

REQUEST FOR PROPOSAL – COVER SHEET

TITLE: Architectural and Engineering Services-Functional Program and Pre-Planning Study at CFIA
Charlottetown Laboratory

DATE OF RFP: September 28, 2016

Contracting Officer:
Aimée Legault

Telephone: 613-773-7672
Facsimile: (613) 773-7615

EMAIL ADDRESS FOR DELIVERY OF PROPOSALS:

aimée.legault@inspection.gc.ca

** Please clearly indicate the reference number of the Request for Proposal (RFP) in the subject field of the email

**Solicitation closes at: 3:00 pm (Atlantic Daylight Time)
On November 8, 2016**

The Canadian Food Inspection Agency (CFIA) is requesting proposals for services as detailed in Annex A- Terms of reference. This is a Request For Proposal (RFP) as distinguished from an Invitation to Tender (ITT). The proposal must set out the means by which the technical, performance, time and other goals and objectives will be met, having regard to any stated requirements. The CFIA will consider entering into a contract with the supplier submitting the most acceptable proposal as determined by the evaluation factors set out in this RFP.

Neither the qualifying proposal which scores the highest points nor the one which contains the lowest cost will necessarily be accepted. The CFIA reserves the right to accept any proposal, as submitted without prior negotiations.

This Request For Proposal consists of the following:

- i. This cover page;
- ii. Section: 1 RFP Terms and Conditions;
- iii. Section: 2 Selection Methodology;
- iv. Section: 3 Financial Proposal;
- v. Section: 4 Contract Terms and Conditions.
- vi. Annex A Terms of Reference

Contracting Authority:

Aimée Legault

Signature

September 27, 2016

Date

Name and address of the Bidder

Telephone number:

Fax number:

Bidder's Signature: The Bidder's signature indicates acceptance of the terms and conditions governing this Request for Proposal and certifies the content of the attached bidder's proposal. It also constitutes acknowledgement of receipt and acceptance of all documents listed above. The Bidder also recognizes having read and understood every and all terms and conditions in this RFP contained in the documents or incorporated by reference.

Signature

Date

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Section 1
RFP TERMS AND CONDITIONS

1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to seek proposals for architectural and engineering services for functional program and pre-planning study at CFIA Charlottetown Laboratory.

2.0 REVISION OF THE DEPARTMENTAL NAME

In this RFP all references to her Majesty, to the minister of Public Works and Government Services Canada (PWGSC), TO THE Crown, to Canada or to PWGSC shall be interpreted as a reference to the Canadian Food Inspection Agency (CFIA).

3.0 PROPOSALS DELIVERY INSTRUCTIONS

Proposals must be submitted to the email address (aimee.legault@inspection.gc.ca) **by the time and date indicated** on the cover.

The Bidder has the sole responsibility for the timely receipt of a proposal by CFIA. Late bids will not be accepted. Please clearly indicate the RFP reference number in the Subject line of your email.

4.0 BID FORMAT

Proposals submitted in response to this RFP must be accompanied with a signed bid solicitation cover page, duly completed, in accordance with paragraph 10, Proposal Preparation Instructions.

5.0 LOWEST BID

The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern.

6.0 VALIDITY OF BID

Bids will remain open for acceptance for a period of not less than **120** days from the closing date of the bid solicitation, unless otherwise indicated by CFIA in such bid solicitation.

7.0 LANGUAGE

Bid documents and supporting information may be submitted in either English or French.

8.0 APPLICABLE LAW

The Contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province where the Contract will be performed.

9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME

Bids received on or before the stipulated bid solicitation closing date and time will become the property of CFIA and will not be returned. All bids will be treated as CONFIDENTIAL.

10.0 PROPOSAL PREPARATION INSTRUCTIONS

It is essential that the elements contained in a proposal be stated in a clear and concise manner. It is the responsibility of the Bidder to obtain clarification of the requirements if necessary, prior to submitting a proposal. Failure to provide complete information as requested will be to the Bidder's disadvantage. Bidders are requested to send their proposal in three (3) separate sections as follows:

Technical Proposal	(1 soft copy) “<u>with no reference to price</u>”
Financial Proposal	(1 soft copy)

10.1 PREPARATION OF TECHNICAL PROPOSAL

Proposals must be in accordance with the instructions detailed in this document. All Technical Proposals will be evaluated individually based on the selection methodology in section 3.

10.2 PREPARATION OF FINANCIAL PROPOSAL

Costs shall not appear in any other area of the proposal except in the Financial Proposal section

This section of the proposal shall include a cost summary of the services required as detailed in section 4. The total estimated amount of GST or PST is to be shown separately if applicable.

11.0 ENQUIRIES – SOLICITATION STAGE

To ensure the integrity of the competitive bid process, enquiries and other communications regarding this procurement, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the Contracting Authority named herein. Enquiries and other communications are not to be directed to any other government official(s). Failure to comply with this clause will result in disqualification of your proposal.

Enquiries must be in writing.

Enquiries must be received prior to 15:00 hours, Ottawa time, **(two) 2 days** prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after this date will not be answered.

12.0 CONTRACTING AUTHORITY

The CFIA contracting authority is:

Canadian Food Inspection Agency
Procurement and Contracting Service Centre
59 Camelot Drive
Ottawa, Ontario K2E 1B9

Attention: Aimée Legault
Telephone: 613-773-7672
Fax: (613) 773-7615
E-Mail: aimee.legault@inspection.gc.ca

13.0 PROPOSAL AND PRE-AWARD COST

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No cost incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

14.0 PROCUREMENT BUSINESS NUMBER

For procurement purposes, the Government of Canada uses a unique Procurement Business Number (PBN) to identify a company and its branches, divisions, or offices, where appropriate. The PBN is created using the entity's Canada revenue Agency Business Number.

All Canadian suppliers are required to have a PBN prior to contract award in order to receive a CFIA contract. In exceptional circumstances, CFIA may decide to award, at its own discretion, a contract to a supplier without a PBN. Non-Canadian companies are strongly encouraged to obtain a PBN.

Suppliers may register for a PBN in the Supplier Registration Information (SRI) service online at the Contracts Canada internet site at: <http://contractscanada.gc.ca>. In order for suppliers to be sourced by government buyers, they must complete the registration process and activate their account in the SRI service.

For non-Internet registration, contact the Contracts Canada Info Line at 1-800-811-1148 or (819) 956-3440 in the National Capital Area, to obtain the telephone number of the nearest Supplier Registration Agent.

15.0 PRICE SUPPORT

The CFIA reserves the right to obtain price support in conjunction with the offer. Acceptable price support is one or more of the following, as determined by CFIA at the time of the request:

- a) Current published price list;
- b) paid invoices for like items (like quality and quantity) sold to other customers;
- c) price breakdown showing, if applicable, the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.

16.0 RIGHTS OF THE CFIA-ACIA

16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:

- a) Without any cost to CFIA, submit questions or conduct interviews to seek clarification or verify any or all information provided by the Bidder with respect to the RFP. The CFIA will provide 48 hours to allow Bidders to respond.
- b) Reject any or all proposals received in response to this RFP;
- c) Enter into negotiations with one or more Bidders or any or all aspects of its proposal;
- d) Accept any proposal in whole or in part without prior negotiation;
- e) Cancel and/or re-issue this RFP at any time;
- f) Award one or more contracts, if applicable;
- g) Retain all proposals submitted in response to this RFP;
- h) Not accept any deviations from the stated terms and conditions;
- i) Incorporate all or any portion of the Terms of Reference, request for Proposal and the successful proposal in any resulting contract;
- j) Not award a contract further to this RFP.

16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING RECOURSE IS PRESENT:

- a) The Bidder, or any employee or subcontractor included as part of the proposal has been convicted under section 121 (“Frauds on the government & “Contractor subscribing to election fund”), 124 (“Selling or purchasing office”) or (“Selling defective stores to her Majesty”) of the Criminal Code;
- b) With respect to current or prior transactions with the Government of Canada:
 - i. The Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for any extended period.
 - ii. Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner or discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its proposal;

- iii. The CFIA has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Bidder, any of its employees or subcontractor included as part of its proposal or
 - iv. The CFIA determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder executed the work in accordance with contractual terms and conditions is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- c) Where the CFIA intends to reject a proposal pursuant to a provision of 16.2 the Contracting Authority will soon inform the Bidder and provide the Bidder three (3) days within which to make representations, prior to making a final decision on the proposal rejection.

17.0 FINANCIAL STATEMENTS

In order to confirm a Bidder's financial capability to perform the subject requirement, the CFIA reserves the right to have access, during the bid evaluation phase, to current Bidder financial information. If requested, the financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer.

Should the Bidder provide the requested information to the CFIA in confidence while indicating that the disclosed information is confidential, then the CFIA will treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a bid is found to be non-compliant on the basis that the Bidder is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Bidder.

18.0 AMENDMENT

No amendments to this RFP shall be deemed valid unless effected by a written amendment issued by the CFIA.

19.0 AVAILABILITY OF PERSONNEL

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein, and will remain available to perform the work to the fulfillment of this requirement.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from said person (or the employer of said person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

19.1 WORK FORCE REDUCTION PROGRAMS

As a result of the implementation of various programs to reduce the public service, Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction Program, the Executive Employment Program and any other current and future similar programs implemented by the Treasury Board.

Therefore Bidders must make available the following details:

- a) Date and amount of lump sum payment incentives;

- b) Terms and conditions of the lump sum payment incentive (including termination date);
- c) Rate of pay on which the lump sum payment was based;
- d) Whether or not the \$5,000 exemption has been reached.

In the event that a contract is awarded to a former public servant during the period covered by the lump sum payment, the contract fee must be abated (reduced by an amount corresponding to the number of weeks remaining in the Contractor's lump sum payment period after beginning the contract.

This reduction is subject to an exemption of a maximum of \$5,000 (including Goods and Services Tax and of Harmonized Sales Tax, as appropriate) applicable to one or more contracts during the period covered by the lump sum payment.

For the purpose of this solicitation, former public servants are defined as:

- a) An individual
- b) An individual who is 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.

20.0 STATUS OF PERSONNEL

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from such person (or the employer of such person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

During the bid evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal for further consideration.

20.1 FORMER FEDERAL PUBLIC SERVANTS

The Bidder must identify all individuals, officers and employees assigned to the bid/proposal that are former federal public servants in receipt of a pension of any department or agency of the Public Service of Canada.

21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE

The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

The Bidder hereby certifies that all of the information provided in the resumes and supporting material submitted with the proposal, particularly as this information pertains to education achievements, experience and work history, has been verified by the Bidder to be accurate.

Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described therein.

Should a verification by CFIA disclose untrue statements, the CFIA shall have the right to treat any contract resulting from RFP as being in default and terminate it accordingly.

22.0 INDEPENDENT SERVICES

It is understood and agreed that the personnel which will be provided to perform the services set forth in the proposal are and will remain the Bidder's employees or resources providing

independent services to the Agency and nothing in this RFP shall be read or construed as constituting such personnel as employees or servants of the Agency.

23.0 SUBSTANTIATION OF ALLEGATIONS

The CFIA reserves the right to ask the Bidder to substantiate any claims made in the proposal.

The CFIA reserves the right to verify any allegations or substantiations and to declare the bid non-responsive for any of the following reasons:

- a) Unverifiable or untrue statements;
- b) Unavailability of any person(s) proposed on whose statement of education and experience the CFIA relied upon in determining the successful bidder.

24.0 SECURITY REQUIREMENTS

The Contractor personnel and subcontractors requiring access to CFIA or federal government information, assets or facilities must EACH hold a valid security clearance granted or approved by the CFIA or the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC). The Contractor must submit to the Agency representative a signed copy of form TBS330-47 (Security Screening Certificate and Briefing Form) for each resource or subcontractor. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CFIA. For this contract, the Contractor's personnel must have a security clearance at the level of:

- Reliability
- Confidential
- Secret
- Top Secret
- Other: _____

24.1 Requirements for the Access of the Laboratory Facility/Site:

24.2 The Contractor's personnel requiring access to specific areas of the Laboratory facility/site will be escorted at all times by CFIA personnel or a designate.

24.3 As and where requested by CFIA personnel, the Contractor's personnel shall submit a local proof of identity (by means of photo ID) prior to admittance to the facility/site.

24.4 The CFIA reserves the right to deny access to any facility/site, or part thereof, of any Contractors personnel at any time.

25.0 SITE VISIT/JOB SHOWING

Mandatory: X	Non-Mandatory:
Date and Time: Tuesday October 13 , 2016 at 10:00 am Atlantic Time	
Address: CFIA Charlottetown Laboratory, 93 Mount Edward Rd. Charlottetown PEI, C1A 5T1.	

A site visit/job showing will be held at CFIA Charlottetown Laboratory in PEI. The site visit/job showing will begin at Tuesday October 13, 2016 10:00 am. Atlantic Time. Bidders who do not attend **cannot** submit a bid.

Bidders are requested to communicate with the Contracting Authority prior to the site visit/job showing to confirm attendance. Bidders are to provide the Contracting Authority,

in writing, the names of its representatives who will be attending and a list of issues that it wishes to table no later than 2 working days prior to the scheduled bidder's conference.

Bidders, or a representative of the bidder, are requested to attend this site visit/job showing during which the requirements outlined in this RFP solicitation document will be reviewed and any questions will be answered. In order to fully understand the scope of the requirement, it is recommended that bidders who intend submitting a bid attend or send a representative.

Bidders are advised that any clarifications or changes resulting from the site visit/job showing shall be included as an amendment to the RFP solicitation document.

26.0 EMPLOYMENT EQUITY

The Federal Contractors Program for Employment Equity (FCP EE) requires that Canadian organizations bidding for federal government contracts, \$200,000.00 and over, make a formal commitment to implement employment equity, as a pre-condition to the validation of their bids. If the bidder is subject to the Program, evidence of its commitment must be provided prior to the award of any contract.

Contractors that have been declared "Ineligible Contractor" by Human Resources Development - Labour (HRDC - Labour) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations (currently \$25,000, including all applicable taxes), either as a result of finding of non-compliance by HRDC-Labour, or following their voluntary withdrawal from the Program for a reason other than reduction in their workforce. Any bid from ineligible contractors will not be considered for award.

a) The program requirements do not apply to organizations which:

- () have fewer than 100 permanent part-time and/or full time employees across Canada or;
- () are a federally regulated employer.

(Please check the appropriate item above if applicable)

b) If the bidder's organization does not fall within the parameters of items above, the program requirements do apply and, as such the bidder is required to submit a duly signed Certificate of Commitment as referenced below, or its Certificate number confirming its adherence to the program.

In all cases, the bidder is required to produce evidence of supporting information on demand, if such evidence is not provided with its bid. Under no circumstance will a contract be awarded to an organization that does not comply with the requirements of the FCP EE, unless it is exempt from the Program.

NOTE:

- The FCP EE applies to Canadian-based bidders only.
- The Certificate of Commitment, criteria and other information about the FCP EE, are available in the Standard Acquisition Clauses and Conditions Manual, Section 2, and on the PWGSC Internet site at: <http://www.pwgsc.gc.ca/sacc/choice-e.html>

27.0 CONFLICT OF INTEREST

CFIA has employed the assistance of private sector Bidders in the preparation of this solicitation. Responses to this solicitation from any such bidders or with respect to which such bidders is in any manner directly or indirectly involved will be deemed to be in conflict of interest (real or

perceived) and will not be considered. By submitting a bid, the Bidder represents that there is no conflict of interest as stated above.

Section 2
SELECTION METHODOLOGY
TECHNICAL EVALUATION

1.0 TECHNICAL PROPOSAL

The technical proposal shall address all mandatory and point rated evaluation criteria specified herein.

1.1 MANDATORY EVALUATION CRITERIA:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

1.2 POINT RATED EVALUATION CRITERIA:

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. The bidder should provide complete details as to where, when (months and years) and how (through which activities/responsibilities) the stated qualifications/experience were obtained.

1.3 BIDDER CLARIFICATIONS:

The Bidder warrants that clarifications shall be made available upon request within two calendar days of a request by the CFIA. If the bidder does not provide any required information within the time limit requested, its proposal will be considered non-responsive and will receive no further consideration.

2.0 EVALUATION CRITERIA

Bidders should use the main headings below under the Mandatory Evaluation Criteria. Bidders are encouraged to make cross-references between sections, so as to limit the number of pages in the offer.

3.0 MANDATORY EVALUATION CRITERIA

The mandatory evaluation criteria of this RFP are:

ITEM #	MANDATORY CRITERIA	PROPOSAL PAGE #	FOR CFIA USE ONLY	
			PASS	FAIL
3.1	Work relating to Architect components MUST be completed by an Architect with at least (10) years experience and a proven professional background			
3.2	The Architect MUST be licensed to practice in the Province of Prince Edward Island. Please indicate this requirement in the proposed resource's CV.			
3.3	Work relating to Mechanical components MUST be completed by an Mechanical Engineer with at least (8) years experience and a proven professional background.			
3.4	The Mechanical Engineer MUST be licensed to practice in the Province of Prince Edward Island. Please indicate			

	this requirement in the proposed resource's CV.			
3.5	Work relating to Electrical components MUST be completed by an Electrical Engineer or Professional Engineer with at least (8) years experience and a proven professional background			
3.6	The Electrical Engineer MUST be licensed to practice in the Province of Prince Edward Island. Please indicate this requirement in the proposed resource's CV.			
3.7	A site visit/job showing will be held at CFIA Charlottetown Laboratory on October 13, 2016. The site visit/job showing will begin at 10:00 am Atlantic Time. Bidders who do not attend cannot submit a bid.			

4.0 POINT RATED EVALUATION CRITERIA

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain an overall minimum pass mark of **61.5 points** out of a maximum of **90 points** in order to be considered responsive.

The point rated evaluation criteria of the RFP are:

ITEM #	POINT RATED CRITERIA	SUPPORTING INFORMATION	PROPOSAL PAGE #	FOR CFIA USE ONLY
				Total Points Achieved
4.1	<p>Evaluation of the proposed work plan (Total 20 points) The Bidder SHALL:</p> <p>a) indicate the approach and methodology that will be used by the bidder (5 points)</p> <p>b) provide a step by step timetable of work required along with milestones indicating how, when and by whom the tasks will be performed (5 points)</p> <p>c) indicate the human resources proposed: - level of competence (5 points) - a contingency plan for handling potential problems (5 points)</p>	<p><i>5 Very strong evidence that the criteria assessed is present.</i> <i>4 Strong evidence that the criteria assessed is present.</i> <i>3 Evidence that the criteria assessed is present at an acceptable level</i> <i>2 Some evidence that the criteria assessed is present but not at an acceptable level.</i> <i>1 Strong evidence that the factor assessed is not present.</i></p>		/20
4.2	<p>Evaluation of the Firm (Total 20 points) The bidder SHALL:</p> <p>a) provide a description of the firm's history and related experience (10 points)</p> <p>b) describe the technical capability of the firm - language, systems, software, and facilities used (5 points) - quality/control plan (5 points)</p>	<p><i>9-10 Very strong evidence that the criteria assessed is present.</i> <i>7-8 Strong evidence that the criteria assessed is present.</i> <i>5-6 Evidence that the criteria assessed is present at an acceptable level</i> <i>3-4 Some evidence that the criteria assessed is present but not at an acceptable level.</i> <i>1-2 Strong evidence that the factor assessed is not present.</i></p>		/20

4.3	<p>Evaluation of the Architect capabilities (Total 15 points)</p> <p>The Bidder SHALL:</p> <p>a) provide examples of two (2) projects with similar laboratory services where they provided functional programming and design development services within the last five (5) years.</p> <p>Each project is to be supported by reference. Please provide their contact information (5 points per project for a total of 10 points)</p> <p>b) demonstrate the availability of backup replacement (5 points)</p>	<p><i>5 Very strong evidence that the criteria assessed is present.</i></p> <p><i>4 Strong evidence that the criteria assessed is present.</i></p> <p><i>3 Evidence that the criteria assessed is present at an acceptable level</i></p> <p><i>2 Some evidence that the criteria assessed is present but not at an acceptable level.</i></p> <p><i>1 Strong evidence that the factor assessed is not present.</i></p>		/15
4.4	<p>Evaluation of the Mechanical Engineer capabilities (Total 15 points)</p> <p>The Bidder SHALL:</p> <p>a) provide examples of two (2) projects with similar laboratory services they provided functional programming and design development services within the last five (5) years.</p> <p>Each project is to be supported by reference. Please provide their contact information (5 points per project for a total of 10 points)</p> <p>b) demonstrate the availability of backup replacement (5 points)</p>	<p><i>5 Very strong evidence that the criteria assessed is present.</i></p> <p><i>4 Strong evidence that the criteria assessed is present.</i></p> <p><i>3 Evidence that the criteria assessed is present at an acceptable level</i></p> <p><i>2 Some evidence that the criteria assessed is present but not at an acceptable level.</i></p> <p><i>1 Strong evidence that the factor assessed is not present.</i></p>		/15
4.5	<p>Evaluation of the Electrical Engineer capabilities (Total 15 points)</p> <p>The Bidder SHALL:</p> <p>a) provide examples of two (2) projects with similar laboratory services they provided functional programming and design development services within the last five (5) years.</p> <p>Each project is to be supported by reference. Please provide their contact information (5 points per project for a total of 10 points)</p> <p>b) demonstrate the availability of backup replacement (5 points)</p>	<p><i>5 Very strong evidence that the criteria assessed is present.</i></p> <p><i>4 Strong evidence that the criteria assessed is present.</i></p> <p><i>3 Evidence that the criteria assessed is present at an acceptable level</i></p> <p><i>2 Some evidence that the criteria assessed is present but not at an acceptable level.</i></p> <p><i>1 Strong evidence that the factor assessed is not present.</i></p>		/15

4.6	Environmental Initiatives (Total 5 points) The Bidder SHALL demonstrate proof of environmental initiatives taken e.g. ISO Accreditation, Sustainable Development, other greening environmental initiatives.	<i>5 Very strong evidence that the criteria assessed is present.</i> <i>4 Strong evidence that the criteria assessed is present.</i> <i>3 Evidence that the criteria assessed is present at an acceptable level</i> <i>2 Some evidence that the criteria assessed is present but not at an acceptable level.</i> <i>1 Strong evidence that the factor assessed is not present.</i>		/5
Grand total out of 90 points Minimum Overall Pass mark of 61.5 points (70%)				/90

5.0 BASIS OF SELECTION

To be considered responsive, a proposal must:

- a) Meet all the mandatory evaluation criteria of this RFP; and
- b) Obtain an overall minimum pass mark of **61.5 points** out of a maximum of **90 points (70%)**;

Selection of the successful bidder for each position shall be determined on the ratio of technical merit: **70%** and cost **30%** to determine the best value.

The highest technically scored proposal is allocated the maximum points of 70 and the other technical proposals are prorated accordingly. The lowest priced technically responsive proposal is allocated the maximum points of 30 and the other technically responsive proposals are prorated accordingly. The Bidder with the most point (technical merit and cost) is considered as the proposal representing the best value.

Formula:

$$\frac{\text{Bidder's Rated Score}}{\text{Highest Bidder's Rated Score}} \times 70 + \frac{\text{Lowest Bidder Price}}{\text{Bidder's Price}} \times 30$$

Example Only:

Description	Bidder A	Bidder B	Bidder C
Bidder Technical Points Received	70	60	50
Bidder Proposed Price	\$75,000	\$80,000	\$70,000

Final Evaluation Score Calculation:

Points for Technical Score		Total
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Bidder		Points for Price	Points
Bidder A	$(70 / 70) \times 70 = 70$	$(70,000 / 75,000) \times 30 = 28$	98
Bidder B	$(60 / 70) \times 70 = 60$	$(70,000 / 80,000) \times 30 = 26.25$	86.25
Bidder C	$(50 / 70) \times 70 = 50$	$(70,000 / 70,000) \times 30 = 30$	80

In this example, **Bidder A** will be recommended for Contract award.

Section 3
FINANCIAL PROPOSAL

1.0 TERMS OF PAYMENT

The Contractor will be paid in accordance with the terms and conditions stated in paragraph 7, Contract Amount & Terms of Payment, CFIA Service Contract Articles of Agreement.

The total estimated amount of GST and HST is to be shown separately. Proposals will be assessed on an FOB destination basis.

2.0 BASIS OF PAYMENT

For this RFP, the Bidder must submit a lump sum amount to perform the work described herein, plus applicable taxes.

Amount	Taxes	Total all-inclusive price

The above amount will be broken down, showing the labour rate for each resource as well as an itemized list of expenses.

***The contracting amount shall not exceed \$100,000.00 excluding of HST.**

3.0 METHOD OF PAYMENT

Invoicing to be paid on a monthly basis for actual time spent in the performance of the work set out in the Annex A Terms of Reference.

4.0 DIRECT DEPOSIT

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at [http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692 re 1385730987670 eng.pdf](http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692_re_1385730987670_eng.pdf)

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:

www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

Section 4
CFIA CONTRACT TERMS AND CONDITIONS
*****EXAMPLE CONTRACT ONLY*****

The Service Contract agreement between the CFIA and the selected bidder will be subject to the following terms and conditions.

1. DEFINITIONS

1.1 For the sole purpose of this Service Contract the parties agree that:

“General Conditions” shall mean Public Works and Government Services Canada (PWGSC) 2035- General Conditions - Services, set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by the Department of Public Works and Government Services.

2. AGREEMENT

2.1 The following documents and any amendments in writing, and approved by the Parties, and relating thereto form the Service Contract between the CFIA and the Contractor:

- 2.1.1 These Articles of Agreement;
- 2.1.2 The General Conditions as defined in section 1.1 above and incorporated by reference in section 2.3;
- 2.1.3 The document attached hereto as Appendix “A” and entitled “Terms Of Reference”;
- 2.1.4 The request for proposal, where applicable; and
- 2.1.5 The Contractor’s Proposal dated <date> and attached hereto as Appendix “B”.

2.2 In the event of any discrepancies, inconsistencies or ambiguities between or among the wording of the documents, and brought to the attention of one or the other Party in writing, set out in section 2.1, the wording of the document that appears first on the list set out in section 2.1 shall prevail over the wording of a document appearing subsequently on the list set out in section 2.1.

2.3 The General Conditions as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract. The version of the SACC Manual applicable to this Service Contract is the one in effect on the date of the last signature of this Service Contract. The SACC Manual may be viewed on the Department of Public Works and Government Services Canada web site, Internet address: <http://sacc.pwgsc.gc.ca/sacc/>

2.4 In the General Conditions, all references to the Minister of PWGSC, to the Crown, to Her Majesty, to Canada, to the Government or to the PWGSC shall be interpreted as a reference to Her Majesty in Right of Canada, as represented by the CFIA, where applicable.

2.5 All appendices and attachments referred to in this Service Contract and/or annexed hereto shall form part of this Service Contract.

3. CFIA REPRESENTATIVES

3.1 The representative of the CFIA for the purpose of any issue related to the administration of this Service Contract (Contracting Authority) shall be:

Aimée Legault 613-773-7672

or such other person as may be designated by the CFIA.

- 3.2 The representative of the CFIA for the purpose of any issue related to the Work or any technical aspect of the Work set out in Appendix "A" of this Service Contract (Technical or Project Authority) shall be:

<project authority> <phone #>
or such other person as may be designated by the CFIA.
TBD at contract award

4. CONTRACTOR REPRESENTATIVES

For the purposes of this Service Contract, the Contractor shall have the work under this Service Contract carried out by <name of person to carry out the Terms of Reference under the direction and control of <if applicable>

5. LEGAL JURISDICTION

This Service Contract shall be governed by and interpreted in accordance with the laws in force in the Province of Prince Edward Island, Canada

6. TERM OF THE SERVICE CONTRACT AND DURATION OF THE WORK

6.1 This Service Contract shall come into effect on the date of the last signature to this Service Contract and shall terminate, except where expressly stated otherwise, on the last day for completion of the Work as set out in section 6.2. The parties hereto agree that irrespective of the effective date of the Service Contract, the terms and conditions of this Service Contract shall apply to any Work or part thereof commenced on the date of contract award.

6.2 The Work shall be completed with care, skill, diligence and efficiency and in accordance with all the terms and conditions of this Service Contract no later than the 31st day of March 2017.

7. CONTRACT AMOUNT AND TERMS OF PAYMENT

7.1 Basis of Payment - Firm Price

Subject to the terms and conditions of this Service Contract and in consideration for the satisfactory performance of the Work, the CFIA shall pay to the Contractor the firm amount not in any circumstances to exceed \$<amount in numbers> plus applicable taxes.

7.2 Method of Payment

Payment by CFIA shall be made as follows:

Invoicing to be paid on monthly basis for actual time spent in the performance of the Work set out in the Terms of Reference.

7.3 **Direct Deposit**

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692_re_1385730987670_eng.pdf

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:
www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.4 **Invoicing Instructions**

The Contractor shall submit invoices on its own forms and shall include therein the date, name and address set out below, a clear description of the Work performed and for which payment is being requested by the invoice, the item number and quantity, reference numbers and the contract file number <contract file number>. The Contractor must submit, along with said invoices, all substantiating documentation. Invoices shall be submitted to the CFIA in three (3) copies to the following address. Failure to comply with the terms and conditions of this section may delay payment by the CFIA of any amount due and payable under this Service Contract.

CFIA
<Address>

Attention of: <project authority>

7.5 **Income Tax Act**

Pursuant to paragraph 221(1)(d) of the Income Tax Act in force on the effective date of this Service Contract, payments made by the CFIA under this Service Contract must be reported on a T4A supplementary slip. Contractors are, therefore, required to provide on each invoice submitted to the CFIA, the following information:

- 7.5.1 the legal name of the Contractor; that is, the name associated with the Social Insurance Number or Business Number of the Contractor, as well as the appropriate address and postal
- 7.5.2 the legal status of the Contractor; that is, without limiting the following, individual, unincorporated business or corporation, limited company .;
- 7.5.3 for Contractors who are an individual or unincorporated business, the Contractor's Social Insurance Number or, if applicable, the Contractor's Business Number or, if applicable, the Contractor's Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;
- 7.5.4 for Contractors who are corporations, the Contractor's Business Number or, if the Business Number is not available, the GST/HST number. If the Contractor has no Business Number or GST/HST number, the T2 Corporation Tax Number must be provided.

7.6 **Acceptance of the Work**

All Work is subject to the approval and acceptance of the CFIA and said approval and acceptance is at the sole and unfettered discretion of the CFIA but shall not be unreasonably withheld. The CFIA shall not make any payment and no amount is due to the Contractor until the Work is approved and accepted by the CFIA.

7.7 Payment Due Date

Payment by the CFIA to the Contractor shall be made within thirty (30) calendar days following the date on which the Work is completed and approved by the CFIA or on which a claim for payment and all substantiating documentation are received by the CFIA under the Service Contract, whichever date is later.

7.8 Financial Administration Act

In accordance with the Financial Administration Act in force on the effective date of this Service Contract, any payment under this Service Contract is subject to there being an appropriation for the Work hereunder for the fiscal year in which any commitment to pay becomes effective. In the event no such appropriation is made, this Service Contract shall terminate immediately and without any repercussion to either party.

7.9 GST/HST

The Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) as applicable shall be considered an applicable tax for the purposes of this Service Contract and shall be disclosed and identified as separate items on any invoice or accounting document.

Unless otherwise required by law, the Contractor shall not invoice or collect any ad valorem sales tax levied by the Province in which the taxable goods and/or services required under this Service Contract are delivered to the CFIA. Existing Reciprocal Taxation Agreements, exempting payment of provincial sales tax (PST) shall be superseded by HST legislation.

7.10 CFIA's Liability

This Service Contract does not oblige the CFIA to authorize or order any goods or services whatsoever or to spend the estimated expenditure or any money whatsoever except as expressly required herein. Furthermore, the CFIA's liability under this Service Contract shall be limited to the amount set out in section 7.1.

7.11 Price Certification

The price charged for the performance of the Work under this Service Contract shall not exceed the lowest price charged any other third party by the Contractor, including the Contractor's most favoured customer or client for like quality and/or quantity of the services and/or goods and the price so charged may be verified by audit by the CFIA before or following any payment by the CFIA under this Service Contract.

7.11.1 Any overpayment by the CFIA made as a result of the Contractor's breach of the condition set out herein, shall be immediately due and owing to the CFIA, shall be immediately repaid to the CFIA and until so repaid shall be deemed a debt due to the Crown.

7.11.2 In the event that the CFIA has not made a payment, then any amount resulting from the Contractor's breach of the condition set out herein shall be deducted from any payment owed by the CFIA to the Contractor.

8. OWNERSHIP OF COPYRIGHT AND INVENTIONS

- 8.1 All intellectual property, intellectual property rights or other similar property or property rights, in whatever format produced by the Contractor or Contractor representatives in the performance of the Work, hereinafter “Intellectual Property”, shall vest in and remain the property of Her Majesty the Queen in Right of Canada, as represented by the CFIA. For greater clarity, all prototypes, including but not limited to those subject to intellectual property protection, and inventions produced, developed or first reduced to practice by the Contractor or Contractor representatives in the performance of the Work shall vest in and remain the property of Her Majesty the Queen in Right of Canada, as represented by the CFIA.
- 8.1.1 The Contractor shall notify the CFIA in writing of any intellectual property, shall provide full details of the intellectual property and shall account fully to the CFIA in respect of the intellectual property. The Contractor or the Contractor representatives shall have no right or rights in the Intellectual Property except as expressly provided for in this Service Contract. Neither the Contractor nor the Contractor representatives shall divulge or such Intellectual Property other than as required in the performance of the Work under this Service Contract.
- 8.1.2 The Contractor shall assign, waive, license and fully transfer all Intellectual Property arising from, associated with and related to the Work and this Service Contract in favour of the CFIA with no consideration being paid therefore by the CFIA to the Contractor.
- 8.1.3 The Contractor shall ensure that the Contractor representatives assign, waive, license and fully transfer all Intellectual Property arising from, associated with and related to the Work and the Service Contract in favour of the CFIA with no consideration being paid therefore by the CFIA to Contractor or to the Contractor representatives.
- 8.2 All Intellectual Property subject to copyright shall bear the following copyright notice once their use is approved by the CFIA:

© 2016 Her Majesty in Right of Canada (Canadian Food Inspection Agency).
All rights reserved. Use without permission is prohibited.

9. DISPUTE RESOLUTION

- (a) The parties shall first attempt to resolve disputes arising in connection with this Service Contract through direct good faith negotiations. Such negotiations shall be undertaken for a maximum period of thirty (30) working days unless resolved earlier. The parties may agree to an extension of the (30) working day period upon agreement in writing by each party.
- (b) All disputes, questions or differences arising in connection with this Service Contract which cannot be resolved by the parties as set out in section 9(a) shall be resolved in an efficient and cooperative manner through mediation or any other such third party assistance process as may be appropriate and agreed upon. Such a process shall be undertaken for at least twenty (20) days unless resolved earlier. The parties may agree to an extension of this twenty (20) day period upon agreement in writing by each party.
- (c) All disputes, questions or differences arising in connection with this Service Contract, which the parties cannot resolve themselves through direct negotiations or the Appropriate Dispute Resolution efforts discussed in paragraph 9(b), shall be finally settled by binding arbitration.

- (d) The parties shall appoint a single arbitrator. The appointment of an arbitrator shall occur within thirty (30) calendar days of the decision to proceed to binding arbitration. If such appointment has not occurred within this thirty (30) day period, then the parties shall apply to a Justice of the Ontario Court (General Division) in Ottawa to have an arbitrator appointed.
- (e) The arbitration shall be in accordance with the Canadian Commercial Arbitration Act, R.S.C. 1996, c. 55 and shall take place in Ottawa, Ontario.
- (f) The arbitrator may appoint a secretary with the prior written permission of the parties. The fees of the sole arbitrator and of the secretary, shall be shared equally by each of the parties. Notwithstanding the above, the arbitrator shall be authorized to require any party to pay the whole or part of the fees, costs and expenses. In such case, payments shall be made in accordance with the award and the award shall be final and shall not be subject to appeal.
- (g) This section does not apply in respect of the interpretation or application of constitutional, administrative, criminal or tax law or other law as may be determined and agreed upon by the parties. Except with respect to the laws expressly listed herein, if no agreement is reached regarding this Article's application with respect to other areas of law, then the matter shall be subject to binding arbitration.

10. HEALTH AND SAFETY

The Contractor shall contact the CFIA's Health and Safety officer or designate at the work site prior to the commencement of the Work under the contract, in order to obtain a copy of CFIA's Occupational Safety & Health Policy, and to determine all specific occupational health and safety policies that apply to the work site. The CFIA's Health and Safety officer shall advise the Contractor of all CFIA's work site specific occupational health and safety policies and procedures that apply prior to the commencement of the Work. The Contractor shall ensure that all of its officer and employees carry out the Work in accordance with all laws for occupational health and safety, the CFIA's Occupational safety & health Policy, and all CFIA work site specific occupational health and safety policies and procedures. In the event that the Contractor, its officers or employees do not comply with the laws, policies and procedures, as required by this condition, the CFIA shall have the exclusive right to terminate this contract.

11. SECURITY

The Contractor personnel and subcontractors requiring access to CFIA or federal government information, assets or facilities must EACH hold a valid security clearance granted or approved by the CFIA or the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC). The Contractor must submit to the Agency representative a signed copy of form TBS330-47 (Security Screening Certificate and Briefing Form) for each resource or subcontractor. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CFIA. For this contract, the Contractor's personnel must have a security clearance at the level of:

- Reliability
- Confidential
- Secret
- Top Secret
- Other: N/A

11.1 Requirements for the Access of the Laboratory Facility/Site:

11.2 The Contractor's personnel requiring access to specific areas of the Laboratory facility/site will be escorted at all times by CFIA personnel or a designate.

11.3 As and where requested by CFIA personnel, the Contractor's personnel shall submit a local proof of identity (by means of photo ID) prior to admittance to the facility/site.

11.4 The CFIA reserves the right to deny access to any facility/site, or part thereof, of any Contractor's personnel at any time.



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

Annex A

Terms of Reference Functional Program & Pre-Planning Study

Charlottetown Laboratory
93 Mount Edward Rd ,
Charlottetown, PEI
C1A 5T1

Laboratory Planning & Operations Office
59 Camelot Dr.
Ottawa, Ontario
K1A 0Y9

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1.0 Introduction

1.1 Request for proposal

- You are invited to submit, to the Canadian Food Inspection Agency, a proposal within the terms of the following document to provide functional programming and pre-planning services for the proposed space realignment at the Charlottetown Laboratory in Charlottetown, Prince Edward Island.

1.2 Project Identification

- The CFIA have identified a need to define and quantify the functional program and associated space requirements for the Charlottetown Laboratory. The primary goal of this study is to better understand the ongoing operations and develop viable options which will address accommodation and program flow / efficiency concerns. An assessment of the existing infrastructure, including the HVAC, plumbing and electrical systems, must be included in the analysis of the concepts presented to ensure all proposals are viable with associated costing incorporated into the option estimates.
- The project will include the documentation necessary for CFIA to be in a position to proceed to design development and the production of detailed plans and specifications. This would include the development of a pre-planning study, including a functional program, assessment of the existing MEP systems, two concept design options, proposed implementation schedule, and Class “D” cost estimates.

1.3 Project’s main objectives

- The overall intent is to provide CFIA with improved efficiency and functionality of operations. Numerous infrastructure challenges exist because the majority of the laboratory was originally fit-up for animal containment work, which is no longer conducted at the site. Optimization of the facility is necessary to accommodate the increased testing and storage requirements. The objective is to provide CFIA with the pre-planning documentation necessary to support documentation for a potential Treasury Board submission and ultimately the tender for design development. The project will encompass all aspects of functional planning, engineering assessment, options analysis / concept design, and cost estimating.



1.4 History

- The Canadian Food Inspection Agency's Charlottetown Laboratory was constructed in 1995 by Agriculture and Agri-Food Canada. The Laboratory was originally designed and built to have 75% of all spaces fit up for level 2 & 3 animal containment work and 25% of the space for plant diagnostic and research work. Presently, the Charlottetown Lab is used for 80% plant program work, with the other 20% being leased to the Department of Fisheries and Oceans through an interdepartmental Memorandum of Understanding.
- The building is a two storey structure with a gross floor area of 7,432 m². It is situated on a trapezoidal shaped parcel of land approximately 7.3 hectares in size. The Ground Level houses administrative offices, laboratories, greenhouse, shipping/receiving, stores, and various storage rooms. The Upper Level generally houses administrative offices, conference rooms, and an employee lunch room and kitchen.
- The Charlottetown Laboratory houses a Diagnostic Section and a Technology Development Section with technical expertise in plant Bacteriology, Virology, Nematology, and Mycology. The laboratory is responsible for diagnosing various plant pathogens and developing detection and identification techniques and technologies for meeting CFIA's domestic, import and export testing obligations under the Plant Health Program.

2.0 Pre-qualification requirements

2.1 Coordination

- The prime consultant is responsible for coordinating the work of all consultants and ensuring the functional program and options to be presented meet the requirements identified in the Scope of Work. It will be his responsibility to sub-contract other capable consulting services as required to meet the outlined deliverables.



2.2 Experience

- Work relating to the architectural components shall be completed by an architect with at least ten (10) years experience and a proven professional background. The architect shall be licensed to practice in the Province of Prince-Edward-Island. The architect shall supply at least two (2) examples of similar laboratory projects for which they provided functional programming and design development services within the last five (5) years. This specific architect shall be the sole author of all work pertaining to their specialty and shall be present at all scheduled meetings. Replacement of this pre-qualified individual is unacceptable without written authorization from CFIA.
- Work relating to the mechanical components shall be completed by a mechanical engineer with at least eight (8) years experience and a proven professional background. The mechanical engineer shall be licensed to practice in the Province of Prince-Edward-Island. The mechanical engineer shall supply at least two (2) examples of similar laboratory projects they provided design development services within the last five (5) years. This specific mechanical engineer shall be the sole author of all work pertaining to their specialty and shall be present at all scheduled meetings. Replacement of this pre-qualified individual is unacceptable without written authorization from CFIA.
- Work relating to the electrical components shall be completed by an electrical engineer with at least eight (8) years experience and a proven professional background. The electrical engineer shall be licensed to practice in the Province of Prince-Edward-Island. The electrical engineer shall supply at least two (2) examples of a similar laboratory projects they provided design development services within the last five (5) years. This specific electrical engineer shall be the sole author of all work pertaining to their specialty and shall be present at all scheduled meetings. Replacement of this pre-qualified individual is unacceptable without written authorization from CFIA.

2.3 Mandatory Job Showing

- The site visit/job showing is mandatory.



3.0 Scope of services

3.1 Services required during all phases of project

- The Consultant will attend the start-up meeting and provide meeting minutes. Start-up meeting will focus on further outlining the roles and responsibilities of all parties, explaining general procedures when working with CFIA and project specific issues. The Consultant must submit an updated schedule, plans and procedures outlining the steps required to complete the work described in this document.
- The Consultant will organize project meetings where issues related to the project can be discussed with the project team.
- The Consultant will attend all project meetings and provide meeting minutes. Allow for regular bi-weekly meetings during planning, to provide information and receive feedback on the progress of the project.
- The Consultant will submit all change order requests to the Project Leader for review and approval. No request for additional cost such as labour, time, equipment and material will be entertained by CFIA if these costs were incurred without prior written approval of the Project Leader.
- The Consultant will identify any challenges, constraints, or significant issues in writing to the Project Leader:

3.2 Services required during Planning and Analysis

- The Consultant will arrange to visit the site as many times as required in order to fully understand the program / building functions and execute the necessary measurements, readings and analyses necessary to complete the planning.
- The Consultant will generate all programming and analysis documentation in MS Word format. The final version of these documents will be released only after a full review has been conducted and approval has been given from the Project Leader.
- The Consultant will provide draft and final cost estimates for financial forecasting purposes for both options presented.
- The Consultant will provide a schedule based on the selected option, forecasting the work to be completed, incorporating all aspects of the project from the initial design phase, through contracting and construction.

3.3 Deliverables



- The documentation and drawings will be provided in paper format bound together in a suitable way for review. Loose papers will not be accepted. The format will be agreed upon by CFIA and the Consultant prior to the submission of the first draft.
- An electronic copy of each draft submission will also be provided.
- The Consultant will allow for six (6) bound copies of the documents necessary for the execution of the work including, but not limited to:
 - First Draft (including Functional Planning, Systems Analysis, and Options Development)
 - Second Draft (including Functional Planning, Systems Analysis, 2 Options, Concept Development, Project Schedule, and Cost Estimates)
 - Final Draft (including Functional Planning, Systems Analysis, 2 Options, Concept Designs, Project Schedule, and Cost Estimates)
- The Consultant to provide CD-ROM containing electronic versions all documents, sections, cover pages, appendices, tables, charts, digital pictures, and any other information contained in the final documents.

4.0 Issues

4.1 Adjacent programs

- The sustainability of adjacent programs is mandatory and therefore design decisions must be sensitive to that requirement. Additional factors recognized as affecting adjacent programs are the following: reliability of systems and equipment, redundancy to ensure continued operation, and prolonged commissioning issues.

4.2 Electronic communications

To improve the communication speed and to reduce paperwork, all team participants must be able to communicate electronically by:

- E-mail to CFIA (Internet addresses will be provided)
- Creation of a dedicated, firm managed File Transfer Protocol (FTP) site for sharing project information and drawings. Cloud platform not acceptable.
- Using software deemed compatible by CFIA (including Word, Excel, Microsoft Project, and AutoCAD 2014, and others subject to approval).



4.3 Existing documentation

- Any existing available documentation retained by CFIA will be provided to the Consultant in order to help in the completion of the pre-planning study.
- The Consultant understands and acknowledges that he cannot base his planning and analysis solely on a review of the existing documentation. Physical legwork and onsite observations are required to confirm existing documentation and assumptions. As such, the Consultant will be required to visit the site as many times as required to ensure accurate information.
- The on-site CFIA authorities will arrange visits to suit all parties concerned.

4.4 Service disruptions

It is imperative that the planning for “out of service time” for the whole building or systems that are to be modified or replaced as a result of construction be minimized as much as possible. Program operations and time frames will govern the particular allotted time frame for construction.

4.5 Site access

The Consultant will have access to the site during regular business hours by pre-arranging times with the Project Leader at least 48 hours in advance.

5.0 Changes to scope

Advise the Project Leader of any changes, detailing the extent and the reasons for the changes. Changes may include directions that conflict with previous ones or that requires the reworking of previously approved submissions. The Consultant shall obtain written approval from the Project Leader before proceeding.

6.0 Acceptance

All work carried out under the conditions of the Terms of Reference must be performed to the satisfaction of the CFIA. Should the work or any portion thereof not be satisfactory, the CFIA has the right to reject or require its correction before payment is authorized.

7.0 Codes and standards



The work must be developed in compliance with the standing requirements of the Government of Canada, and such other Laws, Codes, Acts, Regulations, etc. as may be applicable. The latest edition of each document shall apply.

8.0 Roles and responsibilities of key project team members

8.1 Consultant

- The Consultant shall be responsible for verifying the needs of the CFIA and incorporating those needs into the required project deliverables.
- The Consultant shall provide color photographs, in both printed and digital format, as required to document particular deficiencies or report on the progress of the work.
- The particular responsibilities of the Consultant have been set out in these Terms of Reference.
- The Consultant shall establish and maintain, throughout the duration of the project, a team capable of effectively delivering the services described in this document within the time frame and assigned budget agreed to by the Project Leader, and in accordance with the approved plan.
- The Consultant shall ensure that no member of their Project Team, including sub-consultants and specialists, grants interview(s) with the media regarding this project. Both formal and informal interviews shall be permitted only when authorized in writing and coordinated in advance by the Project Leader.
- Upon execution of the contract, the Consultant shall be responsible for producing all work described in the consultant contract and in this document, in a conscientious and professional manner.
- The Consultant shall coordinate and review all project requirements with mechanical, electrical, and structural engineers as well as other technical experts required to provide input into project. The use of a Quantity Surveyor is highly recommended.

8.2 Project Leader

The Project Leader is the "Departmental Representative" directly concerned with this project and responsible for the delivery of the project within the pre-established parameters of scope, quality, budget and schedule.

The Project Leader has the following responsibilities:



- Principal contact on issues relating to the delivery of this project;
- Controlling and monitoring overall progress of the project;
- Establishing, with the client, the procedures, approval process and time frames to be adhered to;
- Managing multidisciplinary teams of departmental professionals and consultant(s);
- Evaluating the consultant services following completion of the project;
- Participating in meetings to ensure design deliverables are consistent with the scope of work and reviewed and approved as outlined in the established procedures;
- Provides information as required related to tenant specific aspects of the project such as security, telecommunications, and data communications;
- Identifies and coordinates with key individual contacts for the duration of the project (end user groups, facilities staff, security, data, telephone, health and safety, and others as required);
- Reviews, provides comments and obtains approvals on the consultant's work within 10 working days of receipt of materials;
- Assists in the development and the delivery of a communication plan and addresses internal communications.

9.0 Quotation

The Consultant will provide a price, complete with a detailed price breakdown to perform the work described in this document. All costs (printing, photocopying, materials, equipment, travel, photographs, etc.), even if not mentioned in this document, are assumed to be included in the quotation.

The price must include all applicable federal, provincial, and municipal taxes, but they should be identified as separate amounts on the tender bid.