



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Regional Manager/Real Property  
Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Regional Manager/Real Property Contracting/PWGSC  
Ontario Region, Tendering Office  
12th Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6  
Ontario

<b>Title - Sujet</b> Burlington, ON CM CCIW Lab Moderniz	
<b>Solicitation No. - N° de l'invitation</b> EQ754-171503/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> R.077680.001	<b>Date</b> 2016-12-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWL-003-2251	
<b>File No. - N° de dossier</b> PWL-6-39103 (003)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-01-17</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dhanna, Sheila	<b>Buyer Id - Id de l'acheteur</b> pwl003
<b>Telephone No. - N° de téléphone</b> (416) 512-5855 ( )	<b>FAX No. - N° de FAX</b> (416) 512-5862
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Environment Canada CCIW Building 867 Lakeshore Road Burlington, ON X1X 1X1	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Revised December 23, 2016

## ANNEX A- BASIS OF PAYMENT

This contract will be paid on a "Percentage of Deliverables Completed" basis.

### 1. The Basis of Payment of the contract is comprised of the following:

- The Advisory and Construction Manager's Percentage Fee;
- Reimbursement of Construction Costs; and
- Allowable disbursements.

#### A. GENERAL

1. All values provided including the Estimated Construction Costs and any increases in construction costs are subject to budget approval.
2. Subject to the terms and conditions of the Agreement, and in consideration for the performance of the Services, Canada shall pay to the Construction Manager a sum of money calculated in accordance with the provisions herein and the Agreement Particulars.
3. The CMs fees are only payable when the Construction Manager has performed the Services as determined by the Departmental Representative (DR). Payment in respect of a Service, or part of a Service, is not to be deemed a waiver of Canada's rights of set off at law or under the Agreement for costs or expenses arising from default or negligence of the Construction Manager.
4. The maximum amount payable under the Agreement, including fees and disbursements, shall not exceed the sum specified in the Agreement Particulars, without the prior written authorization of the DR in accordance with the terms of the Agreement.

#### 2. FEES

The Construction Manager's Fee will be paid monthly in arrears for the term of the Contract. The Construction Manager's Fee is based on the aggregate of the following:

##### (a) ADVISORY SERVICES PERCENTAGE FIXED FEE (TABLE 2)

Payments in respect of the percentage fee arrangement will be made monthly during the performance of the Services, on the basis of the fee submitted and progress as determined by the DR for each of the Services. The total percentage fee will be calculated on the Estimated Construction Costs provided in the Terms of Reference and not subject to adjustment due to variations in the Estimated Construction Cost through the life of the project. Although these draws against the Advisory Services Percentage Fee can be on monthly basis, they are not fixed and their value will vary depending on the progress of the project and the approval of DR. All Required Services specified in the Terms of Reference must be included in and covered by the Advisory Services portion of the contract.

The advisory services required for each Project Stage are detailed in the Terms of Reference. The Project Stages are as follows include:

- a. Requirements Analysis Stage
- b. Design Concept Stage

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- c. Design Development Stage
- d. Construction Documents Stage
- e. Tender Stage
- f. Construction Stage
- g. Closeout Phase

The Advisory Services Percentage Fixed Fee will include all costs for provision of advisory services for the duration of the contract including:

- (i) all overhead, administration, mark-up and profit for the Construction Manager's operations, including, but not limited to standard office expenses such as any photocopying, and supplies, taxi charges, computer and software costs, Internet, all telephone and fax, cellular telephones, depreciation, rent and maintenance of office facilities, furniture, office equipment parking. Note: Site office costs are included in the percent construction fee.
- (ii) the actual cost of all personnel employed or contracted by the Construction Manager to deliver the services specified in the Terms of Reference and includes all payroll costs such as salary, statutory holidays, vacations with pay, unemployment insurance premiums and worker's compensation contributions where applicable, pension plan contributions, sick time allowance, medical/dental insurance premiums and any other benefits. *Note: Do not include contracted personnel of sub-trades that will perform the construction;*
- (iii) The salaries, benefits or other compensation for the Construction Manager's officers, directors, principals and support staff;
- (iv) Travel and accommodation costs related to the Work for the duration of the Contract, of the Construction Manager's personnel;
- (v) All other costs which may be considered disbursements unless specifically listed;
- (vi) Any part of the Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work, unless otherwise expressly provided herein;
- (vii) All field personnel such as superintendents, health and safety officers, assistant superintendents, field engineers, commissioning specialists , etc., including vehicles and vehicle expenses

