



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Parks Canada Agency – Bid Receiving Unit
1869 Upper Water Street, Suite AH201
Halifax, NS, B3J 1S9**

Bid Fax: 1-902-426-7012

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : 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 et aux annexes ci-jointes, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Parks Canada Agency
1869 Upper Water Street,
Halifax, NS
B3J 1S9

Title-Sujet A&E Consultant Services for HMCS Haida		Date April 25, 2016
Solicitation No. - No. de l'invitation 5P300-16-5068	Client Ref. No. - No. de réf du client. N/A	
GETS Reference No. - No de reference de SEAG 5P300-16-5068		
Solicitation Closes L'invitation prend fin – at – à 02:00 PM on – le 18 May 2016	Time Zone Fuseau horaire - ATLANTIC DAYLIGHT TIME (ADT)	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Jacqueline Marcipont (jacqueline.marcipont@pc.gc.ca)		
Telephone No. - No de téléphone 902-426-7513	Fax No. - No de FAX:	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: Parks Canada Agency HMCS Haida, Hamilton, Ontario		
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur No de téléphone - Telephone No. : _____ No de télécopieur - Facsimile No. : _____ Adresse courriel – Email address : _____		
Name and title of person authorized to sign on behalf of the Vendor/Firm Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur		



Parks
Canada

Parcs
Canada



REQUEST FOR PROPOSAL (RFP)

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact Jacqueline Marcipont at Jacqueline.marcipont@pc.gc.ca in order to obtain a Direct Deposit enrollment form.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>



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- Description of Project Administration (PA)
- Description of Consultant Proposal (CP)



PLEASE NOTE:

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

SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) 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 nature of the requirement and the anticipated limited number of response by the industry leads PWGSC to believe that this approach will not unduly force a large number of firms to expend an overall unreasonable amount of effort in response to PWGSC.
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 (2016-04-04), 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) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) 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 on the RFP - Page 1 as early as possible. Enquiries should be received no later than five (5) 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.

SI4 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the Agreement on Internal Trade (AIT).

SI5 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 G11 Integrity Provisions - Proposal of R1410T (2016-04-04) 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.

SI6 - 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>

TERMS CONDITIONS AND CLAUSES

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 (2016-04-04), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), 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 (2016-01-28), 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 (2016-01-28), General Condition (GC) 8 - Dispute Resolution
 - R1250D (2015-07-03), 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.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC2 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant’s proposal.
2. The Consultant’s services during construction tender call (such as addenda preparation, tenderers’ briefing meetings, technical answers to questions by bidders) shall be provided expeditiously in both languages, as necessary.
3. The Consultant’s services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada’s official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada’s official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.



SC3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT

The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the contract. If the AIEE becomes invalid, the name of the Consultant will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Consultant in default as per the terms of the contract.

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.



APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see 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 – Naval Architect):

Firm or Joint Venture Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....
.....

II. Key Sub Consultants / Specialists:

Marine Engineer

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....
.....

III. Key Sub Consultants / Specialists:

Heritage Conservation Architecture

Firm Name:
.....
.....



Key Individuals and provincial professional licensing status and/or professional accreditation:

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IV. Key Sub Consultants / Specialists:

Other (Specify): _____

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....
.....

V. Key Sub Consultants / Specialists:

Other (Specify): _____

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....
.....



APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
--	--



APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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.

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.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)



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.

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.



APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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:

Jacqueline Marcipont.

Telephone Number: 902-426-7513

E-mail: Jacqueline.marcipont@pc.gc.ca

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "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.



APPENDIX 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, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROponents SHALL NOT ALTER THIS FORM. ONLY SUBMISSIONS MADE ON THIS FORM WILL BE DEEMED AS COMPLIANT AND EVALUATED.

Project Title:

Name of Proponent:

The following will form part of the evaluation process:

These notes apply to and are to be considered part of the following pricing table:

* Submissions to be accompanied by a Responsibility Assignment Matrix (RAM) which includes: job titles, personnel's names and hourly rates for each deliverables.

Note 1: Consultant to provide price for a minimum of two (2) site visits **and** cost per visit for site visit services over and above these two.

