



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions

Procurement and Contracting Services
73 Leikin Drive,
Visitor Center - Building M1
Mailstop # 15
Ottawa, ON K1A 0R2

Attn: Shannon Plunkett

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet A&E – Water Treatment Plant Norway House		Date Feb 2, 2017
Solicitation No. – N° de l’invitation 201701493		
Client Reference No. - No. De Référence du Client 201701493		
Solicitation Closes – L’invitation prend fin		
At / à :	2 :00 pm	ET (Eastern Time)
On / le :	Wednesday February 22, 2017	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à dale.rudderham@rcmp-grc.gc.ca		
Telephone No. – No. de telephone 613-843-5313		Facsimile No. – No. de télécopieur
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)		
Signature		Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirement Checklist (SRCL), the Basis of Payment and Declaration Form, the Team Identification Form, the Evaluation Criteria, the Security Clearance Guidelines and Documents, and any other annexes.

1.2 Summary

- i. The purpose of this project is to design and construct a new Water Treatment Plant to meet the RCMP's program requirements. This new facility will be constructed on a site owned by the RCMP in Norway House, Manitoba.
The original water treatment plant was constructed in 1973, with systems upgraded over time. The system consists of both sand and carbon filters to remove particulate matter and a UV treatment process for elimination of bacteria and virus contamination;
- ii. The Royal Canadian Mounted Police is the client;
- iii. The period of the Contract is from Contract award to March 31st 2019;
- iv. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- v. For services requirements, Bidders must provide the required information as detailed in article 5.1.3.1 of Part 5 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.



vi. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*."

This procurement is set aside from the international trade agreements under the provision each has for set asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Paragraph 5.4 from 2003 Standard Instructions - Goods or Services - Competitive Requirements is amended as follows

Delete: sixty (60) days

Insert: one-hundred and twenty (120) days



2.2 Submission of Bids

Bids must be submitted only to the RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to the RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten **(10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Limitation of Submission

Bidders may only submit one (1) proposal in response to this solicitation.

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- the name of each member of the joint venture;
- the Procurement Business Number of each member of the joint venture;
- the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- the name of the joint venture, if applicable.

If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.

The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

2.8 Legal Capacity



The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their Bid in separate sections as follows:

Section I: Technical Bid (**one (1) hard copy**)

Section II: Financial Bid (**one (1) hard copy**)

Section III: Certifications (**one (1) hard copy**)

Prices must appear in **Annex "C" – Basis of Payment and Declaration Form** only. No prices must be indicated in any other section of the Bid.

The maximum number of pages including text and graphics to be submitted for **Annex "E" – Evaluation Criteria** is **forty (40) pages (single-sided) or twenty (20) pages (double-sided)**. **A minimum font size 10 should be used.**

The following contents are not included as part of the maximum page limitation noted above:

- Covering letter (optional - contents not evaluated)
- Completed **Annex "E" – Team Identification Form**;
- Completed **Annex "C" – Basis of Payment and Declaration Form**;
- Front page of the RFP Solicitation; and,
- Front page of revision(s) to the RFP;

Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be evaluated.

Canada requests that Bidders follow the format instructions described below in the preparation of their Bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Proposal



In their Technical Proposal, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The Technical Proposal 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 Bidders address and present topics in the order of the 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.

Section II: Financial Proposal

Bidders must submit their Basis of Payment and Declaration Form in accordance with **Annex “C” – Basis of Payment and Declaration Form**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation applies.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the Bids.

4.1.1 Technical Evaluation

See **Annex “E” – Evaluation Criteria**.

4.1.2 Financial Evaluation

See **Annex “C” – Basis of Payment and Declaration Form**

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a Bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all Mandatory Criteria; and
 - c. achieve an individual criterion pass mark of **50% and a minimum overall Technical Score of 60% (480 out of the 800 points available)**.



2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be **85%** for the technical merit and **15%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive Bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **85%**.
5. To establish the pricing score, each responsive Bid will be prorated against the lowest evaluated price and the ratio of **15%**.
6. For each responsive Bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive Bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three Bids are responsive and the selection of the contractor is determined by a 85/15 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	$115/135 \times 85 = 72.41$	$89/135 \times 85 = 56.01$	$92/135 \times 85 = 57.93$
Pricing Score	$45/55 \times 15 = 12.27$	$45/50 \times 15 = 13.50$	$45/45 \times 15 = 15.00$
Combined Rating	84.68	69.51	72.93
Overall Rating	1 st	3 rd	2 nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.



5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or



- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any *Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

YES () **NO** ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () **NO** ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.



5.1.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.3.3 Education and Experience

SACC *Manual* clause A3010T (2010-08-16) Education and Experience

5.1.3.4 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. The Aboriginal business has fewer than six full-time employees.
OR
 - ii. The Aboriginal business has six or more full-time employees.



5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.1.3.5 Owner/Employee Certification - Set-aside for Aboriginal Business

The Bidder must provide the following certification for each owner and employee who is Aboriginal:

I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".

I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee: _____

Signature of owner and/or employee: _____

Date: _____



By submitting a proposal, the Bidder certifies that the information submitted by the Bidder in response to the RFP is accurate and complete.

In order to be awarded a Contract, the certifications of this section must be provided. Canada may declare a proposal non-responsive if the certifications are not submitted or completed as required. Where Canada intends to reject a proposal pursuant to this paragraph, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.

The Bidder hereby certifies compliance to the appropriate certifications required with the Bid, as listed above.

Name and Title

Signature

Date



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before the commencement of Work, the following conditions must be met:
 - a. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - b. the Bidder must provide personal data including the full name, date of birth, present address and other data as requested by the RCMP, for each person working on this project, if requested. This information will be used for security clearance purposes (ie. to confirm if persons have a current/valid Reliability Status clearance). This information must be provided within five (5) working days of the request.

NOTE: If persons currently hold a valid Reliability Status security clearance issued by RCMP Departmental Security, a new security clearance application (as per **Annex "G" – Security Clearance Guidelines and Documents**) will not have to be completed and resubmitted by those individuals.

2. Bidders are reminded to obtain the required security clearance promptly to avoid any delays with the commencement of Work.

6.2 Insurance Requirements

The successful Bidder shall be required to obtain and maintain Professional Liability and Comprehensive General insurance coverage in accordance with the requirements set out elsewhere in the RFP documents.

No insurance requirement stipulated in the RFP documents should be construed as limiting any insurance required by federal, provincial or municipal law. Neither should it limit any coverage which the successful Bidder and other members of the consultant team may consider to be necessary for their own protection or to fulfill their obligations.

By virtue of submission of a proposal, the Bidder certifies that the Bidder and the other members of the consultant team as may be applicable are capable of obtaining, and will obtain and maintain liability insurance in accordance with the requirements set out in the proposal documents.

6.3 Licensing Requirements

Consultant team members and key personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the province of the work.

By virtue of submission of a proposal, the Bidder certifies that the Bidder's consultant team and key personnel are in compliance with the requirements of paragraph 1 above. The Bidder acknowledges that the RCMP reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.



PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor is to perform the Work in accordance with **Annex "A" – Statement of Work**.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

The following Real Property Supplemental General Conditions apply to and form part of the Contract:

- R1225D (2015-04-01), General Conditions (4) - Intellectual Property
- R1240D (2011-05-16), General Conditions (7) - Taking the Services Out of the Consultant's Hands, Suspension or Termination
- R1250D (2015-07-03), General Conditions (9) - Indemnification and Insurance (> \$1M Insurance required)

7.3 Security Requirements

Annex "B" – Security Requirement Checklist applies and forms part of the Contract.

The Contractor's personnel are required to be security cleared at the level of Reliability Status as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019 inclusive. Deliverables must be received in full no later than June 1st 2017



7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Dale Rudderham
Title: A/Senior Procurement Officer - Construction & Real Property
Organization: Royal Canadian Mounted Police
Address: 73 Leikin Drive, M1, 4th Floor, Mailstop #15, Ottawa, Ontario, K1A 0R2
Telephone: 613-843-5313
Facsimile: 613-825-0082
E-mail: dale.rudderham@rcmp-grc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____ (Insert at Contract Award)
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Bidder's Representative

Name: _____ (Insert at Contract Award)
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____



7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

Part A – Fixed Fees for Services:

The Contractor will be paid a fixed fee for services as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	\$ _____
Construction Documents 33%	\$ _____
Construction Documents 66%	\$ _____
Construction Documents 99%	\$ _____
Tender Documents (Final)	\$ _____
Construction Administration Services	\$ _____
Post-Construction Services	\$ _____

Total Cost of **Part A – Fixed Fee for Services:** **\$TBD** (Applicable Taxes extra.)

Part B – Single Fixed Hourly Rates for Services:

The Contractor will be paid Single Fixed Hourly Rates for “as-and-when required” Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

1. Architect (Prime Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____



Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____

2. Mechanical Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

5. Civil Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____



Junior Resource	\$ _____
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6. Landscape Engineering (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

Travel and Living Expenses

All Travel and Living Expenses must be incorporated into the **Part A – Fixed Fee for Services**.

7.7.1.1 Limitation of Price – Part A

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.1.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100% percent of the amount claimed and approved by Canada if:



- a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
 3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.3 Suspension Costs

1. During a period of suspension of the Services pursuant to SACC R1240D GC 7.2, the Consultant shall minimize all costs and expenses relating to the Services that may occur during the suspension period.
2. Within fourteen (14) days of notice of such suspension, the Consultant shall submit to the Project Authority a schedule of costs and expenses, if any, that the Consultant expects to incur during the period of suspension, and for which the Consultant will request reimbursement.
3. Payment shall be made to the Consultant for those costs and expenses that, in the opinion of Canada, are substantiated as having been reasonably incurred during the suspension period.

7.7.4 Termination Costs

1. In the event of termination of the Agreement pursuant to SACC R1240D GC 7.3, Canada shall pay, and the Consultant shall accept in full settlement, an amount based on these Terms of Payment, for Services satisfactorily performed and any reasonable costs and expenses incurred to terminate the contract.
2. Within fourteen (14) days of notice of such termination, the Consultant shall submit to the Project Authority a schedule of costs and expenses reasonably incurred. The Consultant must ensure that it has mitigated its costs to the best of its ability.
3. Payment shall be made to the Consultant for those costs and expenses that in the opinion of Canada are substantiated as having been reasonably incurred after the date of termination.
4. The Consultant has no claim for damages, compensation, loss of profit, lost of opportunity, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by Canada under SACC R1240D GC7.3 Termination.

7.7.5 Disbursements

1. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;



- a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Statement of Work;
 - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
 - c. courier and delivery charges for deliverables specified in the Statement of Work;
 - d. plotting;
 - e. presentation material;
 - f. parking fees;
 - g. taxi charges;
 - h. travel time;
 - i. travel expenses; and
 - j. local project office.
2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Consultant at actual cost:
- a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Statement of Work;
 - b. transportation costs for material samples and models additional to that specified in the Statement of Work;
 - c. project related travel and accommodation additional to that specified in the Statement of Work shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
 - d. other disbursements made with the prior approval and authorization of the Project Authority.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Project Authority.

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:
 - a. copy of time sheets to support the time claimed;
 - b. copy of the release document and any other documents as specified in the Contract;
 - c. copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications



7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.9.3 Aboriginal Business Certification

The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.

The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the supplemental general conditions for Real Property Contracting as follows:
 - o R1225D (2015-04-01), General Conditions (4) - Intellectual Property
 - o R1240D (2011-05-16), General Conditions (7) - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - o R1250D (2015-07-03), General Conditions (9) - Indemnification and Insurance (> \$1M Insurance required)



- c) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity – Services;
- d) Annex “A” – Statement of Work;
- e) Annex “C” – Basis of Payment and Declaration Form;
- f) Annex “B” – Security Requirements Check List
- g) the Contractor's Bid dated **TBD**

7.12 Procurement Ombudsman

7.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Part 6. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority; upon request, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



Annex “A” – Statement of Work

G.1. INTRODUCTION

1.1 INTRODUCTION

The purpose of this project is to design and construct a new Water Treatment Plant to meet the RCMP's program requirements. This new facility will be constructed on a site owned by the RCMP in Norway House, Manitoba.

The community of Norway House is located near the top of Lake Winnipeg, approximately 300 km from Thompson, MB, and is accessible by all-weather road. The route includes ferry service at Ross Island, open year-round. In 2013, the population of the community was estimated to be 8,300 between both the community of Norway House and the Norway House Cree Nation (NHCN). The population is anticipated to grow to 9,300 in five years, with future population growth expected to be approximately 3.5% annually (NHCN Health Plan, 2012). NHCN is one of the largest First Nations in the Province of Manitoba, covering 19,435 acres.

The original water treatment plant was constructed in 1973, with systems upgraded over time. The system consists of both sand and carbon filters to remove particulate matter and a UV treatment process for elimination of bacteria and virus contamination.

A space review has been completed for this water treatment plant per the industry standards. The space analysis indicates that the new treatment plant will be approximately 60 m² in size.

1.2. PROJECT INFORMATION

- | | | |
|-------|-----------------------------|--|
| 1.2.1 | The project title is: | Architectural and Engineering Design and Construction Services for the Norway House Water Treatment Plant Project |
| 1.2.2 | Project Location: | Norway House, Manitoba |
| 1.2.3 | The RCMP Project Leader is: | To be announced upon award |
| 1.2.4 | The project No: | 201701493 |
| 1.2.5 | Scope: | Design to meet the requirements of the functional program and contract administration for the construction of a new Water Treatment Plant. |

G.2. PROJECT OBJECTIVES

2.1 PROJECT DELIVERY APPROACH

- 2.1.1 This project will use a Traditional, design - single tender - build approach. A consultant will be retained by the RCMP and report directly to the RCMP Departmental Representative to coordinate all services related to Design Development, Construction



documents, tendering and Construction administration. A contractor will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to construction.

2.2 OBJECTIVES

2.2.1 Objective One: Functional Performance

2.2.1.1 Provide a building that responds to the operational needs of the RCMP functions.

2.2.1.2 Achieve:

- 1) The new Water Treatment Plant is to provide water to existing housing and buildings and future facilities that maybe added.
- 2) The new Water Treatment Plant is to comply to all current legislation, codes and regulations as required by the Authority having Jurisdiction.

2.2.2 Objective Two: Design Quality and Character

2.2.2.1 Provide a facility that will effectively and appropriately serve the RCMP and it's operations

2.2.2.2 Achieve:

- 1) Design excellence, use of quality materials and precise execution respecting the climate where the building will be located
- 2) A facility that reflects the importance and nature of the functions it serves

2.2.3. Objective Three: Building Performance

2.2.3.1. Provide a facility with systems that will enable long-term efficient and cost effective life cycle performance.

2.2.3.2 Achieve:

- 1) A facility that embodies contemporary sustainable design and application principles and is implemented in an environmentally responsible manner
- 2) A building design that will achieve the equivalent of LEED Silver rating and/or will exceed the model National Energy Code by at least 50%. The RCMP will not be seeking LEED certification for this project.
- 3) Healthy and safe environments that meet or exceed all codes for fire, health, and life safety
- 4) A building that fully integrates all components and systems (architectural, structural, mechanical, electrical, security, design)
- 5) Fabric and systems that are of a high quality; designed in response to sound building science, life cycle cost effectiveness, general ease of maintenance and constructed with the best workmanship possible
- 6) Systems that can be accessed and easily repaired and/or replaced in the building life cycle as required

2.2.4. Objective Four: Project Delivery

2.2.4.1 Deliver the project utilizing best practices in support of the RCMP's needs, respecting the approved scope, quality, budget and schedule

2.2.4.2 Achieve:



- 1) A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life
- 2) An integrated and focused Consultant team with an in-depth understanding and collective “buy-in” of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP.
- 3) Rigorous quality assurance reviews during the design and construction phases
- 4) A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur
- 5) A Project Architect that shall be responsible for the production and delivery of all documents, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project
- 6) Professional conduct in all phases of the project, employing best practices for budget, schedule, quality, and scope management
- 7) A continuous risk identification and management program employing effective methodologies to ensure construction safety as well as claims avoidance
- 8) Continuous and comprehensive documentation of the project at all stages of the project implementation
- 9) Continuity of key personnel and maintain a dedicated working team for the life of the project

2.3 SCOPE OF WORK

2.3.1 Overview

2.3.1.1 Phase 1

Review the existing site, the current functional program and provide 3 concepts for consideration by the RCMP for the provision of a new facility, ensuring optimal use of the site and consideration for future growth

Phase 2

Design and completion of Tender Ready Construction Documents based on the approved recommendation from Phase 1. Provide design support throughout the tendering period up to Contract award.

Phase 3

Contract Administration including warranty

2.3.2 Architectural and Site Development

2.3.2.1 Design to provide new facility in response to the functional requirement identifying a approximate 60m² building constructed to a design that will achieve an equivalency of LEED Silver rating and/or will exceed the model National Energy Code by at least 50%.

2.3.2.2. Equipment layout, etc.

2.3.2.3 Develop the site to ensure proper optimization of building footprint to site size ratio, ensuring required parking is provided

2.3.3 Structural Engineering

2.3.3.1 All applicable structural elements for the design.

2.3.4 Mechanical Engineering



2.3.4.1 All applicable mechanical systems for the operation of the plant facility

2.3.5 Electrical Engineering

2.3.5.1 All applicable electrical systems for the operation of the plant facility

2.3.6 Civil Engineering

2.3.6.1 All applicable systems and designs for the parking area, storm water run-off and collection systems and building services

2.3.7 Landscape Architect

2.3.7.1 Not Applicable

2.4 PROJECT BUDGET

2.4.1 Indicative Cost Estimate for construction is \$800,000.00 not including design fees, risk or GST but includes design and construction contingencies. This budget is based on a Class “D” estimate

2.5 PROJECT SCHEDULE

2.5.1 Schedule

<u>2.5.1.1 Stage</u>	<u>Completion Date</u>
Award of Consultant Contract	April 3, 2017
Present Design Options	June 30, 2017
Selection of preferred option	July 31, 2017
Tender Documents	August 1, 2017
Tender Award and Mobilization	September 6, 2017
Start On-Site Construction	TBD
Project Final Completion	TBD
Project Warranty Completion	TBD

G.3. CONSULTANT SERVICE REQUIREMENTS

3.1 CONSULTANT SERVICE RESPONSIBILITIES

3.1.1 The Consultant will be responsible for providing and coordinating full professional Architectural and Engineering services required, from the Design Development Services Stage to the completion of the Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:

3.1.1.1 Architectural and Engineering Services

3.1.1.2 Budget and Schedule Management Services

3.1.2 Summary Scope of Services



- 3.1.2.1 Review Project Program and building site along with topographical and geotechnical information provided
- 3.1.2.2 Prepare a final Design Development Report based on the approved Schematic/Concept Design, complete with outline specifications and Class "C" estimate
- 3.1.2.3 Prepare a fully co-coordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes, including a Class "A" cost estimate
- 3.1.2.4 Prepare specifications using National Master Specification (NMS) program including Division 1
- 3.1.2.5 Provide assistance during the tendering process including preparation of addenda and review tender results
- 3.1.2.6 Provide identified contract administration services and construction quality control services
- 3.1.2.7 Recommend cost effective "Green Construction materials", methods and Practices that can be incorporated into the project without significant impact on the project budget, enabling attainment of LEED Silver equivalent, while striving for LEED Gold equivalency
- 3.1.2.8 Prepare Commissioning Plan and direct the Commissioning Process
- 3.1.2.9 Prepare Maintenance Manuals including maintenance schedule, as-built drawings and specifications
- 3.1.2.10 Provide warranty services
- 3.1.2.11 Participate in post construction evaluation sessions

3.2 CONSULTANT TEAM RESPONSIBILITIES

3.1.1 Prime Consultant

- 3.2.1.1 The Prime Consultant is completely responsible for providing and coordinating the work of all professional disciplines (Architectural and Engineering Consultant Services) required through the Design Services Stage to the completion of the Post Construction Stage of the Project

3.2.2 Consultant Team

- 3.2.2.1 The Prime Consultant and their personnel including Sub-Consultants comprise the Consultant Design Team (Consultant Team)
- 3.2.2.2 The Consultant Team will be required to maintain its expertise for the duration of the project
- 3.2.2.3 The Consultant Team shall be comprised of qualified professional and technical expertise with extensive relevant capable of providing the services identified and required for this project

3.3 GENERAL SERVICE REQUIREMENTS

3.3.1 Overview

- 3.3.1.1 The RCMP will act as the Project Manager during all phases of design and during the construction of the project
- 3.3.1.2 Under the leadership of the Consultant, the Consultant team will be required to deliver integrated professional services, in accordance with the requirements set forth in this brief. The services will be administered in distinct stages, as follows:
 - 3.3.1.2.1 Design Development



- 3.3.1.2.2 Construction Documents & addenda
- 3.3.1.2.3 Tender Support, Bid Evaluation and Recommend Construction Contract Award.
- 3.3.1.2.4 Construction and Contract Administration
- 3.3.1.2.5 Post Construction Warranty Services

3.3.1.3 The outline of deliverables and process, as presented in this brief, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the Project Manager

3.3.2 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:

- 3.3.2.1 Standard of Care
- 3.3.2.2 Budget and Schedule Management Services
- 3.3.2.3 Project Information, Decisions, Approaches & Approvals
- 3.3.2.4 Change in Services
- 3.3.2.5 Code, By-Laws, Licenses, Permits
- 3.3.2.6 Provision of Staff and Sub-Consultant Services
- 3.3.2.7 Commissioning

3.3.2.7.1 Preparation of Commissioning Plan, which outlines the systematic approach to testing, adjusting, balancing and verifying the system performance in accordance with the design intent and related testing and verification forms

3.4 PROJECT ADMINISTRATION REQUIREMENTS

3.4.1 Lines of Communication

- 3.4.1.1 Unless otherwise directed by the Project Manager, the Consultant shall communicate with the Project Manager only
- 3.4.1.2 During construction tender call, the RCMP conducts all correspondence and makes the contract award

3.4.2 General Deliverables

3.4.2.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, one (1) original shall be provided to the Project Manager in paper format along with one (1) in electronic format, unless otherwise specified

3.4.2.2 Acceptable electronic format shall mean

3.4.2.2.1 Deliverables;

- | | | |
|----|-----------------------------|----------------------|
| A) | Written reports and studies | Word, WP or PDF |
| B) | Spreadsheets and budgets | Quattro Pro or Excel |
| C) | Schedules | Microsoft Project |
| D) | Drawings | Auto CADD |
| E) | Specifications | NMS Edit |
| F) | Monthly Reports | Quattro Pro or Excel |

3.4.3 Acceptance of Consultant Deliverables

3.4.3.1 While the RCMP acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the RCMP to review the work. The RCMP reserve the right to reject undesirable or unsatisfactory work the



Consultant must obtain the Project Manager acceptance during each of the project stages

- 3.4.3.2 Acceptance indicates that, based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract.
- 3.4.3.3 The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If progress design development of technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost

3.4.4 Design Meetings

- 3.4.4.1 The Project Manager shall arrange meetings generally throughout the design and tendering stages of the project, for all members of the project team. Project meetings will normally occur every two weeks, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.
- 3.4.4.2 Meetings will normally be held at the offices of the Prime Consultant.
- 3.4.4.3 The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting

3.4.5 Security Requirements

- 3.4.5.1 The Consultant Team including the Sub-consultants will be required to sign disclosure documents for RCMP protected material, if applicable
- 3.4.5.2 The Consultant shall distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work
- 3.4.5.3 The Consultant and design team members are expected to reasonably protect the documents in their care and the information to which they have access

3.5 DESIGN DEVELOPMENT SERVICES

3.5.1 General Requirements

- 3.5.1.1 The objectives of the Design Development stage is to review the design layout proposed as further outlined below

3.5.2 Responsibilities of the RCMP

- 3.5.2.1 The RCMP shall:
 - 3.5.2.1.1 Organize meetings for the entire project team
 - 3.5.2.1.2 Review and provide a report on the Consultant's Design Development Report
 - 3.5.2.1.3 Review revisions and consultants rebuttal to the RCMP quality assurance report
 - 3.5.2.1.4 Review and accept the final Design Development Report
 - 3.5.2.1.5 Authorize the Consultant to proceed to Construction Documents

3.5.3 Responsibilities of the Consultant Team

- 3.5.3.1 The Consultant Team scope and activities shall include but are not limited to the following:



3.5.3.1.1 Administrative:

- a) Attend all information exchange/ team meetings
- b) Respond to comments provided by the RCMP as part of its' review of the Design Development Report

3.5.3.1.2 Regulatory:

- a) Review, develop and prepare:
 - i) Detailed Building code analysis
 - ii) Detailed Fire and life safety strategy,
 - iii) Detailed Standards analysis
 - iv) All codes, legislation and regulations required by the AHJ.

3.5.3.1.3 Building Design:

- a) Refine and prepare detailed:
 - i) Provide 3 design concepts for consideration by the RCMP, which will demonstrate acceptable response to the Functional Operation and building site.
 - ii) Detailed design drawings, including floor plans, building sections, wall sections, special detail etc.
- iii) Interior design, including interior elevations, stairs, and interior finishes, special millwork, etc.
- iv) Substructure plans, including foundations, basement, unique conditions, etc.
- v) Shell, including superstructure, exterior enclosure, roofing, etc.
- vi) Services, including plumbing, HVAC, fire protection, electrical, telecommunications, building automation, etc.
- vii) Commissioning plan.
- viii) Determination of cost effective green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget

3.5.3.1.4 Budget, Schedule and Risk Analysis

- a) Prepare Updated:
 - a. Budget and Class "C" estimate schedule
 - b. Project schedule modifications, including allowances for reviews and approvals for each stage of the project life cycle

3.6 CONSTRUCTION DOCUMENT SERVICES

3.6.1 General Requirements

3.6.1.1 The objective of the Construction Document Stage is to prepare tender ready drawings and specifications, setting forth in detail all the requirements for the construction of the project along with a final (Class A) cost estimate

3.6.1.2 The Consultant must obtain written authorization from the Project Manager before proceeding with Construction Documents

3.6.2 Responsibilities of the RCMP

3.6.2.1 The RCMP shall:

- 3.6.2.1.1 Review and comment on preliminary consultant submissions
- 3.6.2.1.2 Respond to questions from the Consultant Team as required
- 3.6.2.1.3 Review revisions and consultant rebuttal to the RCMP quality assurance report
- 3.6.2.1.4 Review and accept the final Construction Document progress at 33%, 66% and 99%. Formally accept documents ready for Tender.



3.6.3 Responsibilities of the Consultant Team

3.6.3.1 The Consultant Team Scope and activities shall include but are not limited to the following:

3.6.3.1.1 Regulatory:

- a) Complete
 - i) Detailed building code analysis
 - ii) Detailed fire and life safety strategy
 - iii) Detailed standard analysis
 - iv) Detailed Canada Labour Code Part II analysis

3.6.3.1.2 Scope and Activities

- a) Obtain acceptance for submissions (33%, 66%, 99% and Final)
- b) Confirm format of drawings and specifications
- c) Submit drawings and specifications at the required stages (33%, 66%, 99% and Final)
- d) Provide written response to all review comments and incorporate them into the Construction Documents.
- e) Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
- f) Update project schedule
- g) Prepare a final Class "A" estimate
- h) Review and approve material, construction processes and specifications to meet sustainable development.

3.6.4 General Deliverables

3.6.4.1 Deliverables identified are typical for most projects, but must be customized by the Consultant for specific requirements of the project.

3.6.4.2 Completeness of work should reflect the stage of submission.

3.6.4.3 Aspects to be included (but not limited to) are identified below for each submission stage.

3.6.5 33% and 66% Submission Stage Deliverables

3.6.5.1 Comment applicable to all ASME disciplines:

3.6.5.1.1 Submit updated cost estimates (Class "D" for 33% and "C" for 66% stages)

3.6.5.1.2 Submit updated project implementation schedule

3.6.5.1.3 Submit written response to the RCMP on review comments made during the prior stage review.

3.6.5.1.4 Submit drawings and specification to the AHJ for fire protection

3.6.5.1.5 Specifications (Not required at the 33% submission)

- a) 66% edited with all pertinent sections including sections on Structural, Mechanical, Electrical, Civil and Landscape components
- b) Confirm review of General Conditions of Contract and coordinate with Division 1
- c) Detailed Commissioning Plan and specification
- d) Provide a list of the required commissioning component verification sheets, and commissioning system test procedures required for this project.

Note: The following is a standard list of drawings and may not be required for this project. Information from more than one plan can be include on one sheet.



- 3.6.5.1.6 Architectural and Interior Design
- a) Cover Sheet with list of drawings
 - b) Site Plan
 - c) Roof Plan
 - d) Floor Plan
 - e) Reflected Ceiling Plan
 - f) Exterior Elevations
 - g) Wall Sanctions
 - h) Large Scale Detail Drawings
 - l) Door Schedule
 - j) Hardware Schedule
 - k) Room Finish Schedule
 - l) Millwork Details
- 3.6.5.1.7 Structural
- a) Foundation Plan
 - b) Roof Plan
 - c) Floor Plan
 - d) General Notes including Design loads, Strength and grades of concrete, masonry, steel and/or other materials
 - e) Structural elements
 - f) Welding requirements
 - g) Schedule for columns, beams, lintels, etc.
 - h) Co-ordination with Architectural, Mechanical and Electrical drawings
- 3.6.5.1.8 Mechanical
- a) Roof Plan
 - b) Floor Plan
 - c) Advanced development of mechanical systems
 - d) Identify mechanical equipment in the different areas
 - e) Show all major duct-work and piping, sized and shown on drawings including layout of all major mechanical and transformer rooms, Include cross sections of mechanical duct-work and piping in mechanical room and other congested areas
 - f) Identify mechanical components either on schedule shown on drawings, or in specification.
 - g) Complete diffuser locations
 - h) Complete control specification at 50% stage including sequences of operation of all mechanical systems
 - i) ECCS network architecture, mechanical control schematics, sequence of operation for each mechanical system, electrical control schematics, D.C. input/output points schedule.
 - j) Testing, Adjusting and Balancing Plan
 - k) Co-ordination with Architectural and Electrical drawings.
- 3.6.5.1.9 Electrical
- a) Roof Plan
 - b) Floor Plan
 - c) Lighting layout, showing circuits, switching information, fixture types
 - d) Power and system layout showing circuits and panel locations
 - e) Electrical room equipment layout



- f) Communication system layout and diagrams
 - g) Light fixture cuts
 - h) Single line diagrams
 - i) Co-ordination with Architectural, Structural and Mechanical Drawings
- 3.6.5.1.10 Civil
- a) Site Plan
 - b) Grading Plan
 - c) Building Service Plan
 - d) Grading Plan Sections
 - e) Water, Sanitary, Storm Line Plan Profile
 - f) Details
- 3.6.5.1.11 Landscape
- a) N/A
- 3.6.6 99% Submission Deliverables
- 3.6.6.1 Comments applicable to all ASME Disciplines:
- 3.6.5.1.1 Submit written response to RCMP review on comments made at 66% stage
 - 3.6.5.1.2 All working drawings and specifications -fully completed and coordinated with AMES drawings and with the Specs
 - 3.6.5.1.3 All drawings and specs to be signed and sealed
 - 3.6.5.1.4 Submit the completed commissioning plan include maintenance schedule.
 - 3.6.5.1.5 Submit one copy of update Cost Plan, Class "A" (+/- 5%) project cost estimate
 - 3.6.5.1.6 Submit one copy of updated project schedule
 - 3.6.5.1.7 Submit drawings and spec to AHJ for Fire Protection Engineering Services for approval
 - 3.6.5.1.8 Specifications:
 - a) 99% edited specifications
 - 3.6.5.1.9 Architectural and Interior Design
 - a) Complete set of co-coordinated construction drawings suitable for tender call, including all details of building envelope, interiors and elemental finishing schedule.
 - b) Provide final code review
 - c) One copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples
 - d) Complete coordination with Structural, Mechanical and Electrical drawings to provide 99% completion.
- 3.6.6.2 Structural
- a) Complete set of co-ordinated construction drawings, including details, sections, plans and schedules
 - b) Information on drawings must fully comply with code, standards and project brief
- 3.6.6.3 Mechanical
- a) Complete set of co-coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system, and ventilation system. Heating and plumbing systems, air conditioning systems and control specifications
 - b) Complete coordination with other disciplines to provide 99% completion



- 3.6.6.4 Electrical
 - a) Complete set of co-ordinated construction drawings suitable for tender call, including lighting, power, communications, security and control specifications
 - b) Complete coordination with other disciplines to provide 99% completion
- 3.6.6.5 Civil
 - a) Complete set of coordinated construction drawings suitable for tender call including excavation, grading, building services, storm water removal, parking and paving specifications, etc.
 - b) Complete coordination with other disciplines to provide 99% completion
- 3.6.6.6 Landscape
 - a) Complete set of coordinated construction drawings suitable for tender call including planting and irrigation specifications
 - b) Complete coordination with other disciplines to provide 99% completion.

3.6.7 100% Submission Stage - Final Tender Documents

Applies to all ASME disciplines.

- 3.6.7.1 All drawings and specifications, 100% reviewed and co-coordinated for tender call
- 3.6.7.2 All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections.
- 3.6.7.3 Submit updated project implementation schedule.
- 3.6.7.4 Incorporate RCMP comments made at the 99% stage, either in the documents themselves if time allows, or as an Addendum during the tendering period.
- 3.6.7.5 Revised Class "A" level cost estimate, if required
- 3.6.7.6 Submit original reproducible drawings and specifications signed and sealed, for tendering purposes as well as a set of digitized specifications in PDF book marked by section and drawing files in PDF, on CD or by email, as requested by the Project Manager.
- 3.6.7.7 Submit and obtain formal acceptance on plans and specifications required by the Inspection Authorities before tender call.

3.7 SUBMISSIONS, REVIEW AND APPROVAL PROCESS

3.7.1 Submissions:

- 3.7.1.1 Provide all required submissions, either to, or as directed by the Project Manager.
- 3.7.1.2 Provide required sets of Construction Drawings and Specifications to the Project Manager for review at the 33%, 66% and the 99% submission stage.
- 3.7.1.3 Provide one original set of Construction Drawings and Specifications to the Project Manager ready for tender.
- 3.7.1.4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.
- 3.7.1.5 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief.
 - a) RCMP Design Review
 - b) Other Authorities having Jurisdiction Review.



TENDERING SERVICES

4.1 GENERAL REQUIREMENTS

- 4.1.1 The RCMP will undertake public tendering of the Project
- 4.1.2 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:
- a) Document Interpretation
 - b) Addenda
 - c) **Note: After award of the Construction Contract and within 10 working days, the Consultant will issue IFC - Issued for Construction Drawings and Specifications which will include all Addendums indicated on the drawings and inserted in the front of the specification.**

CONSTRUCTION ADMINISTRATION SERVICES

5.1 GENERAL

- 5.1.1 The Consultant shall perform the following services in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:
- a) Project Schedule Monitoring and Advisement
 - b) Construction progress and Quality Assurance reports, monthly
 - c) Shop Drawings reviews
 - d) Site Instruction
 - e) Period Inspection
 - f) Construction Changes
 - g) Interim Inspection
 - h) Final inspection
 - i) Building Occupation
 - j) Record (As-built) Drawings and Specification
 - k) Warranty Inspection
 - l) Project Close Out

5.2 CONSTRUCTION PROJECT MEETINGS

- 5.2.1 The RCMP Project Manager shall arrange meetings as deemed suitable, throughout the entire construction period, for all members of the project team to attend, including representatives from:
- a) End-Users
 - b) Prime Consultant
 - c) Prime Consultant's Sub-Consultants as determined by the Project Manager.
 - d) Contractor and their Subcontractors

It is expected that there will be a minimum of 15 on-site construction project meetings and no more than 19 meetings on site. Conference calls will be coordinated bi-weekly to review project status and work through challenges and issues

- 5.2.2 The Consultant shall record the issues and decisions and prepare and distribute



minutes to all the attendees within two (2) working days of the meeting

- 5.2.3. The Prime Consultant and their proposed Sub/Specialist Consultants, should be personally available to attend all design and construction meetings and respond to inquiries within two (2) working days of the Project manager's request, in the locality of the place of the work, from the date of the award of the Consultant's contract, until final inspection and turnover
- 5.2.4 Review previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded
- 5.2.5 Meetings will normally be held on site, at the Contractor's site office
- 5.2.6 The Consultant shall attend meetings, cooperate and coordinate with the Contractor, who shall record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting.
- 5.2.7 The Consultant shall include in the contract documents, for provision by the Contractor, requirements for a meeting room of sufficient size, appropriate furniture and equipment, to hold Project meetings.

5.3 COMMISSIONING

- 5.3.1 Establish Design Criteria, functional and operational requirements, if not already established in the RFP or Project Brief. Full Commissioning is not required for this facility. The intent is to design, check and verify that all building systems are functioning to the design specifications
- 5.3.2 Prepare a preliminary Commissioning Plan
- 5.3.3 Direct and monitor the commissioning process to ensure compliance with the project brief and the approved commissioning plan
- 5.3.4 Plan the commissioning and performance verification (PV) activities, processes and their output, including development of project specific:
 - .1) Installation / Start-up Check lists
 - .2) Product Information (PI) Report Forms and Performance Verification (PV) Report Forms, and
 - .3) Design data to PI and PV report forms
- 5.3.5 Prepare a detailed Training Plan
- 5.3.6 Identify Contractor and subcontractor commissioning, PV and testing responsibilities
- 5.3.7 Review shop drawings and product data and accompanying Product Information (PI) as completed by the Contractor



- 5.3.8 Ensure that all systems have been properly verified, balanced etc. in compliance with the Performance Specifications and Commissioning Plan, prior to occupancy
- 5.3.9 Submit three (3) hard copies and one (1) electronic copy of the completed Maintenance Manuals and Maintenance Schedule to the Project Manager
- 5.3.10 Ensure that all required training and operating system demonstrations have been properly conducted and completed
- 5.3.11 Identify and verify the rectification of all outstanding deficiencies
- 5.3.12 Assist in the resolution of all issues relating to commissioning
- 5.3.13 Prepare “as-built” documentation (plans and specifications) as described elsewhere in the RFP or Project Brief
- 5.3.14 Recommend acceptance of the completed project

POST CONSTRUCTION SERVICES

6.1 GENERAL

- 6.1.1 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all requirements of this RFP:
 - 6.1.1.1 Ten-Month Warranty Inspection.
 - 6.1.1.2 Final Warranty Inspection
 - 6.1.1.3 Close Out



Annex "B" – Security Requirement Checklist (SRCL)

SRCL # 2016-11113550

Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 2016-11113550
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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

(D)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction CMB - PROJECT MAN	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Consultant ASE Design Services for a new Modular Detachment and Water Treatment Plant in Norway House, Manitoba. A call up against the National Standing Offer Agreement will be used for this work.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103/2004/12

Security Classification / Classification de sécurité





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PART A / (suite) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CI ASSIÉD COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTECTÉD et/ou CI ASSIÉD?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE HABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT / TRÈS SECRET-SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPACEMENTS			

Special comments / Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May un screened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will un screened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et de entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électriquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Il y aura-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

ISSUC: 390-103(2004)2

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
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PART C – (continued) / PARTIE C – (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO Restricted / OTAN Restreinte	CONFIDENTIAL / CONFIDENTIEL	NATO Secret / OTAN Secréte	COMSEC Top Secret / COMSEC Très Secret	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
						IRIS / IRIS	CONFIDENTIAL / CONFIDENTIEL	SECRET	A	B	C						
Information / Accès à bases matérielles / Bases Physiques		✓	✓														
Media / Électronique / JPK / Usages électroniques		✓	✓														

12. a) Is the description of the work contained with in this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVFRS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVFRS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex “C” – Basis of Payment and Declaration Form

Project Title: _____

Bidder (Architect) Name: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

Procurement Business Number: _____

<p>Type of Organization:</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Joint Venture</p>	<p>Size of Organization:</p> <p>Number of Employees: _____</p> <p>Graduate Architects/Prof. Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p>
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This Declaration forms part of the proposal. Failure to include such representation and warranty with the proposal by executing the signature block below will render the proposal as non-responsive.

