

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Réception des soumissions - TPSGC / Bid**  
**Receiving - PWGSC**  
**601-1550, Avenue d'Estimauville**  
**Québec**  
**Québec**  
**G1J 0C7**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Études géotechniques	
<b>Solicitation No. - N° de l'invitation</b> T8010-120106/A	<b>Date</b> 2013-04-16
<b>Client Reference No. - N° de référence du client</b> T8010-12-0106	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCM-009-15344	
<b>File No. - N° de dossier</b> QCM-2-35633 (009)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-05-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Thellend, François	<b>Buyer Id - Id de l'acheteur</b> qcm009
<b>Telephone No. - N° de téléphone</b> (418) 649-2889 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRANSPORTS 330 SPARKS STREET PLACE DE VILLE, TWR C 19th FLOOR (AH8) OTTAWA Ontario K1A0N8 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Delivery Required - Livraison exigée</b> VOIR DOC.	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**

TPSGC-PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

## REQUEST FOR PROPOSAL (RFP)

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- Appendix B. Scope and Elements of the New Bridge for the St. Lawrence Project
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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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Appendix O. Standard Specifications – Standard Technical Conditions / Subsection 6.14  
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Appendix P. Health and Safety

#### **Section 4 Technical Proposal**

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#### **Declaration/Certifications Form (Appendix 1)**

## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The nature of the requirement and the anticipated limited number of response by the industry leads PWGSC to believe that this approach will not unduly force a large number of firms to expend an overall unreasonable amount of effort in response to PWGSC.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

### SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual ( <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> ) issued by Public Works and Government Services Canada.

2. The following are the proposal documents:
  - (a) Supplementary Instructions to Proponents (SI);  
R1410T (2013-01-28), General Instructions to Proponents (GI);  
Submission Requirements and Evaluation (SRE);
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief, consisting of the following components:
 

Section 1	Not applicable;
Section 2	Not applicable;
Section 3	Terms of Reference;
Appendix A.	Graphic Representation of the Work Area
Appendix B.	Scope and Elements of the New Bridge for the St. Lawrence Project
Appendix C.	Graphic Representation of Plots 2, 3 and 4
Appendix D.	Graphic Representation of Recent Boring in or Near the Work Area

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Appendix E.	Preliminary Master Schedule – New Bridge for the St. Lawrence Project
Appendix F.	List of Reference Drawings Provided
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Appendix P.	Health and Safety

- (d) Section 4 Technical Proposal;
  - (e) Section 5 Financial Proposal;
  - (f) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (g) the proposal, Declaration/Certifications Form (Appendix 1) and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the solicitation period must be submitted in writing (francois.thellend@tpsgc-pwgsc.gc.ca) to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than **five (5)** working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

### **SI4 CANADA'S TRADE AGREEMENTS**

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the World Trade Organization - Agreement on Government Procurement.

**SI5 CODE OF CONDUCT AND CERTIFICATIONS - RELATED DOCUMENTATION**

By submitting a bid, the Proponent certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the R1410T (2013-01-28) General Instructions to Proponents (GI). The related documentation therein required will help Canada in confirming that the certifications are true.

**SI6 OPTIONAL SITE VISIT**

It is strongly recommended that the Proponent or a representative of the Proponent visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **Tuesday, April 30, 2013 at 10h00 AM** at the Champlain Bridge Plaza located on Nuns' Island. Proponents are requested to communicate with the Contracting Authority by email (francois.thellend@tpsgc-pwgsc.gc.ca) three (3) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Proponents may be requested to sign an attendance form. Proponents who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Before submitting its proposal, the Proponent shall carefully examine the access roads and the work sites for which it will provide laboratory services for borings, investigations, geotechnical studies, soil characterization and other laboratory services on request.

The Proponent shall note all of the particularities that are likely to hinder safety and the smooth execution of the work.

