



A1. DEPARTMENTAL REPRESENTATIVE

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**REQUEST FOR SUPPLY
ARRANGEMENT PROPOSAL
(RFSAP)
HIGHEST COMBINED RATING
(TECHNICAL MERIT & PRICE)**

FOR

Performance of the Work described in
Appendix "A" – Description of Services

A2. Title		
ARCHITECTURAL A & E SERVICES - WORLDWIDE		
C3. SOLICITATION NUMBER AACR17084	A4. PROJECT NUMBER AACR17084	A5. DATE MAY 11, 2018
A6. SUPPLY ARRANGEMENT DOCUMENTS		
<ol style="list-style-type: none"> 1. Request for Supply Arrangement Proposal (RFSAP) title Page 2. Submission Requirements (Section "I") 3. Technical Proposal (Section "II") 4. Price Proposal (Section "III") 5. Proposal Submission General Instructions (Section "IV") 6. Draft Supply Arrangement Terms and Conditions 7. Generic Drawing (Appendix A) 8. Hypothetical Space Inventory (Appendix B) <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. Proposal Delivery		
<p>In order for a Proposal to be valid, it must be received no later than 14:00 on June 27, 2018 (Ottawa, Ontario Time).</p> <p>Proponents must submit their electronic Proposals in no more than two (2) emails. The first must be labelled "Technical Proposal", the second must be labelled "Price Proposal". Note .rar files will not be accepted.</p> <p>Email file size must not exceed 3MB Subject Line: AACR17084 - A&E Services</p> <p>Electronic Proposals must be sent only to the following email address: Email: aacr-contracts@international.gc.ca Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will result in the whole Proposal being declared non-compliant and rejected from further consideration.</p> <p>Requests for confirmation of receipt of Proposal should be sent to: Attention: Dale Rudderham Email: dale.rudderham@international.gc.ca Telephone: 343-203-1522 Please note: NO Proposals are to be sent directly to the individual above.</p>		
A8. CONTRACT AMOUNT		
<p>All the information required in Section SR4 must appear on Section "III" - Price Proposal ONLY and in a separate attachment marked "Price Proposal". Failure to comply will result in the Proposal being declared non-compliant and rejected from further consideration.</p>		
A9. ENQUIRIES		
<p>All enquiries or issues concerning this RFSAP must be submitted in writing to the Departmental Representative no later than fourteen (14) calendar days prior to the Closing Date and time in order to allow sufficient time to provide a response.</p>		
A10. LANGUAGE		
<p>Proposals must be submitted in English or French.</p>		
A11. ALL DOCUMENTS		
<p>The draft Supply Arrangement which the selected Proponents will be expected to execute is included with this RFSAP. Proponents are advised to review it in detail and identify any provisions which they feel are not clear to the Departmental Representative in accordance with A9 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Supply Arrangement documents.</p>		

SECTION "I" – SUBMISSION REQUIREMENTS

SR1 INTRODUCTION

SR1.1 Request For Supply Arrangement Proposals

- a. Her Majesty the Queen in right of Canada ("Her Majesty"), represented by the Minister of Foreign Affairs (the "Minister"), is inviting Proponents, by issuance of this Request for Supply Arrangement Proposals (RFSAP), to establish a Supply Arrangement (SA) for the provision of Services described in the Description of Services - Appendix "A" in the attached Draft Supply Arrangement, hereinafter referred to as the "Work", on an "as and when requested" basis for three (3) years with the provision to extend the Supply Arrangement period for two (2) additional one-year periods. It is anticipated that Her Majesty will issue a Supply Arrangement for up to five (5) firms.
- b. By submitting a proposal, Proponents confirm that they understand that, to ensure fairness openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be awarded a Supply Arrangement (SA). Her Majesty will declare non-responsive any proposal in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found by Her Majesty to be untrue in any respect, at the time of SA award. If it is determined, after SA award, that the Proponent made a false declaration, Her Majesty will, following a notice period, have the right to terminate the SA for default. The Proponent will be required to diligently maintain up-to-date the information requested. The Proponent and any of the Proponent's Affiliates will also be required to remain free and clear of any acts or convictions specified in these Integrity Provisions during the period of any contract resulting from this bid solicitation.
- c. By submitting a Proposal, Proponents confirm that they understand that, to ensure fairness openness and transparency in the procurement process, any conditions to be put forth by the bidders to change the terms of the Supply Arrangement must be presented during the solicitation period. The inclusion of any conditions presented within either the Technical Proposal or Price Proposal may render the bid non-compliant.
- d. Proponents may submit only one (1) Proposal to this RFSAP. If multiple Proposals are submitted, only the most recently submitted Proposal will be considered and all others will be ignored.

SR1.2 Supply Arrangement (SA)

- a. A Supply Arrangement (SA) is not a Contract. It is an offer made by an Offeror/Proponent (a Supplier or a Provider) for the provision of certain Services at prearranged prices or a prearranged pricing basis that is open for acceptance by Her Majesty during a specified period of time. A separate Contract is formed each time a Contract is made against the Supply Arrangement and an Individual Supply Contract for the provision of Services is issued. The conditions of any Individual Supply Contract awarded under the Supply Arrangement will be in accordance with these clauses.

