



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Employment Social & Development Canada
(ESDC)
Emploi & Développement Social Canada (EDSC)

Attention: Manon Rondeau

nc-solicitations-gd@hrsdc-rhdcc.gc.ca

SIZE limit - 13MB

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Title - Sujet ENABLING ACCESSIBILITY FUND (EAF) – MID SIZED PROJECTS CONCEPTS EVALUATION	
Solicitation No. - N° de l'invitation 100010960	Date 2018-06-20
Client Reference No. - N° de référence du client 100010960	GETS Ref. No. - N° de réf. de SEAG
File No. - N° de dossier 100010960	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-05	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: mail to: nc-solicitations-gd@hrsdc-rhdcc.gc.ca	Buyer Id - Id de l'acheteur
Telephone No. - N° de téléphone 819 654-2597	FAX No. - N° de FAX 819 953-6859
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Employment Social & Development Canada (ESDC) Emploi & Développement Social Canada (EDSC) 140, Portage, Phase IV Gatineau, Québec K1A 0J9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



**REQUEST FOR INFORMATION REGARDING
ENABLING ACCESSIBILITY FUND (EAF) – MID SIZED PROJECTS CONCEPTS EVALUATION
FOR
EMPLOYMENT SOCIAL & DEVELOPMENT CANADA (ESDC)**

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REQUEST FOR INFORMATION (RFI)

PREQ # 100010960

ENABLING ACCESSIBILITY FUND (EAF) – MID SIZED PROJECTS CONCEPTS EVALUATION FOR EMPLOYMENT SOCIAL & DEVELOPMENT CANADA (ESDC)

1) Background and Purpose of this Request for Information (RFI)

Employment Social & Development Canada (ESDC) is requesting Industry feedback to assist in defining the requirement for an upcoming Tendering Limited Process.

The objectives of this RFI are to:

- a. Inform potential suppliers of the draft requirements of this procurement;
- b. Collect information on the level of interest and capability from Canadian suppliers regarding the requirements as published in this RFI;
- c. Seek Industry feedback on Annex A – Statement of Work;
- d. Create a list of potential bidders who will send their interest from this RFI to do a Limited Tendering Process.

This RFI is neither a call for tender nor a Bid Solicitation. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein. Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Participation in this RFI is required to be included in the source list of potential bidders. There will be a short-listing of potential bidders for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is a condition or prerequisite for the participation in any potential subsequent solicitation.

2) Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. This RFI will result in the creation of a source list of potential bidders. Therefore, not responding to this RFI will preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI.



3) Security Requirements

There are security requirements associated with this contract.

Personnel Security level at Reliability Status required;
Facility Security Clearance (FSC);
Safeguarding Security Clearance;
and Information Technology (IT) Media Security Clearance.

At the bid closing of the Limited Tendering Process RPF and throughout the life of the contract, the Contractor must hold a valid Security Clearance at a level of information of B issued by the Contract Security Program (CPS) at Public Services and Procurement Canada (PSPC).

4) Legislation, Trade Agreements, and Government Policies

The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

The requirement is not subject to the provisions of any trade agreements.

5) Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However any questions from respondents concerning this RFI must be made in writing to the Contracting Authority stated below, **via e-mail** on or before the closing date.

Name: Manon Rondeau
Title: Contract Specialist Expert
Employment and Social Development Canada
Procurement and Contracting
Address: 140 Promenade du Portage
Gatineau, QC K1A 0J9
Telephone: 819 654-2597
Facsimile: 819 953-6859
E-mail address: nc-solicitations-gd@hrsdcc-rhdcc.gc.ca

Canada reserves the right to not respond to questions received after the closing date or to any question not related to this RFI. Enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the responses will be made publicly available through the Government Electronic Tendering Service (<https://buyandsell.gc.ca/>).

Changes to this RFI may occur and will be advertised through an amendment on the Government Electronic Tendering System. Canada asks Respondents to visit [Buyandsell.gc.ca](https://buyandsell.gc.ca) regularly to check for changes, if any.

6) Industry Engagement Activities (if applicable)

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

Only the bidders who show interest to this RFI would be invited to the Limited Tendering Process.



7) Closing date for the RFI

Responses to this RFI must be submitted electronically to the Contracting Authority and will be accepted until **2:00 PM Eastern Standard Time (EST) on July 5, 2018**. The information received after that date will not be considered.

8) Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

9) Treatment of Responses

- a) Use of Responses: Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- b) Review Team: A review team composed of representatives of the client (where applicable) and ESDC will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- c) Confidentiality: Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.
- d) Follow-up Activity: Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

10) Contents of this RFI

- a) This RFI contains a draft Statement of Work/Statement of Requirements. This document remains a work in progress and respondents should not assume that new clauses or requirements will not be added to any bid solicitation that is ultimately published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised. Comments regarding any aspect of the draft document are welcome until the close of the RFI.

11) Format of Responses

- a) Cover Page: If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - i) the title of the respondent's response and the volume number;
 - ii) the name and address of the respondent;
 - iii) the name, address and telephone number of the respondent's contact;
 - iv) the date; and
 - v) the RFI number.
- c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- d) **Number of Copies:** Canada requests that respondents submit **[1]** copies of their responses.



12) Submission of Responses

- a) **Time and Place for Submission of Responses:** Suppliers interested in providing a response by email nc-solicitations-gd@hrsdc-rhdcc.gc.ca to the Contracting Authority identified above by the time and date indicated as per the article 7. Closing date for the RFI of this document.
- b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is emailed on time to nc-solicitations-gd@hrsdc-rhdcc.gc.ca.
- c) **Identification of Response:** Each respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly of the response.



ANNEX A

STATEMENT OF WORK

Enabling Accessibility Fund – Mid-Sized Projects Concepts Evaluation

1. Objectives

The Enabling Accessibility Fund (EAF) Mid-sized Projects Component supports projects aimed at building (i.e. new construction), renovating or retrofitting facilities that house or will house services and programs that focus and emphasize a holistic approach in responding to the social and/or labour market integration needs of people with disabilities.

Assessment of proposals received under this component will be undertaken by internal (ESDC) and external (subject-matter expert preferably in the area of construction and accessible design) review bodies.

The internal assessment will involve the review of the eligibility criteria under the program (applicants, activities, amount requested and community support) as well as other key assessment criteria such as: the need, priority and impact of the project for the community. The hiring of an external expert is necessary to review concepts in the area of construction in relation to the overall feasibility, cost and proposed timelines as well as to identify areas of the proposals that may require adjustments or improvements, as the Department does not have this expertise in-house.

As result, the external reviewer such as Professional Quantity Surveyor¹ is required to provide Employment and Social Development Canada (ESDC) with an in-depth assessment of assigned concepts that will include the rationale for the assessment in all pertinent sections of the assessment tool provided by ESDC. The external reviewer must also have good knowledge of and experience with the [Canadian Standard Association's "Accessible Design for the Built Environment" \(B651-12 \(R2017\)\)](#), its requirements and their application.

2. Background Statement

ESDC is responsible for administering the EAF program, a \$15M per year federal Grants and Contributions program (\$13.65 in grants and contributions and \$1.35M in operating expenditures) that focuses on accessibility of the built environment for persons with disabilities in Canadian communities and workplaces. The EAF supports community-based projects that aim to improve accessibility and safety for people with disabilities by removing barriers in Canadian communities and workplaces through construction, renovation and retrofit projects. Since the program's inception the EAF has funded over 3,500 projects across Canada.

The EAF mid-sized project component was introduced in 2010 to allow for larger retrofit, renovation or construction projects. Projects funded under this component must create or enhance access of people with disabilities to accessible facilities that house services and programs that focus on the social and labour market integration needs of people with disabilities.

¹ A Professional Quantity Surveyor has a detailed and comprehensive knowledge of construction and construction methods, as well as the laws relating to construction projects and accounting, in order to provide cost and financial advice. (Source: Canadian Institute of Quantity Surveyor).



The Enabling Accessibility Fund issued a Call for Concepts for mid-sized projects on March 29, 2018. The Call for Concepts (CFC) closed on May 24, 2018. In this CFC, eligible organizations² with successful project concepts may receive between \$350,000 and \$1 million in ESDC funding for the new construction, renovation and/or retrofit of accessible facilities and venues in Canadian communities. These facilities and venues must offer or plan to offer programs and services that focus on a holistic approach in addressing the social and/or labour market integration needs of people with disabilities. The proposed construction, renovation and/or retrofit activities are not anticipated to start before December 2018 and should be no longer than twenty-four (24) months in duration.

