



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to : **Statistics Canada**
Propositions aux: **Statistique 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No – N° de l'invitation :
1920-0013142

Solicitation closes – L'invitation prend fin

At – à : 14:00 EST

On – le : December 12, 2014

Update – Mise à jour :

**Name and title of person authorized to sign on behalf of vendor (type or print) –
Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).**

Name – Nom :

Title – Titre :

Date of Solicitation – Date de l'invitation:

November 27, 2014

Address inquiries to – Adresser toute demande de renseignements à:

MACS-bids@statcan.gc.ca

Area code and Telephone No.

Code régional et N° de téléphone
(613) 951-9798

Facsimile No.

N° de télécopieur
(613) 951-2073

Destination

MACS BID – RECEIVING
Statistics Canada Distribution Centre
ATTN: Marie-Lyne Carr
Room 0702, Main Building
Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6
MACS-bids@statcan.gc.ca

Instructions :

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required – Livraison exigée

Delivery offered – Livraison proposé

Vendor Name and Address – Raison sociale et adresse du fournisseur

Facsimile No – N° de télécopieur :
Telephone No – N° de téléphone :

Signature

Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

1.2 Summary

- i. Statistics Canada is looking to obtain pricing data and models for the following representative residential building models: single-detached home (bungalow), single-detached home (two-storey), row-house and a low-rise multi-dwelling unit (less than five storey wood construction).

Statistics Canada will use the representative building models to create a new building materials price index and potentially other construction cost indexes. The number of census metropolitan areas to be selected is to be determined by Statistics Canada during the bid process. The period of the resulting contract will be from contract award to March 31, 2015 with an irrevocable option to extend the contract by one (1) additional one-year period under the same terms and conditions.

- ii. As per the Integrity Provisions under section 01 of Standard Instructions [2003](#) and [2004](#), bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.
- iii. For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to Public Works and Government services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

Insert: (d) send its bid only to Statistics Canada Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

2.2 Submission of Bids

Bids must be submitted only to Statistics Canada (StatCan) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the



Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;



- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid 1 PDF copy via electronic mail.

Section II: Financial Bid 1 PDF copy via electronic mail.

Section III: Certifications 1 PDF copy via electronic mail.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.



Section III: Certifications

Bidders must submit the certifications required under Part 5.



Attachment 1 to Part 3 - Pricing Schedule

The Bidder must complete this pricing schedule and include it in its financial bid.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred by the Contractor to satisfy the terms of any resulting contract:

1. All travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice website: <http://laws.justice.gc.ca./en/N-4/>;
2. Any travel expenses for travel between the Contractor's place of business and the NCR; and
3. Any travel and living expenses for the relocation of resources.

Bidders must provide a cost for each and every field.

Census Metropolitan Area (CMA)		Firm Price	Total (in CDN)
Initial Contract Period: Contract Award to March 31, 2015			
	Montréal, Quebec (Sample Priced)	\$	\$
	Toronto, Ontario (Fully Priced)	\$	\$
	Calgary, Alberta (Fully Priced)	\$	\$
	Vancouver, British Columbia (Sample Priced)	\$	\$
Total of Confirmed CMA's			\$
	St. John's, Newfoundland and Labrador (Sample Priced)	\$	\$
	Halifax, Nova Scotia (Sample Priced)	\$	\$
	Moncton, New Brunswick (Sample Priced)	\$	\$
	Ottawa-Gatineau, Ontario part, Ontario (Sample Priced)	\$	\$
	Winnipeg, Manitoba (Sample Priced)	\$	\$
	Saskatoon, Saskatchewan (Sample Priced)	\$	\$
	Edmonton, Alberta (Sample Priced)	\$	\$
Total of Optional CMA's			\$
(Note: Statistics Canada will confirm the exact number of CMAs that will be included at contract award. Regardless of the number of CMAs included in the initial contract period all work must be completed by March 31, 2015. Those CMAs not included in the initial contract period could be included as optional services.)			
Sub- Total			\$
(Total of Confirmed CMA's + Total of Optional CMA's)			
Applicable Taxes			\$
Total Evaluation Price			\$



