

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works & Government Services
Canada/Réception des soumissions Travaux publics et
Services gouvernementaux Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.E.)
B3J 1T3
Halifax
Bid Fax: (902) 496-5016

**Revision to a Request for Supply
Arrangement - Révision à une demande
pour un arrangement en matière
d'approvisionnement**

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Solicitation remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'invitation
demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax
Nova Scot

Title - Sujet Conservation & Heritage Services	
Solicitation No. - N° de l'invitation E0225-150779/A	Date 2015-02-23
Client Reference No. - N° de référence du client E0225-15-0779	Amendment No. - N° modif. 004
File No. - N° de dossier PWA-4-72038 (219)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$PWA-219-5190	
Date of Original Request for Supply Arrangement 2015-01-05 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-12	
Time Zone Fuseau horaire Atlantic Standard Time AST	
Address Enquiries to: - Adresser toutes questions à: Richard (PWA), Linda	Buyer Id - Id de l'acheteur pwa219
Telephone No. - N° de téléphone (902) 496-5261 ()	FAX No. - N° de FAX (902) 496-5016
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

E0225-150779/A

Amd. No. - N° de la modif.

004

Buyer ID - Id de l'acheteur

pwa219

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

E0225-15-0779

File No. - N° du dossier

PWA-4-72038

CCC No./N° CCC - FMS No/ N° VME

This amendment is issued to attach the solicitation amendment 003.

All other terms and conditions remain unchanged.

AMENDMENT 003

This amendment is in response to bidders questions and provides clarifications.

1. Pages 1 to 16 of Solicitation Document

Delete: In its entirety

Insert: The following updated pages. Clarifications and changes are noted by italics.

TABLE OF CONTENTS

	Page
PART 1 – GENERAL INFORMATION.....	3
1.1 INTRODUCTION.....	4
1.2 SUMMARY.....	4
1.3 SECURITY REQUIREMENTS.....	4
1.4 DEBRIEFINGS.....	4
PART 2 – SUPPLIER INSTRUCTIONS.....	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF ARRANGEMENTS.....	5
2.3 FORMER PUBLIC SERVANT – NOTIFICATION.....	5
2.4 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – NOTIFICATION.....	5
2.5 ENQUIRIES – REQUEST FOR SUPPLY ARRANGEMENTS.....	5
2.6 APPLICABLE LAWS.....	5
PART 3 – ARRANGEMENT PREPARATION INSTRUCTIONS.....	6
3.1 ARRANGEMENT PREPARATION INSTRUCTIONS.....	6
3.2 FORMAT INSTRUCTIONS.....	6
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS.....	7
5.1 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A SUPPLY ARRANGEMENT.....	8

ATTACHMENT 1.....	9
1.0 BASIS OF SELECTION.....	9
2.0 MANDATORY REQUIREMENTS.....	10
3.0 POINT RATED TECHNICAL CRITERIA.....	11
4.0 EVALUATION AND RANKING.....	15
5.0 SUBMISSION REQUIREMENTS CHECKLIST.....	16
DECLARATION/CERTIFICATIONS FORM.....	17
PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES.....	23
A. SUPPLY ARRANGEMENT.....	23
6.1 ARRANGEMENT.....	23
6.2 SECURITY REQUIREMENTS.....	23
6.3 STANDARD CLAUSES AND CONDITIONS.....	23
6.4 TERM OF SUPPLY ARRANGEMENT.....	24
6.5 AUTHORITIES.....	24
.	
6.6 IDENTIFIED USERS.....	24
6.7 ON-GOING OPPORTUNITY FOR QUALIFICATION.....	24
6.8 PRIORITY OF DOCUMENTS.....	25
6.9 CERTIFICATIONS.....	25
6.10 APPLICABLE LAWS.....	25
B. BID SOLICITATION.....	25
6.1 BID SOLICITATION DOCUMENTS.....	25
6.2 BID SOLICITATION PROCESS.....	27
C. RESULTING CONTRACT CLAUSES.....	28
6.1 GENERAL.....	28
ANNEX “A”	
REQUIREMENT.....	52
ANNEX “B”	
REPORTING.....	92
ANNEX “C”	
LIST OF DIRECTORS.....	93
ANNEX “D”	
DOING	94
BUSINESS.....	

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

1.2. Summary

Public Works and Government Services Canada requires a Request for Supply Arrangements (RFSA) for the provision of Conservation and Heritage Architectural Services to locations in Atlantic Canada: Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador. Any locations subject to any of the Comprehensive Land Claim Agreements are excluded.

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

The Supply Arrangements will remain valid for a period of seven years or until such time as Canada no longer considers them to be advantageous to use them. The period for awarding contracts under the Supply Arrangement begins on the start date of the Supply Arrangement.

For services requirements, Suppliers must provide the required information as detailed in article 2.3 of Part 2 of the Request for Supply Arrangements (RFSA), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Security Requirements

Suppliers are informed that there is a possibility that some solicitations against the Supply Arrangement might require that the supplier hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC) and that their personnel requiring access to sensitive work site(s) must hold a valid Reliability Status, granted or approved by CISD/PWGSC.

Should the successful suppliers not have the level of security indicated above, PWGSC shall sponsor the successful suppliers so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful suppliers for completion.

Suppliers desiring such sponsorship should so indicate in their covering letter with their proposal.

Successful supplier(s) issued a Supply Arrangement as a result of this RFSA, not possessing the required security clearance at time of a solicitation, will be bypassed in the selection process as detailed in Part 6B. For all bid solicitations against this supply arrangement (Part 6C) it will be mandatory to meet the security requirements at the time of bid closing.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2014-09-25) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (six (6) hard copies) (one unbound original and five bound copies).

Section II: Certifications (one hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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, suppliers 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

3.2 Format Instructions (CLARIFICATION)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Supply Arrangements.
- c) Minimum font size – 11 point Times or equal
- d) Minimum margins -25 mm left, right, top and bottom
- e) Double-side submissions are preferred
- f) One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- g) 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts, etc. will be counted as two pages.

The maximum number of pages (including text and graphics) to be submitted is as follows:.

Team Approach / Management of Services (R1)

- Maximum four (4) pages
- And one (1) organization chart (may be 11 x 17 fold out and counts as 2 pages)
- And one (1) page Curriculum Vitae of the firm member in the role of the identified Key Contact for the Supply Arrangement, who may or may not be a Senior Personnel identified in R3 – Senior Personnel Expertise and Experience.

Total maximum pages – seven (7)

Past Experience of Suppliers on Projects (R2) CLARIFICATION

- Maximum four (4) – one (1) page project descriptions of Prime Supplier to meet ATTACHMENT 1 – ARRANGEMENT EVALUATION PROCEDURES, 3. Point Rated Technical Criteria, Definition of Comparable Projects.
- Maximum three (3) – one (1) page project descriptions of projects of Key Sub-Consultant-Structural Engineering to meet ATTACHMENT 1 – ARRANGEMENT EVALUATION PROCEDURES, 3. Point Rated Technical Criteria, Definition of Comparable Projects.

Total maximum pages – seven (7)

Senior Personnel Expertise and Experience (R3) CLARIFICATION

- Maximum four (4) personnel x maximum two (2) pages each of the Prime Supplier.
- Maximum two (2) personnel x maximum two (2) pages each of the Key Sub-Consultant-Structural Engineering

Total maximum pages – twelve (12)

Project Personnel Expertise and Experience (R4)

- Maximum three (3) personnel x maximum one (1) page each of the Prime Supplier
- Maximum two (2) personnel x maximum one (1) page each of the Key Sub-Consultant-Structural Engineering.

Total maximum pages – five (5)

Hypothetical Projects (R5)

- *Maximum 5 pages per project x two (2) projects*

Total maximum pages – ten (10)

Total maximum page count R1 to R5 is forty-one (41).

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

- Covering letter
- Certifications requested in Part 5
- Front Page of the Request for Supply Arrangement document
- Front Page of the Revision(s) to the Request for Supply Arrangement document
- Matrix of Proposed Services and Proposed Geographical Areas

Any pages which extend beyond the above page limitation and any other attachments will be extracted from the arrangement and will not be evaluated. Please note that the page limitation will be applied to each deliverable – 1 page project descriptions, 1 page CVs, etc.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

The mandatory and point rated technical evaluations are included in Attachment 1.

4.2 Basis of Selection

The Basis of Selection is included in Attachment 1.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.1.2.1 Status and Availability of Resources

5.1.2.1.1 SACC Manual clause S3005T (2008-12-12) Status and Availability of Resources.

5.1.2.2 Education and Experience

5.1.2.2.1 SACC Manual clause S1010T (2008-12-12) Education and Experience

ATTACHMENT 1 ARRANGEMENT EVALUATION PROCEDURES

1.0 Basis of Selection

E1: Mandatory Criteria

Each arrangement will be examined to determine that it meets all **Mandatory Requirements**: M1, M2 & M3. Arrangements which fail to meet the mandatory criteria will be given no further consideration and will be deemed non-compliant. Arrangements which meet all the mandatory criteria will proceed to E2.

