

## ATTACHMENT 004

### ANNEX E TECHNICAL EVALUATION SOLICITATION NO. EQ447-131373/A

#### 1. Proposal Requirements

##### 1.1 Requirement for Proposal Format

In addition to the items identified in the solicitation document, the following proposal format information should be noted when preparing the proposal:

- 1.1.1 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc.  
will be counted as two pages.
- 1.1.2 The order of the proposals should follow the order established in Section 2. Technical Evaluation

##### 1.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under 2.2 Point Rated Technical criteria is thirty (30) pages.

The following are not part of the page limitation noted above;

- Covering letter
- Licensing Information
- Code of Conduct Certifications
- Security Requirement Information
- Declaration/Certifications Information
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.***

**2. Technical Evaluation**

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

**2.1 Mandatory Technical Criteria**

		Identify Page # in Proposal
1	<p>The Bidder must submit two (2) successfully completed projects, where the two projects were related to Indoor Radon Gas Investigations or Indoor Air Contaminants Investigations, including Radon Gas.</p> <p>For each of the two projects above, provide the following information:</p> <ul style="list-style-type: none"> <li>- Project title: .....</li> <li>- Project Scope: .....</li> <li>- Project Value: .....</li> <li>- Completion Date:.....</li> <li>- Name of key personnel responsible for the delivery of the project: .....</li> </ul>	
2	<p>The Bidder must submit one (1) successfully completed project, where the project was related to conducting environmental or radiological investigations in private occupied residential dwellings. This could include one of the above projects.</p> <p>For the above projects provide the following information:</p> <ul style="list-style-type: none"> <li>- Project title: .....</li> <li>- Project Scope: .....</li> <li>- Project Value: .....</li> <li>- Completion Date:.....</li> <li>- Name of key personnel responsible for the delivery of the project: .....</li> </ul>	
3	<p>Each Bidder must identify their Key Personnel, by completing the form included herein as Appendix "1" to Annex "E" (or an identical facsimile).</p> <p>a) As a minimum, the team must include one personnel for each of the following categories:</p> <ul style="list-style-type: none"> <li>• Project Director</li> <li>• Senior Consultant</li> <li>• Project Manager</li> <li>• Indoor Radon Survey Specialist</li> <li>• Communications Specialist</li> </ul> <p>b) One (1) of the Key Personnel must be certified by the National Environmental Health Association (NEHA), or the National Radon Safety Board (NSRB), or an equivalent international agency/association for radon monitoring, or having extensive (minimum 10 years) experience conducting indoor radon surveys.</p> <ul style="list-style-type: none"> <li>- Proof of certification or CV showing the experience must be submitted.</li> </ul> <p>c) The Project Director and/or a Senior Environmental Consultant must meet the designation of a Qualified Person - Environmental Site Assessments (QP ESA) as defined in Section 168.1 of the Ontario Environmental Protection Act and have all the qualifications set out by the regulation and be registered as a QP ESA on the Ontario Ministry of the Environment (MOE) Registry as per O.Reg 153/04, as amended from time to time.</p> <ul style="list-style-type: none"> <li>- Proof must be submitted.</li> </ul> <p>Provide details of your Key Personnel by providing the following information in the</p> <ul style="list-style-type: none"> <li>• Name of proposed Key Personnel;</li> </ul>	

## 2.2 Point Rated Technical Criteria

### 2.2.1 Achievements of Bidder on Similar/Comparable Projects

**Maximum Points: 100**

In this section, bids will be assessed based on their ability to demonstrate:

- (a) relevance of the sample projects provided in the bid to the scope and size of the work described in the RFP; (45%)
- (b) experience in performing survey work in an occupied residential setting; (25%)
- (c) ability to manage projects on time and on budget; (25%)
- (d) previous experience to provide environmental/radiological services to a provincial and/or a federal government department or agency; (5%)

***As a minimum the information provided in this section should include the following:***

Provide a brief project description including a list of the key personnel for two (2) projects completed within the last twenty years; duration and year completed; Client, contact name and phone number. Both projects should be Environmental Investigation projects including Indoor Radon Gas Investigations or Indoor Air Contaminants Investigations, including Radon Gas. In the event of projects submitted by a Joint Venture (JV), one of the Joint Venture Parties must be the primary consultant for the sample projects submitted.

