



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

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

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

**SOLICITATION  
AMENDMENT**

**MODIFICATION DE  
L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

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> January 5, 2018
<b>Solicitation No. – N° de l'invitation</b> M5000-18-3551/A – PW-17-00805513		<b>Amendment No. – N° de la modification</b> 003
<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 11, 2018	
<b>Incoterms 2010 "DDP Delivered Duty Paid"</b> See herein — Voir aux présentes	<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 – Adresser toute demande de renseignements à</b> Tania Sentes, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 639-625-3463		<b>Facsimile No. – No. de télécopieur</b> 306-780-5232
<b>Delivery Required – Livraison exigée</b> N/A		<b>Delivery Offered – Livraison proposée</b> N/A
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>



This amendment is raised to address the following:

- To respond to questions received during the solicitation period; and
- To revise the solicitation accordingly, as applicable.

**QUESTIONS AND ANSWERS**

**Question 6:** Please confirm if the Proponent / Prime Consultant role may be filled by a firm licensed to practice Architecture or Engineering or Urban Design provided the Consultant team includes all professional disciplines required by the RFP.

**Answer 6:** The Proponent must be authorized to provide architectural or engineering services. The Prime Consultant is the lead within the consultant team. The solicitation document has been changed to clarify the requirement.

**Question 7:** In rated section R5 – Understanding the Project, the RFP states: “4. Review the cost information identified throughout the RFP, and clearly identify and asses risk management elements that may affect the current project requirement.” Can you provide clarification regarding what cost information this refers to?

**Answer 7:** R5 has been removed from the solicitation document. Please see below for the amendment Annex “E” Evaluation Criteria.

**Question 8:** The Solicitation calls for the services of an Urban Planner. Would the RCMP accept services to be provided by a licensed Architect, as Prime Consultant, if it can be demonstrated that all required services and necessary expertise can be provided?

**Answer 8:** Yes, the Prime Consultant does not need to be an Urban Planner. The solicitation has been amended to reflect this.

**Question 9:** It is my understanding from Amendment 002, the hard copy of the submission can now be sent by fax. What is the deadline to submit the soft copy?

**Answer 9:** The soft copy on DVD/CD must be received by January 15, 2018 by 2:00 pm CST.

**SOLICITATION REVISIONS**

1) On page one (1) Solicitation end date

**DELETE:**

<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	



**INSERT:**

<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 11, 2018	

2) On page ten (10) **4.2.1 Highest Combined Rating of Technical Merit and Price**

**DELETE:**

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).

**INSERT:**

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% (435 out of the 725 points available).

3) On page nineteen (19) **Part B – Single Fixed Hourly Rates for Services**

**DELETE:** in its entirety

**INSERT:**

**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. Prime Consultant**

<b>Category of Personnel:</b>	<b>Single Fixed Hourly Rate (CAD):</b>
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	\$ _____

4) On page thirty-eight (38) **Part B – Single Fixed Hourly Rates for Services**

**DELETE:** in its entirety

**INSERT:**

**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. 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	\$ _____

5) On page forty (40) **Annex “D” – Team Identification Form**

**DELETE:** in its entirety

**INSERT:**



**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**

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:

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

**3. Architect**

Firm Name: .....

Key Individuals and provincial professional licensing status:

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



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

Firm Name: .....

Key Individuals and provincial professional licensing status:

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

6) On page forty-three (43) Annex “E” – Evaluation Criteria

**DELETE:** in its entirety

**INSERT:**

**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% **(435 out of the 725 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 <b>or</b> 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".		

**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	<b><u>Past Achievements on Projects (Project Team):</u></b>  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.	75		





	<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>			
<p><b>R2</b></p>	<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</li> </ol>	<p><b>75</b></p>		



	<p>approach to meet the intent, design challenges, and resolutions to those challenges.  <b>(25 Points)</b></p> <p>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></p> <p>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></p> <p>5. The names of key personnel responsible for project delivery and their roles.  <b>(5 Points)</b></p>			
<p><b>R3</b></p>	<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> <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> <p>1. Quality of client reference for past projects described in R1 for Budget Management.  <b>(10 Points)</b></p> <p>2. Quality of client reference for past projects described in R1 for Schedule Management.  <b>(10 Points)</b></p> <p>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></p> <p>4. Quality of client reference for past projects described in R1 for Client Satisfaction.  <b>(15 Points)</b></p> <p>5. Client reference information provided including, but not limited to: names, address, phone number, email address.  <b>(5 Points)</b></p>	<p><b>50</b></p>		



<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> <li>3. Professional Accreditation, including licensing info of each team member. <b>(10 Points)</b></li> <li>4. Relevant project experience, expertise, competence, number of years of experience of each team member. <b>(10 Points)</b></li> </ol>	<p style="text-align: center;"><b>50</b></p>		
<p><b>R5</b></p>	<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> <ol style="list-style-type: none"> <li>1. Clearly identify the Functional and Technical Requirements, demonstrating a clear understanding of the current project requirement. <b>(55 Points)</b></li> <li>2. Clearly identify the significant issues, challenges and constraints related to the current project requirement. <b>(40 Points)</b></li> <li>3. Review the Project Schedule, as presented in Annex "A" – Statement of Work, and clearly</li> </ol>	<p style="text-align: center;"><b>120</b></p>		



	<p>identify and assess risk management elements that may affect the current project requirement. <b>(25 Points)</b></p>			
<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> <ol style="list-style-type: none"> <li>1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the obligations of this current project requirement. <b>(40 Points)</b></li> <li>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></li> <li>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></li> <li>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></li> </ol>	<b>130</b>		
<b>R7</b>	<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> <ol style="list-style-type: none"> <li>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></li> <li>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.</li> </ol>	<b>165</b>		



	<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>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>			
<b>R8</b>	<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>	<b>60</b>		
<b>Pass Mark:</b>  <b>435</b>		<b>Max Score:</b>  <b>725</b>	<b>Total Score:</b>  _____	

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME