



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

Parks Canada Agency
1300 - 635 8 Ave SW
Calgary, AB T2P3M3
Bid Fax: (403) 292-4475

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

Comments - Commentaries

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

Issuing Office - Bureau de distribution

Parks Canada Agency
Suite 1300
635 - 8 Ave SW
Calgary, AB T2P3M3

Title-Sujet Staff Housing Design – Waterton Lakes National Parks	
Solicitation No. - No. de l'invitation 5P420-15-5067/A	Date: May 22, 2015
GETS Reference No. – No de reference de SEAG PW-15-00684664	Client Ref. No. – No. de réf du client. n/a
Solicitation Closes:	
at – á 02:00 PM	on – le July 2, 2015
Time Zone - Fuseau horaire MDT - HAR	
Address Inquiries to: - Adresser toute demande de renseignements à : Nicole Levesque-Welch - nicole.levesque-welch@pc.gc.ca	
Telephone No. - No de téléphone (403) 292-4691	Fax No. – No de FAX: (403) 292-4475
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein – Voir ici	

TO BE COMPLETED BY THE BIDDER (type or print)
À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou écrire en caractères d'imprimerie)

Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur	
Address – Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Title - Titre	
Telephone No. - N° de téléphone: _____	
Facsimile No. - N° de télécopieur: _____	
Signature	Date

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A. SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

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

SI2 PROPOSAL DOCUMENTS

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI); R1410T (2015-04-01), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal; Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business";
 - (e) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority, named below, as early as possible. Enquiries should be received no later than 7 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

Nicole Levesque-Welch

nicole.levesque-welch@pc.gc.ca

SI4 OPTIONAL SITE VISIT

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held on **June 4, 2015 at 1:00pm MDT**. The site visit will begin at the Parks Canada Operational Building, 1 Compound Road^{3rd} meeting room, Waterton Lakes National Park.

Bidders are requested to communicate with the Contracting Authority before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

All travel and living costs associated with travel for the purpose of attending the Site Visit will be borne by the Bidder or their representative.

SI5 CANADA'S TRADE AGREEMENTS

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

SI6 CERTIFICATIONS

1. Integrity Provisions - Associated Information

By submitting a proposal, the Proponent certifies that the Proponent and its Affiliates are in compliance with the provisions as stated in Section GI1 Integrity Provisions - Proposal of R1410T (2015-04-01) General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Federal Contractors Program for Employment Equity - Proposal Certification

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

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

SI7 PARKS CANADA AGENCY

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada (PWGSC) shall be deleted and replaced with Parks Canada Agency (PCA).

S18 WEBSITES

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

Employment Equity Act

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

Federal Contractors Program (FCP)

http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

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

Consent to a Criminal Record Verification (PWGSC-TPSGC 229 form)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Lobbying Act

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

Contracts Canada

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

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

B. TERMS, CONDITIONS AND CLAUSES

1. AGREEMENT

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

- (a) the Front Page and this Agreement clause;
- (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2015-04-01), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2014-06-26), General Condition (GC) 2 - Administration of the Contract
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2015-02-25), General Condition (GC) 5 - Terms of Payment
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2012-07-16), General Condition (GC) 8 - Dispute Resolution
 - R1250D (2015-02-25), General Condition (GC) 9 - Indemnification and InsuranceSupplementary Conditions
Agreement Particulars
- (c) Project Brief / Terms of Reference;
- (d) the document entitled "Doing Business";
- (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.

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

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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

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

2. SUPPLEMENTARY CONDITIONS (SC)

SC1 HEALTH AND SAFETY

Health and Safety: For work in the Province of Alberta

1. Health and Safety

- 1.1 While working on federal lands, the consultant and his employees/subcontractors shall perform the work in accordance to the rules and regulations laid out in the Canada Occupational Safety and Health (OSH) Regulations
- 1.2 In conjunction with the federal OSH regulations, the consultant and his employees/subcontractors shall also comply with the provincial construction health and safety acts and regulations where applicable.

2. Workers Compensation

1. The recommended Proponent shall provide to the Contracting Authority prior to contract award:
 - a) a Premium Rate Statement – Alberta; and
 - b) a Workers Compensation Board letter of good standing, listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next responsive Proponent.