The Proponent shall study all aspects of the work provided in this Contract so as to be able to evaluate:

- the nature and extent of boring and professional services to be carried out under the terms of this RFP;
- the difficulties involved in accessing the work areas, including access to the river, the seaway dyke, the roads and the lands;
- difficulties associated with the execution of boring and professional services required under this RFP;
- the requirements with respect to traffic control for road, pedestrian, bicycle and navigation traffic;
- the requirements with respect to the safety of the public and users and the health and safety of workers, including, but not limited to:
  - occupational health and safety requirements including, but not limited to, the requirements of the Occupational Health and Safety Act of Quebec and the Canada Labour Code (Part II Occupational Health and Safety);
  - works on the water;
  - access devices and equipment required to carry out boring and investigation works;
  - water levels and the speed of river current in the work areas and their variations in space and time.

**SI7 DOCUMENTS FOR CONSULTATION**

The documents listed in Appendix G - "List of Documents Available for Consultation" are available at the internet addresses specified for each document in said appendix.

**SI8 AMENDMENT TO THE GENERAL INSTRUCTIONS TO PROPONENTS (GI)**

The General Instruction to Proponents R1410T (2012-07-16) are amended as follow:  
Item GI 3, delete paragraphs 3.2.3, 3.2.4 and 3.2.5.

**SI9 WEB SITES**

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws.justice.gc.ca/en/E-5.401/index.html>

Federal Contractors Program (FCP)

<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

**Consent to a Criminal Record Verification (PWGSC-TPSGC 229 form)**

**<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>**

Lobbying Act

<http://laws.justice.gc.ca/en/L-12.4/?noCookie>

Contracts Canada

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:

(a) the Front Page and this Agreement clause

(b) the General Terms, Conditions and Clauses, as amended, identified as:

R1210D (2013-01-28), GC 1 - General Provisions  
 R1215D (2011-05-16), GC 2 - Administration of the Contract  
 R1220D (2011-05-16), GC 3 - Consultant Services  
 R1225D (2012-07-16), GC 4 - Intellectual Property  
 R1230D (2012-07-16), GC 5 - Terms of Payment  
 R1235D (2011-05-16), GC 6 - Changes  
 R1240D (2011-05-16), GC 7 - Taking the Services Out of the Consultant's Hands,  
 Suspension or Termination  
 R1245D (2012-07-16), GC 8 - Dispute Resolution  
 R1250D (2012-07-16), GC 9 - Indemnification and Insurance  
 Supplementary Conditions  
 Agreement Particulars

(c) Project Brief

#### Section 3

#### Terms of Reference

Appendix A. Graphic Representation of the Work Area  
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 Appendix P. Health and Safety



- (d) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement
  - (e) the proposal, the Declaration/Certifications Forms (appendix 1) and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.
- The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
  - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (c) this Agreement clause;
  - (d) Supplementary Conditions;
  - (e) General Terms, Conditions and Clauses;
  - (f) Agreement Particulars;
  - (g) Project Brief (and its appendices in order of appearance);
  - (h) the proposal.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 LANGUAGE REQUIREMENTS**

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. Other required services in both of Canada's official languages (such as reporting) are described in detail in the Project Brief.
3. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

**SC2 CONFLICT OF INTEREST**

The Consultant retained under this contract may participate in any new request for proposal, new tender or participate in the execution of a new contrat connected to the *New Bridge for the St. Lawrence* project.

**SC3 AMENDMENT TO THE GENERAL CONDITONS (GC)**

The general conditions (GC) 5 - Terms of Payment are modified as follow:  
Delete items GC5.2 and GC5.4

**SC4 LICENSING, CERTIFICATION OR AUTHORIZATION**

The Proponent shall hold or be able to obtain at the time of the execution of the required services, all licences, certifications, accreditations or authorizations required for the performance of professional services and laboratory services set out in this Contract, to the full extent that may be required by provincial or territorial law in the province of Quebec.

**SC5 PERIOD OF THE CONTRACT**

The Contract is for a duration of thirty (30) months from the Contract award date. For the execution and delivery timelines, refer to paragraph 3.02.8 of the Reference Terms (Section 3).

