



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Parks Canada Agency
National Contracting Services
3, Passage du Chien-d'Or
Québec (Québec)
G1R 3Z8

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Tender To: Parks Canada Agency

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 therefore.

Soumission aux: l'Agence Parcs 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 at aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Parks Canada Agency
3, Passage du Chien-d'Or
Québec (Québec)
G1R 3Z8

Title-Sujet Architectural and Engineering Consulting Services for Rehabilitation - Louis-Joseph-Papineau National Historic Site		
Solicitation No. - No. de l'invitation 5P201-17-5175/A		Date: February 9, 2018
GETS Reference No. - No de reference de SEAG		Client Ref. No. - No. de réf du client. 1809
Solicitation Closes:		
at - á 02:00 PM	on - le March 20, 2018	Time Zone - Fuseau horaire Eastern Day Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Sylvie Lagacé - sylvie.lagace@pc.gc.ca		
Telephone No. - No de téléphone (418) 648-5006		Fax No. - No de FAX: (418) 649-6971
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein - Voir aux présentes		

TO BE COMPLETED BY THE BIDDER (type or print)
À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou écrire en caractères d'imprimerie)

Vendor/Firm Name - Nom du fournisseur/de l'entrepreneur	
Address - Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Title - Titre	
Telephone No. - N° de téléphone: _____	
Facsimile No. - N° de télécopieur: _____	
Email - Courriel: _____	
Signature	Date

TABLE OF CONTENTS

REQUEST FOR PROPOSAL (RFP) TABLE OF CONTAINS

The following is intended to clarify the general structure of the whole document.

Front Page

A. Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Proposal Documents
- SI3 Optional Site Visit
- SI4 Questions or request for clarifications
- SI5 Canada's Trade Agreements
- SI6 Certifications
- SI7 Basis of Canada's Ownership of Intellectual Property
- SI8 Parks Canada Agency
- SI9 Web Sites

B. Terms, Conditions and Clauses

1. Agreement
2. Supplementary Conditions (SC)
 - SC1 Health and Safety
3. Agreement Particulars

Appendices

- Appendix A Team Identification and licences Form
- Appendix B Declaration/Certifications Forms
- Appendix C Price Proposal Form – Fixes Fees
- Appendix D Submission Requirements and Evaluation (SRE)
- Appendix E Proponent's presentation Form
- Appendix F Experience of the team experts
- Appendix G Achievements of the team expert
- Appendix H Understanding of the project
- Appendix I Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- Appendix J General Procedures & Standards
- Appendix K Doing Business

Attachments

Project Description/ Terms of Reference and related Appendices

A. SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

DIRECT DEPOSIT

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact [Name] at [email address] in order to obtain a Direct Deposit enrolment form. Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

SI1 INTRODUCTION

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

SI2 PROPOSAL DOCUMENTS

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2017-08-17), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;
Submission Requirements and Evaluation (SRE);

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

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

SI3 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 **February 23, 2018 at 10:00 am (EDT)**.

Location: in front of 440 Bonsecours Street, Montreal, Quebec, H2Y 3C4.

Important Notice: Please wait outside the building; Parks Canada representative will come to meet you. We ask you not to announce your arrival inside.

Bidders are requested to communicate with the Contracting Authority one (1) open day before 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.

SI4 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority, named below, as early as possible. Enquiries should be received no later than five (5) working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

SI6 CERTIFICATIONS

1. Integrity Provisions - Associated Information

By submitting a proposal, the Proponent certifies that the Proponent and its Affiliates are in compliance with the provisions as stated in Section GI1 Integrity Provisions - Proposal of R1410T (2017-08-17) General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

SI7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY

Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

SI8 PARKS CANADA AGENCY

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada (PWGSC) shall be deleted and replaced with Parks Canada Agency (PCA).

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

SI9 WEBSITES

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

Employment Equity Act

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

Federal Contractors Program (FCP)

http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml

Certificate of Commitment to Implement Employment Equity form LAB 1168

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

Code of Conduct for Procurement

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

Consent to a Criminal Record Verification (PWGSC-TPSGC 229 form)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Lobbying Act

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

Contracts Canada

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

B. TERMS, CONDITIONS AND CLAUSES

1. AGREEMENT

- 1.1 The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
- (a) the Front Page and this « Agreement » clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2017-08-17), GC1 – General Provisions;
 - R1215D (2016-01-28), GC2 – Administration of the Contract;
 - R1220D (2015-02-25), GC3 – Consultant Services;
 - R1225D (2015-04-01), GC4 – Intellectual Property;
 - R1230D (2016-01-28), GC5 – Terms of Payment;
 - R1235D (2011-05-16), GC6 – Changes;
 - R1240D (2011-05-16), GC7 – Taking the Services Out of the Consultant’s Hands, Suspension or Termination;
 - R1245D (2016-01-28), GC8 – Dispute Resolution;
 - R1250D (2017-11-28) R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance and;
 - Supplementary Conditions
 - Agreement Particulars
 - (c) Project Description/ Terms of Reference;
 - (d) the document entitled “General Procedures and Standards”;
 - (e) the document entitled “Doing Business”;
 - (f) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement; and
 - (g) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
- 1.2 The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada Shall be deleted and replaced with the Parks Canada Agency.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

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

- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
- (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (c) this « Agreement » clause;
- (d) supplementary Conditions;
- (e) General Terms, Conditions and Clauses;
- (f) agreement Particulars;
- (g) project Description/ Terms of Reference;
- (h) the document entitled “Doing Business”;
- (i) the proposal.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of award and to be completed no later than March 31, 2020.

1.5 Authorities

1.5.1 Contracting Authority

The Contracting Authority for this Contract is:

Sylvie Lagacé

Advisor, Procurement and Contracting
Procurement and Contracting Branch
Chief Financial Officer Directorate
Address: 3, passage du Chien-d’Or, Quebec, QC, G1R 3Z8

Telephone: 418-648-5006

Email: sylvie.lagace@pc.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.

1.5.2 Departmental Representative

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The Departmental Representative is: *(to be inserted at contract award)*

The Departmental Representative, of his/her designate, 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 Work under the Contract. Technical matters may be discussed with the Departmental Representative; however the Departmental Representative 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.

2. SUPPLEMENTARY CONDITIONS

There are no supplementary conditions which apply to the Agreement.

SC1 SECURITY REQUIREMENT

Health and Safety: For work in the Province of Quebec.

2.1 Health and Safety

2.1.1 While working on federal lands, the consultant and his employees/subcontractors shall perform the work in accordance to the rules and regulations laid out in the Canada Occupational Safety and Health Regulations.

2.1.2 In conjunction with the federal regulations, the consultant and his employees/subcontractors shall also comply with the provincial construction health and safety acts and regulations where applicable.

2.2 Workers Compensation

2.2.1 The recommended offeror shall provide the following documents to the Contracting Authority on request:

a) health and safety card on construction sites is issued by ASP Construction for all personnel who will work or have to work on the site;

(b) a letter from the Workers' Compensation Board confirming that the Offeror is in good standing and listing the officers, key personnel, owners or affected partners who will be working or expected to work on the site;

(c) a prevention program at the construction site, where it is expected that the activities will simultaneously occupy at least ten workers. The expert is responsible for designing and implementing said prevention program;

(d) a written report of any event that causes the death of one or more workers or causes them injury or material damage.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

2.2.2 The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next responsive Proponent.

3 AGREEMENT PARTICULARS

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

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

APPENDIX A – TEAM IDENTIFICATION AND LICENCES FORM

For details on this form, refer to SRE, Request for Proposal 3.1.1. and 3.1.2.

1- Identification of the firm of the Senior Consultant (Proponent - Architect):

1. Name	
2. Adress	
3. Mailing Adresse (if different)	
4. Phone	
5. Facsimile	
6. Email	

2- Licenses, certificates or authorizations

Key members and Provincial Professional Certification and / or Professional Certification with Provincial Professional Certification Number and / or Professional Certification:

	Key members	PROFESSIONAL CERTIFICATION
1	Proponent (Senior Consultant): Senior Architect Project Leader	
	<i>NAME</i>	<i>NUMBER</i>
2	Consultant / Key Specialist: Project Manager - Architect, Conservation Specialist	
	<i>NAME</i>	<i>NUMBER</i>
3	Consultant / Key Specialist: Structural Engineer	
	<i>NAME</i>	<i>NUMBER</i>
4	Consultant / Key Specialist: Mechanical Engineering	
	<i>NAME</i>	<i>NUMBER</i>
5	Key Consultant / Specialist: Electrical Engineering	
	<i>NAME</i>	<i>NUMBER</i>
6	Consultant / Key Specialist: Construction Site Supervisor	
	<i>NAME</i>	<i>NUMBER</i>

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

APPENDIX B Declaration/Certifications Forms

1. Proponent Information

NAME OF PROPONENT:	
Street Address:	Mailing Address (if different than street address)
City:	City:
Prov./Terr./State:	Prov./Terr./State:
Postal/ZIP Code:	Postal/ZIP Code:
Phone #: ()	Fax#: ()
E-Mail:	
Procurement Business Number:	

Type of Organization

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

Size of Organization

Number of Employees: _____

Registered Architects/ Graduate Architects: _____

Other Professionals: _____

Technical Support: _____

Other: _____

2. Former Public Servant (FPS) - Certification

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

2.1 Definitions

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

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

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

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

2.2 Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

2.3 Work Force Adjustment Directive

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

If so, the Proponent must provide the following information:

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

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

3. Declaration

Name of Proponent:

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

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

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

During proposal evaluation period, Parks Canada contact will be with the following person:

Name: _____

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

E-mail: _____

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

APPENDIX C - PRIZE PROPOSAL FORM

PRICE FOR FIXED FEES FOR REQUIRED SERVICES

Form to be completed by the tenderer. No changes to the form can be made

The following will be an integral part of the evaluation process

GUIDELINES

- .1 Please fill out the price proposal form (APPENDIX C) and submit them in a separate, sealed envelope on which you will have typed the name of the proponent, the Project Title, and the words «PRICE PROPOSAL FORM ».
- .2 Pricing proposals must not include applicable taxes, and will be evaluated in Canadian dollars.
- .3 Proponents must not modify or add to the information on the form.
- .4 Les proposants doivent OBLIGATOIREMENT offrir des prix forfaitaires pour la période visée par la demande de proposition et pour tous les articles indiqués. Proponents must IMPERATIVELY offer lump sum prices for the period covered by the Request for Proposal and for all items listed. This section (APPENDIX C), when completed, will be considered as the Bidder's Financial Offer.
- .5 If an error occurs in the calculated price of the Bidder's offer, the calculated price will be corrected in the evaluation. In the event that a miscalculation occurs by posting the totals, the Parks Canada Agency (the Agency) will adjust totals to ensure fairness between bids.
- .6 The stated flat prices must remain firm for the duration of the contract. GST or HST, if applicable, must not be included. It must appear separately on any invoice that will be presented.
- .7 No additional payments will be made for overtime.
- .8 Prize proposals must include all fees and disbursements required to complete the work as described in the project description. This includes without limiting:
 - a) cost of reproduction and delivery of drawings, CADD files, specifications and other technical documents specified in the Project description;
 - b) common office expenses such as photocopying, computer equipment, Internet service, cell phone charges, long distance and fax calls including charges incurred between the consultant's main office and the sub-offices or between the consultant's office and other team members.
 - c) administrative costs for the operation of the office such as insurance, licences, administrative assistant, controller, accountants, incurred by both the main office of the consultant and the sub-offices and / or the offices of other members of the team.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

- d) shipping and courier delivery charges for deliverables specified in the Project description;
- e) tracing;
- f) presentation materials;
- g) parking fees
- h) rental fee for means of transport (vehicles)
- i) taxi charges;
- j) travelling expenses ;
- k) travel time
- l) meal
- m) bottled water
- n) housing expenses
- o) travel expenses; and
- p) local project office.

.9 All other travel and living expenses specified in the Project Description must be authorized in advance by the Project Authority and be in accordance with the applicable government amounts, rules and regulations; they may be subject to audit by the Government and subject to the payment terms described herein.

PROPOSALS MUST NOT MODIFY THIS FORM

Title of project: Rehabilitation of Louis-Joseph Papineau National Historic Site

Name of applicant:

REQUIRED SERVICES

Fixed Fees (R1230D (2016-01-28), GC 5 - Method of Payment - Architectural and / or architectural services engineering).

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

FIXED SERVICES

FIXED FEES

SR1 to SR6 including disbursements:

A- ARCHITECTURE

1. ANALYSIS STAGE

a) Evaluation and review of all documentation including analysis of the site and condition of the building	LUMP SUM	\$ _____
b) Analysis of the site and the condition of the building with elevating device (including the rental of the elevating device and the license of occupation of the sidewalk and parking spaces with the City of Montreal if required)	LUMP SUM	\$ _____
c) Evaluation of the condition of the building and preparation of a complementary report to the existing reports if new observations are added.	LUMP SUM	\$ _____
d) Plans and specifications for defining openings for inspection and requirements to be met by the contractor	ALLOCATION	\$ 3 500.00
e) 3D laser reading from inside and outside. Including the rental of the lift and / or drone, the license of occupation of the sidewalk and parking spaces with the City of Montreal and the flight permit for the drone.	LUMP SUM	\$ _____
f) Presentation report of heritage conservation options and proposals for work options	LUMP SUM	\$ _____
g) Pre-Design Report and Management Options	LUMP SUM	\$ _____
h) NBC Compliance Study	LUMP SUM	\$ _____
i) Summary functional and technical program	LUMP SUM	\$ _____
SUBTOTAL ANALYSIS STAGE		\$ _____