**(b) PERCENTAGE CONSTRUCTION FEE (TABLE 3)**

**The percent construction fee includes:**

- (i) The Contractor's percentage mark-up for overhead, profit and general administration costs that are not included in ii (below).
- (ii) The construction, maintenance, operation and/or rental fee(s) of a site field office at the Site, including, but not limited to standard office expenses such as any photocopying, computer costs, Internet, all telephone and fax, cellular telephones, depreciation, rent and maintenance of office facilities, furniture, office equipment and supplies, taxi charges, parking, communication equipment, advertising and publications, long distance phone, bottled water, courier, stamps, software, office supplies and petty cash items.
- (iii) All costs that have not been identified for reimbursement under Annex A: Basis of Payment, Item, 2 (a) Advisory Services, Item 2 (c) Additional Personnel, Item 3 Construction Costs and Item 4 Allowable Disbursements must be included in the Percent Construction Fee.

The percent construction fee will be paid in arrears for each progress claim submitted in accordance with GC5 - Terms of Payment, during the Term of the Contract. The value of the percent construction fee for the payment period will be based on the construction cost of the work actually incurred during that period.

**(c) ADDITIONAL PERSONNEL (TABLE 6)**

The Contractor must include in the monthly fees sufficient personnel to complete the Work within the time frame stipulated in Construction Time.

However, should Canada determine that, for the purposes of schedule acceleration, additional personnel is required, Canada will have the right to request that the Contractor provide such additional personnel for the performance of the Work or any part or parts thereof. Also, for the purpose of plant shut-down, (after-hour) overtime for additional personnel may be required.

For additional personnel requested by Canada, the Contractor will be reimbursed in accordance with the firm per diem rates (including payroll costs, overhead and profit) quoted in the Pricing Tables for the identified categories of personnel or in accordance with rates which have been negotiated and mutually agreed to between Canada and the Contractor for personnel that were not pre-identified in the Pricing Tables. Such costs will be payable monthly in arrears.

If additional personnel are required outside of the categories and rates described in the Pricing Tables, the Contractor must provide, on Canada's request, one or more of the following price justifications for Canada's review and acceptance:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the services sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

**3. CONSTRUCTION COSTS (TABLE 1)**

- (a) Determination of Construction Cost will be in accordance with Article 5.6 Construction Costs will be reimbursed in accordance with GC5 - Terms of Payment. Construction Costs will include:
  - (i) The actual, reasonable and direct costs of subcontracts;
  - (ii) The actual, reasonable and direct costs incurred by the Contractor, as previously agreed to by Canada in performing the Work, as follows:
    - (A) Materials incorporated into the Work, including costs of transportation;
    - (B) Materials, products, supplies, equipment, temporary services and facilities, including transportation and maintenance thereof, which are consumed in the performance of the Work, and cost less salvage value on such items used, but not consumed, which remain the property of the Contractor;
    - (C) Tools, machinery and equipment, exclusive of hand tools, used in the performance of the Work, whether rented by the Contractor or others, including installation, minor repairs and replacements, dismantling, removal, transportation and delivery costs thereof;

- (D) Site engineering, as-built drawings, maintenance manuals and all other documents required to be provided before certification of Substantial Performance, as well as commissioning activities;
- (E) Independent inspection and testing services other than those described in the construction documents;
- (F) Temporary services, O & M Manuals, as-builts and engineering drawings;
- (G) Site washrooms other than those furnished by Canada;
- (H) Health and Safety sundries for visitors (hard hats, boots, gloves, goggles, masks, etc.);
- (I) Bilingual Site signage;
- (J) Utility costs, as applicable;
- (K) The cost of safety measures and requirements;
- (L) Cleaning materials supplies, hand tools and consumables;
- (M) Site photos;
- (N) Printing of construction documents;
- (O) Removal and disposal of waste products and debris.