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4

4.2 Basis of Selection

4.2.1 Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



Attachment 1 to Part 4 – Evaluation Criteria

Mandatory Requirements

The following requirements are mandatory for all proposed Bidders

Note to Bidders: Please indicate, for each criterion, the number of the page in your proposal that contains the requested information

MC #	Mandatory (MC)	Page Number in the Proposal	Pass/Fail
M1	<p>The Bidder must provide details on four (4) contracts (one per building model) completed since 2007 that demonstrate the ability to perform residential construction quantity surveying and cost estimating work for the following residential housing models: Single detached (bungalow), single detached (two storey), row house, low rise multi-dwelling unit (less than 5 storey wood construction).</p> <p>At a minimum, the details must include a brief description of the projects including when the work was performed (MM/YY to MM/YY), which residential housing model was included, the client(s), and the approximate size and scope of the projects.</p>		
M2	<p>The Bidder must list regional offices in the applicable Census Metropolitan Area (CMA), and/or identify other associated firms that will ensure professional quantity surveying and cost estimating capability in all census metropolitan areas where data has been supplied for this contract</p>		
M3	<p>The Bidder must identify all resources who will be assigned to the project.</p> <p>At a minimum the Bidder must identify one individual who will act as Project Manager and one individual who will act as his/her backup.</p> <p>The résumé of each proposed resource must be provided</p>		
M4	<p>The Bidder must submit a Project Plan describing the approach to be followed in completing all aspects of the project in sufficient detail as to demonstrate that the Bidder can meet the project objectives and the delivery schedule. It must include:</p> <ul style="list-style-type: none"> • Demonstration that the Bidder understands the requirements and objectives of the project; • A Schedule (Work Plan) including with time frames in order to accomplish the stated objectives and provide the requested deliverables; 		



	<ul style="list-style-type: none"> • A description of what the final data report will cover. This should include the report's Table of Contents (TOC) along with a short description for each section to be included within that data report; • Identification of any tasks which the Bidder considers to be important but not mentioned in the statement of work. 		
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Point Rated Requirements

Group	Minimum Points Required	Maximum Points Available
PR1 – Corporate Profile	5	15
PR2 – Corporate Experience	15	50
Resource 1: PR3 – Personnel Qualifications	10	15
Resource 1: PR4 – Personnel Education	5	20
Resource 2: PR3 – Personnel Qualifications	10	15
Resource 2: PR4 – Personnel Education	5	20
Additional Rows will be added as necessary...		
PR5 – Project Plan	7	10
OVERALL SCORE	TBD*	TBD

***Dependent on the number of resources submitted in the proposal. All resources submitted must obtain the minimum points required for the proposal to be declared compliant.**

The Bidder will be assessed on the following point-rated requirements:

PRC#	Point-Rated Criteria (PRC)	Max. Points Available	Rating criteria	Bidder Score	Page Number in the Proposal
PR1	<p>Corporate Profile The Bidder should demonstrate that it has delivered residential construction quantity surveying and cost estimating work for residential housing models.</p> <p>At the minimum, the Bidder must describe the details of the completed projects which include a brief description of the projects, including when the work was performed (MM/YY to MM/YY), which residential housing model was included, the client(s), and the approximate size and scope of the projects.</p>	15	<p>More than 5 years to 6 years experience = 5 points</p> <p>More than 6 years to 10 years experience = 10 points</p> <p>More than 10 years experience = 15 points</p>		
	Minimum points required for PR1	5			