Note 2: Consultant is to provide an estimated value that will be confirmed at the 99% submission, once the scope of construction work, level of effort and construction schedule duration is agreed by all parties. Also, consultant should note that the work associated with RS 7 is conditional on departmental approval related to the construction phase of the project and will not be awarded as part of any initial contract resulting from this solicitation, but only by formal change order when and if required.



**REQUIRED SERVICES
APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

Time Based Fees (R1230D (2012-07-16), GC 5 - Terms of Payment)

ID	TASK NAME	NUMBER OF HOURS Column A	HOURLY RATES Column B	FEES* Columns AxB
RS 1	Analysis of Project Scope & Start-up Meeting		\$.....	\$.....
RS 2	Site Investigations		\$.....	\$.....
RS 3	Specifications Package 50% Submission		\$.....	\$.....
RS 4	99% Submission		\$.....	\$.....
RS 5	100% Submission		\$.....	\$.....
RS 6	Cost Estimate of Proposed Repair Work Items (Fill in under ESTIMATED FEE Column only)			\$.....
RS 7	**Provisional** Construction Supervision and Commissioning	See notes 1 and 2	\$.....	\$.....
RS 8	Long Term Asset Management Plan (Draft & Final)		\$.....	\$.....
	Administration / Disbursements (Includes printing and other miscellaneous costs to produce reports, perform lab tests, etc)		\$.....	\$.....
	MAXIMUM TIME BASED FEES			\$.....
	Additional Site Visits per Note 1 as needed to complete RS 7 (Cost per visit)			\$.....



APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

OTHER ADDITIONAL SERVICES

Specify and enter limit:

.....	\$.....
.....	\$.....
.....	\$.....
MAXIMUM AMOUNT FOR ADDITIONAL SERVICES	\$.....



APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

Staff

Name / Position	\$ per hour
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END OF PRICE PROPOSAL FORM



Parks Canada
Parcs Canada



APPENDIX D – DOING BUSINESS

The Procedures and Standards established by PWGSC are attached as a separate PDF document.



TERMS OF REFERENCE PROJECT BRIEF



HMCS HAIDA NATIONAL HISTORIC SITE HAIDA INVESTIGATION AND REHABILITATION PROJECT

HMCS HAIDA
PIER NO.9, 658 CATHARINE ST. NORTH
Hamilton, Ontario

Parks Canada
Southwest Ontario Field Unit
Project No. 805

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TERMS OF REFERENCE

PROJECT DESCRIPTION

PD 1 PROJECT INFORMATION

PD 1.1 Parks Canada Project Title: Haida Investigation and Rehabilitation Project

PD 1.2 Project Location: HMCS Haida, Pier No.9, 658 Catharine St. N, Hamilton, Ontario

PD 1.3 Project Number: 805.00

PD 1.4 Client: Southwest Ontario Field Unit, Parks Canada Agency

PD 1.5 Parks Canada Project Manager ** to be filled in at contract award **

PD 2 PROJECT INTRODUCTION AND BACKGROUND

PD 2.1 USER DEPARTMENT

.1 The User Department, referred to throughout this Terms of Reference (TOR) is Parks Canada Agency, Southwest Ontario Field Unit.

PD 2.2 PROJECT OBJECTIVE AND BACKGROUND

Project Objective

- .1 The objective of this professional services assignment is to:
- a. Recommend rehabilitation work items to be implemented based on a priority basis and available funds and confirm their alignment with long-term asset maintenance plan (see below).
 - b. Provide a cost estimate of the work items proposed to be implemented.
 - c. Deliver contract specifications for the coating, steel and other proposed repair works.
 - d. Provide construction supervision services.
 - e. Provide a long-term asset management plan.

The above tasks will ensure that PCA can successfully implement the project within the approved scope, schedule and cost parameters as outlined in the Project Approval Request (PAR).

As a minimum, the Consultant team must be qualified in the following field of services:

- Naval Architecture
- Ship Repair Cost Estimating
- Heritage Conservation

Consultant shall provide the services, in accordance with the Scope of Work below.

Project Background

- .2 HMCS Haida is a Tribal-Class destroyer that served in the Royal Canadian Navy from 1943 to 1963. It was designated a National Historic Site of Canada in 1984 and it now serves as museum and is accessible to public during the summer season.

PCA engaged PSPC (formerly PWGSC) as the contracting authority to obtain services of Heddle Marine to conduct a condition assessment of the HMCS Haida. The ship was dry-docked and inspected at Pier No.14 (Heddle Marine's Shipyard) in December 2015. The condition report is to be submitted to PCA by Mid-April.

A Naval Architect or Professional Engineer is required to provide guidance with respect to the recommendations of the upcoming condition assessment report and work identified above in section PD 2.2.1 Project Objective.

The repair work is anticipated to take place in summer or fall of 2016.

Site Access

- .3 HMCS Haida is open to the public during the summer months as per the following schedule (subject to change):

- Victoria Day weekend to Canada Day, Open Thursday to Sunday, 10am-5pm;
- Canada Day to Civic Holiday, Open Daily, 10am-5pm; and
- Labour Day to Thanksgiving, Open Thursday to Sunday, 10am-5pm

Access to site for inspection and design activities will be provided through coordination with the Department Representative and as per schedule pre-approved by Department Representative. A minimum of two (2) working days advance notice is required.

Note: Consultants and sub-consultants must be escorted by PCA staff during site visits for security.

Constraints

- .4 The proposed repairs shall have the lowest reasonable impact on the asset's heritage characteristics balanced against the code requirements for such equipment. The Standards and Guidelines for the Conservation of Historic Places in Canada (<http://www.historicplaces.ca/en/pages/standards-normes.aspx>) and the Commemorative Integrity Statement for HMCS Haida NHS are to be used in design for all work. Heritage Conservation & Commemorative Directorate (HCCD) review will be required for this project. Parks Canada (PCA)

will coordinate the submission of 50% design documentation to HCCD. Consultant will be required to incorporate the comments provided by HCCD into the interim and final design.

Available Information

- .5 PCA will provide the Consultant with the existing drawings of HMCS Haida in pdf. and dwg. format, as available. Consultant must satisfy itself as to the completeness and accuracy of the existing drawings provided.
- .6 Condition Assessment Report, by Heddle Marine, to be made available upon issuance.
- .7 Commemorative Integrity Statement for HMCS Haida, Parks Canada, 1999

PD 2.3 SCOPE OF WORK AND ASSOCIATED REQUIRED SERVICES

.1 The following scope of work, with relevant Required Services (RS), provides an overview of project requirements for the Consultant:

.2 Analysis of Project Scope of Work (RS 1). The Consultant shall review available information and discuss with Parks Canada Project Manager the project scope, strategy, conservation issues and timeline;

.3 Site Investigations (RS 2). The Consultant shall arrange for and undertake/supervise the site investigations as required and conforming to all applicable codes and regulations to recommend rehabilitation work items to be implemented, based on a priority basis and available funds and alignment with long-term asset maintenance plan (see below).

Note: if sub-contractor support for this activity is required, it shall be procured and reimbursed at actual cost. The Consultant's fee proposal should include an allowance based on an estimate for this requirement.

.4 50% Specification Package Submission (RS 3). Based on the results of Consultant's investigation, the Consultant shall compile and submit the 50% package of specifications and drawings, as applicable, for the proposed rehabilitation works. Specifications are to follow NMS format.

The specifications shall be performance-based and contain graphic illustrations (photographs or drawings) of the repair options to ease HCCD's review.

.5 99% Specification Package Submission (RS 4). Based on the results of Consultant's investigation, the Consultant shall compile and submit the 99% tender-ready package of specifications and drawings, as applicable. Specifications are to follow NMS format.

The specifications shall be performance-based, and contain graphic illustrations (photographs or drawings) of the equipment options to aid in HCCD review.

.6 100% Specification Package Submission (RS 5). Parks Canada and HCCD will review the 99% submission and provide comments. Consultant shall incorporate the comments into the final specification package and submit 100% contract specifications and drawings, as applicable, package to Parks Canada.

.7 Cost Estimate of Proposed Repair Work Items (RS 6). The Consultant is to provide a cost estimate of the proposed work items to be implemented based on the latest available market prices. Note: Department might use this as a tool to evaluate the reasonableness of prices quoted by the shipyard.