E2: Point rated Technical Criteria

E2a Team Approach and Management of Services

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R1. **Arrangements that fail to meet the minimum score of 7 points** will not be considered any further. The rating of R1 is performed on a scale of 10 points. (This criterion has a weight factor of 1.5 for overall evaluation purposes).

E2b Past Experience of the Firm

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R2. **Arrangements that fail to meet the minimum score of 7 points** will not be considered any further. The rating of R2 is performed on a scale of 10 points (This criterion has a weight factor of 2.5 for overall evaluation purposes).

E2c Senior Personnel Expertise and Experience

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R3. **Arrangements that fail to meet the minimum score of 7 points** will not be considered any further. The rating of R3 is performed on a scale of 10 points. (This criterion has a weight factor of 1.5 for overall evaluation purposes).

E2d Project Personnel Expertise and Experience

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R4. **Arrangements that fail to meet the minimum score of 7 points** will not be considered any further. The rating of R4 is performed on a scale of 10 points. (This criterion has a weight factor of 1.5 for overall evaluation purposes).

E2e Hypothetical Projects

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R5. **Arrangements that fail to meet the minimum score of 7 points** will not be considered any further. The rating of R5 is performed on a scale of 10 points. (This criterion has a weight factor of 2.5 for overall evaluation purposes).

E3: Conditions Precedent to Issuance of Supply Arrangement

Each compliant Supplier will be given written notification to provide the information required in Part 5 Certifications required as a Condition Precedent to Issuance of Supply Arrangement, by a specified date and time, unless the information has already been provided in the RFSA submission. Should the supplier fail to provide all the information required by the date and time specified, the Supplier will be considered non-compliant and given no further consideration.

E4: Suppliers with Arrangements that comply with all the requirements of the Request for Supply Arrangement will be issued Supply Arrangements.

2.0 Mandatory Requirements

To meet the mandatory requirements for this Supply Arrangement, the consultant must clearly demonstrate that their team meets all of the criteria noted below.

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

M1: Licensing, Certification or Authorization

The Supplier shall be an Architect (registered to practice in at least one province of Canada). The Supplier shall be eligible to be licensed in the provinces covered by this Supply Arrangement as this Supply Arrangement may involve work on Government of Canada facilities in Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador, depending on requirements as they emerge over the term of the agreement. The Supplier must indicate current license(s) or how he/she intends to meet the provincial licensing requirements.

M2: Consultant Team Identification

The core team to be identified at the time of the submission must include the following:

Prime Supplier:

- Architectural firm or proposed Joint Venture (c/w name(s), address, form of business association).
- Designed Lead Architect committed to support this Supply Arrangement.
- Key Sub-Consultant to the Supplier – Structural Engineering firm with conservation expertise and experience or proposed Joint Venture (c/w name(s), address, form of business association).

Other Sub-Consultants:

- The Supplier is not required to identify or submit information regarding "Other Sub-Consultants" at the time of submission. Other Sub-Consultants and expertise that may be required are identified under Additional Services (AS) and will be identified at the time of a specific project Bid Solicitation.

M3: Suppliers must complete, sign and submit the following:

- (a) Declaration Form (Attachment 2)
- (b) Consultant Team Identification Form (Attachment 3)

3.0 Point Rated Technical Criteria

Arrangements meeting the mandatory requirements will be evaluated in accordance with the following criteria.

The clarity of the writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

Definition of Comparable Projects

At least one (1) of the comparable projects must be a masonry conservation project. For the purposes of this evaluation, "a comparable project" is also defined as having met:

- A masonry conservation or heritage conservation project with a construction budget in excess of \$3M for a designated Heritage Building;
- Demonstrated good design using conservation architecture and building envelope design;
- Be located in a region or area of comparable environmental conditions to Canada or more severe weather conditions. For example, environmental conditions would be such as wind driven precipitation, multiple freeze thaw cycles, and winter temperatures of -5 Celsius or lower.

And at least three (3) of the following:

- Addressed buildings of high profile;
- Addressed buildings of high complexity/sensitivity;
- Multidisciplinary design team;
- Demonstrated use of sustainable design principles in Heritage buildings;
- A significant involvement with Architectural Stone masonry.