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## **AGREEMENT PARTICULARS**

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

## SUBMISSION REQUIREMENTS AND EVALUATION

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Total Score
- SRE 6 Submission Requirements - Checklist

### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

An 'Overview of the Selection Procedure' can be found in R1410T General Instructions to Proponents (GI3).

#### 1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 60%	=	Technical Score (Points)
Price Rating x 40%	=	Price Score (Points)
Total Score	=	Max. 100 Points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Requirement for Proposal Format

The Proponent shall obligatorily present its proposal using the forms provided for in the Technical Proposal (Section 4) and Financial Proposal (Section 5). These forms are available in electronic format from Merx. The Proponent must send these forms and any other documents required in this Request for Proposal (RFP) to Canada, in paper format, in accordance to the provisions and requirements of this RFP. These documents and forms must be received, before the solicitation closing date and time, to the address indicated on the cover page of this RFP. The Proponent shall not modify the forms and certificates.

The forms of Sections 4 and 5 must be completed using the versions provided in the computer files and they must be completed, accompanied by the required documents, in the sealed envelopes duly identified.

Take note of the following format requirements:

- Paper size: Letter 216mm x 279mm (8.5" x 11")
- Minimum font size - 10 point Arial or equal

Please note that the submission of the proposal by fax or email is not accepted.

The Proponent is not allowed to submit a conditional technical offer.

## 2.2 Technical Proposal

The Proponent shall submit the details of its technical proposal in one (1) sealed envelope, separately from the financial proposal, in five (5) copies, including one (1) original and one (1) unbound copy.

The Technical Proposal must be submitted using the forms of Section 4 and it must include but not limited to the following informations :

- Identification of the Proponent: Tthe complete coordinates of the proponent.
- Presentation of the Proponent: The information about the Proponent's history, its staff, its fields of activity, etc.
- Pertinent experience: Involvement of the Proponent (or members of the joint-venture) in the field specific to the Terms of Reference (Section 3), including the presentation of six (6) projects of a similar nature carried out by the Proponent (or members of the joint-venture) during the lasst eight (8) years preceding the solicitation closing date, of which four (4) projects related to geotechnical investigations, one (1) project related to environmental characterization and one (1) project related to the provision of Laboratory services.

Note that only projects completed or underway during the admissible period will be considered. During the evaluation of the Technical Proposals, a score of zero (0) will be given to any project that does not meet this requirement.

- The Proponent may also highlight the experience of its sub-contractor(s) for subcontracted services in proportion to the percentage of works subcontracted. In such a case, the Proponent shall clearly identify in the Technical Proposal, the name of each sub-contractor for the corresponding experience that it is highlighting.
- Proponent's Organization: Overall administrative and sectorial structure.
- Project Organization: List of the Human and material resources it has to do the work and presentation of an organization chart showing the respective responsibilities of the members of the projet team and the names of the sub-contractor(s) proposed and the portion of the work the Proponent intends to assign them, subject to the limitations of Article 3.03.10 *Sub-contracting* of Section 3 Reference Terms.
- Project Team: Information about the key members of the proposed project team. The proposed personnel must satisfy the requirements of Article 3.01.4 Definitions and Article 3.02.4 *Resources Required and Positions to be filled* of Section 3 Reference Terms. The Proponent shall indicate other ressources (Proponent's internal resssources and subcontractor) available to provide technical and administrative support. The Proponent must attach to the Technical Proposal the curriculum vitae of the proposed key team members

The resources proposed as key member of the team who do not meet the minimum requirements specified in the Reference Terms of Section 3 will be given a score of zero (0) in the evaluation of the Technical Proposals.

- Comprehension of the Project and Work Plan : The Proponent shall describe the major challenges of the Contract that it has identified and the proposed work plan and methodology to address them. The Proponent shall also describe its working methods and the equipments it intends to use to carry out the borings and provide the services required in the Contract. The

Proponent shall also describe the measures used for planning work, management tools and the availability of the resources it intends to use to render the services required.

