



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

Bid Receiving/Réception des soumissions  
Procurement and Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-5232

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Urban Planning and Landscape Design Services for 2017 Master Plan		<b>Date</b> <b>November 27, 2017</b>
<b>Solicitation No. – N° de l'invitation</b> M5000-18-3551/A PW-17-00805513		
<b>Client Reference No. - No. De Référence du Client</b> 201803551		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	January 8, 2018	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions :</b> See herein — Voir aux présentes		
<b>Address Inquiries to</b> Tania Sentes, Procurement Officer		
<b>Telephone No. – No. de telephone</b> 639-625-3463	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative:</b>	
<b>Telephone No.</b>	<b>Facsimile No.</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) –</b>	
<b>Signature</b>	<b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

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

### 1.2 Summary

- i. The Royal Canadian Mounted Police (RCMP) has a requirement to update the existing master plan and to develop the 2017 Master Plan which will include a 5 year and 20 year plan for: *Depot Campus Plan, Depot Landscape Plan, and The Police Dog Service Training Centre (PDSTC) Plan and PDSTC Landscape Plan*, as well as an interior space use analysis to help define the best long term use for existing buildings within the core of Depot.

The intent of the master plan is to guide Depot executive management and asset management in the design, use, landscaping, and changes that may occur over the course of the next 5 years while considering the long term (20 year) plan for the site.

- ii. The new Master Plan is expected to be finalized and in use by February 28, 2018 and the consultant group will be expected to create a schedule working back from this date. The schedule will take into consideration time for site reviews, meetings, presentations, and feedback from RCMP.
- iii. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Proponents should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- iv. There is an optional Proponents' conference and site visit associated with this requirement, refer to Section 2.9.



- v. “For services requirements, Proponents must provide the required information as detailed in article 5.1.3.1 of Part 5 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.”

### 1.3 Debriefings

Should a Proponent desire a debriefing, the Proponent should contact the person identified on the front page of the RFP within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

### 1.4 Procurement Ombudsman

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

## PART 2 - PROPONENT INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

The R1410T (2017-08-17), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal, are incorporated by reference into and form part of the bid solicitation.

Subsection G123 of R1410T, General Instructions (GI) – Architectural and/or Engineering Services, is amended as follows:

Delete in its entirety

### 2.2 Submission of Bids

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

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



### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

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

### 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

### 2.6 Improvement of Requirement During Solicitation Period

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



## **2.7 Limitation of Submission**

1. A Proponent may not submit more than one proposal. This limitation also applies to the persons or entities in the case of a joint venture. If more than one proposal is received from a Proponent (or, in the case of a joint venture, from the persons or entities), all such proposals shall be rejected and no further consideration shall be given.
2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant may, therefore, be proposed as part of the Consultant Team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
4. Notwithstanding paragraph 3 above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Proponent shall not include in its submission another Proponent as a member of its consultant team, as a sub-consultant or specialist consultant.
5. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

## **2.8 Legal Capacity**

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

## **2.9 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held on December 6, 2017 at 10:00 am (meeting at the Fort Dufferin Building, accessible through the Bonner Drive Gate).

Security identification tags are to be picked up from the Security Administration Unit at Fort Dufferin. Government issued photo identification must be provided when picking up security identification tags.

Bidders are requested to communicate with the Contracting Authority no later than December 5, 2017 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

**Section I:** Technical Bid (three (3) hard copies) (and one (1) soft copy on DVD/CD)

**Section II:** Financial Bid (one (1) hard copy) (and one (1) soft copy on DVD/CD)

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

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

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

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

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





### **Section I: Technical Proposal**

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

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

### **Section II: Financial Proposal**

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

#### **Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Proponents must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

See Annex "E" – Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

See Annex "C" – Basis of Payment and Declaration Form

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a Bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all Mandatory Criteria; and
  - c. achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% (450 out of the 750 points available).
2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be **85%** for the technical merit and **15%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive Bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **85%**.
5. To establish the pricing score, each responsive Bid will be prorated against the lowest evaluated price and the ratio of **15%**.
6. For each responsive Bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive Bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.



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

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

## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the 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 specified will render the bid non-responsive.

#### 5.1.1 Integrity Provisions

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

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



## 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Canada will have the right to declare a bid non-responsive if the 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.

## 5.1.3 Additional Certifications Precedent to Contract Award

### 5.1.3.1 Former Public Servant

#### Definitions

For the purposes of this clause,

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

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

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

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



### **Former Public Servant in Receipt of a Pension**

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

**YES** ( ) **NO** ( )

If so, the Proponent must provide the following information:

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

By providing this information, 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 Reduction Program**

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 reduction program.

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

#### **5.1.3.2 Status and Availability of Resources**

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



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

#### **5.1.3.3 Education and Experience**

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

#### **5.1.3.4 Canadian Content Certification**

SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition

This procurement is limited to Canadian services.

The Proponent certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

"Proponents should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Proponent and provide the Proponent with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive."