Each of the rated criteria will be judged on the basis of having delivered projects of a comparable nature.

Supplier Qualifications

R1: Team Approach / Management of Services

1. What we are looking for:

The Supplier should describe how the team will be organized in its approach and methodology in the delivery of the Required Services on a specific project including:

- How he/she proposes to perform the services and meet the constraints as identified in the Required Services;
- How the services and team will be managed to ensure continuing and consistent control as well as production and communication efficiency;
- How the team will be organized,
- If the Supplier proposes to provide multidisciplinary services, which might otherwise be performed by a sub-consultant to the Supplier, this should be reflected here.

2. What the supplier should provide: (CLARIFICATION)

- Communication strategies for the team and with PWGSC and other stakeholders;
- Confirm the project team (including names) of the Supplier team, *Key-Sub-Consultants-Structural Engineering* to the Supplier and any specialist personnel and their roles on a project;
- Organization chart with position titles and names (Supplier team). Joint Venture business plan, team structure and responsibilities if applicable;
- Assignment of Resources and availability of "back-up" personnel;
- Quality Control and Conflict Resolution techniques;
- Strategy for dealing with Health and Safety for the Project Team as well as any building tenants or the General Public;
- Demonstrate how the team intends to meet the "Project Response Time Requirements", as outlined in this Request for Supply Arrangement.

R2 Past Experience of Suppliers on Projects (CLARIFICATION)

1. What we are looking for:

The Prime Supplier must be an Architectural firm experienced in the work as described in the various Required Services (RS) sections, and shall include:

- Extensive experience in the provision of a full range of architectural conservation services (through all stages of a project and covering a varying degree of complexity and magnitude).
- A minimum of 10 full years of *proven experience* within the past 20 years of in Architectural Conservation of heritage buildings and to include:
 - *Substantial practical experience in overall building envelope design considerations for heritage buildings; stone masonry conservation and repair, and in heritage conservation and repair.* Substantial is defined as being the lead architect for at least three projects of conservation construction value of more than \$3M *each*, or a portfolio of work encompassing multiple projects totaling at least \$10M of conservation construction value. Projects must also meet ATTACHMENT 1 – ARRANGEMENT EVALUATION PROCEDURES, 3. Point Rated Technical Criteria, Definition of Comparable Projects.
 - Experience as Prime Supplier must be demonstrated with each of the described projects of similar technical complexity. *Projects must also meet ATTACHMENT 1 – ARRANGEMENT EVALUATION PROCEDURES, Definition of Comparable Projects.*
 - Demonstrated knowledge and understanding of the goals of FHBRO as administered by the Parks Canada Agency.

As the key Sub-Consultant to the Prime Supplier, the *Structural Engineering Supplier* must *demonstrate having* a minimum of five (5) full years of experience in the analysis and remediation of structural systems in heritage masonry buildings and be licensed or able to be licensed as described in 1.1. *Projects may or may not be the same as those submitted by the Prime Supplier.*

2. What the supplier should provide:

A description of the Prime Supplier's accomplishments, achievements and experience as Prime Supplier, and a description of the accomplishments, achievements and experience of the Key Sub-Consultants-Structural Engineering to the Prime Supplier.

- *For each comparable project, and in demonstrating experience in the provision of a full range of architectural conservation services, provide:*
 - A brief project description and intent;
 - Budget control and management – i.e. contract price at time of award and final construction cost – explain variation;

- Project schedule and management – i.e. schedule and revised schedules – explain variation;
- Client references – name, address, phone and e-mail address of client contact at working level;
- Names of key personnel responsible for project delivery including field review;
- Awards received.

R3 Senior Personnel Expertise and Experience (CLARIFICATION)

1. What we are looking for:

A demonstration that the Supplier has key personnel (Prime Supplier; Designated Lead Architect/Senior Heritage Architect; other Architectural team members with heritage conservation project experience; and Key Sub-Consultants-*Structural Engineering* to the Prime Supplier) with the capability, capacity, and expertise to carry out the duties as outlined in the Required Services (RS) section of the Supply Arrangement Request. This is the opportunity to emphasize the strengths of the individuals on the team, and to recognize past responsibilities, commitments and achievements.

2. What the supplier should provide: (please note deleted phrase from original solicitation)

- Submit curriculum vitae of each senior personnel clearly indicating the years of experience the senior personnel has in the provision of the services specified in the Required Services (RS) section and specifically for delivery of Stone Masonry and Heritage projects;
- Identify the personnel's years of experience, the number of years with the firm; professional accreditation; and accomplishments/achievements/awards.

