

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

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

| | |
|--|---|
| Title - Sujet Biosphère - Façonner l'avenir | |
| Solicitation No. - N° de l'invitation K2C94-135028/A | Date 2013-11-29 |
| Client Reference No. - N° de référence du client K2C94-13-5028 | |
| GETS Reference No. - N° de référence de SEAG PW-\$\$CX-024-64027 | |
| File No. - N° de dossier cx024.K2C94-135028 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-07 | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Richard, Josette | Buyer Id - Id de l'acheteur cx024 |
| Telephone No. - N° de téléphone (613) 990-3814 () | FAX No. - N° de FAX (613) 993-2581 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF THE ENVIRONMENT LA BIOSPHERE 160 CH.DU TOUR DE L ISLE MONTREAL Quebec H3C4G8 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Commercial General Liability Insurance
13. Errors and Omissions Liability Insurance
14. Basis for Canada's Ownership of Intellectual Property
15. Representations and Warranties

Solicitation No. - N° de l'invitation

K2C94-135028/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cx024

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

K2C94-13-5028

File No. - N° du dossier

cx024K2C94-135028

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

| | |
|---------|-------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Evaluation Grids |

Appendices:

| | |
|-----------------------|--------------------------------|
| Appendix 1 to Annex A | Blueprint of the Exhibit Space |
| Appendix 2 to Annex A | Photos of the Exhibit Space |
| Appendix 1 to Annex C | Evaluation Grids - Phase 1 |
| Appendix 2 to Annex C | Evaluation Grids - Phase 2 |

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Government of Canada is looking for a company that specializes in the field of designing and creating ***immersive multimedia environments**** accessible to the general public in order to create a new experience at the Biosphere. The Contractor will be required to consult, develop, plan and coordinate the completion of the immersive multimedia experience as well as the visual and auditory content accompanying it. Complete details in Annex "A", Statement of Work.

** An "immersive multimedia environment" as we understand it, materializes a space-time that is at the heart of the subject being presented. The scenography of the space is coherent and enclosed. The purpose of this type of exhibit is for the visitor to feel and truly understand the museum's messages on the subject at hand. These messages are decoded by the visitor with several senses. Note that the main effect of this "immersion" is to give visitors the impression of being displaced in space and time while making them feel emotions. The visitor must feel included in the experience he is living, otherwise the environment becomes a simple décor.*

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing will be in writing.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows: Delete: sixty (60) days
Insert: one hundred and twenty (120) days

1.1 SACC Manual Clauses

A9033T (2012-07-16) - Financial Capability

2. Submission of Bids

Phase 1:

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

Phase 2:

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servant

Contracts awarded to 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, bidders must provide the information required below before contract award.

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.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder 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 adjustment 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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than seven (7) working days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (5 hard copies and one (1) soft copy in PDF format on USB)

Section II: Financial Bid (1 hard copy and one (1) soft copy on USB)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

The evaluation process will be conducted in two (2) phases, PHASE 1 and PHASE 2. **Bidders must first submit a proposal for Phase 1 of the evaluation only.**

The top three (3) ranked Bidders meeting the Basis of Selection for PHASE 1 will then be invited by the Contracting Authority by email to submit a Design Concept, which addresses PHASE 2 of the evaluation.

These bidders will be given 20 calendar days, from the date of the written request by email from the Contracting Authority, to respond to PHASE 2 of the evaluation. Failure to submit a design concept in response to the Contracting Authority's request in PHASE 2 of the evaluation within 20 calendar days will result in the Bidder being declared non-responsive.

PHASE 1:

- A) All bids will be assessed in accordance with PHASE 1 of the bid solicitation including the technical and financial evaluation criteria.
- B) An evaluation team composed of representatives of Canada will evaluate the bids.

PHASE 2:

- A) All bids will be assessed in accordance with PHASE 2 of the bid solicitation including the technical and financial evaluation criteria.
- B) An evaluation team composed of representatives of Canada will evaluate the bids.

Definitions for the purposes of the Evaluation:

IMMERSIVE MULTIMEDIA ENVIRONMENT :

An **Immersive Multimedia Environment (IME)** materializes a space-time that is at the heart of the subject being presented. The scenography of the space is coherent and enclosed. The purpose of this type of exhibit is for the visitor to feel and truly understand the museum's messages on the subject at hand. These messages are decoded by the visitor with several senses. Note that the main effect of this "immersion" is to give visitors the impression of being displaced in space and time while making them feel emotions. The visitor must feel included in the experience he is living, otherwise the environment.

EXHIBIT DESIGNER:

The Exhibit Designer who has experience in the Immersive Multimedia Environment (IME) base their designs on their interpretation of their client's ideas and requirements and also provide their own ideas in relation to product concept and likely customer appeal.

Designers must create a "IME" that works on several fronts. It must:

- have aesthetic appeal;
- communicate the client's message, concept and image to visitors;
- meet the limitations imposed by space and budget.
- Some designers may also have responsibility for overseeing the implementation and building of the exhibition or display stand, while others may specialise in just one specific area.

2. PHASE 1 - TECHNICAL EVALUATION

2.1 Mandatory Technical Criteria

M.1. Financial Proposal

Based on the Annex A - Statement of Work, the Bidder must certify (refer to Part 5 - Certifications) that their "research, design, fabrication and installation" turnkey proposal will not exceed \$800,000.00 (goods and services tax or harmonized tax extra, as applicable).

M.2. Proposed Principal Exhibit Designer

The Bidder must identify the proposed Principal Exhibit Designer assigned to this requirement.

The Bidder must demonstrate that the identified Principal Exhibit Designer has worked as an Exhibit Designer in the immersive multimedia industry for a minimum of three (3) years within the last five (5) prior to the closing date of this RFP.

