

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet St-Hubert - Cons. Serv. Control Ctr		
Solicitation No. - N° de l'invitation 9F030-131009/A	Date 2014-05-16	
Client Reference No. - N° de référence du client 9F030-13-1009		
GETS Reference No. - N° de référence de SEAG PW-\$MTC-775-12750		
File No. - N° de dossier MTC-4-37015 (775)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-06-17		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Aguilera, Maria Pia		Buyer Id - Id de l'acheteur mtc775
Telephone No. - N° de téléphone (514) 496-3573 ()		FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AGENCE SPATIALE CANADIENNE 9F030 Sécurité et installations 6767 ROUTE DE L AEROPORT ST HUBERT Québec J3Y 8Y9 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

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

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Solicitation No. - N° de l'invitation

9F030-131009/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc775

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

9F030-13-1009

File No. - N° du dossier

MTC-4-37015

CCC No./N° CCC - FMS No/ N° VME

Request for Proposal

See document attached

THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT

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May 1, 2013
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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The nature of the services required and strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2014-03-01), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;

- (d) the document entitled "Doing Business with National Capital Area";
- (d) the document entitled "General Procedures and Standards";
- (e) the **Security Requirements Check List (SRCL)**;
- (?) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
- (?) the proposal, Declaration/Certifications Form and Price Proposal Form.

3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 BID SOLICITATIONS DISTRIBUTION

Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, **Canada will not be sending notifications. Canada will post all amendments using GETS.** It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

SI4 SITE VISIT

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Wednesday May 28th, 2014 at 9:30 a.m. at **John H. Chapman Space Centre**, Canadian Space Agency Headquarters, 6767 Route de l'Aéroport, Longueuil (St-Hubert), Québec.

Bidders must confirm their presence to **Maria Aguilera** (mariapia.aguilera@tpsgc-pwgsc.gc.ca) and cc.: Claudine Morin (claudine.morin@asc-csa.gc.ca) at least three (3) days before the visit and have in their possession a valid photo ID on the day of the visit.

Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

S15 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 or via email:

Mariapia.aguilera@tpsgc-pwgsc.gc.ca.

Enquiries should be received no later than seven [7] working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

S16 CANADA'S TRADE AGREEMENTS

This procurement is not subject to the provisions of any accord.

S17 CERTIFICATIONS

1. Integrity Provisions - Associated Information

By submitting a proposal, the Proponent certifies that the Proponent and its Affiliates are in compliance with the provisions as stated in Section G11 Integrity Provisions - Proposal of [R1410T \(2014-03-01\)](#) General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

3. A3050T (2010-01-11) – Canadian Content Certification

S18 SECURITY REQUIREMENT

Security Requirement: For Canadian Supplier PWGSC FILE #: 9F030-131009

Contractor/Offer personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

S19 WEBSITES

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

Employment Equity Act
<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)
http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml

Certificate of Commitment to Implement Employment Equity form LAB 1168
<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

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

Consent to a Criminal Record Verification (PWGSC-TPSGC 229 form)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Lobbying Act
<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

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

Supplier Registration Information
<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Solicitation No – N° de l'invitation
9F030-131009/A
Client Ref No. – N° de réf. du client
9F030-13-1009

Amd. No. – N° de la modif.
File No. – N° du dossier
MTC-4-37015

Buyer ID – id de l'acheteur
mtc 775

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

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

- (a) the Front Page and this Agreement clause;
- (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2014-03-01), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2011-05-16), General Condition (GC) 2 - Administration of the Contract
 - R1220D (2011-05-16), General Condition (GC) 3 - Consultant Services
 - R1225D (2012-07-16), General Condition (GC) 4 - Intellectual Property
 - R1230D (2012-07-16), General Condition (GC) 5 - Terms of Payment
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2012-07-16), General Condition (GC) 8 - Dispute Resolution
 - R1250D (2012-07-16), General Condition (GC) 9 - Indemnification and Insurance
- Supplementary Conditions
- Agreement Particulars
- (c) Project Brief / Terms of Reference;
- (d) the document entitled "Doing Business, Quebec Region"; Project Brief;
- (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.

2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

-
- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference;
 - (h) the document entitled "Doing Business, Quebec Region"; Project Brief;
 - (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

Security Requirement: For Canadian Supplier

PWGSC FILE #: 9F030-131009

Contractor/Offer personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

SC2 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

CS3 A3060C (2008-05-12) – CANADIAN CONTENT CERTIFICATION (2008-05-12) A3060C

AGREEMENT PARTICULARS

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

SUBMISSION REQUIREMENTS AND EVALUATION

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SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 GENERAL INFORMATION

1.1 REFERENCE TO THE SELECTION PROCEDURE

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

1.2 CALCULATION OF TOTAL SCORE

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

Technical Rating x 90%	=	Technical Score (Points)
<u>Price Rating x 10%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 REQUIREMENT FOR PROPOSAL FORMAT

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus [five (5)] bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

2.2 SPECIFIC REQUIREMENTS FOR PROPOSAL FORMAT

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is [thirty (30)] pages.

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

- Covering letter
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)

-
- Code of Conduct Certifications
 - Front page of the RFP
 - Front page of revision(s) to the RFP
 - Price Proposal Form (Appendix C)

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

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

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

3.1.1 Licensing, Certification or Authorization

The proponent shall be an [Architectural Firm](#), licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of [Quebec](#)

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

Proponent (prime consultant)

1. Architecture

Key Sub-consultants / Specialists

1. Engineering – Electrical
2. Engineering – Mechanical
3. Engineering – Structural

If the Proponent proposes to provide multi-disciplinary services that might otherwise be performed by a sub-consultant, this should be reflected here.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A. The key personnel required are:

-
1. Project Manager, Architecture
 2. Project Manager, Electrical and Mechanical Engineering
 3. Designer, Architecture
 4. Designer, Electrical Engineering
 5. Designer, Mechanical Engineering
 6. Designer, Structural Engineering

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

3.1.4 Integrity Provisions - Associated Information

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

3.2 RATED REQUIREMENTS

3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a **minimum of (2) two, maximum of (3) three projects** undertaken within the last (6) six years. Joint venture submissions are not to exceed the maximum number of projects. Only the first (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project.
- Brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- budget control and management - i.e. contract price & final construction cost - explain variation
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation

-
- client references - name, address, phone and fax of client contact at working level - references may be checked
 - names of key personnel responsible for project delivery
 - awards received

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.2 Achievements of Key Sub-consultants and Specialists on Projects

Describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select a **minimum of (2) two, maximum of (3) three** projects undertaken within the last (6) six years per key sub consultant or specialist. Only the first (3) projects listed in sequence (per key subconsultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project.
By comparable we mean:
 - **Office and institutional interior fit-up work;
and/or**
 - **Project planning, design and construction in occupied and operating facilities
(architecture);
and/or**
 - **Planning, design and construction of electrical and mechanical components of
complex computer facilities (engineering).
and/or**
 - **Planning, design and installation of technical furniture series to support complex
workstations, multi-screens and other options**
- Brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- budget control and management

-
- project schedule control and management
 - client references - name, address, phone and fax of client contact at working level - references may be checked
 - names of key personnel responsible for project delivery
 - awards received

3.2.3 Achievements of Key Personnel on Projects

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Information that should be supplied for each key personnel:

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- role, responsibility and degree of involvement of individual in past projects

3.2.4 Understanding of the Project:

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (federal image, sustainable development, sensitivities)
- The relationship between this commission and any earlier studies completed for PWGSC
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project
- The Client User's philosophies and values

3.2.5 Scope of Services:

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy

3.2.6 Management of Services:

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists' personnel and their role on the project.
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
- What back-up will be committed
- Profiles of the key positions (specific assignments and responsibilities)
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Reporting relationships
- Communication strategies
- Response time: demonstrate how the response time requirements will be met

3.2.7 Design Philosophy / Approach / Methodology

The proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

- Design Philosophy / Approach / Methodology
- Describe the major challenges and how your team approach will be applied to those particular challenges.

3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Rating	Weight Factor	Weighted Rating
Achievements of Proponent (3.2.1) Architectural Firm	0 – 10	2.00	20.0
Achievements of Key Sub-consultants / Specialists (3.2.2):		<i>(1.00)</i>	<i>(10.0)</i>
• Electrical Engineering	0 – 10	0.40	4.0
• Mechanical Engineering	0 – 10	0.40	4.0
• Structural Engineering	0 – 10	0.20	2.0
Achievements of Key Personnel on Projects (3.2.3):		<i>(2.50)</i>	<i>(25.0)</i>
• Project Manager, Architecture	0 – 10	0.70	7.0
• Project Manager, Electrical/Mechanical Engineering	0 – 10	0.40	4.0
• Designer, Architecture	0 – 10	0.50	5.0
• Designer, Electrical Engineering	0 – 10	0.30	3.0
• Designer, Mechanical Engineering	0 – 10	0.30	3.0
• Designer, Structural Engineering	0 – 10	0.30	3.0
Understanding of the Project (3.2.4)	0 – 10	1.50	15.0
Scope of Services (3.2.5)	0 – 10	1.25	12.5
Management of Services (3.2.6)	0 – 10	1.25	12.5
Design Philosophy / Approach / Methodology (3.2.7)	0 – 10	0.50	5.0
Technical Rating		10.00	0.0 – 100.0

Generic Evaluation Table

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

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement

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

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

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

- A. The lowest price proposal receives a Price Rating of 100
- B. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
- C. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding numbers of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	90	0 - 90
Price Rating	0 - 100	10	0 - 10
Total Score		100	0 - 100

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

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

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

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

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form- completed and signed - form provided in Appendix B
- Integrity Provisions - Associated Information - list of directors/owners
- Proposal - one (1) original plus (5) five copies
- Front page of RFP
- Front page(s) of any solicitation amendment

In a separate envelope:

- Price Proposal Form - one (1) completed and submitted in a separate envelope

PROJECT BRIEF (TERMS OF REFERENCE)

Architectural and Engineering Consulting Services

Project name: RCM Real Property Project
Client: Canadian Space Agency (CSA)
Location: John H. Chapman Space Centre
Canadian Space Agency Headquarters
6767 Route de l'Aéroport
Longueuil (St. Hubert), Quebec
Date: February 25, 2014

1. Project brief

The CSA requires the services of an architectural and engineering consulting firm with experience in the retrofitting of critical operations areas that are currently occupied. The selected firm will have experience in the retrofitting of control centres, office space and support areas and will be required to retrofit portions of areas that operate 24 hours per day, 365 days per year.

The objective of this Request for Proposal (RFP) is to engage the services of a firm to draft designs, plans and specifications and as-built drawings, as well as to carry out worksite supervision, for the retrofitting of office space and special-purpose areas assigned to RADARSAT Constellation Mission (RCM) activities, and for the retrofitting of a satellite operations area.

The architect will be asked to submit a proposal with respect to fees charged for the following, without being limited to, professional architectural, mechanical, electrical and structural services: surveys, preliminary drawings, construction plans and technical specifications, bid solicitation documents, construction work supervision, and as-built drawings.

The services to be provided are described in greater detail in Section 4. In every phase of the project, the architect will be responsible for co-ordinating the services with all parties concerned. To complete this project, the consultant will need to subcontract the services of experts in related specialized fields (i.e. sub-consultants).

2. Project description and context of activities

- 2.1 The John H. Chapman Space Centre is a building with 30,000 m² of floor area constructed in the 1990s. Approximately 50% of the building floor area consists of office space, while 20% comprises laboratories, 15% comprises operational areas and 15% is used for services.

-
- 2.2 The main area to be retrofitted includes Building 2 – Level 2 (P2N2), which currently houses the operations of satellite missions and offices that will be vacated prior to the project and will be retrofitted, where necessary, during the project.
- 2.3 In addition to P2N2, the adjacent areas to be retrofitted are identified as Rooms 2C-200 and 2B-200 and the conference rooms in Area 1D-100.
- 2.4 In total, the areas to be retrofitted comprise about 2,200 m², 30% of which consists of the control centre and the server room (2B-205A1), which must be kept in operation at all times.
- 2.4 A Functional and Technical Program (FTP), dated February 24, 2014, was prepared by the firms Cimaïse and Rochon Experts-Conseils and will be distributed (without the technical appendices) to firms considering the submission of a proposal. The FTP will be the prime reference defining requirements and will serve as the basis for the design and for subsequent validations in future phases.
- 2.5 For the purposes of the RCM Real Property Project, the following real property studies and projects under way at the Agency must be incorporated into the proposed solutions:
- Workplace lighting study;
 - Asset maintenance work;
 - Shared Services Canada IT projects;
 - Other project, if applicable.
- 2.6 The activities will be carried out within the building's operational context, as follows:
- The consultants must take security restrictions into consideration: All persons involved in the project must pass a security screening beforehand;
 - The consultants may be required to provide some services on weekends and/or outside regular business hours during the construction period.

3. Scope of the project

During each of the project phases described below, the Consultant must plan for and schedule project co-ordination meetings with the RCM Real Property Project Manager, the Real Property Management Team and the consultants under subcontract (sub-consultants), if any, on a regular basis to ensure that ongoing, efficient and diligent progress is made in the project. The Consultant must draft minutes of the meetings and distribute them no later than two working days after each meeting.

Occupational safety and health must be a priority for all planned activities. The contractor for the work will be required to submit a specific safety program and the Consultant will be required to provide regular follow-up at all project co-ordination meetings.

Depending on the work, the preliminary budget estimate of the cost of the retrofit work and associated tasks is approximately \$2.25 million (before taxes). This estimated project budget will be validated by the Consultants and reviewed in every phase of the project, depending on progress made in the project.

5. Services to be provided

The service packages (SPs) listed below will include all of the following deliverables:

SP 1 – Preliminary Design and Inspection Phase

- Visit the building and the site;
- Analyse project requirements as defined in the Functional and Technical Program (FTP);
- Analyse existing documents, such as the building construction plans provided by the CSA and other documents.
- (1) start-up meeting and presentation (handing over) of data;
- (1) meeting to clarify requirements;

SP 2 – Schematic Design Phase

- Confirm the accuracy of details in existing plans and specifications by carrying out required additional surveys of existing conditions;
- Draft a preliminary report in English and French that describes the project and various components and takes into account retrofit problems in each phase in the critical area occupied 24 hours a day, every day, as well as the vision for the future control centre's flexibility over the next 20 years; (1) meeting to present the report to the client's group and revise as needed;
- Submit design options (minimum of 2, maximum of 3) including phases of area operations that are viable and can be implemented according to technical strategies acceptable to the CSA; (1) presentation meeting to client's group.
- Analyse each solution in accordance with objectives, including the project cost and schedule;
- Prepare and submit a Category C cost estimate for the various design options;
- Draw up and submit a project completion schedule;
- Recommend an option to be developed further, along with all supporting documentation and technical rationales, while specifically addressing the problem of construction in an occupied area;
- Verify and ensure compliance with all applicable acts, regulations, codes, standards and municipal bylaws concerning the project design.

- (1) Team meeting (whole team) every two weeks in addition to the meetings listed above; additional meetings as needed.

SP 3 – Design Development and Construction Documents Phase

An open-ended submission of documents and outlines of responsibilities, including the following:

- Plan views, cross-section drawings and other details required to illustrate the retrofit work;
- 3D perspectives or drawings illustrating the new spaces to best effect;
- A description of materials used in the proposed retrofit project;
- Cross-section drawings of and other information on related mechanical, electrical and structural work;
- Submit an analysis report on applicable codes and regulations;
- Prepare complete bilingual documents and submit them at the 33%, 66% and 99% completion stages for review by the CSA (2 large-format paper copies, one 11"x17" copy and the PDF files);
- Provide with each submission of documents the construction phases plan and any revised versions thereof;
- Co-ordinate all documents with all sub-consultants in specialized fields;
- Submit a preliminary construction work completion schedule;
- Take the CSA's comments into account and include them in the construction documents or provide replies to the comments and explain why they are not included;
- Submit a strategy in the event of shutdowns of security, mechanical and/or electrical systems and for other requirements associated with the submitted phases;
- Prepare a B-level estimate while drafting the project completion documents (33% and 66%) and a detailed A-level estimate breakdown when the phase is completed (99%) as well as prior to the bid solicitation (preliminary bids);
- Together with the Project Manager, produce occupational safety and health risk analyses and mitigation measures (33%);
- Produce a risk analysis and project-related contingency plans (33%, 66% and 99%);
- Schedule a meeting in each phase in order to give a presentation to the client.
- At the end of the 100% completion phase, submit a reproducible sealed copy of the construction plans and specifications and submit an electronic PDF copy on CD that is organized as per PWGSC requirements for the posting of bid solicitations on MERX ;
- The plans issued for bid solicitations must be in English and French;
- The specifications must be in National Master Specifications format and consist of English and French versions;
- The architect must provide a brief description of the work in both official languages for the purposes of posting the bid solicitation;
- Submit in the 100% completion phase a copy of the electronic files of the drawings for quality control purposes;

- Chair project co-ordination meetings and draft meeting minutes and distribute them within two working days following the meetings;
- Submit everything to the CSA for review prior to delivery of the final planning document.
- (1) Team meeting (whole team) every two weeks in addition to the meetings listed in steps above; additional meetings as needed.

SP 4 – Bid Solicitation Phase

- Along with the sub-consultants involved, attend the bidders' visit;
- Give a presentation on the project and its special characteristics during the bidders' visit;
- Draft addenda(s) to the requirements and answer bidders' questions (in English and French);
- Analyse bids received;
- Draw up a contract award recommendation for the Project Manager;
- If necessary, obtain from bidders additional breakdowns of the bids received. Documents submitted for public bid solicitations in addition to plans and specifications, addenda and correspondence during the bid solicitation period must be in both of Canada's official languages.
- (1) Team meeting (whole team) every two weeks; additional meetings as required by the needs of a tender by PWGSC.

SP 5 – Construction Phase

The architect and the sub-consultants involved must provide supervision services for work that falls within their respective areas of expertise, as follows:

- Make periodic visits at least once a week, as per requirements or at the Project Manager's request, to ensure that the work is carried out in accordance with the plans and specifications;
- Ensure that occupational safety and health measures set out in the contractor's occupational safety and health plan are implemented and complied with;
- Attend and chair worksite meetings at least once every two weeks, draft minutes of the meetings and distribute them within two working days following the meetings;
- Provide written clarifications and interpretations of the construction documents using supplementary drawings and in accordance with project requirements;
- Review shop drawings and technical data sheets submitted by the contractor in order to ensure that they comply with the design and, if they are in compliance, inform the contractor accordingly;
- Verify and ensure that all shop drawings, technical data sheets and other related documents are compiled in a binder and submitted in three copies to the Project Manager upon completion of the work;

- Co-ordinate activities with other parties, including the monitoring laboratory designated by the CSA, if applicable;
- Recommend that tests be carried out on materials and how they are used, and analyse the test results;
- Issue notices of required modifications;
- Analyse requests for modifications and submit to the Project Manager recommendations concerning the amount and relevance of modifications. Neither the architect nor the sub-consultants have the authority to approve modifications;
- Review requests for periodic payments and make appropriate recommendations;
- Inspect the work and draw up lists of deficiencies;
- Help with and recommend interim and final acceptance of the work;
- Prepare as-built drawings and submit them in PDF and DWG format to the CSA.

SP 6 – Risk Management Phase

The Consultant must help the Project Manager identify risks throughout the project.

SP 7 – Facility Commissioning Phase

The Consultant and the sub-consultants involved must provide the following services during the construction project and building operations. In this project, commissioning concerns the work associated with dismantling and reinstalling systems that serve existing and new areas and which are modified or maintained alongside the fit-up work to be carried out by the contractor. The Consultant must inspect this work.

- Together with the CSA, determine requirements related to building operations;
- Together with the CSA, determine commissioning requirements;
- Check that the client's operational requirements are interpreted correctly during the design phase and that building systems operate continuously at their optimum output;
- Together with the CSA, draw up a commissioning plan;
- Ensure that the final product meets the specified requirements and criteria;
- Together with the CSA, ensure that components, subsystems and systems are tested in accordance with the provisions set out in the contract documents;
- Carry out various tests and inspections to determine whether or not the facilities operate in accordance with requirements stated in the contract documents.
- (1) Meeting with the entire team at least every two weeks in addition to the meetings listed above.

6. Presentation format of documents

- Drawings must be submitted in an appropriate format (usually A1);
- In each phase, documents (plans, specifications, reports, etc.) must be submitted in two (2) large-format paper copies, one 11"x17" copy and 1 copy in PDF and Word on CD;
- Submitted computer files will be inspected (prior to final payment of the fees) to ensure that the information they contain complies with the CSA standard for the preparation of computer-assisted drafting (CAD) drawings;

-
- Bid documents (plans, specifications) must be submitted in **both of Canada's official languages**;
 - The Specifications must be submitted in National Master Specifications (NMS) format (most recent NMS version);
 - Estimates must be submitted in Unifomat II format;
 - Schedules must be submitted in MS Project format.

7. Applicable standards, codes and requirements

The following list of standards and requirements is non-restrictive and applies to each phase of the project. In the event of a conflict between the standards, codes or requirements, the most stringent will apply.

- Quebec *Construction Code*, Chapter I, Building, and *National Building Code of Canada 2005* (amended);
- 2010 National Model Construction Codes: National Building Code of Canada, National Plumbing Code of Canada, National Fire Code of Canada and National Energy Code of Canada for Buildings;
- Quebec *Construction Code*, Chapter V, Electricity, 2010;
- National Energy Code of Canada for Buildings, Canada, 2011;
- Most recent version of the Computer-Aided Design and Drafting (CADD) standard, Quebec Region;
- ASHRAE 90.1 – Energy Standard for Buildings Except Low-Rise Residential Buildings;
- *Canadian Environmental Assessment Act*, 2012;
- Environment Canada, EPS 1/R/2 (1996), Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems:
<http://ec.gc.ca/ozone/default.asp?lang=En&n=127A4F77-1&offset=4&toc=show>;
- Environment Canada, SOR/2003-289 (2003), *Federal Halocarbon Regulations, 2003*:
<http://lois-laws.justice.gc.ca/PDF/SOR-2003-289.pdf>;
- *Regulation respecting halocarbons* (chapter Q-2, r. 15.01), Quebec Department of Sustainable Development, Environment and Parks;
- *Regulation respecting hazardous materials* (chapter Q-2, r. 15.02), Quebec Department of Sustainable Development, Environment and Parks;
- *Transportation of Dangerous Goods Regulations*, SOR/2001-286 (2001), Transport Canada:
<http://lois-laws.justice.gc.ca/PDF/SOR-2001-286.pdf>;
- Construction site safety:
 - Quebec *Safety Code for the construction industry* (S-2.1, r. 4);
 - Quebec *Act Respecting Occupational Health and Safety* (S-2.1);
 - *Canada Labour Code*, Part II, Canada Occupational Health and Safety Regulations;
 - Health Canada / Workplace Hazardous Materials Information System (WHMIS);
 - Apply all applicable policies, directives and standards.

-
- Applicable fire prevention standards;
 - Most recent Public Works and Government Services Canada standards, particularly the Construction/Demolition Materials Management Plan to be incorporated into PWGSC's Section 01 74 21, Construction/Demolition Waste Management and Disposal and Appendices to be incorporated into PWGSC's Section 01 35 29 06, Health and Safety Requirements.
 - All other documents, regulations, codes and standards applicable to this project.

8. Site visit and access to the site and building

Prior to the start-up meeting, the selected firm must submit the anticipated list of all employees who may come to the site.

Any site visit, at all stages of the project, will require written permission by the project manager. Visits should be conducted in accordance with the regulations of the CSA, more specifically all visitors allowed will be escorted at all time within the CSA premises.

9. Project phases and schedule

The CSA wishes to have the work completed, from the design phase to the final acceptance phase, between July 2014 and February 2016. However, additional time may be required for various stages of project authorizations or because of other unforeseen events. Some of the additional time will be included in contingencies relative to the schedule. Completion of the project will depend on area users and their work hours, work carried out in proximity and the relocation of area users, as the case may be.

In the light of this information, we ask consultants to submit their proposals in two parts, as follows:

- Design, plans and specifications, and bid solicitation (construction) phase: 10 months; and
- Completion of work (project phases and continuous operations) phase: 10 months.

This schedule sets out maximum time frames. Consultants are asked to submit a realistic work schedule with the objective of completing the project in as short a time frame as possible.

The CSA's preliminary schedule includes the following completion dates:

- | | |
|---|---------------|
| • Design and validation by the CSA | 12 weeks |
| • Plans and specifications, and validation by the CSA | 16 weeks |
| • P2N2 south area ready to be fitted up and occupied | December 2014 |
| • Bid solicitation – Construction contractor | 12 weeks |
| • Construction | 10 months |
| • Final acceptance of required work | February 2016 |

The time frames indicated for the above project phases include the time needed by the CSA to conduct its reviews and issue comments, as well as the time needed by the consultants to include the CSA's comments in the documents.

12. Project time frames

The Consultant should consider the possibility that work interruptions may be necessary during the Consultant's participation in the project. The CSA's Project Manager will notify the Consultant in writing of any temporary or permanent interruptions of the project or of project activities. The Consultant may not claim any expenses attributable to the period of interruption that may result from a temporary or permanent stoppage or from cancellation of the project.

13. Submitted documents

A CD containing required existing plans will be given to the selected consultant, who will be responsible for verifying the information on the CD, in accordance with instructions in Service Package (SP) 1.

Annexes of the FTP document (main document provided in the RFP) will be transmitted to the selected firm.

APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE in the Request For Proposal.

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Architecture

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

II. Key Sub Consultants / Specialists:

Electrical Engineering

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Mechanical Engineering

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

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File No. – N° du dossier
MTC-4-37015

Buyer ID – id de l’acheteur
mtc 775

Structural Engineering

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
--	---

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant (FPS) - Certification

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, proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Proponent must provide the following information:

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

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Name of Proponent:

DECLARATION:

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

..... name signature
..... title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

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

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "B" should be completed and submitted with the **Phase One** proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

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APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PWGSC Solicitation Number, and the words “PRICE PROPOSAL FORM” typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title:

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

Firm Percentage Fee of%

Indicative Estimate of Construction Cost
(Class D, excluding Applicable Taxes): x 2,250,000.00 \$

Maximum Percentage Fee for Required Services\$

The actual percentage fee for Required Services will recognize the variability of the Construction Cost Estimate as the project develops (refer to formula specified in GC 5.2 Fee Arrangement(s) for Services). Payments will be made as specified in GC 5.4 Payments for Services.

TOTAL FEE FOR REQUIRED SERVICES\$

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File No. – N° du dossier
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APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

Principals

Name	\$ per hour
.....	\$.....
.....	\$
.....	\$
.....	\$
.....	\$.....
.....	\$
.....	\$
.....	\$
.....	\$.....
.....	\$
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Solicitation No – N° de l’invitation
9F030-131009/A
Client Ref No. – N° de réf. du client
9F030-13-1009

Amd. No. – N° de la modif.
File No. – N° du dossier
MTC-4-37015

Buyer ID – id de l’acheteur
mtc 775

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

Staff

Name / Position	\$ per hour
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END OF PRICE PROPOSAL FORM