## PART 6 - SECURITY AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

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

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

### 6.2 Insurance Requirements

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

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

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

### 6.3 Licensing Requirements

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

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



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

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

#### 7.2.1 General Conditions

- R1210D (2017-08-17), General Conditions (1) – General Provisions
- R1215D (2016-01-28), General Conditions (2) – Administration of the Contract
- R1220D (2015-02-25), General Conditions (3) – Consultant Services
- R1225D (2015-04-01), General Conditions (4) – Intellectual Property
- R1230D (2016-01-28), General Conditions (5) – Terms of Payment
- R1240D (2011-05-16), General Conditions (7) – Taking the Services Out of the Consultant's Hands, Suspension or Termination
- R1245D (2016-01-28), General Conditions (8) – Dispute Resolution
- R1250D (2015-07-03), General Conditions (9) – Indemnification and Insurance (> \$1M Insurance required)

R1210D (2017-08-17), General Conditions (1) - General Provisions – is amended as follows:

Section GC1.12 Performance-evaluation: Contract – Delete in its entirety.

#### 7.2.2 Supplemental General Conditions

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

### 7.3 Security Requirements

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

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

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





**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from date of Contract award for four (4) months.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 - 11th Ave  
Regina, SK S4P 3J7

Telephone: 639-625-3463  
Facsimile: 306-780-5232  
Email: tania.sentes@rcmp-grc.gc.ca

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

**7.5.2 Project Authority**

The Project Authority for the Contract is: (to be provided at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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



**7.5.3 Proponent's Representative** (to be completed at contract award)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.7 Payment**

**7.7.1 Basis of Payment**

**Part A – Fixed Fees for Services:**

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

Service:	Fixed Fee (CAD):
Phase 1: Updating the Inventory of Existing Conditions	\$ _____
Phase 2 : Update Demonstration Plans	\$ _____
Phase 3 : Planning and Design Principal Approvals	\$ _____
Phase 4 : Interior Space Allocations	\$ _____

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



**Part B – Single Fixed Hourly Rates for Services:**

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

**1. Urban Design Consultant (Prime Consultant)**

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

**2. Landscape Architect (Sub-Consultant)**

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

**3. Interior Designer (Sub-Consultant)**

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

**4. Architect (Sub-Consultant)**

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



## Travel and Living Expenses

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

### 7.7.1.1 Limitation of Price – Part A

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

### 7.7.1.2 Limitation of Expenditure

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

### 7.7.2 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100% percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using [form PWGSC-TPSGC 1111](#), Claim for Progress Payment, or equivalent, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment;
  - c. the total amount for all progress payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
  - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.



### **7.7.3 Suspension Costs**

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

### **7.7.4 Termination Costs**

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

### **7.7.5 Disbursements**

1. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
  - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Statement of Work;
  - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
  - c. courier and delivery charges for deliverables specified in the Statement of Work;
  - d. plotting;
  - e. presentation material;
  - f. parking fees;
  - g. taxi charges;
  - h. travel time;
  - i. travel expenses; and
  - j. local project office.
2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Consultant at actual cost:



- a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Statement of Work;
  - b. transportation costs for material samples and models additional to that specified in the Statement of Work;
  - c. project related travel and accommodation additional to that specified in the Statement of Work shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
  - d. other disbursements made with the prior approval and authorization of the Project Authority.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Project Authority.

## **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. copy of time sheets to support the time claimed;
  - b. copy of the release document and any other documents as specified in the Contract;
  - c. copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. The original must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
3. The last invoice must be marked "Final". This will result in closing of the contract and deletion of any further opportunity to invoice.

## **7.9 Certifications**

### **7.9.1 Compliance**

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

## **7.10 Applicable Laws**

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



## 7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions for Real Property Contracting as follows:
  - R1210D (2017-08-17), General Conditions (1) – General Provisions
  - R1215D (2016-01-28), General Conditions (2) – Administration of the Contract
  - R1220D (2015-02-25), General Conditions (3) – Consultant Services
  - R1225D (2015-04-01), General Conditions (4) – Intellectual Property
  - R1230D (2016-01-28), General Conditions (5) – Terms of Payment
  - R1240D (2011-05-16), General Conditions (7) – Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2016-01-28), General Conditions (8) – Dispute Resolution
  - R1250D (2015-07-03), General Conditions (9) – Indemnification and Insurance (> \$1M Insurance required)
- c) the supplemental general conditions 2035 (2016-04-04), General Conditions – Higher Complexity – Services;
- d) Annex "A" – Statement of Work;
- e) Annex "C" – Basis of Payment and Declaration Form;
- f) Annex "B" – Security Requirements Check List
- g) the Contractor's Bid dated \_\_\_\_\_

