

Statement of work Architectural, Engineering, Design Contract

1.0 Introduction:

The Canadian Grain Commission (CGC) requires engineering, architectural and design services for ongoing modernization of workspace, both office and special purpose, to meet the changing needs of the workforce.

2.0 Background:

The Canadian Grain Commission (CGC) is a federal government agency, which operates under the authority of the *Canada Grain Act* (<http://laws-lois.justice.gc.ca/PDF/G-10.pdf>). The head office is located in Winnipeg, Manitoba – central to the grain industry. The CGC reports to Parliament through the Minister of Agriculture and Agri-Food Canada.

The CGC requires the services of a consulting firm with General Architectural/Interior Design/Structural Engineering and Electrical and Mechanical Engineering expertise to provide design, planning and review services on an “as and when requested” basis, to be authorized via individual Task Authorizations. The selected Consultants will be expected to provide a range of services as identified in “4.0 Scope of Work/Tasks Requirements” (below).

3.0 Objective:

The objective of this contract is to provide the CGC with technical services not available internally. On an ongoing basis, the design, engineering and space planning consultation required will vary, dependant on location and need, while respecting the existing structure and whenever required, conforming to Government of Canada Standards.

4.0 Scope of Work/Tasks Requirements:

The resulting Contract will be for a period of two years from date of contract award, with the option to renew for three additional one-year extensions. All work required within this contract will be defined and agreed to using a Task Authorization form.

The contractor must be able to fulfil the following tasks on an as-and-when-needed basis:

- 5.1 Design new work spaces and/or reconfigure existing ones;

- 5.2 Provide functional planning support—including detailed space analysis and reports;
- 5.3 Prepare detailed ready-for-tender design drawings;
- 5.4 Prepare working drawings;
- 5.5 Investigate and report such as feasibility analysis and technical requirements (for example, but not limited to Statements of Work, Requests for Proposal etc.);
- 5.6 Provide advice and guidance on construction, engineering and technical issues (for example, but not limited to Acoustics and Sound Mitigation; HVAC, Electrical, Design etc.)
- 5.7 Provide Post-occupancy evaluations;
- 5.8 Create stand-alone specifications;

5.0 Deliverables:

For every signed and agreed-upon Task Authorization, the contractor must meet and deliver the following:

	Deliverable	Completion Date
5.1	The contractor must attend a meeting (in person or over the phone) with the Project technical authority.	One week after receiving email request and draft Task authorization from Project Technical Authority
5.1	The contractor must complete their portion of the Task Authorization.	One week after meeting
5.2	The contractor must provide the Project Technical Authority with a monthly email update on task progress.	Monthly (the last Friday of every month by 12:00 p.m. CST)

6.0 Constraints

- 6.1 Working hours (for site accessibility): The CGC’s Head Office is located in Winnipeg, and the business hours may vary by division but are generally in operation between 8:00 a.m. – 4:00 p.m. CST. CGC

spaces are comprised of office space as well as Special Purpose Space (laboratories and grain inspections areas).

- 6.2 Software: The CGC works in a Microsoft Windows 7 environment (may upgrade to Windows 10 during the course of the contract), and uses Microsoft Office 2016 (i.e. Word, Excel, Powerpoint and Outlook). The contractor will create all electronic documents for this project using Microsoft Office software, or software that is compatible with the version utilized by the CGC. All drawings, pictures, illustrations, flow charts and graphics for use by either internal or external audiences must be provided in hard copy and in a digital format (i.e. Autocad format and .pdf), created using industry-standard software.
- 6.3 Licensing Requirements Consultant team members and key personnel shall be, or be eligible to be licensed, certified, or otherwise authorized, to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the provide or territory of the work. It is expected that by submitting a proposal, the Consultant certifies that all members of the consultant team and key personnel are, or are eligible to be, licensed, certified, or otherwise authorized, to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province or territory of the work.

7. Language of Work

Meetings held with the project technical authority will be in English. The work to be performed must be completed in English.

8. Travel Requirements

It is anticipated that the majority of work shall be conducted on site at CGC Headquarters in Winnipeg, Manitoba or at the Contractor's place of business. Travel may be required to CGC regional offices in Thunder Bay, Vancouver and Montreal, or to one of our locations within terminal elevators across Canada, if teleconferencing or other virtual communication does not suffice. All travel must have the prior authorization of the Project Authority. Travel expenses deemed part of this Contract shall be paid in accordance with the Treasury Board Travel Directive. The authorized travel and living expenses

will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

A travel budget of \$10,000 has been established for this contract.

9. Security Requirements

The successful vendor and any subcontractors must obtain a Government of Canada Designated Organization Screening (DOS) security clearance prior to being awarded the contract. All individuals assigned to this contract must obtain and hold a valid Government of Canada Reliability Status within 30 days of award of this contract.

10. Resource Documents:

11.1 Workplace 2.0 Pillars of Renewal:

<http://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/pmt-pwp-eng.html>

11.2 National Project Management System:

<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>

11.3 Treasury Board Travel Directive

<http://www.njc-cnm.gc.ca/directive/d10/v238/en>

12.0 Location of Work:

The consultant/firm will be working with a CGC Project lead throughout the duration of the contract to determine timeframes and services required. As stated above, the CGC's Head Office is at 303 Main Street in Winnipeg, MB therefore bidding firms must have a consistent Winnipeg presence and provide Winnipeg (and surrounding areas)-based resources. Consultation work will be required for Winnipeg and other regional locations.

Financial Considerations

Budget

The budget for Year 1 and 2 of this project shall not exceed a maximum of \$200,000 (which must include all expenses, travel and GST/HST as applicable).

In consideration of the Contractor satisfactorily completing the deliverables under its obligations of the ensuing Contract, the Contractor will provide an invoice (itemized by Resource name/position and Hours worked) for the CGC by the 7th of each month, on an ongoing monthly basis, for actual work completed during the previous month.

No increases in the total cost to the CGC resulting from modifications, delays or otherwise will be authorized or paid to the Contractor unless these changes have been approved by the Project Lead in writing, by an approved amendment to the specific Task Authorization, and **in advance** of the modifications to be invoiced. Any such approved changes which will be invoiced as an additional cost must first be itemized in a written quote which will be integrated into the Task Authorization by the Project Authority and signed by both Parties before the work may proceed.

Additionally, it is expected that the services performed on each Task Authorization, are to be billed on a per-hour basis.

Basis of Selection

Financial Bids will be evaluated as follows:

In order to ensure that fair and competitive hourly rates are received for each of the positions listed, bidders must provide an hourly rate for each listed position below. Failure to insert an hourly rate for each position listed will render the bid non-responsive.

Each Regular Hourly Rate will be multiplied by the Estimated Usage for Regular Hours (for information only) to determine the Evaluated Rate for each resource category. The Evaluated Rates for all categories will be added together to equal the Total Evaluated Rate.

Estimated usage for regular hours is based on previous data and is for information only.

Design and Planning Services		Hourly rate, minus GST (in Cdn \$)			
Resource Position(s)		Contract Year 1			
1	Contract – Year 1	Estimated Usage for Reg. Hours <i>(For information only)</i>	Reg. Hours	After Hours & Weekends	Evaluated Rate <i>(based on Regular hours only)</i>
1a	Senior Interior Designer	50 hours	\$	\$	\$
1b	Architect Technologist	75 hours	\$	\$	\$
1c	Senior Architect	10 hours	\$	\$	\$
1d	Mechanical Engineer	10 hours	\$	\$	\$
1e	Electrical Engineer	10 hours	\$	\$	\$
1f	Structural Engineer	10 hours	\$	\$	\$
	Sub-Total Evaluated Rate				\$

Design and Planning Services		Hourly rate, minus GST (in Cdn \$)			
Resource Position(s)		Contract Year 2			
1	Contract – Year 2	Estimated Usage for Reg. Hours <i>(For information only)</i>	Reg. Hours	After Hours & Weekends	Evaluated Rate <i>(based on Regular hours only)</i>
1a	Senior Interior Designer	50 hours	\$	\$	
1b	Architect Technologist	75 hours	\$	\$	
1c	Senior Architect	10 hours	\$	\$	
1d	Mechanical Engineer	10 hours	\$	\$	
1e	Electrical Engineer	10 hours	\$	\$	
1f	Structural Engineer	10 hours	\$	\$	

	Sub-Total Evaluated Rate	\$
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Design and Planning Services		Hourly rate, minus GST (in Cdn \$)			
Resource Position(s)		Option Year 3			
1	Option Period 1 – Year 3	Estimated Usage for Reg. Hours <i>(For information only)</i>	Reg. Hours	After Hours & Weekends	Evaluated Rate <i>(based on Regular hours only)</i>
1a	Senior Interior Designer	50 hours	\$	\$	\$
1b	Architect Technologist	75 hours	\$	\$	\$
1c	Senior Architect	10 hours	\$	\$	\$
1d	Mechanical Engineer	10 hours	\$	\$	\$
1e	Electrical Engineer	10 hours	\$	\$	\$
1f	Structural Engineer	10 hours	\$	\$	\$
	Sub-Total Evaluated Rate				\$

Design and Planning Services		Hourly rate, minus GST (in Cdn \$)			
Resource Position(s)		Option Year 4			
1	Option Period 2 – Year 4	Estimated Usage for Reg. Hours <i>(For information only)</i>	Reg. Hours	After Hours & Weekends	Evaluated Rate <i>(based on Regular hours only)</i>
1a	Senior Interior Designer	50 hours	\$	\$	\$
1b	Architect Technologist	75 hours	\$	\$	\$
1c	Senior Architect	10 hours	\$	\$	\$
1d	Mechanical Engineer	10 hours	\$	\$	\$

1e	Electrical Engineer	10 hours	\$	\$	\$
1f	Structural Engineer	10 hours	\$	\$	\$
	Sub-Total Evaluated Rate				\$

Design and Planning Services		Hourly rate, minus GST (in Cdn \$)			
Resource Position(s)		Option Year 5			
1	Option Period 3 – Year 5	Estimated Usage for Reg. Hours <i>(For information only)</i>	Reg. Hours	After Hours & Weekends	Evaluated Rate <i>(based on Regular hours only)</i>
1a	Senior Interior Designer	50 hours	\$	\$	\$
1b	Architect Technologist	75 hours	\$	\$	\$
1c	Senior Architect	10 hours	\$	\$	\$
1d	Mechanical Engineer	10 hours	\$	\$	\$
1e	Electrical Engineer	10 hours	\$	\$	\$
1f	Structural Engineer	10 hours	\$	\$	\$
	Sub-Total Evaluated Rate				\$

Evaluation Summary:

Year	Sub Total Evaluated Rate
Contract - Year One	\$
Contract – Year Two	\$
Option Period 1 – Year Three	\$
Option Period 2 – Year Four	\$
Option Period 3 – Year Five	\$
Total Evaluated Rate (excluding GST)	\$

Evaluation Criteria

1.0 Mandatory Criteria

The Mandatory Criteria which **must** be met in order to be further evaluated by Point-Rated Criteria for each Bidder, are:

- M.1 The Proposed firm must have *significant and *recent experience in providing architectural, engineering and design services to the Government of Canada (*significant and *recent is described as two or more projects within the last five years).
- M.2 The Proposed firm must clearly demonstrate that they have significant experience in managing projects and balancing design, budget, and schedule .
- M.3 The Proposed firm must provide a lead project manager with an Architecture or Interior Design degree from a recognized University, and must be clearly demonstrated on Employee's resume.
- M.4 The Proposed firm must have an office in Winnipeg or surrounding area (within 50 kms).
- M.5 The Proposed firm must be able to provide qualified resources in engineering and architectural services and must provide proof of a current and valid license, which meets provincial licensing requirements.
- M.6 The successful vendor must obtain a Designated Organization Screening (DOS) prior to being awarded the contract.
- M.7 All individuals assigned to this contract must obtain and hold a valid Government of Canada Reliability Status within 30 days of award of this contract.

2.0 Point-rated Assessment Criteria

The Point-rated assessment criteria for this Statement of Work are as follows:

- P.1 Understanding of the work required (25 points)**
 - Demonstrate a knowledge of the Federal Government's Space Allocation Standards, specifically the Workplace 2.0 Standard;
 - Demonstrate an understanding of the requirements and of the scope and objectives of this project; and
 - Demonstrate an understanding of the challenges possibly encountered in a project of this magnitude.

P.2 Work Breakdown/Fee Proposal (35 points)

For each service listed in the Scope of Work (See Section 4.0), demonstrate:

- Logical explanation of tasks required to be completed for each service;
- Details on communication and coordination provided for each service when called up.
- Explanation of deliverables for each service (i.e. what documents are produced and in what format).
- Details on team composition, the responsibilities and expected efforts per task by team leader.
- Fee breakdown for each team member.

P.3 Qualification and Experience of the Firm and proposed project team members (40 points)

- Project experience, subject matter relevance, quality and timelines of delivery, size of projects, size of project teams
- The bidder must submit contract information for reference verification from the clients of two (2) major projects (preferably for the Government of Canada).
- Demonstrated availability of proposed project team members (including back-up capacity) throughout the project duration
- Previous experience of each proposed project team member.
- Distribution of project time for each team member based on individual experience levels.

3.0 Basis of Selection

To be considered responsive, a proposal must:

- Meet **all** of the Mandatory Criteria of this Statement of Work (As listed in Section 1;
- Obtain a minimum pass mark of 70% for each of the above-noted criteria;
- Obtain a minimum overall pass mark of 70/100 or 70%.

The Basis of Selection will be the responsive bid with the highest combined rating of technical merit and price. Selection of the successful bidder shall be determined on the Highest Combined Rating Technical Merit (60%) and Price (40%).

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd