



A1. DEPARTMENTAL REPRESENTATIVE

Sabine Toussaint

Project Implementation Division-ARPM

125 Sussex Drive

Ottawa, Ontario

Canada, K1A 0G2

Telephone: (613) 941-5130

Fax: (613) 957-4301

E-mail: Sabine.Toussaint@international.gc.ca

**Best Value (Point Rated)
Request for Proposals (RFP)**

for

Performance of the Work described in
Appendix “A” – Statement of Work of the
draft contract.

A2. TITLE Project Management Support / Quantity Surveying Services – Fit-up of the Canadian Joint Delegation space at the new NATO Headquarters building in Brussels, Belgium		
A3. SOLICITATION NUMBER ARP-BNATO-SVC-14049	A4. PROJECT NUMBER B-BNATO-100	A5. DATE October 27, 2014
A6. RFP DOCUMENTS <ol style="list-style-type: none"> 1. Request for Proposals (RFP) title page 2. Submission Requirements and Evaluations (Section “I”) 3. Price Proposal (Section “II”) 4. General Instructions (Section “III”) 5. Attached draft Contract (including Statement of Work (Appendix “A”)) <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. PROPOSAL DELIVERY <p>In order for the proposal to be valid, it must be received no later than 14:00 on December 5, 2014 (Ottawa, Ontario time) referred to herein as the “Closing Date”.</p> <p>Proponents must submit their proposals in electronic format by email.</p> <p>Electronic proposals must have two (2) separate files attached, the first must be labelled "Technical Proposal" the second must be labelled "Price Proposal". Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p>Individual Email file size including attachments cannot exceed 3 MB. If emails exceed 3MB they must be divided and sent separately and be numbered consecutively.</p> <p>Electronic proposals and requests for confirmation of receipt must be sent only to the following:</p> <p>Attention: Beyan AL-Ghosen Email: acr-contracts@international.gc.ca Subject line: Solicitation # ARP-BNATO-SVC-14049</p> <p>Please note that electronic Proposals <u>must not</u> be copied or sent directly to any other address or individual. Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p>		
A8. PRICE PROPOSAL <p>All the information required in section SR4 must appear on Section “II” - Price Proposal ONLY and be sealed in a separate envelope marked “Price Proposal”. Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.</p>		
A9. ENQUIRIES <p>All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative no later than three (3) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.</p>		
A10. LANGUAGE <p>Proposals shall be submitted in English or in French.</p>		
A11. CONTRACT DOCUMENTS <p>The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative in accordance with A9. - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.</p>		
A12. PROPONENT CONFERENCE (IF ANY) <p>No proponent conference will be held prior to bid submittal.</p>		

SECTION "I" – SUBMISSION REQUIREMENTS AND EVALUATIONS**SR1 INTRODUCTION**

- 1.1** This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the **mandatory requirements** set out in the RFP. Mandatory requirements are those that are referred to by the terms "must" and "shall" as well as requirements specifically labelled "Mandatory". Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR3 – Technical Proposal and SR4 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.
- 1.2** The evaluation of submissions will be based solely on the content of the responses and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents' qualifications other than that supplied pursuant to this RFP.

1.3 Purpose of the RFP

The purpose of this RFP is to select a supplier to enter into a contract with Department of Foreign Affairs, Trade and Development Canada (DFATD) to perform the work described in the **Statement of Work - Appendix "A" of the attached Draft Contract**, hereinafter referred to as the "Work."

1.4 Project Description

Project Management Support / Quantity Surveying Services for the above referenced Project as detailed herein during design through construction completion phases. The contractor shall perform the required services, in Brussels, Belgium, under the direction of the Departmental Representative.

A general description of the project is provided in the attachment **Statement of Work – Appendix "A" of the attached Draft Contract**.

1.5 Period of Contract

The Work is anticipated to be performed over a period of approximately +/- 36 months. However, the contract could be awarded for, and/or completed at, a greater or less period. Refer to attached draft Contract - Appendix "A" – Statement of Work (SOW) for detailed list of targeted proposed project milestones.

1.6 Joint Ventures

Joint Ventures will not be considered for this Contract.

SR2 MANDATORY REQUIREMENTS**2.1 Local Experience Requirements**

Proponents **must** have had an office established, in Brussels, Belgium, for a minimum of **5 years** prior to the Closing Date.