.8 Ship Repair Supervision (RS 7). Consultant shall oversee the construction of the repair work and witness quality control tests. This item also include the responsibility to provide as-built drawings and operations and maintenance manual for review and to incorporate PCA's comments, as required.

Consultant should note that the work associated with RS7 is conditional on departmental approval related to the construction phase of the project and can only be awarded via a formal change order.

.9 Long Term Asset Management Plan (RS 8). Consultant to provide sound recommendations to ensure long-term preservation of the asset and to minimize wastage. The recommendation shall include but shall not be limited to:

- a. Wet and dry hull survey frequency and list of inspection items;
- b. Maintenance and Repair;
- c. Coating Applications;
- d. Use of Alternate Material to Ballast to Correct List;
- e. Application of Corrosion Preventative Compounds; and
- f. Consideration for dry-berth

Note: A draft report shall be submitted to PCA for review and coordination with HCCD. Consultant will be required to incorporate the comments provided by PCA and HCCD into the final report.

PD 2.4 CODES, REGULATIONS and STANDARDS

.1 Comply with all relevant standards, codes and regulations including but not restricted to:

- a. Federal and Provincial Environmental Regulations and Acts;
- b. Federal and Provincial Occupational Health and Safety Regulations;
- c. Canada Labour Code (including latest revisions of all regulations);
- d. NBCC, if applicable;
- e. TSSA requirements;
- f. Provincial codes and authorities as they may apply;
- g. Relevant Municipal statutes and authorities as they may apply; and
- h. Standards and Guidelines for the Conservation of Historic Places in Canada

PD 2.5 SCHEDULE

.1 The following table outlines the proposed schedule for this project:

TABLE 1 PROJECT SCHEDULE		
ID	Task Name	Date
RS 1	<i>Analysis of Project Scope of Work</i>	June, 2016
--	<i>Start-up Meeting</i>	June, 2016
RS 2	<i>Site Investigations</i>	June, 2016
RS 3	<i>Submission of 50% Drawings and Specification Package</i>	June 30, 2016
RS 4	<i>Submission of 99% Drawings and Specification Package</i>	July 30, 2016
RS 5	<i>Submission of 100% Drawings and Specification Package</i>	August 30, 2016

TABLE 1 PROJECT SCHEDULE		
ID	Task Name	Date
RS 6	<i>Cost Estimate of Proposed Repair Work Items</i>	August 30, 2016
RS 7	<i>Construction Supervision</i>	Fall 2016
RS 8	<i>Long-Term Asset Management Plan-Draft</i>	July 30, 2016
	<i>Long-Term Asset Management Plan-Final</i>	August 30, 2016

PROJECT ADMINISTRATION

PA 1 PROJECT ADMINISTRATION

PA 1.1 GENERAL

- .1 The following administrative requirements apply during all phases of the project delivery.

PA 1.2 PARKS CANADA PROJECT MANAGEMENT

- .1 PCA's Project Manager assigned to the project is also the Departmental Representative.
- .2 The Departmental Representative is directly concerned with the project and responsible for its progress on behalf of Parks Canada.
- .3 The Departmental Representative is the liaison amongst and between the Consultant, and Parks Canada.
- .4 Parks Canada administers the project and exercises continuing control over the project during all phases.
- .5 Unless directed otherwise by the Departmental Representative, the Consultant obtains all Federal requirements and approvals necessary for the work from the Departmental Representative.
- .6 Listed below are Project Team Members associated with this project:

NAME AND POSITION	RESPONSIBILITIES
Consultant TBD	Accountable for providing scope of professional services as described in the Objective section above.
Professional Project Manager	Accountable for the day-to-day management of the project and its completion within established

	scope, budget, schedule, and expected quality.
Project Leader/Co-Project Leader	Accountable for the overall success of the project, reviews and recommends approval to proceed to a subsequent project stage.
Project Sponsor	Accountable for ensuring that the project is delivered within the scope, financial envelope and timeline that it was approved for.
Commodity Specialist	Responsible for providing external support and feedback.
<i>Other members may be added to the team as required</i>	

PA 1.3 LINES OF COMMUNICATION

- .1 Unless otherwise directed by Parks Canada Departmental Representative conduct all project communication through the Parks Canada Departmental Representative once the contract has been awarded.
- .2 Contact between the Consultant and the Parks Canada personnel shall be through the Parks Canada Departmental Representative. Direct communication between members of the Parks Canada Project Team on routine matters is required to enable the discussion and resolution of technical issues. However, no communication shall alter the terms of the project scope, budget or schedules unless directed in writing by the Parks Canada Departmental Representative.