3. AGREEMENT PARTICULARS

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

ANNEX A TEAM IDENTIFICATION FORMAT

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

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

I. Prime Consultant (Proponent):

Firm Discipline: Architect

Firm or Joint Venture Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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II. Key Sub Consultants / Specialists:

Firm Discipline: Senior Civil Engineer

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Senior Environmental Engineer

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Senior Geotechnical Engineer

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Senior Structural Engineer

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Senior Mechanical Engineer

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Senior Electrical Engineer

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Senior Landscape Architect

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: Hazardous Materials Specialist

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: _____

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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Firm Discipline: _____

Firm Name:
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Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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ANNEX B DECLARATION/CERTIFICATIONS FORM

1. Proponent Information

NAME OF PROPONENT:	
Street Address:	Mailing Address (if different than street address)
City:	City:
Prov./Terr./State:	Prov./Terr./State:
Postal/ZIP Code:	Postal/ZIP Code:
Phone #: ()	Fax#: ()
E-Mail:	
Procurement Business Number:	

Type of Organization

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

Size of Organization

- Number of Employees: _____
- Registered Architects/ Graduate Architects: _____
- Other Professionals: _____
- Technical Support: _____
- Other: _____

2. Former Public Servant (FPS) - Certification

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

2.1 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.

2.2 Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

2.3 Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Proponent must provide the following information:

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

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

3. Declaration

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge.

If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... Name Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, Parks Canada contact will be with the following person:

Name: _____

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

E-mail: _____

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

ANNEX C PRICE PROPOSAL FORM

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

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title: Staff Housing Design – Waterton Lakes National Park

Name of Proponent:

The following will form part of the evaluation process:

1. REQUIRED SERVICES

A) Fixed Fee (R1230D (2015-02-25), GC 5 - Terms of Payment)

Required Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents:

SERVICES	FIXED FEE
RS 5 – Pre-Design Services	\$.....
RS 6 – Schematic Design Services	\$.....
RS 7 – Design Development Services	\$.....
RS 9 – Tendering Services	\$.....
RS 10 – Construction Administrative Services	\$.....
RS 11 – Post Construction Services	\$.....
MAXIMUM FIXED FEES	\$.....

Annex D Submission Requirements and Evaluation (SRE)

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

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

1.2 Calculation of Total Score

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

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

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

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

- Submit one (1) bound original plus four (4) bound copies of the proposal
- (1) electronic copy (in PDF format) on a USB thumb drive, CD or DVD of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- Any sheet size between 216mm x 279mm (8.5" x 11") and 279mm x 432 mm (11" x 17") will be counted as 2 pages.
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- Any sheet size larger than 279mm x 432 mm (11" x 17") will not be accepted.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

2.2 Specific Requirements for Proposal Format

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

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

- Covering letter
- Table of Contents and section dividers
- Team Identification Format (Annex A)
- Declaration/Certifications Form (Annex B)
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Annex C)
- CVs (curriculum vitae)

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

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements. Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

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

MANDATORY AT BID CLOSING		Met	Not Met
1.	Technical & Price Proposals (Annex C) must be received in the bid receiving unit prior to the date and time indicated in the solicitation document.		
2.	Complete and Submit Team Identification information (Annex A)		

MANDATORY PRIOR TO EVALUATION		Met	Not Met
1.	Complete and Submit the Declaration / Certifications Form (Annex B)		
2.	Complete list of names of all individuals who are currently directors of the Proponent in accordance with the Code of Conduct Certifications in SI7.		

3.1.1 Licensing, Certification or Authorization

The proponent must be registered, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial of Alberta. The proponent includes architects, engineers, surveyors, landscape architect or any professionals as needed to provide the required services.

3.1.2 Consultant Team Identification

The Consultant team must have expertise in architecture and engineering, licensed to provide the necessary professional architectural and engineering services to the full extent that may be required by provincial/territorial law.

In addition the proponent must have extensive expertise and relevant recent experience in planning, design, construction and post construction services, and in providing resident and non-resident services for architecture and engineering projects.

In addition, the Consultant and sub-consultants team members must meet the minimum experience shown below:

- a) Proponent (Prime Consultant)
 - Senior Architect - Registered Arch with minimum 15 years of directly related experience
- b) Key Sub-Consultants and/or Specialists
 - Senior Civil Engineer - P. Eng. with minimum 15 years of directly related experience

- Senior Environmental Engineer - P. Eng. with minimum 15 years of directly related experience
- Senior Geotechnical Engineer - P. Eng. with minimum 15 years of directly related experience
- Senior Structural Engineer - P. Eng. with minimum 15 years of directly related experience
- Senior Mechanical Engineer - P. Eng. with minimum 15 years of directly related experience
- Senior Electrical Engineer - P. Eng. with minimum 15 years of directly related experience
- Senior Landscape Architect - Member of either AALA, BCSLA, or CSLA with minimum 15 years of directly related experience and
- Hazardous Materials Specialist - P. Eng. with minimum 15 years of directly related experience.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant, indicate current license and/or how you intend to meet the provincial or territorial licensing requirements.

In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, G19 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Annex A.

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Annex B, Declaration/Certifications Form as required.

3.1.4 Code of Conduct Certifications - Consent to a criminal record verification

Proponents must submit with their bid or promptly thereafter:

- (a) a complete list of names of all individuals who are currently directors of the Proponent;

3.2 RATED REQUIREMENTS

Proposals meeting the Mandatory Requirements will be evaluated in accordance with the criteria that follow. The clarity of the proposal writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

3.2.1 Achievements of Proponent on Projects

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

Select a **maximum** of three (3) projects undertaken within the last ten (10) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included. If the Consultant team is a partnership or joint venture, a project for each partner in the team must be included in the project summaries. If the Consultant team is a partnership or joint venture, a project involving the team working together should be provided.

The Proponent should provide the following information for each project:

- A clear indication of how the project is comparable/relevant to the project in this RFP;
- A brief description of the project's intent, objectives, scope, budget and schedule, (including engineering and construction, and resident site services);
- A brief description of challenges and problems that were encountered during the project;
- A brief description of design/construction approaches used to meet project objectives, scope, budget and schedule requirements; and to address challenges and resolve problems;
- Final costs (engineering and construction , and resident site services), and an explanation of any variances with the initial project budget/estimates;
- Final schedule / completion dates (engineering and construction, and site services), and an explanation of any variance with the initial project schedule;
- An explanation of any changes in the project scope (engineering and construction , and resident site services) during the project implementation;
- An identification of key disciplines involved in the project, the names of the firms (e.g Prime Consultant or Sub-consultant) who provided the expertise and the names of key personnel who provided the services;
- Client References including: name, address, phone, fax and e-mail address of client contact at working level. References must be current and complete.

3.2.2 Achievements of Sub-Consultants / Specialists on Projects

Describe the accomplishments, achievements and experience either as Prime Consultant or in a Sub-consultant capacity on projects.

If the Proponent proposes to provide specialist services (e.g.: civil engineer, geotechnical engineer, environmental assessment and monitoring specialist, etc.) which might otherwise be performed by a Sub-consultant, this should be reflected here.

Provide a a maximum of three (3) projects undertaken within the last ten (10) years per key sub consultant or specialist identified in SRE 3.1.2 b). Only the first three (3) projects listed in sequence (per key sub consultant or specialist) will receive consideration and any others will receive none as though not included. If the Consultant team is a partnership or joint venture, a project for each partner in the team must be included in the project summaries. If the Consultant team is a partnership or joint venture, a project involving the team working together should be provided.

The Proponent should provide a CV with the following information for each key Sub-consultant / Specialist:

- A clear indication of how the project is comparable/relevant to the project in this RFP;
- A brief description of the project's intent, objectives, scope, budget and schedule, (including engineering and construction, and resident site services);
 - Where services were provided on multi-disciplinary projects, indicate the portion of the project scope, budget and schedule that was under the responsibility of the Sub-consultant / Specialist;
- A brief description of challenges and problems that were encountered during the project;
- A brief description of design/construction approaches used to meet project objectives, scope, budget and schedule requirements; and to address challenges and resolve problems;
- A comparison between initial project budget and final costs (engineering and construction), under the responsibility of the Sub-consultant / Specialist, and explanation of any variance;
- A comparison between initial project schedule and final schedule / completion dates (engineering and construction), under the responsibility of the Sub-consultant / Specialist, and explanation of any variance;
- An explanation of any changes in project scope (engineering and construction), under the responsibility of the Sub-consultant / Specialist, during the project implementation;

- A summary of knowledge and experience in the design and construction of structures similar to the one involved in the project in this RFP;
- Client References including: name, address, phone, fax and e-mail address of client contact at working level. References must be current and complete.
- For the Environmental Assessment and Monitoring Specialist: A list of at least three (3) federal level Environmental Assessments, conducted in accordance with the Canadian Environmental Assessment Act, since 2005 for project similar to the one in this Project Brief.

3.2.3 Expertise and Experience of Key Personnel

Describe the expertise and experience of key personnel to be assigned to this project regardless of their past association with the current Proponent firm.

This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

The Proponent should provide, for each key personnel:

- Individual's name, title and brief description of current functions; and name of firm;
- A description of expertise and experience (with number of years) and demonstration of how they are relevant to the specific needs of this RFP (use references to SRE 3.2.1 and SRE 3.2.2 as appropriate);
- A demonstration of roles, responsibilities and degree of involvement on past projects that will corroborate the person's expertise and experience;
- Details regarding professional accreditation (province, year, status, etc.)
- Involvement in any technical committees and associations;
- Special accomplishments / achievements / awards.