SR3 TECHNICAL PROPOSAL (75 POINTS)

Technical Proposals **should not** exceed Thirty **(30) double-sided pages**, minimum type face 10 pts, **plus Annexes A and B** as required. All material shall be printed on 8.5" x 11" or A4 paper with the exception of project schedules which may be printed on 11"x17" or A3 paper (these larger sheets shall count as one sheet). Material exceeding the **30 double-sided** pages maximum will **NOT** be considered. Annexes **A** and **B**, copies of required Certificates and Licences, and Title pages are not included in the **30 double-sided** pages count.

For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure as in this RFP document.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR3.1, in SR3.2 and in SR3.3. Note that "adequate" ratings are defined below for each evaluation component. Proposals not meeting this requirement will not be given any further consideration.

3.1 Management Plan/Understanding the Project (10 points)**Intent:**

Evaluate the proponent's strategy for delivering the Service. Adequate response should include a narrative which demonstrates a clear understanding of the requirements of the Statement of Work.

Mandatory Requirements

There are no Mandatory Requirements for the Management Plan.

Points Rated Requirements

The following information requested will be evaluated on points. For a proposal to receive higher marks, it should elaborate on the perceived challenges of the project.

Points Rated Information to be submitted:

- 3.1.1** a narrative which demonstrates a clear understanding of the requirements of the Statement of Work
- 3.1.2** a project organization chart showing names and titles of all Proponent Team resources named for the Project; and
- 3.1.3** a short description of the roles of key team members; and
- 3.1.4** a description of the particular challenges of this project ; and
- 3.1.5** a description of the schedule and cost control measures to be implemented, and
- 3.1.6** a description of the project management software tools that the Proponent would utilize for the work.

Rating:

Significantly exceeds the requirement 10	Exceeds the requirement 7-9	Adequate 6	Does not meet the requirement 0-5
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3.2 Corporate Experience (25 points)

Intent:

Evaluate the Proponents recent corporate experience on projects of size and scope similar to the current requirement (such as Diplomatic Premises, Class "A" Offices, Banks, Courthouses, etc.).

Mandatory Requirements

To achieve an "adequate" rating Proponents **must** have experience on a minimum of **three (3)** recent projects of size and scope similar to the current requirement, completed in Brussels. Recent experience is considered to refer to the last 7 years (between 2007 to 2014)

Points Rated Requirements

The following information requested will be evaluated on points. For a proposal to receive higher marks, it should elaborate on the relevance to this project of the individual projects/experience presented; describe specific challenges that were overcome on those projects, highlight lessons learned, etc.

Points Rated Information to be submitted:

3.2.1 To facilitate points rated evaluation, information on specific projects should be submitted on the attached form attached as **Annex 'A'** and include:

- title of project(s), location (city, country);
- brief description of project scope, cost and schedule;
- dates of participation in the project; and
- a detailed description of the corporate role in the project.
- names, with current telephone and email contact information, of the Client representatives of the project;
- other information of relevance and merit

3.2.2 Additional Project Experience, beyond the minimum requirement, representing specific and/or significant relevant expertise will be considered an asset. Such projects should be included in **Annex 'A'**. The significance of the experience should be explained for evaluation.

3.2.3 Awards, photographs and brochure material, where appropriate (within the page limit).

Rating:

Significantly exceeds the requirement 25-30	Exceeds the requirement 16-24	Adequate 15	Does not meet the requirement 0-14
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3.3 Experience of Personnel (40 points)

Intent:

Evaluate the recent experience of the proposed personnel on projects of similar size and scope, to the current requirement, (such as Diplomatic Premises, Class “A” Offices, Banks, Courthouses, etc.) on which they held similar responsibilities.

Mandatory Requirements

The submission **must** include information on the following Team Resources.

To achieve an “adequate” rating these team members must have the following noted minimum number of recent years of experience indicated, in a similar role on projects located in Brussels.

- Senior Quantity Surveyor - **ten (10)** years of recent experience. Recent experience is considered to refer to the last 12 years (between 2002-2014).
- Junior Quantity Surveyor - **five (5)** years of recent experience. Recent experience is considered to refer to the last 7 years (between 2007-2014).

Points Rated Requirements

The following information requested will be evaluated on points. For a proposal to receive higher marks, it should:

- elaborate on the relevance to this project of the individual projects/experience presented,
- describe specific challenges that were overcome on those projects, highlight individual strengths, etc.
- elaborate on expertise in assessing cost and schedule issues relative to terms of design and construction contracts
- elaborate on expertise in managing the assessment and processing of proposed variations
- provide additional pertinent information

Valid Certification from the Royal Institution of Chartered Surveyors (RICS) will contribute to higher marks.