The Bidder must provide a description of the identified Principal Exhibit Designer's work history. The work history must include all of the following information:

- A. the employer name and supervisor for each place of employment;
- B. the Exhibit Designer's position title and responsibilities in each identified place of employment;
- C. the Exhibit Designer's responsibilities must have included ALL of the following in each identified place of employment:
 - (1) developing and understanding the client's objectives; liaising and meeting with clients;
 - (2) creating and presenting initial and final exhibit design sketches and exhibit design concepts;
 - (3) liaising with graphic designers and other experts (for example lighting experts, animatronics experts, audiovisual experts, etc.); and
 - (4) with the design team, managing the exhibit fabrication process from initial concept to installation of the final live exhibition.
- D. The period of time that the Exhibit Designer worked as an Exhibit Designer in each place of employment (from Month/Year to Month/Year).*

**The period of time that the identified Principal Exhibit Designer worked in each identified place of employment as an Exhibit Designer as specified for M.3 will be added to determine the number of years experience for evaluation purposes.*

- E. A detailed description of two (2) sample exhibit projects of the proposed principal exhibit designer's work.

Sample exhibit projects provided under this mandatory technical criterion will be evaluated under the point rated technical criterion R.1.

-
- (1) The two (2) exhibit project samples must have included the following stages: design, fabrication and installation.
 - (2) The total value of each exhibit (for the design, fabrication and installation only) must have been between \$500,000.00 and \$2,000,000.00, excluding applicable taxes.
 - (3) For **each** sample exhibit project submitted, the Bidder must provide the following information:
 - a. Client information (Name of organization or legal entity and main point of contact);
 - b. Completion date of the exhibit;
 - c. Cost for the design, fabrication and installation only;
 - d. Target audience;
 - e. Detailed description of the objective of the project;
 - f. Location(s) of the exhibit (indoor or outdoor);
 - g. The project stages involved (design, fabrication, installation , dismantling, maintenance and repair, as applicable).
 - h. A breakdown of the work completed by the proposed Principal Designer.
 - i. Two (2) colour photos or colour photocopy of photos of the exhibit.
 - j. Description of the immersive nature of the exhibit and the type of interactive or multimedia productions that were used in the exhibit, such as simulation games, immersive platforms, architectural projections, etc.
 - k. A letter of reference from the identified client(s) for each sample exhibit project desribed **stating the Client's satisfaction with the project and the Exhibit Designer.**
- F. The Bidder must also provide the Curriculum Vitae (CV) of the identified Principal Exhibit Designer with it's bid to substantiate the information provided.

M.3. Experience of the firm

The samples provided under this mandatory technical criterion will be evaluated under the point rated technical criterion R.1.

The Bidder must demonstrate that it has provided exhibit production including exhibit design services, exhibit fabrication and installation for Exhibit structures similar in scope to the requirement detailed in Annex A - the Statement of Work of this solicitation.

The Bidder must provide two (2) immersive multimedia environment project samples, which were completed by the Bidder after November 01, 2008.

The two (2) exhibit project samples must have included the following stages: design, fabrication and installation.

The total value of each exhibit (for the design, fabrication and installation only) must have been between \$500,000.00 and \$2,000,000.00, excluding applicable taxes.

For **each** sample exhibit project submitted, the Bidder must provide the following information:

- 1) Completion date of the exhibit;
- 2) Cost for the design, fabrication and installation phases only;
- 3) Target audience;
- 4) Detailed description of the objective of the project;
- 5) Location(s) of the exhibit;
- 6) The project stages involved (design, fabrication, installation , dismantling, maintenance and

- repair, as applicable).
- 7) Two (2) colour photos or colour photocopy of photos of the exhibit.
 - 8) Description of the immersive nature of the exhibit and the type of interactive or multimedia productions that were used in the exhibit, such as simulation games, immersive platforms, architectural projections, etc.

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS FOR
PHASE 1 WILL BE GIVEN NO FURTHER CONSIDERATION**

2.2 Phase 1 - Point Rated Technical Criteria

The point rated requirements are as follows:

R.1 Experience of the firm

Total maximum points: 220

Required minimum: 176

Each sample exhibit project provided under M.2 and M.3 (total of four [4] samples) will be evaluated as follows:

R.1.1 Relevancy of the Exhibit Project Samples in terms of similarity in objective and target audience

Maximum points: 40 (each sample will be allocated a maximum of 10 points)

Minimum required points: 32 points

The sample exhibit project is relevant to the Statement of Work at *Annex "A"*, in terms of similarity in objective and target audience.

Similarity in objective is defined as the exhibit is or was intended for one (1) or more of the following purposes: inspire and create a sense of wonder through the installations, that will encourage learning, create awareness about an issue or important topic, motivate the viewer to engage in a particular action, develop critical thinking.

Similarity in target audience is defined as the exhibit is or was intended for one (1) or more of the following: adults/tourists between the ages of 25 and 49, Canadian and international families with children between 10 and 17 years old as well as elementary schools and high schools.

R.1.2 Relevancy of the Exhibit Project Samples in terms of location and context

Maximum points: 40 points

Minimum required points: 32 points

The exhibit project samples are relevant to the Statement of Work at *Annex "A"*, in terms of similarity in location and context.

Similarity in location: The description should demonstrate that at least two (2) of the four (4) exhibit project samples were located in an indoor setting.

Similarity in context: The description should demonstrate that at least one (1) of the four (4) exhibit project samples was created for a museum context.

R.1.3 Relevancy of the Exhibit Project Samples in terms of usage of features and technologies to create an immersive multimedia environment

Maximum points: 80 (each sample will be allocated a maximum of 20 points)

Required minimum: 64

The sample exhibit project is relevant to the Statement of Work at Annex "A", in the terms of usage of **features and technologies to create an immersive multimedia environment**.

An "immersive multimedia environment" as we understand it, materializes a space-time that is at the heart of the subject being presented. The scenography of the space is coherent and enclosed. The purpose of this type of exhibit is for the visitor to feel and truly understand the museum's messages on the subject at hand. These messages are decoded by the visitor with several senses. Note that the main effect of this "immersion" is to give visitors the impression of being displaced in space and time while making them feel emotions. The visitor must feel included in the experience he is living, otherwise the environment becomes a simple décor.

R.1.4 Overall Design of each Sample Exhibit Project

Maximum points: 60 (each sample will be allocated a maximum of 15 points)

Required minimum: 48

Overall design is original, of museum-level quality, and has visual appeal (use of space, colour, graphics and text, as applicable, is appropriate and appealing).

*** REFER TO APPENDIX 1 TO ANNEX C FOR THE EVALUATION GRIDS FOR PHASE 1***

2.3 Basis of Selection - Phase 1

To be declared responsive at Phase 1, a bid must:

- a. Comply with all the requirements of the Request for Proposals for PHASE 1; and
- b. Meet all mandatory technical evaluation criteria for PHASE 1; and
- c. Obtain the required minimum of **176 points** overall for the rated criteria. The rating is performed on a scale of a maximum of **220 points**.

Bids not meeting (a), (b) and (c) above will be declared non-responsive.

The top three (3) ranked bidders achieving the highest number of points within budget on their proposal will be invited by the Contracting Authority to submit a preliminary design concept, which addresses PHASE 2 of the evaluation.

3. PHASE 2 - TECHNICAL EVALUATION

3.1 Mandatory Technical Criteria - Phase 2

M.1. Preliminary Design Concept

The Bidder must provide a PRELIMINARY DESIGN CONCEPT, using immersive multimedia technologies, **either in 3D virtual rendering format or a realistic artists view**, which captures the Bidder's vision for the exhibit.

Bidders providing only written design concepts with photographs will be declared non-responsive and will not be considered further.

The design must adhere to the exhibition parameters identified in the Statement of Work at *Annex "A"*, the blueprint of the exhibit space (Appendix 1 to Annex "A") and photos of the exhibit space (Appendix 2 to Annex "A"). The total all-inclusive cost of this exhibit (research, design, fabrication and installation) must not exceed \$800,000.00, excluding applicable taxes.

A 3D virtual rendering is the process of generating an image from a model, by means of computer programs. A scene file contains objects in a strictly defined language or data structure; it would contain geometry, viewpoint, texture, lighting, and shading information as a description of the virtual scene. The data contained in the scene file is then passed to a rendering program to be processed and output to a digital image or raster graphics image file.

M.2. Financial Proposal

The Bidder must provide a cost breakdown strictly in accordance with the Basis of Payment stipulated in *Annex "B"*. The total Firm Lot Price in Table B.1 must not exceed the project's budget of \$800,000.00, excluding GST/HST.

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS
FOR PHASE 2 WILL BE GIVEN NO FURTHER CONSIDERATION**

3.2 Point Rated Technical Criteria - Phase 2

The rated requirements are as follows:

R.1a) Preliminary Design Concept, using immersive multimedia technologies

Maximum points: 100

Required minimum: 80

The Bidder's PRELIMINARY DESIGN CONCEPT should capture the design and thematic elements outlined in the Statement of Work at *Annex "A"* as well as the blueprint and photos of the exhibit space at *Appendix 1* and *2* to *Annex "A"*.

The Bidder's design should be appropriate for the identified target audience, be within budget parameters, maximize space utilization, and address the suggested theme. The exhibit should reflect the objectives of the Biosphere, including the intended visitor experience; stimulation of visitor involvement, ease of accessibility, and provision for good traffic flow. The exhibit should be interactive, modern and innovative. The Bidder's design will be evaluated on the usage of cutting edge multimedia, inclusion of interactive components, immersive experience and incorporation of

audio-visual elements. The design will also be evaluated in terms of creativity (proposed immersion and simulation processes, the ambience, artistic aspects, graphic style, inspiring images etc.) and overall design quality.

The Bidder should describe and demonstrate how the preliminary design concept meets the requirement as described in Annex A - Statement of Work.

Each of the considerations identified below will be taken into account when determining the final rating level for the design:

1. How does the preliminary design concept maximize space utilization, provides good traffic flow, is easily accessible to people with reduced mobility?
2. How does the preliminary design concept address the themes, objectives and visitor experience as described in Annex A - Statement of Work?
3. How does the preliminary design concept include cutting edge multi-media, interactive components, immersive and/or simulation processes and technologies?
4. How does the preliminary design concept provide a multi-sensory experience, such as: tactile, audio, visual?
5. How does the preliminary design concept provide consistency between the themes and means proposed?
6. Does the preliminary design concept propose the use of materials that lower its impact on the environment? In what way do the materials proposed lower the environmental impact?
7. How is the preliminary design concept unique, exceptional or memorable in comparison to other exhibits similar in scope and/or magnitude?
8. How is the preliminary design concept well suited for the intended target audience?

R.1b) Overall quality of the preliminary design concept

Maximum points: 100

Required minimum: 80

Overall preliminary design concept is original and of museum-level quality. The Bidder has captured the design, the thematic elements and the stated objectives as outlined in the Statement of Work, at Annex "A".

*** REFER TO APPENDIX 2 TO ANNEX C FOR THE EVALUATION GRIDS FOR PHASE 2***

3.3 Financial Evaluation

The Bidder is required to submit a price breakdown of their price as per Table B.1, in the Basis of Payment, in *Annex "B"*.

3.4 Basis of Selection

To be declared responsive, a bid must:

- a) Comply with all the requirements of the Request for Proposals; and
- b) Meet all mandatory technical evaluation criteria; and
- c) Obtain the required minimum of 80 points for each rated criteria. The rating is performed on a scale of a maximum total of 200 points (100 points per rated criteria).

Bids not meeting (a), (b) and (c) above will be declared non-responsive. The Bidder with the

Solicitation No. - N° de l'invitation

K2C94-135028/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cx024K2C94-135028

Buyer ID - Id de l'acheteur

cx024

CCC No./N° CCC - FMS No/ N° VME

K2C94-13-5028

proposal achieving the highest technical score within budget will be recommended for award of a Contract.

NOTE: Canada will compensate Phase 2 Bidders achieving a minimum score of 80 points for each rated technical evaluation criteria, with a lump sum payment of **\$2,000.00** for providing a PRELIMINARY DESIGN CONCEPT in response to this Request for Proposal.

Any intellectual property rights arising from the creation of the EXHIBIT DESIGN CONCEPT will vest with the Bidder **EXCEPT** those intellectual property rights pertaining to the selected Design Concept for which a contract is awarded. The intellectual property rights for the selected Design Concept will be as identified in Part 6, in the article entitled **Basis for Canada's Ownership of Intellectual Property**.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

2.1 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder 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 bid non-responsive.

2.1.1 Canadian Content Certification

2.1.1 SACC Manual clause A3050T (2013-06-01) Canadian Content Definition

This procurement is limited to Canadian services. The Bidder certifies that:

() the service(s) offered are is a Canadian service as defined in paragraph 2 of clause A3050T.