## 7.12 Procurement Ombudsman

### 7.12.1 Dispute Resolution Services

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

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

### 7.12.2 Contract Administration

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

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



### **7.13 Insurance Requirements**

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

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

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

### **7.14 SACC Manual Clauses**

A3060C (2008-05-12) Canadian Content Certification





## Annex "A" – Statement of Work

### **1.0 Project Overview and Information**

#### **1.0.1 Overview**

- 1.0.1.1 The Master Plan is a document primarily focused on guiding the physical development of the RCMP Academy over the next 20 years, established in 5 year increments. The goal of the Master Plan is to recognize how future development, space planning, landscaping, heritage preservation and an inter-dependant environment can be best integrated in order the create the most efficient environment for the RCMP Cadet Training Academy.
- 1.0.1.2 The 2017 RCMP Academy Master Plan will include updated versions of the existing 2012 Depot Campus Master Plan, 2012 Depot Landscape Master Plan, and 2014 PDSTC Innisfail Master Plan along with landscape and interior design principals to guide the Depot Executive Management and Asset Management over the course of the next 5 years with consideration of the next 20 years.
- 1.0.1.3 The planning and urban design consultant will be the primary consultant responsible for updating site related information, reviewing the planning and urban design principles, confirming land use options, and revising the 2017 RCMP Academy Master Plan. A secondary landscape architect, and interior designer/space planning professional may also be required to help the primary consultant input future development for both RCMP Depot Academy and Innisfail PDSTC.
- 1.0.1.4 The scope of work will be separated into four phases; *Updating the Inventory and Existing Conditions, Updating the Demonstration Plans, Planning and Design Principle Approvals, and Interior space Allocations of Existing Buildings;*

#### **Phase 1 - Updating Inventory and Existing Conditions:**

##### Depot Campus Master Plan

The Depot Campus Master Plan was completed in 2012 to provide long-term direction for the development of the Campus. The Master Plan needs to be updated every five years to verify the changes that have occurred on the Campus in recent years and to ensure that the direction provided in the plan meets current program objectives intended for the long term (20 year) plan that will also be developed to guide physical development and principals.

##### Depot Landscape Master Plan

The Depot Landscape Master Plan was incorporated into the 2012 RCMP Academy Master Plan to provide long term direction for the campus landscape and will need to be updated in the 2017 RCMP Academy Master Plan.

##### Police Dog Service Training Center – Innisfail Master Plan

The Police Dog Service Training Center (PDSTC) located in Innisfail, Alberta needs to be included in the long-term planning as a part of 'Depot' Division. The RCMP asset management team completed a Master Plan in 2014 for PDSTC. This plan will need to be updated and incorporated into the 2017 RCMP Academy Master Plan.



### **Phase 2 - Updating Demonstration Plans**

The Demonstration Plans present the development of the site of both the campus in Regina SK and at PDSTC in Innisfail AB. The intent is to display the immediate on going and future projects intended over the next five years, while implementing possible areas of growth and development.

### **Phase 3 - Planning and Design Principle Approvals**

This phase is intended to display how the arrangement of buildings perform in relation to the infrastructure and landscaping. An updated 5 year and 20 year plan is to be implemented as a guideline to follow that considers the environmental quality, structure and composition, circulation and infrastructure, and building and landscape design.

### **Phase 4 - Interior Space Allocations of Existing Buildings**

The interior space allocations of existing buildings will be incorporated into the 2017 Master Plan with intentions of utilizing the existing spaces within the core buildings to its best capability. Re-structuring the use of spaces may be required in order to create productivity, function and synchronicity amongst the users within.

- 1.0.1.5 The Primary Consultant will work closely with the RCMP Project Leader in coordinating the input of stakeholders and the approvals for the revised 2017 Master Plan and will be expected to develop and deliver a presentation to the Depot Executive Committee explaining the recommended. It is likely that 3 presentations will be required; 1 showing a draft version of the updated plan, one for final approval, and then another for the final completion presentation.
- 1.0.1.6 Prior to the 3 presentations, initial walk through or site visit will be mandatory; 2 in Regina, SK and one in Innisfail, AB, for a total of 6 project meetings.

## **1.0.2 Introduction**

- 1.0.2.1 The RCMP requires the services of Urban Design and Planning, Space Interior Space Planning and Landscape professionals to provide the services for the design of a 5 year and 20 year Master Plan for the Campus and Campus Landscaping at the RCMP Depot Academy in Regina, SK and the Police Dog Training Facility Center in Innisfail, AB.

## **1.0.3 Constraints and Challenges**

- 1.0.3.1 Security clearances will be required by personnel working on this project.
- 1.0.3.2 Utilization of innovative design to reduce the overall cost of the future development is critical. The consultant team will be challenged to ensure economies and efficiencies are identified.
- 1.0.3.3 These facilities will be constructed in areas that will remain operational outside of the specific construction area where Cadet Training will occur. This training may not be adversely affected as a result of the implementation of this development.
- 1.0.3.4 The intent is to provide a plan that will guide the RCMP in design that is sustainable and collaborative amongst existing and future requirements of the Cadets, Members, and Employees of the RCMP.



#### 1.0.4 Project Information

##### 1.0.4.1 Project Title:

Urban Planning and Landscape Design Services – 2017 Master Plan, RCMP Academy, Regina, SK and PDSTC, Innisfail, AB.

##### 1.0.4.2 Project Location:

Regina, Saskatchewan and Innisfail, AB

##### 1.0.4.3 Scope:

Design a 5 year and 20 year plan of the future development of the RCMP Depot Academy's interior space allocation of Depot Buildings, Campus, and Campus Landscaping in Regina, and of PDSTC in Innisfail, AB.

##### 1.0.4.4 Work to include:

- Updated plan indicating design strategies/guiding principles that will be used in the next 5 years and considers the next 20 years for interior and exterior development of the buildings and site.
- RCMP Executive Approvals
- Project Administration

#### 1.0.6 Project Team

1.0.6.1 The prime consultant (proponent) and his/her personnel identified in the submission, including sub-consultants and specialists comprise the integrated consultant design team (consultant team). The consultant team will be required to maintain its expertise for the duration of the project.

1.0.6.2 The prime consultant must be responsible to coordinate and direct all consultant team activities if required.

1.0.6.3 The consultant team must be comprised of qualified professional and technical expertise with extensive relevant experience, and must be capable of providing the services identified in the Required Services (RS) section of this Statement of Work.

- All members of the consultant team must be eligible to work in the Province of Saskatchewan and Alberta.
- Members of the consultant team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty.
- Proponents are permitted to expand their consultant team to include additional disciplines at their own discretion.



1.0.6.4 Expertise and relevant experience requirements for this project are as follows:

Administrative

- Project Management

Regulatory Analysis, Planning, Design, and Development

- Building Code
- Municipal Zoning
- Occupational Health and Safety
- Fire and Life Safety

Program Analysis, Planning, Design, and Development

- Enriched front end planning

Site Analysis, Planning, Design, and Development

- Urban Planning
- Site Planning
- Landscape Architecture

Building Analysis, Planning, Design, and Development

- Architecture and Specialties:
- Interior Design
- Space Planning
- Sustainable Design
- Security

Budget, Schedule and Risk Analysis, Planning, Design, and Development

- Cost planning, life cycle costing, estimating and control
- Time Planning, Scheduling, and Control

**1.0.7 Project Schedule**

1.0.7.1 Project is to reach 100% completion four (4) months after the date of contract award.

1.0.7.2 Projected Schedule:

Award Consultant Contract	December 2017
Project Initiation Site Visits	December 2017
Present Concept Design Options	January, 2017
Final Design Approval	February, 2018
Final Design Submission/Project Completion	March, 2018



## **1.0.8 Existing Documentation**

1.0.8.1 Copies of all pertinent documentation will be made available to the Consultant.

1.0.8.2 The successful Consultant will be provided with the following background documents;

- Site services plans
- Aerial images of the sites
- 2012 Master Plan – Depot
- 2014 Master Plan – Innisfail
- Building Dimension Plans

1.0.8.3 Disclaimer:

1.0.8.3.1 Reference information will be available in the language it is written.

1.0.8.3.2 The documentation may be unreliable and is offered “as is” for use by the Consultant.

## **2.0 Project Objectives**

### **2.0.1 Functional Performance:**

2.0.1.1 Provide strategies and principals for design that will allow for varying functional requirements and spatial values for future development at the RCMP.

2.0.1.2 Achievement:

- Provide clear design strategies and principles that can be followed which provides functional, responsive, and efficient space in keeping with the functional programs and Cadet Services at the RCMP and Treasury Board standards.
- Healthy working environments that fully support optimum work productivity.
- Easy to use and adaptable systems and technologies to support requirements with capacity for growth and change.
- Effective and continuous physical security for the occupants in the conduct of their daily business.



## **2.0.2 Design Quality and Character (Landscaping):**

2.0.2.1 Provide design principals and strategies that will effectively and appropriately serve the RCMP and its operations for an expected life span of 20 years before major refit.

2.0.2.2 Achievement:

- Design excellence respecting the location and climate where these facilities will be located and its intended use.
- Design principals and strategies that will reflect the importance and the nature of the functions it serves and fits within the surrounding facilities and environment.
- A fully integrated design.

## **2.0.3 Project Delivery:**

2.0.2.1 Provide design principals and strategies that will effectively and appropriately serve the RCMP and its operations for an expected life span of 20 years before major refit.

2.0.2.2 Achievement:

- A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life.
- An integrated and focused Consultant team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP.
- Professional conduct in all phases of the project, employing best practices for budget, schedule, quality and scope management.
- Continuous and comprehensive documentation of the project at all stages of the project implementation.

## **3.0 Scope of Work**

### **3.0.1 Initial Site Visit - Updating Inventory and Existing Conditions**

3.0.1.1 This phase of the project will require updating all of the relevant existing conditions of the sites, and in particular those that may have a bearing on development potential. This includes but is not limited to the following:

- Identifying changes to the site boundaries and confirm the site sizes
- Identify changes to infrastructure capacity



- Base mapping data (i.e. new buildings and infrastructure)
- Environmental (i.e. Wascana Creek floodplain)
- Land planning (Official Plan, Zoning By-Law)
- Site definitions (i.e. core area, sports fields, F Division expansion etc)
- Site and space requirements of the current programs at Depot will need to be updated.

### **3.0.2 Phase 2 – Draft Package:**

3.0.2.1 The second phase of the project involves the review and updating of the planning and urban design principles as well as the short (5 year) and long-term (20 year) demonstration plans in the 2012 Depot and 2014 PDSTC Master Plans. This phase should also include analysis of the risks involved with the status quo and the benefits of any changes to the short and long term plans.

3.0.2.2 The process will require the confirmation of the existing concept elements and altering of the same through refinements as necessary based on the input of stakeholders. The planning principles, policies and directives of the current plan will need to be reviewed, revised and reflected in the updated plan. The revised plan will have to meet anticipated client requirements over the planning horizon.

3.0.2.3 When the planning and urban design consultant has updated the planning principles and demonstration plan, the Project Team will evaluate this material and provide feedback to the planning and urban design consultant. Once the Project Team is satisfied with the draft package of planning principles and demonstration plan, the planning and urban design consultant will present the revised Master Plan for both sites to Depot Division Executive Management.

3.0.2.4 The Depot Division Executive Management endorsement of the draft package of planning principles and demonstration plan will be confirmed before proceeding with the preparation of the final draft of the revised Depot Division Master Plan. This document will be prepared and presented in both digital and hard copies by the planning and urban design consultant.

3.0.2.1 The interior space allocations of existing buildings will be incorporated into the 2017 Master Plan with intentions of utilizing the existing spaces within the core buildings to its best capability. Re-structuring the use of spaces may be required in order to create productivity, function and synchronicity amongst the users within.

- To review existing interior space allocation and usage and make recommendations to optimize the use of space based off of the identified needs of the program.
- Meet with RCMP Stakeholders to identify future requirements and make recommendations for those needed.
- Identify opportunities for current vacancies in existing buildings due to building construction, departments relocating (i.e.: CSC, NWR PMO, and Procurement)



- Identify and suggest space planning for existing and future buildings to optimize the permanency of the productivity and function within each space.

### **3.0.3 Phase 3 – Approval Stage:**

3.0.3.1 The third phase of the 2017 Master Plan process will involve seeking the final approvals for the draft updated Depot Campus Master Plan from the Depot Division Executive Management. Meetings with the Depot Division Executive Management and with PDSTC will be required in this phase to present and summarize the changes to the 2017 Depot Master Plan and explaining why the recommended changes were required. The consultant will be responsible for the preparation and delivery of the presentation to the RCMP.

### **3.0.4 Phase 4 – Final Presentation:**

3.0.4.1 The final phase of the 2017 Master Plan process will require the consultant to present a final copy of the new 2017 Master Plan upon project completion.

## **4.0 Consultant Service Requirements**

### **4.0.1 General Requirements**

4.0.1.1 The Consultant will be responsible for providing and coordinating the full professional services required, from the initial updating phase to the completion of the Final 2017 Master Plan. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:

- Site Planning and Landscape Design Services
- Budget and Schedule Management Services
- Urban Planning Services
- Interior Space Planning Services

### **4.0.2.1 Summary Scope of Services**

- Updating Inventory and Existing Conditions to reflect current changes of the buildings and sites.
- Update Demonstration Plans to reflect current five year changes and create a conceptual 20 year plan keeping the risks of the facilities status quo in relation to change.
- Planning and Design Principals to guide the relationship between landscaping and infrastructure.
- Interior Space Allocations of Existing to identify opportunities for current vacancies or relocating existing occupancies.





## **4.0.2 Consultant Team Responsibilities**

### **4.0.2.1 Prime Consultant**

- 4.0.2.1.1 The Prime Consultant is completely responsible for providing and coordinating the work of all professional disciplines (ie Landscape Architect, Interior Designer) required for the duration of the project.

### **4.0.2.2 Consultant Team**

- 4.0.2.2.1 The Prime Consultant and their personnel including Sub-Consultants comprise the Consultant Design Team (Consultant Team).
- 4.0.2.2.2 The Consultant Team will be required to maintain its expertise for the duration of the project.
- 4.0.2.2.3 The Consultant Team must be comprised of qualified professional and technical expertise with extensive relevant experience in designing urban developments, capable of providing the services identified and required for this project.

## **5.0 Project Administration Requirements**

### **5.0.1 Lines of Communication**

- 5.0.1.1 Unless otherwise directed by the Project Manager, the Consultant must communicate with the Project Manager only.