<p>PR2</p>	<p>Corporate Experience The Bidder should demonstrate experience of performing residential construction quantity surveying and cost estimating work for residential housing models within the past two years in Canada.</p> <p>The Bidder must provide a brief description of the projects indicating when the work was performed, and the clients, including the approximate size and scope of the projects.</p> <p>At the minimum, the Bidder must describe the details of the completed projects which include a brief description of the projects, including when the work was performed (MM/YY to MM/YY), which residential housing model was included, the client(s), and the approximate size and scope of the projects.</p>	<p>50</p>	<p>5 points per project completed in the past 2 years to a maximum of 10 projects.</p>		
<p>Minimum points required for PR2</p>		<p>15</p>			
<p>PR3</p>	<p>Personnel Qualifications</p> <p>Each resource submitted in response to M3 will be assessed against this criterion.</p> <p>The Project Manager and the major trade groups Team Leaders and their backups assigned to the project should have a college diploma in a construction related field of study or an engineering or architectural degree from a recognized university.</p> <p>A photocopy of the degree and certification must be included in the submission. If a photocopy is not provided no points will be awarded.</p>	<p>15</p>	<p><u>Education:</u> College Diploma or University Degree = 10 points</p> <p>College Diploma or University Degree as above and C.I.Q.S (Canadian Institute of Quantity Surveyors). Certification = 15 points</p>		
<p>Minimum points required for PR3</p>		<p>10</p>			
<p>PR4</p>	<p>Personnel Experience</p> <p>Each resource submitted in response to M3 will be assessed against this criterion.</p> <p>The Project Manager and the major trade groups Team Leaders and their</p>	<p>20</p>	<p>More than 3 years to 4 years = 5 points</p> <p>More than 4 to 6 Years = 10 points</p>		



	backups assigned to the project should have experience performing residential construction quantity surveying and cost estimating work for the following residential housing models: Single detached (bungalow), single detached (two storey), row house, low rise multi-dwelling unit (less than 5 storey wood construction).		More than 6 to 10 years = 15 points More than 10 years = 20 points		
	Minimum points required for PR4	5			

Scoring Grid for PR5

Score	Evaluation	
10	Outstanding	Innovative, comprehensive and complete in all the details, exceeds all requirements and objective
9	Excellent	Substantial response in clearly definable detail; meets all critical requirements; demonstrates full understanding
7-8	Good	Meets all minimum requirements, demonstrates partial understanding
5-6	Fair	Misses some requirements; demonstrates partial understanding; some detail missing
1-4	Unsatisfactory	Incomplete proposal, lacks understanding.
0	No data	

PRC#	Point-Rated Criteria (PRC)	Max. Points Available	Rating criteria	Bidder Score	Page Number in the Proposal
PR5	<p>Project Plan</p> <p>The Project Plan submitted in response to M4 will be assessed against the criteria.</p> <p>The following items will be rated: understanding of requirement; schedule, final data report; completeness and clarity of approach; quality control mechanism; any recommendations or innovations adding to the value and quality of the proposal.</p>	10	As per scoring grid		
	Minimum points required for PR4	7			



PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

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

5.1.1 Education and Experience

5.1.1.2 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Statement of Work

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

6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "B" - Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2015 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marie-Lyne Carr
A/Coordinator
Statistics Canada
150 Tunney's Pasture Driveway
Main Building, Room 1405
Ottawa, ON K1A 0T6
Telephone: 613-951-9798
Facsimile: 613-951-2073
E-mail Address: MACS-Bids@stacan.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **TBD at Contract Award**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

6.5.3 Contractor's Representative

TBD at Contract Award

6.6 Proactive Disclosure of Contracts with Former Public Servants

Will be deleted at Contract Award if not applicable.

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



6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B" – Basis of Payment for a cost of \$ **TBD at Contract Award**. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2011-05-16) Monthly Payment

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) One (1) copy (paper or electronic) must be forwarded to the address below for certification and payment.

Financial & Administrative Service Division
Statistics Canada
RH Coats Bldg., (RHC6L)
100 Tunney's Pasture Driveway
Ottawa, ON, K1A 0T6
Canada
Email: financecounter@statcan.gc.ca

- b) One (1) copy (paper or electronic) must be forwarded to the Contracting Authority.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2014-09-25), General Conditions - Higher Complexity - Services;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) the Contractor's bid dated _____, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award:", as clarified on _____" **or** ",as amended on _____" and insert date(s) of clarification(s) or amendment(s)).

6.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-16-16) Foreign Nationals (Canadian Contractor)

6.13 Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance



ANNEX "A" STATEMENT OF WORK

1. Title

Quantity Surveying and Estimating Construction Costs for Representative Residential Building Model Data

2. Background

Statistics Canada publishes price indexes for non-residential building (commercial, industrial and institutional) and apartment building construction in CANSIM Tables 327-0043 and 327-0044. These indexes are calculated using model based pricing. Commercial construction is currently represented by three building models; office, warehouse and shopping centre. The industrial component is represented by a light factory building and the institutional component by a secondary school.