Points Rated Information must be submitted:

To facilitate point rated evaluation, information on individuals should be submitted on the attached form attached as **Annex ‘B’** and include:

- 3.3.1 area(s) of expertise of individual being proposed for the project and the role for which they will be responsible;
- 3.3.2 individuals' years of experience;
- 3.3.3 individuals' years with the Proponent entity;
- 3.3.4 detailed resume of projects and associated responsibilities for the mandatory period required; and
- 3.3.5 proof of Certification and Licensing of personnel, as appropriate.
- 3.3.6 Additional Experience, beyond the minimum requirement, representing specific and/or significant relevant expertise will be considered an asset. Such projects should be included in both **Annexes ‘A’ and ‘B’**. The significance of the experience should be explained for evaluation.
- 3.3.7 Detailed profiles of select individuals may be included in the 30 page submission. Such profiles should include details of the individual’s particular strengths, particular project

experience that could be considered as assets for this project, or elaborate on issues that may contribute to higher marks

Rating:

Significantly exceeds the requirement 31-40	Exceeds the requirement 22-30	Adequate 21	Does not meet the requirement 0-20
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SR4 PRICE PROPOSAL (25 POINTS)

All the information required in section SR4 must appear on Section "II" - Price Proposal ONLY and be in a separate electronic file marked "Price Proposal". Failure to comply will result in the proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the Technical Proposal is completed.

4.1 Hourly Rates

- 4.1.1** Proponents shall quote all-inclusive fixed Hourly Rates on the form attached as Section "II" - Price Proposal. The Hourly Rates must include all costs resulting from the performance of the Work as described in this RFP, including but not necessarily limited to all costs resulting from the performance of any additional Work described in the Proponent's proposal (unless clearly described as an option), all applicable taxes (except VAT), all travel, all living costs, all insurances, all overhead costs, and all administrative support staff requirements;
- 4.1.2** The Hourly Rates shall remain in effect for the entire time indicated in the proposed period of contract.
- 4.1.3** The Hourly Rates may be applied to changes to the services required and/or schedule as may be requested in writing by the Departmental Representative.
- 4.1.4** Price Proposals not meeting above requirements will not be given any further consideration.
- 4.1.5** The Departmental Representative may specify which of the Resources (Senior or Junior Quantity Surveyor) is to be used for specific requirements of the work.
- 4.1.6** All payments shall be made according to the terms of payment set out in the attached Contract;
- 4.1.7** Exchange rate fluctuation protection is not offered.
- 4.1.8** Office Costs
The Price proposal includes the cost of providing office space, all furnishings, equipment, telephone, computers and printers, and all other tools for performance of the works including consumable supplies for all staff. There is no construction site office requirement for this contract.
- 4.1.8.1** All standard office expenses including but not limited to: photocopying of correspondence, reports and contract administration documents, computer hardware/software/ maintenance, internet, local and long distance telephone and fax charges, vehicle expenses and mileage, parking, taxis, and the normal expenses related to operation of the consultant's business; are to be included in the fixed Hourly Rates submitted with the Price Proposal.

4.2 Travel

- 4.2.1** All travel required for the provision of the services requirements described in the Statement of Work (Appendix 'A' of the attached Draft Contract) is to be included in the Fixed Hourly rates
- 4.2.2** There is no requirement for non-local travel.

4.3 Taxes & Duties**4.3.1 Her Majesty will pay the VAT estimated in the Price Proposal provided:**

- 4.3.1.1 that amount is applicable to the Work provided by the Proponent to Her Majesty under the Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Proponent to any third party (including subcontractors);
- 4.3.1.2 Her Majesty is unable to procure an exemption from VAT in respect of the Work;
- 4.3.1.3 the Proponent agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
- 4.3.1.4 the VAT is shown separately on all of the Proponent's invoices and progress claims; and
- 4.3.1.5 the Proponent agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Contractor pursuant to applicable tax laws.

4.4 Rating

The proposed Fixed Hourly Rates are to be combined as indicated in the Price Proposal form to establish a "Model Fee" which will be the basis for the scoring as follows. The Model Fee is calculated solely for the purpose of this evaluation and has no other significance. Actual usage of each Resource will be determined by the requirements of the work.