SIGNATURE

DATE

2.1.2 Status and Availability of resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

SIGNATURE

DATE

2.1.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

SIGNATURE

DATE

Solicitation No. - N° de l'invitation

K2C94-135028/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cx024

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

K2C94-13-5028

File No. - N° du dossier

cx024K2C94-135028

CCC No./N° CCC - FMS No/ N° VME

2.1.4 Language Certification – Firm and Principal Exhibit Designer

The Bidder must confirm that both the Principal Exhibit Designer and the firm are capable of performing the work as outlined in the statement of work in *Annex "A"* in both official languages (English and French). As such, the Bidder must include a duly signed and dated copy of the following certification in the technical proposal portion of the bid submission.

The Bidder hereby certifies that the Principal Exhibit Designer and the firm are capable of performing the Work as outlined in the Statement of Work in *Annex "A"* in both official languages (English and French).

SIGNATURE

DATE

2.2 Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.2.1 Financial Proposal Certification - Evaluation Phase 1

The Bidder hereby certifies that their exhibit project turnkey proposal for the "research, design, fabrication and installation" will not exceed \$800,000.00 (goods and services tax or harmonized tax extra, as appropriate).

SIGNATURE

DATE

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at *Annex "A"*.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The contract period is from the date of Contract award to **March 31, 2015**.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Josette Richard
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert St., 12th Floor
Ottawa, ON K1A 0S5

Solicitation No. - N° de l'invitation

K2C94-135028/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cx024K2C94-135028

Buyer ID - Id de l'acheteur

cx024

CCC No./N° CCC - FMS No/ N° VME

K2C94-13-5028

Telephone: 613-990-3814

Facsimile: 613-991-5870

E-mail address: josette.richard@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

The Project Authority will be identified upon contract award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Contractor Representative will be identified upon contract award.

5.3.1 Qualified Resource:

The resource qualified to perform work under the Contract in the following positions is (to be inserted by the Contracting Authority prior to Contract award):

| Position | Resource |
|----------------------------|----------|
| Principal Exhibit Designer | |

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment - Firm Price

For the Work described in *Annex "A"*:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ **TBD**, FOB destination. Customs duties are included, where applicable. Goods and Services Tax or Harmonized Sales Tax is extra, as appropriate.

7.2 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.3 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

SACC Manual Clause P1010C (2010-01-11) T1204 - Quality Levels for Printing

SACC Manual Clause P1011C (2010-01-11) Quality Levels for Colour Reproduction

SACC Manual Clause B7500C (2006-06-16) Excess Goods

SACC Manual Clause B1501C (2006-06-16) Electrical Equipment

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- 1) The original and one (1) copy must be forwarded to the following address for certification and payment.

Sylvain Deland
Environment Canada
The Biosphère
160 Chemin Tour de l'Isle
Montreal, QC H3C 4G8
Phone: 514-496-1527 Fax: 514-496-8588
Email: Sylvain.Deland@ec.gc.ca

- 2) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 SACC Manual Clauses

SACC Manual Clauses A3060C (2008-05-12) Canadian Content Certification

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the 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) the Articles of Agreement;
- (b) the General Conditions 2010A (2013-04-25), goods (medium complexity);
- (c) the General Conditions 2010B (2013-06-27) - professional services (medium complexity);
- (d) the Supplemental General Conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment and other appendices;
- (g) the Contractor's bid dated _____ .

12. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

-
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- (p) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (q) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.
- (r) For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

13. Errors and Omissions Liability Insurance

- a. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- b. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- c. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

14. Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property arising from the performance of the Work under the Contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

15. Representations and Warranties

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The

Solicitation No. - N° de l'invitation

K2C94-135028/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cx024K2C94-135028

Buyer ID - Id de l'acheteur

cx024

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

K2C94-13-5028

CCC No./N° CCC - FMS No/ N° VME

Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

ANNEX "A"

STATEMENT OF WORK

A.1 OBJECTIVE

The Government of Canada is seeking a company specializing in the design and creation of immersive multimedia environments for the general public in order to create a new immersive experiential multimedia experience at the Biosphere. In the coming years, the Biosphere's mission will be refocused to place a particular emphasis on the dissemination of cutting-edge information on environmental issues related to meteorology and climate. This multimedia experience will follow a visit of the exhibition halls and an interactive laboratory, as well as interactions with scientists working in the fields of climatology and meteorology. The contractor will be required to consult, advise, develop, plan, and coordinate the completion of the immersive multimedia experience, as well as the accompanying audio and visual content.

The objectives of the "Design the Future" immersive multimedia exhibit are as follows:

- Reach visitors through the facilities and tools developed for this project to trigger a connection with the changing climate and environment that will make them want to "Design the Future/Façonner l'avenir".
- Encourage visitors to interact with the immersive experiences to help them imagine various possibilities regarding their habits, behaviours, and dependence on the weather, as well as their attachment to nature and the environment.
- Demonstrate the inter-connectivity that exists between living organisms, human beings, and the climate, including the correlation between our actions and their consequences.
- Help visitors understand the importance of getting in touch with the natural environment, especially its climate component, and "connecting" with nature by learning to read its signs and phenomena in the hopes of making up for the "nature deficit" described below which is a reality of our world today.
- The multimedia experience is backed by a strong narrative; i.e. a good story that avoids clichés and overstating intended messages. Visitors are treated to more than a plain 2-D film, as this type of production no longer allows an institution of the stature of the Biosphere to shine in its field.

A.2 BACKGROUND

The Biosphere, architectural masterpiece and symbol of Expo 67, is a unique and spectacular locale at the heart of Jean Drapeau Park in Montréal.

It is the only environment museum in North America and its mandate is to raise awareness and encourage people to take action and get involved in the environment. Over the last 18 years, the Biosphere has set itself apart with its fun, educational, and interactive exhibits and animations, enabling people to discover solutions designed to help them live as eco-citizens in their everyday lives and to better understand the major environmental issues relating to air, water, biodiversity, climate change, sustainable development, and more. This unique building makes use of many green technologies, including wind turbines, green roofs, geothermal systems, wastewater filtering ponds, and solar panels. In 2014, the Biosphere's focus will shift towards issues relating specifically to climatology and meteorology. However, this in no way alters its mission to encourage the population to make a commitment to engage in environmentally sound behaviours. This objective is considered to be achieved if these behaviours promote the adaptability and safety of visitors in relation to climate change.

