pre-Qualification (RFPQ) to provide professional Construction Management Services for the SWOX Municipal Office, Library, Child Care Building (the “Project”). The intent of this RFPQ is to identify a shortlist of firms that demonstrate the necessary experience, capacity, and resources to successfully deliver the Project under a CCDC 5B – Construction Management Contract for Services and Construction. Only pre-qualified firms will be invited to submit proposals in a subsequent Request for Proposal (RFP) process.

All submissions shall provide sufficient information to permit the Township to reach an accurate assessment of the quality and quantity of the submission and to evaluate the submitting firm.

2. Project Overview:

Project Name: SWOX Municipal Office, Library, Child Care Building

Project Location: 324058 Mount Elgin Road

Estimated Construction Value: \$13,000,000

Anticipated Start Date: September 2026

Anticipated Substantial Completion: November 2027

Project Description:

The project involves the construction of a new two-storey, 30,000-square-foot municipal building on a greenfield site at 324058 Mount Elgin Road. This institutional facility will consolidate multiple civic functions under one roof, including municipal administrative offices, council chambers, a township library, and a public daycare centre. This project will serve as a demonstration project for sustainable municipal infrastructure, integrating energy efficiency, renewable energy, and resilient design. It will create a welcoming civic hub that supports transparency, accessibility, inclusivity, and a strong connection between local municipal government and community.

3. Purpose of the RFPQ

The purpose of this RFPQ is to identify qualified Construction Management firms capable of delivering the Project under the CCDC 5B format; assess the firm’s experience, key personnel, safety record, and financial stability; and establish a shortlist of firms that will receive the subsequent RFP.

4. Scope of Services

The Construction Manager (CM) will provide services throughout the Pre-Construction and Construction phases, including but not limited to:

Pre-Construction Services:

- Administer tender and on-board all consultants required to complete the project including but not limited to Architect, Structural engineer, Mechanical Engineer, Electrical Engineer, Civil Engineer, Geotechnical Engineer, Landscape Architect, Planner, etc.
- Participate in design coordination and constructability reviews
- Prepare cost estimates, value-engineering options, and life-cycle analyses
- Develop preliminary schedules, phasing, and logistics plans
- Recommend trade-packaging and procurement strategies
- Provide risk assessments and advise on budget alignment
- Administer trades tendering and contracts on behalf of the owner
- assemble final as tendered estimate

Construction Services:

- Provide full-time on-site management and supervision
- Implement safety, quality control, and reporting systems
- Manage schedule, cost tracking, and change management
- Coordinate with the Consultant and Owner to achieve project objectives

Post Construction Services:

- Assemble and administer close out documentation and occupancy review

5. Pre-Qualification Process

This RFPQ forms Stage 1 of a two-stage process:

1. Stage 1 – Pre-Qualification: Evaluation of submissions based on experience, capacity, and qualifications.
2. Stage 2 – Request for Proposal (RFP): Only shortlisted firms will be invited to submit detailed

proposals and fees.

The Owner reserves the right to shortlist any number of firms, verify information, or reject incomplete or non-compliant submissions.

6. Instructions to Proponents

All questions relating to this Request for Pre-Qualification, shall be directed in writing (submitted by email) to:

Julie Middleton, Acting Chief Administrative Officer
Township of South-West Oxford
312915 Dereham Line
Mount Elgin, Ontario N0J 1N0
Email: clerk@swox.org

The deadline for all queries and questions is 12:00 p.m. (local time) Wednesday, December 10th, 2025.

If required, any addenda issued will be issued to all proponents.

“Proposal” shall mean this Request for Pre-Qualification and all addenda completed and returned in accordance with the instructions detailed in this document. If a potential proponent discovers any inconsistency, discrepancy, ambiguity, error or omission in this RFPQ, they must notify the Township as soon as practical in writing. It is the responsibility of the proponent to seek clarification on matters that they consider unclear before submitting a proposal. The Township is not responsible for any misunderstandings related to this Request for Proposal on the part of the proponent.

No verbal interpretations shall be supplied to a proponent as to the meaning of any requirement or clause in the proposal; all requests and replies must be made in writing according to the instructions above. Addenda or written clarification will be issued to all proponents if the Township feels it is necessary based on a proponent’s inquiry.

No representative of the Township, its employees, agents, or any expert advisor associated with the proposal shall be contacted by a proponent during the preparation of their response to the proposal, except as detailed above. Any attempt to influence the evaluation and selection process may result in immediate disqualification of the proponent. Any attempt to bypass the Request for Proposal process detailed in this document is grounds for rejection of the proponent’s submission.

From the date of issue to closing, proponents shall not contact any elected officials, consultants, or employees other than the contact identified above. Violation may result in disqualification.

