

Submission Requirements and Evaluation of Proposals

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1 PROPOSAL REQUIREMENTS

1.1 Price Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26) Price Evaluation

1.2 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;
- Paper size should be – 216 mm x 279 mm (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 216 mm x 279 mm (8.5" x 11") sheet of paper;
- 279 mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages;
- The order of the proposals should follow the order established in this Annex.

1.3 Specific Requirements for Proposal Format

The following are the maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under item 2.2.

Ref. Number	Criterion	Maximum Number of Pages per Criterion
2.2.1	Bidders' Achievements in Projects	Ten (10) pages
2.2.2	Achievements of Key Personnel on Projects	Eighteen (18) pages
2.2.3	Understanding of the Mandate	Five (5) pages
2.2.4	Work Methodology, Scope and Management of Services	Eight (8) pages

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

- Cover letter
- Pages to identify and separate the criteria/annexes
- Curriculum vitae annexed to the proposal
- Consultant Team Identification Format (Annex D)
- First page of the RFP
- First pages of the RFP amendments
- Price Table (Annex B)

The maximum number of pages for the curriculum vitae annexed to the proposal is eighteen (18) pages.

Consequence of non-compliance: Any pages that extend beyond the above page limitations and any other attachments will be removed from the proposal and will not be forwarded to the Evaluation Board members for evaluation.

2 SUBMISSION REQUIREMENTS AND EVALUATION

2.1 MANDATORY REQUIREMENTS

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

2.1.1 Licensing, Certification or Authorization

The key personnel performing engineering tasks shall be engineers who are licensed, or eligible to be licensed, to provide the necessary professional services to the full extent that may be required by provincial law in the province of Québec.

2.1.2 Consultant Team Identification

The members of the consultant's team to be identified are the following:

- Project Engineer
- Assistant Project Manager
- Senior Engineer – Concrete
- Senior Engineer – Roadway
- Senior Engineer – Steel
- Senior Engineer - Geotechnical
- Environmental Expert – Contaminated Soils
- Senior Engineer – Sound Environment (Acoustic)

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 clause 2.7, part 1 of the RFP).

2.1.3 Declaration/Certifications Form

Bidders must complete, sign and submit the following:

- Annex D, Declaration/Certifications Form, as required

2.1.4 Integrity Provisions - Associated Information

Bidders who are incorporated, including those submitting proposals as a joint venture, must provide a complete list of names of all individuals who are currently directors reporting to the Bidder. Bidders submitting proposals as a sole proprietorship, including those submitting proposals as a joint venture, must provide the name of the owner. Bidders submitting proposals as corporations, firms or partnerships are not required to provide lists of names. If the required names have not been received by the time the evaluation of proposals is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide the names within the time frame specified will result in the proposal being declared non-responsive. It is a mandatory requirement to provide the names required in order to be deemed qualified and to be the bidder selected for the Agreement.

2.1.5 Financial Capability

SACC Manual Clause [A0220T](#) (2014-06-26) Financial Capability

2.2 RATED REQUIREMENTS

The evaluation criteria address the previous achievements and experiences of the proposed Consultant and its team, the Bidder's understanding of the mandate as well as the proposed methodology to undertake the services.

2.2.1 Bidder's Achievements on Projects

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

Describe five (5) projects relevant to this mandate that have been undertaken or carried out by the Bidder or by the members of the joint venture in the ten (10) years preceding the closing date for this Request for Proposals. Joint venture submissions are not to exceed the maximum number of projects. Projects not carried out within this ten-year period will be given zero (0) points in the evaluation of the technical proposal. Only the first five projects listed in sequence will receive consideration and any others will receive none as though not included.

Of the five (5) projects presented:

- Present three (3) projects related to quality control of civil infrastructure or transportation infrastructure;
- Present one (1) project related to environmental quality of soils and water
- Present one (1) project related to monitoring of the sound environment during construction activities

Information that should be provided for each project

- For each submitted project, the project title, location where carried out, project completion period (if project not completed, indicate the percentage of project completion) and the overall cost;
- Amount of Bidder's fees for each submitted project;
- Clearly written description of the services provided by the Bidder and how these relate to the above-noted fields of experience and to the services to be delivered under this contract;
- Clearly written explanation of how each project relates to the experience for the above fields and to the services to be delivered under this contract;
- Purpose and brief description of the project. The narrative portions are to include a discussion of the approach and work methodology used to comply with the objective of the project, address challenges and solve problems in order to carry out the project or assignment;
- Budget control and management, i.e., contract prices (initial and final) ; explain variances;
- Client references : Names, addresses and telephone number of clients whose names are provided as references for execution of the work (references may be checked);
- Names of key persons responsible for carrying out the project;
- Awards of excellence received.

The Bidder (or members of the joint venture) (as defined in Item 17 of Standard Instructions 2003) must have acquired the experience on the three (3) projects related to quality control of civil infrastructure or transportation infrastructure projects OR acquired the experience on the one (1) project related to environmental quality of soils and water. The experience for the projects presented for which the Bidder has not acquired the experience can have been undertaken or carried out by a sub-consultant or sub-contractor that the Bidder will retain to deliver services under this Contract.

Please indicate those projects that were carried out as part of a joint venture and describe the responsibilities of each joint venture participant involved in each project.

2.2.2 Achievements of Key Personnel in Projects

Describe the experience, skills and abilities of key personnel to be assigned to this project, regardless of their past association with the current Bidder's firm. This is an opportunity to emphasize the strengths of the team members and highlight their past responsibilities, commitments and achievements.

For each of the following key personnel, outline four (4) projects that are relevant to this mandate.

Key Personnel	Minimal Requirements
Project Engineer	See Section 7.2.1 of the Terms of Reference
Assistant Project Engineer	See Section 7.2.2 of the Terms of Reference
Senior Engineer – Concrete	See Section 7.2.3 of the Terms of Reference
Senior Engineer - Roadway	See Section 7.2.4 of the Terms of Reference
Senior Engineer – Steel	See Section 7.2.5 of the Terms of Reference
Senior Engineer - Geotechnical	See Section 7.2.6 of the Terms of Reference
Environmental Expert – Contaminated Soils	See Section 7.2.7 of the Terms of Reference
Senior Engineer – Sound Environment (Acoustic)	See Section 7.2.8 of the Terms of Reference

Information that should be provided for each key personnel:

- Resource's designation for the purposes of this project (key person concerned);
- Resource's name;
- Resource's education;
- Number of years of experience in the relevant field (total);
- Number of years of experience with the Bidder;
- Professional qualifications and/or professional association/order including the year registered (if applicable);
- Field(s) of specialization;
- Resource's relevant experience and expertise;
- For each of the four (4) projects, the information to be provided will include the following:
 - Project identification (title);
 - Project location;
 - Client's name and client representative's name;
 - Date/period of execution (if the project is not completed, indicate the percentage of completion);
 - Estimated amount of fees for services provided;
 - Key person's duties, responsibilities and degree of participation;
 - Activities and achievements in the project.

2.2.3 Understanding of the Mandate

Bidders should demonstrate that they understand the Owner's Laboratory overall goals, duties and responsibilities, in addition to the functional and technical requirements, challenges, and constraints, as well as its understanding of how these relate to the delivery of a public-private partnership project.

Information that should be provided:

- Overall goals of the NBSLC Project and mandate based on the Terms of Reference;

- Owner's Laboratory's duties and responsibilities in the context of a public-private partnership project;
- Functional and technical requirements;
- Major issues, challenges and limitations.

2.2.4 Work Methodology, Scope and Management of Services

Bidders should demonstrate their ability to provide and manage the required services while meeting the challenges of the mandate and of the project, as well as how they plan to go about providing the services and complying with constraints in order to ensure the timely delivery, the control and the quality of services delivered as well as efficient communications. The Bidder should outline how the team is organized (organizational structure), how the team is integrated into the current structure of the firms and how the team is managed. The Bidder must also identify and describe the role of the sub-consultants and specialists required to complete the consultant team.

Information that should be provided:

- Scope of services: Understanding and list of services to be provided by the Bidder;
- Work plan: Detailed description of tasks and deliverables;
- Schedule: Proposed schedule and approach for providing the principal services in a timely manner;
- Risk management strategy associated with the services to be provided, availability of resources, compliance with the schedule and fulfilment of duties and responsibilities, etc.;
- Description of main problems and the team's method that will be used to resolve them;
- Organization chart indicating the titles and incumbents of positions (consultant team and key sub-consultant/sub-contractors) as well as reporting relationships;
- Joint venture's business plan, members comprising the team and their responsibilities, as applicable;
- Anticipated backup personnel;
- Profiles of key positions (responsibilities and assignments);
- Communication strategies;
- Response turnaround time.

2.3 EVALUATION AND RATING

Responsive proposals will be reviewed, evaluated and rated by an Evaluation Board in accordance with the following.

Criterion	Weighting Factor	Rating	Pass Score	Weighted Rating
Bidder's achievements on projects	30			0–30
Projects 1, 2 and 3: Experience in projects related to quality assurance of civil infrastructure or transportation infrastructure	60	0–10		
Project 3: Experience in a project related to environmental quality of soils and water	25	0–10		
Project 4: Experience in a project related to monitoring the sound environment during construction activities	15	0–10		
Key persons' achievements on projects	30			0–30
Project Engineer	15	0–10		
Assistant Project Engineer	10	0–10		

Senior Engineer – Concrete	15	0–10		
Senior Engineer - Roadway	10	0–10		
Senior Engineer – Steel	15	0–10		
Senior Engineer - Geotechnical	10	0–10		
Environmental Expert – Contaminated Soils	15	0–10		
Senior Engineer – Sound Environment (Acoustic)	10	0–10		
Understanding of the Mandate	10	0–10		0–10
Work Methodology, Scope and Management of Services	30	0–10		0–30
Total Score	100		60	0–100

Generic Evaluation Table

Evaluation Board members will evaluate the strengths and weaknesses of the Bidder'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 at this end of this document.

It should be noted that when calculating the number of years of pertinent experience for the positions listed above, the years spent obtaining a Master's degree (second level (i.e. post-graduate) of university diploma in accordance with North American standards) or Doctorate degree in a field pertinent to the Contract can be included, up to a maximum of one (1) year for a Master's degree (second level of university diploma in accordance with North American standards) and two (2) years for a Doctorate.

In order for their proposals to be given further consideration, Bidders **must** obtain a minimum Technical Score of sixty (60) percent, i.e., sixty (60) points out of the hundred (100) possible points, as specified above.

Proposals that fail to obtain the pass score of sixty (60) percent will be deemed non-responsive and will thus be given no further consideration.

4 PRICE OF SERVICES

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

To establish the price rating, each responsive proposal will be evaluated in proportion to the lowest price offered to establish a percentage rounded to the nearest hundredth of a percent. The resulting percentage will be multiplied by the weighting given to the financial bid (50) and rounded to one decimal place to obtain the price rating.

Example:

An example of how the price rating will be calculated is provided in the following table.

	Bidder 1	Bidder 2	Bidder 3
Bid price	\$100,000.00	\$150,000.00	\$200,000.00
Proportional percentage	$\frac{\$100,000.00}{\$100,000.00} = 100.0\%$	$\frac{\$100,000.00}{\$150,000.00} = 66.7\%$	$\frac{\$100,000.00}{\$200,000.00} = 50.0\%$
Price rating calculation	$100\% \times 50 = 50.00$	$66.7\% \times 50 = 33.35$	$50.0\% \times 50 = 25.00$
Price rating	50.0	33.4	25.0

5 TOTAL SCORE

Total Scores will be determined as follows:

The technical ratings will be multiplied by the weighting value assigned to the technical bids (50%) and rounded out to a decimal place to obtain the technical rating. The sum of the technical rating and the price rating will be the Total Score;

For its proposal to be retained, the Bidder **must** obtain a minimum Total Score of sixty (60) points out of a possible one hundred (100) points, as specified above.

6 SUBMISSION REQUIREMENTS CHECKLIST

The following list of documents and forms is provided to help Bidders submit complete bids. Bidders are responsible for meeting all submission requirements.

Bidders may append a cover letter to their proposals.

- | | |
|--|--|
| <input type="checkbox"/> Team Identification | – See standard submission form in Annex D; |
| <input type="checkbox"/> Declaration/Certifications Form | – Form provided in Annex D, completed and signed; |
| <input type="checkbox"/> Integrity Provisions | – Associated information and list of directors/owners; |
| <input type="checkbox"/> Proposal | – One (1) original plus four (4) copies to be submitted. |
| <input type="checkbox"/> Front page of the RFP | |
| <input type="checkbox"/> Front page(s) of any bid solicitation amendment | |

In a separate envelope identified as the PRICE PROPOSAL:

- | | |
|--|--|
| <input type="checkbox"/> Price Proposal Form | – One (1) original and two (2) copies submitted in a separate envelope |
|--|--|

ANNEX F – SUBMISSION REQUIREMENTS
AND EVALUATION OF PROPOSALS

7 GENERIC EVALUATION TABLE

NIL	UNSATISFACTORY	WEAK	SATISFACTORY	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information that could be evaluated	Bidder or Personnel does not have qualifications and experience	Bidder or Personnel lacks qualifications and experience	Bidder or Personnel has an acceptable level of qualifications and experience	Bidder or Personnel is qualified and experienced	Bidder or Personnel is highly qualified and experienced
Did not submit information that could be evaluated	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	Sample projects directly related to this requirement and one or more proposed resources involved in the projects
Did not submit information that could be evaluated	Extremely poor; insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability; should ensure adequate results	Satisfactory capability; should obtain effective results	Superior capability; should obtain very effective results
Did not submit information that 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
Did not submit information that could be evaluated	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses