

REQUEST FOR PROPOSAL

RETURN BIDS TO:

Parks Canada Agency
 635 – 8 Avenue S.W., Suite 1300
 Calgary, Alberta T2P 3M3

Proposal to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefore.

Issuing Office:

Parks Canada Agency
 635 – 8 Avenue S.W., Suite 1300
 Calgary, Alberta T2P 3M3

Title: Nature Centre and Red Deer Trail Exhibit Design Development for Prince Albert National Park, SK		
Solicitation No.: 5P420-13-5138/A	Date: January 23, 2014	
GETS Reference No.: PW-14-00611385		
Solicitation Closes:		
At: 02:00 PM	On: March 04, 2014	Time Zone: Mountain Standard Time (MST)
Address Inquiries to: Adam Krisch		
Telephone No.: (403) 292-4560	Fax No.: (403) 292-4475	Email Address: adam.krisch@pc.gc.ca
Destination of Goods, Services, and/or Construction: See Herein		

TO BE COMPLETED BY THE BIDDER (type or print)

Vendor/Firm Name	
Address	
Telephone No.	Fax No.
Name of person authorized to sign on behalf of the Vendor/Firm	
Title	
Signature	Date



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PART 1 – GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Bidders' Conference

A bidders' conference will be held by teleconference on February 14, 2014. The conference will begin at 10:00 AM Mountain Standard Time. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. **Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least five (05) working days before the scheduled conference.** The teleconference call coordinates will be provided to confirmed participants following notification of attendance with the Contracting Authority.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

4. Debriefings

After contract award, 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 may be in writing, by telephone or in person.

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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2011-05-16) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

1.1. Basis for Canada's Ownership of Intellectual Property

The Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: (6.4.1) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2. Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) 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 PCA 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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 ten (10) calendar 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 Saskatchewan.

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** (two (02) hard copies and two (02) soft copies on a PC compatible CD, DVD, or USB flash drive, in Adobe *.pdf format)
- Section II: Financial Bid** (one (1) hard copy)
- Section III: Certifications** (one (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; and
- (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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:



- (a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- (b) 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

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1. Technical Evaluation

1.1.1. Mandatory Technical Criteria

Bids will be evaluated per the Point Rated Technical Evaluation Criteria at Annex C.

1.1.2. Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Evaluation Criteria at Annex C.

1.2. Financial Evaluation

SACC Manual Clause A0220T (2013-04-25) Evaluation of Price

2. Basis of Selection

2.1. Highest Combined Rating of Technical Merit (60%) and Price (40%)

2.1.1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified for criteria numbers 1 and 2 for the technical evaluation; and
- (d) obtain the required minimum of 213.5 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 305 points.

2.1.2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.

2.1.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

2.1.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows:
total number of points obtained / maximum number of points available multiplied by the ratio of 60%.



- 2.1.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 2.1.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.1.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Evaluated Bid Price	\$55,000	\$50,000	\$45,000
Technical Merit Score	$(115/135) \times 60 = 51.11$	$(89/135) \times 60 = 39.56$	$(92/135) \times 60 = 40.89$
Pricing Score	$(45,000/55,000) \times 40 = 32.73$	$(45,000/50,000) \times 40 = 36.00$	$(45,000/45,000) \times 40 = 40.00$
Combined Rating	$51.11 + 32.73 = 83.84$	$39.56 + 36.00 = 75.56$	$40.89 + 40.00 = 80.89$
Overall Rating	1st	3rd	2nd



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. 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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

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. 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



2.2. 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

Note:

The Bidder should also include article 3. *Former Public Servant* under *Part 2 – Bidder Instructions* with their *Section III: Certifications* portion of their bid.



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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

3.1. General Conditions

2010B (2011-05-16) 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 period of the Contract is from date of Contract to April 30, 2016 inclusive.

5. Authorities

5.1. Contracting Authority

The Contracting Authority for the Contract is:

Adam Krisch

Contracts, Procurement and Materiel Management Officer

Parks Canada Agency

635 – 8 Avenue S.W., Suite 1300

Calgary, AB T2P 3M3

Telephone No.: (403) 292-4560

Fax No.: (403) 292-4475

Email Address: adam.krisch@pc.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. Technical Authority

The Technical Authority for the Contract is:

(to be inserted at contract award)

The Technical Authority named above 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 Technical Authority; however the Technical 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’s Representative for the Contract is:

Representative’s Name:		
Title:		
Vendor/ Firm Name:		
Mailing Address:		
City:	Province/ Territory:	Postal Code:
Telephone No.:	Fax No.:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6. Payment

6.1. Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

6.2. Limitation of Expenditure

6.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

6.2.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada’s total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



6.2.3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3. Limitation of Price

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4. Milestone Payments

6.4.1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to **90 percent** of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment using form [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) the total amount for all milestone payments paid by Canada does not exceed **90 percent** of the total amount to be paid under the Contract;
- (c) all the certificates appearing on form [PWGSC-TPSGC 1111](#) (with the exception of the PWGSC Contracting Authority) have been signed by the respective authorized representatives;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.4.2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.5. Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

(to be inserted at contract award)

7. Invoicing Instructions – Progress Payment Claim

7.1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
- (c) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.

7.2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

7.3. The Contractor must prepare and certify one copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.



The Project Authority will then forward the claim for onward submission to the Payment Office for the remaining certification and payment action.

7.4. The Contractor must not submit claims until all work identified in the claim is completed.

8. Certifications

Compliance with the certifications 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 or 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. Applicable Laws

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

10. 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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010B (2011-05-16) General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated *(to be inserted at contract award)*.

11. SACC Manual Clauses

B6802C (2007-11-30) Government Property
D5328C (2007-11-30) Inspection and Acceptance
G1005C (2008-05-12) Insurance

12. Replacement of Specific Individuals

- 12.1.** If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 12.2.** If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
- (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 12.3.** The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.



ANNEX A – STATEMENT OF WORK

NATURE CENTRE AND RED DEER TRAIL EXHIBIT DESIGN DEVELOPMENT FOR PRINCE ALBERT NATIONAL PARK, SK

1. Objective

Refine the design concept and develop a detailed design for indoor exhibits in Prince Albert National Park's Nature Centre, outdoor exhibits on the Nature Centre grounds and along a portion of the Red Deer Trail.

2. Background

2.1. Site Overview

Parks Canada Agency (PCA) manages national parks, historic sites and marine conservation areas on behalf of Canadians. Parks Canada is a proud steward of these heritage places and protects and presents them for the benefit and enjoyment of Canadians while ensuring that they remain unimpaired for present and future generations. National parks and national marine conservation areas are representative examples of Canada's terrestrial and marine regions. They offer a variety of recreational activities and learning experiences as well as a unique opportunity to personally connect with the land.

Parks Canada's vision is that "Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada." Interpretation plays a key role in achieving this vision by connecting Canadians to their heritage, by providing a quality visitor experience, and promoting stewardship of natural and cultural resources.

Prince Albert National Park (PANP) is part of Canada's system of 44 national parks. PANP represents and protects part of the southern edge of the boreal forest and lakes ecosystem. At 3,875 km² it is a mid-sized national park (ranking about 10th in size in the national park system). The park is the largest protected wilderness area in Saskatchewan, representing about 0.6% of the total area of the province. The park characterizes the transition between two (2) natural regions. Here, the northern edge of aspen parkland forest blends with the southern edge of the coniferous forest. The transition between natural regions expresses itself as a rich variety of wildlife and a relatively high 'biodiversity'. Wildlife typical of boreal forest, aspen parkland and also grassland natural regions are present. Common wildlife are black bear, bison, elk, moose, white tailed deer, grey wolf, fox, beaver, white pelican, otter and pine marten.

There are five areas of special interest in PANP: rich First Nations and Métis culture and history; rare pockets of plains rough fescue grassland; a wild plains bison population; one of the largest white pelican nesting colonies in the world; and the lakeside home and resting place of well known conservationist Grey Owl.

Open year-round with over 240,000 visitors annually, the park is Saskatchewan's premier destination and plays a vital role in the province's tourism industry. Today, visitation occurs mainly in the summer months. Efforts are being made, however, to increase visitation in the winter and shoulder seasons. Activities include hiking, cycling, snowshoeing, cross-country skiing, camping, canoeing, kayaking, boating, wildlife viewing, picnicking, and golfing. The resort community of Waskesiu Lake is a hub of activity and serves as a jumping off point for most visitors to the rest of the park. The West Side of the park offers visitors a different experience where visitors can explore aspen forests with pockets of grasslands and try and catch a glimpse of the Sturgeon River Plains Bison.

2.2. Nature Centre and Red Deer Trail Overview

The Nature Centre, located in the town of Waskesiu, was built in 1935 by relief workers and is identified as a Federal Heritage Building. It is therefore important that the character of the building be maintained and the building's unique features highlighted. The building's original intention was a museum, however today it operates as an interpretive centre from May to October. The facility sees approximately 15,000 visitors annually. Visitors are drawn by interactive exhibits, dynamic programming and a theatre playing films about the park's natural and cultural heritage. Visitors also come to the centre to interact with the knowledgeable park interpreters who operate the facility. The Nature Centre also hosts live interpretive programming both inside and on its grounds.

The Nature Centre has seen many changes over the years including the addition of a theatre and projection room. The last major recapitalization occurred in the 1990s, and over the years exhibits have been updated as time and budgets allowed. Exhibits are currently in varying states of repair, and a cohesive approach to a renewed visitor offer will help achieve a number of strategic goals as articulated below.



As indicated in the 2011 Nature Centre Survey, visitor satisfaction with the Nature Centre remains high and neither visitors, nor staff, have indicated a strong desire for radical change. Nostalgic attachment to the existing visitor experience (many visitors having frequented the centre every summer since childhood) may affect the way in which a renewed offer is received. One of the project's challenges will be in presenting an up-to-date, refreshed visitor experience while conserving the rustic spirit that the environment and the heritage building present, and the traditional clientele have come to cherish.

PANP sees significant repeat visitation (approximately 84% of visitors are repeat). Therefore it is important that the exhibits in the Nature Centre allow the opportunity to make minor changes to keep regular visitors interested and engaged. In addition to the need for change, given that the facility is only open five (5) months of the year, it is important that some exhibits are mobile so that they can be moved to other locations (such as the park Visitor Centre) in the shoulder and winter seasons.

The Nature Centre grounds and the portion of the Red Deer trail that leads to the main beach currently have limited interpretive messages (there is currently one (1) outdoor exhibit, the fox jump, which sees significant use). This area has huge potential as it connects visitors from the heart of the community to the Nature Centre and therefore the scope of this project includes this area.

PANP would like to increase the profile of the rich Aboriginal culture and history of the region. Given the Nature Centre's high visitation and location it provides an excellent opportunity to share these messages. PANP has established the Nature Centre and Red Deer Trail advisory group made up of First Nations and Métis communities and organizations from around the region. The purpose of this group is to provide advice on the cultural content included in these exhibits.

In January of 2012, Parks Canada staff completed the *Nature Centre Interpretive Plan and Preliminary Concept*. The plan was further refined and revised in November 2012. In January 2013, PANP contracted Donald Dunn Design to take the ideas from the interpretive plan and develop a *Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park, Saskatchewan*. The concept was completed in June 2013. Throughout the summer and fall of 2013 PANP sought feedback on the concept from various park staff and the Nature Centre and Red Deer Trail advisory group. PANP is generally happy with the concept design however requires some changes to be made before advancing the project to the detail design.

Exhibits and building renovations for this project must be completed and installed by April 30, 2016.

3. Scope of Work

The purpose of the Contract is to refine the design concept, provide optional content development, create a detail design package (which includes all graphic work and working drawings), and provide optional fabrication support services for the Nature Centre and associated grounds and Red Deer Trail exhibits (indoor and outdoor). Exhibit design will be based on the *Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park, Saskatchewan*.

The Contractor will, in the course of this work, provide:

- (a) A **project schedule** that identifies, in detail, tasks and timing to be considered in the design, content development, fabrication and installation phases of the PANP Nature Centre and Red Deer Trail exhibit project; this schedule shall be updated regularly as the project progresses;
- (b) An optional content package which includes storyline, final text, image and illustration captions, scripts and text for videos and other digital media and other related content (see 5.2. *Optional Research, Content Development and Writing Services*). This also includes any associated research to necessary to create the above.
- (c) A **revised conceptual design package** based on the *Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park*. PANP is generally happy with the concept as presented however the Contractor will be expected to make revisions based on:
 - i. The feedback provided in *Revisions Required on Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park*;
 - ii. Adjusting design concept so that the total cost of fabrication, installation, shipping, building fit-up/renovations (including the addition of a unisex washroom and a dividing wall with staircase for the owl nest exhibit), and audio visual production does not exceed 4.4. *Target Exhibit Budget*. The Contractor must work in close collaboration with the Project Authority to



prioritize exhibits to meet the budget;

- iii. An evaluation of whether or not the amount of media is appropriate for the space (this includes indoor and outdoor exhibits);
- iv. Feedback from the Nature Centre and Red Deer Trail advisory group on exhibits related to First Nations and Métis content. This will be provided upon Contract award; and
- v. Other suggestions the Contractor may have for improvement to the space.

The revised concept document must include the following:

- i. A conceptual drawing of any of the **revised exhibits** and **revised visitor service facilities** proposed;
- ii. An exhibit floor plan showing the placement of the interior and exterior exhibits and visitor service facilities (i.e. reception desk) including visitor flow patterns **reflecting any changes** to the current concept;
- iii. A written description and illustration of each of the **revised** exhibits which includes the following: the experience and rationale, audience, and theme, proposed exhibit elements and rationale;
- iv. A **revised** orientation/way-finding sign plan which includes arrival/welcome and associated way-finding signs for the trail and courtyard;
- v. **Any revisions** to recommendations for building fit-up or renovations related to the proposed exhibits and facilities including wall and window treatment, lighting, electrical, data-cables, flooring etc.;
- vi. Any **proposed changes** to the design approach (which includes items such as color palette options, materials, textures, fonts and finishes); and
- vii. A revised detailed “Class B” cost estimate for fabrication, installation, and building fit-up/renovations.

(d) A **detailed design package** which includes:

- i. A floor plan showing the location of exhibits and facilities;
- ii. Illustrations or 3D rendering of each exhibit;
- iii. A refinement of the design approach;
- iv. Building fit-up and renovation requirements related to the proposed exhibits and facilities (including the addition of a unisex washroom and a dividing wall and staircase for the owl nest exhibit);
- v. Recommendations for materials, sources and suppliers required for fabrication. The Contractor should make recommendations based on material performance requirements or design specifications rather than recommendations for specific materials. All references to a manufacturer’s brand name, model and/or part number contained anywhere in the detailed design package must be followed by the words “or equivalent”;
- vi. A “Class A” budget for costs of fabrication and installation of the designed exhibits and facilities. This includes building fit-up and renovations;
- vii. All final graphic files for exhibits and digital media; and
- viii. All working drawings and technical specifications required to implement all the exhibits components, visitor facilities and building fit up requirements and renovations.



3.1. Optional Design Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below:

- (a) **Contract support and design support during fabrication and installation** phases of the exhibit and facilities development for all exhibits; and
- (b) **Additional design support** beyond that identified above may be required on an ad-hoc basis; such will be considered as extras to the Contract.

4. General Considerations

4.1. Applicable Documents

The appendices below form an inseparable part of the Work. They provide direction and context for the Contract. Further information about PANP and this project will be provided to the Contractor.

- (a) **Appendix A1:** Floor Plan and Dimensions of the Nature Centre (under separate attachment: *AppendixA1_13-5138A.pdf*);
- (b) **Appendix A2:** Images of the Nature Centre (under separate attachment: *AppendixA2_13-5138A.pdf*);
- (c) **Appendix A3:** Images of Red Deer Trail (under separate attachment: *AppendixA3_13-5138A.pdf*);
- (d) **Appendix A4:** Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park Saskatchewan (under separate attachment: *AppendixA4_13-5138A.pdf*);
- (e) **Appendix A5:** Red Deer Trail and Nature Centre Courtyard Background Information (under separate attachment: *AppendixA5_13-5138A.pdf*); and
- (f) **Appendix A6:** Revisions Required on Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park (under separate attachment: *AppendixA6_13-5138A.pdf*);

4.2. Design Process

The content and designs for the exhibits and visitor service facilities must be developed in collaboration with the Project Authority, the project team and park stakeholders and partners which include the Nature Centre and Red Deer Trail advisory group. This is to ensure that the facility meets the needs of Parks Canada and its clients, and that it accurately reflects the messages and stories of PANP and the region's First Nations and Métis people. It also ensures that exhibits are integrated in the overall design of the Nature Centre and community of Waskesiu. The Project Manager will act as the liaison between the Contractor and PANP staff and partners however the Contractor may be asked to present materials to parks staff or partners.

The Contractor shall at all times demonstrate sensitivity and respect to First Nation and Métis stakeholders and respect the terms of reference of the Nature Centre and Red Deer Trail advisory group.

All exhibits must be designed to be durable, high quality and low maintenance. Both indoor and outdoor exhibits must be designed to withstand extreme temperature ranges (+40°C to -40°C).

The Nature Centre exhibit design concept must adhere to both accessibility and Parks Canada's design standards. Parks Canada design standards will be provided to the Contractor.

The Nature Centre is identified as a Federal Heritage Building and therefore the design concept must comply with these standards.

4.3. Sub-Contractors

In the event that the Contractor subcontracts the design of one (1) or more exhibit component(s) to (an) other subcontractor(s), the Client reserves the right to have final approval on subcontractor(s) engaged to perform the Work for the project. A list of any potential sub-contractors must be provided to the Project Authority.

4.4. Target Exhibit Budget

Exhibits shall be designed to not exceed a target total cost of \$860,000 for fabrication, installation, shipping and fit-up.

The amount of **\$860,000** is the project budget available for all costs associated with the fabrication, installation, and shipping of all exhibits and visitor service facilities (interior and exterior). It also includes all costs associated with the required fit-up to the building (including the installation of a unisex washroom, and a dividing wall and staircase for the owl nest exhibit) for the effective delivery



and appearance of all exhibits and visitor service facilities in the public areas of the Nature Centre, its grounds and along the section of the Red Deer Trail outlined in this plan. This figure also includes all costs with any audio-visual equipment and programming associated with the exhibits. This amount **does not** include design costs.

5. Content Material

5.1. Resources and Research Material

Parks Canada will provide the Contractor with a resource package for use in the development of content and exhibit design. This package will include, but is not limited to: concept plan, themes and planning documents, Prince Albert National Park's Core Messages document, audience information, park documents etc.

In the event that the Contractor is not required to complete storyline, content development and final text they will be expected to work closely with the contracted exhibit writer.

The Project Manager will support the Contractor in their research by providing access to key staff, materials (including photos) and facilitating necessary relationships with members of the Nature Centre and Red Deer Trail advisory group and other key stakeholders and specialists.

5.2. Optional Research, Content Development and Writing Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below:

- (a) Develop a **content package** which includes storyline, final text, image and illustration captions, scripts and text for videos and other digital media and other related content for all exhibit components. The Contractor will be the lead on the research necessary for the development of the content, storyline and final text. Parks Canada will provide assistance in this area where feasible.

5.3. Languages and Texts

Parks Canada is under the obligation to respect the spirit and the letter of the *Official Languages Act*. All deliverables produced by the Contractor that will be installed for public display will be in both English and French.

Where appropriate, local First Nations and Métis languages may be integrated into some exhibits. The Project Manager and the Contractor will work closely with the Nature Centre and Red Deer Trail advisory group to determine where to integrate these languages.

The Project Authority will provide all French or other language translations for all final texts and scripts. French translations require a minimum of two (2) weeks. Translation into any First Nations and Métis languages will be determined after contract is awarded.

5.4. Images

The Project Authority shall provide a collection of images (historical and contemporary) to be used in the exhibits based on requirements outlined by the Contractor. Any additional images required will have to be sourced and acquired by the Contractor. The Contractor is responsible for the digitization of the images, as may be required.

Any images acquired by the Contractor must be authentic and appropriate for the region and its plant and animal species. The Contractor is responsible for selecting the images, in collaboration with the Project Authority, based on the design criteria. The Project Authority reserves the right to make the final selection, and could request changes.

5.5. New Media/Audio-Visuals

The Contractor is responsible for developing the graphics and programming for all audio-visual components (this includes sourcing all sound and videos that may be required). The Project Authority will have access to a small collection of amateur video and will make it available to the Contractor. The Contractor may be responsible for developing storyline, content development, final text, and research for all audio-visual components as indicated under 5.2. *Optional Research, Content Development and Writing Services*.

Parks Canada will provide videos to use in the Nature Centre theatre and acquire all appropriate licences and permissions. These videos are in both DVD and VHS formats. The Contractor will be responsible for converting these videos into an appropriate format and developing the programming so that they can be available in an 'on demand' platform for visitors.



6. Meetings

At minimum, the Contractor must meet with Project Authority and/or the project team (as determined by the Client) and, as necessary, other members of the Contractor's Team, on four (4) occasions during the term of the Contract, as follows:

- (a) Start-up meeting and site visit upon award of Contract (in Waskesiu Lake, Saskatchewan). At this meeting one (1) of the key objectives is the planning of the project schedule and deliverables. The Contractor must also plan for enough time to familiarize themselves with the project needs and objectives, the area/facilities and meet key individuals associated with the project. Estimated to take four (4) days;
- (b) One (1) other meeting to be determined at start-up meeting. Estimated to take three (3) days;
- (c) One (1) meeting to review or discuss feedback on the revised conceptual design. This meeting may involve meeting with the Nature Centre and Red Deer Trail advisory group (see 7. *First Nations and Métis Participation*) (in Waskesiu Lake, Saskatchewan). Estimated to take two (2) days; and
- (d) One (1) meeting during the development of the detailed design package to be determined at the start-up meeting (in Waskesiu Lake Saskatchewan). Estimated to take three (3) days.

Start-up meeting must be clearly identified in the project schedule.

Meeting dates must be flexible and open to negotiation between the Project Authority and the Contractor. Meeting dates will occur Monday to Friday and within the hours of 8:00 a.m. to 4:00 p.m.

7. First Nations and Métis Participation

Prince Albert National Park is working with Nature Centre and Red Deer Trail advisory group in the development of the new exhibits. This group consists of participants from several First Nations and Métis committees and organizations. This group will work collaboratively with Parks Canada staff to develop the exhibit which focuses on the theme of people on the land and provide advice and recommendations on integrating First Nations and Métis perspective into all displays with a natural history focus.

The advisory group will be asked to provide feedback (at minimum) at key phases of the design process (to be determined at the start-up meeting). The Project Authority will lead this advisory group however the Contractor may be asked to present materials at the meetings. All feedback provided by this group must be considered by the Contractor and Project Authority and integrated where appropriate. Feedback from this advisory group will be provided upon award of the Contract.

The project schedule submitted by the Contractor must allow for time for consideration and feedback from the advisory group.

8. Deliverables

All project material must be provided in an electronic format as both PDF and a workable file (MS Office and/or the Adobe Creative Suite).

With the exception of the project schedule, the Contractor is required to submit three (3) drafts of each of the project deliverables to the Project Authority. The Contractor must also allow for a reasonable review period following the submittal of each of these drafts. These review periods must be clearly identified in the project schedule.

The deliverables outlined are what are required at minimum for each stage. Alternate and/or additional deliverables can be proposed to the Client through the proposal process and agreed upon in the development of the project schedule.

8.1. Project Schedule

A *project schedule* will be established early in the process that identifies the technical and design steps, anticipated number of meetings, critical milestone dates, review stages and input required from the Project Authority, the project team and the advisory group.

This project schedule must be based on the preliminary project schedule proposed. The final schedule will be developed in consultation with the Project Authority, offer flexibility and consider the project deadlines.



In the development of this schedule it is important to keep in mind that it is critical that the design is developed in collaboration with the Project Authority and project team. This schedule should outline the stages where the Project Authority (and/or the Project team) will be reviewing material and providing feedback to the design. In addition the project schedule must allow for the opportunity for the Nature Centre and Red Deer Trail advisory group to provide feedback at key project phases. The project schedule will be completed and agreed upon shortly after the first site visit and meeting.

Key to the development of this project schedule is to outline the schedule for the design, fabrication and installation for exhibit components and building renovations to ensure that they are in place for April 30, 2016.

**** The Contractor will be required to provide monthly status reports over the life of this project unless otherwise noted by the Project Authority. These are to include updated project schedules, update on project progress and any budget implications or changes. ****

8.2. Content Package

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below:

A **content package** which includes storyline, final text, image and illustration captions, scripts and text for videos and other digital media and other related content. This also includes any associated research to necessary to create the above.

8.3. Revised Conceptual Design Package

The Contractor must deliver a **revised conceptual design package** based on the *Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park*. PANP is generally happy with the concept as presented however the Contractor will be expected to make revisions based on:

- (a) The feedback provided in *Revisions Required on Concept Design for the Nature Centre, the Courtyard and Red Deer Trail for Prince Albert National Park*;
- (b) Adjusting design concept so that the total cost of fabrication, installation, shipping, building fit-up/renovations (including the addition of a unisex washroom and a dividing wall with staircase for the owl nest exhibit), and audio visual production does not exceed *4.4. Target Exhibit Budget*. The Contractor must work in close collaboration with the Project Authority to prioritize exhibits to meet the budget;
- (c) An evaluation of whether or not the amount of media is appropriate for the space (this includes indoor and outdoor exhibits);
- (d) Feedback from the Nature Centre and Red Deer Trail advisory group on exhibits related to First Nations and Métis content. This will be provided upon award of the Contract; and
- (e) Other suggestions the Contractor may have for improvement to the space.

The revised concept document must include the following:

- (a) A conceptual drawing of any of the **revised exhibits** and **revised visitor service facilities** proposed;
- (b) An exhibit floor plan showing the placement of the interior and exterior exhibits and visitor service facilities (i.e. reception desk) including visitor flow patterns **reflecting any changes** to the current concept;
- (c) A written description and illustration of each of the **revised** exhibits which includes the following: the experience and rationale, audience, and theme, proposed exhibit elements;
- (d) A **revised** orientation/way-finding sign plan which includes arrival/welcome and associated way-finding signs for the trail and courtyard;
- (e) **Any revisions** to recommendations for building fit-up or building renovations related to the proposed exhibits and facilities including wall and window treatment, lighting, electrical, data-cables, flooring etc.;



- (f) Any **proposed changes** to the design approach (which proposes items such as color palette options, materials, textures, fonts and finishes); and
- (g) A revised detailed “Class B” cost estimate fabrication, installation, and building fit-up and renovations.

8.4. Detailed Design Package

The Contractor must deliver a *detailed design package* which includes:

- (a) A floor plan showing the location of exhibits and facilities;
- (b) Illustrations or 3D rendering of exhibit space and each exhibit component;
- (c) A summary of the design approach which was used (i.e. color palette, paints and finishes, materials etc.);
- (d) Building fit-up and renovation requirements related to the proposed exhibits and facilities (including the addition of a unisex washroom and a dividing wall and staircase for the owl nest exhibit). This includes an exhibit lighting plan, flooring, window treatment, technical support items etc.;
- (e) A detailed list that provides a selection of potential suppliers and fabricators that the Project Authority may select from for fabrication;
- (f) A detailed “Class A” cost estimate for the entire project. This must include a detailed cost break down for the fabrication and installation of the designed exhibits and facilities and building fit-up and renovations requirements;
- (g) Final graphic design files for all graphic elements of the exhibits and digital media will include all required illustration, photography, scanning, programming and other graphic production;
- (h) Finished texts and scripts for all exhibit graphics, interactives and digital media (short of translations in French and any First Nations and Métis languages) as indicated under 5.2. *Optional Research, Content Development and Writing Services*; and
- (i) All working drawings and technical specifications required to implement all the exhibits components, visitor facilities and building fit up requirements and renovations.

8.5. Optional Contract Administration and Design Support During Fabrication and Installation Phases

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described below:

The Project Authority, through third-party contractors, will manage the fabrication and installation project stages. The Contractor will provide trouble-shooting and problem-solving concerning design issues during these stages.

To this end, the Contractor may be required to:

- (a) Assist with call for Tenders;
- (b) Assist with evaluation of bid proposals for a general fabrication contract, i.e. reading, discussing and scoring proposals in cooperation with the Project Authority and two (2) other members of the Parks Canada Project Team);
- (c) Attend general fabrication start-up meeting by phone conference;
- (d) Provide field reviews of all Construction and Exhibitory elements;
- (e) Provide review of applications for payment;
- (f) Provide periodic review of the fabrication production;



- (g) Attend fabrication progress meetings on site at the general fabricator's shop;
- (h) Provide project management support for the fabrication;
- (i) Attend an installation review meeting on site in Waskesiu Lake;
- (j) Provide assistance with final installations and adjustments as requested by the Project Authority;
- (k) Provide curatorial assistance as requested by the Project Authority;
- (l) Assist with inspection and acceptance of all final exhibit fabrication and installation and support the Client in ensuring any concerns are addressed;
- (m) Provide all manuals warranties, contacts and instructional packages to properly operate the facilities; and
- (n) Provide any revised drawings, specifications and direction as required to reasonably resolve any design issues which may emerge.

8.6. Additional Design Support Services

Additional design support services may be required of the Contractor during fabrication and installation phases of the project. These services will be additional to the total firm lot price of the contract.

9. Project Schedule

The project will begin on the date of the award of the Contract. This is anticipated for March 01, 2014.

Based on the project completion dates outlined below, the Contractor will be responsible for determining the project schedule, which must have the Client's approval prior to commencement of Work.

Any changes to the schedule must be approved by the Client. It is the Contractor's responsibility to update the schedule and provide it to the Client as necessary.

All work outlined in the Contract, excluding the work indicated under 3.1. *Optional Design Services*, and 8.5. *Optional Contract Administration and Design Support During Fabrication and Installation Phases* must be completed by December 12, 2014 or other date another date as proposed by the Contractor.

All exhibits must be installed and building fit-up/renovation complete by April 30, 2016.

10. Project Relationship and Communications

10.1. Project Authority

The Project Authority will represent Parks Canada. The Project Authority will be the Contractor's primary contact for this project. All issues and communications pertaining to contract performance shall be directed to this person. The Project Authority will be named upon contract award.

The Contractor shall remain in regular contact with the Project Authority, by telephone, email and in-person, to ensure that the project is progressing well.

10.2. Parks Canada Project Team

This project team will be comprised of the Project Authority and other Parks Canada staff. This team will be led by the Project Authority and will provide advice and feedback on audience needs, content, visitor experience, operational needs and design.

10.3. Other Contacts

The Contractor may at times be required to consult with particular project stakeholders and specialists, i.e. Parks Canada staff and/or First Nation or Métis representatives. Names and contact information of these individuals will be provided by the Project Authority if and when the need arises.



11. Contractor's Responsibilities

For the duration of the Contract, the Contractor's must:

- (a) Provide all labor, facilities, technical expertise and materials required to deliver the work under the Contract;
- (b) Work closely with the Project Authority, the project team and The Nature Centre and Red Deer Trail advisory group in an effective and collegial manner, to maintain a productive working relationship;
- (c) Advise the Project Authority in a timely manner of any delays or setbacks that may affect the schedule of development, production and delivery;
- (d) Provide monthly status reports over the life of this project unless otherwise noted by the Project Authority. These are to include updated project schedules, update on project progress and any budget implications or changes;
- (e) Respond to queries and concerns from the Project Authority in a timely and respectful manner;
- (f) Be familiar with Parks Canada's corporate mandate, policies and guidelines as these relate to the Project;
- (g) Provide, as necessary or upon request, professional and technical advice and support to the Project Authority, the project team or the project stakeholders; and
- (h) Ensure that all materials loaned to the Contractor by Parks Canada are securely stored on its premises under suitable environmental conditions, and are returned to the Project Authority properly identified and packaged or securely installed in the exhibit.

12. Parks Canada's Responsibilities

For the duration of the Contract, Parks Canada shall:

- (a) Work closely with the Contractor and the Contractor's project team in an effective and collegial manner, to maintain a productive working relationship;
- (b) Advise the Contractor in a timely manner of any delays or setbacks that may affect the schedule of development, production and delivery;
- (c) Respond to queries and concerns from the Contractor in a timely and respectful manner;
- (d) Arrange for meeting facilities for any project meetings in PANP;
- (e) Make every effort to provide the Contractor with mutually determined required information, documents, and materials in a timely manner;
- (f) Provide the Contractor with a resource package for use in the development of content and exhibit design. This package will include, but is not limited to: concept plan, themes and planning documents, Prince Albert National Park's Core Messages document, audience information, park documents etc.;
- (g) Provide functional support and technical guidance and direction to the Contractor in areas of audience information, park messages and content, park recreational opportunities, ecological and cultural resource expertise, history of the park and current park management information;
- (h) Review and provide feedback, direction and approvals in a timely matter; and
- (i) Organize and facilitate a project team that will include representatives from Parks Canada staff and/or provide introductions to specialist contacts within the staff.



13. Language of Work

English will be the language of work for all communications with the Client, its representatives and other stakeholders.

14. Changes to Scope of Work

Unless the Client specifically requests the Contractor to perform work over and above that outlined in the Contract, no additional charges by the Contractor shall be entertained. In the eventuality that the Client requests that the Contractor perform additional work, the Client shall be open to negotiations. Any resulting cost adjustments to the Contract shall be negotiated with the Contractor.

15. Contract Amendments

If a change in the Work is proposed or required, the Client shall provide a written notice describing the change in the Work to the Contractor. The Contractor shall then present, in a form acceptable to the Client, a method of adjustment or an amount of adjustment for the contract price, if any, for the proposed change in the Work. In such an eventuality, cost adjustments shall be negotiated with the Contractor.

Once the Client and the Contractor agree to the adjustments, the Client will request the Contracting Authority to amend the Contract. 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. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

16. Contracting Limitations

This Contract is for exhibit design, development, and support only. The Contractor will not be able to bid on any subsequent fabrication contracts for this project.



ANNEX B – BASIS OF PAYMENT

1. Firm Price

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of the *Annex A – Statement of Work*. This price does not include travel and living expenses, or optional goods and/or services.

(A)	FIRM PRICE FOR REQUIRED GOODS AND/OR SERVICES	\$
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2. Estimated Travel and Living Expenses for Scheduled Meetings

The Contractor must meet with Project Authority and/or the project team (as determined by the Client) and, as necessary, other members of the Contractor's Team, on four (4) occasions during the term of the Contract, as follows:

- (a) Start-up meeting and site visit upon award of Contract (in Waskesiu Lake, Saskatchewan). Estimated to take four (4) days;
- (b) One (1) other meeting to be determined at start-up meeting. Estimated to take three (3) days;
- (c) One (1) meeting to review or discuss feedback on the revised conceptual design (in Waskesiu Lake, Saskatchewan). Estimated to take two (2) days; and
- (d) One (1) meeting during the development of the detailed design package to be determined at the start-up meeting (in Waskesiu Lake Saskatchewan). Estimated to take three (3) days.

Additional meeting details are provided under 6. *Meetings of Annex A – Statement of Work*.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

(B)	ESTIMATED TRAVEL AND LIVING EXPENSES FOR SCHEDULED MEETINGS	\$
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3. Optional Content Package

In consideration of the Contractor completing the optional content package, which includes storyline, final text, image and illustration captions, scripts and text for videos and other digital media and other related content (this also includes any associated research to necessary to create the above) the Contractor will be paid a firm price, including but not limited to all professional, technical, and administrative fees and costs. This price does not include travel and living expenses, required goods and/or services as indicated in *Annex A – Statement of Work*, or any other optional goods and/or services.

(C)	FIRM PRICE FOR OPTIONAL CONTENT PACKAGE	\$
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4. Total Evaluated Bid Amount

The total bid amount is the sum of 1. *Firm Price (A)*, 2. *Estimated Travel & Living Expenses for Scheduled Meetings (B)*, and 3. *Optional Content Package (C)*.

	TOTAL EVALUATED BID AMOUNT (A + B + C)	\$
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Any resulting cost adjustments to the Contract shall be negotiated with the Contractor.

7. Additional Travel

Should additional meetings be required during the performance of the Contract, the Contractor shall meet with the Project Authority at the venue most appropriate to the purpose of the meeting. Should the Contractor be required to travel for such a meeting, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Should additional meetings be required as a result of the Contractor's performance, the Contractor will be responsible for their own travel costs.

Notes:

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (c) Customs duties are included and Applicable Taxes are extra, if applicable.
- (d) All prices submitted must be in Canadian Currency.



ANNEX D – TECHNICAL EVALUATION

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, **Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings.** To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

1. Mandatory Technical Criteria

Bids will be evaluated per the Mandatory Technical Criteria below.

Item No.	Evaluation Criteria
1.	<p>The Bidder must provide a digital copy, on a PC compatible CD, DVD, or USB flash drive in Adobe *.pdf format, of a portfolio containing information on a maximum of five (5) completed exhibit projects of a permanent nature that have been designed by the Bidder within the last ten (10) years.</p> <p>The examples must be completed projects in which the Bidder was the main contractor.</p> <p>The examples must be similar in scope, nature and complexity to the requirements described at <i>Annex A – Statement of Work</i>.</p> <p>Key personnel must have participated in a minimum of two (2) of the examples of previous work.</p> <p>The Bidder must provide two (2) hard copies and two (2) soft copies on a PC compatible CD, DVD, or USB flash drive, in Adobe *.pdf format of their Technical Bid.</p>
2.	<p>The Bidder must provide a detailed project schedule that outlines the significant activities, milestones and deliverables of the project, the expected points of Client input, review and approval, and required meetings.</p>
3.	<p>The Bidder must provide two (2) English examples of writing that are similar in nature to this project (i.e. interpretive centre exhibits, national park or natural history exhibits, visitor centre etc) for each writer proposed.</p>
4.	<p>The Bidder must provide two (2) demo examples of an exhibit that utilizes new media/digital interactives (i.e. touch screen, web application, use QR codes etc.) that has been designed by the Bidder within the last five (5) years for a museum, interpretive centre or learning environments that utilize new media. The examples must be completed projects in which the Bidder was the main contractor. It is acceptable if the technical work of the new media example was performed by a sub-contractor. At least one of the examples must have been developed by the lead digital media developer outlined in the proposed project team. The examples must be provided on a DVD or USB flash drive and must be capable of playback on a PC computer with a Windows operating system.</p>

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all Mandatory Technical Criteria. Bids declared non-responsive to the Mandatory Technical Criteria will be given no further evaluation.



2. Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Criteria below.

Item No.	Evaluation Criteria	Point Criteria	Weight	Maximum Weighted Points
1.	Qualifications and Experience			205
A.	<p>Proposed Project Team</p> <p>The project team proposed for this project should clearly be identified. If there is a joint-venture between more than one (1) firm, all firms should be identified, with their qualifications and their role in the project. The primary contact for each firm should be outlined.</p> <p>The lead firm should be identified and the relationships between each firm should clearly be laid out.</p> <p>All members of the proposed team should be clearly outlined. At minimum, the proposed team should outline the Bidder’s employees or sub-contractors who have the qualifications and experience to perform the following functions:</p> <ul style="list-style-type: none"> • Primary Contact/Project Manager (could also be the Exhibit Designer, Graphic Designer or Content development/Writer); • Lead Content Development/Writer; • Lead Exhibit Designer; • Lead Graphic Designer; and • Lead digital media developer (could also be the primary contact, Exhibit Designer, Graphic Designer or Content development/Writer). <p>The Bidders should provide a summary of the experience or a résumé for each project team member as it relates to their role in this project.</p> <p>The following information should be included in this summary and/or résumé of each individual assigned to the project:</p> <ul style="list-style-type: none"> • Name; • Position or role and responsibilities on project; • Identification as subcontractor or employee of the Bidder’s company. If they are a sub-contractor the company they work for should be identified; • Experience with exhibit design and/or content development and/or client/stakeholder collaboration and communication particularly as it relates to their proposed role with this project; • Role in provided examples of previous work; and • Education and training. <p><i>Each summary of experience or résumé should be limited to two (2) pages maximum per team member.</i></p> <p>The Bidder should provide a two (2) paragraph description outlining the experience the proposed project team has working together.</p>			60



B. Examples of Previous Work

The Bidder should provide examples of previous work that demonstrate to the Evaluation Team the qualifications and experience of the proposed project team.

The Bidder must provide a digital copy, on a PC compatible CD, DVD, or USB flash drive in Adobe *.pdf format, of a portfolio containing information on a maximum of five (5) completed exhibit projects of a permanent nature that have been designed by the Bidder within the last ten (10) years (see *Item No. 1. of 1. Mandatory Technical Criteria at Annex D – Technical Evaluation*).

The Evaluation Team will only evaluate five (5) completed exhibit projects in order of appearance in the Bidder’s proposal.

Key personnel must have participated in a minimum of two (2) of the examples of previous work.

Bidders should provide the following for each project:

- Project title, description, and location venue;
- Start date of work (month and year) and completion date (month and year);
- Bidder’s role;
- Total design, fabrication and installation budget. Budget should be broken down as follows: concept design, detailed design and fabrication/installation;
- Photo examples with a one paragraph written description of exhibit components (minimum three (3) and maximum ten (10) per project) at concept design stage, detailed design stage and as completed exhibits;
- Overall interpretive approach for the project including target audience, themes and messages. (maximum two (2) pages);
- Names of the team members involved in the example projects that are in the currently proposed Bidder’s team, and a brief explanation of their involvement and responsibilities pertaining to each project; and
- Client’s name, primary contact name, and phone number.

The Evaluation Team is looking for Bidders with experience in the following areas: outdoor media, use of sculpture, new media, interactive family-friendly exhibits and interpreting natural history as well as Aboriginal culture and history.

Writing Examples

The Bidder must provide two (2) English examples of writing that are similar in nature to this project (i.e. interpretive centre exhibits, national park or natural history exhibits, visitor centre etc) for each writer proposed. Provide an explanation of the target audience and how the writing is interpretive. Each writing sample and explanation should be maximum two (2) pages.

The Evaluation Team will only evaluate two (2) writing examples in order of appearance in the Bidder’s Proposal.

New Media Example

The Bidder must provide two (2) demo examples of an exhibit that utilizes new media/digital interactives (i.e. touch screen, web application, use QR codes etc.) that has been designed by the Bidder within the last five (5) years for a museum, interpretive centre or learning environments that utilize new media. The examples must be completed projects in which the Bidder was the main contractor. It is acceptable if the technical work of the new media example was performed by a sub-contractor. At least one of the examples must have been



	<p>developed by the lead digital media developer outlined in the proposed project team. The examples must be provided on a DVD or USB flash drive and must be capable of playback on a PC computer with a Windows operating system.</p> <p><i>The Evaluation Team will only evaluate two (2) examples of new media in order of appearance in the Bidder's Proposal.</i></p> <p><i>The Evaluation Team is expecting to see samples that show previous work that is similar to the programs described in this RFP. The Evaluation Team does not want to see marketing material.</i></p> <p>To help the Evaluation Team better understand the examples in the demo provided, the following information should be provided for each example:</p> <ul style="list-style-type: none"> • Title of the program, and original language; • Brief description of the program and how it relates to the RFP; • Names of the team members involved that are in the Bidder's proposed team, and a brief explanation of their involvement and responsibilities pertaining to each program; • Programs objectives and target audience; • Total production budget; • Duration of project; and • Client's name and current contact information. <p>The Proposed Project Team and Examples of Previous Work will be evaluated on the following point rated technical criteria.</p> <p>Note: Each of the two (2) DVD demo examples will be evaluated individually and the total evaluated scores averaged to assign a final overall score under each of the applicable point rated technical criteria.</p>			
<p>1.1.</p>	<p>Previous experience (depth and diversity) of team members in exhibit concept, detailed design, and content development for exhibits of similar size, scope and complexity.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Incomplete details provided. Team members have limited experience (depth and diversity) in designing and developing content for exhibits of similar size, scope and complexity.</p> <p>5 – 7 points: Mostly complete details provided. Most team members have good experience (depth and diversity) in designing and developing content for exhibits of similar size, scope and complexity.</p> <p>8 – 9 points: Mostly complete details provided. All team members have good experience (depth and diversity) in designing and developing content for exhibits of similar size, scope and complexity.</p> <p>10 points: Complete details provided. All team members have extensive experience (depth and diversity) in designing and developing content for exhibits of similar size, scope and complexity.</p>	<p>2.0</p>	<p>20</p>



<p>1.2.</p>	<p>Education, certifications and other relevant qualifications of project team members in their respective roles for this project.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Limited education and/or certifications, limited or non-relevant qualifications of team members in their respective roles.</p> <p>5 – 7 points: Some education and/or certifications and sufficient qualifications of team members in their respective roles.</p> <p>8 – 9 points: Appropriate level of education and certifications and good qualifications of team members in their respective roles.</p> <p>10 points: Extensive education and certifications and excellent qualifications of team members in their respective roles.</p>	<p>1.0</p>	<p>10</p>
<p>1.3.</p>	<p>The proposed team has experience working together and proposed team members were involved in the production of the examples of previous work.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not enough details provided on the team’s experience working together and/or team members have not worked together on projects. Team members are not the same individuals involved in the production of the examples evaluated.</p> <p>5 – 7 points: Mostly complete details are provided on the team’s experience working together and some team members have worked together on projects. Some team members have worked together on at least one (1) example evaluated.</p> <p>8 – 9 points: Mostly complete details are provided on the team’s experience working together and the majority of the team members have worked together on a number of projects. Majority of team members have worked together on at least one (1) example evaluated.</p> <p>10 points: Complete details are provided on the team’s experience working together and all team members have worked together on many projects. Majority of team members have worked together on all of the examples evaluated.</p>	<p>1.0</p>	<p>10</p>



<p>1.4.</p>	<p>Experience working collaboratively with clients, stakeholders, and consultant groups to achieve successful completion of exhibits.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Incomplete details provided and/or limited to no experience working collaboratively with clients and stakeholders, and consultant groups.</p> <p>5 – 7 points: Mostly complete details are provided. Team has some experience working in collaboration with clients, stakeholders, and consultant groups.</p> <p>8 – 9 points: Mostly complete details are provided. Team has good experience working in collaboration with clients, stakeholders, and consultant groups.</p> <p>10 points: Complete details are provided, and team has extensive and well described experience working in collaboration clients, stakeholders, and consultant groups.</p>	<p>2.0</p>	<p>20</p>
<p>1.5.</p>	<p>Examples of previous work are similar in nature, scope, complexity, and budget to this project. (10 points)</p> <p><i>The Evaluation Team is looking for examples that are similar in scope, nature, (i.e. interpretive centre exhibits, national park or natural history exhibits, visitor centres) approach (i.e. interpretive approach, media), content, complexity and budget etc. to the project requirements described in this Request for Proposal.</i></p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not similar in nature, scope, complexity and budget, etc.</p> <p>5 – 7 points: Somewhat similar in nature, scope, complexity and budget, etc.</p> <p>8 – 9 points: Similar in nature, scope, complexity and budget, etc.</p> <p>10 points: Very similar in nature, scope complexity and budget, etc.</p>	<p>1.0</p>	<p>10</p>
<p>1.6.</p>	<p>Previous work example demonstrates creativity, innovation, and technical excellence.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Demonstrates lack of creativity and innovation. Technically insufficient.</p> <p>5 – 7 points: Demonstrates some creativity and innovation. Technically sufficient.</p> <p>8 – 9 points: Demonstrates very good creativity and innovation. Technically well done.</p> <p>10 points: Demonstrates very unique, bold, and creative approach. Highly innovative. Technically excellent.</p>	<p>2.0</p>	<p>20</p>



<p>1.7.</p>	<p>Previous work examples use interpretive techniques to effectively communicate the projects themes and messages to the target audience.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: The examples do not effectively communicate themes and messages to target audiences. Themes/audiences are unclear. Poor use of interpretive techniques.</p> <p>5 – 7 points: Examples adequately communicate themes and message to target audience. Themes are clear for audience. Adequate use of interpretive techniques.</p> <p>8 – 9 points: The examples effectively communicate themes and messages to target audiences. Themes are clear and engaging to the audience. Use of interpretive techniques is very good.</p> <p>10 points: The examples communicate excellent themes and messages to target audiences. Themes and audiences are very clear. Use of interpretive techniques is excellent. Examples do a fantastic job of engaging audiences.</p>	<p>2.0</p>	<p>20</p>
<p>1.8.</p>	<p>The visual appeal of previous work example; i.e. graphics, artwork, font and illustrations, etc, demonstrate creativity and effectiveness.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not visually appealing.</p> <p>5 – 7 points: Somewhat visually appealing. Adequate use of graphics, artwork etc. The visual look insufficiently relates to the intent, content or location etc.</p> <p>8 – 9 points: Visually appealing. Creative and effective use of graphics, artwork, etc. The visual look relates to the intent, content or location etc.</p> <p>10 points: Very visually appealing. Outstanding and creative use of graphics, artwork etc. The visual look is tied in very well to the intent, content or location etc.</p>	<p>1.5</p>	<p>15</p>



<p>1.9.</p>	<p>Examples of previous work are interactive and engaging for the user.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not interactive or engaging for the user. Limited use of interpretive techniques to engage the user.</p> <p>5 – 7 points: Somewhat interactive and engaging for the user. Ineffective use of interpretive techniques to engage the user.</p> <p>8 – 9 points: Interactive and engaging for the user. Effective use of interpretive techniques to engage the user.</p> <p>10 points: Highly interactive and engaging for the user. Outstanding use of interpretive techniques to engage the user.</p>	<p>2.0</p>	<p>20</p>
<p>1.10.</p>	<p>The budgets listed in the examples of previous work are realistic, demonstrate good planning and value for money.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Budget is unrealistic, demonstrates poor planning and value for money.</p> <p>5 – 9 points: Budget is reasonable, demonstrates appropriate planning and decent value for money.</p> <p>10 points: Budget demonstrates clear planning and excellent value for money.</p>	<p>1.0</p>	<p>10</p>
<p>1.11.</p>	<p>Writing example(s) are well written, clear, engaging and effective. The style of writing is suitable for the project’s themes and audiences.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: The writing is poor and not clear and/or the example is not adequate. Style is not suitable for the project’s themes and audiences.</p> <p>5 – 7 points: The writing is sufficient. It is clear but not effective or engaging. Style is not suitable for the project’s themes and audiences.</p> <p>8 – 9 points: The writing is good. It is clear, effective and engaging. Style is suitable for the project’s themes and audiences.</p> <p>10 points: The writing is excellent. It is very clear, highly effective and very engaging. Style is suitable for the project’s themes and audiences.</p>	<p>2.5</p>	<p>25</p>



<p>1.12.</p>	<p>Demo example(s) are effective, visually appealing and demonstrate(s) creativity, innovation, and technical excellence.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not visually appealing. Limited or poor use of graphics, artwork, video, etc. Ineffective and insufficiently creative use of animations. The visual look insufficiently relates to the intent, content or location of demo example(s). Demonstrates lack of creativity and innovation. Technically insufficient.</p> <p>5 – 7 points: Somewhat visually appealing. Adequate use of graphics, artwork, video, etc. Ineffective and insufficiently creative use of animations. The visual look insufficiently relates to the intent, content or location of demo example(s). Demonstrates some creativity and innovation. Technically sufficient.</p> <p>8 – 9 points: Visually appealing. Creative and effective use of graphics, artwork, video, etc. Effective and creative use of animations. The visual look relates to the intent, content or location of demo example(s). Demonstrates very good creativity and innovation. Technically well done.</p> <p>10 points: Very visually appealing. Outstanding and creative use of graphics, artwork, video, etc. Excellent and creative use of animations. The visual look is tied in very well to the intent, content or location of demo example(s). Demonstrates very unique, bold, and creative approach. Highly innovative. Technically excellent.</p>	<p>1.0</p>	<p>10</p>
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<p>1.13.</p>	<p>Demo example(s) are interactive and engaging for the user and demonstrate(s) the effective use of content and audio-visual techniques to communicate themes and messages.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not interactive or engaging for the user. Limited use of audio-visual techniques to engage the user. The content does not effectively communicate themes messages, storyline not clear, poor use of language. Audio-visual techniques do not help to communicate content.</p> <p>5 – 7 points: Somewhat interactive and engaging for the user. Ineffective use of audio-visual techniques to engage the user. The content adequately communicates themes and messages, storyline clear, adequate use of language. Audio-visual techniques help to communicate content.</p> <p>8 – 9 points: Interactive and engaging for the user. Effective use of audio-visual techniques to engage the user. The content effectively communicates themes and messages, storyline clear and engaging, appropriate use of language. Audio-visual techniques help to communicate content.</p> <p>10 points: Highly interactive and engaging for the user. Outstanding use of audio-visual techniques to engage the user. The content communicates themes and messages excellently, storyline very clear and engaging, excellent use of language. Audio-visual techniques clearly communicate content. Bilingual demo example(s) are excellent.</p>	<p>1.5</p>	<p>15</p>
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2.	Proposed Approach, Methodology, and Project Schedule			100
A.	<p>The Bidder should provide a detailed approach and methodology that outlines how the Bidder’s proposal will meet all the objectives and deliverables outlined in the RFP within limits of the project schedule.</p> <p>The proposed approach and methodology should be outlined for each of the following areas: project management, content development and writing, revisions to the concept design, detailed design (including building fit up, graphic design, audio-visual development, working drawings), Client communication and collaboration and stakeholder involvement.</p> <p>The proposed approach should demonstrate to the Evaluation Team an understanding of the nature, scope and purpose of this project, as well as the potential challenges and how they might be overcome.</p> <p>Included with this must be a detailed project schedule that outlines the significant activities, milestones and deliverables in this project, the expected points of Client input, review and approval, and required meetings. The schedule should identify who is responsible for each of the significant activities. The schedule must reflect key dates of delivery and should meet Client expectations on delivery dates.</p> <p><i>The Evaluation Team is looking for all work outlined, excluding the work indicated under 3.1. Optional Design Services, and 8.5. Optional Contract Administration and Design Support During Fabrication and Installation Phases of Annex A – Statement of Work, to be completed by December 12, 2014. Justification must be provided with the schedule if timelines extend past the above completion date.</i></p> <p>The Proposed Approach, Methodology, and Project Schedule will be evaluated on the following point rated technical criteria.</p>			100
2.1.	<p>The proposed approach and methods are creative, original and easy to visualize while still meeting the needs of the project.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Proposed approach and methods cannot be visualized and/or does not meet the needs of the project. Lacking creative approaches and/or original methodology.</p> <p>5 – 7 points: Proposed approach can be visualized and meets most of the needs of the project. Somewhat creative approaches and somewhat original methodology.</p> <p>8 – 9 points: Proposed approach can be visualized and meets the needs of the project. Creative approach and original methodology.</p> <p>10 points: Proposed approach can be easily visualized and more than meets the needs of the project. Very creative and innovative approaches and very original methodology.</p>	1.5	15