2. DEVELOPMENT STAGE OF THE CONCEPT	LUMP SUM	\$ _____
SUBTOTAL STEP CONCEPT		\$ _____

3. STAGE OF CONSTRUCTION DOCUMENT DEVELOPMENT

a) Plans and specifications bilingual 50%	LOT 1	LUMP SUM	\$ _____
	LOT 2	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
b) Plans and specifications bilingual 90%	LOT 1	LUMP SUM	\$ _____
	LOT 2	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

c) Bilingual plans and specifications for submission

LOT 1	LUMP SUM	\$ _____
LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____
SUBTOTAL STEP BUILDING DOCUMENTS		\$ _____

4. STAGE CALL FOR OFFERS

a) Attend Bidders Information Meeting

LOT 1	LUMP SUM	\$ _____
LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____

b) Answer bidders' questions and addenda

LOT 1	LUMP SUM	\$ _____
LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____

c) Analyze submissions and submit recommendations

LOT 1	LUMP SUM	\$ _____
LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____

d) Issue of bilingual plans and specifications for construction.

LOT 1	LUMP SUM	\$ _____
LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____

SUBTOTAL STAGE CALL FOR OFFERS

\$ _____

4. STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT

a) General Administration of the Construction Contract

LOT 1	LUMP SUM	\$ _____
LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

b) Supervisory Services in residence			
Full-time, five days out of five for 35 weeks of construction site	LUMP SUM	\$	_____
Full-time, three days out of five for 23 weeks of construction site	LUMP SUM	\$	_____
Full time, one day in five for 6 weeks of construction site	LUMP SUM	\$	_____
SUBTOTAL STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT		\$	_____

SUB-TOTAL ARCHITECTURAL SERVICES \$ _____

B- STRUCTURE

1. ANALYSIS STAGE

a) Evaluation and review of all documentation including analysis of the site and condition of the building	LUMP SUM	\$	_____
b) Analysis of the site and the condition of the elevator building (applicable only to architectural services , the site analysis must be integrated into the assessment of the condition of the building)	N / A	\$ 0.00	
c) Evaluation of the condition of the building and preparation of a complementary report to the existing reports if new observations are added.	LUMP SUM	\$	_____
d) Plans and specifications for defining openings for inspection and requirements to be met by the contractor	ALLOCATION	\$ 2 500.00	
e) 3D laser survey (included in architectural services)	N / A	\$ 0.00	
f) Presentation report of heritage conservation options and proposals for work options	LUMP SUM	\$	_____
g) Pre-Design Report and Management Options	LUMP SUM	\$	_____
h) NBC Compliance Study (included in architectural services)	N / A	\$ 0.00	
i) Summary functional and technical program (included in architectural services)	N / A	\$ 0.00	
SUBTOTAL ANALYSIS STAGE		\$	_____

2. DEVELOPMENT STAGE OF THE CONCEPT **LUMP SUM** \$ _____
SUBTOTAL STEP CONCEPT \$ _____

3. STAGE OF CONSTRUCTION DOCUMENT DEVELOPMENT

a) Plans and specifications bilingual 50%			
	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

b) Plans and specifications bilingual 90%	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
c) Bilingual plans and specifications for submission	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
SUB-TOTAL STEP BUILDING DOCUMENTS			\$ _____

4. STEP OF TENDER

a) Attend Bidders Information Meeting	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
b) Answer bidders' questions and addenda	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
c) Analyze submissions and submit recommendations	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
d) Issue of bilingual plans and specifications for construction.	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
SUBTOTAL STAGE OF TENDER			SUBTOTAL \$ _____

5. STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT

	LOT 1	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
SUBTOTAL STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT			\$ _____
SUB-TOTAL STRUCTURAL SERVICES			\$ _____

C- MECHANICAL ENGINEERING

1. ANALYSIS STAGE

a) Evaluation and review of all documentation including analysis of the site and condition of the building	LUMP SUM	\$ _____
a) Analysis of the site and the condition of the elevator building (applicable only to architectural services , the site analysis must be integrated into the assessment of the condition of the building)	N / A	\$ 0.00
b) Evaluation of the condition of the building and preparation of a complementary report to the existing reports if new observations are added.	LUMP SUM	\$ _____

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

c) Plans and specifications for defining openings for inspection and requirements to be met by the contractor		ALLOCATION	\$ 1 000,00 \$
d) 3D laser survey (included in architectural services)		N / A	\$ 0.00
e) Presentation report of heritage conservation options		N / A	\$ 0.00
f) Pre-Design Report and Management Options and Proposed Work Options		LUMP SUM	\$ _____
g) NBC Compliance Study (included in architectural services)		N / A	\$ 0.00
h) Summary functional and technical program		LUMP SUM	\$ _____
SUBTOTAL ANALYSIS STAGE			\$ _____
2. DEVELOPMENT STAGE OF THE CONCEPT		LUMP SUM	\$ _____
SUBTOTAL DEVELOPMENT STAGE OF THE CONCEPT			\$ _____
3. STAGE OF CONSTRUCTION DOCUMENT DEVELOPMENT			
a) Plans and specifications bilingual 50%	LOT 2	LUMP SUM	\$ _____
b) Plans and specifications bilingual 90%	LOT 2	LUMP SUM	\$ _____
c) Bilingual plans and specifications for submission	LOT 2	LUMP SUM	\$ _____
SUBTOTAL STEP OF CONSTRUCTION DOCUMENTS			\$ _____
4. STEP OF TENDER		SUBTOTAL	\$ _____
a) Attend Bidders Information Meeting	LOT 2	LUMP SUM	\$ _____
b) Answer bidders' questions and addenda	LOT 2	LUMP SUM	\$ _____
c) Analyze submissions and submit recommendations	LOT 2	LUMP SUM	\$ _____
d) Issue of bilingual plans and specifications for construction.	LOT 2	LUMP SUM	\$ _____
SUBTOTAL STAGE OF TENDER			\$ _____
5. STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT		LUMP SUM	\$ _____
SUBTOTAL STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT			\$ _____
SUB-TOTAL SERVICES IN MECHANICAL ENGINEERING			\$ _____

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

D- ELECTRICAL ENGINEERING

1. ANALYSIS STAGE

a) Evaluation and review of all documentation including analysis of the site and condition of the building	LUMP SUM	\$ _____
b) Analysis of the site and the condition of the elevator building (applicable only to architectural services , the site analysis must be integrated into the assessment of the condition of the building)	N / A	\$ 0.00
c) Evaluation of the condition of the building and preparation of a complementary report to the existing reports if new observations are added.	LUMP SUM	\$ _____
d) Plans and specifications for defining openings for inspection and requirements to be met by the contractor	ALLOCATION	\$ 1 00,00 \$
e) 3D laser survey (included in architectural services)	N / A	\$ 0.00
f) Presentation report of heritage conservation options	N / A	\$ 0.00
g) Pre-Design Report and Management Options and Proposed Work Options	LUMP SUM	\$ _____
h) NBC Compliance Study (included in architectural services)	N / A	\$ 0.00
i) Summary functional and technical program	LUMP SUM	\$ _____
SUBTOTAL STEP ANALYSIS		\$ _____

2. DEVELOPMENT STAGE OF THE CONCEPT

LOT 2	LUMP SUM	\$ _____
LOT 3	LUMP SUM	\$ _____
SUB-TOTAL DEVELOPMENT OF CONCEPT		\$ _____

3. STAGE OF CONSTRUCTION DOCUMENT DEVELOPMENT

a) Plans and specifications bilingual 50%		\$ _____
	LOT 2	LUMP SUM
	LOT 3	LUMP SUM
		\$ _____
b) Plans and specifications bilingual 90%		\$ _____
	LOT 2	LUMP SUM
	LOT 3	LUMP SUM
		\$ _____
c) Bilingual plans and specifications for submission		\$ _____
	LOT 2	LUMP SUM
	LOT 3	LUMP SUM
		\$ _____
SUB-TOTAL BUILDING DOCUMENTS		\$ _____

4. STEP OF TENDER

a) Attend Bidders Information Meeting		
	LOT 2	LUMP SUM
	LOT 3	LUMP SUM
		\$ _____
		\$ _____

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

b) Answer bidders' questions and addenda	LOT 2	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
c) Analyze submissions and submit recommendations	LOT 2	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
d) Issue of bilingual plans and specifications for construction.	LOT 2	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
SUBTOTAL TENDER STAGE			\$ _____

5. STAGE OF ADMINISTRATION OF THE CONSTRUCTION CONTRACT

	LOT 2	LUMP SUM	\$ _____
	LOT 3	LUMP SUM	\$ _____
SUB-TOTAL STAGE OF ADMINISTRATION OF CONSTRUCTION CONTRACT			\$ _____

SUBTOTAL SERVICES IN ELECTRICAL ENGINEERING \$ _____

A- SUB-TOTAL ARCHITECTURAL SERVICES	\$ _____
B- SUB-TOTAL STRUCTURAL SERVICES	\$ _____
C- SUBTOTAL SERVICES MECHANICAL G E NIE	\$ _____
D- SUBTOTAL SERVICES ENGINEERING A T E CTRIQUE	\$ _____

<p>TOTAL COST OF SERVICES FOR EVALUATION OF PROPOSALS (A + B + C + D)</p> <p><i>Before applicable taxes</i></p>	\$ _____
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END OF PRICE PROPOSAL FORM FOR FIXED FEES FOR REQUIRED SERVICES

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

APPENDIX E - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SRE 1	GENERAL INFORMATION	26
1.1	REFERENCE TO THE SELECTION PROCEDURE.....	26
1.2	CALCULATION OF TOTAL SCORE.....	26
SRE 2	PROPOSAL REQUIREMENTS	26
2.1	REQUIREMENT FOR PROPOSAL FORMAT.....	26
2.2	SPECIFIC REQUIREMENTS FOR PROPOSAL FORMAT.....	26
SRE 3	SUBMISSION REQUIREMENTS AND EVALUATION	27
3.1	MANDATORY REQUIREMENTS	27
3.1.1	<i>Proponent Team Identification – APPENDIX « A »</i>	27
3.1.2	<i>Licenses, Declaration/Certifications Form – APPENDIX« A »</i>	28
3.1.3	<i>Integrity Provisions – Required documentation – APPENDIX « B »</i>	28
3.1.4	<i>Code of Conduct Certifications.</i>	28
3.2	RATED REQUIREMENTS	29
3.2.1	<i>Proponent presentation (10 points) - APPENDIX " E "</i>	29
3.2.2	<i>Experience of mandatory members (40 points) _ APPENDIX F</i>	29
3.2.3	<i>Achievements of the team of experts - advice (45 points) _ APPENDIX G</i>	33
3.2.4	<i>Understanding of the project (5 points) _ APPENDIX "H"</i>	34
3.3	EVALUATION AND RATING	35
SRE 4	PRICE OF SERVICES – FIXED FEES	37
SRE 5	TOTAL SCORE	37
SRE 6	SUBMISSION REQUIREMENTS - CHECKLIST	38

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

SRE 1 GENERAL INFORMATION

1.1 REFERENCE TO THE SELECTION PROCEDURE

An 'Overview of the selection procedure' can be found in R1410T General Instructions to Proponents (GI3) from the Buyandsell.gc.ca website of Public Works and Government Services Canada.

1.2 CALCULATION OF TOTAL SCORE

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

Technical Rating x 70%	=	Technical Score (Points)
Price Rating x 30%	=	Price Score (Points)
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 REQUIREMENT FOR PROPOSAL FORMAT

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

1. Submit one (1) bound original plus three (3) bound copies of the proposal;
2. Paper size should be - 216mm x 279mm (8.5" x 11");
3. Minimum font size - 10 point Times or equal;;
4. Minimum margins - 20 mm left, right, top, and bottom
5. Double-sided submissions are preferred;
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432 mm (11" x 17") fold-out sheets, organization charts etc. will be counted as two pages;

The content of the proposals must be presented in the same order and layout as the one established in the SRE section of the Request for Proposal. The contents to be edited MUST also respect the maximum number of words and respect the format.

8. All pages must be numbered;
9. The proposal must be submitted using the forms in APPENDICES A, B, C, E, F, G, H and I. No changes can be made to the forms. No additional pages will be accepted. Any other pages and attachments that do not comply with the forms will be removed from the proposal and will not be forwarded to the Evaluation Committee for evaluation.

2.2 SPECIFIC REQUIREMENTS FOR PROPOSAL FORMAT

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is fifty-five (55) pages.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following are not part of the maximum number of pages mentioned above:

- (a) Covering letter;
- (b) Consultant Team Identification (Appendix A);
- (c) Declaration/Certifications Form (Appendix B);
- (d) Integrity Provisions – Required Documentation;
- (e) Front page of the RFP;
- (f) Front page of revision(s) to the RFP;
- (g) Price Proposal Form – Fixed fees (Appendix C).

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

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

The list of forms and documents provided below is intended to assist the Proponent in establishing a complete proposal file. It is the Proponent's responsibility to meet all the proposal submission requirements. Please follow the detailed instructions in GI Article 16 "Submission of Proposals" of clause R1410T General Instructions to Proponents.

Proposals that do not meet the mandatory requirements will be declared non-responsive and will not be evaluated further.

3.1.1 Proponent Team Identification – APPENDIX « A »

.1 The project Proponent (project leader for the consulting team) shall be a licensed corporation or joint venture of architects, certified or otherwise authorized to provide the required professional services prescribed by law in the province of Quebec.

.2 The Proponent must provide, at Appendix A, the following information:

- a) The name of the firm or joint venture;
- b) The address of the firm or joint venture;
- c) The mailing address of the firm or joint venture;
- d) The main telephone number of the firm or joint venture;
- e) The facsimile number of the firm or joint venture;
- f) The email of the firm or joint venture.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

3.1.2 Licenses, Declaration/Certifications Form – APPENDIX « A »

- .1 Each design specialist whose professional certification stamp must be affixed to the tender and construction documents must hold a license from the province of Quebec.
- .2 The proponent shall identify in APPENDIX A the members of the consulting team in table format, as presented in APPENDIX A. The table shall include all team members identified in APPENDIX A, point 3.2.2 with their professional license number and accreditation.

Example

KEY PERSONEL	PROFESSIONAL CERTIFICATION
Proponent (Senior Consultant): Senior Architect Project Leader	
LAST NAME FIRST NAME	OAQ-XXXX
Consultant / Key Specialist: Project Manager - Architect, Conservation Specialist	
LAST NAME FIRST NAME	OAQ-XXXX
Consultant / Key Specialist: Structural Engineer	
LAST NAME FIRST NAME	OIQ-XXXX
Consultant / Key Specialist: Mechanical Engineering Engineer	
LAST NAME FIRST NAME	OIQ-XXXX
Key Consultant / Specialist: Electrical Engineering	
LAST NAME FIRST NAME	OIQ-XXXX
Consultant / Key Specialist: Construction Site Supervisor	
LAST NAME FIRST NAME	OAQ-XXXX

3.1.3 Integrity Provisions – Required documentation – APPENDIX « B »

The Proponent must complete, sign and submit:

Proponents must complete, sign and submit the following:

- Annex B, Declaration/Certifications Form as required.

3.1.4 Code of Conduct Certifications - Consent to a criminal record verification

Proponents must submit with their bid or promptly thereafter:

- (a) a complete list of names of all individuals who are currently directors of the Proponent;

3.2 RATED REQUIREMENTS

Proposals that meet the mandatory requirements will be evaluated in accordance with the criteria outlined below. The clarity of the wording of the proposal will be taken into account in the evaluation (quality of the language, structure of the document, conciseness and completeness of the answer).

The listed requirements must be provided in Appendices F, G and H. The applicant must provide a well-detailed proposal describing clearly and in a concise manner all information requested within this section for evaluation

3.2.1 Proponent presentation (10 points) - APPENDIX « E »

1. Presentation of the firm. The applicant must, in APPENDIX E, provide a text of maximum 500 words to identify :
 - a) the firm (the prime consultant), the reason of the relationship and / or partnership with other consultants, and how the team will be organized to fit the existing structure of the respective firms;
 - b) the expertise of the firm and its partners, the important peculiarities that allow it to stand out for the fulfillment of the mandate;
 - c) the ability of the firm and its partners to provide the services required, the way it intends to provide the services required, respect the objectives and overcome the constraints and challenges;
 - d) The ability of the firm and its partners to ensure continuous and consistent control and the efficiency of production and communications.
2. Organizational charts. The applicant must provide, in APPENDIX E, an organizational chart to identify :
 - a) the whole organizational structure proposed;
 - b) the team members;
 - c) the relationship and the associations between them.
3. **The applicant must also use the chart to identify the team members other than consultants / key specialties (identified in sections 3.2.2 Experience and achievements of the team of experts - advice) that it considers needed to complete the Consultant team.**

3.2.2 Experience of mandatory members (40 points) _ APPENDIX « F »

1. The mandatory members of the Consultant Team are professionals required for the project and whose experience criteria, for each member, are the following:

a) Proponent (Senior Consultant) : Senior Architect Project Leader

Architect member of the Ordre des architectes du Quebec, with over ten (10) years of experience completed in full-time project management services covering all aspects of project management needed to ensure the coordination and the complete supervision of a project.

b) Consultant / Key Specialist : Project Manager - Architect, Conservation Specialist

Architect member of the Ordre des architects du Quebec, with at least seven (7) years of full-time experience in conservation of historic masonry buildings. In APPENDIX C, the Project Manager must demonstrate having completed the following projects :

- i. **PROJECT 1:** One (1) project on a heritage building with a value equal or greater than \$ 2.5M in construction budget that involved analysis, restoration of a traditional masonry wall (unarmed) and also the supervision of construction works.
- ii. **PROJECT 2:** One (1) project on a heritage building that involved analysis and restoration of traditional masonry walls (unarmed) and also the supervision of construction works.
- iii. **PROJECT 3:** One (1) project on a heritage building that has involved a change of use.

The buildings chosen for these projects must be located in Canada. The work must have been completed in the last twenty (20) years. At least one of the buildings presented by these projects must be recognized for its heritage status or benefit from a form of heritage protection (federal, provincial or municipal). At least one of the buildings presented by these projects must have brick masonry walls. At least one of the buildings presented by these projects must have stone masonry walls. At least one of the three projects must involve a change of use. In the case where PROJECT 1 and / or PROJECT 2 involve a change of use, the Proponent may choose not to submit project 3, in this case the requirements of PROJECT 3 are in addition to the requirements of PROJECT 1 and / or PROJECT 2. In the case where the Proponent chooses not to submit PROJECT 3, the Proponent must identify in the title of PROJECT 1 and / or PROJECT 2 a note regarding "PROJECT 3". In addition, in the form of PROJECT 3 the Proponent must identify in the title "PROJECT 1" and / or "PROJECT 2" and not complete the PROJECT 3 form but submit it.

3. Consultant / Key Specialist : Structural Engineer, expert in the conservation of masonry structures

Structural engineer member of the Ordre des ingénieurs du Quebec with at least seven (7) years completed with full - time experience in the conservation of historic masonry buildings, including significant experience with unarmed masonry. The Consultant shall demonstrate in Appendix G that they have completed the following projects :

- a) **PROJECT 4** One (1) project on a heritage building that involved the analysis and restoration of traditional masonry (stone wall unarmed) and also the supervision of construction work.
- b) **PROJECT 5** One (1) project on a heritage building that involved the analysis and restoration of traditional masonry (brick wall unarmed) and also the supervision of construction work.

The buildings chosen for these projects must be located in Canada. The work must have been completed in the last twenty (20) years. At least one of the buildings presented in these projects must be recognized for its heritage status or benefit from a form of heritage protection (federal, provincial or municipal).

4. **Consultant / Key Specialist : Mechanical Engineer**

Mechanical engineer member of the Ordre des ingénieurs du Québec with at least seven (7) years of full - time practical experience. The Consultant shall demonstrate in Appendix G that they have completed the following projects :

- a) **PROJECT 6** : One (1) project on a heritage building involving the installation of a new mechanical system or the modification of an existing mechanical system.

The building subject to the work within this project must be located in Canada. The work must have been completed in the last ten (10) years. The building presented must be recognized for its heritage status or benefit from a form of heritage protection (federal, provincial or municipal).

5. **Consultant / Key Specialist : Electrical Engineer**

Electrical Engineer member of the Ordre des ingénieurs du Québec with at least seven (7) years of full - time practical experience. The Consultant shall demonstrate in Appendix G that they have completed the following projects :

- a) **PROJECT 7** : One (1) project on a heritage building involving the implementation of a new electrical system.

The building subject to the work within this project must be located in Canada. The work must have been completed during the last ten (10) years. The building presented must be recognized for its heritage status or benefit from a form of heritage protection (federal, provincial or municipal).

6. **Consultant / Key Specialist : Construction Site Supervisor**

Architect, architectural graduate or architectural technologist with a minimum of five (5) years experience in the field of construction, including experience with heritage conservation projects. The Consultant must have the necessary training and accreditations to monitor the work required in this mandate.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

- a) **PROJECT 8:** One (1) project on a heritage building that involved the analysis and restoration of traditional masonry (stone wall unarmed) and the supervision of construction work.
- b) **PROJECT 9:** One (1) project on a heritage building that involved the analysis and restoration of traditional masonry (brick wall unarmed) and the supervision of construction work.

The buildings subject to work within these projects must be located in Canada. The work must have been completed within the last twenty (20) years. At least one of the buildings presented in these projects must be recognized for its heritage status or benefit from a form of heritage protection (federal, provincial or municipal).

The role of the Architect Senior Project Leader, Project Manager Architect and Construction Site Supervisor can be endorsed by one, two or three distinct persons, chosen by the Proponent. In the case where a nominated person has more than one role, that person must meet all the criteria of the roles that he or she endorses.

2. CURRICULUM VITAE

The Proponent must provide a *curriculum vitae* for all mandatory members previously identified within this section. The curriculum vitae must include the following information for each member:

- a) Identification :
 - i. Name ;
 - ii. Type of licence and years of registration;
 - iii. Name of the firm;
 - iv. Years of experience;
 - v. Years of experience within the firm.
- b) Training. In APPENDIX F, The Proponent must complete the chart to provide the following information:
 - i. One or two of the most relevant diplomas obtained by the consultant / key specialist to stand out and / or fulfill the mandate;
 - ii. Name of diploma and specialty;
 - iii. Year of graduation;
 - iv. University.
- c) Presentation of the professional. The applicant must, in APPENDIX F, provide a text up to 200 words to introduce in general :
 - i. the expertise of the consulting expert / key specialist , the important peculiarities that make the consultant stand out in the fulfillment of the mandate;

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

- ii. the ability of the consultant / key specialist to provide the services required, the way in which they intend to provide the required services, meet the objectives and overcome the constraints and challenges;
 - iii. How the professional experience allows the consultant to stand out in the fulfillment of the mandate.
- d) Achievements - Professional experience. The Proponent must provide a list of projects to demonstrate how their professional experience allows the Proponent to stand out in the achievement of the mandate through their years of experience and projects completed. The Proponent must present the most comparable projects to the project that is the subject of the call for tenders in order to demonstrate their expertise. PROJECTS 1-9, submitted under item 3.2.2 (APPENDIX F), should be included in the table. The Proponent should provide in APPENDIX C, according to the table and in summary form the following information:
- i. Year : the year must correspond with the year of completion. Projects must be selected to demonstrate the years of professional experience in the field.
 - ii. Project title : Where applicable, the proponent should indicate in the title of the project if it is part of PROJECTS 1-9 submitted under item 3.2.2 (APPENDIX F);
 - iii. Use : main use according to NBC2015 classifications;«
 - iv. Budget construction : without taxes
 - v. Heritage status if applicable : Identify if the building is recognized for its heritage status or if it benefits from some form of heritage protection (federal, provincial or municipal). Identify status or protection.

3.2.3 Achievements of the team of experts - advice (45 points) _ APPENDIX « G »

The proponent shall describe the achievements identified for each consultant as in 3.1.2 "Identify team members to consultants ".

The proponent must provide in Appendix G the following information for each project:

1. Project title;
2. Year of completion ;
3. Name of the firm that carried out the project;
4. Use;
5. Initial construction budget;
6. Final construction budget;
7. Heritage Status (if applicable): Identify the heritage status or heritage protection (federal, provincial or municipal);
8. Client references: name, address, telephone number of clients whose names are given as reference to the execution of the work - references may be subject to verification;
9. Project description. The Proponent will have to insert in the space provided a text of maximum 500 words in which they will explain:
 - a) Characteristics of the building that make it a heritage building;
 - b) How the project is similar / relevant to the project subject to this RFP;

- c) The intent and a brief description of the project; the approach and philosophy used to respect the spirit of the project, respond to challenges and find solutions as project progressed;
 - d) Control and management of the budget - i.e. the contract price and the final construction costs - and explain the differences;
 - e) Control and management of the project schedule - i.e. initial schedule and revised schedule - and explain the differences.
10. Photos. The proponent must insert in the required space four (4) photos of the project : one (1) before starting the work, one (1) of the project completed , one (1) during construction and one (1) fourth of Proponent's choice . A caption of up to 25 words may accompany each photo for identification purposes.

3.2.4 Understanding of the project (5 points) _ APPENDIX « H »

The Proponent must demonstrate with a text of up to 500 words that the Proponent understands the objectives of the project, the functional / technical requirements, constraints and issues that may affect the final product.

The text to be provided in APPENDIX I must include the following information:

- a) The approach envisaged to tackle the work (exploratory openings, laboratory test, etc.)
- b) Functional and technical requirements as understood by the Proponent;
- c) The proposed conservation approach;
- d) The project constraints and challenges ;
- e) The schedule and cost of the projected project. Specifically, the text should review the timeline and cost information and assess the constraints, issues and challenges that could affect the project.

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

3.3 EVALUATION AND RATING

The evaluation of the proposals will be done in two stages. As a first step, and in order to establish the technical rating of the proposal, only the proposal envelope excluding the price proposal form will be opened; therefore, only the technical aspects of the proposals that are responsive will be reviewed, evaluated and rated by the Evaluation Committee, as follows:

Technical Evaluation Criteria

Criteria	Weight Factor	Rating	Weighted Rating
Proponent Presentation	1	0-10	0 - 10
Experience of the team experts	4	0-10	0 - 40
1. Senior Architect Project Leader	0.5	0-10	0 - 5
2. Project Manager - Architect, Conservation Specialist	1.5	0-10	0 - 15
3. Structural Engineer Conservation Specialist	1	0-10	0 - 10
4. Mechanical Engineer	0.25	0-10	0 - 2.5
5. Electrical Engineer	0.25	0-10	0 - 2.5
6. Construction Site Supervisor	0.5	0-10	0 - 5
Achievements of the team experts	4.5	0-10	0 - 45
1. Project 1	0.5	0-10	0 - 5
2. Project 2	0.5	0-10	0 - 5
3. Project 3	0.5	0-10	0 - 5
4. Project 4	0.5	0-10	0 - 5
5. Project 5	0.5	0-10	0 - 5
6. Project 6	0.5	0-10	0 - 5
7. Project 7	0.5	0-10	0 - 5
8. Project 8	0.5	0-10	0 - 5
9. Project 9	0.5	0-10	0 - 5
Understanding of the Project	0.5	0-10	0 - 5
Technical Rating			0 - 100

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

Generic Evaluation Table

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

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

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

In a second step, and in order to establish the price of the proposal, the second envelope containing the price proposal form will be opened. However, only those proposals with a technical score of at least fifty (50) points out of the hundred (100) available points will be evaluated for the price rating.

No further consideration will be given to Proponents not achieving the pass mark of fifty (50) points.

SRE 4 PRICE OF SERVICES – FIXED FEES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

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

The remaining price proposals are rated as follows:

- a. The lowest price proposal receives a Price Rating of 100
- b. The second, third, fourth and fifth lowest prices receive Price Ratings of 90, 80, 70, 60 and 10 respectively. All other price proposals receive a Price Rating of 0.
- c. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score as indicated in Section 1.2 Calculation of Total Score, as well as in SRE 5.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	70	0 - 70
Price Rating (see table below)	0 - 100	30	0 - 30
Total Score		100	0 - 100

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

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

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

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

ENVELOPE 1- Proposal - one (1) hard copy original and three (3) bound copies.

- Team Identification – Appendix « A »
- Declaration/Certifications Form – Appendix « B »
- Proponent's Presentation Form – Appendix « E »
- Integrity Provisions – Related information - List of Names
- Experience of the team experts – Appendix « F »
- Completions of the team experts – Appendix « G »
- Understanding of the project – Appendix « I »
- Proposition — one (1) original bound copy et three (3) bound copies
- Front page of RFP
- Front page(s) of (and if) any solicitation amendment(s)

ENVELOPE 2- Price Proposal

In a separate envelope:

- Price Proposal Form – Fixes Fees – Appendix « C » one (1) completed.

See typical format

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

APPENDIX E – PROPONANT IDENTIFICATION FORM (10 POINTS)

For details on this form, refer to SRE's in Request for Proposal 3.2.1.

The Prime Consultant and other members of the Consultant Team must be licensed, or eligible for certification, certified and / or authorized to provide the required professional services, to the extent required by provincial or territorial laws. PAS DANS LA VERSION FRANÇAISE

1- Presentation of the firm (8 POINTS) :

The following will be part of the evaluation process

Text 500 word maximum

TO FILL

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

2- Organization Chart (2 POINTS) :

The following will be part of the evaluation process

<table border="1"> <tr><td>1. Proponent (Senior Consultant):</td></tr> <tr><td>Senior Architect Project Leader</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	1. Proponent (Senior Consultant):	Senior Architect Project Leader	Name of Designated Person	<table border="1"> <tr><td>2. Expert Consultant / Key Specialist:</td></tr> <tr><td>Architect Project Manager, Conservation Specialist</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	2. Expert Consultant / Key Specialist:	Architect Project Manager, Conservation Specialist	Name of Designated Person	<table border="1"> <tr><td>3. Expert Consultant / Key Specialist:</td></tr> <tr><td>Structural engineer, expert conservation of masonry structures</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	3. Expert Consultant / Key Specialist:	Structural engineer, expert conservation of masonry structures	Name of Designated Person	<table border="1"> <tr><td>4. Expert Consultant / Key Specialist:</td></tr> <tr><td>Electrical Engineer</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	4. Expert Consultant / Key Specialist:	Electrical Engineer	Name of Designated Person	<table border="1"> <tr><td>5. Expert Consultant / Key Specialist:</td></tr> <tr><td>Micamechanical Engineer</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	5. Expert Consultant / Key Specialist:	Micamechanical Engineer	Name of Designated Person	<table border="1"> <tr><td>X. Expert Consultant / Key Specialist:</td></tr> <tr><td>Role / function</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	X. Expert Consultant / Key Specialist:	Role / function	Name of Designated Person	<table border="1"> <tr><td>X. Other Production team :</td></tr> <tr><td>Role / function</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	X. Other Production team :	Role / function	Name of Designated Person	<table border="1"> <tr><td>X. Personnel additional (if applicable) :</td></tr> <tr><td>Role / function</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	X. Personnel additional (if applicable) :	Role / function	Name of Designated Person	<table border="1"> <tr><td>X. Administrative Assistant and / or Controller</td></tr> <tr><td>Role / function</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	X. Administrative Assistant and / or Controller	Role / function	Name of Designated Person	<table border="1"> <tr><td>X. additional staff (if applicable) :</td></tr> <tr><td>Role / function</td></tr> <tr><td>Name of Designated Person</td></tr> </table>	X. additional staff (if applicable) :	Role / function	Name of Designated Person	<table border="1"> <tr><td>ARCHITECTURE</td></tr> </table>	ARCHITECTURE	<table border="1"> <tr><td>STRUCTURE</td></tr> </table>	STRUCTURE	<table border="1"> <tr><td>ELECTRICAL ENGINEERING</td></tr> </table>	ELECTRICAL ENGINEERING	<table border="1"> <tr><td>MECHANICAL ENGINEERING</td></tr> </table>	MECHANICAL ENGINEERING	<table border="1"> <tr><td>OTHER</td></tr> </table>	OTHER
1. Proponent (Senior Consultant):																																																	
Senior Architect Project Leader																																																	
Name of Designated Person																																																	
2. Expert Consultant / Key Specialist:																																																	
Architect Project Manager, Conservation Specialist																																																	
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ELECTRICAL ENGINEERING																																																	
MECHANICAL ENGINEERING																																																	
OTHER																																																	

Maximum size: 279mm x 432mm (11 "x 17")
In the case that the chosen format exceeds the paper size: 216 mm x 279mm (8.5 "x 11"), it will have to be folded to meet this dimension.

Insert as an attachment after this form (see example below).

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

INSERT

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

**APPENDIX F - EXPERIENCE OF THE CONSULTING TEAM
CURRICULUM VITAE AND REALIZATION OF THE PROPOSED TEAM
(40 points)**

The following items will be part of the evaluation process

Form to be completed by the tenderer. No modification to the form can be made.