SR1.3 SA Evaluation Procedures and Basis of Selection

a. Evaluation Procedures

- i. Proposals will be assessed in accordance with the entire requirement of the Request for Supply Arrangement Proposals including the technical and financial evaluation criteria.
- ii. An evaluation team composed of representatives of Canada will evaluate the arrangements.
- iii. To be declared responsive, the Proponent's Proposal must:
 - (a) Comply with all the requirements of the Request for Supply Arrangement Proposals; and
 - (b) Meet all mandatory technical evaluation criteria; and

- (c) Obtain the required minimum of **50** percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **80** points.

b. Selection Criteria

- i. The evaluation criteria for this SA selection process places significant emphasis on the Proponent's ability to meet the technical requirement of the solicitation. The Technical and Financial Proposals will initially be scored separately. The Overall proposal Score will be determined by combining the Bidder's Technical Proposal Score and Financial Proposal Score, utilizing the weights specified below, to produce a Weighted Overall Proposal Score out of 100 percent (%).

Selection Criteria	Weight
Technical Proposal	70%
Financial Proposal	30%
Total	100%

- ii. The Financial Proposal Score will be determined by combining the Bidder's resulting score in each area of financial evaluation, utilizing the weights specified below, to produce a weighted Financial Proposal Score out of 100 percent (%).

Financial Evaluation Criteria	Weight
Per Diem Rates (Pricing Table #1 of Section III)	75%
Surcharge Percentage (Pricing Table #2 of Section III)	25%
Total Technical Proposal	100%

SR1.4 Supply Arrangement Process

- a. The Supply Arrangement method of supply is essentially a two Stage procurement process.
- b. Stage I is the issuance of an RFSAP to Suppliers, and the issuance, following evaluation of the Proposals received in response to the RFSAP in accordance with the terms and conditions of the RFSAP, of one or more SAs to Qualified Supplier(s).
- c. Once the Qualified Supplier(s) has/have been established and an appropriate Supply Arrangement entered into with the Qualified Supplier(s), Stage II begins through the issuance of separate Requests for Individual Supply Contract Proposals, on an as-and-when-requested basis for the required Services in accordance with the Supply Arrangement and Her Majesty's procurement policies. The Individual Supply Contracts form a contractual agreement between Her Majesty and the Qualified Supplier(s) for the Services offered.
- d. The Supply Arrangement will be available for use upon signature by Her Majesty and will be effective on the same date. A Supplier will be considered to have been added to the Qualified Suppliers list upon signature of the Supply Arrangement by Her Majesty. The issuance of a Supply Arrangement does not oblige Her Majesty to issue Individual Supply Contracts for any of the Services described in the SA or to spend any monies whatsoever.

SECTION "II" – TECHNICAL PROPOSAL

SR2 TECHNICAL PROPOSAL

SR2.1

- a. Technical Proposals **must not** exceed thirty (30) single-sided pages of 8½" x 11" or A4 paper, minimum typeface 10 pts. All material shall be printed on 8½" x 11" or A4 paper. Material exceeding the thirty (30) page maximum will **NOT** be considered. For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure in this document. To facilitate evaluation, Proponents should number the pages (bottom right-hand corner) of their Proposals. Any supporting documentation provided in support of the criteria listed below (including resumes etc.) must form part of the thirty (30) pages. Any supporting documentation not listed in the Technical Proposal that enhances the quality of the Proponents Proposal for an Individual Supply Contract may be included as an appendix to the Proponents Proposal.

MANDATORY REQUIREMENTS

SR2.2 Corporate Experience

- a. Proponents must be an Architectural firm. Proponents must demonstrate they have a minimum of five (5) years of Recent Experience in A&E consulting accomplishments based on a minimum of five (5) Projects (may be concurrent). A Project is defined as a successfully completed Class "A" office building, embassy, or other similar construction and fit-up projects, with construction and fit-up costs equal to \$1.5 to 5.0 million CAD. Recent Experience is defined as within the ten (10) years prior to the date in A5 of this RFSAP. Proponents must submit the name of the Project, the location of the Project, the start and completion dates (year, month) of the Project, the dollar amount of the Project (in CAD), and a brief description of the corporate role in the Project;

SR2.3 Principal Experience

- a. Proponents must demonstrate that the proposed Principal(s) (assigned to any resulting Individual Supply Contract) has(ve) a minimum of ten (10) years of experience, within the past 15 years prior to the date in A5 of this RFSAP, in A&E consulting accomplishments based on a minimum of ten (10) Projects. The Principal(s) MUST have been the Principal on the ten (10) Projects proposed. A Project is defined as a successfully completed Class "A" office building, embassy, or other similar construction and fit-up projects, with construction and fit-up costs equal to or above \$1.5 million CAD. The Principal must be an Architect licenced to practice in Canada; Proponents must submit the name of the Projects, the location of the Projects, the start and completion dates of the Projects, the dollar amount of the Projects (in CAD), and a brief description of the Principal's role in the Projects;

SR2.4 Additional Requirements

- a. Proponents must demonstrate that the proposed Structural, Electrical and/or Mechanical Senior Engineers (assigned to any resulting Individual Supply Contract), have a minimum of ten (10) years' of recent experience in A&E consulting accomplishments based on a minimum of five (5) Projects, with three (3) Projects completed within a joint venture with the Proponent. A Project is defined as a successfully completed Class "A" office building, embassy, or other similar construction and fit-up projects, with construction and fit-up costs equal to or above \$1.5 million CAD. Recent experience is defined as within the ten (10) years prior to the date in A5 of this RFSAP. Proponents must submit the name of their Projects, the location of the Projects, the start and completion dates of the Projects, the dollar amount of the Projects (in CAD), and a brief description of their role in the Projects;
- b. Proponents must demonstrate that the Proponent's team includes professional Architects (Senior Architect and Intermediate Architect) and Structural, Mechanical, Electrical Engineering subcontractors that are professionally licensed to work in Canada. Proponents must provide proof of the licences should such be requested by the Departmental Representative.

c. Proponents must propose all personnel types listed below in SR3.2.

Note: Simply reprinting excerpts from the Description of Services does **NOT** demonstrate an appropriate level of roles and responsibilities as required in SR2.1 through SR2.4.

Note: Simply stating that personnel have work experience identical to the requirements in the Description of Services does **NOT** demonstrate an equivalent level of experience as required in SR2.1 through SR2.4.

SR3 POINT RATED CRITERIA (80 POINTS)

a. Proponents will be evaluated on the criteria set out in SR3.1, SR3.2 and SR3.3.

b. Scoring will be on the basis of the rating table.

Rating Table	
Percentage of Available Points	Basis for Percentage Distribution
0%	The response is incorrect. Bidder receives 0% of the available points for this element.
20%	The response includes extremely limited details and information. Very few elements are described. Bidder receives up to 20% of the available points for this element.
40%	The response includes some information, but is also missing a substantial amount of information. Some elements poorly described. Bidder receives up to 40% of the available points for this element.
60%	The response includes most of the information required to be complete meeting the established minimum and contains no significant weaknesses. Bidder receives up to 60% of the available points for this element.
80%	The response includes a substantive amount of the information required to be complete and contains several value added elements. Bidder receives up to 80% of the available points for this element.
100%	Substantial details provided leading to a complete and thorough understanding of the requirement. Bidder receives up to 100% of the available points for this element.
This Rating Table applies to all Point Rated Technical Criteria.	

SR3.1 Corporate Experience (15 points)

Intent:

To evaluate the Proponent's corporate experience, elaborate on five (5) recent projects. Recent projects are defined as projects carried out within the ten (10) years prior to the date in A5 of this RFSAP. The projects will be evaluated on the following aspects:

- Complexity: challenges encountered such as, but not limited to, project location, security issues, heritage considerations, code compliance issues, compatibility of materials, cost, scope of project, schedule;
- Innovation (up to 10 points are available for Complexity and Innovation);

- Particularities: describe features that are unique to each project (up to 5 points are available for Particularities and Client satisfaction);
- Client satisfaction: provide reference letters with contacts.

Proponents should demonstrate how pre-existing aspects of the work spaces (mechanical systems, lighting, structural walls, etc.) were incorporated into the projects presented in the Proponent’s proposal, regardless of whether it was subcontracted out or the work was performed by someone while in the employ of the Proponent.

Proponents should demonstrate the company’s ability to retain their personnel.

Rating:

The rating will be from a scale of 0 to 15 on the basis of the rating table in SR3b.

SR3.2 Experience of Key Personnel (20 points)

Intent:

To evaluate the experience of Architectural, Structural, Mechanical and Electrical team members. The Proponent should provide a description of each of the proposed key Personnel.

- a. The key Personnel must consist of the following:
 - Senior Architect (up to 5 points);
 - Intermediate Architect (up to 3 points);
 - Senior Structural Engineer (up to 3 points);
 - Intermediate Structural Engineer (up to 1 point);
 - Senior Mechanical Engineer (up to 3 points);
 - Intermediate Mechanical Engineer (up to 1 point);
 - Senior Electrical Engineer (up to 3 points);
 - Intermediate Electrical Engineer (up to 1 point).
- b. The key Personnel will be evaluated on several aspects:
 - the number of years of experience;
 - the design experience: demonstrate the participation in design activities, such as, but not limited to, project feasibility, design concepts and design calculations;
 - the experience on construction sites and ability to travel abroad
 - key projects where they demonstrated the above.

Rating:

The rating will be from a scale of 0 to 20 on the basis of the rating table in SR3b.

SR3.3 Hypothetical Project (45 points)

Intent:

The intent of this section is to evaluate the Proponent’s ability to analyse the requirement and information required to provide a fair and reasonable fee proposal and to request the required information to ensure a successful design. Usually, DFATD would provide technical information however we are presenting this project as a “Case Study”. The Proponent should demonstrate the thought process used to determine the information they will require to manage this project from feasibility through to end of the tender process.

Rating:

This rating will be on a scale of 0 to 45 on the basis of the rating table in SR3b.

Background

The Department of Foreign Affairs, Trade and Development Canada (DFATD) is seeking a consultant to provide a full design and tender documents package.

Due to ongoing security issues for this location, site visits are currently not permitted. Nevertheless, a design to accommodate the expanded mission program must proceed.

This embassy is located in a high seismic zone.

Scope

The existing 2000 m² Chancery is fully accommodated on the 2nd Floor of a 10 story office building.

Currently, access to the Chancery is through the main building lobby and public elevator bank serving all tenant floors.

Due to the persistent political situation in the country, DFATD intends to increase the security of the Chancery by greater emphasis on measures to limit and manage access.

This project entails the fit-up of an additional leased 430 m² (gross) of ground floor shell and core office space.

The intent is to relocate the Chancery entrance through this newly acquired ground floor space.

This new space will be designed to accommodate a public Reception and Operations zone. The specific space requirements and functions are as defined in the provided Space Inventory. The design will be based on the Government of Canada Workplace 2.0 fit-up standard. To connect the existing Chancery on the 2nd floor will require the introduction of an interconnecting stair and dedicated elevator.

The existing fence will have to be replaced by a more substantive perimeter wall complete with video cameras and exterior lighting. This will tie in to a new guardhouse / pedestrian screening facility.

Attached as Appendix A are the ground floor plan and space inventory of the newly acquired space.

Operational Requirements

In their response the consultant should expand on the impact the operational requirements may have on the project.

- The building will have to remain operational at all times;
- The access will have to remain safe and controlled at all times;
- Due to security requirements, the Contractor will have to be supervised or escorted at all times;
- Any IM/IT cabling must be done after construction by a Canadian contractor;
- Finish standard has to meet a class A building;
- Local material to be used, as much as possible;
- All furniture is purchased by DFATD and shipped to location.

Deliverables

Identify any risks which will impact the design based on potential site conditions. (15 points for risk identification and 15 points for risk mitigation strategy)

Provide a list of assumptions, questions and required information to allow the Proponent to proceed with both feasibility and concept design. (10 points for list of assumptions)

Provide a matrix of level of effort to proceed through final design and tender process. (5 points for level of effort matrix)

SECTION "III" – PRICE PROPOSAL

SR4 PRICE PROPOSAL (30 POINTS)

All the information required in section SR4 must appear on Section "III" - Price Proposal ONLY and submitted in a folder marked "Price Proposal". Failure to comply will result in the overall Proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the Technical Proposal is completed.

SR4.1 Ceiling Per Diem Rates and Surcharge Percentage

- a. Proponents shall quote all-inclusive *per diem* Rates for each Personnel Type on the form attached as Section "III" – Price Proposal. The *per diems* must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFSAP, all administration and overhead costs;
- b. Proponents shall quote a maximum Surcharge Percentage not to exceed 15% to cover all handling costs associated with the administration of subcontracted works, including the coordination and specification of the technical work of sub-consultants;
- c. All payments shall be made according to the terms of payment set out in the Supply Arrangement and the Draft Contract;
- d. Exchange rate fluctuation protection is not offered; and
- e. Price Proposals not meeting above requirements will not be given any further consideration and will be considered non-compliant.

SR4.2 Taxes & Duties

- a. Her Majesty will pay any resulting Value Added Tax (VAT), provided:
 - i. The VAT amount is applicable to the Work provided by the Proponent to Her Majesty under the Individual Supply Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Consultant to any third party (including subcontractors);
 - ii. Her Majesty is unable to procure an exemption from VAT in respect of the Work;
 - iii. the Proponent agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
 - iv. the VAT is shown separately on all of the Proponent's invoices and progress claims; and
 - v. the Proponent agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Proponent pursuant to applicable tax laws.

SR4.3 Financial Proposal Evaluation

Only responsive Proponents will be subject to a Financial Proposal evaluation as detailed below.

a. Financial Proposal Submission Requirements

- i. Initially the Proponent's Financial Proposal will be evaluated to ensure compliance with all submission requirements identified in the Financial Proposal Requirements and Pricing Tables provided as Section "III" – Price Proposal. Only responsive Financial Proposals will move to the next step in the financial evaluation process.

b. Evaluation and Scoring of Per Diem Rates (Pricing Table #1)

- i. Proponents' Per Diem Rates, provided in response to Pricing Table #1 in Section III of the RFSAP, will be evaluated and scored using the following process:

- (a) Step 1: Determination of Evaluated Per Diem Rate;
- (b) Step 2: Determination of Median Band (by Resource Category);
- (c) Step 3: Determination of “Evaluated Resource Score” (by Resource Category); and,
- (d) Step 4: Calculation of Table 1 Financial Score.

The process associated with the Evaluation and Scoring of Table #1, Per Diem Rates is described in further detail below.

ii. Step 1: Determination of Evaluated Per Diem Rate (by Resource Category):

In Step 1, a Per Diem Rate for years 1-3 will be determined for each Resource Category using the Bidder’s proposed Per Diem Rates provided in Pricing Table #1. The Evaluated Per Diem Rate, for each resource category, is the average of the Per Diem Rates for years 1 to 3.

Example: Evaluated Per Diem Rate calculation (for one category):

Bidder ID	Proposed Per Diem Rate (from Table #1)	Per Diem Rate Year 2	Per Diem Rate Year 3	Evaluated Per Diem Rate
Bidder A	\$700.00	\$725.00	\$750.00	\$725.00
Bidder B	\$800.00	\$800.00	\$800.00	\$800.00
Bidder C	\$950.00	\$970.00	\$990.00	\$970.00
Bidder D	\$550.00	\$605.00	\$665.00	\$606.66

iii. Step 2: Determination of Median Band (by Resource Category):

Using the Evaluated Per Diem Rate (as calculated above) for each responsive Proponent, a Median Rate will be determined for each Resource Category using the Microsoft Excel Median function. The Median Rate will be used to calculate a Median Band against which each responsive Bidder’s Evaluated Per Diem Rate will be assessed by Resource Category.