<p>2.2.</p>	<p>The range and detail of services provided in the project proposal. All required services are outline and the Bidder has sufficient skills to meet the project needs.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Insufficient detail on services and skills. Level of services/skill is poor and inadequate to meet project needs. Lacking detail and/or skill.</p> <p>5 – 7 points: Sufficient detail on services/skills. Level of services/ skills is adequate to meet project needs.</p> <p>8 – 9 points: Good level of detail on services/skills. Levels of services/skills are good and sufficient to meet project needs.</p> <p>10 points: Excellent level of detail on services/skills. Level of service and skills are outstanding and more than meet project needs.</p>	<p>1.0</p>	<p>10</p>
<p>2.3.</p>	<p>The proposed project plan and methodologies are detailed and well thought out. The proposed approach and methodologies are effective, efficient, yet flexible, and meets all requirements of the RFP within the timelines of the project.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Proposed project plan and methodologies are not detailed and/or poorly laid out. The proposed approach and methodologies are not effective or efficient and/or do not meet all requirements of the RFP within the timelines. Poor techniques to be put in place and used to plan, organize, direct, and control the project. Inflexible approach to project plans.</p> <p>5 – 7 points: Proposed project plan and methodologies are sufficiently detailed and laid out. The proposed approach and methodologies are somewhat effective and efficient and meet some requirements of the RFP within the timelines. Sufficient techniques to be put in place and used to plan, organize, direct, and control the project. Somewhat flexible approach to project plans.</p> <p>8 – 9 points: Proposed project plan is detailed and well laid out. The proposed approach and methodologies are effective and efficient and meet all requirements of the RFP within the timelines. Good techniques to be put in place and used to plan, organize, direct, and control the project. Appropriately flexible approach to project plans.</p> <p>10 points: Proposed project plan is very detailed and very well laid out. The proposed approach and methodologies are very effective and efficient and meet all requirements of the RFP within the timelines. Excellent techniques to be put in place and used to plan, organize, direct, and control the project. Innovative and flexible approach to project plans.</p>	<p>2.0</p>	<p>20</p>



<p>2.4.</p>	<p>The proposed project schedule reflects all required activities, deliverables, meetings, milestones, and points of Client review/stakeholder involvement, etc. and information is outlined in sufficient detail. Demonstrates ability to meet deadlines and allocates sufficient time for each step.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not enough details on activities, milestones, meeting, deliverables, etc. provided. Timelines are not suitable and realistic, and/or do not include adequate level of client involvement. The time provided for each approval stage is questionable in most areas. Inadequate solutions to schedule challenges.</p> <p>5 – 7 points: Enough details on activities, milestones, meetings, deliverables, etc. provided. Timelines are mostly suitable and realistic, and include limited to adequate level of client involvement. The time provided for each approval stage is questionable in some areas. Limited to adequate solutions to schedule challenges.</p> <p>8 – 9 points: Good level of details on activities, meetings milestones, deliverables, etc. provided. Timelines are suitable and realistic, and include an adequate level of client involvement. The time provided for each approval stage is appropriate. Good solutions to schedule challenges.</p> <p>10 points: Very good details on activities, meetings, milestones, deliverables, etc. provided. Timelines are very suitable and realistic, and include a more than adequate level of client involvement while offering flexibility. The time provided for each approval stage is more than appropriate. Innovative solutions to schedule challenges.</p>	<p>1.5</p>	<p>15</p>
<p>2.5.</p>	<p>The proposed approach to relationships and communications is effective and appropriate.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not enough details and/or poor approach to relationships, communications and working with others. Limited to no provisions identified for working in collaboration.</p> <p>5 – 7 points: Sufficient approach to relationships, communications and working with others. Adequate provisions identified for working in collaboration.</p> <p>8 – 9 points: Good approach to relationships, communications and working with others. Good provisions identified for working in collaboration.</p> <p>10 points: Excellent approach to relationships, communications and working with others. Excellent provisions identified for working in collaboration.</p>	<p>2.0</p>	<p>20</p>



2.6.	The proposed approach, project plan and schedule demonstrate an understanding of the project and the project issues and challenges and how they might be overcome.	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Not enough details provided on project issues and challenges. The proposed approach, project plan and schedule lack analysis of challenges and/or solutions.</p> <p>5 – 7 points: Sufficient understanding of the project issues and challenges. The proposed approach, project plan and schedule provide adequate analysis of challenges with some solutions.</p> <p>8 – 9 points: Good understanding of the project issues and challenges. The proposed approach, project plan and schedule provide good analysis of challenges with good solutions.</p> <p>10 points: Outstanding understanding of the project issues and challenges. The proposed approach, project plan and schedule provide excellent analysis of challenges with well thought out solutions.</p>	2.0	20
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2.1. Point Rated Technical Criteria Summary Table

Item No.	Evaluation Criteria	Weight	Maximum Weighted Points
1.	Qualifications and Experience		205
1.1.	Previous experience (depth and diversity) of team members in exhibit concept, detailed design, and content development for exhibits of similar size, scope and complexity.	2.0	20
1.2.	Education, certifications and other relevant qualifications of project team members in their respective roles for this project.	1.0	10
1.3.	The proposed team has experience working together and proposed team members were involved in the production of the examples of previous work.	1.0	10
1.4.	Experience working collaboratively with clients, stakeholders, and consultant groups to achieve successful completion of exhibits.	2.0	20
1.5.	Examples of previous work are similar in nature, scope, complexity, and budget to this project	1.0	10
1.6.	Previous work example demonstrates creativity, innovation, and technical excellence.	2.0	20
1.7.	Previous work examples use interpretive techniques to effectively communicate the projects themes and messages to the target audience.	2.0	20
1.8.	The visual appeal of the examples of previous work, i.e. graphics, artwork, font and illustrations, etc, demonstrate creativity and effectiveness.	1.5	15
1.9.	Examples of previous work are interactive and engaging for the user.	2.0	20
1.10.	The budgets listed in the examples of previous work are realistic, demonstrate good planning and value for money.	1.0	10
1.11.	Writing example(s) are well written, clear, engaging and effective. The style of writing is suitable for the project's themes and audiences.	2.5	25
1.12.	Demo example(s) are effective, visually appealing and demonstrate(s) creativity, innovation, and technical excellence.	1.0	10
1.13.	Demo example(s) are interactive and engaging for the user and demonstrate(s) the effective use of content and audio-visual techniques to communicate themes and messages.	1.5	15
2.	Proposed Approach, Methodology, and Project Plan		100
2.1.	The proposed approach and methods are creative, original and easy to visualize while still meeting the needs of the project.	1.5	15
2.2.	The range, detail and quality of services and skills provided in the project proposal.	1.0	10
2.3.	The proposed project plan and methodologies are detailed and well thought out. The proposed approach and methodologies are effective, efficient, yet flexible, and meets all requirements of the RFP within the timelines of the project.	2.0	20
2.4.	The proposed project schedule reflects all required activities, deliverables, meetings, milestones, and points of Client review/stakeholder involvement, etc. and information is outlined in sufficient detail. Demonstrates ability to meet deadlines and allocates sufficient time for each step.	1.5	15



2.5.	The proposed approach to relationships and communications is effective and appropriate.	2.0	20
2.6.	The proposed approach, project plan and schedule demonstrate an understanding of the project and the project issues and challenges and how they might be overcome.	2.0	20
Total Weighted Points Available		305	

Item No.	Evaluation Criteria	Maximum Weighted Points Available	Minimum Weighted Points Required
1.	Qualifications and Experience	205	143.5
2.	Proposed Approach, Methodology, and Project Plan	100	70

Required Minimum Weighted Points Overall		213.5	
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