R4 Project Personnel Expertise and Experience (CLARIFICATION)

1. What we are looking for:

- A demonstration that the Prime Supplier and the Key Sub-Consultant-*Structural Engineering* to the Prime Supplier have project personnel in-house or via sub-consultants to the Supplier, with *heritage conservation project experience*; with the capability, capacity and expertise to provide the required services and deliverables listed in the Required Services (RS) section.

2. What the Supplier should provide:

- Submit (*deletion*) curriculum vitae of project personnel who may also perform the work resulting from the individual Bid Solicitations. Each curriculum vitae must clearly indicate the years of experience the project personnel has in the provision of the services specified in the Required Services (RS) section;
- Identify the personnel's years of experience, the number of years with the firm;
- Professional accreditation; and
- Accomplishments/achievements/awards

R5 Hypothetical Projects (deleted phrase)

1. What we are looking for:

The Supplier should describe the Conservation Design Philosophy approach and methodology that they would employ to deliver each of the two projects as noted below in a general written response. The Supplier is to demonstrate an understanding of heritage conservation principles and an understanding of the "Standards and Guidelines for the Conservation of Historic Places in Canada." This is the

opportunity for the Supplier to state the overall design philosophy of the team as well as their understanding and approach to resolving design issues. The clarity of the report writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

2. What the proponent should provide:

- Significant issues, challenges and constraints.
- A description of the design approach and rationale to conserving deteriorated building assemblies.
- A description of considerations which will influence decisions on material selection and design.
- A discussion of mortar mix design and influences on mortar selection, such as; compatibility with existing mortar, performance in completed projects, possible environmental conditions within enclosed scaffolding, curing, and approach to maintenance.
- Strategies for achieving conservation-quality construction work.
- Strategies for addressing competing objectives.

3. The Facts:

When responding to the following two hypothetical project situations, be advised that the response will be used for evaluation purposes only. Details in the hypothetical projects are provided only to give the proponent sufficient material from which to develop an outline of their approach and methodology to the resolution of the issues.

Project #1

PWGSC's client, DND, has asked for a conservation report on a stone masonry building in Halifax, constructed in the 1890s. The building is two storeys in height and is approximately 30 by 75 metres in size. It is a National Historic Site and has been designated Classified by the FHBRO. The future use of the building is uncertain, but DND is committed to repairing the building envelope so that the building can continue to be occupied and used. Its red sandstone masonry walls are showing signs of deterioration such as: soiled and spalling stone surfaces, cracked and broken stones, and cracked and voided joints, having had little maintenance in the past 60 years. The wooden windows are in need of repair, and are difficult to operate. A previous consultant report on the building has indicated that one wall is leaning outwards, by up to 200 mm. Due to concerns about public safety (falling stone shards), sidewalks around the building have been protected with wooden canopies for the past 6 years. The building's granite foundations are not showing obvious problems, but granite retaining walls at areaways around the building are bowed.

The client is interested in determining what effort is required to restore the building envelope to good condition, for continued use either by DND or by a new owner. Describe the philosophy, approach and methodology your team would use to conserving this deteriorated building assembly and addressing its structural deficiencies, up to and including the RS-2 Heritage Conservation section of the Schematic Design Report. Explain the considerations that would influence your recommendations on material selection to repair or replace badly deteriorated sandstone units and window sash.

Project #2

PWGSC owns a building adjacent to the waterfront in a Maritime city. The building is a multi-storey facility with a total of approximately 10,000 sq.m. of useable space which is occupied by three federal government departments. The building was constructed in 1935-37. It has granite-faced foundations and Wallace sandstone upper walls, with brick back-up and a largely concrete-encased steel frame embedded in the masonry. It has only recently received a Recognized status as a Heritage building. Over the years, basic maintenance has been carried out but it has had no major repair of the building envelope. As a result, in areas the sandstone has lost its original surface and numerous stones have

cracked and spalled with rust staining at various joints. Some of the stones appear to be misaligned or shifted from their original location on the wall. Small pieces of the sandstone have been found on the sidewalk below. You have obtained written authorization from PWGSC to proceed with a schematic design that you have developed in RS-2. Describe the philosophy, approach and methodology your team would use to carry the project through to the end of RS-4 for the exterior of this building, with an emphasis on management of scope, resources, and schedule. Assumptions may be made as to RS1 and RS2 information.

4.0 EVALUATION AND RANKING

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Supply Arrangement) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. Technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
R1 Team Approach/Management of Services	1.5	0 – 10	0 – 15
R2 Past Experience of Proponent on Projects	2.5	0 – 10	0 – 25
R3 Senior Personnel Expertise and Experience	2.0	0 – 10	0 – 20
R4 Project Personnel Expertise and Experience	1.5	0 – 10	0 – 15
R5 Hypothetical Projects	2.5	0 – 10	0 – 25
Total	10.0		0 - 100

To be considered further, proponents **must** achieve a minimum weighted rating of seventy (70) out of the hundred (100) points available for the rated technical criteria as specified above.

No further consideration will be given to proponents not achieving the pass mark of seventy points.

Generic Evaluation Table

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

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 points	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Supplier does not possess the qualifications and experience	Supplier lacks qualifications and experience	Supplier has an acceptable level of qualifications and experience	Supplier is qualified and experienced	Supplier 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 the 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 capacity to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

5.0 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 “Submission of Proposals” – General Instructions.

- ☐ Declaration/Certification Form - completed and signed form(s) Appendix A
- ☐ Consultant Team Identification Form - completed with staff identified as noted in Appendix B
- ☐ Proposal - 1 signed original + (5) copies
- ☐ Front page of Request for Supply Arrangement - completed and signed
- ☐ Front page of Revision(s) to a Supply Arrangement - completed and signed

2. Following are responses from suppliers' questions received by January 29

1. The RFSA is not clear on if multiple teams will be engaged or just one team will be engaged for the services. Could you please confirm how many teams will be accepted for the RFSA services?

Answer: One team will be engaged per "Bid Solicitation."

2. Page 6 indicates: "**Team Approach / Management of Services - Four (4) pages** which *INCLUDES the 1-page Curriculum Vitae of the identified Key Contact for the Supply Arrangement*. "The key contact would also be one of the key personnel for whom two (2) to four (4) page CVs requested at page 13? Is this 1 page CV in addition to the 2-4 page CV?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions.

3. Page 6 indicates: "**Past Experience of the Firm – Four (4) x 1-page project descriptions**". Are these four project descriptions only those the architectural consultant has been involved in or are we to also to include projects that the structural engineer sub-consultant has been involved in? If the latter, would we submit two projects each for the architect prime consultant and the structural engineer sub-consultant?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions.

4. Page 7 indicates: "**Key Personnel Expertise and Experience – Four (4) x 1-page curriculum vitae**, one (1) for each of the 4 proposed key personnel." Are these four CVs only for the architectural consultant or are some CVs to be for key personnel from the structural engineer sub-consultant? If the latter, would we submit two Cvs each for the architect prime consultant and the structural engineer sub-consultant? Note that this requirement seems to contradict multi page CV requirement indicated on page 13 for R3 Senior Personnel Expertise and Experience.

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions

5. Page 10 indicates: "*The Supplier is not required to identify or submit information regarding "Other Sub-Consultants" at the time of submission.*" If we submit CVs and background on other specialists we would use in a project, which would increase the page count of our submission, would these be reviewed and considered as part of our proposal?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions

6. Page 10 indicates: "*The Supplier is not required to identify or submit information regarding "Other Sub-Consultants"* but at page 12 it is indicated to: "*Confirm the project team (including names) of the Supplier team, key sub-consultants to the Supplier and any specialist personnel and their roles on a project; Organization chart with position titles and names (Supplier team). Joint Venture business plan, team structure and responsibilities if applicable;*" These statements seem to contradict each other. Who are the key sub-consultants and specialist personnel that we are to provide?

Answer: This is clarified in Attachment 1 Arrangement Evaluation Procedures.

7. Page 6 indicates: "**Past Experience of the Firm** –, Four (4) x 1-page project descriptions", but on page 12 it indicates "A description of the Supplier's accomplishments, achievements and experience as prime consultant. Use three "comparable projects" undertaken within the last ten years to address this item." Are we to submit four (4) or three (3) project descriptions for consideration?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions and in Attachment 1 Arrangement Evaluation Procedures.

8. Page 13 indicates "R3 **Senior Personnel Expertise and Experience1. What we are looking for:** ... (Prime Supplier; Designated Lead Architect/Senior Heritage Architect; other Architectural team members with heritage conservation project experience; and Key Sub-Consultants to the Supplier).....2. **What the supplier should provide: (approximately two (2) to four (4) pages per senior personnel** – CV's are not included in the total page count of the Proposal) " This requirement seems to contradict Page 7 indicating: "**Key Personnel Expertise and Experience** – Four (4) x 1-page curriculum vitae, one (1) for each of the 4 proposed key personnel." Senior personnel would also be key personnel. Please clarify.

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions and in Attachment 1 Arrangement Evaluation Procedures

9. Page 13 Indicates: "**R4 Project Personnel Expertise and Experience....1. What we are looking for:** A demonstration that the Supplier has project personnel in-house or via sub-consultants to the Supplier, with the capability, capacity and expertise to provide the required services and deliverables listed in the Required Services (RS) section.....2. **What the Supplier should provide:** Submit a maximum of four (4) curriculum vitae of project personnel who may also perform the work resulting from the individual Bid Solicitations".

A. What personnel expertise and experience are being requested to be demonstrated here?

B. The provision of sub-consultants would contradict Page 10 which indicates: "*The Supplier is not required to identify or submit information regarding "Other Sub-Consultants" at the time of submission.*".

C. What is the maximum page count per CV?

D. Is this requirement only for the architect consultant or also for the structural sub-consultant?

Answer: This is clarified in Attachment 1 Arrangement Evaluation Procedures and Part 3 Arrangement Preparation Instructions – 3.2 Format Instructions

10. To help clarify submission requirements could a table be provided to confirm the number of CVs required for what positions, and also the number of project descriptions, along with required page counts?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions and in Attachment 1 Arrangement Evaluation Procedures

11. What is the maximum number of pages to be submitted for Past Experience of the Firm? Item 3.2 under past experience of firm says Four (4) x 1-page project descriptions, but Item R2 says the supplier should use “three” comparable projects. Does this mean 1-page project descriptions for each of the “three” comparable projects for a total of 3 pages? Please clarify.

Answer: This is “clarified” in Clarification above – Attachment 1 – Arrangement Evaluation Procedures and Part 3, Arrangement Preparation Instructions – 3.2 Format Instructions.

12. What is the maximum number of pages to be submitted for Key Personnel Expertise and Experience? Item 3.2 says Four (4) x 1 page curriculum vitae, one for each of the proposed key personnel. Does this mean 1-page curriculum vitae per each of the four (4) key personnel for a total of 4 pages for this section? Item R3 says approximately 2 to 4 pages for senior personnel – CV's not included. This would mean a maximum of 8 pages in total for this section for 4 key personnel. The two items appear to be in contradiction. Please clarify which is accurate.

Answer: This is “clarified” in Clarification of Part 3, 3.2 Format Instructions.

13. What is the time frame for the three “comparable projects” in which the supplier has past experience? According to Item R2, is it projects undertaken within the past 20 years in which the supplier has Architectural conservation experience of heritage buildings or is it projects undertaken within the last 10 years in which the supplier has Architectural conservation experience of heritage buildings. Will projects that were undertaken more than 10 years ago, but within 20 years be disqualified from Section R2 as past experience?

Answer: This is clarified in Attachment 1 Arrangement Evaluation Procedures

3. Following are responses from suppliers' questions received by February 4

1. Under paragraph 3.2 on page 6 of 93, we read that the Team Approach / Management of Services is to consist of a maximum of 4 pages, which INCLUDES the 1-page Curriculum Vitae of the identified Key Contact for the Supply Arrangement.
 - a. Is the Key contact meant to be one of the senior personnel in R3 on page 13 of 93? Would it not be logical to have all Senior CV's under the same section, namely R3 Senior Personnel?
 - b. On page 13 of 93, we are told that the page limit per Senior Personnel CV is between 2 and 4 pages, which appears to conflict with the 1 page for the Key Contact limit on page 6 of 93 and on page 7 of 93. We request clarification.
 - c. Under R3 on page 13, it is stated that the Senior Personnel CVs are not included in the total page count. The requirement to include a CV in the page count for Team Approach / Management of Services appears to contradict the spirit of not including CV's in the page count. We request clarification.

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions

2. Under R4 are the CV's of Project Personnel to be counted in any total page count?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions

3. What is the "total page count of the Proposal" referred to in paragraph R3?

Answer: This is "clarified" in Clarification of Part 3, 3.2 Format Instructions and in Attachment 1 Arrangement Evaluation Procedures

4. At this time, do we correctly understand that the only key sub-consultant we are required to confirm in our proposal is the Structural Engineer?

