

REQUEST FOR PROPOSAL No. CRC-IP-113395

FOR THE PROVISION OF

BUILDING 2A MAIN ENTRANCE DESIGN

IN SUPPORT OF

COMMUNICATIONS RESEARCH CENTRE

SHIRLEY'S BAY

3701 Carling Avenue

Ottawa, Ontario

K2H 8S2

**BIDDERS ARE INVITED TO SUBMIT A PROPOSAL FOR THE
PROJECT NAMED ABOVE.**

PART I: GENERAL INFORMATION / CONDITIONS

1. INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The Proposal must be prepared and submitted in two (2) separate packages:

SECTION 1 – TECHNICAL SUBMISSION (1 copy) (with no reference to price)

This section is to respond to the Mandatory Requirements as stated in Part II, Section 9.0. This section is also to include:

- **a signed copy of the Certifications included in Part III**
- At a minimum but not limited to the following:**
 - o **Demonstrate your understanding of the requirement**
 - o **Identify the qualified resources assigned to the project**

SECTION 2 – FINANCIAL SUBMISSION (1 copy)

This section is to include a duly completed and signed Financial Submission Form attached hereto as Appendix A of this RFP. The Bidder is to refer to Part II, section 11.0 for additional information related to the financial portion of their proposal.

Note: Prices shall not appear in any other area of the proposal except in Appendix A Financial Submission Form.

2. PROPOSALS MAY BE SUBMITTED BY THE FOLLOWING DELIVERY METHODS:

2.1 By e-mail: CRC-Procurement@ic.gc.ca

When using the e-mail method, bids must be submitted in two separate attachments clearly identified in one e-mail as follows:

- i) **Technical Bid**
- ii) **Financial Bid**

All attachments must contain RFP number (IC-IP-113395).

OR

2.2 Hard Copy to:
Communications Research Centre
Procurement and Contracting
Building 74, Room 109
3701 Carling Avenue
Ottawa, Ontario K2H 8S2

When using this Hard Copy delivery address method, bids must be submitted in two separate sealed envelopes/parcels as follows:

- 1. Technical Bid**
- 2. Financial Bid**

Bidders must ensure that the RFP number (IC-IP-113395) is clearly marked on all envelopes/parcels when proposals are delivered to the above mentioned address.

IMPORTANT NOTICE TO BIDDERS

Tenders submitted to any e-mail address or mailing address other than that stated herein will not be considered. The CRC will not assume responsibility for misdirected tenders. Proposals must be submitted before the specified tender closing date and time. The CRC will not assume responsibility for tenders received after the tender closing date and time.

3. CLOSING DATE AND TIME:

Proposals must be submitted and received by August 13, 2015, 2:00 p.m Eastern Daylight Saving Time.

RFP no. CRC-IP-113395 should appear on all envelopes containing your proposal.

4. GENERAL CONDITIONS OF ANY RESULTING CONTRACT

Industry Canada's General Conditions of a Service Contract will be part and parcel of the resulting contract. This document is available at:

http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_06661.html

5. ENQUIRIES

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the RFP, from the issue date of the solicitation up to the closing date, are to be directed **ONLY** to the Contracting Authority named below. Enquiries and other communications are **NOT** to be directed to any other government official(s). Failure to comply with this paragraph may (for that reason alone) result in the disqualification of the proposal. Enquiries must be **IN WRITING**. Enquiries must be received no less than three (3) working days prior to the RFP closing date to allow sufficient time to provide a response. Enquiries received after that time might not be answered prior to the RFP closing date.

6. MANDATORY SITE VISIT

A Mandatory Site Visit will be held at the CRC Shirleys Bay Campus located at 3701 Carling Avenue, Ottawa, ON, August 4, 2015 at 10:00 am, Eastern Daylight Saving Time.

Bidders who do not attend the mandatory site visit cannot submit a tender.

Bidders that are planning to participate in this Site Visit are asked to contact the Contracting Authority mentioned below to confirm their attendance; no later than one (1) working day prior to the Site Visit. Photo identification is required for access onto campus grounds.

7. MANAGEMENT OF THE RESULTING CONTRACT

Contracting Authority	Alternate Contracting Authority
Anne Nino Manager Procurement and Contracting Officer Communications Research Centre Canada Centre de recherches sur les communications Canada 3701 Carling Ave. 3701, avenue Carling PO Box 11490, Station H CP 11490, succursale H	Jennifer Miljour Procurement and Contracting Officer Communications Research Centre Canada Centre de recherches sur les communications Canada 3701 Carling Ave. 3701, avenue Carling PO Box 11490, Station H CP 11490, succursale H

Building 74, édifice 74, Ottawa ON K2H 8S2 Ottawa (Ontario) K2H 8S2 (613) 998-1922 anne.nino@ic.gc.ca fax / télé. (613) 993-8657 Web site / Site web : www.crc.ca Government of Canada Gouvernement du Canada	Building 74, édifice 74, Ottawa ON K2H 8S2 Ottawa (Ontario) K2H 8S2 (613) 990-6278 jennifer.miljour@ic.gc.ca fax / télé. (613) 993-8657 Web site / Site web : www.crc.ca Government of Canada Gouvernement du Canada
--	--

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

8. CONDITIONS PRECEDENT TO CONTRACT AWARD

A Condition Precedent to Contract Award shall be construed as a requirement that must be met prior to contract award (as opposed to a mandatory requirement that must be met at the bid closing date and time pursuant to Part II, Section 9.0 – Mandatory and Essential Requirements of this RFP), and the Contracting Authority may, before award of any contract, seek clarification from the Bidder and/or make verification to validate any information submitted by the Bidder in this regard.

If a proposal is recommended for award of a contract, Industry Canada (IC) reserves the right to request the Bidder to provide to the Contracting Authority, prior to contract award, the documents enumerated hereunder that may apply and be used in the performance of the work under any resulting contract.

At contract award, the Contracting Authority may include these documents into the resulting contract.

- 1. Detailed cost breakdown of resources**
- 2. Detailed project schedule identifying the timeline for the execution and completion of the work**
- 3. Proof of license to practice in the province of Ontario**
- 4. Workers Compensation Certificate**
- 5. Certificate of Insurance**

If any of the required information/documents are not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority, within the timeframe provided in the request, will render the tender non-responsive.

Industry Canada (IC) reserves the right at its sole discretion to assess the adequacy and validity of the above specified documents prior to acceptance. Should any of these documents be found unacceptable, no further consideration shall be given and no contract shall be awarded to this Bidder. IC further reserves the right to proceed with the same process as above for the second-ranked lowest Bidder, and so on until a Bidder is found to have all of the requested documents acceptable to IC.

Part II: Terms of Reference

1.0 PURPOSE

The department of Industry Canada, specifically the Communications Research Centre Canada (CRC) is seeking offers from Architectural Firms interested in providing services to investigate the existing design of the building 2A main entrance and design a new code compliant accessible entrance to the building.

The current entrance is not accessible. CRC is looking to contract an Architectural Firm who will create a design solution for a new accessible, covered entrance. The selected Architectural Firm must carry and coordinate all required engineering disciplines to create a stamped tender ready construction drawing package.

The selected Firm will also prepare indicative cost estimates of the project and provide construction and post construction warranty review and site review services.

2.0 TITLE OF PROJECT

Building 2A Main Entrance Design

3.0 BACKGROUND

CRC is an Agency of Industry Canada, and custodian of the Shirley's Bay Campus. CRC is the Canadian Government's primary laboratory for research and development (R&D) in advanced telecommunications systems in radio, satellite, broadcasting and fiber optics. There are approximately 62 permanent buildings and 60 temporary buildings onsite with the earliest construction dates going back to 1950. Building 2A was constructed in

1952, comprising of 2.746.2m² (29,560 square feet), three stories, with a full basement.

4.0 PROJECT MANDATE / OBJECTIVES

The project mandate is to investigate and provide demolition and tender ready design documents to replace the existing non-compliant front entrance and canopy with a new accessible, code compliant, covered entrance to building 2A.

5.0 SCOPE OF WORK

5.1 General Requirements

- 1. Industry Canada requires an architectural firm capable of providing architectural design, as well as manage and carry any and all additional engineering disciplines including but not limited to civil, structural and electrical engineering services;**
- 2. Create and or coordinate a complete tender ready construction package;**
- 3. Provide construction management services for the physical demolition, and construction of a new accessible main entrance;**
- 4. Locate and survey all existing underground services related to the demolition and construction of the main entrance area;**
- 5. All construction drawings and tender documentation must be signed and sealed by the Architect and where applicable the Professional Engineer;**
- 6. The selected Architectural Firm will prepare indicative cost estimates of the project and provide construction and post construction warranty reviews and sit review services;**
- 7. The term of the contract is expected to be for 18 to 24 months.**
- 8. Submissions must be received at the exact location as specified in the RFP document on or before the submission deadline of 2:00 p.m. EDT, on August 13, 2015;**

- 9. It is mandatory that the tenderer visit the site and examine the scope of the work required and the existing conditions. The site visit will be held on August 4, 2015 at 10:00 AM EDT;**
Please note that Industry Canada will distribute the site drawings at the time of the site visit;
- 10. Architectural firm is to provide design services, and carry, manage and coordinate all required engineering disciplines into one cohesive package (soft & hardcopy/CD) including specifications (soft & hardcopy/CD) for construction contract tender.**
- 11. Design Development. Architectural firm to provide conceptual design to a level of detail which will facilitate Class C cost estimates. Drawings will include plans, elevations sections, details and delineate all materials and techniques proposed. Drawings will include but not be limited to, plans, elevations, sections and details.**
- 12. Design Documents. Prepare for approval: Construction Tender Ready Drawings and Specifications, all in accordance with the detailed requirements of this brief, for the total project development including Commissioning Plans, Operation and Maintenance Manuals, and As-built Drawings. Architectural Firm also to provide Class 'B' cost estimate of the total construction cost.**
- 13. Tender, Construction & Commissioning. Architectural Firm to be retained for tender and construction phase. Architectural firm to be responsible for responses for questions which may derive from Contractor site visit and throughout construction. Architectural Firm to also inspect work for quality assurance and quality control throughout the construction phase; and**

6.0 PROJECT DETAILS

The services rendered by the selected firm will be in support of the Real Estate and Property directorate of Industry Canada. The successful firm will provide support to a Real Estate and Property Project Manager and may include one or more services listed in the Project Details.

In general, Architectural and Engineering services provided to the Real Estate and Property must be complete in that they identify all major issues that will have a significant impact on the project. This will promote a

surprise-free environment that will enhance the success of the project implementation. The Architectural Firm will be expected to incorporate sustainable design principles in their project solutions. This is to include Contractor waste management as part of the construction specifications.

The project is to fully comply with all applicable codes, regulations and acts. The Architectural Firm must be licensed to practice in the Province of Ontario.

The Architectural Firm is required to visit the facility prior to submitting a proposal. All subsequent site visits must be prearranged with the CRC Project Manager at least 48 hours in advance.

Ensure that all the applicable codes and regulations are met or exceeded, such as that the most stringent shall govern.

Include in the specifications reference to strict adherence to all applicable Health & Safety and Environmental Regulations.

6.1 Schedule/Timeline

The Architectural Firm must have a construction tender ready drawing package completed by March 31, 2016. In this respect, the project work must be completed by March 31, 2017.

The Consultant is to provide an estimated project schedule as part of the tender package (Part A) indicating any critical milestones. The schedule must include allowances for any foreseen and unforeseen delays.

6.2 Communication

All inquiries regarding the contract, scope of work, amendments, and deliverables are to be directed to Jennifer Miljour, A/Manager, Procurement and Contracting.

Under no circumstances shall the Project Manager be contacted directly by the Architectural Firm for contract specific clarification.

Questions arising from the site visit and not answered at the site visit shall be directed to the Contracting Authority, in writing, fax, e-mail, for reply. During the bidding period, communications directed to the project authority are not permitted. Bidders communicating with the Project Authority directly may at the sole discretion of the CRC be considered non-compliant and their bids may be rejected.

6.3 Post Contract Award

Once the contract is awarded, all formal communication (e.g. letters of direction, approvals, etc.) will be between the CRC Project Manager and the Consultant.

6.4 Suspension of Work

The CRC Project Manager may, at any time, verbally suspend the work in whole or in part. If required, within 24 hours of the suspension, the CRC Project Manager shall provide the Consultant with a written notification indicating the effective date and time of the suspension, the intended duration, and reason for the suspension (e.g. non-compliance of health and safety regulations, or exceeding budget).

