



Amendment No. 003 - This Amendment is being issued to extend the RFSA closing date and modify the mandatory and rated evaluation criteria's.

Summary of modifications

1. The RCx certificate (O2 (b)) of proven skills for the Project Manager has been canceled from the mandatory criteria and is being transferred to rated criteria C3. It now offers rated points for one or two resources within the proposed team that carries a recognized and valid certificate. A recognized certificate is also better defined.
2. The advantage of prequalifying more than one resource for each type of skill is clarified.
3. Requirements for the number of project submitted as well as their descriptions in criteria O3 and C1 have been harmonized in order to simplify proposals and avoid confusion. Three projects are now required in both cases and can be the same ones although they are evaluated on different bases. The maximum and minimum numbers of points in C1 have been adjusted to account for this change.

FOR CLARITY PURPOSES, COMPLETELY REPLACE ALL MANDATORY AND RATED TECHNICAL CRITERIA BY THIS:

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #
O1	<p>Place of Business</p> <p>Tenderers must have a place of business whose permanent address is located in Ontario.</p> <ul style="list-style-type: none"> • Tenderers should specify the name and contact information of the place of business, along with the related website and names and titles of the permanent staff who work on the site. 	



Criterion ID	Mandatory Criteria	Proposal Page #
O2	<p>Employees</p> <p>The tenderer must employ one or more permanent staff members with the following skills and/or experience ^(a):</p> <ol style="list-style-type: none">1. A recommissioning project manager who must have completed at least 3 recommissioning projects since January 1, 2012, in accordance with requirements ^(c).2. An employee who must possess a Certified Measurement and Verification Professional (CMVP) certificate in energy performance ^(d).3. An employee who must have acquired experience in energy simulation projects by having carried out at least 3 institutional or commercial building projects involving energy simulation ^(e). Projects must have been completed after January 1, 2012 ^(e). <p>(a) Employees who meet all of these requirements must mandatorily be those selected for a future mandate. It is not necessary for their experience to have been acquired with the tenderer, as long as it corresponds with the required completion date. The tenderer may qualify more than one employee for each of the requirements to allow, if necessary, replacing a non-available resource by a prequalified alternate at the time of contract award. To qualify more than one resource for each of the 3 types of skills and/or experience described in criteria O2, the proposal must clearly indicate how each resource complies with the requirements.</p> <p>(c) Requirements for submitted recommissioning projects: The buildings must belong to one of the following categories: <u>Institutional:</u> Federal, provincial and municipal government buildings, hospitals, colleges, CEGEPs and universities; <u>Commercial:</u> office buildings and enclosed shopping centres. The gross area of the building: 10,000 m² or more. The total cost of the project (fees and work): \$50,000 or more. The type of equipment targeted by RCx work must include at minimum: the building automation system including control sequences.</p>	



Criterion ID	Mandatory Criteria	Proposal Page #
O2 (suite)	<p>Project description requirements:</p> <ul style="list-style-type: none"> Name(s) of tenderer's employee(s) to be qualified as project managers; Identification of project, including its location; Type of building; Name of client; Name and information of contact person to be reached; Brief description of the building in m² (or ft²); Gross surface area of the building; Total project cost (fees and work); Type of equipment targeted by the RCx work. <p>(d) CMVP (Certified Monitoring and Verification Professional) certification requirement: The CMVP certificate must be provided in the appendix to the proposal.</p> <p>(e) Requirements for experience in energy simulation and completed projects: experience must be confirmed by providing the following information:</p> <ul style="list-style-type: none"> • Name(s) of tenderer's employee(s) to be qualified; • Name of client or contact person to be reached; • Brief description of the building; • Gross surface area of the building in m² (or ft²); • Scope of simulations and a list of simulated RCx measures; • Name of the simulation software used; • Year in which the project was completed. <p>Note: Curriculum vitae of employees are to be provided in the appendix, along with any achievement certificates requested in (d) above.</p>	



Criterion ID	Mandatory Criteria	Proposal Page #
O3	<p>Achievements</p> <p>The tenderer must have completed three (3) recommissioning projects that comply with requirements set out for commercial or institutional buildings ^(f). Projects must have been completed after January 1, 2012.</p> <p>(f) Requirements for recommissioning projects submitted:</p> <p>The buildings must belong to one of the following categories: <u>Institutional</u>: Federal, provincial and municipal government buildings, hospitals, colleges, CEGEPS and universities. <u>Commercial</u>: office buildings and closed shopping centres.</p> <p>Building gross surface area: 10,000 m² or more.</p> <p>The total cost of the project (fees and work): \$50,000 or more</p> <p>The type of equipment targeted by RCx work must include: Main heating and cooling systems, including boilers, chillers, air handling units, and circulation pumps; Lighting systems; Building automation systems, including control sequences.</p> <p>Project description requirements:</p> <ul style="list-style-type: none">• Identification of the project, including its location;• Type of building;• Name of client;• Name and information of contact person to be reached;• Name of project manager;• Brief description of the building;• Gross surface area of the building in m² (or ft²);;• Total project cost (fees and work);• List of equipment targeted by the RCx work;• Name of the simulation software used;• Year in which the project was completed.	



Criterion ID	Mandatory Criteria	Proposal Page #
O4	<p>References</p> <p>The clients contacted for references will be limited to those set out in the three projects described in mandatory requirement O3. These clients will receive a copy of the tenderer's project description and will be asked to sign a form confirming the validity of the information provided⁽⁹⁾. The clients must respond within 10 calendar days, and a minimum of 2 compliance confirmations will be required. If the 2 confirmations have not been received within this deadline, the tenderer will be informed in writing and there will be a delay of 48 hours to fulfil the requirement, otherwise the proposal will be deemed incomplete.</p> <p>(g) Information requiring confirmation:</p> <ul style="list-style-type: none"> • Identification of the project, including its location; • Type of building; • Name of project manager; • Brief description of the building; • Gross surface area of the building in m² (or ft²);; • Total project cost (fees and work); with a maximum leeway of ±10%; • List of equipment targeted by the RCx work; • Year in which the project was completed. 	

1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve or surpassed [the required minimum of 138 points of 260 maximum points](#) required for evaluated rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Maximum points	Proposal Page #
C1	<p>Quality of Recommissioning Projects</p> <p>Tenderers may submit a maximum of 3 projects for quality assessment. Those outlined in mandatory requirement O3 may be considered as part of the 3 projects as long as their description includes all of the mandatory information set out below.</p> <p>All submitted projects must have been completed on or after January 1, 2012.</p> <p>The quality of projects will be assessed based on the following</p>	<p>60 points per project</p> <p>(180 pts. total)</p>	



	<p>criteria:</p> <ol style="list-style-type: none">1. The tenderer's role in the planning and investigation phases of the RCx project. Briefly describe the scope of work and the services provided: (25 points)<ol style="list-style-type: none">a. Preselection analysis;b. Planning the work;c. Scope of the RCx analysis (i.e. systems and equipment that were investigated)d. Method for calculating savings and the simulation software used.2. The tenderer's role in implementing the RCx measures. Briefly describe the services provided: (10 points)<ol style="list-style-type: none">a. Improvements engineering;b. Management or execution of work involved.3. The tenderer's role in the transfer and persistence phase. Provide the following information where applicable: (15 points)<ol style="list-style-type: none">a. Training of operations staff;b. Method used to follow up on results, along with their duration;c. Describe the persistence services provided to help ensure the sustainability of results.4. The results obtained: (10 points)<ol style="list-style-type: none">a. Savings outlined in the analysis compared to actual savings generated after one year.b. Provide energy consumption results achieved:<ol style="list-style-type: none">i. After 2 years;ii. After 3 years. <p>In addition to the information that helps assess the quality of the projects, the information provided should also provide the following:</p> <ul style="list-style-type: none">• Identification of the project, including its location;• Type of building;• Name of client;• Name and information of a contact person to be reached;• Name of project leader;• Brief description of the building;• Gross surface area of the building in m² (or ft²);;• Total project cost (fees and work);• Name of the simulation software used;• Year in which the project was completed. <p><i>Each project will be evaluated according to the assessment grid below.</i></p>		
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C2	Quality of the Proposal The quality and clarity of the proposal will be assessed according to the following criteria: <ul style="list-style-type: none">• Compatibility between the structure of the document and that outlined in the assessment criteria.• Ease with which relevant information can be obtained.• Concision^(h)• Quality of visual presentation• Quality of language <p>(h) The proposal should contain less than thirty (30) 8½" x 11" pages and be typed using at least a 10-point font. The appendices are not included in these 30 pages.</p> <p><i>This criterion will be evaluated according to the assessment grid below.</i></p>	50 points	
C3	Proven abilities (i) The resources proposed in criteria O2 will earn 15 bonus points for each recommissioning training certificate (maximum 2 certificates): (i) A proven ability must comprise an achievement certificate, valid at the time the proposal is submitted, obtained after a building commissioning or existing building recommissioning exam, delivered by a recognized institution. The following table provides a partial list of recognized certificates and institutions. Certificates not mentioned in this table will require the tenderer to provide a detailed description of the training content, the name of the certifying institution as well as a copy of the certificate, valid at the time of the proposal. <ul style="list-style-type: none">• The certificate must be provided in the appendix to the proposal	30 points	



Cx & RCx certification	RNCan NRCan	CIET	AEE	BCA	NEBB	ASHRAE	ACG	UWisconsin		
NRCan (Advanced course on RCx + Exam Certificate) RNCan (Cours avancé en RCx + Certificat d'examen)	*	*								
CBCP (Certified Building Commissioning Professional)		*	*							
CBCF (Certified Building Commissioning Firm)			*							
EBCP (Existing Building Commissioning Professional)			*							
CCP (Certified Commissioning Professional)				*						
RCxEB-CP (Retrocommissioning of Existing Building Certified Professional)					*					
BSC-CP (Building System Commissioning Certified Professional)					*					
CxPP (Commissioning Process Professional)					*					
BCxP (Building Commissioning Professional)						*				
CBMP (Commissioning Process Management Professional)						*				
CCA (Certified commissioning Authority)							*			
QCPP (Qualified Commissioning Process Provider)									*	
CPEB (Commissioning Process Existing Buildings)									*	
									Maximum points : 260	



EVALUATION GRID	
Excellent (100%)	Rated criteria are covered in-depth and submitted information demonstrates a complete and deep understanding of all rated criteria elements.
Very good (80%)	Submitted information clearly indicates a full understanding of all rated criteria elements.
Good (60%)	Submitted information clearly indicates a full understanding of most of rated criteria, but not all.
Unsatisfactory (40%)	Submitted information indicates some understanding of criteria outlined, but does not demonstrate a full understanding of all rated criteria.
Poor (20%)	Submitted information indicates that the tenderer has minimal understanding of the criteria outlined.
Unacceptable (0%)	Submitted information does not meet criteria.

MODIFICATION:

4.2 Basis of Selection

DELETE

4.2.1 Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 60 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 350 points.

INSERT

4.2.1 Minimum Point Rating

2. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 138 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 260 points.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.