3.2.4 Understanding of the Project

Demonstrate understanding of the objectives of the project and of its functional and technical requirements. Also, demonstrate understanding of important issues, constraints and challenges that will affect the delivery and implementation of the project.

The Proponent should provide:

Identification and brief description of the key elements of each of the following areas, as well as a broad overview of how the Proponent will address them:

- Project specific objectives;
- Functional and technical requirements;
- Important issues, constraints and challenges;
- Delivering projects in a government environment (broad government priorities, objectives, regulations, etc. affecting project delivery);
- Project Stakeholders.

3.2.5 Scope of Services

Demonstrate understanding of the full scope of services for this project. Describe how the Proponent proposes to plan, organize and manage the delivery of all project services and deliverables, through each and every phase of the project, in a manner that will meet project time, cost, quality and scope objectives and requirements.

The Proponent should provide:

- a) A demonstration of the Proponent's understanding of the full scope of services and deliverables required for this project;
- b) A description of a program for Resident Site Services during Construction;
- c) A Project Work Breakdown Structure (PWBS) including, but not limited to:
 - deliverable-oriented groupings of all project activities, tasks and deliverables through all phases of the project, as outlined in the Project Brief document for this project;
 - allowances for on-going activities such as: risk management; commissioning; quality, schedule and cost control, progress reporting; environmental monitoring; etc.;
 - allowances for all required reviews and approvals;
 - clear assignment of responsibilities for activities, tasks and deliverables to project team personnel in specific areas of expertise, with an estimation of levels of effort in terms of number of hours of all identified resources;
- d) A Project Schedule including, but not limited to:
 - logical sequencing of all project activities, tasks and deliverables through all phases of the project, as outlined in the Project Brief document for this project;
 - cross-references to the elements of the PWBS;
 - start and finish times for all key activities, along with target dates for major project milestones and deliverables associated with each project phase;
 - due consideration for such aspects as proposed design methodology, project implementation strategies, construction staging; seasonal and other constraints etc.;
 - allowances for on-going activities such as: risk management; commissioning; quality, schedule and cost control, progress reporting; environmental monitoring; etc.;
 - allowances for all required reviews and approvals.

3.2.6 Management of Services:

Describe how the Proponent will set up, organize and manage all resources (i.e. Prime Consultant, the Joint-Venture Consultant(s) (as applicable), the Sub-consultants and other Specialists) to form a project team capable of effectively providing all the required services and deliverables, addressing all issues and constraints, and meeting all the challenges of the project.

The Proponent should provide:

- a) A description of the project team including, but not limited to:
 - names, titles and years of pertinent experience of all team members, as well as a summary of what their roles and responsibilities will be on the project;
 - the firm of origin of the team members (i.e. Prime Consultant, Joint-Venture Consultant, Sub-consultants, etc.) and the number of years with that firm;
 - detailed profiles of key positions and of key team members for these positions (use links to SRE 3.2.3 as appropriate);
 - names of personnel who will be committed to the project as back-up to key position, and a brief description of their expertise and experience (with years of experience);
 - overall depth of available back-up resources and expertise.
- b) An Organization Chart that clearly shows:
 - name and title of the Proponent's prime contact(s) for the project; " names and titles of the project team members;
 - lines of communication and reporting structure;
 - business and reporting relationships between firms forming the project team (i.e. Prime Consultant, Joint-Venture Consultant(s), Sub-consultants, etc.);
 - how the Organization Chart will fit in the overall Project Organizational Structure.
- c) A description of the Proponent's management approach to:
 - meeting all project administrative requirements;

- managing and coordinating all consulting services and deliverables provided by the Prime Consultant, the Joint-Venture Consultant(s), the Sub-consultants, etc.;
- ensuring continuing and consistent availability, efficiency and assignment of required expertise without omissions, duplications or conflicting responsibilities;
- ensuring effective communications;

3.2.7 Approach / Methodology

Describe the internal processes and methodologies the Proponent has in place to ensure that all project services are delivered on time, on budget, on scope and at the highest level of quality. This should include services and deliverables in both the Consultant contract and the Construction contract.

Identify major challenges that may affect the delivery of services and implementation of the project, and describe the Proponent's proposed approach to effectively deal with these challenges.

The Proponent should provide:

- a) For each of the following areas of project monitoring and control: describe the Proponent's internal process / methodology; identify major challenges specific to the project; and describe the approach to effectively deal with these challenges:
 - Time Planning, Scheduling and Control;
 - Cost Planning, Estimating and Control;
 - Quality Assurance and Control;
 - Scope of Work Control;
 - Risk Management (including identification of major risks and remedial action);
 - Health and Safety Protection;
 - Commissioning;
 - Conflict Resolution (consultant contract and construction contract).
- b) For each of the following areas relating to project development and implementation: identify major challenges specific to the project and describe the approach to effectively deal with these challenges:
 - Site Studies, Investigations and Engineering Analyses; " Work Sequencing and Prioritization;
 - Functional, Technical and Operational Requirements;
 - Design Philosophy and Methodology;
 - Environmental Protection / Sustainable Development;
 - Constructability and Construction Staging.

3.2.8 Proposal

The proponent should provide a clear and concise proposal that is well organized and prepared and follows the format outlined in this Annex.

3.3 EVALUATION AND RATING

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

	Criterion	Weight Factor	Rating	Weighted Rating
3.2.1	Achievements of Proponent on Projects	2.0	0 - 10	0 - 20
3.2.2	Achievements of Sub-Consultants /Specialists	1.0	0 - 10	0 - 10
3.2.3	Expertise and Experience of Key Personnel	1.5	0 - 10	0 - 15
3.2.4	Understanding of the Project	1.0	0 - 10	0 - 10
3.2.5	Scope of Services	1.5	0 - 10	0 - 15
3.2.6	Management of Services	1.5	0 - 10	0 - 15
3.2.7	Approach /Methodology	2.0	0 - 10	0 - 20
3.2.8	Proposal	0.5	0 - 10	0 - 5
	Technical Rating			0 - 110

To be considered further, proponents must achieve a minimum Technical Rating of sixty (60) points out one hundred ten (110) points available as specified above. No further consideration will be given to proponents not achieving the pass marks identified.

3.4.2 Generic Evaluation Table

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below. At the time of evaluating proposals, the PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

Non Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements	Some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent does not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

SRE 4 PRICE OF SERVICES

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

When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals opened. All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 10
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 8, 6, 4, and 2 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is equal to the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Criterion	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 110	90	0 - 90
Price Rating	0 - 10	10	0 - 10
Total Score		100	0 - 100

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

Example:

The table below illustrates an example where all three bids are responsive and the selection of the consultant is determined by a 90/10 ratio of technical merit and price, respectively.

The total available points are 350.

The lowest evaluated price is \$1,650,000.00 for Proponent C. Therefore, Proponent C gets the full 10 points available for price.

Firm Name	Technical Proposal (245 Pass Mark)	Weighted Technical Rating 90% = (points awarded / total points) * 90	Evaluated Price Proposal	Price Rating 10%	Total Score (Technical + Price Rating)
A	260/350	= 90 (260/350) = 66.86	\$1,800,000.00	6	72.86
B	280/350	= 90 (280/350) = 72.00	\$1,700,000.00	8	80
C	250/350	= 90 (250/350) = 64.29	\$1,650,000.00	10	74.29
D	230/350	N/A	N/A	N/A	N/A

3 proposals met the minimum pass mark in the technical evaluation portion of the proposal evaluation. As a result, all evaluated price proposals were added together and divided by 3 in order to reach the average bid price which was determined to be \$1,716,666.67. No price proposals were greater than twenty-five percent (25%) above the average price so as a result, no proposals were set aside.

Proponent D did not achieve the minimum pass mark for the technical proposal and was not considered any further.

Proponent B was deemed the Best Overall Proposal.

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

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

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

- Team Identification – see typical format in Appendix A
- Declaration/Certifications Form – completed and signed – form provided in Appendix B
- Proposal – one (1) original plus four (4) copies
- Proposal – one (1) electronic copy
- Front page of RFP
- Front page(s) of (and if) any solicitation amendment(s)
- In a separate envelope:** Price Proposal form Appendix C – One (1)

Solicitation No. - N° de l'invitation
5P420-15-5067/A

Amd. No. - N° de la modif.

Buyer - l'acheteur
Nicole Levesque-Welch

Client Ref. No. - N° de réf. du client
5P420-15-5067

File Name - Nom du dossier
Staff Housing Design – Waterton Lakes National Park

Annex E Project Brief

This document is attached as a separate pdf.

Solicitation No. - N° de l'invitation
5P420-15-5067/A

Amd. No. - N° de la modif.

Buyer - l'acheteur
Nicole Levesque-Welch

Client Ref. No. - N° de réf. du client
5P420-15-5067

File Name - Nom du dossier
Staff Housing Design – Waterton Lakes National Park

Annex F Doing Business

This document is attached as a separate pdf.

All reference to the Department of Public Works and Government Services shall be deleted and replaced with Parks Canada Agency.

ANNEX G Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature _____

Date _____