- Methods to Ensure Health and Safety at the Work Site: Given the nature of the work to be carried out on site, the Proponent shall describe overall major health and safety issues as well as the means and methods that it intends to use to ensure the health and the safety of its resources, sub-consultants and sub-contractors on the work site.

## 2.3 Financial Proposal

The Proponent shall submit the details of its Financial Proposal in one (1) sealed envelope, separately from the Technical Proposal, in one (1) original form.

The Proponent should also include in the envelope an electronic copy of its Financial Proposal on CD-ROM or DVD-ROM. In case of discrepancies between the electronic version and the printed version, it is the latter that takes precedence.

The financial proposal shall be submitted using the forms for the Financial Proposal which is provided in Section 5, and it shall include but not limited to the following information:

- Identification of the Proponent : Complete contact information for the Proponent.
- Price Table : Details of the amounts tendered for the various items in the Price Table.

The Proponent shall fill out all cells of the Price Table. If the Proponent omits to fill out any cell of the Price Table, the content of said cell will be taken by Canada as being equal to zero (0) for the purposes of determining the price of services for the corresponding payment item of the Price Table, and said services, if any, shall be provided by the Proponent at this price.

- List of subcontracted professional services, values in monetary percentage: The Proponent shall indicate, in terms of monetary amounts and percentages, the work that will be done through subcontracting for the various items indicated.
- If, after the technical proposals have been evaluated, Canada is of the opinion that a technical proposal does not comply, the envelope marked "Financial Proposal" will not be opened.
- Likewise, if in the course of the evaluation of the technical proposals, a Technical Proposal receives an overall score of less than 50%, the envelope marked "Financial Proposal" will not be opened.

## 2.4 Technical and Financial Proposal Forms

No addition, deletion, erasure or strikeouts in the text of the documents included in sections 4 and 5 (Technical Proposal and Financial Proposal) are permitted to be made by the Proponent. All sections must be completed and references to appended documents or the internet (except curriculum vitae) will not be considered.

## SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

### 3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

#### 3.1.1 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix 1, Declaration/Certifications Form as required.

#### 3.1.2 Code of Conduct Certifications

Proponents who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Proponent. Proponents bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Proponents bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

### 3.2 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by Evaluation Board members from the Departments of Transport Canada and Public Works and Government Services Canada, in accordance with the criteria described in the present SRE section, in the reference terms (Section 3), in the Technical Proposal forms and the weighting described below to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Degree of knowledge and experience of the consultant in the type of contract involved	2.0	0 - 10	0 - 20
Relevant experience and competence of the Project Manager and other personnel assigned to the project	5.0	0 - 10	0 - 50
Understanding of the project and work methodology	2.0	0 - 10	0 - 20
Methods planned to ensure health and safety of the work site	1.0	0 - 10	0 - 10
Technical Rating	10.0		0 - 100

### Generic Evaluation Table

The Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

NON RESPONSIVE	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
Did not submit information which could be evaluated or erroneous information	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates expert understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses
	Proponent and/or the candidate lacks qualifications and experience	Proponent and/or the candidate does not have minimum qualifications and experience	Proponent and/or the candidate has minimum qualifications and experience	Proponent and/or the candidate is qualified and experienced	Proponent and/or the candidate is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers all components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this project's needs	Sample projects generally not related to this project's needs	Sample projects generally related to this project's needs	Sample projects directly related to this project's needs	Sample projects very related or almost identical to this project's needs



	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Minimum acceptable capability, should meet minimum performance	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results
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To be considered further, Proponents **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available as specified above.

**No further consideration will be given to Proponents not achieving the pass mark of fifty (50) points.**

#### SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. To establish the price rating, each bid will be evaluated in proportion to the lowest price offered to establish a percentage rounded to the nearest hundredth of a percent. The resulting percentage will be multiplied by the weighting given to the financial proposal (40) and rounded to one decimal to obtain the price rating.

Example:

The table below shows an example where the lowest proposed price is \$ 45,000.00 and the weighting of the financial evaluation was 40 points.

	Proponent 1	Proponent 2	Proponent 3
Proposal evaluated price	55,000.00\$	52,500.00\$	45,000.00\$
Proportional evaluation	$\frac{45,000.00\$}{55,000.00\$} = 81.82\%$	$\frac{45,000.00\$}{52,500.00\$} = 85.71\%$	$\frac{45,000.00\$}{45,000.00\$} = 100.00\%$
Price rating calculation	$81.82\% \times 40 = 32.73$	$85.71\% \times 40 = 34.29$	$100\% \times 40 = 40$
Price rating	32.7	34.3	40.0

#### SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	60	0 - 60
Price Rating	0 - 100	40	0 - 40
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the Proponent submitting the lower price for the services will be selected.

## SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, GI16 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

<input type="checkbox"/> Declaration/Certifications Form	Forms and certifications of appendix 1, completed and signed.
<input type="checkbox"/> Technical Proposal (Section 4)	Submit five (5) copies of the Technical Proposal, including one (1) original and one (1) unbound copy.
<input type="checkbox"/> Front page of RFP	
<input type="checkbox"/> Front page(s) of any solicitation amendment	
<input type="checkbox"/> Price Proposal (Section 5)	Submit one (1) original of the Financial Proposal.  The Proponent should also include in the envelope an electronic copy of its Financial Proposal on CD-ROM or DVD-ROM.

Solicitation No. - N° de l'invitation

T8010-120106/A

Client Ref. No. - N° de réf. du client

T8010-12-0106

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-2-35633

Buyer ID - Id de l'acheteur

qcm009

CCC No./N° CCC - FMS No/ N° VME

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## APPENDIX 1 - DECLARATION/CERTIFICATIONS FORM

**Project Title:** \_\_\_\_\_

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

**Address:**

**Telephone Number:** (    )

**Fax Number:** (    )

**E-Mail:** \_\_\_\_\_

**Procurement Business Number:** \_\_\_\_\_

<b>Type of Organization:</b>  _____ Sole Proprietorship  _____ Partnership  _____ Corporation  _____ Joint Venture	<b>Size of Organization:</b>  Number of Employees _____  Graduate Architects / Professional Engineers _____  Other Professionals _____  Technical Support _____  Other _____
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## APPENDIX 1 - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Federal Contractors Program (FCP) - Certification

Pursuant to GI 12, The Proponent must complete the following certification.

1. The Proponent, or, if the Proponent is a joint venture the member of the joint venture, certifies its status with FCP, as follows:

The Proponent or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada,
- (b) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- (c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared an ineligible contractor by HRSDC).

Please check the appropriate item above. Further information on the FCP is available on the HRSDC Web site.

2. If the Proponent does not fall within the exceptions enumerated in 1. (a) or (b), or does not have a valid certificate number confirming its adherence to the FCP, the Proponent must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

## APPENDIX 1 - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Former Public Servant (FPS) - Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Proponents must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

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## APPENDIX 1 - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES ( ) NO ( )

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Reduction Program

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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**APPENDIX 1 - DECLARATION/CERTIFICATIONS FORM (CONT'D)**
**Code of Conduct - List of the Proponent's Directors**

Proponents who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Proponent.

Request for Proposal: **T8010-120106/A**

Name of Proponent: \_\_\_\_\_

OR

Name of each member of the joint-venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

NAME	SURNAME	TITLE

## APPENDIX 1 - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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

### DECLARATION:

I, the undersigned, being a principal of the Proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

.....  
name signature

.....  
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....  
name signature

.....  
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....  
name signature

.....  
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

During proposal evaluation period, PWGSC contact will be with the following person:\_\_\_\_\_.

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

This Appendix 1 should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix 1 is not completed and submitted with the proposal, the Contracting Authority will so inform the Proponent and provide the Proponent with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.