The Median Band is a range of plus (+) or minus (-) 50% of the Median Rate by Resource Category. Each responsive Proponent’s Evaluated Per Diem Rate will be assessed against the Median Band for each Resource Category. The Low Median Band limit is set at 50% of the Median and the High Median limit is set at 150% of the Median.

Note: The Median is the number in the middle of a set of ordered numbers; that is, half of the numbers have values that are greater than the Median, and half of the numbers have values that are less than the Median. For example, the Median of 2, 3, 3, 5, 7, and 10 is 4. If there is an even number of numbers in the set, then the Median is the average of the two numbers in the middle.

iv. Step 3: Calculation of Evaluated Resource Score (by Resource Category):

An Evaluated Resource Score (ERS) will be computed for each Resource Category as follows:

- (a) A weight (i.e. maximum ERS) has been determined for each resource (column (f) of Pricing Table #1);
- (b) The Proponent with the lowest Evaluated Per Diem Rate, within the Median Band, will receive the maximum ERS for that Resource Category (i.e. 100% of the ERS);
- (c) Any Evaluated Per Diem Rate that is outside of the Median Band will receive an ERS of zero (0) points for that single Resource Category. Should the selected Proponent have proposed a Per Diem rate outside the Median Band, Her Majesty reserves the right to negotiate the Per Diem rate for the applicable Resource Category; and,
- (d) The ERS for all other Qualified Bidders will be computed using the following formula:

$$\frac{\text{Lowest Evaluated Per Diem Rate}}{\text{Proponent’s Evaluated Per Diem Rate}} \times \text{Maximum ERS (for resource category)} = \text{Proponent’s ERS}$$

Example: Evaluated Resource Score (ERS)

A	B	C	D	E	F
Bidder ID	Evaluated Per Diem Rate	Median Band Limits	Lowest Evaluated Per Diem Rate (within Median Band)	Weight (Maximum ERS)	Evaluated Resource Score (ERS) (D / B) x E
A	\$725.00	\$ 381.25 - \$ 1,143.75	\$ 606.66	1.0	0.837
B	\$800.00				0.758
C	\$970.00				0.625
D	\$606.66				1

(e) In the event that only two responsive Proponents remain to be subjected to the financial evaluation process, the Median Band (described in iii. above) will not be determined. In that event, the Proponent with the lowest Evaluated Per Diem Rate (in a Resource Category) will receive the maximum ERS and the same formula, in (d) above, will be utilized to compute the other Proponent’s ERS.

v. Step 4: Determination of Per Diem Rates Score

A Per Diem Rates (Pricing Table #1) financial score, with a maximum score of 1.00 and a weighting of 75%, will be computed for each qualified Proponent by aggregating the Proponent’s Evaluated Resource Score (ERS) for each Resource Category.

c. Evaluation and Scoring of Surcharge Percentage (Pricing Table #2)

i. The Surcharge Score is determined from the *Percentage Surcharge* provided in Pricing Table #2 of Section III.

- (a) The lowest *Percentage Surcharge* will receive the maximum Surcharge Score (25 points).
- (b) The highest *Percentage Surcharge* will receive a Surcharge Score of 0.
- (c) All remaining *Percentage Surcharges* will be scored in arithmetic proportion using the following formula:

$$\text{Surcharge Score} = 25 - \frac{(\text{Percentage Surcharge} - \text{lowest Percentage Surcharge}) \times 25}{(\text{highest Percentage Surcharge} - \text{lowest Percentage Surcharge})}$$

d. Determination of Financial Proposal Score

i. Each responsive Proponent’s Financial Proposal Score, out of 100 points, will be determined as follows:

$$\text{Financial Proposal Score} = \text{Per Diem Rates Score} + \text{Surcharge Score}$$

Note: All financial proposal scores will be calculated to two (2) decimal places.

SECTION "III" - PRICE PROPOSAL

Name of Organization: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ x ____ Fax number: (____) ____-____ x ____

Email: _____@_____

Definition of a Day: A day is defined as 8 hours exclusive of meal breaks.

Price Proposal (Ceiling Per Diem Rates, GST/HST Excluded) Ceiling *Per Diem* Rates must be quoted in CAD. VAT is not to be included in the pricing below.**Pricing Table #1**

Personnel Type	SA Initial 3 Year Term (a)	Option Year 1 (b)	Option Year 2 (c)	Evaluated Per Diem Rate (a+b+c/3) (d)	Weight (Max. ERS) (f)	Evaluated Resource Score (ERS) (g)
Architectural Firm						
Principal					.03	
Senior					.07	
Intermediate					.15	
Junior					.10	
Draftsperson					.05	
Structural Firm						
Principal					.02	
Senior					.04	
Intermediate					.07	
Junior					.05	
Draftsperson					.02	
Electrical Firm						
Principal					.02	
Senior					.04	
Intermediate					.07	
Junior					.05	
Draftsperson					.02	
Mechanical Firm						
Principal					.02	
Senior					.04	
Intermediate					.07	
Junior					.05	
Draftsperson					.02	
Per Diem Rates Score					1.00	