7. Submission Requirements

Each proponent shall submit one (1) electronic copy (PDF) clearly labeled 'RFPQ – Construction Management Services – SWOX Municipal Office, Library, Child Care Building'. Submissions shall include:

1. **Cover Letter** – Introduce firm, contact person, and confirm intent to participate.
2. **Company Profile** – Legal name, ownership, years in business, office locations, and corporate structure.
3. **CCDC11** – Minimum [3–5] comparable projects which have been completed within the last 10 years, delivered under CM or CCDC 5B, with client contact, value, and completion date.
4. **Key Personnel** – Identify proposed team (Project Manager, Site Superintendent, Estimator, etc.) with resumes.
5. **Project Approach** – Describe approach to collaboration, cost control, schedule management, and quality assurance.
6. **Health, Safety, and Environmental Program** – Provide WSIB certificate, safety policy, COR or equivalent.
7. **Financial Capacity** – Confirmation of bonding, insurance limits, annual volume, and letter of good standing.
8. **References** – Three recent clients with contact details. Per form provided.
9. **Declarations** – Conflict of interest, pending litigation, compliance confirmation.

8. Evaluation Criteria

All proposals submitted in response to this RFPQ will be reviewed and evaluated by the Township's Senior Management Team (SMT). Following the SMT's evaluation, a recommendation of the preferred proponent(s) will be prepared and submitted to Council by the Chief Administrative Officer (CAO). The Township reserves the right to consult with a third-party expert or consultant if additional expertise is required during the evaluation process. External consultation may be sought at the Township's sole discretion to ensure that the most qualified proponent is selected in alignment with the project's objectives.

All completed evaluations will be reviewed with and approved by the Township's CAO prior to the preparation of a report to Council outlining the evaluation results and recommended proponent.

In evaluating each proposal, the following criteria, which are not listed in any particular order, will be used to score and rank the proposals:

Corporate Experience & Stability – 25 %
Relevant Project Experience – 25 %
Key Personnel Qualifications – 15 %
Project Methodology & Understanding – 10 %
Health, Safety, and Quality Systems – 10 %
Financial Capacity – 5 %
References – 5 %
Total – 100 %

9. Selection Process

Submissions will be reviewed for completeness and compliance. Qualified submissions will be scored per Section 8. The Owner may request clarifications, conduct reference checks, or hold interviews. A shortlist of 6 proponents will then be established for the RFP stage. Notifications will be issued in writing to all proponents. The Owner's evaluation team may include representatives from the Owner, Consultant, and/or Procurement Services. The Owner's decision is final and not subject to appeal.

10. Conflicts of Interest

Proponents must declare all actual or potential conflicts of interest, including relationships with the Owner, Consultant, or others that could compromise impartiality. Failure to disclose a conflict may result in disqualification.

11. Confidentiality and Freedom of Information

All documents submitted become property of the Township of South-West Oxford and are subject to disclosure under the Freedom of Information and Protection of Privacy Act (FIPPA). Proponents should identify any specific information considered confidential or proprietary. The Township will make reasonable efforts to maintain confidentiality but cannot guarantee non-disclosure if required by law.

12. Procurement Schedule

Issue of RFPQ – December 1st, 2025

Deadline for Questions – December 10th, 2025

RFPQ Submission Deadline – December 16th, 2025 at 12:00pm local time

Notification of Results / Shortlist – December 19th, 2025

Issue of RFP to Shortlisted Firms – December 23rd, 2025

RFP Submission Deadline – January 9th, 2026 at 12:00pm local time

Target Award Date – January 16th, 2026

13. Terms and Conditions

1. This RFPQ does not constitute a commitment by the Owner to proceed with any project.
2. The Owner reserves the right to cancel or amend this process at any time.
3. The Owner is not liable for any costs incurred by proponents.
4. The Owner reserves the right to verify information and contact references.
5. The Owner may disqualify a proponent for incomplete, false, or misleading information.
6. The Owner reserves the right to negotiate with any proponent.
7. Submissions remain valid for [90] days from the closing date.

14. Insurance and Bonding

Pre-qualified firms must demonstrate:

- Commercial General Liability – minimum \$5,000,000 per occurrence
- Automobile Liability – minimum \$2,000,000
- WSIB clearance certificate
- Proof of bonding capacity (Bid, Performance, Labour & Material Bonds)

15. Legal Claims

The Township may reject any proposal if the proponent or its officers are involved in legal proceedings against the Township, which include criminal prosecutions for by-law enforcement and civil proceedings involving claims against the Township. Proponents may be asked to prove compliance with relevant authorities overseeing their activities related to this proposal.