Declaration:

I, the undersigned, being a principal of the Bidder, hereby certify that the information given on this form and in the attached Proposal is accurate to the best of my knowledge.

Name (print): _____

Capacity: _____

Signature _____



Instructions to Bidder:

1. Complete Basis of Payment and Declaration Form and submit in a separate sealed envelope as per the Bid Preparation Instructions of the RFP with the Bidder's name, Solicitation Number, and "Basis of Payment and Declaration Form" or "Financial Bid" typed on the outside.
2. Basis of Payment and Declaration Forms are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Bidders are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Bidders must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
5. Due to a Construction Cost Limit of **\$ 800,000.00 (not including GST)**, the Bidder shall provide fixed fees for each Service identified in **Part A – Fixed Fees for Services**, herein.
6. The Bidder shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
7. The single fixed hourly rate identified for each category of personnel of each consultant and sub-consultants shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.

Note to Bidder:

1. All Basis of Payment and Declaration Form envelopes corresponding to responsive Bids which have achieved an overall score of 60% in the rated requirements (minimum of 60% for each criterion) are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.
2. All price proposals which are greater than twenty-five percent (25%) above and twenty-five percent (25%) below the average price will be set aside and will receive no further consideration.

3. Only Part A – Fixed Fee for Services will be used for Evaluation.

Part A – Fixed Fees for Services:

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 33%	+ \$ _____
Construction Documents 66%	+ \$ _____



Construction Documents 99%	+ \$ _____
Tender Ready Documents - Final	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____

Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

1. Architect (Prime Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____

2. Mechanical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____



Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

5. Civil Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

6. Landscape Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____



Signature of Consultant or Joint Venture Consultants:

The Consultant agrees to provide all services requested in the RFP. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture



Annex “E” – Team Identification Form

The Prime Consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law.

A. Prime Consultant

1. Architect - Bidder

Firm or Joint Venture Name:

Key Individuals and provincial professional licensing status:

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B. Key Sub-Consultants / Specialists:

2. Mechanical Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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3. Structural Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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4. Electrical Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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5. Civil Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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6. Landscape Engineer (if applicable)

Firm Name:

Key Individuals and provincial professional licensing status:

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.....



Annex “E” – Evaluation Criteria

Bidder Instructions: The Bidder is requested to respond to the Evaluation Criteria using the table formats below.

Note to Bidders: Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section is omitted from the Bid, it will be set aside without further consideration and the Bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the Bid non-responsive and will be set aside without further consideration.

The Bidder must make clear references to the candidates’ curriculum vitae (CV) or résumé for each stated claim in the contractor’s response (where applicable). Complete details demonstrating how a Bidder meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

MANDATORY REQUIREMENTS

At bid closing time, the Bidder must :

- a) comply with the following Mandatory Requirements; and
- b) achieve an individual criterion pass mark of 50% and a minimum overall Technical Score of 60% **(480 out of the 800 points available)**.
- c) provide the necessary documentation to support compliance.

Any Bid which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration. Each requirement should be addressed separately.

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Bidder must be authorized to provide architectural and engineering services, and the Consultant team must include an architect, a mechanical engineer, an electrical engineer, a structural engineer and a civil engineer, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law in the province of Manitoba. ** Proof must be provided prior to the award of a contract.		
M2	The Bidder’s Consultant Team must include personnel to carry out all Work identified in Annex “A” – Statement of Work, in: Architecture, Mechanical Engineering, Electrical Engineering, Structural Engineering, Civil Engineering and Landscape Engineering.		



M3	The Bidder must identify the name of the Bidder firm, and any key Sub-Consultant firms, Key Specialists, and key personnel, if applicable, to be assigned to the project. An example of an acceptable format for submission of the team identification information is provided in Annex “E”.		
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RATED REQUIREMENTS

Each Technical Proposal that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria. All Point-Rated Evaluation Criteria will be allocated points using “**Evaluation Table 1**” (as identified below).

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p><u>Past Achievements on Projects (Project Team):</u></p> <p>The Bidder should describe their accomplishments, achievements and experience as a Prime Consultant on projects. Select two (2) projects undertaken, within the last five (5) years, to the construction implementation stage that have similarities to a treatment plant of like-facility. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable and relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions to those challenges. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract award price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 	75		



	<p>5. The names of key personnel responsible for project delivery and their roles. (5 Points)</p>			
R2	<p><u>Past Achievements of Key Sub-Consultants, Discipline Leads and/or Specialists:</u></p> <p>The Bidder should describe the accomplishments, achievements and experience of the Sub-Consultants or Specialists, either as the Prime Consultant or in a Sub-Consultant capacity on projects. Select two (2) projects undertaken within the last five (5) years, to the construction completion stage, that have similarities to a treatment plant or other like facility. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable and relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions to those challenges. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract award price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 5. The names of key personnel responsible for project delivery and their roles. (5 Points) 	75		
R3	<p><u>Past Achievements of Key Personnel on Projects:</u></p> <p>The Bidder should describe the experience and performance of key personnel to be assigned to this</p>	50		



	<p>project, regardless of their past association with the current Bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team and how that will apply to the reference project, and to recognize their past responsibilities and achievements.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Brief CV's of a maximum of three (3) senior project personnel of the Prime Consultant's staff who will be assigned to this project. (10 Points) 2. Brief CV's of a maximum of two (2) project personnel of each Sub-Consultant's staff or discipline leads who will be assigned to this project. (10 Points) 3. Professional Accreditation, including licensing info of each team member. (7.5 Points) 4. Relevant project experience, expertise, competence, number of years of experience of each team member. (7.5 Points) 5. Role, responsibility and degree of involvement on past relevant projects (7.5 Points) 6. The extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the subject project (7.5 Points) 			
<p>R4</p>	<p><u>Understanding of the Project:</u></p> <p>The Bidder is to demonstrate their understanding of the goals of the current project requirement, the functional and technical requirements, the constraints and the issues that will shape the end product. Ensure your response speaks in specific terms to this project.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Clearly identify the Functional and Technical Requirements, demonstrating a clear understanding of the current project requirement. (55 Points) 2. Clearly identify the broader goals (federal image, 	<p>200</p>		



	<p>sustainable development, sensitivities) (55 Points)</p> <p>3. Clearly identify the significant issues, challenges and constraints related to the current project requirement. (40 Points)</p> <p>4. Review the Project Schedule, as presented in Annex “A” – Statement of Work, and clearly identify & assess risk management elements that may affect the current project requirement. (25 Points)</p> <p>5. Review the cost information identified throughout the RFP, and clearly identify & assess risk management elements that may affect the current project requirement budget. (25 Points)</p>			
<p>R5</p>	<p><u>Scope of Services:</u></p> <p>The Bidder should demonstrate their capability to perform the services and meet project challenges.</p> <p><u>Allocation of Points:</u></p> <p>1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the obligations of this current project requirement. (50 Points)</p> <p>2. <u>Work Plan</u> – Provide an example of a detailed breakdown of work, tasks, and deliverables anticipated for this current project requirement. (45 Points)</p> <p>3. <u>Project Schedule</u> – Provide an example of a detailed schedule for this project showing major milestones and critical path elements. (45 Points)</p> <p>4. <u>Risk Management Strategy</u> – Clearly identify, and provide a Risk Management Strategy that relates to the current project requirement in a holistic manner. (30 Points)</p> <p>5. <u>Sustainable Development Strategy</u> – Clearly identify, and provide a Sustainable Development Strategy that relates to the current project requirement in a holistic manner. (30 Points)</p>	<p>200</p>		



<p>R6</p>	<p><u>Management of Services:</u></p> <p>The Bidder should provide their intended approach to working directly with the RCMP and their team management structure and organization to support this approach.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Identify the approach to working with the RCMP within the restraints of meeting all security related requirements and constructing these types of facilities remote northern locations. (20 Points) 2. Understanding of the RCMP Management Structure, Client Services Team environment, and working with Governments in general (20 Points) 3. Provide organization charts to demonstrate the Team's structure, including responsibilities and reporting relationships of the Consultant, Sub-Consultant/ Discipline leads; identify the roles, responsibilities and assignments of key personnel on the project, and clearly indicate what backup support will be provided within each discipline. <i>**If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a Sub- Consultant, this should be indicated here. Include Joint Venture plan, if applicable.</i> (20 Points) 4. An action plan of the services with implementation strategies and sequence of main activities (Work Breakdown Structure). (10 Points) 5. Clearly articulate Quality Control techniques (10 Points) 6. Clearly articulate Cost Control techniques (10 Points) 7. Clearly articulate Communication strategies, including how the response time requirements will be met (10 Points) 	<p>100</p>		
<p>R7</p>	<p><u>Design Methodology and Approach:</u></p>	<p>100</p>		



	<p>The Bidder should elaborate on specific aspects of the project considered to be major challenges and illustrate your firm’s design approach/methodology to address these challenges. This is the opportunity to state the overall design philosophy of the team as well as its approach for resolving design issues and in particular, to focus on the unique aspects of this specific project.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Provide a Design Methodology, Philosophy or Approach to address the challenges within this current project requirement that your team has identified in previous sections of your proposal. (20 Points) 2. Provide past innovative and creative solutions utilized on a projects of this type, especially those that demonstrate a holistic approach. (20 Points) 3. Describe the major challenges and how the team approach will be applied to those particular challenges (20 Points) 4. Describe Sustainable Design Strategies (20 Points) 5. Describe Environmental concerns and considerations. (20 Points) 			
<p>Pass Mark:</p> <p style="text-align: center;">480</p>		<p>Max Score:</p> <p style="text-align: center;">800</p>	<p>Total Score:</p> <p style="text-align: center;">_____</p>	



Evaluation Table 1:

0%	The Bidder did not submit information to be evaluated.
10%	The information submitted is unacceptable and does not meet the rated requirement. The weaknesses cannot be corrected. The Bidder lacks the qualifications and experience. The proposed Team is not likely able to meet the current project requirements. The sample projects demonstrated have no relation with the current project requirement. The Bidder's capability is unacceptable. The Bidder receives 10% of the available points for this element.
20%	The information submitted is extremely poor and generally does not meet the rated requirement. It is doubtful that the weaknesses can be corrected. There are obvious and serious lapses with the Bidder's qualifications and experience. The proposed Team is missing key components and the overall experience is low. The sample projects demonstrated are most likely not related to the current project requirement. The Bidder's capability is extremely poor, and insufficient to meet performance requirements. The Bidder receives 20% of the available points for this element.
30-40%	The information submitted lacks sufficient detail to meet the rated requirement. The weaknesses can most likely be corrected. The Bidder lacks sufficient qualifications and experience. The proposed Team is generally weak, and is either missing components, or lacking overall experience. The sample projects demonstrated are generally not related to the current project requirement. The Bidder has little capability to meet performance requirements. The Bidder receives between 30% and 40% of the available points for this element, based on the Evaluation Team consensus.
50%	The information submitted barely meets the rated requirement. The weaknesses are easy to correct. The Bidder has only minimum qualifications and experience. The proposed Team is capable of minimally fulfilling the current project requirement. The sample projects demonstrated are somewhat related to the current project requirement. The Bidder has an acceptable capability, and should be able to meet minimum performance requirements. The Bidder receives 50% of the available points for this element.
60-70%	The information submitted satisfies the rated requirement. There are no significant weaknesses identified. The Bidder is adequately qualified and experienced. The proposed Team covers all components and will most likely completely fulfill the current project requirement. The sample projects demonstrated are related to the current project requirement. The Bidder has average capability, and should be adequate for effective results. The Bidder receives between 60% and 70% of the available points for this element, based on the Evaluation Team consensus.
80-90%	The information submitted more than satisfies the rated requirement. There are no apparent weaknesses present. The Bidder is well qualified and experienced. The proposed Team is quite strong, with some members previously working together. The sample projects demonstrated are directly related to the current project requirement. The Bidder has superior capability and should ensure effective results. The Bidder receives between 80% and 90% of the available points for this element, based on the Evaluation Team consensus.
100%	The information submitted exceeds the rated requirement. There are no weaknesses. The Bidder is highly qualified and experienced. The proposed Team is exceptional, and has previously worked effectively together on comparable assignments to the current project requirement. As per the sample projects demonstrated, the Bidder has taken the lead with work directly related to the current project requirement. The Bidder is exceptionally capable, and should ensure extremely effective results. The Bidder receives 100% of the available points for this element.



Annex “G” – Security Clearance Guidelines and Documents

This Annex has been included to provide Bidders with RCMP's Security Clearance Guidelines and identify some of the documents which must be completed by persons who do not currently hold a valid RCMP Reliability Status Clearance issued by RCMP's Departmental Security Unit, and/or Personnel Security Unit.

Only the successful Consultant receiving a Contract as a result of this solicitation will be required to either review, or complete the following documents:

1. RCMP Security Clearance Requirements (Law Enforcement Checks) – Guidelines
2. Contractor Consultant Information Sheet
3. TBS 330-23E – Personnel Screening Consent and Authorization Form
 - a. TBS 330-23E – Residence (Additional Information) Form
 - b. Sample Document of Completed TBS 330-23E – Personnel Screening Consent and Authorization Form
4. TBS 330-60E – Security Screening Form
 - a. Sample Document of Completed TBS 330-60E – Security Screening Form
5. Security/Reliability Interview Pre-Interview Questionnaire

** It is the Prime Consultant's responsibility to ensure all necessary forms are accurately completed, and submitted to the RCMP on a timely basis, following Contract Award.