Pricing Table #2

Proposed Surcharge Percentage	_____ %
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Signature

Date

Print Name and Capacity

SECTION "IV" –PROPOSAL SUBMISSION GENERAL INSTRUCTIONS

G11 RESPONSIVENESS

For a Proposal to be considered eligible, it must comply with all the requirements of this RFSAP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

G12 ENQUIRIES – PROPOSAL SUBMISSION STAGE

All enquiries or issues concerning this RFSAP must be submitted in writing to the Departmental Representative as early as possible within the submission period. Enquiries and issues must be received within the timeframe described in A9 to allow sufficient time to provide a response. Enquiries received after that time will not be answered..

To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFSAP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.

All enquiries and other communications with Government of Canada officials throughout the submission period shall be in writing and directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the submission period will (for that reason alone) result in the disqualification of your Proposal.

G13 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD

Should any Proponent consider that the Specifications or Description of Services contained in this RFSAP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in A9 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions. Should Her Majesty accept a suggestion, the changes will be integrated by way of addendum.

G14 PROPOSAL PREPARATION COST

The costs, including travel incurred by the Proponent in the preparation of its Proposal and/or the negotiation (if applicable) of any resulting Individual Supply Contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

G15 PROPOSAL DELIVERY

Proposals and/or Amendments thereto, will only be accepted if they are received at the address indicated in A7, on or before the Closing Date and Time specified in A7.

Responsibility for Proposal delivery: The Proponent has sole responsibility for the timely receipt of a Proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for Proposals that are directed to a location other than the one stipulated in A7. Late Proposals: Late Proposals will remain unopened and returned.

G16 VALIDITY OF PROPOSAL

Any Proposal must remain open for acceptance for a period of not less than one hundred eighty (180) calendar days after the Closing Date.

G17 RIGHTS OF HER MAJESTY

Her Majesty reserves the right:

- a. during the evaluation to submit questions to or conduct interviews with Proponents, at Proponent's cost, upon

forty eight (48) hours' notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFSAP;

- b. to reject all Proposals received in response to this RFSAP if it/they fail to meet the objectives of the requirement within the boundaries determined by Her Majesty's different stakeholders;
- c. to accept any Proposal in whole or in part without prior negotiation;
- d. to cancel and/or re-issue this RFSAP at any time;
- e. to issue one or more Supply Arrangements, if applicable;
- f. to retain all Proposals submitted in response to this RFSAP;
- g. not to accept any deviations from the stated terms and conditions;
- h. to incorporate all, or any portion of the Description of Services, Request for Supply Arrangement Proposal and the successful Proposal in any resulting Individual Supply Contract; and
- i. not to issue any Supply Arrangements at all.

G18 INCAPACITY TO CONTRACT WITH GOVERNMENT

Her Majesty may reject a Proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the *Criminal Code*:

- a. Section 121, Frauds upon the Government;
- b. Section 124, Selling or Purchasing Office; or
- c. Section 418, Selling Defective Stores to Her Majesty. (Subsection 750 (3) of the *Criminal Code* prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)

Where Her Majesty intends to reject a Proposal pursuant to a provision of G18, the Departmental Representative will so inform the Proponent and provide the Proponent ten (10) calendar days within which to make representations, prior to making a final decision on the Proposal rejection.

G19 INCURRING OF COST

No costs incurred before receipt of a signed Individual Supply Contract or specified written authorization from the Departmental Representative can be charged to any resulting Individual Supply Contract. In addition, the "Contractor" is not to perform Work in excess of or outside the scope of any resulting Individual Supply Contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. **The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.**

G110 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT

Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

G111 PROPERTY OF HER MAJESTY

All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFSAP will become the property of Her Majesty and may be released pursuant to the Canadian *Federal Access to Information Act* and the *Privacy Act*.

G112 RIGHTS OF UNSUCCESSFUL PROPONENTS

Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become

the property of Her Majesty. In consequence, they will not be returned to the unsuccessful Proponents of this RFSAP competition. The keeping of such information by Canada's Department of Foreign Affairs, Trade and Development is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful bidders to this RFSAP process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada's Department of Foreign Affairs, Trade and Development assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the copyright holders.

GI13 PRICE SUPPORT

In the event that the Proponent's Proposal is the sole responsive Proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support documents, if applicable:

- a. a current published price list indicating the percentage discount available to the Minister;
- b. copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- d. price or rate certification; and
- e. any other supporting documentation as requested by the Minister.

GI14 VENDOR PERFORMANCE

GI14.1 Her Majesty may reject a Proposal where any of the following circumstances is present:

- a. the Proponent, or any employee or subcontractor included as part of the Proposal, has been convicted under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the *Criminal Code*; or
- b. the Proponent is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Proponent ineligible to submit a Proposal on the Work;
- c. an employee or subcontractor included as part of the proposal, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to submit a Proposal on the Work, or the portion of the Work the employee or subcontractor is to perform;
- d. with respect to current or prior transactions with Her Majesty:

- i. the Proponent is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
- ii. evidence, satisfactory to Her Majesty, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Proponent, any of its employees or any subcontractor included as part of its Proposal;
- iii. Her Majesty has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Proponent, any of its employees or any subcontractor included as part of its Proposal; or
- iv. Her Majesty determines that the Proponent's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Proponent executed the work in accordance with contractual terms and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being Proposed on.

