

**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 80%	=	Technical Score (Points)
<u>Price Rating x 20%</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:

Ref. number	Criterion	Maximum number of pages per criterion
3.2.1	Achievements of Proponents on Projects	Four (4) pages
3.2.2	Achievements of Key Personnel on Projects	Eighteen (18) pages
3.2.3	Understanding of the mandate	Five (5) pages
3.2.4	Scope of Services	Five (5) pages
3.2.5	Management of Services, Approach and Methodology	Five (5) pages

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

- Covering letter
- Curriculum vitae annexed to the proposal
- Consultant Team Identification (Annex G)
- Declaration/Certifications Form (Annex H)
- Code of Conduct Certifications
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Annex B)
- Pages to identify and separate the criteria/annexes.

The maximum number of pages for the curriculum vitae annexed to the proposal is 24 pages.

***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**

Each key personnel shall be a professional licensed, or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Québec.

**3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following:

- Proponent (prime consultant)
  - Project Manager
  - Deputy Project Manager
  - Lead – Engineer Coordinator
  - Administrative Agent – Document Controller
- Other key technical resources / Specialists
  - Lead – Bridge Structures Engineer
  - Lead – Civil/Highway Engineer
  - Senior Electrical and Lighting Engineer
  - Structure Engineer
  - Environment Specialist
  - Geotechnical Engineer

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 Province of Québec 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, G19 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Annex G, Team Identification Format.

**3.1.3 Declaration/Certifications Form**

Proponents must complete, sign and submit the following:

- Annex H, 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 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 comparable projects.

Projects performed as Owner's Engineer, Independent Engineer, Transportation Infrastructure Designer or Construction Supervisor will be considered comparable provided that the project has elements in common with the NBSLC project (major project, alternative delivery method, complex bridges or highways, accelerated delivery method).

Select 4 projects undertaken within the last 15 years. Joint venture submissions are not to exceed the maximum number of projects. At least one of the projects should have been delivered under an alternative delivery method such as design-build, DBFOM, or DBOT. Only the first 4 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied for each project:

- project designation;
- the project title and location;
- period of execution;
- Client's name, client's representative name and phone number. Note that the references are subjected to validation;
- indicate if the project has been realized by the proponent, a subcontractor or by which member of the joint-venture if applicable;
- global project cost;
- Proponent's fees;
- clearly indicate how the project is comparable / relevant to the services to be rendered as Owner's Engineer under this mandate;
- a brief project description and intent. The narrative should include a discussion of the following that were implemented to meet the project intent:
  - the design review process and/or the construction works monitoring process;
  - the design management and/or construction supervision management process
  - the certification process;
  - the approval process that were implemented;
  - the design and/or construction supervision challenges and constraints; and/or
  - the resolution of issues.
- clearly state the services performed by the Proponent;
- budget control and management;
- project schedule control and management;
- if the project is not completed, indicate the percentage of completion of the project;
- names of the key persons responsible for the execution of the project; and
- awards or honours received, if applicable.

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 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.

Furthermore :

The Project Manager (ref: Terms of reference, 10.3.1):

- is an engineer
- has a minimum of fifteen (15) years of relevant experience in engineering, project management or transportation project planning;
- has a minimum of ten (10) years in the role of Project Manager on major transportation infrastructure projects

The Deputy Project Manager (ref: Terms of reference, 10.3.2):

- is an engineer
- has a minimum of ten (10) years of relevant experience in engineering and project management. This experience must have been acquired on major engineering and/or construction projects in a leadership position.

Lead Engineer Coordinator (ref: Terms of reference, 10.3.3)

The Lead – Structures Bridges Engineer (ref: Terms of reference, 10.4.1)

The Lead – Civil/Highway Engineer (ref: Terms of reference, 10.4.2)

Senior Electrical and Lighting Engineer (ref: Terms of reference, 10.4.3)

- Each have a minimum of fifteen (15) years of relevant experience
- Each have a university degree in his or her specialty
- or combination of experience

It should be noted that when calculating the number of years of pertinent experience for the positions listed above, the years spent obtaining a Master's degree or Doctorate degree pertinent to the Contract can be included, up to a maximum of one (1) year for a Master's degree and two (2) years for a Doctorate.

***Consequence of non-compliance: A key-personnel having less than the minimum years of experience indicated above will be given a rating of 0.***

### 3.2.3 Understanding of the mandate:

**The minimum pass mark for this criterion is 60%. No further consideration will be given to proponents not achieving the pass mark of 60%.**

The proponent should demonstrate its understanding of the goals of the Owner's Engineer mandate, the functional/technical requirements, the constraints and the issues that will shape the services to be delivered and its understanding of how these relate to the delivery of the NBSLC project.

Information that should be supplied:

- The functional and technical requirements
- Significant issues, challenges and constraints
- Understanding of the roles of various parties and stakeholders

**3.2.4 Scope of Services:**

The proponent should demonstrate its capability to perform the services required and to meet the objectives, constraints and challenges of the Owner's Engineer services and to provide a suitable plan of action to meet the objectives and challenges.

Information that should be supplied:

- Scope of Services - detailed list of services the proponent will deliver
- Work Plan - detailed breakdown of work tasks and deliverables established on the basis of its understanding of the objectives of Terms of reference
- Project schedule - proposed major milestone schedule
- Risk management strategy in relation to the services it is to deliver, availability of its resources, meeting the accelerated timeframe, continuity of service, respect of roles and responsibilities and the like,

**3.2.5 Management of Services, Approach and Methodology:**

The Proponent should describe how it proposes to perform the services and meet the objectives constraints and challenges; how 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 and describe how the team will be managed. The Proponent is also to identify sub-consultant disciplines and specialists if applicable 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 in the project.
- Organization chart with position titles, names and years of experience (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

### 3.3 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 an Evaluation Committee in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Minimum weight	Rating	Weighted Rating
Achievements of Proponent	2.0	-----	0 - 10	0 - 20
Achievements of Key Personnel on Projects	5.0	-----		
Project Manager	1.5	-----	0 - 10	0 - 15
Deputy Project Manager	1.0	-----	0 - 10	0 - 10
Lead Engineering Coordinator	0.5	-----		0 - 5
Lead – Civil / Highway Engineer	0.6	-----	0 - 10	0 - 6
Lead – Structures / Bridges Engineer	0.8	-----	0 - 10	0 - 8
Lead – Electrical Engineer	0.6	-----	0 - 10	0 - 6
Understanding of the mandate	1.5	0.9	0 - 10	0 - 15
Scope of Services	0.5	-----	0 - 10	0 - 5
Management of Services / Approach and Methodology	1.0	-----	0 - 10	0 - 10
<b>Technical Rating</b>	<b>10.0</b>			<b>0 - 100</b>

#### Generic Evaluation Table

The Evaluation Committee 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 or information provided is not relevant to the requirement.	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 and/or the candidate does not possess qualifications and experience	Proponent and/or the candidate lacks qualifications and experience	Proponent and/or the candidate has an acceptable level of qualifications and experience	Proponent and/or the candidate is qualified and experienced	Proponent and/or the candidate is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers 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

To be considered further, proponents **must** achieve a minimum Technical Rating of **sixty (60) 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 sixty (60) points.**

#### **SRE 4 PRICE OF SERVICES**

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of **sixty (60) points** will be opened upon completion of the technical evaluation.

To establish the price rating, each responsive proposal will be evaluated in proportion to the lowest price offered to establish a percentage rounded to the nearest hundredth of a percent. The resulting percentage will be multiplied by the weighting given to the financial bid (20) and rounded to one decimal to obtain the price rating.



Example:

The table below illustrates an example of how price rating will be calculated:

	Proponent 1	Proponent 2	Proponent 3
Bid evaluated price	100,000.00\$	150,000.00\$	200,000.00\$
Proportional percentage	$\frac{100,000.00\$}{100,000.00\$} = 100.0\%$	$\frac{100,000.00\$}{150,000.00\$} = 66.7\%$	$\frac{100,000.00\$}{200,000.00\$} = 50.0\%$
Price rating calculation	$100\% \times 20 = 20.00$	$66.7\% \times 20 = 13.34$	$50.0\% \times 20 = 10$
Price rating	20.0	13.3	10.0

### SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

	Proponent 1	Proponent 2	Proponent 3
Price rating (/20)	20.0	13.3	10.0
Technical Score (/80)	60.0	75.0	76.0
Total Score over 100	80.0	88.3	86.0
Ranking	3rd	1st	2nd

The Proponent receiving the highest Total Score is the first entity that the Evaluation Committee 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, G116 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

- Team Identification - see typical format in Annex G
- Declaration/Certifications Form - completed and signed - form provided in Annex H
- Integrity Provisions - associated information - list of directors/owners in Annex H
- Proposal - one (1) original plus five (5) copies
- Front page of RFP
- Front page(s) of any solicitation amendment

In a separate envelope identified: PRICE PROPOSAL:

- Price Proposal Form - one (1) original plus two (2) copies as per Annex B

In a separate envelope identified: FINANCIAL STATEMENTS:

- Audited financial statements of the last three fiscal years - one (1) completed ref. Clause G122 of General instructions R1410T