Above and beyond specific environmental programming, the Biosphere drew on the words of the visionary architect Richard Buckminster Fuller to develop an overall mission statement to guide its actions and accomplishments, while inspiring visitors to “Design the Future – Façonner l’avenir”. In this way, we encourage people to invent a future against a backdrop of climate change, adopt environmentally-friendly behaviours, and reconnect with nature to make up for the significant “nature deficit” we are currently facing.

Over the course of 18 years, more than a million and a half people have passed through the doors of the Biosphere and taken part in our educational activities both indoors and outdoors. The museum, with its open spaces, exhibit halls, public events, and educational activities hopes to become an agent of change to help raise public consciousness and inspire people to “reconnect” with nature, give up lifestyles that take them further and further away from natural environments, and take part in discussions and actions to “Design the Future” of our environment.

Reference: <http://www.education.com/topic/nature-deficit-disorder/>

A.3 GENERAL SPECIFICATIONS FOR THE MULTIMEDIA IMMERSIVE “DESIGN THE FUTURE” HALL

| | |
|--|---|
| Working title of the mandate: | Immersive Experiential Multimedia Experience |
| Type of installation: | Permanent (5 years) |
| Budget: | \$800,000.00 |
| Room 2: | Ground level |
| Surface area: | 2910 ft ² (270 m ²) |
| Restriction #1: | Load-bearing column in the centre of the room |
| Restriction #2: | There are currently several windows in the room that will be eliminated to control sound and lighting |
| Language of the multimedia exhibit: | French and English |
| Exhibit themes: | Design the Future—Connections between nature, the climate, and human beings |

A.4 DESCRIPTION OF THE MANDATE

The Contractor must:

- Develop an immersive and experiential multimedia experience in the Connexion room (in-situ);
- Construct (paint, furnishings, structure, lighting, installation, etc.) and develop an immersive and experiential multimedia experience in the Connexion Room and the Biosphere, including among other things: the design, architectural plans, creative approach, experience of the visit, design of the space, design of the interactive content (writing of texts, graphic design), the production of multimedia and immersive content, the lighting concept, the plans and specifications, the manufacturing of décor and installation elements;
- Design elements relevant to the promotion of the room, e.g. graphic imaging or animated images.

The Contractor must present an exhibit using innovative and artistic means that are outside the norm (clichés) in order to:

- Create an exceptional multi-sensory experience;
- Create a memorable visit and experience – focus on emotions;
- Stimulate thought (before, during, after), critical thinking and an understanding of the themes and subjects addressed;
- Promote an experience based on fun, emotions, destabilization, curiosity, thought and contemplation.

NOTE: The Room must maintain its capacity for adaptability, i.e.:

- Capacity for holding more traditional events that require the use of standard film projection, PowerPoint presentations, etc.
- Capacity to serve for room rental needs, receptions, cocktails, meetings, etc.

The Contractor must consider the following elements:

- 1) The Contractor may make use of an architect's services, as well as the competent resources and expertise needed to complete this project within a tight deadline and in an area that poses several challenges.
- 2) The Contractor must be able to offer the Biosphere a turn-key service, both in terms of the design as well as the coordination of the construction of the spaces and immersive and experiential experiences, the furnishings, the lighting, the paint, etc., as well as the production of the associated multimedia content.
- 3) The Contractor must present a flexible approach and listen to the needs of the museum – an important public institution located on the heritage site of Expo 67.
- 4) The Contractor must be capable and willing to consult with the museum's involved parties (museology team, technical team, Biosphere management team, building management team, etc.) while agreeing to listen to and deal with the particularities and requirements in terms of expectations and the analysis of necessary options, in order to comply with the requirements and limitations of the worksite, budget and schedule.
- 5) The Contractor must present innovative and artistic means, outside of the ordinary, so that visitors can:
 - Have an exceptional multi-sensory experience;
 - Have a memorable visit and experience – focus on emotions;
 - Stimulate thought (before, during, after), critical thinking and an understanding of the themes and subjects addressed;
 - Have an experience based on fun, emotions, destabilization, curiosity, thought and contemplation.

A.5 CHARACTERISTICS OF THE ROOM

A.5.1 General Specifications of Room 2 (Water Wonders)

| | |
|----------------------|--|
| Capacity: | Approximately 220 places standing, 150 places seated |
| Surface area: | 2910 ft ² (270 m ²) |
| Dimensions: | 52 ft x 58 ft (approx. 16 m x 18 m) |
| Height: | 14.5 ft to 17 ft (4.4 m) |

A.5.2 Needs to be considered:

- 1) The contractor will have to define electrical requirements for the hall early in the planning process. Upon agreement with the Biosphere, the facility will see that the electrical work is carried out and cover the costs of this work.
- 2) The hall does not have a proper multipurpose grill to hang stage equipment. However, the ceiling frame does allow for several connection configurations. The contractor will be required to define related requirements early in the process and, upon approval by the Biosphere, required work will be undertaken by the facility.
- 3) Ambiophonic sound;
- 4) Integration of existing Christie projectors (6 DS+6K-M units available);
- 5) Addition of comfortable furnishings, adapted to various visitors;
- 6) Addition and upgrade of technical control software and instruments. The Biosphere uses this technical control equipment for other purposes, such as video conferences, video shoots, and sound recordings. Consequently, all equipment must be compatible and complementary as required. The Biosphere will assign a technical advisor to ensure equipment selections are consistent.
- 7) For the Connexion Room: addition of a control panel with basic functions, accessible from the projection room, reserved for facilitators or room rental clients. This panel will make it possible to control the room's basic functions, such as light intensity, the AV base system, etc.
- 8) Offer the necessary training to employees for the operating of new software and hardware.
- 9) Several existing audio-visual productions will need to be reused in these new spaces. The Biosphere – Environment Canada has intellectual ownership of the existing productions. Consider the technical upgrades or broadcasting capacity of these products.

A.6 TARGET AUDIENCE

The target audience is diversified, but it is mostly composed of adults (25-49), who have a postsecondary education. They are often accompanied by children 10 and up. The spaces must also remain accessible to people with reduced mobility.

A.7 SCOPE OF THE WORK

The Contractor must:

- Develop a work plan and schedule;
- Propose a creative approach to the immersive and experiential visit;
- Provide the document and iconographic research;
- Consult with the Biosphere team to determine the major orientations of the experience wanted which will differ from the other multimedia/immersive experiences already produced elsewhere in other museums, science centres and cultural sites.
- Take into account the priority themes and the interactivity sought;
- Complete the research and writing based on the concept selected;
- Develop the thematic sequencing, the connecting thread, the design and the room design;

- Write the presentation documents (preliminary and final versions) for approval by management, including: zone use plan, photomontage and/or sketch and/or illustrations based on the concept;
- Submit the preliminary concept and then the final in printed format (3 bound colour copies), in Adobe Acrobat (PDF) format, in MS Word format (without images);
- After final concept has been approved, prepare fabrication plans and specifications that must be approved by the Project Authority: furnishings plan, lighting plan, audio-visual equipment list and graphic panels;
- Produce and install the elements to be added to the hall and the facilities outside the hall (if needed);
- Provide team support to the Biosphere during the first six (6) months of operation;
- Submit all final plans such as constructs, graphic files, multimedia and immersive elements.
- The Biosphere will have intellectual ownership.

A.7.1 In terms of the visit experience:

- Creative interactivity that calls upon the visitor's intelligence and provokes wonder;
- An experience that is different from other exhibits addressing similar themes;
- A balance and combination of scientific information and artistry;
- Consistency between the themes and the means proposed;
- An objective tone, rather than moralizing;
- Interaction methods that are unprecedented, positive, inviting and inspiring;
- Demonstrate that it is possible for the visitor to reconnect with nature and to "Design the Future / Façonner l'avenir" in terms of the environment.

A.7.2 In terms of manufacturing the scenic elements:

- As much as possible, materials should be selected based on their lower environmental impact, whether through local acquisitions, as a result of their manufacturing process or for their recycling options or safe disposal when the installations are dismantled;
- The resistance and durability of the materials for intensive use over a period of five (5) years;
- All of the manufacturing work must be of superior quality. The installations must completely fulfill the function for which they were designed, in accordance with the Canadian Electrical Code and the Canadian Standards Association (CSA).
- The assembly and mounting of the installation, modules and broadcasting units will be square, plumb, adjusted with precision, solidly assembled and be safe for visitors;
- Parts and components that could break must be easily replaceable;
- The installations must be guaranteed against any manufacturing defects or premature breakage for a minimum period of 12 months.

A.8 INSTALLATION

The Contractor must ensure all the steps for installing the immersive, experiential and multimedia broadcasting modules:

- Plan all the steps and coordinate the various workers so that the installation takes place in accordance with the established schedule;
- Ensure follow-up work during the installation periods;
- Provide all the materials, necessary equipment, all the usual objects, labour and tools required for executing the work;
- Assume the transportation of the elements manufactured in a workshop to the definitive placement at the Biosphere;
- Assume the transportation of elements from outside suppliers to their definitive placement at the Biosphere;

- Check the quality of all materials delivered by outside suppliers;
- Complete the assembly and laying-out of the elements fabricated in a workshop at the exhibit site at the Biosphere in accordance with the schedule, the lighting elements (approved by the Biosphere) and the connecting of multimedia and immersive modules to the building's electrical panels. The final connecting of the lighting and elements will be supervised by the Biosphere;
- Make sure to secure all necessary approvals and permits from municipal authorities based on the type of installation proposed;
- Train the employees on the design of the installations and the operating of the exhibit elements (plan for four (4) hours divided into two blocks of two (2) hours).
- Train the technical teams on technical and cleaning maintenance (plan for 8 hours spread into four (4) blocks of two (2) hours);
- Ensure at all times that access to the room is kept clean and unencumbered, rid the Room and the museum of any waste once the assembly is complete and make sure that all spaces and exhibit elements are clean for the delivery dates set in the schedules.

A.9 MEETINGS

There must be at least five (5) meetings between the Contractor and the Project Authority. These will take place at the Environment Canada Biosphere, located at 160 Chemin Tour-de-l'Isle, Montreal, Québec. Travel and living expenses of the Contractor and its representatives will be the sole responsibility of the Contractor.

The first meeting will take place at the beginning of the mandate and will focus on expectations, themes, approaches and interactivity while the others will address the presentation of the draft concept, the final concept as well as approval of the plans and specifications, lighting plan, etc. The purpose will be to make sure that the mandate is properly understood and that the requirements are respected.

A.10 DEADLINE FOR DELIVERABLES (APPROXIMATE) – *subject to change based on contract award date*

| Milestones | Deliverables | Delivery Date (approximate) |
|------------|---|--|
| 1 | Delivery of research document and preliminary design | Four (4) weeks after contract award date. |
| 2 | Delivery of preliminary design, costs and schedule | Seven (7) weeks after contract award date. |
| 3 | Delivery of scenario and final design | 11 weeks after contract award date. |
| 4 | Delivery of plans and specifications | 15 weeks after contract award date. |
| 5 | Completion, delivery and assembly of multimedia immersive installations to the Biosphere, training and information documents and promotional purposes | 30 weeks after contract award date. |

A. 11 DELIVERABLES

A.11.1 Delivery of research document on preliminary design

- 1) Summary report on the research on the proposed design.
- 2) Identification of the best thematic orientations:
 - a. Due to their importance in understanding the subject;
 - b. Given the possibility of using immersive technologies with them;
 - c. Given their originality in relation to other immersive installations elsewhere in Canada (present and recent past);
- 3) Thematic sequencing;
- 4) Presentation of the research elements by theme and sub-theme based on thematic sequencing;
- 5) Preliminary iconographic research, unreleased rights but likelihood of acquisition;
- 6) Targeted scenario and objectives
- 7) Communication approach

A.11.2 Document presenting the preliminary concept for the immersive and experiential multimedia installations, costs and completion schedule.

The document will include:

- Objectives targeted;
- Visit experiences;
- Thematic sequencing and draft content;
- Set design approach: space layout, scenography, lighting, audiovisual;
- Examples of immersive means for each of the zones treated;
- Preliminary zone installation plan;
- Graphic design approach;
- Evaluation of completion costs;
- Deadlines for the designing and completion of immersive installations.

A.11.3: Delivery of the scenario and final design

Following comments from the Project Authority:

- Final concept
- Final thematic sequencing
- Final installation plan
- Interactive/experiential means detailed for each broadcasting/interaction zone
- Final graphic design
- Detailed costs breakdown

For each zone, the scenario must include:

- The detailed content of the themes and subthemes
- The iconography used
- The content of the audiovisual documents

For each zone, the final design must include:

- A detailed plan of the elements
- Positioning of the contents and iconography
- The mechanics of the interactive elements
- The audiovisual equipment

A.11.4: Completion plans and specifications

All elements must be approved by the Project Authority:

- Plans and specifications for the manufacturing of exhibit furnishing elements
- Graphic panels, including copyright release for the images
- Lighting plan
- Complete list of the audiovisual equipment

A.11.5: Manufacturing, delivery and installation of multimedia elements at the Biosphere, training and documentation

- Fabrication of the multimedia elements, if needed
- Installation of the multimedia elements, if needed
- Acquisition of audiovisual equipment
- Acquisition of additional lighting equipment, if needed
- Printing of graphic elements, if needed
- Installation of permanent elements in Room 6 (Connexion) and installation follow-up
- Installation of permanent ex-situ elements and installation follow-up
- Training of six (6) Biosphere employees
- Delivery of documentation (completion specifications, maintenance of elements, assurances, plan or schematics for multimedia installations, documentation for new installed equipment).

ANNEX "B"
BASIS OF PAYMENT

Bidders must quote all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.

The Bidder must provide firm lot prices for each line item in Table B.1 below.

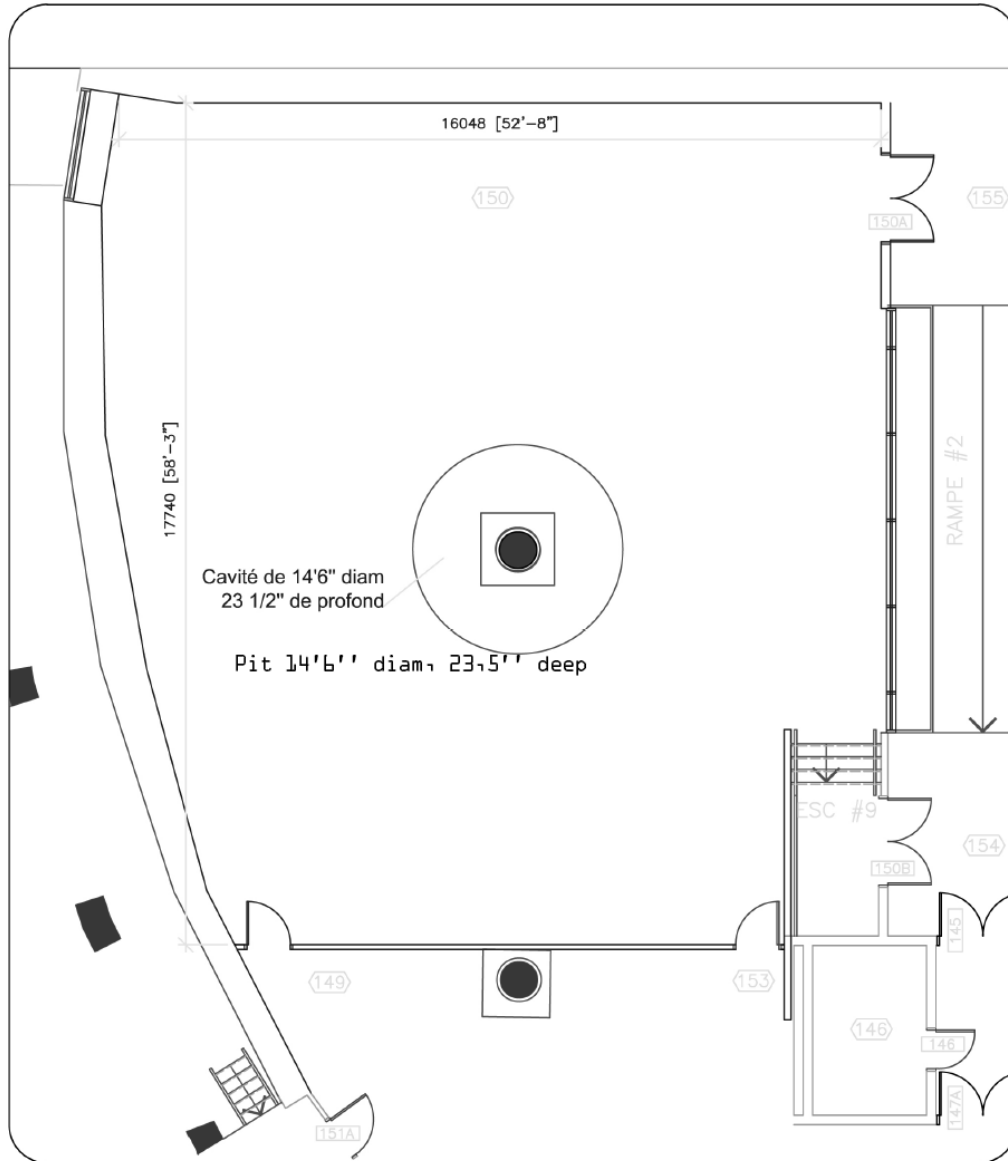
Table B.1

| PROJECT STEPS | FIRM LOT PRICE | Percentage of the Total Cost |
|--|----------------|------------------------------|
| 1) Delivery of the research document and preliminary design | \$ | 15% |
| 2) Delivery of the preliminary design, costs and schedule | \$ | 25% |
| 3) Delivery of the scenario and final design | \$ | 15% |
| 4) Delivery of the plans and specifications | \$ | 20% |
| 5) Completion, delivery, and assembly of multimedia immersive installations at the Biosphere and information documents for training and promotional purposes | \$ | 25% |
| TOTAL ALL INCLUSIVE COST OF THE EXHIBIT (must be less than \$800,000.00, excluding applicable taxes) | \$ | |

Contractor's responsibility for the final design

The Contractor is responsible for ensuring that the cost of the concept and final product remains within the firm budget parameters set forth in the contract. Any design change granted by the Project Authority must be approved by the PWGSC Contracting Authority who will then formally amend the contract to reflect all such changes prior to any work being undertaken by the Contractor.