16. Township Purchasing Policy

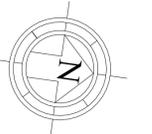
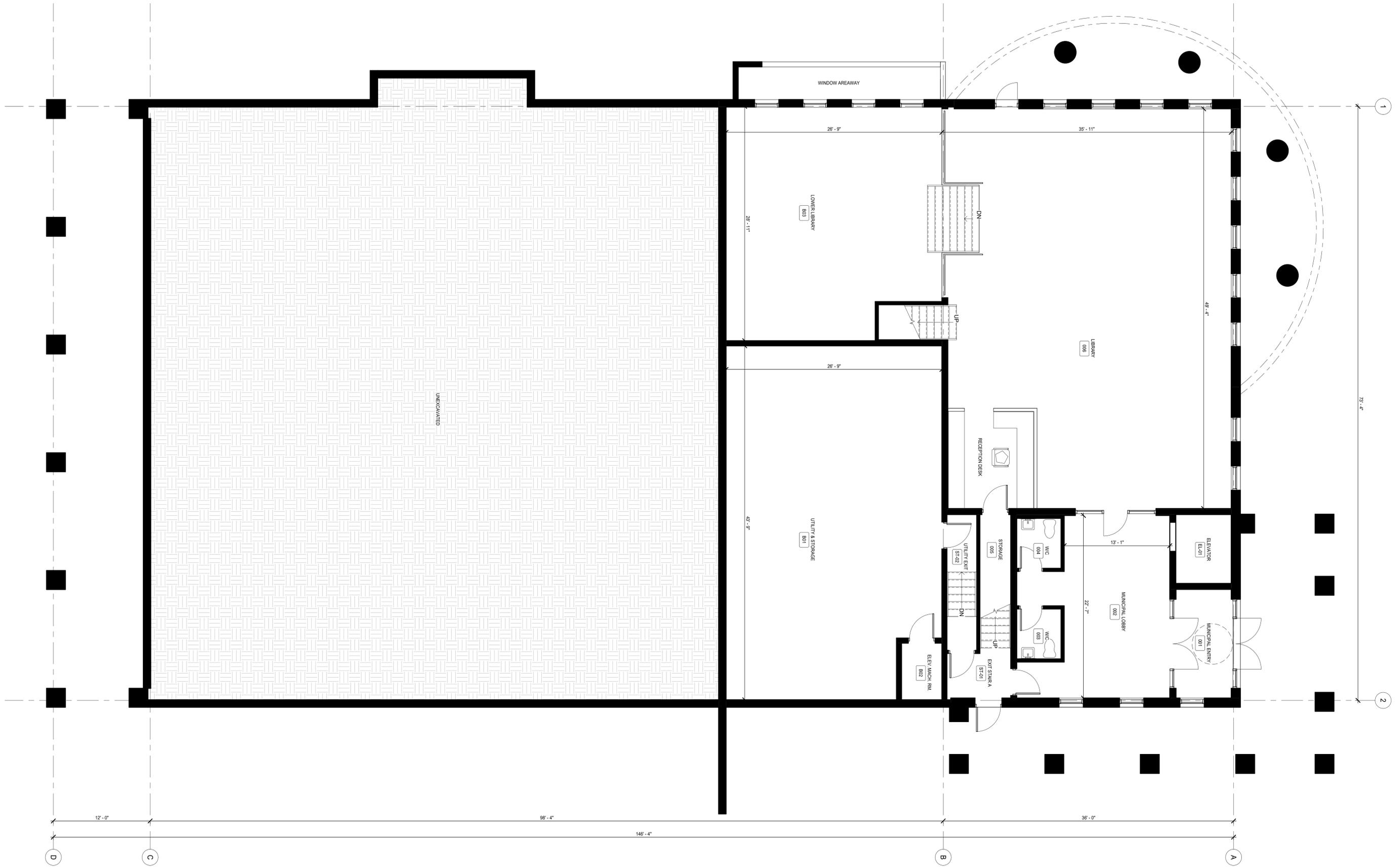
Please view the Township of South-West Oxford Purchasing Policy available on our website www.swox.org/Administration/Bidsandtenders.