Answer: Yes, the only Key Sub-Consultant that is required is the Structural Engineering Supplier.

5. Under paragraph 3.2 on page 6 of 93, we read that the page limit for Team Approach / Approach / Management of the Services Section, which must include an organization chart and at least six other requirements (see R1). The stipulation of including a one-page CV reduces the effective limit to 3 pages. We request that R1 Team Approach/Management of Services page limit be at least 5 pages, not including a CV.

Answer: This is "clarified" in Clarification of Part 3 Arrangement Preparation Instructions - 3.2 Format Instructions

6. In paragraph 3.2 on page 6 of 93, we read that the Past Experience of the Firm shall include four (4) x 1-page project descriptions. Under R2 subsection on page 12 of 93, we read that we are to use three "comparable projects". Is the number of projects to be four (4) or three (3)?

Answer: Please refer to Clarification above – Attachment 1 – Arrangement Evaluation Procedures and Part 3, Arrangement Preparation Instructions – 3.2 Format Instructions.

7. Under 3.2 Format instructions on page 6 of 93, it is said that proponents are requested to use a 25 mm margin on our side of the page, rather than 12mm as we have seen in other RFP'S. Given the earlier stated encouragement to be green, wouldn't a 12 mm margin requirement make for a more efficient use of paper?

Answer: Margin of 25mm remains as per Part 3, 3.2 Format Instructions

8. In R2 Past Experience of Suppliers on Projects, reference is made to the Structural Engineer as a key Sub-Consultant. Does this mean that any of the Supplier's projects should have included the structural engineer we propose as key sub consultant?

Answer: This is clarified in Attachment 1 Arrangement Evaluation Procedures

5. Following are Responses for Questions received after February 8

1. Under R2 Past Experience of Suppliers on Projects” we read:

“As the key Sub-Consultant to the Supplier, the Structural Engineer must have a minimum of five (5) full years of experience in the analysis and remediation of structural systems in heritage masonry buildings and be licensed or able to be licensed as described in 1.1”

Answer: This is “clarified” in Clarification of page 6 Part 3, 3.2 Format Instructions.

2. Given that R2 requires three (3) projects of the Supplier (i.e. prime consultant), please clarify how you wish to see the experience of the structural engineering sub-consultant expressed in this particular context.

May we suggest that the best way to clearly demonstrate the experience of the structural sub-consultant is to add two or three structural engineering projects? This could either be done within R2 or under a new section, as is commonly requested in PWGSC RFP.s”

Answer: This is clarified in “R2 Past Experience of Suppliers on Projects (CLARIFICATION)”

6. Following are Responses for Questions received on February 17

1. Concerning the provision of Certifications (p.8/93), are we to understand that the Status and Availability of Personnel, same as with Education and Experience, may be provided at a later date? Some of this information is likely to evolve with time.

Answer: The certifications are to be provided with the arrangement or prior to issuance of a Supply Arrangement.

2. Is it correct to understand that there is not a fixed number of supply arrangements (SA) that Canada wishes to issue? As per E4 on page 10/93, all suppliers with arrangements that comply with the requirements will be issued a SA?

Answer: Yes

3. Can you please identify what Canada is referring to in the description for the Comparable Projects (P.11/93) when it states “Demonstrated good design using “Conservation Architecture and Building Envelope Design”? Is the capitalized expression (underlined here) a reference document?

Answer: Not a reference document

Solicitation No. - N° de l'invitation
E0225-150779/A
Client Ref. No. - N° de réf. du client
E0225-15-0779

Amd. No. - N° de la modif.
003
File No. - N° du dossier
PWA-4-72038

Buyer ID - Id de l'acheteur
pwa219
CCC No./N° CCC - FMS No./N° VME

4. Once retained as a Supplier, what criteria will govern the Bid Solicitation process: evaluation on quality and/or professional fees?

Answer: The basis of selection will include technical quality and professional fees.

5. M2 Consultant Team Identification on p.10/93 states "The core team to be identified at the time of the submission must include the following." It then provides a description of what should be provided for the Prime Supplier and for the Other Sub-Consultants. Are these instructions minimal or restrictive? In other words, can we choose to expand on the subject, while respecting the page count?

Answer: This is clarified in Attachment 1 – Arrangement Evaluation Procedures and Part 3 – Arrangement Preparation Instructions – 3.2 Format Instructions above.

All other terms and conditions remain unchanged.