



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, B.C.
Vancouver
British Columbia
V6Z 0B9
Bid Fax: (604) 775-9381

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, B.C.
V6Z 0B9
British C

Title - Sujet Cableway Upgrades	
Solicitation No. - N° de l'invitation K4E21-170237/A	Date 2017-09-26
Client Reference No. - N° de référence du client	
GETS Reference No. - N° de référence de SEAG PW-\$TPV-019-8187	
File No. - N° de dossier TPV-7-40141 (019)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-07	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ngan, Ken (TPV)	Buyer Id - Id de l'acheteur tpv019
Telephone No. - N° de téléphone (604) 671-0219 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: EC - Nechako River and Finlay River - Vanderhoof and Mackenzie, BC	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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

REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The nature of the requirement and the anticipated limited number of response by the industry leads PWGSC to believe that this approach will not unduly force a large number of firms to expend an overall unreasonable amount of effort in response to PWGSC.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

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

2. The following are the proposal documents:

- (a) Supplementary Instructions to Proponents (SI);
R1410T (2017-08-17), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal;
Submission Requirements and Evaluation (SRE);

Subsection 2.b. of section GI16, Submission of proposal of R1410T, incorporated by reference above, is deleted in its entirety and replaced with the following:

b. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP;

- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (e) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than ten (10) working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

SI5 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

SI6 - WEBSITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Buy and Sell

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2017-08-17), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2016-01-28), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1250D (2015-07-03) R1650D (2015-07-03), General Condition (GC) 9 - Indemnification and Insurance
 - Supplementary Conditions
 - Agreement Particulars
 - (c) Project Brief / Terms of Reference;
 - (d) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (e) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference;
 - (h) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SUPPLEMENTARY CONDITIONS

There are no supplementary conditions which apply to the Agreement.

AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE in the Request For Proposal.

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

I. Prime Consultant (Proponent – Civil / Structural Engineer):

Firm or Joint Venture Name:

.....

.....

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

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.....

.....

.....

.....

II. Key Sub Consultants / Specialists:

Geotechnical Engineer

Firm Name:

.....

.....

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

.....

.....

.....

.....

.....

APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant (FPS) - Certification

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

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the

Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, PWGSC contact will be with the following person:_____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROponents SHALL NOT ALTER THIS FORM

**Project Title: Engineering Design for Cableway Upgrades
– Nechako River & Finlay River, Vanderhoof & Mackenzie, BC**

Name of Proponent:

The following will form part of the evaluation process:

Time Based Fees (R1230D (2016-01-28), GC 5 - Terms of Payment– Architectural and/or Engineering Services)

	Project Role	Name Assigned to Role	Position Title or Level	Estimated Hours (A)	Hourly Rates** (B)	Time Based Fee (AxB)
1	Project Manager			90	\$.....	\$.....
2	Civil / Structural Engineer Lead (design, reporting)			300	\$.....	\$.....
3	Senior Civil / Structural Engineer (senior review)			50	\$.....	\$.....
4	Junior Civil / Structural Engineer or Technician (field work)			250	\$.....	\$.....
5	Drafting			120	\$.....	\$.....
6	Geotechnical Engineer Lead (design, reporting)			80	\$.....	\$.....
7	Senior Geotechnical Engineer			30	\$.....	\$.....

	(senior review)					
8	Junior Geotechnical Engineer (field work)			80	\$.....	\$.....
TOTAL EVALUATED FEE						\$.....

*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2016-01-28), GC 5.12 – Disbursements). However, project related travel and accommodation additional to that specified in the Project Brief shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive

** All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.

END OF PRICE PROPOSAL FORM

SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 General Information
SRE 2 Proposal Requirements
SRE 3 Submission Requirements and Evaluation
SRE 4 Price of Services
SRE 5 Total Score
SRE 6 Submission Requirements - Checklist

SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in R1410T General instructions to Proponents (GI3).

1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 60%	=	Technical Score (Points)
<u>Price Rating x 40%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus one (1) bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Single-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is six (6) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3.1.1 Licensing, Certification or Authorization

The proponent shall have a professional Civil / Structural 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 British Columbia.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following: Proponent (prime consultant) – Civil / Structural Engineer
Key Sub-consultants / Specialists – Geotechnical Engineer

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General instructions to Proponents, GI9 Limitation of submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

3.2 RATED REQUIREMENTS

3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a **maximum** of 3 projects undertaken within the last 6 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

-
- clearly indicate how this project is comparable/relevant to the requested project.
 - brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
 - budget control and management - i.e. contract price & final construction cost - explain variation
 - project schedule control and management - i.e. initial schedule and revised schedule - explain variation
 - names of key personnel responsible for project delivery
 - awards received

The Proponent (as defined in R1410T General instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.2 Achievements of Key Sub-consultants and Specialists on Projects

Describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select a **maximum** of 3 projects undertaken within the last 6 years per key sub consultant or specialist. Only the first 3 projects listed in sequence (per key subconsultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project.
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- budget control and management
- project schedule control and management

-
- names of key personnel responsible for project delivery
 - awards received

3.2.3 Achievements of Key Personnel on Projects

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Information that should be supplied for each key personnel:

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- role, responsibility and degree of involvement of individual in past projects

3.2.4 Understanding of the Project:

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (federal image, sustainable development, sensitivities)
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project
- The Client User's philosophies and values

3.2.5 Scope of Services:

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

-
- Scope of Services - detailed list of services
 - Project schedule - proposed major milestone schedule

3.2.6 Management of Services:

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists personnel and their role on the project.
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Communication strategies
- Response time: demonstrate how the response time requirements will be met

3.2.7 Design Philosophy / Approach / Methodology

The proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

- Design Philosophy / Approach / Methodology
- Describe the major challenges and how your team approach will be applied to those particular challenges.

3.3 EVALUATION AND RATING

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

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	2.0	0 - 10	0 - 20
Achievements of Key Sub-consultants / Specialists	1.5	0 - 10	0 - 15
Achievements of Key Personnel on Projects	2.0	0 - 10	0 - 20
Understanding of the Project	1.0	0 - 10	0 - 10
Scope of Services	1.0	0 - 10	0 - 10
Management of Services	1.0	0 - 10	0 - 10
Design Philosophy / Approach / Methodology	1.5	0 - 10	0 - 15
Technical Rating	10.0		0 - 100

Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

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

	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results
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To be considered further, proponents **must** achieve a minimum Technical Rating of seventy (70) points out of the hundred (100) points available as specified above.

No further consideration will be given to proponents not achieving the pass mark of seventy (70) points.

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of seventy (70) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

- A. The lowest price proposal receives a Price Rating of 100
- B. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
- C. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	60	0 - 60
Price Rating	0 - 100	40	0 - 40
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General instructions to Proponents, GI16 Submission of proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

- ☐ Team Identification - see typical format in Appendix A
- ☐ Declaration/Certifications Form - completed and signed - form provided in Appendix B
- ☐ Integrity Provisions – Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.
- ☐ Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.
- ☐ Proposal - one (1) original plus one (1) copy required
- ☐ Front page of RFP
- ☐ Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal Form - one (1) completed and submitted in a separate envelope

Project Brief / Terms of Reference

Description of Services – Required Services (RS)

REQUIRED SERVICES FOR DESIGN OF CABLEWAY UPGRADES AT NECHAKO RIVER BELOW CHESLATTA FALLS AND FINLAY RIVER ABOVE AKIE RIVER FOR WATER SURVEY CANADA

The Water Survey of Canada (WSC) maintains cableway systems across many streams and rivers for the purpose of collecting hydrometric data. Design and/or safety deficiencies have been identified at several of the cableways, including the two subject cableways: Nechako River below Cheshlatta Falls and Finlay River above Akie River. WSC wishes to engage an experienced engineering team to plan, design and oversee the construction of new replacement cableways at each of the two locations.

1.0 Site Locations and Access

1.1 Station 08JA017 - Nechako River below Cheshlatta Falls

Station 08JA017 is located some 60 km southwest of Vanderhoof, BC at roughly 53.702445 degrees latitude, -124.808523 degrees longitude. The right bank (southeast side of river) cableway tower and anchorage can be accessed by truck along a rough driveway from the Cutoff Creek recreation site, which is itself about 350 m off of Kenny Dam Road. The left bank (northwest side of river) cableway tower and anchorage has no vehicular access. At low water levels it is possible to wade across the river. There is also a small boat launch at the right bank of the cableway.

1.2 Station 07EA005 - Finlay River above Akie River

Station 07EA005 is located some 235 km north of the community of Mackenzie, BC at roughly 57.12778 degrees latitude, -125.25000 degrees longitude. The right (west) bank of the cableway system lies some 800 m east of Finlay-Russell Forest Development Road. The site is remote, forested and does not currently have an access road. The site is typically accessed by helicopter from Mackenzie.

2.0 Existing Cableway Structures

The existing cableways generally consist of A-frame towers on each bank supporting both a main cable and a smaller messenger cable with aircraft warning markers (see photographs in Attachment 1 and as-

built drawings in Attachment 2). The cables are secured behind each tower with buried tie-back anchorages. On one or both sides, the tower incorporates a ladder and raised platform for personnel to access the cablecar. The cableways span about 170 m (Nechako) and 155 m (Finlay) tower to tower.

- The main cable comprises 25.4 mm (1-inch) diameter 6x19 Class IWRC galvanized wire rope
- The messenger cable comprises 9.5 mm (3/8-inch) diameter 1x7 Class galvanized wire rope
- The support towers comprise of steel (HSS) A frames, 7.3 m, 8.5 m, 7.3 m and 1.8 m (24 ft, 28 ft, 24 ft and 6 ft) in height
- The A-frame foundations comprise steel pipe footings
- The tie-back anchorages comprise either single (Nechako) or double (Finlay) buried steel plate anchors (design drawings for the steel plate anchors are included in Attachment 2)

2.1 Cableway Deficiencies

In the case of the two subject cableways, the tie-back anchorages and A-frame support towers are considered inadequate to support the design loads. Furthermore, in the case of the Finlay cableway, the towers should be relocated further back from the river bank as the bank has recently been undercut and eroded away.

3.0 Proposed New Cableways

The proposed new cableways would replace the existing cableways at or near the same locations. The spans would be comparable, although, in the case of Finlay River, we would prefer that the towers be set back further from the river bank. Consideration may be given to reclaiming or re-using some components of the existing cableways (such as the cablecars themselves), but in general we anticipate that most components will require full replacement. The construction phase will include dismantling and disposing of those portions of the existing cableway system that cannot be reclaimed or re-used.

4.0 Design Criteria

4.1 Design Guidelines

Design of the new cableways should incorporate the guidelines and criteria presented in the following documents:

Techniques of Water-Resources Investigations of the United States Geologic Survey, Chapter A21, Stream-Gaging Cableways, US Department of the Interior, USGS, 1995.
(Included as Attachment 4)

Safety Guide-Construction and Operation of Stream Gauging Cableways, Environment Canada, Inland Waters Directorate, Water Resources Branch, 1984. (Included as Attachment 5)

4.2 Design Loads

The cableways shall be designed using the loading criteria specified in the USGS Guidelines. The primary loading scenario involves the self-weight of the cables and aircraft warning markers, plus the concentrated “standard design load” (1,020.6 kg (2,250 lbs) acting vertically at mid-span. A second loading scenario, focussing on overturning of the towers, involves the concentrated “standard design load” acting at ¼-span in a downstream direction (refer to USGS Guidelines for details). The system shall also be evaluated under ice, snow and wind loads, although the concentrated design load typically governs.

4.3 A-Frame Towers

The Water Survey of Canada utilizes a standardized heavy duty A-frame design which was evaluated and certified by McElhanney Consulting Services Ltd. The design drawings and calculation are included as Attachment 3. These towers shall be incorporated into the new cableway design. As such, design of the tower structures is not included in the scope of work. However, the consultant shall review these drawings and calculations to confirm that the tower designs are compatible with the overall cableway design and loads and can be relied upon.

4.4 Cable Sag

The main cable shall be designed and specified to meet the geometric and sag requirements of the USGS and Environment Canada Guidelines (namely, a maximum unloaded sag of 2 percent of the span and a maximum loaded sag which allows at least 1 m of clearance between the bottom of the cablecar and the 100-year flood elevation). Thermal expansion of the main cable due to a 50°C temperature difference shall be considered.

4.5 Standards and Industry Practices

The design should follow standard industry practices and meet all other relevant codes and standards such as American National Standard for fixed ladders (ANSI A14.3) and Transport Canada Flight Standard 621 requirements for catenary markers.

4.6 Standard Components

The Water Survey of Canada strongly prefers that all cableways are constructed using similar components. Historically, WSC cableways have incorporated the following:

-
- Prefabricated heavy duty modular A-frame towers (see Attachment 3)
 - Concrete footings
 - Main cable 25.4 mm (1-inch) diameter IWRC EIP 6x19 Class galvanized wire rope
 - Stayline/tieback cable 12.7 mm (½-inch) 6x19 galvanized wire rope
 - Messenger cable for aircraft warning markers 9.5 mm (3/8-inch) 6x19 galvanized wire rope
 - Main cable turnbuckle (one side) jaw and jaw style 38.1 mm x 609.6 mm (1-1/2-inch x 24-inch)
 - Messenger cable turnbuckle (one side) jaw and jaw style 19.1 mm x 457.2 mm (3/4-inch x 18-inch)
 - Stayline/tieback turnbuckle (both sides) jaw and jaw style 19.1 mm x 457.2 mm (3/4-inch x 18-inch)
 - “Fist Grip”-type clip wire rope end connections (factory installed cable socket terminations are acceptable, but we prefer not to rely on field installed cable sockets)
 - Buried mass concrete anchorages
 - Spherical aircraft warning markers, 50 cm diameter, 30 m spacing, alternating orange and white (in general conformance with Transport Canada standards for catenary markers)

5.0 Scope of Requested Services

The scope of requested services involves the following:

- Review available background information
- Carry out a geotechnical investigation of each site
- Develop preliminary cableway designs and cost estimates for each site
- Prepare construction drawings and technical specifications for each cableway in National Master Specification (NMS) format
- Provide tender and construction support services

Review of Available Information

The consultant shall review and familiarize themselves with all available project information, including data, photographs and inspections of the existing facility, and the referenced specification and standards documents presented herein. In particular, the consultant shall review the existing McElhanney A-frame design and confirm that it can be relied upon for incorporation into the current cableway design. A site survey has been completed at the site and will be provided for review. The consultant shall also identify any additional information, regulatory requirements, codes or acts that may apply to the project, such as the presence of utilities or rights-of-way, labour codes, safety requirements, environmental restrictions or Transport Canada regulations.

Geotechnical Site Investigation

The consultant (or their designated subconsultant) shall carry out a geotechnical investigation of the site sufficient to develop suitable cableway foundation and anchorage design criteria. Generally, a formal risk assessment of possible geo-hazards impacting the installation is not required. However, any potential hazards identified during the investigation should be reported. The geotechnical investigation should be carried out in general conformance with Section 4.1 of APEGBC's Guidelines for Geotechnical Engineering Services for Building Projects (1998).

Environmental Site Assessment

The consultant (or their designated subconsultant) shall consider environmental impacts at each site to identify any potential environmental risks associated with the construction or operation of the cableways and, where applicable, develop mitigation strategies to minimize such impacts. Environmental specifications must form part of the tender package.

Preliminary Cableway Design

Based on the results of the information review, topographical survey and geotechnical investigation, the consultant shall develop preliminary designs for the cableway replacements. The preliminary design shall be presented as an engineering report which includes:

- a summary of the site conditions;
- the results of geotechnical report;
- the results of the environmental assessment along with any mitigation measures or limitations;
- the basis, methodology, design criteria, calculations, and assumptions used to develop the design;
- a set of engineering drawings showing the proposed new cableway (or cableway upgrades) in plan and profile along with details of the primary components; and
- a Class C construction cost estimate

The report shall include sufficient documentation for all input, assumptions and calculations to enable an independent technical review.

Construction Documents

Water Survey of Canada shall review the preliminary cableway designs and provide comments and feedback. The consultant shall incorporate this feedback into the final construction documents which shall include a full set of engineering drawings and construction specifications, suitable for tendering.

Tender and Construction Services

A price for tender and construction services should be included as a separate item in the bid. Our intention is to engage the consultant for these services as the project proceeds to construction.

6.0 Schedule

The preliminary design and engineering report shall be completed by December 31, 2017, unless an alternate date is agreed upon. Construction is intended to take place in Spring 2018.



Photograph 1: Nechako River (below Cheslatta Falls) cableway system, looking north towards “far side” tower.



Photograph 2: Nechako River (below Cheslatta Falls) cableway system, south “home side” tower and tie-back staylines.



Photograph 3: Finlay River (above Akie River) cableway system, looking east towards “home side” tower.



Photograph 4: Finlay River (above Akie River) "home side" turnbuckles



Photograph 5: Finlay River (above Akie River) “home side” clip-type wire rope end connections.