**Site Labour Costs (allowance is included within Estimated Construction Cost)**

The Contractor must not use its own forces or the forces of a non-arms length entity to provide Trade Work unless the Contractor has been specifically authorized to do so by Canada.

However, the Contractor will be reimbursed for the labour expended by the Contractor's carpenters and general site labourers for any physical construction work related to RS 13 Construction General Instructions which received prior approval from the Departmental Representative (DR). Site labour costs that have been authorized by the DR will be paid monthly in arrears.

Regardless of the above, Canada may require that the Contractor competitively procure any or all of the construction work, including work that may be completed by the Contractor's own labourers.

- a) Any costs incurred by the Contractor due to failure on the part of the Contractor to exercise reasonable care and diligence in the Contractor's attention to the Work must be borne by the Contractor.

**4. ALLOWABLE DISBURSEMENTS**

- (a) In addition to the Contractor's Fee, Canada will reimburse at actual cost, without any administrative cost or mark-up for overhead or profit, the following disbursements supported by Invoices/receipts:
  - (i) The cost of the Contractor's insurance and bonding. (All insurance and bonding costs must be identified and submitted up front in Table 3 of Pricing Tables-Annex B. Only costs that are identified in the Pricing Tables submitted by the Bidder will be reimbursable. The

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amount shown in Section BA03 is considered the upset limit. All cost reimbursements will be made on receipt of proof of actual costs. Under no circumstances will the reimbursement be higher than the upset limit.)

- (ii) Fees, permits, and certificates required by authorities having jurisdiction at the Site; (as described in RS 13.3 Fees, Permits and Certifications of the Terms of Reference.)

Travel, if requested in writing by Canada, will be reimbursed in accordance with the National Joint Council Travel Directives without any administrative cost or mark-up for overhead or profit.

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**ANNEX B  
PRICING TABLES**

**List of Deliverables and Total Bid Amount (TBA) Calculation:**

*The information herein that has been italicized, will not appear in any resultant contract, Annex B.*

TABLE 1 ESTIMATED CONSTRUCTION COST (Refer to Annex A - Basis of Payment - Article 3.)		
COLUMN (A)	COLUMN (B)	COLUMN (C)
ITEM	DESCRIPTION OF REQUIREMENT	ESTIMATED CONSTRUCTION COST
<b>Direct Construction Costs</b>		
1	Estimated Construction Cost	\$16,800,000.00*
<b>Total Sum of Item 1:</b>		<b>\$16,800,000.00*</b>
<b>Note 1.</b> Construction Time: The full scope of work must be completed by March 31, 2022.		
<b>Note 2.</b> Actual Construction costs will be calculated in accordance with Annex A - Article 3.		
<b>Note 3*.</b> This value is subject to an optional funding increase pursuant to <i>Optional Services – Additional Funding</i> .		

TABLE 2 ADVISORY SERVICES & CONSTRUCTION MANAGER'S FEES (ANNEX A- BASIS OF PAYMENT)					
COLUMN (A)	COLUMN (B)	COLUMN (C)	COLUMN (D)	COLUMN (E)	COLUMN (F)
Item No.	Description of Requirement	Unit of Measure	Estimated Expenditure	Fee Percentage	Fixed Extended Total (D x E)
1	Advisory Services Percentage Fee (See Annex A, Basis of Payment, Article 2. A) – based on Level of Effort (LOE).	%	16,800,000*	____ **%	\$

**Note 1.** Payments in respect of the percentage fixed fee arrangement will be made monthly during the performance of the Services, on the basis of the fee submitted and progress as determined by the Departmental Representative for each of the Services. The total percentage fixed fee will be calculated on the Estimated Construction Costs provided in the Terms of Reference and not subject to adjustment due to variations in the Estimated Construction Cost through the life of the project (There will be no increase in payment regardless of the final expenditure for construction). Although these draws against the Advisory Services Percentage fixed Fee can be on monthly basis, they are not fixed and their value will vary depending on the progress of the project and the approval of DR.

**Note 2.**  
The sum of the Extended Totals under Column (E) for Item 1 will be used to calculate the Total Bid Amount (TBA) for Evaluation Purposes for Table 2.

**Note 3\*.** This value is subject to an optional funding increase pursuant to *Optional Services – Additional Funding*.

**Note 4\*\*.** This rate will apply to any optional increases to the funding and Construction Cost pursuant to *Optional Services – Additional Funding*.

TABLE 3 PERCENTAGE CONSTRUCTION FEES (Refer to Annex A – Basis of Payment, Article 2. (b) and (c))					
COLUMN (A)	COLUMN (B)	COLUMN (C)	COLUMN (D)	COLUMN (E)	COLUMN (F)
Item	Description of Requirement	Unit of Measure	Estimated Construction Cost	Price per Unit	EXTENDED TOTAL (D X E)
1	Percent of Direct Construction Cost (See Annex A, Basis of Payment, Article 2. (b)).	%	\$16,800,000.00*	___** %	\$ _____
<b>Total Sum of Item 1:</b>					<b>\$</b>
<p><b>Note 1.</b> The sum of the Extended Totals under Column (F) for Item 1 will be used to calculate the Total Bid Amount (TBA) for Evaluation Purposes for Table 3.</p> <p><b>Note 2.</b> The actual construction costs (Column D) will be calculated in accordance with Annex A, Article 2. (b) and (c).</p> <p><b>Note 3*.</b> This value is subject to an optional funding increase pursuant to <i>Optional Services – Additional Funding</i>.</p> <p><b>Note 4**.</b> This rate will apply to any optional increases to the funding and Construction Cost pursuant to <i>Optional Services – Additional Funding</i>.</p>					

TABLE 4 BONDING AND INSURANCE (Refer to Annex A – Basis of Payment, Article 4(a) i.)		
COLUMN (A)	COLUMN (B)	COLUMN (C)
ITEM	DESCRIPTION OF REQUIREMENT	CEILING TOTAL
1	Bonding and Insurance	\$
<b>Total Sum of Item 1:</b>		<b>\$</b>

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**Note to Bidders:**

*The sum of the Firm Price Total under Column (C) for Item 1 will be used to calculate the Total Bid Amount (TBA) for Evaluation Purposes for Table 4.*

<b>TABLE 5 CASH ALLOWANCE FOR PERMITS (Refer to Annex A – Basis of Payment, Article 4(a) ii.)</b>		
<b>COLUMN (A)</b>	<b>COLUMN (B)</b>	<b>COLUMN (C)</b>
<b>ITEM</b>	<b>DESCRIPTION OF REQUIREMENT</b>	<b>ESTIMATED TOTAL</b>
<b>1</b>	Cash Allowance for Permits	\$60,000.00
<b>Total Sum of Item 1</b>		

**Note to Bidders:**  
*The sum of the Firm Price Total under Column (C) for Item 1 will be used to calculate the Total Bid Amount (TBA) for Evaluation Purposes for Table 5.*

<b>TABLE 6</b>				
<b>ADDITIONAL PERSONNEL</b>				
(Refer to Annex A – Basis of Payment, Article 2. (c))				
COLUMN (A)	COLUMN (B)	COLUMN (C)	COLUMN (D)	COLUMN (E)
ITEM	CATEGORY OF PERSONNEL	CEILING HOURLY RATE	QUANTITY (HOURS)	EXTENDED TOTAL (C X D)
<b>ADDITIONAL PERSONNEL (If and When Requested)</b>				
<i>Based on Estimated Hours for Price Evaluation Purposes;</i>				
<i>(see Annex A, Basis of Payment, Article 2. (c))</i>				
1	Project Manager	\$	150	\$
2	Construction Manager	\$	200	\$
3	Cost Estimator	\$	50	\$
4	Quality Manager	\$	40	\$
5	Contract Administrator	\$	50	\$
6	Assistant Superintendent	\$	100	\$
7	Safety Officer	\$	50	\$
8	Carpenter Foreman	\$	50	\$
9	Carpenter	\$	100	\$
10	General Labourer	\$	200	\$
<b>Total Sum of (Item 1 through 10):</b>				<b>\$</b>
<b>Notes to Bidders:</b>				
<i>The sum of the Extended Total under Column (E) for Item 1 through Item 10 will be used to calculate the Total Bid Amount (TBA) for Evaluation Purposes for Table 6.</i>				
<b>Note 1.</b> <i>Payment for any additional services or personnel will be based on the hourly rate and paid on the basis of actual hours worked.</i>				
<b>Note 2.</b> <i>The quantities and categories of personnel identified are for evaluation purposes only and should not be interpreted by the Bidder to be a commitment by Canada to request the services of any of the personnel for any quantity of days whatsoever.</i>				
<b>Note 3.</b> <i>In order to ensure that fair and competitive hourly rates are received for each of the category of personnel the following requirements must be adhered to:</i>				
<ul style="list-style-type: none"> <li>a. <i>The Bidder must provide hourly rates for each category of personnel listed;</i></li> <li>b. <i>The hourly rate for any given listed category of personnel cannot be \$0.00 or nil value.</i></li> </ul>				
<i>Failure to comply with a or b. above will render the bid non-responsive.</i>				
<b>Note 4.</b> <i>Hourly rates are included in the Total Bid Amount for Evaluation Purposes and will be authorized and paid in accordance with Annex A, Article 2. (c).</i>				

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<b>TABLE 7</b>			
<b>TOTAL BID AMOUNT FOR EVALUATION PURPOSES</b>			
<i>The Total Bid Amount (TBA) will be evaluated with the figures from Table 2 to Table 6.</i>			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	
1	<b>TABLE 2 ADVISORY SERVICES FEES (Item 1 total)</b>	<i>Total Firm Price from Table 2</i>	\$
2	<b>TABLE 3 CONSTRUCTION MANAGER'S PERCENTAGE (%) FEE</b>	<i>Total Firm Price from Table 3</i>	\$
3	<b>TABLE 4 BONDING AND INSURANCE</b>	<i>Total Firm Price from Table 4</i>	\$
4	<b>TABLE 5 CASH ALLOWANCE FOR PERMITS</b>	<i>Total Firm Price from Table 5</i>	\$
5	<b>TABLE 6 CONSTRUCTION MANAGER'S ADDITIONAL PERSONNEL</b>	<i>Total Firm Price from Table 6</i>	\$
<b>TOTAL BID AMOUNT (TBA) FOR EVALUATION PURPOSES, ALL EXCLUDING APPLICABLE TAXES: (Item 1 + Item 2 + Item 3 + Item 4+ Item 5)</b>			\$

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## **ANNEX C - TERMS OF REFERENCE**

See Buyandsell attachment.

## ANNEX D – TECHNICAL BID SUBMISSION REQUIREMENTS AND EVALUATION

### TECHNICAL BID SUBMISSION REQUIREMENTS AND EVALUATION

#### 1.1 RATED REQUIREMENTS (TECHNICAL SUBMISSION)

In the Technical Submission, the Bidder should demonstrate their understanding of the requirements contained herein and explain how they meet these requirements. Bidders should demonstrate their capability in a thorough, clear and concise manner for carrying out the work.

The Technical Submission should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that the Bidders address and present topics in the order of evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

##### 1.1.1 EXPERIENCE OF THE BIDDER (CONSTRUCTION MANAGEMENT);

Provide two (2) representative reference projects successfully completed by the Bidder and/or joint venture partner within the last ten (10) years relevant to the scope of services required, and the scale and scope of the Project described in this RFP. A similar project is defined as construction or renovation of a Laboratory Building or joint Laboratory and Office building 3000 square meters or greater, where the value of construction was no less than \$12,000,000.00 and the project was delivered through Construction Management. Acceptable similar Laboratories are food, hospital, university, or similar government laboratories. Only the first two (2) projects listed in sequence will receive consideration and any others will receive none as though not included.

The following information is to be included for each representative project:

##### A. Project Relevance:

A brief project description and intention of the project including:

- Total Construction Value and contracts managed
- Start and Completion Dates
- Names of key personnel responsible for the project delivery

Clearly indicate how and why each referenced project is comparable to the subject project of this RFP against the following criteria:

- Nature of Work
- Resource Management
- Complexity, Constraints, and Expectations
- Public and Other Stakeholder Involvement

##### B. Project Management:

- Budget control and management (i.e. initial contract price & final construction cost with explanation to address variances)
- Schedule control and management (i.e. initial schedule and revised schedule with explanation to address variances)
- Scope, quality and risk management to achieve client's expectations

C. Project Reporting:

- Project reporting requirements.

D. Provide contact information for client references knowledgeable in the representative project and the Bidder's role. The references will only be contacted by the Contracting Authority to confirm submitted material.

Only projects performed by the Bid Firm will be considered unless these entities form part of a joint venture Proponent.

1.1.2 EXPERIENCE OF KEY PERSONNEL OF THE BIDDER

1.1.2.1 TEAM IDENTIFICATION AND QUALIFICATIONS

The Construction Management Team to be identified shall include, as a minimum, the following key staffing positions. Please provide resumes for the following key personnel which demonstrate the following requirements:

1. Construction Manager

Demonstrate the Construction Manager has a minimum of fifteen (15) years progressive experience in the construction industry, having worked the last five (5) years in management positions as a Construction Manager of projects similar in size, complexity and scope at a minimum construction value of \$12,000,000.00. Provide academic qualifications and certifications including professional designations and degrees such as P. Eng., Architect, Gold Seal, Occupational Health and Safety Certifications, etc.

2. Project Manager

Demonstrate the Project Manager has a minimum of fifteen (15) years progressive experience in the construction industry, having managed projects of similar size, complexity and scope within the last five (5) years at a minimum construction value of \$12,000,000.00. Provide academic qualifications and certifications including professional designations and degrees such as P. Eng., Architect, PMP, etc.

3. Cost Estimator

Demonstrate the Cost Estimator has a minimum of ten (10) years progressive experience in the construction industry, having produced estimates in the past three (3) years on projects of similar size, complexity and scope with a minimum construction value of \$12,000,000.00. Provide academic qualifications and certifications including professional designations and degrees such as P. Eng., Architect, Quantity Surveyor (PQS), Gold Seal, etc.

4. Scheduler

Demonstrate the Scheduler has a minimum of ten (10) years progressive experience in the construction industry, including the last three (3) years developing and managing schedules using scheduling software such as CMP, PERT, MS Project, etc., on projects of similar size, complexity and scope with a minimum construction value of \$12,000,000.00. Provide academic qualifications and certifications including professional designations and degrees such as P. Eng., Architect, PMP, etc.

5. Site Superintendent

Demonstrate the Site Superintendent has a minimum of fifteen (15) years progressive experience in the construction industry, including the last five (5) years as Site Superintendent on projects of similar size, complexity and scope with a minimum construction value of \$12,000,000.00. Provide academic qualifications and certifications including

professional designations and degrees such as P. Eng., Architect, Gold Seal, Occupational Health and Safety Certifications, etc.

6. Site Safety Officer

Demonstrate the Site Safety Officer has a minimum of ten (10) years progressive experience in the construction industry, including the last three (3) years as a Site Safety Officer on projects of similar size, complexity and scope with a minimum construction value of \$12,000,000.00. Provide academic qualifications and certifications including professional designations and degrees such as Gold Seal, CIH, JHSC Certification, etc.

1.1.2.2 EXPERIENCE AND SUITABILITY OF PROPOSED STAFF

Describe the experience and performance of the key personnel to be assigned to this project regardless of their past association with the current Bidder. Information to be provided for each member of the key personnel identified above at 1.1.2.1. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements. Limit resumes to four (4) pages for the Construction Manager and Project Manager. Limit resumes to two (2) pages for other staff.

Experience in the proposed position and number of years of experience in both the proposed position and the construction industry (if not with Bidder firm, specify name of firm).

Role, responsibility and degree of involvement of individual in past projects (especially those identified as reference projects).

1.1.3 UNDERSTANDING THE PROJECT

The Bidder is to demonstrate a good understanding of the goals of the project, the functional/technical requirements, the constraints and issues that will shape the project, including as a minimum:

- A description of the main project goals, including the Client User's functional and technical requirements
- A description of the Construction Management philosophy and methodology to meet the intent of the project and PWGSC's expectations
- A description of approach to deal with significant issues, risks, benefits, challenges and constraints during the project.
- The interests of both internal and external stakeholders
- The expectations of the Client

1.1.4 MANAGEMENT OF SERVICES

The Bidder is to describe how it proposes to effectively perform the services and deliver the work while meeting the project constraints and ensuring consistent control throughout the project. The Bidder should also demonstrate how the team will be organized and managed. Information to be provided as a minimum:

- Provide your Team's organizational chart with all proposed personnel as required to deliver the project in the most cost and time efficient manner. The organizational chart shall identify and show:
  - Proposed team member names and backup as well as their proposed positions for both pre-construction and construction stages of the work.
  - Contractual and reporting relationships with PWGSC, the consultant, the Client, and major external stakeholders.
- Provide a description of the Team organizational chart to describe Communications Management:

- Reporting relationships within the firm, with PWGSC, EC, the consultant and other stakeholders.
- Internal and external communication strategies, including meetings, communication tools, reporting tools and format.
- How advice will be provided during the design and tender and construction phases.
- Resource Management
  - Project Team
    - Detail how the Bidder will maintain the key team personnel available to the project for the duration of the work.
- Commissioning methodology.

### 1.1.5 WORK PLAN AND METHODOLOGIES

1.1.5.1 The Bidder is to describe how they propose to undertake the assignment to achieve the project objectives through a high level work plan identifying major tasks and application of proven methodology. The Bidder is to provide the following as a minimum:

- A. Cost Management
  - i. Construction Manager's Costs
    - A description of procedures to be put in place to manage the cost of the services to be provided under this assignment.
  - ii. Project Costs
    - A description of cost control and methodology to be applied throughout the delivery of the project.
    - Describe the estimating process the Bidder will use to document the cost of each bid package, and explain how costs will be compared to market conditions.
- B. Time Management (Schedule)
  - i. A description of the schedule control and methodology to be applied throughout the delivery of the project.
- C. Quality Management
  - i. A description of the quality control and quality assurance methodology to be applied throughout the delivery of the project to ensure deliverables meet expectations.
- D. Scope Management (Change Management)
  - i. A description of the scope change control methodology to be applied throughout the delivery of the project.
- E. Risk Management
  - i. A description of how the Bidder will support and contribute to the design and construction phases with respect to risk management.
- F. Site Health and Safety
  - i. Provide a description of the Health and Safety philosophy, policies, process and procedural documentation and how it is aligned with the requirements of the project.
  - ii. Provide a narrative describing how the Bidder will implement a Site Specific Health & Safety Plan for this project.
- G. Procurement Management
  - i. Trade contracts (tendering strategy)
    - Provide a description of the proposed tendering methodology including a discussion as to how the Bidder would ensure cost effective contracts through competitive tendering.
    - Detail how the Bidder will ensure that qualified contractors will be available to tender and undertake the necessary work compliance with design requirements.
  - ii. Long Delivery Items

- Provide a description of the mechanism to identify and acquire any long term or limited delivery components necessary for the work.

1.1.5.2 In addition to the above the Bidder is to provide:

- A. A Work Plan with a breakdown of work tasks and deliverables, include a narrative describing the Work Plan. In the narrative, indicate how the Bidder would address any adjustments to the Work Plan for changes in site conditions or other project impacts.
- B. An initial construction schedule in 'bar chart' format with commentary based on the Terms of Reference, the information disclosed in the RFP and additional reasonable assumptions that anticipates the various issues that may be faced by the Bidder in undertaking the Work. The schedule shall outline activities, sequencing and interdependence of construction activities and work packages backed up with a narrative report describing:
  - i. A description as to how the Bidder will coordinate with the design consultant and contribute to the process of aligning the design to meet both cost and schedule constraints.
  - ii. A cost estimating strategy describing the process the Bidder will employ to determine construction costs at each stage of the work as the design progresses. Detail the estimating process the Bidder will use to document the cost of each bid package prior to tender, and explain how costs will be compared to market conditions.
  - iii. A description as to how the Bidder will perform design and construction document reviews and communicate assumptions, risks and constructability review comments to the consultant team and PWGSC at both ongoing basis and at set review intervals.
  - iv. A description of how advisory services will be provided during the design stages.
  - v. A description of the proposed commissioning methodology.

1.2 Evaluation of Rated Requirements

In the first instance, price envelopes will remain sealed and only the Rated Requirements (Technical Submission) of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

To be considered further, bidders must achieve a minimum technical rating of sixty percent (60%) of available points in each specific category and seventy five (75%) points out of the hundred (100) points available as a total technical score. No further consideration will be given to bidders not achieving this criterion.

1.2.1 Evaluation Table

SRE ID	Description	Available Points	Weight	Minimum Points	Maximum Points
1.1.1	Experience of Bidders	0 to 10	2.0	12	20
1.1.2	Experience of Key Personnel	0 to 10	2.0	12	20
1.1.3	Understanding the Project	0 to 10	1.0	6	10
1.1.4	Management of Services	0 to 10	2.0	12	20
1.1.5	Work Plan and Methodologies	0 to 10	3.0	18	30
	Total Technical Score			75	100

1.2.2 Generic Evaluation Table

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

Solicitation No. - N° de l'invitation  
EQ754-171503/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
02  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
PWL003  
Project No.- No. du projet  
R.077680.001

#### PRICE BID EVALUATION

All price proposal envelopes corresponding to responsive technical proposals which have achieved a minimum 60% of available points in each category and 75% of total points will be opened upon completion of the technical evaluation.

1. To be declared responsive, a bid must:
  - a. Comply with all the requirements of the bid solicitation; and
  - b. Obtain the required minimum points for each of the technical bid evaluation criteria which are subject to point rating.
2. The price bid must consist of the duly completed Bid and Acceptance Form accompanied by the required bid security. Bids not meeting a) or b) above will be declared non-responsive.
3. Refer to Special Instructions: SI08, for a summary of the evaluation process

#### TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	70	0 - 70
Price Rating	0 - 100	30	0 - 30
Total Score		100	0 - 100

1. The Bidder receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the Bidder submitting the lower price for the services will be selected.
2. Refer to Special Instructions: SI08, for a summary of the evaluation process.