3. Scope

The external evaluator will provide ESDC with an in-depth assessment of all project concepts submitted to them for assessment, and provide subject matter expertise required on any follow-up questions or assessment as deemed necessary. The external evaluator must have the capacity to assess projects in both official languages and report back to ESDC with their assessment. The external evaluator will provide ESDC with their assessment using the assessment tool provided by ESDC to evaluate the projects from a construction and accessible design perspective to assess the overall feasibility of the project, the cost accuracy for each of the project activities, the proposed timelines, as well as to identify areas of the proposals that may require adjustments or improvements. Project concepts reviewed by the external reviewer will include retrofits, renovations or the new construction of accessible facilities within Canada that house or plan to house services and programs that emphasize a holistic approach to the social and labour market integration needs of people with disabilities. Projects must be accessible to the public. Please note that the anticipated number of projects concepts to be assessed will be no more than 30 to 40 projects (CFC). The external evaluator will have to complete the assessment over a two to three weeks period (sometime between mid-July and mid-August) depending on the workload. During this time period, tasks will include assessments of concepts, meetings and follow-ups with ESDC.

Note: This assessment process will be time sensitive, and extensions to review applications will not be provided.

4. Tasks

The contractor shall review and assess EAF Mid-size construction project concepts:

- overall feasibility in relation to the proposed activities and timelines;
- appropriateness and accuracy of the estimated costs, budget and resources allocation in relation to project s (including variable factors such as regional labour costs and timelines provided); and
- design (dimensions and drawings) efficiency and application of requirements under the [Canadian Standard Association's "Accessible Design for the Built Environment" \(B651-12 \(R2017\)\)](#).

As part of their assessment, the contractor will also have to identify areas of the proposals that may require adjustments, improvements and any potential risks that have been not identified in project concepts.

The contractor must be available to provide clarification to ESDC on their assessment, as required.

² Organizations eligible under the Mid-sized CFC are not-for-profit and Indigenous organizations, municipalities and territorial governments.



A detailed review of the assessment process with respect to assessment tools, deadlines and quality standards will take place between the contractor and ESDC (in person or by teleconference) prior to the start of the assessment . The deadlines for the contractor to return the completed assessment grid for each project will be negotiated between ESDC and the contractor once the workload has been determined. It is anticipated that the assessment of all project concepts will need to be completed within two to three weeks.

5. Contract Period

The estimated contract period for the work to be performed by the contractor for the EAF mid-sized projects will be for three (3) months following the contract award date.

6. Level of Effort

Intermediate

7. Constraints

The contractor will work at their premises and must have the ability to review proposals in both official languages. The contractor must ensure consistency in the assessments it will provide. The contractor is required to avoid any conflict of interest, real or apparent in relation to the review of proposals. For example the external evaluator cannot complete the review of concepts for ESDC if he/she has been involved in any way in the preparation stage of concepts applications for the 2018 EAF Mid-sized CFC; or has previously worked on other project for the organization who is applying for funding.

In their application, bidders must provide a descriptive of their risk mitigation strategy should they find themselves in a conflict of interest during the review of proposals.

All documents prepared by the contractor for ESDC associated to this contract will remain the intellectual property of the ESDC.

8. Reference Documentation

The [2018 Call for Concepts application guide](#) and application form

9. Deliverables, milestones and schedule

1. Review and provide an in-depth assessment (including scoring) of the project concepts for the mid-sized projects in relation the overall feasibility of the project, the cost accuracy for each of the project activities, the proposed timelines, as well as to identify areas of the proposals that may require adjustments or improvements. An External Evaluator's Guide (including scoring grids) will be provided. Deliverable dates will be negotiated based on volume or project proposals submitted for review.