### **5.0.2 General Deliverables**

- 5.0.2.1 Hard copies of the drafts (2 copies) and final documents (15 copies) will be printed as high resolution on approximately 11"x17" 40lb,98 bright, glossy paper complete with spiral and hand delivered to the RCMP. Electronic PDF files, and original CSX and CAD files will also be provided to the RCMP to print and distribute multiple copies of the drafts and final Master Plan documents.
- 5.0.2.2 Desktop publishing will be developed in Adobe In-Design and delivered in both CSX and PDF format. The Final electronic document must be delivered either on a disk or USB drive.

### **5.0.3 Acceptance of Consultant Deliverables**

- 5.0.3.1 While the RCMP acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the RCMP to review the work. The RCMP reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain the Project Manager's acceptance during each of the project stages.
- 5.0.3.2 Acceptance indicates that, based on a general review of submitted materials, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract.



- 5.0.3.3 The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If budgetary or technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

#### **5.0.4 Design Meetings**

- 5.0.4.1 The Prime Consultant will arrange meetings generally throughout the design and tendering stages of the project, for all members of the project team. Sub-consultants participation will be at the discretion of the prime consultant, dependent on issues that require resolution. Project meetings will occur at project initiation, after 1<sup>st</sup> draft is complete, at project approval stage (final draft approval), and a final presentation of the 2017 Master Plan.
- 5.0.4.2 Meetings will primarily be held at the RCMP Depot Academy in Regina SK, and occasionally at PDSTC in Innisfail AB.
- 5.0.4.3 The Consultant must attend the meetings, record the issues and decisions and prepare and distribute minutes within 96 hours of the meeting.

#### **5.0.5 Security Requirements**

- 5.0.5.1 The Consultant Team will be required to seek security clearances for all personnel working on this project.
- 5.0.5.2 The Consultant Team including the Sub-consultants will be required to sign non-disclosure documents for RCMP protected material, if applicable.
- 5.0.5.3 The Consultant must distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

#### **5.0.6 Meetings, Submissions, Review and Approval Process**

- 5.0.6.1 Submissions:
- 5.0.6.1.1 Provide all required submissions, either to, or as directed by the Project Manager
- 5.0.6.1.2 The Consultant must perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief.
- 5.0.6.2 Meetings:
- Project Initiation Meeting:  
2 - RCMP Depot Academy in Regina SK  
1 - PDSTC in Innisfail AB
- First Draft Review Meeting:  
1 - RCMP Depot Academy in Regina SK
- Final Draft Approval Meeting:  
1 - RCMP Depot Academy in Regina SK



Final Draft Presentation/Project Closeout:  
1 - RCMP Depot Academy in Regina SK



**Annex "B" – Security Requirement Checklist (SRCL)**

(attached to the end of this document, for information purposes only)



**Annex "C" – Basis of Payment and Declaration Form**

Project Title: \_\_\_\_\_

Proponent (Architect) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

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

**Declaration:**

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

**Name (print):** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Signature** \_\_\_\_\_



**Instructions to Proponent:**

1. Complete Basis of Payment and Declaration Form and submit in a separate sealed envelope as per the Bid Preparation Instructions of the RFP with the Proponent's name, Solicitation Number, and "Basis of Payment and Declaration Form" or "Financial Bid" typed on the outside.
2. Basis of Payment and Declaration Forms are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Proponents are not to alter or add information to the form.
4. The Proponent must provide a firm price to complete the work as outlined in Annex "A" Statement Work for the duration of any resulting Contract.
5. The Proponent shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
6. The single fixed hourly rate identified for each category of personnel of each consultant and sub-consultants shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.

**Note to Proponent:**

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

**Part A – Fixed Fees for Services:**

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

Service:	Fixed Fee (CAD):
Phase 1: Updating the Inventory of Existing Conditions	\$ _____
Phase 2 : Update Demonstration Plans	\$ _____
Phase 3 : Planning and Design Principal Approvals	\$ _____
Phase 4 : Interior Space Allocations	\$ _____
<b>Total for Part A: (FOR EVALUATION PURPOSES)</b>	<b>= \$ _____</b>



**Part B – Single Fixed Hourly Rates for Services:**

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

**1. Urban Design Consultant (Prime Consultant)**

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

**2. Landscape Architect (Sub-Consultant)**

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

**3. Interior Designer (Sub-Consultant)**

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

**4. Architect (Sub-Consultant)**

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



**Signature of Consultant or Joint Venture Consultants:**

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

.....  
Name Signature

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

.....  
Name Signature

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

.....  
Name Signature

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





**Annex "D" – Team Identification Form**

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

**A. Prime Consultant**

**1. Urban Planner - Proponent**

Firm or Joint Venture Name: .....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....

**B. Key Sub-Consultants / Specialists:**

**2. Landscape Architect**

Firm Name: .....

Key Individuals and provincial professional licensing status:

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.....



**3. Architect**

Firm Name: .....

Key Individuals and provincial professional licensing status:

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.....

**4. Interior Designer (If Required)**

Firm Name: .....