In the event that a Bidder, for example, submits only one project in this section, that bidder cannot achieve more than one half of the total number of marks.

In the event that more than two projects are provided only the first two that appear in the bid in order will be considered.

### 2.2.2 Understanding of the Project and Scope of Work

**Maximum Points: 100**

The bidder should propose a manageable approach to the work that demonstrates a clear understanding of the functional/technical requirements detailed in the Statement of Work. The approach should also reflect an understanding of the sensitivities associated with work within a residential community.

In this section bids will be assessed based on:

- (a) a demonstrated understanding of all of the technical aspects of the work as detailed in the Statement of Work; (40%)
- (b) a demonstrated understanding of all of the logistical, administrative and regulatory aspects of the work, and project constraints including a tight timeline; (20%)
- (c) a demonstrated understanding of the broader goals and objectives as they relate to working in a government context, addressing sustainable development, maintaining a positive relationship with the community and other priorities; (20%)
- (d) a demonstrated evidence of Quality Assurance procedures. (20%)

**2.2.2 (cont'd)**

***As a minimum the information provided in this section should include the following:***

- Work Plan - description of general overall approach and of each work element, detailed breakdown of major tasks, resources and deliverables
- Project schedule – a detailed schedule for completion of work, including dates for submissions, proposed major milestones schedule corresponding to each major task and deliverable and a back-up plan to respond to any hurdles.
- Regulatory requirements and implications
- Quality management issues related to all major tasks identified in Statement of Work.
- Quality Assurance (QA) and Quality Control (QC) Plan that demonstrates the methods for the work to be completed and the process of internal QA/QC reviews of any information /reports/databases to be delivered to PWGSC

**2.2.3 Management of Services*****Maximum Points: 100***

The Bidder should describe how the work will be managed to ensure continuing and consistent control as well as production efficiency. The bid should demonstrate an understanding of potential problems that might arise during the performance of the work along with strategies to address these problems.

In this section bids will be assessed based on their ability to demonstrate:

- (a) an organizational structure that is logical in order to maximize work efficiency; (25%)
- (b) an understanding of the types of problems that might arise during the work; (25%)
- (c) an understanding of the logistical complexity of this project given the size of the project and the unique interactions with the public and other stakeholders; (25%)
- (d) the communication strategy and internal reporting relationships to support quick and successful resolution to all problems. (25%)

***As a minimum the information provided in this section should include the following:***

- Identification of back-up resources;
- Outline of an action plan of the services with implementation strategies and sequence of main activities;
- Organizational chart of the Bidder's team identifying position titles with specific names describing roles and responsibilities;
- Risk management issues, challenges and constraints and proposed plans/solutions;
- Reporting relationships;
- Communication strategies with internal and external stakeholders.

#### 2.2.4 Achievements of Key Personnel on Projects

##### **Maximum Points: 120**

In this section bids will be assessed based on:

- (a) demonstrated relevant experience in the proposed role. (see table below)
- (b) educational qualifications, certifications, and professional accreditation - P.Eng., PMP, QP ESA., NEHA, NRSB, etc.; (see table below)
- (c) years of experience (see table below)

The total number of points assigned to each position is as follows:

- Project Director (30 pts)
- Project Manager (25 pts)
- Senior Consultant – Environmental/Radiological (25 pts)
- Communications Specialist (20 pts)
- Indoor Radon Survey Specialist (20 pts)

Each position will be evaluated identically in accordance with the process described in the table below. Each position will receive a mark out of 100 points. That mark will be adjusted, depending on the total number of points assigned for the position, for example for the Project Director the mark out of 100 will be divided by 3.3 for a score out of 30, for the Project Manager, a mark out of 100 will be divided by 4 for a final score out of 25, for Senior Consultant – Environmental/Radiological Communications Specialist a mark out of 100 will be divided by 4 for a final score out of 25 and Indoor Radon Survey Specialist a mark out of 100 will be divided by 5 for a score out of 20.

<b>Relevant Projects</b>	50 points
Provide descriptions of 2 projects the proposed person has worked on. Types of Relevant Projects: Indoor Radon Gas Investigations Indoor Air Contaminants Investigations, including Radon Gas	50 - very similar to proposed project 30 - Somewhat similar 10 - Slightly similar 0 - Not similar (each project will be weighted equally for a total of 50 points when assigning points)
<b>Education and Professional Accreditation</b>	20 points
Undergraduate degree, no accredited certifications	5
Graduate degree, no accredited certifications	10
Undergraduate degree, accredited certifications	15
Graduate degree, accredited certifications	20
<b>Years of Experience in the Proposed Position</b>	30 points
<b>Project Director</b> Less than 7 years Minimum 7 years 8 - 10 years Over 10 years	0 10 20 30
<b>Project Manager</b> <b>Senior Consultant – Environmental/Radiological</b> Less than 10 years Minimum 10 years 11 - 15 years Over 15 years	0 10 20 30
<b>Communications Specialist</b> Less than 5 years Minimum 5 years 6 - 10 years Over 10 years	0 10 20 30
<b>Indoor Radon Survey Specialist</b> Less than 3 years Minimum 3 years 4 - 7 years Over 7 years	0 10 20 30

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**3. EVALUATION AND RATING**

**3.1** Proposals will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

<b>Criterion</b>	<b>Weight Factor</b>	<b>Points</b>	<b>Weighted Rating</b>
1. Achievements of Bidder	2.5	0 - 100	0 - 250
2. Understanding of the Project and Scope of Work	3.5	0 - 100	0 - 350
3. Management of Services	2.5	0 - 100	0 - 250
4. Achievements of Key Personnel	2.0	0 - 120	0 - 240
Technical Rating			0 - 1090

Items 1, 2, and 3 in the above table will be scored using the Generic Evaluation Table below. Item 4 will be scored according to the grid included above in section 2.2.4.

To be considered further, bidders **must** achieve a minimum Technical Rating of seventy (70%) percent.

**No further consideration will be given to bidders not achieving the pass mark of seven hundred and sixty-three (763) points.**

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**2.2 Generic Evaluation Table**

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria using the generic evaluation table below:

<b>NON RESPONSIVE</b>	<b>INADEQUATE</b>	<b>WEAK</b>	<b>SATISFACTORY</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 percent</b>	<b>20 percent</b>	<b>40 percent</b>	<b>70 percent</b>	<b>80 percent</b>	<b>100 percent</b>
Did not submit information which could be evaluated	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 lacks qualifications and experience	Proponent does not have minimum qualifications and experience	Proponent has minimum qualifications and experience	Proponent is qualified and experienced	Proponent 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	Leads in sample projects directly related 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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**Appendix 1**

**Bidders must identify the team by completing this form or an identical facsimile.**

<b>Position</b>	<b>Name of Proposed Individual</b>
<i>Project Director</i>	
<i>Project Manager</i>	
<i>Senior Consultant – Environmental/Radiological</i>	
<i>Indoor Radon Survey Specialist</i>	
<i>Communications Specialist</i>	

- Name and Position of Proposed Individual certified by the National Environmental Health Association (NEHA), or the National Radon Safety Board (NSRB), or an equivalent international agency/association for radon monitoring, or have an extensive (minimum 10 years) experience conducting indoor radon surveys.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Certified by: \_\_\_\_\_  
(Proof of certification must be provided)

or

Years of experience conducting indoor radon surveys: \_\_\_\_\_  
(CV must be submitted)

- Name and Position of Proposed Individual who meets the designation of a Qualified Person – Environmental Site Assessments (QP ESA) as defined in Section 168.1 of the Ontario Environmental Protection Act and have all the qualifications set out by the regulation and be registered as a QP ESA on the Ontario Ministry of the Environment (MOE) Registry as per O.Reg 153/04, as amended from time to time.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

(Proof must be submitted)