The lowest "Model Fee" will score twenty-five (25) points. Price Proposals costing 200% or more of the lowest "Model Fee" will score zero (0) points. Other "Model Fees" will be scored in arithmetic proportion as per the following formula:

$$\text{Score} = 25 - [(\text{Model Fee} - \text{lowest Model Fee}) \times 25 / (\text{lowest Model Fee})]$$

Example:

(In this example, Proposal 1 is the lowest priced proposal)

Model Fee 1 = 100 Score = 25pts

Model Fee 2 = 110 Score = $25 - [(110 - 100) \times 25 / (100)] = 25 - 2.5 = 22.5$ pts

Model Fee 3 = 150 Score = $25 - [(150 - 100) \times 25 / (100)] = 25 - 12.5 = 12.5$ pts

Model Fee 4 = 180 Score = $25 - [(180 - 100) \times 25 / (100)] = 25 - 20 = 5$ pts

Model Fee 5 = 200 Score = 0 pts

Model Fee 6 = 210 Score = 0 pts

4.5 Price Breakdown

Her Majesty reserves the right to request a breakdown of the components of the Price Proposal should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and expectation used to determine the cost of each component of the Work, may lead to disqualification.

SECTION "II" – PRICE PROPOSAL

Name of Firm:

Address:

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

Fixed Hourly Rates*(in accordance with SR 4.1):*CategorySenior Quantity Surveyor Euro _____/Hr. **(RS)**Junior Quantity Surveyor Euro _____/Hr. **(RJ)**

Fee Model for Proposal Evaluation Purposes Only				
Resource	Hourly Rate	Model Usage - Proponents must use the values below for the Model Calculation	Total	
Senior Quantity Surveyor	(RS)	40 hours	40 x (RS)	(A)
Junior Quantity Surveyor	(RJ)	60 hours	60 x (RJ)	(B)
		Total Model Fee	(A) + (B)	

*All amounts are in the currency specified in the Contract*_____
*Signature Date*_____
Print Name and Capacity

SECTION "III" - GENERAL INSTRUCTIONS

GI1 RESPONSIVENESS

1.1 For a proposal to be considered valid, it must comply with all of the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

GI2 ENQUIRIES - SOLICITATION STAGE

- 2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in A9 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD

3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in article A9 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

GI4 PROPOSAL PREPARATION COST

4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

GI5 PROPOSAL DELIVERY

- 5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A6, on or before the Closing Date and Time specified in A6.
- 5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this

responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals that are directed to a location other than the one stipulated in A6.

5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A6.

GI6 VALIDITY OF PROPOSAL

6.1 Any proposal must remain open for acceptance for a period of not less than ninety (90) days after the Closing Date.

GI7 RIGHTS OF CANADA

- 7.1 Her Majesty reserves the right:
- 7.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;
- 7.1.2 to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her different stakeholders;
- 7.1.3 to accept any proposal in whole or in part without prior negotiation;
- 7.1.4 to cancel and/or re-issue this RFP at any time;
- 7.1.5 to award one or more contracts, if applicable;
- 7.1.6 to retain all proposals submitted in response to this RFP;
- 7.1.7 not to accept any deviations from the stated terms and conditions;
- 7.1.8 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and
- 7.1.9 not to contract at all.

GI8 INCAPACITY TO CONTRACT WITH GOVERNMENT

- 8.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- 8.1.1 Section 121, Frauds upon the Government;
- 8.1.2 Section 124, Selling or Purchasing Office; or
- 8.1.3 Section 418, Selling Defective Stores to Her Majesty.
- (Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- 8.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Departmental Representative will so inform the Proponent and provide the Proponent the ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

GI9 INCURRING OF COST

9.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting contract. In addition, the Contractor is not

to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

GI10 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT

- 10.1** Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

GI11 PROPERTY OF HER MAJESTY

- 11.1** All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

GI12 RIGHTS OF UNSUCCESSFUL PROPONENTS

- 12.1** Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the

event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

GI13 PRICE SUPPORT

- 13.1** In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:

- 13.1.1** a current published price list indicating the percentage discount available to the Minister;
- 13.1.2** copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
- 13.1.3** a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 13.1.4** price or rate certification;
- 13.1.5** any other supporting documentation as requested by the Minister.

GI14 INTERPRETATION

- 14.1** In this RFP, "Her Majesty", "the Minister" or "Canada" means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.