IDENTIFICATION

1. Proponent (Senior Consultant): Senior Architect Project Leader	
Name / identity	
Type of license and year of registration	
Name of the firm	
Years of experience	
Years of experience within the firm	

TRAINING

Name of diploma and specialty	
Year of completion	
University	
Name of diploma and specialty	
Year of completion	
University	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PRESENTATION OF THE PROFESSIONAL

Insert text of up to 300 words

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

ACHIEVEMENTS - PROFESSIONAL EXPERIENCE

1	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
2	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
3	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
4	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
5	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
6	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

7	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
8	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
9	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following items will be part of the evaluation process

2. Expert Consultant / Key Specialist: Project Architect, Conservation Specialist	
Name / identity	
Type of license and year of registration	
Name of the firm	
Years of experience	
Years of experience within the firm	

TRAINING

Name of diploma and specialty	
Year of completion	
University	
Name of diploma and specialty	
Year of completion	
University	

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PRESENTATION OF THE PROFESSIONAL

Insert text of up to 300 words

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

ACHIEVEMENTS - PROFESSIONAL EXPERIENCE

1	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
2	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
3	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
4	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
5	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
6	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

3. Expert Consultant / Key Specialist: Structural Engineer	
Name / identity	
Type of license and year of registration	
Name of the firm	
Years of experience	
Years of experience within the firm	

TRAINING

Name of diploma and specialty	
Year of completion	
University	
Name of diploma and specialty	
Year of completion	
University	

Solicitation No.:
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Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PRESENTATION OF THE PROFESSIONAL

Insert text of up to 300 words

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

ACHIEVEMENTS - PROFESSIONAL EXPERIENCE

1	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
2	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
3	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
4	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
5	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
6	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

4. Expert Consultant / Key Specialist: Mechanical Engineering Engineer	
Name / identity	
Type of license and year of registration	
Name of the firm	
Years of experience	
Years of experience within the firm	

TRAINING

Name of diploma and specialty	
Year of completion	
University	
Name of diploma and specialty	
Year of completion	
University	

Solicitation No.:
5P201-17-5175/A

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Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PRESENTATION OF THE PROFESSIONAL

Insert text of up to 300 words

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

ACHIEVEMENTS - PROFESSIONAL EXPERIENCE

1	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
2	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
3	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
4	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
5	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
6	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

5. Expert Consultant / Key Specialist: Electrical Engineering Engineer	
Name / identity	
Type of license and year of registration	
Name of the firm	
Years of experience	
Years of experience within the firm	

TRAINING

Name of diploma and specialty	
Year of completion	
University	
Name of diploma and specialty	
Year of completion	
University	

Solicitation No.:
5P201-17-5175/A

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Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PRESENTATION OF THE PROFESSIONAL

Insert text of up to 300 words

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

ACHIEVEMENTS - PROFESSIONAL EXPERIENCE

1	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
2	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
3	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
4	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
5	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
6	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

6. Consultant / Key Specialist: Construction Site Supervisor	
Name / identity	
Type of license and year of registration	
Name of the firm	
Years of experience	
Years of experience within the firm	

TRAINING

Name of diploma and specialty	
Year of completion	
University	
Name of diploma and specialty	
Year of completion	
University	

Solicitation No.:
5P201-17-5175/A

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File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PRESENTATION OF THE PROFESSIONAL

Insert text of up to 300 words

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

ACHIEVEMENTS - PROFESSIONAL EXPERIENCE

1	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
2	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
3	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	
4	Year	
	Title of the project	
	Location	
	Purpose	
	Budget	
	Status	

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

APPENDIX G – ACHIEVEMENTS OF THE TEAM EXPERT

(45 points)

For details on this form, refer to SRE 3.2.3.

The following will be an integral part of the evaluation process

PROJECT 1	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

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File Name:
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File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PHOTOS PROJECT 1

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 2	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

Solicitation No.:
5P201-17-5175/A

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File Name:
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Louis-Joseph-Papineau National Historic Site

TO FILL

Solicitation No.:
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Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PHOTOS PROJECT 2

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 3	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

TO FILL

Solicitation No.:
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Client Ref. No.:
1809

Amd. No.:

Buyer:
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File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PHOTOS PROJECT 3

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 4	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
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TO FILL

Solicitation No.:
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Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PHOTOS PROJECT 4

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 5	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

Solicitation No.:
5P201-17-5175/A

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1809

Amd. No.:

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File Name:
Architectural and Engineering Consulting Services for Rehabilitation
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TO FILL

Solicitation No.:
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File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PHOTOS PROJECT 5

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 6	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

Solicitation No.:
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Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

TO FILL

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

Buyer:
Sylvie Lagacé

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PHOTOS PROJECT 6

TO FILL

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 7	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

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PHOTOS PROJECT 7

INSERT

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

The following will be an integral part of the evaluation process

PROJECT 8	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

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PHOTOS PROJECT 8

INSERT

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

PROJECT 9	
Title of the project	
Year of completion	
Name of the firm that carried out the project	
Purpose	
Initial Construction budget	
Final Construction budget	
Heritage status (if applicable)	
Client's references	

PROJECT DESCRIPTION

Insert text of 500 words maximum

TO FILL

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File Name:
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PHOTOS PROJECT 9

INSERT

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

APPENDIX H – UNDERSTANDING OF THE PROJECT
(5 POINTS)

The following will be an integral part of the evaluation process

For details on this form, refer to SRE 3.2.4.

UNDERSTANDING OF THE PROJECT

Insert text of 500 words maximum

TO FILL

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TO FILL

File Name:
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**APPENDIX I ATTESTATION AND PROOF OF COMPLIANCE WITH
OCCUPATIONAL HEALTH AND SAFETY (OHS)**

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		
Location of Work		
General Description of Work to be Completed		

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature _____

Date _____

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File Name:
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Louis-Joseph-Papineau National Historic Site

This document is attached as a separate pdf.

APPENDIX J GENERAL PROCEDURES & STANDARDS

Solicitation No.:
5P201-17-5175/A

Client Ref. No.:
1809

Amd. No.:

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Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

These documents are attached as a separate pdf.

APPENDIX K GENERAL PROCEDURES AND STANDARDS

File Name:
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site

These documents are attached as a separate pdf.

ATTACHMENTS:

You will find following documents as attachments in the attachments section:
Project Description/ Terms of Reference and related Appendices

Project Description (PD) /
Architectural and Engineering Consulting Services for Rehabilitation
Louis-Joseph-Papineau National Historic Site Rehabilitation /5P201-17-5175/A.

PB_MPAP_201801-05

Appendix-1 “Énoncé de valeur patrimoniale Maison de Louis-Joseph Papineau”

Appendix-2 “Rapport d’expertise. Évaluation des composantes constructives Maison
Louis-Joseph-Papineau”

Appendix-3 “Étude sommaire Maison Louis-Joseph-Papineau”

Appendix-4 “Caractérisation des matériaux susceptibles de contenir de l’amiante et des
peintures susceptibles de contenir du plomb – révision 5”

Appendix-5 “Plans de superficies et usage des espaces ainsi que d’évolution de la
Maison Louis- Joseph-Papineau”

Appendix-6 “Liste de la documentation complémentaire de la Maison Louis-Joseph-
Papineau”.

Appendices are available in French only.