APPENDIX 1 to ANNEX "A" STATEMENT OF WORK
BLUEPRINT AND PLANS OF THE SPACE



| | | |
|---|---|---|
| <p>La Salle #2 fait 2916 pi2 ou 270m2</p> <p>Hall 2 area: 2916 sq feet (270 m2)</p> | <p>Dessin: Salle #2 Hall 2</p> | <p>Échelle: 0 1m 5m</p> <p>Scale </p> |
| | <p>Projet:</p> | <p>Date: 17/03/2004 Révisé: 28/01/2011 Final: Revised</p> |
| | <p>fichier:150 Salle #2 Eau géniel 2011.dwg</p> | <p>Dessin de Patrice Lévesque Technicien en muséologie, La Biosphère 514-496-4408</p> |

Solicitation No. - N° de l'invitation
K2C94-135028/A

Amd. No. - N° de la modif.
File No. - N° du dossier
cx024K2C94-135028

Buyer ID - Id de l'acheteur
cx024

Client Ref. No. - N° de réf. du client
K2C94-13-5028

File No. - N° du dossier
cx024K2C94-135028

CCC No./N° CCC - FMS No/ N° VME

APPENDIX 2 to ANNEX "A" STATEMENT OF WORK
PHOTOS OF THE EXHIBIT SPACE



Solicitation No. - N° de l'invitation

K2C94-135028/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cx024K2C94-135028

Buyer ID - Id de l'acheteur

cx024

CCC No./N° CCC - FMS No/ N° VME

K2C94-13-5028

ANNEX "C"

EVALUATION GRIDS

APPENDIX 1 to ANNEX "C" EVALUATION GRIDS**EVALUATION GRIDS - PHASE 1**

Each rated criteria (R.1.1, R.1.2, R.1.3 and R.1.4) will be assessed using a percentage factor as follows:

| Percentage Factor | Assessment of Supplier's Response | Assessment Definition |
|-------------------|-----------------------------------|---|
| 1 | Excellent | <p>Excellent</p> <ul style="list-style-type: none"> All elements present All elements fully described No changes required Substantial details provided which leads to a complete and thorough understanding of the relevancy of the project sample to the Statement of Work at Annex A |
| 0.9 | Very good | <p>Very good</p> <ul style="list-style-type: none"> All elements present Most elements well described Very few changes required Substantial details provided which leads to a very good understanding of the relevancy of the project sample to the Statement of Work at Annex A |
| 0.8 | Good | <p>Good</p> <ul style="list-style-type: none"> Most elements present Most elements are well described Some changes required Details provided lead to a good understanding of the relevancy of the project sample to the Statement of Work at Annex A |
| 0 | Unacceptable | <p>Unacceptable</p> <ul style="list-style-type: none"> Information required was not provided Few elements present Not all elements are described or are poorly described Not enough details are provided to assess the relevancy of the project sample to the Statement of Work at Annex A. |

The percentage score obtained for the exhibit project samples will then be converted into a point score, as per the following example:

Project Sample 1:

Criteria assessed – R.1.1: Relevancy of the Exhibit Project Samples

Maximum points for the criteria: 40

Percentage factor applied: 0.8 (Good response) X max 40 points = score of 32 points

APPENDIX 2 to ANNEX "C" EVALUATION GRIDS**EVALUATION GRIDS - PHASE 2**

The rated criteria **R.1a) - Preliminary Design Concept**, will be assessed using a percentage factor as follows:

| Percentage Factor | Assessment of Supplier's Response | Assessment Definition |
|-------------------|-----------------------------------|---|
| 1 | Excellent | <p>Excellent</p> <ul style="list-style-type: none"> All elements present All elements fully described No changes required Substantial details provided provides evaluators with a complete and thorough understanding of how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work. |
| 0.9 | Very good | <p>Very good</p> <ul style="list-style-type: none"> All elements present Most elements well described Very few changes required Substantial details provided provides evaluators with a very good understanding of how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work. |
| 0.8 | Good | <p>Good</p> <ul style="list-style-type: none"> Most elements present Most elements are well described Some changes required Details provided provides evaluators with a good understanding of how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work. |
| 0 | Unacceptable | <p>Unacceptable</p> <ul style="list-style-type: none"> Information required was not provided Few elements present Not all elements are described or are poorly described Not enough details are provided to assess how the bidders exhibit design meets the requirements as described in Annex A - Statement of Work. |

The percentage score obtained for the exhibit project samples will then be converted into a point score, as per the following example :

Criteria assessed – R.1: Preliminary Design Concept

Maximum points for the criteria: 100

Percentage factor applied: 0.8 (Good response) X max 100 points = score of 80 points

APPENDIX 2 to ANNEX "C" (continued)**EVALUATION GRIDS - PHASE 2**

The rated criteria **R.1b) - Preliminary Design Concept**, will be assessed using a percentage factor as follows:

| Percentage Factor | Assessment of Supplier's Response | Assessment Definition |
|--------------------------|--|---|
| 1 | Excellent | Excellent <ul style="list-style-type: none"> • All elements present • All elements fully described • No changes required • Substantial details provided lead to a complete and thorough understanding of the elements |
| 0.9 | Very good | Very good <ul style="list-style-type: none"> • All elements present • All elements well described • Very few changes required • Substantial details provided lead to a very good understanding of the elements |
| 0.8 | Good | Good <ul style="list-style-type: none"> • Most elements present • Some changes required • Most elements are well described • Details provided lead to a good understanding of the elements |
| 0 | Unacceptable | Unacceptable <ul style="list-style-type: none"> • Information required was not provided • Few elements present • Not all elements are described or are poorly described |

The percentage score obtained for the exhibit project samples will then be converted into a point score, as per the following example :

Criteria assessed – R.1: Preliminary Design Concept

Maximum points for the criteria: 100

Percentage factor applied: 0.8 (Good response) X max 100 points = score of 80 points