The published indexes exclude the cost of land, land assembly, design, development and real estate fees.

Statistics Canada is developing a building materials price index using a model based approach for residential construction projects to augment the construction price index program. It is necessary to identify representative, recently constructed residential building models that can be used to reflect price changes of construction materials, systems, equipment, construction technology and methods employing current construction industry practices in several geographic locations across Canada.

For the purposes of this contract, Statistics Canada is looking to obtain pricing data and models for the following representative residential building models: single-detached home (bungalow), single-detached home (two-storey), row-house and a low-rise multi-dwelling unit (less than five storey wood construction).

Explanatory notes referring to building model pricing method used by Statistics Canada:

Statistics Canada uses the building model pricing method to calculate non-residential and apartment building construction price indexes. Building models representing different building categories are used. In an average non-residential or apartment building, it would not be unusual to have over 1000 items to be priced. This large number presents a problem in continuing to price these types of buildings by Statistics Canada each quarter. A judgemental sample, mainly based on dollar value of the item (multiplied by the quantity), is used to reduce this to a more reasonable number of items to be priced each time. For example; if one item is 2000 m³ of concrete in foundation walls and another is 50 m³ of concrete in columns then we would include the first item and exclude the second in the selection of the sample items. The price of the concrete in columns would be deemed to move in the same way as the foundation walls concrete. Similarly, in the case of 100mm, 150mm, 200mm and 250mm concrete block, it is reasonable to assume that the price change in percentage terms for each size of block will be very similar and it will only be necessary to price one size which would act as a proxy for the others.

3. Objectives

To select a qualified firm to identify representative residential building data for models that will be used to reflect future price change of materials, systems, equipment, construction technology and methods that employ current industry practice.



To accept the proposed representative building data and models from the successful bidder which are current structures, built since January 1st, 2013 and will be contemporary designs up to year 2025.

For the Fully Priced Census Metropolitan Areas (CMAs) of Toronto, Ontario and Calgary, Alberta:

- To receive, for each representative building model, a full quantity take-off and costing for all items of work, by all trades, including the General Requirements responsibilities of the general contractor, all overheads and profit, provincial sales taxes, insurance and fees.
- To receive, for each representative building model, a list of model sample items with individual specifications, unit prices and quantities representing each trade to bring the full quantity and cost data to a reasonable number of items for which prices are to be collected quarterly by Statistics Canada. The pricing of data model sample items is to be completed by the contractor using projected estimated prices for **February 15th, 2015**.
- To receive, for each representative building model, an estimated land value based on the land value where the building model would typically be built within the CMA.

For all other Sample Priced CMAs:

- To receive, for each representative building model, a breakdown analysis of data collected for thirty detailed input sample items as well as construction work schedules and monthly payment schedules for each building model. The payment and work schedules are to be based on "**actually built**" pricing data.
- To receive, for each representative building model, an estimated land value based on the land value where the building model would typically be built within the CMA.

Note: A census metropolitan area (CMA) is formed by one or more adjacent municipalities centered on a large urban area. To be included in the CMA municipalities must have a high degree of integration with the central urban area, as measured by commuting flows derived from census place of work data. For more information on CMAs, please refer to <http://www.statcan.gc.ca/subjects-sujets/standard-norme/sgc-cgt/2011/index-indexe-eng.htm>.

4. Project Requirements

4.1. Tasks

The contractor's role will include the following tasks:

This section applies to each of the building models.

- 1) Search the selected CMAs to identify recently completed projects meeting the criteria listed below. Each building model must be of a size and design that may be constructed in any of the eleven CMAs. Its design should incorporate the work of all the sub-trades that would normally be expected to be contributing to its construction.

Before a final model is selected, proposed selections must be discussed with and approved by Statistics Canada. The consultant will approach the owners, architects and engineers on each project to acquire the architectural, structural, mechanical and electrical drawings, construction specifications and all other pertinent information relating to the final building models selected. Statistics Canada will confirm with the buildings' principals that the contractor's representative(s) is/ are acting on behalf of the Government of Canada, and that any information provided will be treated confidentially. This will be done by phone and/or email and/or letter as required.



- 2) Provide data for a complete full quantity take-off for all items of work by all trades, including the responsibilities of the General Contractor such as site preparation, building permits, equipment rental and final site cleanup. Each item in this 'bill of quantities' is to be fully priced in the same manner as would be employed generally by estimators working in that trade. This includes separate pricing or allowances data for materials, labour and equipment. The Federal Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) are to be excluded from the pricing of the models. Provincial Sales Taxes (PST) are to be included where applicable. The pricing of the full quantity take-off should ideally be based on data obtained at the time the building was actually built. This completely priced take-off is to be organized into the most recent "MasterFormat" divisions as determined by Construction Specifications Canada. Wherever the work of different sub-trade contractors is incorporated in the same division, each must be separately identified. The overhead and profit component of each trade contractor's work is to be separately identified and priced. If included in the individual unit prices given, it is to be so noted and the current rate is to be provided. Materials and equipment prices for Mechanical and Electrical trades are to reflect those of a competitive market. Discounts from list prices are to be indicated when applicable. Where unit labour costs for a trade are calculated from a list of standard time requirements, rather than dollar requirements, show these standards and indicate the method of adjustment used to reflect changes for competitive market conditions such as productivity and rates.
- 3) From the priced bill of quantities data provided in (2) above, a number of model sample data items are to be identified and approved by Statistics Canada for use as pricing proxies for other non-priced items. From the contractor's understanding of the pattern of changing construction prices, and their causes, a group of activities is identified where price is expected to move in a similar manner to others in the group. For example, this would be expected to occur due to similarity of materials and of labour skills utilized. From this group, a principal activity item is selected. Usually, but not necessarily, this is due to its major price contribution to the total value for the group. Without modifying the quantity of the principal item, a factor is calculated which, when applied to the value (unit price multiplied by quantity) of the chosen proxy item, will equal the value for the group in which it is located. Groups of items or separate items are to be formed so that the entire work of the trade is included. A separate listing by trade, of the extended or factored value of all sample items is then to be prepared and calculated. The total tender value for the building as derived by each of the detailed and sample calculations should be the same.
- 4) Once the model sample data items for each of the representative building models are approved by Statistics Canada, they are to be priced using projected estimated prices in each of the selected CMAs as of February 15th, 2015.
- 5) Provide a breakdown data analysis of thirty detailed input sample items price calculations for the selected CMAs as of February 15th, 2015. From the list of model sample items developed in 4) above, select thirty detailed input sample data items (selection to be approved by Statistics Canada) for each of the representative building models. Five data items each for Electrical and Mechanical trades are required. The remaining data items are to be distributed over as many other trades as possible. Using the input approach, build up the cost per unit of measure for each data item with regard to:
 - a. Materials
 - b. Makeup of crew
 - c. Crew time and wage rates
 - d. Equipment and tool costs
 - e. Overheads and profits
 - f. Applicable Taxes (including PST and excluding GST and HST)



- 6) Prepare a monthly work schedule by trade graphing the monthly progress of the construction of each building model and a monthly payment schedule showing cash flow to each of the general and sub-trade contractors for the duration of each construction project.

4.2. Schedule, Scope and Deliverables

The Contract will start upon contract allocation and must finish no later than **March 31st 2015**. **Phases 1, 2 and 3 must be completed and accepted by Statistics Canada no later than seven (7) weeks after the date of contract award.**

Representative building models and model sample data containing individual specifications, unit prices and quantities are required for all four representative building models in the selected CMAs.

Statistics Canada will use the representative building models to create a new building materials price index and potentially other construction cost indexes. The number of CMAs to be selected is to be determined by Statistics Canada during the bid process.

Note: This schedule applies to each of the representative building models. For a phase to be considered complete, applicable deliverables for each of the representative building models are to be received and approved by Statistics Canada.

Initial Contract Period:

Schedule	Scope and Deliverables
At contract award	A preliminary meeting with Statistics Canada via Teleconference Call or Web-ex to discuss the selection of representative building models and clarify any aspects of the contract.
Phase 1: To be completed three (3) weeks after contract allocation	Contractor to submit data for completely priced bills-of-quantities for each of the four approved representative building models for Toronto and Calgary. <i><u>Deliverables for Phase 1:</u></i> <ul style="list-style-type: none"> • Contractor – Supply a list of proposed representative building models to Statistics Canada. • Statistics Canada – Approve proposed representative building models. • Contractor – Supply completely priced bills-of-quantities for each of the approved building models in Masterformat divisions.
On or about January 30, 2015	A progress meeting with Statistics Canada via Teleconference Call or Web-ex to discuss the project status and report progress.