GI14.2 Where Her Majesty intends to reject a Proposal pursuant to a provision of paragraph 1 of 14.1, other than 14.1(b), the Supply Arrangement Authority will so inform the Proponent and provide the Proponent ten (10) calendar days within which to make representations, prior to making a final decision on the Proposal rejection.

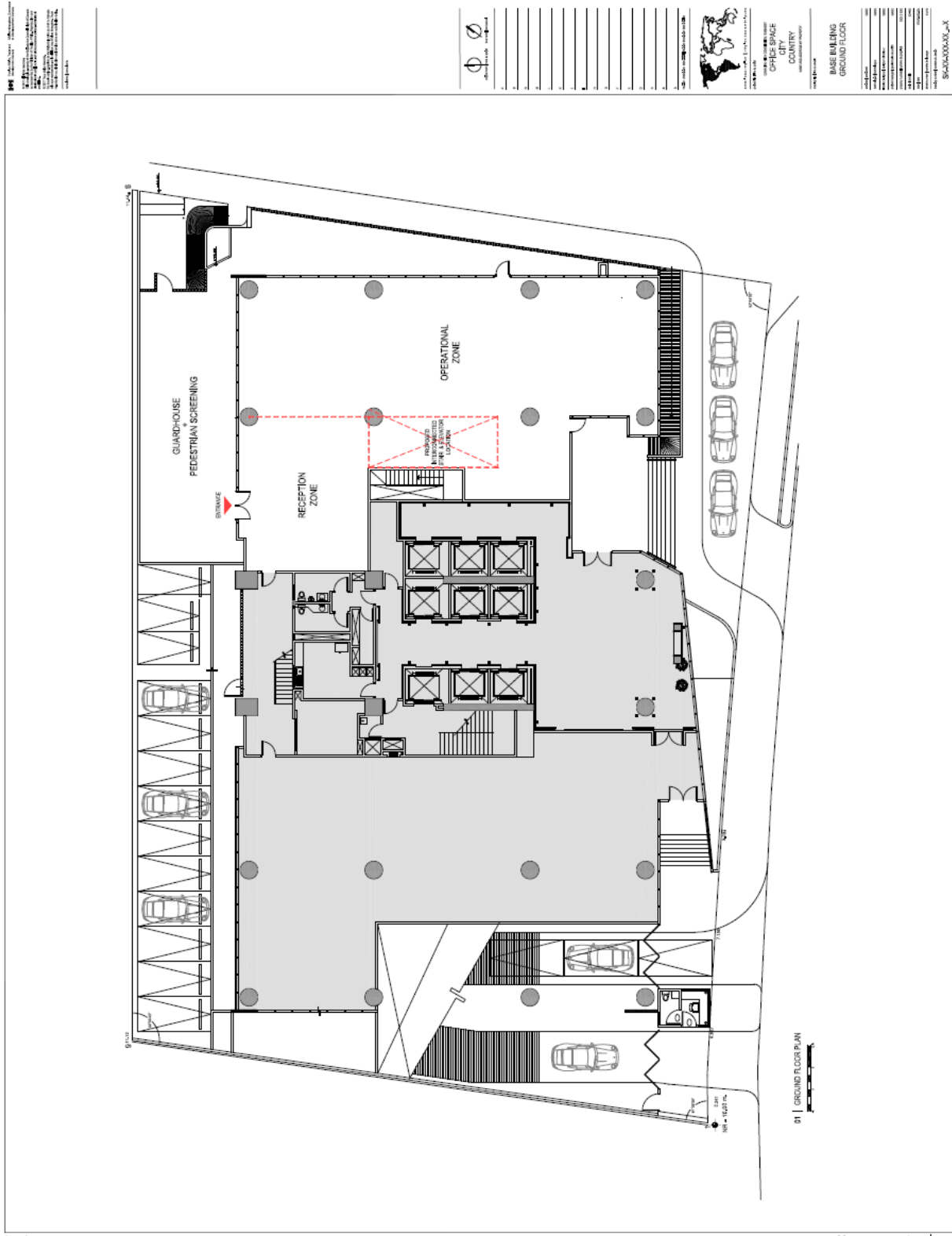
GI15 SUPPLY ARRANGEMENT PARTICULARS

GI15.1 The Proponent acknowledges that a Supply Arrangement is not a Contract. It is an offer open to acceptance by Foreign Affairs, Trade and Development Canada.

GI15.2 The Proponent offers to provide and deliver to the Minister, the Services listed at the price(s) or on the pricing basis set out, as and when the Supply Arrangement Authority may request such Services, in accordance with the following provisions.

GI15.3 It is understood and agreed that:

- a. An Individual Supply Contract shall form a Contract only for those Services which have been called-up, provided always that such Individual Supply Contract is made in accordance with the provisions of the Supply Arrangement;
- b. the issue and distribution of the authorization to use this Supply Arrangement does not oblige Her Majesty to authorize or order all or any of the Services described in the Supply Arrangement;
- c. Her Majesty's liability shall be limited to that which arises from Individual Supply Contracts against the Supply Arrangement, made within the period specified; and
- d. Her Majesty reserves the right to procure the specified services by means of Contracts, Supply Arrangement, or by other contracting methods.



Mission: W2003
 Project: Hypothetical SI
 Last Updated: November-15-17
 Zone: All, Program: All

GAC SPACE INVENTORY
 Detailed Report

SI Type: Preliminary Space Inventory

ID	Ref	Pgm	Rm	Function	Position	CB	LE	NOP	Status	Staff			Type	Grade	Comments
										Req'd	Curr	Var			
B	01	FAC-PD		EX-01	01	1.0	0.0	0.0	P	0.0	0.0	10.0	10.0	E	Above
B	02	FAC-PD		Office Space - Open (4.5)	02	1.0	0.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	01	FAC-CSA		Office Space - Open (4.5)	03	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	02	FAC-CSA		Office Space - Open (4.5)	04	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	03	FAC-CSA		Office Space - Open (4.5)	05	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	04	FAC-CSA		Office Space - Open (4.5)	06	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	05	FAC-CSA		Office Space - Open (4.5)	07	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	06	FAC-CSA		Office Space - Open (4.5)	08	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	07	FAC-CSA		Office Space - Open (4.5)	09	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	08	FAC-CSA		Office Space - Open (4.5)	10	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	09	FAC-CSA		Office Space - Open (4.5)	11	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	10	FAC-CSA		Office Space - Open (4.5)	12	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	11	FAC-CSA		Office Space - Open (4.5)	13	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
E	12	FAC-CSA		Office Space - Open (4.5)	14	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
EE	01	FAC-CON		Office Space - Open (4.5)	19	1.0	0.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
EE	02	FAC-CON		Office Space - Open (4.5)	20	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
EE	03	FAC-CON		Office Space - Open (4.5)	21	0.0	1.0	0.0	P	0.0	0.0	4.5	4.5	O	Above
EE	04	FAC-CON		Interview Booth - Type A		0.0	0.0	0.0	P	0.0	0.0	8.0	8.0	E	Above
EE	05	CM-OFF		Reception Wicket		0.0	0.0	0.0	P	0.0	0.0	4.0	4.0	O	Above
M	01	CM-OFF		Business Centre II (Pop: 5-25)		0.0	0.0	0.0	P	0.0	0.0	10.0	10.0	E	Above
M	02	CM-OFF		Kitchenette		0.0	0.0	0.0	P	0.0	0.0	12.0	12.0	O	Above
M	03	CM-OFF		Meeting Room - Medium		0.0	0.0	0.0	P	0.0	0.0	30.0	30.0	E	Above
M	04	CM-OFF		Quiet Room		0.0	0.0	0.0	P	0.0	0.0	5.0	5.0	E	Above
M	06	CM-OFF		Cleaner's Closet		0.0	0.0	0.0	P	0.0	0.0	2.0	2.0	E	Above
M	09	CM-OFF		Touchdown		0.0	0.0	0.0	P	0.0	0.0	15.0	15.0	O	Above 1.5m2 x 10 Touchdown station

OZ - Operations Zone														
ID Ref	Pgm	Rm	Function	Position	CB	LE	NOP	Staff		Office				
								Status	Req'd		Var	Type	Grade	Comments
N 02	FT-OFF		Telecommunication Closet		0.0	0.0	0.0	P	0.0	3.0	3.0	E	Above	
N 03	FT-OFF		Telecommunication Closet		0.0	0.0	0.0	P	0.0	5.0	5.0	E	Above	Electrical Closet
Zone Sub-total - OZ - Operations Zone					3.0	14.0	0.0		0.0	176.0	176.0			

RZ - Reception Zone														
ID Ref	Pgm	Rm	Function	Position	CB	LE	NOP	Staff		Office				
								Status	Req'd		Var	Type	Grade	Comments
R 01	CM-OFF		Main Chancery Waiting Area		0.0	0.0	0.0	P	0.0	20.0	20.0	E	Above	
R 02	CM-OFF		Visitor's Washroom		0.0	0.0	0.0	P	0.0	6.0	6.0	E	Above	Barrier Free WC
R 03	CM-OFF		Visitor's Washroom		0.0	0.0	0.0	P	0.0	6.0	6.0	E	Above	Barrier Free WC
S 01	FT-OFF		Security Airlock		0.0	0.0	0.0	P	0.0	6.0	6.0	E	Above	
S 02	FT-OFF		Demarcation Point		0.0	0.0	0.0	P	0.0	4.0	4.0	E	Above	
Zone Sub-total - RZ - Reception Zone					0.0	0.0	0.0		0.0	42.0	42.0			

Summary			
Above Sub-total	3.0	14.0	0.0
Below Sub-total	0.0	0.0	0.0
Grand Total	3.0	14.0	0.0

Net Area (Above Grade Space Only)	218.00
+ Personal & File Storage	1.25
= Total Net Area	238.00
SubTotal Usable	1.35
+ Collaborative Allowance	0.05
= Total Usable	337.37
Total Rentable	1.25
Total Construction	1.50

Legend: B = Baseline I = Incremental P = Plan E = Enclosed O = Open