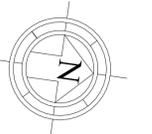
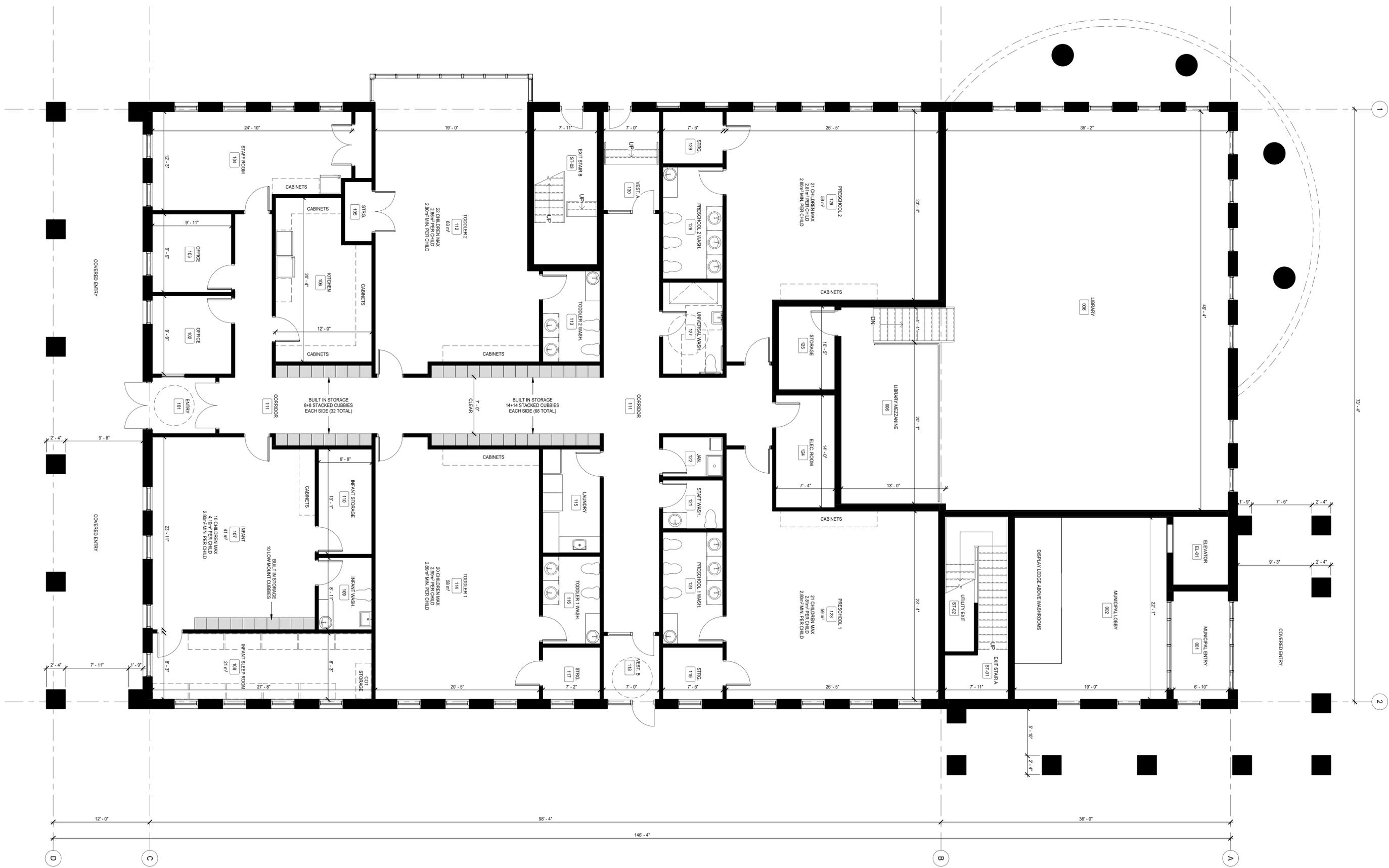
17. Appendices

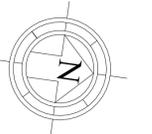
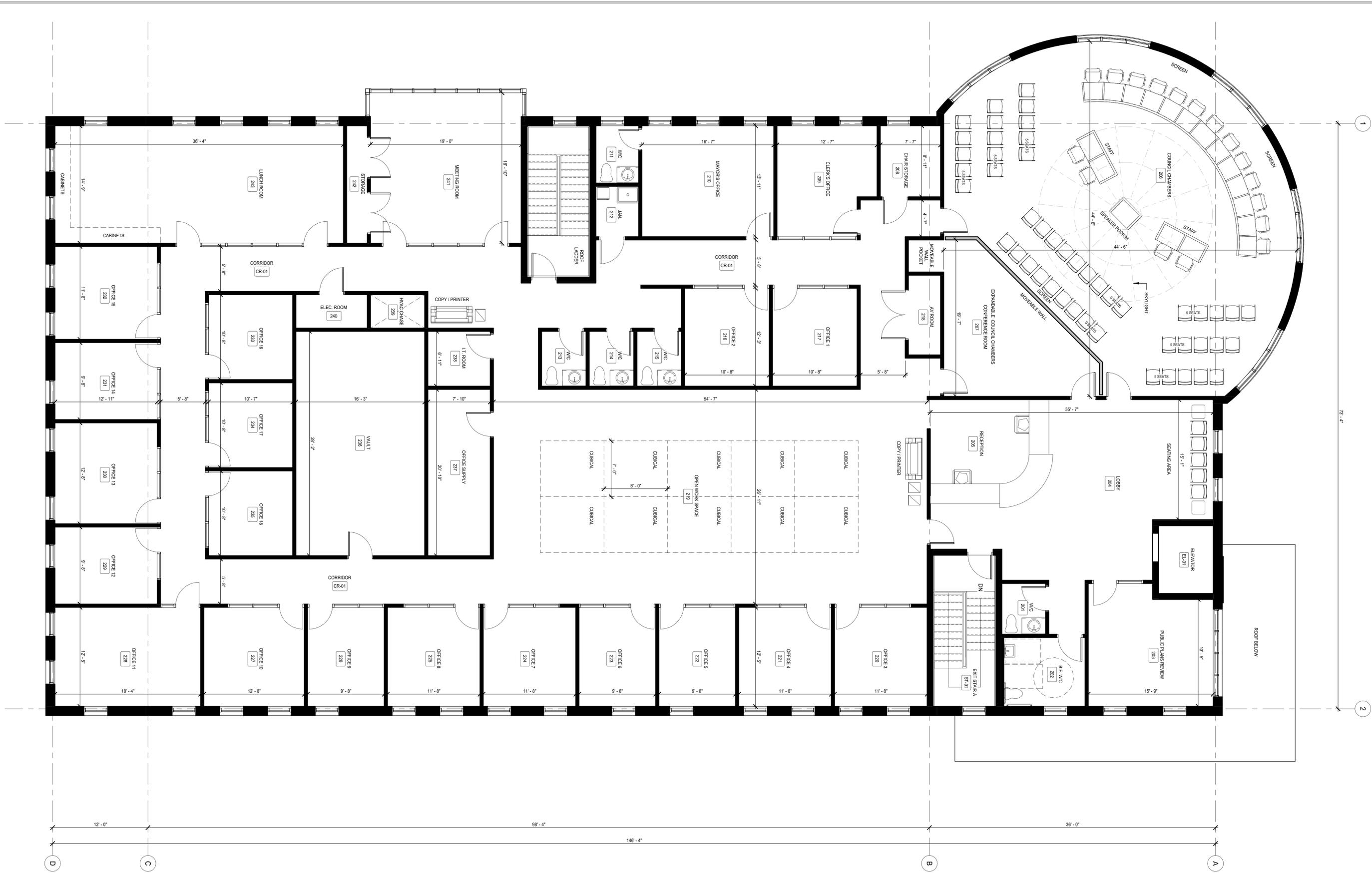
Appendix A – Concept Drawings