2. Evaluate proposals presented in English or in French to determine the following:
 - a. Indicate appropriateness of budget and provide assessments of overall project feasibility in relation to the cost accuracy for each project activities, proposed timelines, (including variable factors such as regional labour costs and timelines).
 - b. Review the design specifications of the project, as described in the project application submitted (including work plan if applicable), to ensure that it conforms to the [Canadian Standard Association's "Accessible Design for the Built Environment" \(B651-12 \(R2017\)\)](#).
 - c. Indicate whether the applicant has identified the appropriate potential risks in achieving the construction project and has indicated appropriate mitigating strategies to address these risks.
3. The external evaluator is expected to complete their evaluations within the timelines agreed with ESDC. The deadlines for the external evaluator to return the External Assessment Form for each project will be negotiated between ESDC and the contractor once the workload has been determined.
4. The external evaluator will be required to record their evaluation using a scoring grid provided by ESDC. More specifically, they must provide a brief statement for each question including clear explanations for ratings accorded to each criteria. This rationale must:
 - address each component of the criteria question
 - detail any deficiencies or strengths with regards to each criteria
 - where possible make reference to the evaluator's domain of expert knowledge (e.g., if a project's costs are not realistic and does not display good value, is it because costs for the project are not realistic for construction costs in that region?)

10. **Budget**

The cost of the contract shall not exceed \$50, 000 including applicable taxes.

11. **Basis of Payment**

The final payment will be made once ESDC has completed the review of all mid-sized project concepts and once review process approval and acceptance by the Program Authority is received. The payment will be issued 30 days after the receipt of invoice detailing precise services delivered to date and approval and acceptance by the Program Authority.

12. **Method of Selection**

To be considered responsive, a bid must:

- Be within the stipulated budget
- Meet all the mandatory requirements specified in the section below; as well as
- Obtain the highest points in the rated requirement specified under section below.

The responsive bid that scores the highest number of rated points will be recommended for award of a contract, provided that the estimated total price does not exceed the budget constraints for this requirement. In instances where identical scores are assigned to the highest proposals, the successful bid will be the one offering the lowest priced proposal.



Contractors must also indicate on their application:

- whether they have been consultant in this capacity in the past; and
- provide a minimum of two references from previous clients that had similar type of work completed by the bidder. The references should speak to the bidder’s ability to accurately assess/costs and feasibility of construction related projects.

Preference may also be given to bidders who have expertise with the application of requirements under the [Canadian Standard Association’s “Accessible Design for the Built Environment” \(B651-12 \(R2017\)\)](#).

13. Mandatory and Rated Requirement

The mandatory requirements listed will be evaluated on a pass/fail (i.e. compliant / non-compliant) basis. Proposals that fail to meet the mandatory requirements will be excluded at this stage without further consideration.

Proposals must demonstrate compliance with all of the following specifications and requirements and must provide the necessary documentation to support compliance in order to be considered.

Mandatory Requirement			
Requirement Number	Description	Page No. / Paragraph No.	Compliant / Non-Compliant
M1	The bidder must demonstrate that they have the experienced and qualified resources to undertake the work as specified in this statement of work.		
M2	The bidder must be able to assess the projects which may be presented in either official language		
M3	The bidder must be a member, in good standing of the Canadian Institute of Quantity Surveyors		
M4	The bidder must demonstrate a minimum of 2 years of experience, within the last 5 years in the field of construction cost consulting and project feasibility field.		
M5	The bidder must demonstrate that it has the knowledge and experience requested for this criterion, which should be typical of the experience accrued over a period of 2 years working with and applying the CSA’s design with the application of Canadian Standard Association’s “Accessible Design for the Built Environment” (B651-12 (R2017)) .		



Rated Requirement			
Requirement	Description	Minimum Points Required	Maximum points
R1	<p>Number of years of experience in the field of construction cost consulting and project feasibility. (Must have at least two years of experience within the last five fast years.) Two (2) points per year starting at 2 years of experience up to a total of 30 points</p> <p>2 years = 2 3 years = 4 4 years = 6 5 years = 8 6 years = 10 7 years = 12 8 years = 14 9 years = 16 10 years = 18 11 years = 20 12 years = 22 13 years = 24 14 years = 26 15 years = 28 16 years = 30</p>	2	30
R2	<p>Degree of knowledge of Canadian Standard Association's "Accessible Design for the Built Environment" (B651-12 (R2017), its requirements and their application.</p> <p>The bidder was able to demonstrate in his application that he/she/it has good knowledge and experience :</p> <p>Fully = 5 Somewhat = 3 No = 0</p>	3	5