PA 1.4 MEDIA

- .1 The Consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Departmental Representative.

PA 1.5 GENERAL PROJECT DELIVERABLE

- .1 The following administrative requirements apply during all phases of project delivery.

Only Parks Canada current corporate software will be accepted:

- For Written Reports and Studies: Microsoft Word or Adobe Acrobat
- For Spreadsheets and Budgets: Microsoft Excel
- For Presentations: Microsoft PowerPoint

- For Drawings: AutoCad 2010 or later format
- For Specifications: Microsoft Word and National Masters Specifications (NMS) Rich Text Format
- For Schedules: Microsoft Excel or Microsoft Project

Note that electronic submittals to Parks Canada shall not be protected in a manner that disallows use of printing and/or copy/paste functions.

- .2 All specifications and drawings will be generated and distributed in the format using layering and file protocols as prescribed in the "Doing Business with A&E, PWGSC Ontario Region". The Consultant shall ensure Quality Control (QC) of the delivered CADD data files and printed drawing plans by conducting a CADD drafting review using a 20 item checklist form entitled "PWGSC, Real Property Services Quality Assurance (QA) Checklist for CAD Drafting" that is included in the Appendices of the "PWGSC, RPS CADD Data Specification".

Refer to PWGSC National CADD Standard dated October 2008 (<http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>).

PA 1.6 ACCEPTANCE OF PROJECT DELIVRABLES

- .1 While Parks Canada acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles Parks Canada to review work. Parks Canada reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain Departmental Representative acceptances during each of the project stages.
- .2 Acceptances indicate that based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices, and that overall project objectives are being satisfied.
- .3 The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the contract.
- .4 Parks Canada acceptances do not prohibit later rejection of work that is determined to be unsatisfactory at later stages of review. If progressive design development or time/cost/risk updates or technical investigation reveals that earlier acceptances must be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.
- .5 Acceptances by other agencies and levels of government may be required to supplement Parks Canada acceptances. The Consultant shall assist the Departmental Representative in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

PA 1.7 HEALTH AND SAFETY

- .1 It is necessary that all relevant safety requirements be met during the contract period. Parks Canada recognizes the responsibility to ensure the health and safety of all persons on Parks Canada construction projects and the entitlement of federal and private sector workers to the full protection afforded them by occupational health and safety regulations. In addition, Parks Canada recognizes its responsibility to ensure the health and safety of the building tenants and the general; public entering the building or using adjacent sidewalks.

In fulfilling this commitment, Parks Canada will provide and maintain a safe and healthful environment in accordance with legislative requirements and will strive to eliminate any foreseeable hazards with may result in accidents, personal illness or property damage. Safe work practices and procedures shall be clearly defined in the Operational Safety Manual for all employees to follow.

Parks Canada will voluntarily comply with the applicable provincial construction health and safety acts and regulations in addition to the related Canada Occupational Safety and Health regulations.

The Consultant is required to work in conjunction with the Departmental Representative / Parks Canada Safety Advisor to ensure all of the Health and Safety requirements are met.

The following list of services could be expected from the Consultant in relation to Health and Safety:

