



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

Title - Sujet Consultant, Drummond Upgrade	
Solicitation No. - N° de l'invitation 21301-183101/A	Date 2017-11-07
Client Reference No. - N° de référence du client 21301-18-3101	
GETS Reference No. - N° de référence de SEAG PW-\$MTC-775-14607	
File No. - N° de dossier MTC-7-40135 (775)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-28	Time Zone Fuseau horaire Heure Normale du l'Est HNE
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: Aguilera, Maria Pia	Buyer Id - Id de l'acheteur mtc775
Telephone No. - N° de téléphone (514) 496-3573 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SERVICE CORRECTIONNEL DU CANADA Etablissement Drummond 2025, Boulevard Jean de Bréboeuf Drummondville Québec J2A 4G2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée .	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) the document entitled "Doing Business with the Quebec Region";
 - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) 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 [5] 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 (G11), 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

Solicitation No. - N° de l'invitation

21301-183101/A

Client Ref. No. - N° de réf. du client

21301-183101

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-7-40135

Buyer ID - Id de l'acheteur

mtc775

CCC No./N° CCC - FMS No./N° VME

<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
 - R1650D (2015-07-03), General Condition (GC) 9 - Indemnification and Insurance Supplementary Conditions
 - (c) Agreement Particulars
 - (d) Project Brief / Terms of Reference;
 - (e) the document entitled "Doing Business with the Quebec Region";
 - (f) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (g) 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>

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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 document entitled "Doing Business with the Quebec Region";
 - (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC2 LANGUAGE REQUIREMENTS

Use the following in Agreements where the consultant must be capable to provide services in both official languages.

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

SC3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT

The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant 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 Consultant will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Consultant in default as per the terms of the contract.

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.

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 90%	=	Technical Score (Points)
<u>Price Rating x 10%</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 [three (3)] 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
- Double-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 thirty (30) 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 be a Senior Building Mechanical 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 Quebec.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

Proponent (prime consultant) - [Senior Engineer-Int in the following disciplines, building mechanics, \(heating, ventilation, plumbing, fire protection\)](#)

Key Sub-consultants / Specialists - [Senior Engineer-Int in the following disciplines, building mechanics, \(heating, ventilation, plumbing, fire protection\)](#)

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 [2] projects undertaken within the last [5] years. Joint venture submissions are not to exceed the maximum number of projects. Only the first [2] 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
- client references - name, address, phone and fax of client contact at working level - references may be checked
- 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 [2] projects undertaken within the last [5] years per key sub consultant or specialist. Only the first [2] 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
- client references - name, address, phone and fax of client contact at working level - references may be checked
- 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
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project

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
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy

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.

- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
- What back-up will be committed
- Profiles of the key positions (specific assignments and responsibilities)
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Reporting relationships
- 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	1.0	0 - 10	0 - 10
Achievements of Key Personnel on Projects	2.0	0 - 10	0 - 20
Understanding of the Project	1.5	0 - 10	0 - 15
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

To be considered further, proponents **must** achieve a minimum Technical Rating of fifty (50) 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 fifty (50) points.

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (50) 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	90	0 - 90
Price Rating	0 - 100	10	0 - 10
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 3 copies
- ☐ 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

DESCRIPTION OF PROJECT

For the project entitled: Consultant services for the upgrading of Ventilation and Mechanical Systems – Building 2

Institution: Drummond
2025 Jean de Brébeuf Boulevard,
Drummondville, QC, J2A 4G2

1. SCOPE OF WORK

The consultant who will be hired following this request for proposals will have to provide to Correctional Service Canada (CSC) the professional services described below and required for the project: Upgrading of Ventilation and Mechanical Systems – Building 2, Drummond Institution (Project no: 550-2-345-3401)

2. CONTEXT AND SCOPE OF WORK

This mandate aims to obtain the professional services of a consultant with significant experience in the area of building ventilation and mechanicals in order to produce the surveys, a preliminary study, drawings and specifications, the invitation to tender, and partial supervision of the work for the ventilation and mechanical systems upgrading project of Building 2 at Drummond Institution.

Upcoming work described hereafter is in line with recommendations from a fact-finding report produced in 2009 and employee health and safety complaints. Work to be done is as follows:

- air-condition the Corcan administrative office section from the central ventilation system—around 1200 square feet;
- modify and balance the B-2 ventilation system feeding Workshop 2—convert the current 100% fresh air with heat wheel system to an H system;
- modify and balance the B-3 ventilation system serving Workshop 3—disconnect the supply from the compressor room and convert the current 100% fresh air with heat wheel system to an H system;
- modify, balance, and upgrade the B-4 ventilation system serving the laundry room—separate the three (3) commercial dryers exhaust from the system and carry them outside; convert the current 100% fresh air with heat wheel system to an H system, modify the air filtration system;
- modify the ventilation of the compressor room—install a new, dedicated ventilation system;
- set to standards the temperature of the hot water supply in the laundry room—install a hot-water booster in order to ensure a hot water supply of 80°C to the laundry room. The current hot water temperature is 45°C;

- replace and centralize the building management system—complete the centralization and installation of the direct digital controls (DDC), eliminate the pneumatic controls, and modify the control sequences according to the characteristics of the areas served.