Key Individuals and provincial professional licensing status:

.....  
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.....  
.....  
.....



**Annex “E” – Evaluation Criteria**

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

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

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

**MANDATORY REQUIREMENTS**

At bid closing time, the Proponent must :

- a) comply with the following Mandatory Requirements; and
- b) achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% **(450 out of the 750 points available)**.
- c) provide the necessary documentation to support compliance.

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

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Proponent must be authorized to provide architectural and engineering services, and the Consultant team must include an Urban Planner, Landscape Architect, Interior Designer, and Architect, 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 Saskatchewan and Alberta.  <b>** Proof must be provided prior to the award of a contract.</b>		
M2	The Proponent’s Consultant Team must include personnel to carry out all Work identified in Annex “A” – Statement of Work, in: Urban Planning, Landscape Architecture, Interior Design, and Architecture.		
M3	The Proponent must identify the name of the Proponent firm, and any key Sub-Consultant firms, Key Specialists, and key personnel, if applicable,		



	to be assigned to the project. An example of an acceptable format for submission of the team identification information is provided in Annex "D".		
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**RATED REQUIREMENTS**

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

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p><b><u>Past Achievements on Projects (Project Team):</u></b></p> <p>The Proponent should describe their accomplishments, achievements and experience as a Prime Consultant on projects involving planning and future development documents. Select two (2) projects undertaken, within the last eight (8) years, to the implementation stage that have similarities to a police detachment or a facility containing applied training spaces. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><b><u>Allocation of Points:</u></b></p> <ol style="list-style-type: none"> <li>1. An explanation on how each listed past project is comparable and relevant to the current project requirement. <b>(25 Points)</b></li> <li>2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions to those challenges. <b>(25 Points)</b></li> <li>3. An explanation of any variance in budget between the original project budget, the contract award price, and final construction cost, and how the variance was managed. <b>(10 Points)</b></li> <li>4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. <b>(10 Points)</b></li> <li>5. The names of key personnel responsible for project delivery and their roles.</li> </ol>	<b>75</b>		



	<b>(5 Points)</b>			
<b>R2</b>	<p><b><u>Past Achievements of Key Sub-Consultants, Discipline Leads and/or Specialists:</u></b></p> <p>The Proponent should describe the accomplishments, achievements and experience of the Sub-Consultants or Specialists, either as the Prime Consultant or in a Sub-Consultant capacity on projects involving planning and future development documents. Select two (2) projects undertaken, within the last eight (8) years, to the implementation stage that have similarities to a police detachment or a facility containing applied training spaces. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><b><u>Allocation of Points:</u></b></p> <ol style="list-style-type: none"> <li>1. An explanation on how each listed past project is comparable and relevant to the current project requirement. <b>(25 Points)</b></li> <li>2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions to those challenges. <b>(25 Points)</b></li> <li>3. An explanation of any variance in budget between the original project budget, the contract award price, and final construction cost, and how the variance was managed. <b>(10 Points)</b></li> <li>4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. <b>(10 Points)</b></li> <li>5. The names of key personnel responsible for project delivery and their roles. <b>(5 Points)</b></li> </ol>	<b>75</b>		
<b>R3</b>	<p><b><u>Client References on Past Projects:</u></b></p> <p>The Proponent should identify client references for each project described in R1.</p>	<b>50</b>		



	<p><b><u>Allocation of Points:</u></b></p> <p>Points will be awarded for the quality of each review with the identified client references, and allocated as follows:</p> <ol style="list-style-type: none"> <li>1. Quality of client reference for past projects described in R1 for Budget Management. <b>(10 Points)</b></li> <li>2. Quality of client reference for past projects described in R1 for Schedule Management. <b>(10 Points)</b></li> <li>3. Quality of client reference for past projects described in R1 related to the Proponents Communication and Collaborative team-work efforts with the client. <b>(10 Points)</b></li> <li>4. Quality of client reference for past projects described in R1 for Client Satisfaction. <b>(15 Points)</b></li> <li>5. Client reference information provided including, but not limited to: names, address, phone number, email address. <b>(5 Points)</b></li> </ol>			
<p><b>R4</b></p>	<p><b><u>Past Achievements of Key Personnel on Projects:</u></b></p> <p>The Proponent should 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 and how that will apply to the reference project, and to recognize their past responsibilities and achievements.</p> <p><b><u>Allocation of Points:</u></b></p> <ol style="list-style-type: none"> <li>1. Brief CV's of a maximum of two (2) senior project personnel of the Prime Consultant's staff who will be assigned to this project. <b>(15 Points)</b></li> <li>2. Brief CV's of a maximum of two (2) project personnel of each Sub-Consultant's staff or discipline leads who will be assigned to this project. <b>(15 Points)</b></li> </ol>	<p><b>50</b></p>		