On the date indicated in the suspension notification, the CRC Project Manager may, together with the Consultant, draw up an itemized list of all work suspended. In the event of a work suspension, the Consultant shall update the work schedule with the assistance and approval of the CRC Project Manager.

6.5 Project Implementation

The proposed method of implementing this project is through a competitive bid process.

7.0 MANAGEMENT OF THE PROJECT - Roles and Responsibilities

7.1 Project Manager:

- 1. The CRC Project Manager or assigned departmental representative, as determined on a project by project basis, has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document.**

7.2 Architectural Firm:

- 1. The Architectural Firm shall be responsible for gathering and identifying the needs of the client department and incorporating those needs into the required project deliverables.**
- 2. The Architectural Firm shall establish and maintain, throughout the duration of the project, a team capable of effectively delivering the services described in this document.**
- 3. The Architectural Firm shall deliver the project within the time frame and assigned budget in accordance with the approved plan agreed to by the Project Manager.**
- 4. Upon execution of the agreement / contract, the Architectural Firm shall be responsible for producing all work described in the terms of reference document, in a conscientious and professional manner.**

7.3 Coordination with CRC

The Architectural Firm shall:

- 1. Carry out services in accordance with approved documents and directions given by the Project Manager.**
- 2. Correspond only with the Project Manager at the times and in the manner dictated by the Project Manager. The Architectural Firm shall not communicate with the client department unless so authorized in writing by the Project Manager.**

- 3. Ensure all communications carry the CRC's Project Title, and Project Number.**
- 4. Advise the Project Manager of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The Architectural Firm shall detail the extent and reasons for the changes and obtain written approval before proceeding.**

Ensure all activities performed shall provide for the protection of the health and safety of the facility's occupants shall not disturb the facility's security systems and procedures and shall not disturb the operations performed in and around the facility.

7.4 Project Response Time Requirements

- 1. It is a requirement of all projects covered under these Terms of Reference that the prime Consultant (the Architectural Firm) and their proposed sub-Engineering Firms (if applicable) should be personally available to attend meetings within 48 hours notice to the Project Manager's request (and respond to inquiries by email/phone within 24 hours), in the locality of the place of the work, and respond to inquiries from the date of the award of the agreement / contract until final inspection and turnover.**
- 2. The Architectural Firm must be able to demonstrate the availability of adequate resources within their proposed team(s) to deliver the scope of services outlined in these Terms of Reference in a timely fashion.**

7.0 SECURITY

The Architectural Firm and their subs must have a security clearance to the level of "reliability". No contract will be awarded unless this requirement is met. Industry Canada will initiate a security screening request if the successful contractor is not security cleared at this level.

8.0 EVALUATION PROCEDURES

8.1 Proposals will be evaluated in two separate steps as follows:

a) **Evaluation of the technical and financial Mandatory and Essential Requirements as listed in Section 9.0 below. Only proposals meeting all of the Mandatory Requirements will be accepted.**

b) **Evaluation of the financial rated requirements as listed in Section 11.0 below.**

Note: Industry Canada may choose to terminate the evaluation of any proposal upon the first findings of non-compliance with a mandatory requirement.

An evaluation team composed of representatives of Industry Canada will evaluate the proposals.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) **Seek clarification or verify any or all information provided by the Bidder with respect to this RFP;**
- b) **Contact any or all of the references supplied and to interview, verify and validate any information or data submitted by the Bidder.**

9.0 EVALUATION CRITERIA

9.1 MANDATORY REQUIREMENTS

To be considered responsive, a proposal must meet all of the requirements of this solicitation. Proposals not meeting all of the requirements will be given no further consideration. Industry Canada may decide to terminate the evaluation upon the first non-compliance of a requirement.

RFP Reference	Mandatory Requirements
9.1.1	Attend a Mandatory Site Visit at the CRC Shirleys Bay Campus on the date and time indicated in Part 1 Section 6 of this RFP.