<p>Phase 2: To be completed five (5) weeks after contract allocation</p>	<p>Contractor to propose sample data items complete with individual specifications, unit prices and quantities, for each of the four approved representative building models to Statistics Canada for approval.</p> <p>The approved model sample data items are to be used as pricing proxies for other non-priced items. The model sample data items selected are to be identical for Toronto and Calgary for each of the four approved representative building models.</p> <p><u>Deliverables for Phase 2:</u></p> <ul style="list-style-type: none">• Contractor – Supply a list of sample data items for each building model to Statistics Canada.• Statistics Canada – Approve proposed sample data items for each approved building model.• Contractor – Supply a data report containing the list of approved sample data items, factors, aggregations and total representative building model price for each approved building model.
<p>Phase 3: To be completed seven (7) weeks after contract allocation</p>	<p>After Phase 2 approval by Statistics Canada of the model sample items, factors are to be calculated and aggregations completed for each of the four approved representative building models <u>in Toronto and Calgary only</u>.</p> <p>All non-priced data items represented by the sample data items are to be identified.</p> <p><u>Deliverables for Phase 3:</u></p> <ul style="list-style-type: none">• Contractor – Supply a data report of all non-priced data items represented by the approved representative model sample data items, factors are to be calculated and aggregations completed to produce the total price for each approved representative building model in Toronto and Calgary. All non-priced data items represented by the sample data items are to be identified.• Statistics Canada – Approve the data report.
<p>Phase 4: To be completed nine(9) weeks after contract allocation</p>	<p><u>In cities other than Calgary or Toronto</u>, the contractor will submit thirty (30) sample data items with estimated prices for all four of the approved representative building models in each of the CMAs, other than Calgary or Toronto, included in the bid submission as of February 15, 2015.</p> <p><u>Deliverables for Phase 4:</u></p> <ul style="list-style-type: none">• Contractor – submission of thirty (30) sample data items with estimated prices for all four of the approved representative building models in each of the CMAs included in the bid submission as of February 15, 2015.• Statistics Canada – Approval of all submitted items.



Phase 5: To be completed ten (10) weeks after contract allocation	<p><u>Deliverables for Phase 5:</u></p> <ul style="list-style-type: none"> • Contractor - Submit a breakdown analysis data report of prices of thirty detailed input sample data items for each approved representative building model in each selected city. • Contractor – Submit a monthly work schedule by trade and graphing the monthly progress of the construction of each approved representative building model. • Contractor - Submit a monthly payment schedule showing cash flow to each of the general and sub-trade contractors for the duration of each construction project plus any amendments or revisions for each approved representative building model is to be delivered. • Statistics Canada – Approval of all submitted items.
On or about March 16, 2015	A progress meeting with Statistics Canada via Teleconference Call or Web-ex to discuss the project status and report progress.
Phase 6: To be completed by March 31, 2015	<p><u>Deliverables for project completion:</u></p> <ul style="list-style-type: none"> • Contractor – electronic submission of copies of architectural, structural, mechanical and electrical drawings and construction specifications for each of the approved representative building models. • Statistics Canada – Approve the final data submission as complete.

Optional Services:

For optional services not exercised at Contract Award.

Schedule	Scope and Deliverables
Phase 1: To be completed four (4) months after the contract amendment has been issued.	<p>The contractor will submit thirty (30) sample data items with estimated prices for all four of the approved representative building models in each of the CMAs included in the Task Authorization issued for the optional contract period.</p> <p><u>Deliverables for Phase 4:</u></p> <ul style="list-style-type: none"> • Contractor – submission of thirty (30) sample data items with estimated prices for all four of the approved representative building models in each of the CMAs included in the Task Authorization issued for the optional contract period. • Statistics Canada – Approval of all submitted items.

5. Reporting Requirement

The Project Authority will meet with the Contractor to review project status. All document exchange and correspondence concerning the project will take place electronically, via electronic mail.

6. Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.



7. OTHER TERMS AND CONDITIONS OF THE SOW

7.1. Contractors Obligations

In addition to the obligations outlined in Section 4 of this Statement of Work, the Contractor shall:

- keep all documents and proprietary information confidential;
- return all materials belonging to StatCan upon completion of the Contract;
- submit all written reports in electronic Microsoft Office Word and Microsoft Excel;
- attend meeting with stakeholders, if necessary;
- participate in teleconferences, as needed;
- participate in meetings with Statistics Canada;
- maintain all documentation in a secure area.

7.2. Statistics Canada Obligations

Statistics Canada shall provide:

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.,
- access to a staff member who will be available to coordinate activities,
- comments on draft reports within five (5 working days) and/or,
- other assistance or support.

7.3. Constraints

The following constraints apply to this contract:

1. The representative building models selected are to be projects built since January 1st, 2013.
2. A general description of each building model selected is to be received and approved by Statistics Canada.
3. Delivery deadlines are set – (see Section 4.2 – Schedule, Scope and Deliverables).
4. All deliverables are to be organized using the most current “MasterFormat” divisions as determined by Construction Specifications Canada.
5. Representative building selection is to exclude very large, very small, unusual shape or unusual design and materials. The building models selected should be representative such that they could be built in any of the selected CMAs.
6. Representative building model projects, model sample data items and input detail data items for which breakdown data analysis is to be supplied are to be approved by Statistics Canada.
7. It is essential that each representative building model sample data item is priced and specified in such a manner that there is no confusion about what is included and that it is clear as to what is to be priced in the future by Statistics Canada. It is also essential that the same representative building model data item be able to be priced in any of the selected CMAs.
8. Referring to Phase 2, there must be at least one representative building model sample data item selected in each construction trade for each building model.
9. Equipment sample data items priced for each of the representative building models are to be supported by manufacturers’ names, supplier names, model specifications, contact name, business address, telephone and facsimile number in each of the selected CMAs.
10. The Federal Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) are to be excluded from the pricing of the representative building models. Provincial Sales Taxes (PST) are to be included where applicable.
11. Licences to use data and documentation for each building model received from architectural and/or engineering firms and/or general contractors to be delivered to Statistics Canada prior to completion of contract.
12. A progress report will be requested by Statistics Canada as per the timeframe outlined in Section 4.2 - Schedule, Scope and Deliverables. The contract must start upon award of



contract and adhere to the timeframe outlined Section 4.2 – Schedule, Scope and Deliverables.

13. The contractor's team leaders must be able to effectively communicate orally and in written form. In the event that an individual on the contractor's team becomes unavailable, the contractor must provide a replacement with equivalent experience and qualifications.

7.4. Location of Work, Work Site and Delivery Point

All work under this contract will be conducted at the contractor's place of business.

7.5. Language of Work

English or French. All deliverables are to be submitted in English, translation of the documentation is not needed.

7.6. Security Requirements

Contractor requires no security status, but is to be escorted at all times on Statistics Canada's site. All precautions are to be taken to prevent access to Classified or Designated information.

7.7. Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.

All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval on-screen or by e-mail, CD, DVD or zip file, wherever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.



ANNEX "B"
BASIS OF PAYMENT

Initial Contract Period: Contract Award to March 31, 2015

Census Metropolitan Area	Firm Price
Montréal, Quebec (Sample Priced)	
Toronto, Ontario (Fully Priced)	
Calgary, Alberta (Fully Priced)	
Vancouver, British Columbia (Sample Priced)	
Total	

Note: Statistics Canada will confirm the exact number of CMA's requested at contract award by including the firm price in the appropriate column.

Optional Services:

Census Metropolitan Area	Firm Price
St. John's, Newfoundland and Labrador (Sample Priced)	
Halifax, Nova Scotia (Sample Priced)	
Moncton, New Brunswick (Sample Priced)	
Ottawa-Gatineau, Ontario part, Ontario (Sample Priced)	
Winnipeg, Manitoba (Sample Priced)	
Saskatoon, Saskatchewan (Sample Priced)	
Edmonton, Alberta (Sample Priced)	
Total	