	<p>3. Professional Accreditation, including licensing info of each team member. <b>(10 Points)</b></p> <p>4. Relevant project experience, expertise, competence, number of years of experience of each team member. <b>(10 Points)</b></p>			
<b>R5</b>	<p><b><u>Understanding of the Project:</u></b></p> <p>The Proponent is to demonstrate their understanding of the goals of the current project requirement, the functional and technical requirements, the constraints and the issues that will shape the end product. Ensure your response speaks in specific terms to this project.</p> <p><b><u>Allocation of Points:</u></b></p> <p>1. Clearly identify the Functional and Technical Requirements, demonstrating a clear understanding of the current project requirement. <b>(55 Points)</b></p> <p>2. Clearly identify the significant issues, challenges and constraints related to the current project requirement. <b>(40 Points)</b></p> <p>3. Review the Project Schedule, as presented in Annex “A” – Statement of Work, and clearly identify and assess risk management elements that may affect the current project requirement. <b>(25 Points)</b></p> <p>4. Review the cost information identified throughout the RFP, and clearly identify and assess risk management elements that may affect the current project requirement budget. <b>(25 Points)</b></p>	<b>145</b>		
<b>R6</b>	<p><b><u>Scope of Services:</u></b></p> <p>The Proponent should demonstrate their capability to perform the services and meet project challenges.</p> <p><b><u>Allocation of Points:</u></b></p> <p>1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the</p>	<b>130</b>		



	<p>obligations of this current project requirement. <b>(40 Points)</b></p> <p>2. <u>Work Plan</u> – Provide an example of a detailed breakdown of work, tasks, and deliverables anticipated for this current project requirement. <b>(35 Points)</b></p> <p>3. <u>Project Schedule</u> – Provide an example of a detailed schedule for this project showing major milestones and critical path elements. <b>(35 Points)</b></p> <p>4. <u>Risk Management Strategy</u> – Clearly identify, and provide a Risk Management Strategy that relates to the current project requirement in a holistic manner. <b>(20 Points)</b></p>			
<p><b>R7</b></p>	<p><b><u>Management of Services:</u></b></p> <p>The Proponent should provide their intended approach to working directly with the RCMP and their team management structure and organization to support this approach.</p> <p><b><u>Allocation of Points:</u></b></p> <p>1. Identify the approach to working with the RCMP within the restraints of meeting all security related requirements and constructing these types of facilities remote northern locations. <b>(30 Points)</b></p> <p>2. Provide organization charts to demonstrate the Team's structure, including responsibilities and reporting relationships of the Consultant, Sub-Consultant/ Discipline leads; identify the roles, responsibilities and assignments of key personnel on the project, and clearly indicate what backup support will be provided within each discipline.</p> <p><i>**If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a Sub- Consultant, this should be indicated here. Include Joint Venture plan, if applicable.</i> <b>(40 Points)</b></p> <p>3. Clearly articulate the expected quality control techniques to be utilized by all disciplines along with a defined peer review structure and process. <b>(30 Points)</b></p>	<p><b>165</b></p>		





	<p>4. Clearly articulate the expected cost control techniques to be utilized by all disciplines.  <b>(30 Points)</b></p> <p>5. As lessons learned from completed projects may identify poor communications as one of the reasons for ongoing issues in a project; clearly articulate your team’s approach to ensuring appropriate communications in this project and how your strategy will bolster your plan to address the challenges of this specific project.  <b>(35 Points)</b></p>			
<p><b>R8</b></p>	<p><b><u>Planning Methodology and Approach:</u></b></p> <p>The Proponent should elaborate on specific aspects of the project considered to be major challenges and illustrate your firm’s planning approach/methodology to address these challenges. This is the opportunity to state the overall planning philosophy of the team as well as its approach for resolving planning issues and in particular, to focus on the unique aspects of this specific project.</p> <p><b><u>Allocation of Points:</u></b></p> <p>1. Provide a Planning Methodology, Philosophy or Approach to address the challenges within this current project requirement that your team has identified in previous sections of your proposal.  <b>(30 Points)</b></p> <p>2. Provide past innovative and creative solutions utilized on a projects of this type, especially those that demonstrate a holistic approach.  <b>(30 Points)</b></p>	<p><b>60</b></p>		
<p><b>Pass Mark:</b></p> <p><b>450</b></p>		<p><b>Max Score:</b></p> <p><b>750</b></p>	<p><b>Total Score:</b></p> <p>_____</p>	



**Evaluation Table 1:**

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



## **Annex “F” – Security Clearance Guidelines and Documents**

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

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

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

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

**ANNEX B - SRCL**

*SRCL # 2017-11125912*



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Facility Access

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

*Depot.*

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction <b>NWR, Depot Academy, Regina, SK</b>
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail  
Requirement for an Urban Planning Consultant, and/or Landscape and Interior Design professionals to update and recommend the 2017 Master Plan for Depot and PDSTC.

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui *DN*

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui *DN*

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

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

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS   |   |   |  |
- Special comments:  
Commentaires spéciaux : Facility Access with escort - level 2 RRS

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Facility Access

**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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