<p>9.1.2</p>	<p>Proof that work will be produced or reviewed, and subsequently approved by an architect. Resume of the architect that will be working on the project is required, and resume(s) of engineers carried by the architectural firm must also be included.</p>
<p>9.1.3</p>	<p>Proof of a minimum of five years of experience in the design and overseeing of exterior construction design required in all personnel Resumes.</p> <p>Resume information is to be included in Section 1 of the submission</p>
<p>9.1.4</p>	<p>The Bidder must provide evidence of their previous experience in the field / discipline of architecture and or engineering by submitting samples of 3 relevant projects that were completed within the preceding 4 years including A 1 page description indicating the date of completion, the client's name, telephone/cell number(s), email address, the location where the work occurred, and a description of the work performed.</p>
<p>9.1.5</p>	<p>Complete and submit the Financial Submission Form attached hereto as Annex A. It must be submitted as a separate attachment than the Technical Proposal.</p>

9.2 ESSENTIAL REQUIREMENTS

The responses to the essential requirements below are to be included in Section 1 of the submission.

<p>RFP Reference</p>	<p>ESSENTIAL REQUIREMENTS</p>
<p>9.2.1</p>	<p>The Bidder is to complete, sign and return the Certification requirements located in Part III of this RFP.</p>
<p>9.2.2</p>	<p>Using Subcontractors Form from Appendix B, the Bidder is to</p>

	complete and submit with their technical submission.
9.2.3	Using the Project Reference Form from Appendix C, the Bidder is to provide evidence of their previous experience in the provision of services similar to those described in this RFP and submit with their technical submission.

10.0 POINT RATED REQUIREMENTS

Not applicable.

11.0 FINANCIAL SUBMISSION

The financial submission is to be submitted as a separate document from the technical submission, and will be assessed only if the bidder's submission meets all the technical requirements.

12.0 CONSULTANT SELECTION METHOD:

The Consultant will be selected on the basis of the lowest all-inclusive lump sum including all applicable taxes, and who meet the mandatory requirements will be considered the successful proposal.

13.0 FINANCIAL CAPABILITY

Not applicable.

14.0 AWARDING OF CONTRACT

One contract will be awarded and it will be offered to the bidder whose proposal is selected by Industry Canada's assessment team based on the Contractor's Selection Method at Section 12.0 above.

CRC reserves the right to seek clarification or verify any or all information provided by the Bidder with respect to this request for proposal.

CRC in no way guarantees that a contract will be issued based on this bid process. Due to financial limitations, the CRC reserves the right to terminate this bid process at any time.

15.0 BASIS FOR OWNERSHIP OF INTELLECTUAL PROPERTY

All drawings, reports, and electronic documentation produced and furnished as a result of this tender remain the property of CRC and the Architectural Firm.

PART III CERTIFICATIONS

NAME OF COMPANY: _____
(Print)

Certification Requirements of this RFP Per Section 3.0 Mandatory Requirements:

1.0 Certification Requirements of this RFP:

Note: Bidders must sign and return with their proposal the certifications for Sections 1.1, 1.2 and 1.3 below.

Failure to do so will result in rejection of the proposal

1.1 ACCEPTANCE OF CONDITIONS.

"We hereby offer to sell and/or supply to Canada, under the terms and conditions set out herein, the services listed herein."

Signature: _____

1.2 VERIFICATION OF PERSONNEL

"We hereby certify that all the information provided in all attached curricula vitae, back-up(s) included, has been verified by us to be true and accurate. Furthermore, we hereby certify that, should we be awarded a contract and unless the Industry Canada Contracting Authority is notified in writing to the contrary, and is in agreement, the personnel offered in our proposal shall be available to perform the tasks described herein, as and when required by the Project Authority."

Signature: _____

1.3 EXPERIENCE

"We hereby certify that _____ has at least five (5) years of related experience in providing architectural services similar in scope as indicated in the three attached project summaries as per the mandatory requirements in 9.1.4 of 9.0 Evaluation Criteria ."

Signature

NAME OF COMPANY: _____
(Print)

1.4 FORMER PUBLIC SERVANTS (FPS):

Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both.

For the purposes of this solicitation, a former public servant is defined as:

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

Please check in the appropriate box:

() Not a former public servant in receipt of either a lump sum payment or a pension, or both

() Former public servant in receipt of a lump sum payment (under the Work Force Reduction Programs

Date of termination of employment as a Public Servant: _____

() Former public servant in receipt of a pension

Signature: _____

ANNEX A FINANCIAL SUBMISSION FORM

PROJECT TITLE:

1.0 NAME AND ADDRESS OF THE BIDDER

Name:

Address:

Telephone:

Fax:

PBN (if applicable):

GST/HST Registration Number:

2.0 CONTACT PERSON FOR THE PURPOSE OF THE SUBMISSION (AN AUTHORIZED REPRESENTATIVE OF THE BIDDER)

Name:

Title:

Telephone:

Fax:

Cell:

Email address:

3.0 BASIS OF PAYMENT

3.1 Professional Fees

Bidders must specify below the all-inclusive Lump Sum Cost for the performance of the work under any resulting contract. It is requested that bidders also specify below the applicable HST amount and the Total Lump Sum Cost.

	Cost
All-inclusive lump sum cost	\$
GST/HST	\$
Total Lump Sum Cost	\$

For greater certainty, the Bidder agrees that the Total Lump Sum Cost quoted above is inclusive of all costs (e.g. labour, materials, printing, photocopying, equipment, rental, local travel, photographs, profit and overhead costs, sales taxes and other taxes except HST and any other expenses related to the performance of the work under any resulting contract).

5.0 Method of Payment - Resulting Contract

Progress payments will be made once per month upon receipt of invoices detailing work performed, date work executed, the category of resource(s) that carried out the work, the cost associated with the respective tasks, total invoice amount and HST shown as a separate item and any other applicable costs as specified in the resulting contract.

Payment(s) will be contingent upon Industry Canada's satisfaction with the Work completed subject to the approval of the Project Authority or his designated representative.

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

6.0 BID VALIDITY PERIOD

It is understood that your submission in response to this RFP will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the RFP.

7.0 RESULTING CONTRACT

The resulting Contract shall constitute the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference into the Contract.

8.0 PERIOD OF THE RESULTING CONTRACT

The resulting contract will be in effect for the period from the date of award of the resulting contract to March 31, 2017.

9.0 ACKNOWLEDGEMENT AND CERTIFICATIONS OF THE BIDDER

By submitting an offer, the Bidder agrees, acknowledges and certifies that:

1. All statements and information specified in their offer are accurate and factual, and we (the Bidder) are aware that Industry Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the offer being declared non-responsive. In the event that the Contractor does not comply with any statement or that it is determined that any statement made by the Contractor in its offer is untrue, whether made knowingly or unknowingly, the Minister shall have the right, pursuant to the default provisions of the Contract, to terminate the Contract for default.

2. By submitting a formal offer in response to this RFP, the Bidder's signature indicates acceptance of the terms and conditions applicable to this RFP and any resulting Contract. IC reserves the right to reject any offer including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

10.0 SIGNATURE(S)

I declare that I have the authority to bind the Bidder for all applicable purposes under this Bid and Acceptance Form.

(Signature of the authorized representative)

(Print name and title)

(Print company name)

(Date)

APPENDIX B SUBCONTRACTORS FORM

NAME OF BIDDER: _____
(Print)

The Bidder is requested to place a check mark (✓) in the applicable box below to confirm whether any part of the work will be subcontracted under any resulting contract:

No / Yes

The Bidder who want to subcontract any part of the work (only for such bidder) are requested to specify in the table below each part of the work that will be subcontracted under any resulting contract and the name/address/telephone/e-mail address including GST/HST number of the subcontractor that will perform such part of the work.

PART OF THE WORK TO BE SUBCONTRACTED	SUBCONTRACTOR (Name/Address/Telephone/E-mail Address including GST/HST Business Number)

Bidder Signature: _____

**APPENDIX C
PROJECT REFERENCES**

Name of Bidder: _____

Bidders are requested to complete the table below thereby providing three (3) project references where similar work as described in this RFP was performed within the preceding five (5) years. A project will be considered by IC/CRC, at its sole discretion, as being "similar" to the work described under this RFP, and especially if the project was similar in scope in terms of value and complexity.

PROJEC T No.	WORK DESCRIPTION & Project Start & End Date	ORGANIZATION & LOCATION OF WORK	CONTACT NAME TEL/CELL NO. & E-MAIL ADDRESS	TOTAL COST
1				
2				
3				

Bidder Signature: _____