- a. Work with the Departmental Representative / Parks Canada Safety Advisor in relation to all Project related Health and Safety issues;
- b. Prepare a detailed Health and Safety Plan as described below for work carried out by the Consultant's staff or their sub-consultants or specialists during the inspection, design, construction and warranty phases of the project;
- c. Provide recommendations to the Departmental Representative / Parks Canada Safety Advisor regarding construction Health & Safety for the proposed work at the implementation and warranty stages;
- d. Provide specification details necessary to ensure Contractors understands their responsibility for site safety;
- e. Ensure the Contractor is made aware of all known hazards that exist for this project;
- f. Provide advice to the Departmental Representative / Parks Canada Safety Advisor with regards to Occupational Health & Safety (OHS) on the project;
- g. Review and comment to the Departmental Representative / Parks Canada Safety Advisor on any OHS documentation which the contract document requires the contractor(s) to submit;
- h. Review and assess contract documents and formulate a project hazard assessment. The consultant's project hazard assessment will be forwarded to the Departmental Representative / Parks Canada Safety Advisor for review before going to the contractor;
- i. Review and assess contractor provided safety plans. Safety plans will be forwarded to the Departmental Representative / Parks Canada Safety Advisor for final review; and
- j. Participate in tender's briefing meetings and project startup meetings with Contractor, Consultant, the Departmental Representative / Parks Canada Safety Advisor.

Consultant Duties

- .2 Nothing described herein is intended to limit the responsibility of the Contractor in maintaining the safety of all workmen and visitors to the construction site. The Contractor must retain overall responsibility for

safety of the Construction site at all times. All safety concerns must be brought immediately to the attention of the Contractor to be dealt with as described in the Safety Plan.

The Consultant's Safety Representative is required to work with and assist the Departmental Representative / Parks Canada Safety Advisor as necessary on all safety related issues. The Parks Canada Departmental Representative / Parks Canada Safety Advisor will be responsible for site safety audits.

In particular, the Departmental Representative / Parks Canada Safety Advisor will inform the Contractor of all known safety hazards or conditions related to this project that may endanger workers, property, building tenants or the general public or result in unnecessary delays to the progress of the work.

In the event the Consultant notes or becomes aware of a condition or situation arising out of the activity of the Contractor working on the project, which could pose a hazard to the health and safety of workers, Parks Canada staff or any other party granted access to the site, they shall ensure that the appropriate details concerning the hazard are relayed immediately to the Departmental Representative / Parks Canada Safety Advisor and the Contractor. If the hazard poses an immediate risk of injury or death, the Consultant shall take all necessary action to have the Contractor eliminate the hazard and provide suitable documentation of the actions taken.

In case of emergencies, the Consultant is empowered to stop the work, or give orders to protect the safety of the workers, the general public or Crown property.

Contractor Duties

- .3 The Contractor has the overall responsibility for the safety of the site throughout all construction phases. To ensure all safety issues are properly dealt with, the Contractor will assign a permanent Project Safety Representative who will retain overall site safety records and reporting responsibility throughout the project. The Safety Representative must have appropriate training and certificates as required by the Occupational Health and Safety act and Construction Safety Association of Ontario.

The Contractor will be responsible for holding and documenting Tool Box training sessions for construction staff on site. The Contractor is required to work with and assist the Departmental Representative / Parks Canada Safety Advisor and Consultant as necessary on all safety related issues.

KNOWN SAFETY HAZARDS

- .4 Departmental Representative / Parks Canada Safety Advisor will advise the consultant of known safety hazards related to the work. These hazards must be taken into consideration when developing Options, Plans and Specifications and when advising the contractor on safety considerations for the project.

SAFETY PLANS

- .5 To ensure all Consultants, Contractors, personnel working on, or persons visiting Parks Canada project sites, are made aware of the identified or potential hazards at any work site, through the preparation of site specific safety plans. The plan shall include a list of known or potential hazards, a communications plan, emergency plan, and a list of required control measures to be implemented (such as engineering controls, written safety work practices and safe work procedures, PPE, etc.). For sites where the work is in close proximity to public sidewalks, streets or building access points, the safety plan must address measures that will ensure the safety of those additional individuals and groups while in and around the building.

The Consultant shall also complete a PCA Health & Safety Attestation.

The Consultant is required to prepare a detailed Site Specific Safety Plan for all work that they are responsible for on the site during the investigation phase as well as throughout the design and construction phases of the work. The Departmental Representative / Parks Canada Safety Advisor shall also ensure, so far as is reasonably practicable, that the Contractor prepares a Site Specific Safety Plan based on identified, known and potential hazards prior to commencing work on the project. The Consultant must ensure that both Safety Plans are coordinated such that clear responsibilities are set out for each phase of the work.

The safety plans shall contain a communications plan, emergency plan, a list of hazards both known and potential, and a list of proposed control measures to be implemented.

The Consultant shall review and provide written comments on the Contractor's safety plan for conformance with the specification and meeting the Plan requirements as specified herein. These comments shall be forwarded to the Departmental Representative / Parks Canada Safety Advisor with the Contractor's Safety Plan.

As soon as a Construction Tender is awarded the successful Contractor shall be responsible for developing and implementing one safety plan for all staff working on the project including consultant staff as well as the general public and building tenants specific to the project/work to be carried out.

The Departmental Representative / Parks Canada Safety Advisor shall review safety plans to ensure the plan addresses any identified potential or known hazards identified in the specifications;

The Departmental Representative / Parks Canada Safety Advisor shall randomly review project safety plans for changes throughout project delivery and provide written report to the Contractor.

SITE VISITS AND REPORTING

- .6 To monitor construction activity to ensure all construction staff and authorized visitors to the site are following the procedures and safety measures identified in the safety plan and identify subsequent reporting. To ensure the building tenants and the general public are protected against hazardous conditions created by the project. This section describes responsibilities in relation to site visits for the Consultant, Departmental Representative / Parks Canada Safety Advisor and the Contractor.

Consultant Safety Representative Guideline

- .7 The Consultant must have all necessary safety training related to fall arrest, use of scaffolding, management of hazardous materials, and any other safety concerns for this project.

The Consultant shall attend the construction Pre tender meetings and the Construction Startup meetings to provide advice on safety measures to be incorporated in the construction phase of the work.

The Departmental Representative / Parks Canada Safety Advisor shall ensure that the Contractor carries out regular safety inspections as outlined in this section. Documentation of all formal safety meetings must be forwarded to and reviewed by Departmental Representative / Parks Canada Safety Advisor.

CHANGES IN THE WORK

- .8 The Consultant shall not authorize or order any change at the work site that will constitute a change in design or change in the value of the contract. The only exceptions shall be in the event of an emergency situation that impacts Health and Safety of staff on the site or as specifically delegated by the Departmental Representative / Parks Canada Safety Advisor

CONSULTANT PROPOSAL

CP 1 CONSULTANT PROPOSAL GENERAL

- .1 The Consultant shall prepare a proposal to carry out the work as outlined in the Terms of Reference.

CP 2 SUBMISSION REQUIREMENTS

- .1 The Consultant shall submit four (4) copies of their proposal in a sealed envelope. In addition, a PDF copy of the proposal is required. The PDF submission must be made in two separate PDF format files, one containing the "Professional Services Section" and the other containing the "Cost Section". This proposal is a two envelope system, to be titled as the "Professional Services Section" and "Cost Section".

ALL information related to cost is to be contained in the "Cost Section" only and provided in a separate sealed envelope.

The Professional Services Section of the proposal shall include, but not be limited to, the following information:

- a. The qualifications of the Consulting Firm to undertake the project based on experience on similar projects in the same subject area in both Government and Private sectors. A list of clients and a brief description of the project and scope of work is required. Methods for controlling costs and schedules.
 - b. The names and resumes of the Consultant's Project Team and all persons to be employed for the services to complete the Scope of Work, including the portion(s) of the work to be undertaken by each discipline (i.e. naval architecture, marine engineering, heritage conservation architecture). The choice of the primary Consultant shall be considered in the award of the work.
 - c. A list of Sub-Consultants proposed for the project, together with a resume of qualifications and experience.
 - d. Clear statements of any assumptions that were made to prepare the proposal and to explain situations where the scope of work and associated required services in the Terms of Reference did not include items that the Consultant feels are necessary for successful project completion;
 - e. A detailed time and activity schedule (bar chart-in weeks) for the performance of their services based on the requirements of the Terms of Reference. The submitted schedule shall be considered in the award of the work. The schedule shall show all key stages including project meetings. The schedule shall be based on award of the design within two weeks of the tender closing.
 - f. The methodology proposed and the technical methods to be utilized in the performance of the work and any innovative and constructive ideas.
 - g. Copies of liability insurance coverage and a statements of membership in good standing documentation from professional associations for all Naval Architects and Professional Engineers assigned to the project must also be provided.
- .2 The "Cost Section" of the proposal shall contain the following:

- a. The fixed consulting fees and disbursements for the performance of services based on the requirements of the Terms of Reference to be provided in a separate sealed envelope.
- b. The price proposal should be made on a time-based fee up to an upset limit.
 - Hourly rates for all assigned staff, administration fees on disbursements, or on Sub-Consultant fees, and other Consulting Firm Policies shall be submitted.
 - The cost section of the proposal should be structured into the below Table 2 – Fee Proposal format that incorporates the general scope of work and associated required services (RS).

CP 3 EVALUATION TEAM

Members of the team evaluating the proposals shall consist of the PCA's team members.

One evaluation form will be completed by each the above parties and the results will be averaged to produce the Evaluation Team Score used in the selection of the Design Consultant.

CP 4 PROPOSAL EVALUATION

- .1 Mandatory Requirements that the Consultant **must provide** in their proposal:
 - a. That the persons assigned to the lead roles in the project are respectively registered or licensed to practice in the province of Ontario with a Naval Architect or P. Eng. designation. Proof of registration and/or licensing and Professional Insurance is to be provided with proposal. In the event that this information is not provided in the proposal, the successful firm will have 3 business days to supply the information. Failure to comply will render the proposal non-compliant and the next highest rated firm will be contacted.
 - b. Fees and disbursement for the specified professional project management services expressed as a lump sum (fixed) and summarized on a COST OF SERVICES FORM submitted in a separate cost envelope.
 - c. Three references from 3 different organizations for which the Consultant has performed similar work. The information must include the contact name, current telephone number and facsimile numbers and a short description of the project.
- .2 Evaluation Scoring

The proposals will be evaluated only on the strengths of the written presentations. Proposals will be evaluated according to the work identified in the “Terms of Reference” and using the criteria and point system set out as follows:

- Firm (20 points): Experience, registration, and satisfactory performance on similar completed projects (Government and private sector). The references provided will be contacted.
- Project Team (20 points): The number, qualifications and relevant experience of personnel to be assigned to the proposed team.
- Methodology (15 points): The methodology proposed for the performance of the work in accordance with the Terms of Reference.
- Proposal (20 points): The depth and detail of the proposal which indicates an understanding of the scope, size and complexity of the project.
- Schedule (10 points): The proposed schedule for the work. Management of the work, delegation of responsibility, work plans, schedule and cost control, reporting and quality control.
- Cost of Services (15 points): The Consultant’s fee proposal as submitted on the Cost of Services Form and submitted in a separate cost envelope.

Each proposal will be first evaluated for meeting the mandatory requirements. Those meeting the mandatory requirements will be evaluated in accordance with the following procedure:

- a. Each proposal will first be evaluated separately by each member of the Evaluation Team using the point system and all criteria except costs as indicated on the attached “Evaluation Criteria Table”.
- b. The evaluation procedure using all criteria except costs is to:
 - Assign a score between 0 to 10 for each criteria being evaluated.
 - Calculate the Mark for each criteria by multiplying the Score by the weight.
 - Add up each mark to determine the subtotal.
- c. The terms of the contract will be negotiated with the Consultant with the highest points. Should negotiations breakdown, the Consultant with the second highest points will be contacted. This procedure will be continued until a contract is finalized.

CP 5 EVALUATION CRITERIA TABLE

Criteria	Mark (0 to 10)	Weight	Score	Comments/ Notes
Firm: Experience and satisfactory performance on similar work in the same subject area (Government and private sector)		2.0		
Project Team: The number, qualifications and relevant experience of personnel to be assigned to the proposed team.		2.0		
Proposal: The depth and detail of the proposal which indicates an understanding of the size, complexity and time constraints of the work.		2.0		
Schedule: The proposed schedule for the work. Management of the work, delegation of responsibility, work plans, schedule and cost control, reporting and quality control.		1.0		
Methodology: The methodology proposed for the performance of the work in accordance with TOR.		1.5		
Costs of Services: Mark = Lowest Proposal Cost ÷ Evaluated Proposal Cost x 10		1.5		

Marks

- 10 Proposal offers all that project team requires.
- 7 Most of the important elements are provided, acceptable.
- 4 Some of the important elements are provided, unacceptable.
- 0 The element is essentially not met.

Team Member