3. MANDATE

For each of the steps described below, the engineer will have to plan and schedule coordination meetings with CSC on a regular basis, in order to ensure progressive, diligent, and effective project progress. He/she will have to prepare meeting minutes and distribute them electronically 48 hours after the meeting.

The services to be performed for each step of the mandate are:

Step 1 – Surveys and Preliminary Study Report

- Gather and verify all relevant information, drawings, and data with the institution and CSC regional technical services;
- Schedule a meeting with the project manager and the institution's technical services in order to plan the necessary surveys to be done on the existing equipment to clarify the cause(s) of the identified problems, check the general state of the equipment, etc.;
- In a preliminary study report to be provided electronically, present an analysis of the problems and suggest 2 or 3 solutions to, for example, replace parts and improve the existing systems, make control adjustments, or other;
- Provide a class C estimate for each of the options and a realistic work completion schedule;
- Plan a meeting with the project manager and the institution's technical services in order to present the preliminary study and the proposed options.

Step 2 – Prepare Drawings and Specifications:

- Prepare the drawings and specifications required for submission. The specifications shall include the general clauses and requirements of Division 01 and OHS as well as the relevant sections and forms for commissioning. An editable template of the Division 01 and OHS general clauses and requirements to be adapted to the project will be provided after the contract is awarded;
- The drawings and specifications must take the CSC technical criteria into account;
- The electronic format of the drawings and specifications (see the section on document presentation) shall be presented for a review by CSC at 50% and 99% of progress; plan a meeting with the project manager and the institution's technical services at each of these steps;
- Provide a written response to all CSC comments and incorporate them into the construction documents, as required;
- Prepare a class B cost estimate at the 50% stage and a class A estimate based on the drawings and specifications completed for the invitation to tender;
- Update the project achievement schedule.

Step 3 – Support during the Invitation to Tender:

- Direct the visits of bidders, present and explain the project, and take note of questions;
- Prepare addenda as needed in order to answer, by way of the CSC project manager, the questions raised by the contractors;
- Analyze the received bids as needed and make a recommendation to the CSC project manager for the awarding of a contract.

Step 4 – Partial Supervision and Commissioning

- The consultant shall issue the drawings and specifications for construction, conduct partial supervision of the construction work, help commission the new equipment, and take care of the various tasks normally included in a standard consultant mandate;
- At an appropriate time, examine and approve the shop drawings, technical papers, and operating manuals presented by the contractor in order to ensure their compliance with the design;
- Clarify and interpret construction documents in writing or with a sketch, according to project requirements;
- Submit opinions on the proposed changes and job site instructions to the project manager and the contractor on the forms provided for this purpose by CSC;
- Analyze modification requests and make recommendations to the project manager regarding their price and relevance. The consultant does not have the authority to approve changes to the price, the duration of the work, or its quality and quantity;
- Inspect the work and create a list of deficiencies for issuing temporary work completion certificates;
- Ensure that all tests are conducted (perform the commissioning), define the owner's and user's operating and maintenance needs, attend the tests to ensure that the parts, subsystems, and systems are tested in accordance with the provisions of the contract documents, examine and approve the commissioning documentation and the operating and maintenance manuals provided by the contractor;
- Inspect the work and issue the definitive work completion certificate;
- Obtain from the contractor an annotated paper copy of the drawings according to their execution, update the drawings "as built" and give one (1) copy of the electronic files of these drawings to CSC;
- Observe and ensure compliance with the safety requirements listed in part 8 of the National Building Code of Canada in effect or set out by the provincial government.

4. ADDITIONAL SERVICES

Bilingual construction documents:

- The consultant shall prepare all construction documents in both official languages of Canada, i.e. French and English, if his/her cost estimate exceeds \$100 000;
- We consider both official languages to be equal: one is not considered to be a translation of the other;
- The consultant is responsible for the accuracy and exhaustiveness of the texts, as well as the uniformity of the documents;

5. DOCUMENT PRESENTATION

- The drawings shall be prepared on a version of AutoCAD supported by Autodesk, presented in an appropriate format (generally A1, A0, or B1). The electronic copy shall be provided in that version of AutoCAD and in PDF format;
- The consultant shall comply with the most recent version of CADD standards, which will be provided by CSC at the appropriate time;
- Use SI units;
- The estimate shall be prepared according to the format and requirements of the most recent version of the National Master Specification (NMS). Note that the new NMS nomenclature must be used. The electronic copy must be provided in PDF format.

6. CODES AND STANDARDS

The consultant shall comply with all laws, regulations, and standards that are applicable to the execution of the work and the achievement of his/her mandate. Among others:

- National Fire Code (NFC);
- National Building Code;
- Quebec Construction Code, Chapter I - Building, and National Building Code;
- ASHRAE – Guidelines, standards 55 and 62;
- Other relevant standards, codes, or regulations.

7. DOCUMENTS PROVIDED BY CSC

CSC will make the following reference documents available to the consultant:

- Drawings of existing facilities affected by the mandate (*to be provided after contract award*);
- 2009 report (*to be provided after contract award*)
- Relevant sections of the CSC Technical Criteria;
- General and particular CSC clauses and requirements to be inserted into the specifications;
- Most recent version of the CADD standards.

8. PROJECTED SCHEDULE

The schedule indicated below is a schedule that CSC has set as a goal. CSC reserves the right to modify this schedule and request the consultant to move forward, postpone, or cancel the achievement of some or all of the work described below. In his/her proposal, the consultant shall confirm his/her ability to comply with or accelerate this schedule. The stated timeframe begins upon the consultant's receipt of the request for proposal.

Submission of proposal by the consultant <u>Starting from the date of contract award:</u>	2 weeks
Step 1 ➤ Survey of existing equipment ➤ Submission of analysis report	4 weeks
Step 2 – Prepare drawings and specifications ➤ Submission of 50% drawings and specifications + class B estimate ➤ Submission of 99% drawings and specifications ➤ Drawings and specifications for invitation to tender + class A estimateaorry Angie...	14 weeks 8 wks. 12 wks. 14 wks.
Step 3 – Support during invitation to tender	20 weeks
Step 4 – Partial supervision and commissioning	50 weeks

9. PROPOSAL DETAILS

Through his/her proposal, the consultant shall demonstrate that he/she has the required skills and knowledge in the related specialty in order to successfully complete all steps of the project. He/she shall provide a description of qualifications for each team member assigned to the project and define their responsibilities. With the proposal, he/she must provide a list of similar projects completed in the past.

The consultant shall submit a proposed schedule of his/her work and present the proposal by using the table attached in "Appendix C" of this document, entitled "Price Proposal Form ". The amounts that will be identified for each step of the project shall be fixed and will be payable at the end of each step. Also provide a breakdown of the detailed costs in table format indicating the number of hours performed by each resource, the hourly rates, the number of survey visits, at each step and for the duration of the mandate. A step will be considered complete when the work included in it is completed to the satisfaction of the project manager identified on the cover page of this document.

CSC reserves the right to reject any offer it receives, and in no case will it be required to pay compensation for the preparation of a proposal.

If part of the work is cancelled after the consultant's contract is awarded, the consultant will only be paid for the work completed before this cancellation.

If there is a contradiction between the consultant's proposal and this document, this document will prevail.

10. SECURITY

This project takes place in a medium-security penitentiary that is fully occupied and operational, where the security obligations are high. The design and construction activities shall be planned so as to disturb the client's activities as little as possible while complying with the institution's security requirements.

The consultant shall pay particular attention to the security measures issued by the institution and comply with them at all times. In case of emergency, the consultant shall comply without question with any order from the supervisor or an officer of the institution. As movements within institutions are controlled, the consultant shall expect delays during visits.

Consultants and contractors called to visit or work on site are subject to the institution's security requirements, particularly:

- Parking, vehicle traffic, and delivery of materials;
- Control of contraband and objects posing a safety risk (e.g. tools);
- Escort obligations, rules of conduct;
- Restrictions on electronic devices and taking photographs;

A security investigation will be performed at CSC's request for each person assigned by the consultant to the project who will need to become aware of protected information or enter the institution. In this context, each of these people will have to fill out a security investigation request by writing certain personal information (name, home address, birthdate, etc.) and provide a photocopy of their driver's licence. If, at the conclusion of one of these investigations, CSC decides not to allow one of these people to take part in the project, the consultant shall replace him or her with a person of equal expertise whose application shall be approved by CSC. The consultant cannot claim additional fees or an extension of the work schedule for this reason.

The project shall be carried out while taking into account the fact that the institution is occupied and that the existing systems must be kept in operation at all times. The consultant shall establish a realistic achievement strategy in order to avoid service interruptions as much as possible. All service interruptions that prove to be necessary to complete the work shall be scheduled in advance and in detail with the project manager and the institution

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 – Senior Building Mechanical Engineer):

Firm or Joint Venture Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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II. Key Sub Consultants / Specialists:

Building Mechanical Engineer

Firm Name:
.....
.....

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

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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

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title

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

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name

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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.

PROPOSERS SHALL NOT ALTER THIS FORM

(The following elements are an integral part of the evaluation process)

Institution:	Drummond	
Project:	Upgrading of Ventilation and Mechanical Systems – Building 2	
Number:	21301-183101	
Consultant:		
Description		Fixed Rate
Step 1	Surveys and Preliminary Study Report	
Step 2	Preparation of Drawings and Specifications	
	Total:	
Step 3	Tendering Process	
	Total:	
Step 4	Construction and Supervision	
	Total:	
	Disbursements (maximum applicable)	
	Step 1:	
	Step 2:	
	Step 3:	
	Step 4:	
	Total:	
Translation of Drawings and Specifications		
	Total:	
	GRAND TOTAL:	

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

Principals

Name	\$ per hour
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

Staff

Name / Position	\$ per hour
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END OF PRICE PROPOSAL FORM