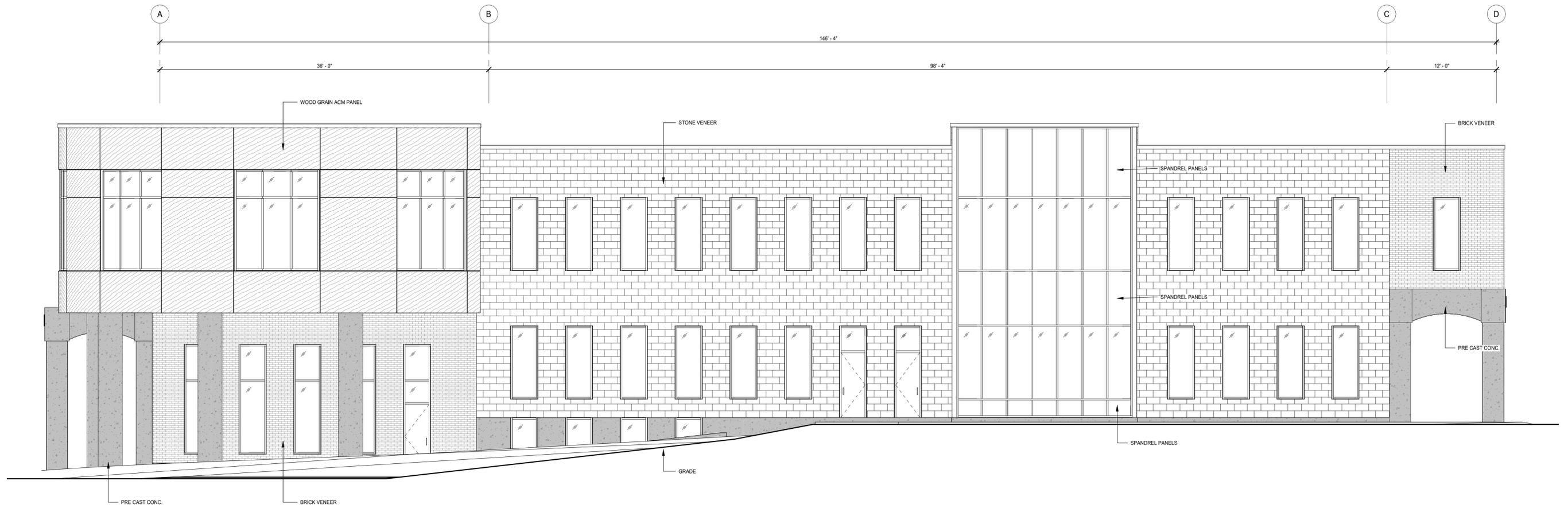
Appendix B – Proponent Qualification Form - References

Appendix A – Conceptual Drawings

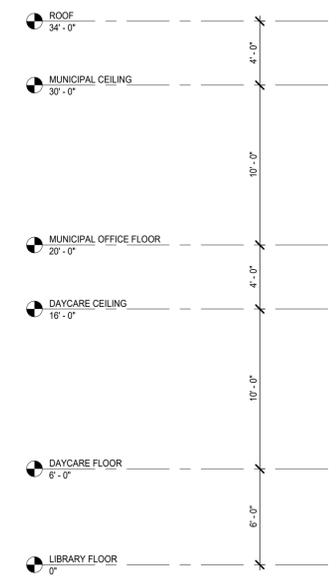
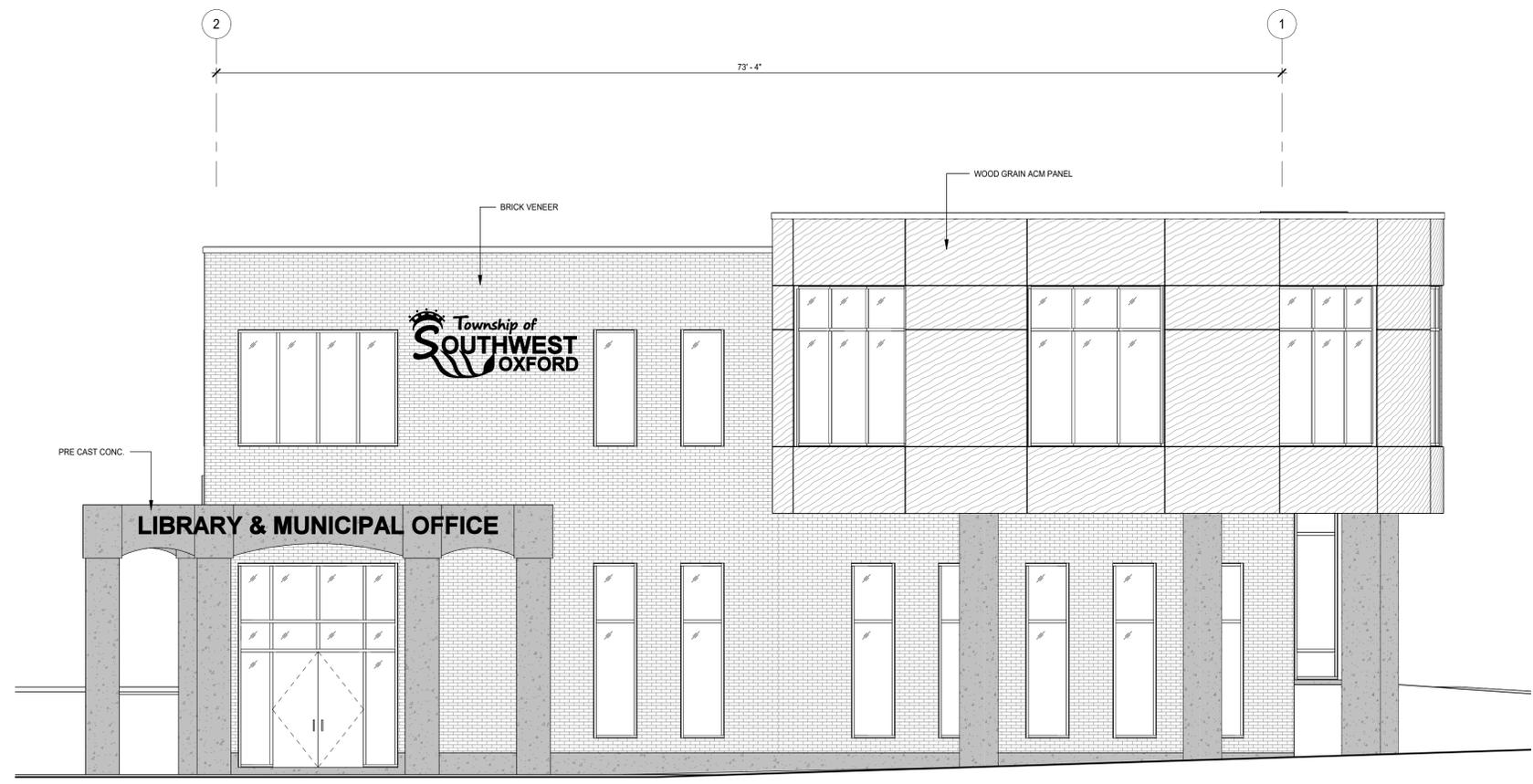




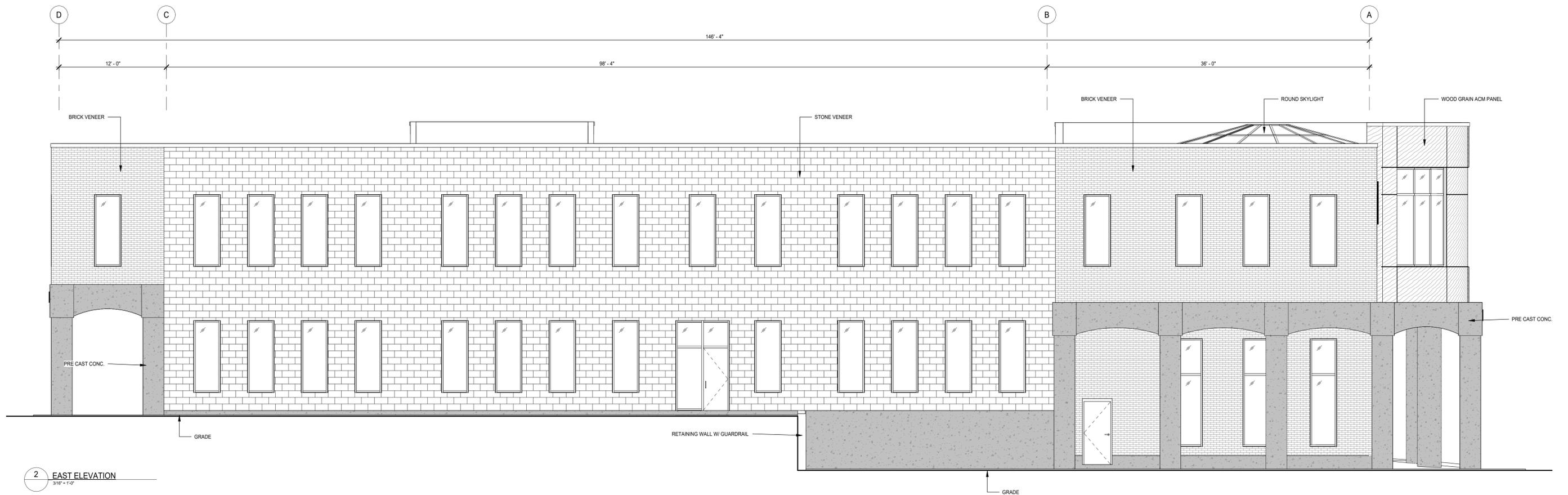




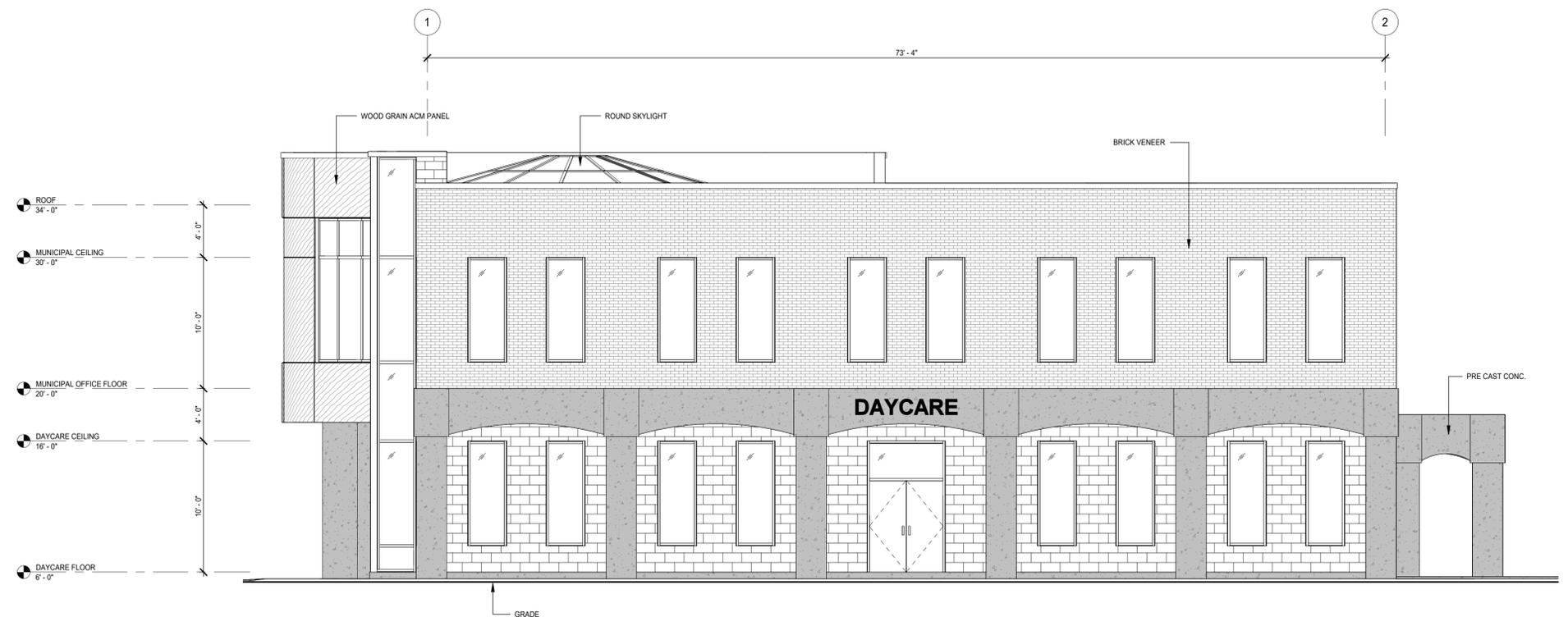
1 WEST ELEVATION
3/16" = 1'-0"



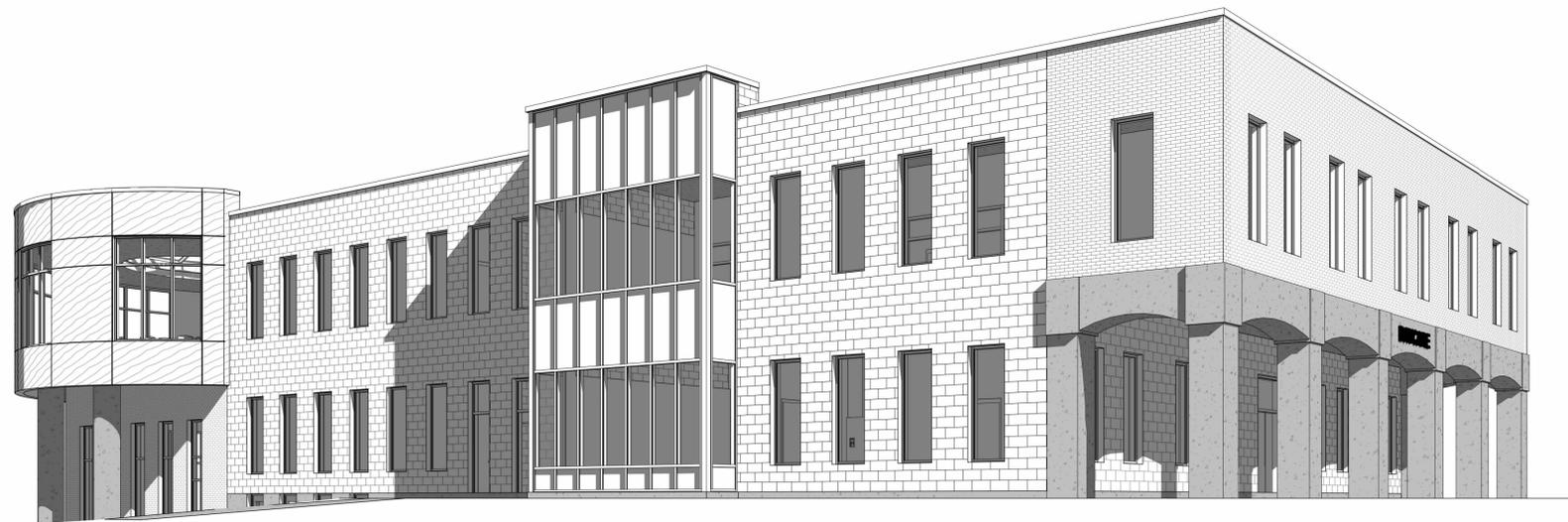
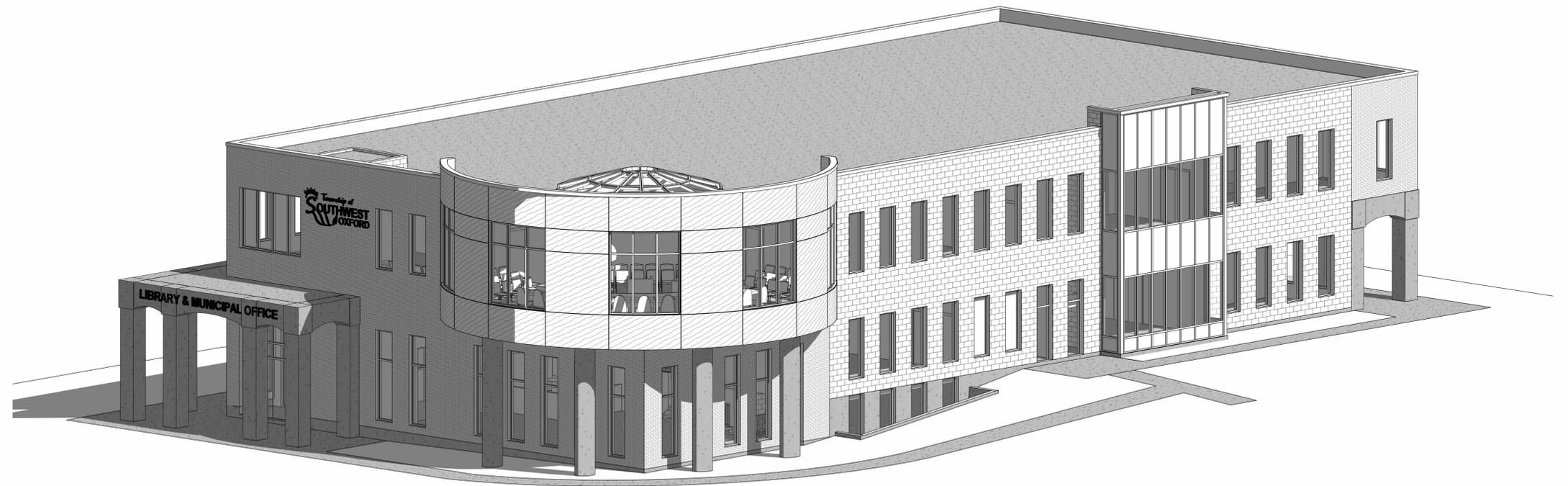
2 NORTH ELEVATION
3/16" = 1'-0"



2 EAST ELEVATION
3/16" = 1'-0"



1 SOUTH ELEVATION
3/16" = 1'-0"



R·RITZ SOUTH WEST OXFORD
ARCHITECT INC. BUILDING PERSPECTIVES

322 ONTARIO STREET
STRAITFORD, ONTARIO
N5A 3H8 (519) 271-4603

AUGUST 13, 2025
SCALE: (24x36)



Appendix B - Proponent Qualifications Form (References):

The proponent submitting the proposal must provide completed contracts which are similar in scope to the present proposal:

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Project Name	
Date Completed	
Value of Project	
Customer	
Description and Location	
Contact Person/Title	
Contact Info (Phone, Email)	

Pursuant to Section 29 (1) of the Municipal Freedom of Information and Protection of Privacy Act, as amended, and Section 39 (1) of the Freedom of Information and Protection of Privacy Act, as amended, I authorize the Township of South-West Oxford to contact the person or company listed for purpose of obtaining reference information.

 Signature of Authorized Signing Officer

 Date