



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet Sustainable Bldgs & Energy/GHG A.	
Solicitation No. - N° de l'invitation EZ897-183177/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client EZ897-183177	Date 2018-08-27
GETS Reference No. - N° de référence de SEAG PW-\$VAN-584-8388	
File No. - N° de dossier VAN-8-41053 (584)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-04	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Perez, Elizabeth	Buyer Id - Id de l'acheteur van584
Telephone No. - N° de téléphone (604) 671-2613 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC/PSPC	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

AMENDMENT 004

Clarification and Amendment of Request for Proposal

1. QUESTIONS:

Question 1: Can the same person be named for multiple roles? ie Sustainable Buildings Professional and Building Assessment Technician?

DELETE: Answer 1: No, we are looking for firms to demonstrate capacity and a variety of skill and experience levels.

INSERT: **Answer 1: We have no objection to one person being proposed as both the Sustainable Buildings Professional and Building Assessment Technician.**

Question 2: Regarding the mandatory education and accreditation requirements for Mechanical and Electrical - Section H.4.1 indicates ONE Professional Mechanical engineer and ONE Professional Electrical engineer must meet the mandatory requirements for items 1-4 including registration in BC and permit to practice in Yukon. However, Section 7.1.1. states must specify 2 individuals. Is ONE individual with both BC and Yukon registration acceptable?

Answer 2: **Section 7.1.1 should identify a requirement for one Mechanical and one Electrical engineer only.**

Question 3: Can the mandatory requirement to provide permits to practice for Yukon be waived with the evidence of Yukon permit to be provided upon notification of contract award?

Answer 3: **No – permits to practice in Yukon must be provided.**

Question 4: If the mandatory requirements cannot be revised can the closing date be extended to allow our personnel who have been on vacation an opportunity to apply for a permit to practice in the Yukon?

Answer 4: **No extension to the closing date will be made for the purpose of allowing bidders' vacationing staff to apply for permits or licenses.**

2. In PART 7 – RESULTING CONTRACT CLAUSES, Item 7.10 Applicable Laws:

DELETE: The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia and Yukon Territory.

INSERT: **The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.**

3. In ANNEX B BASIS OF PAYMENT

In the Professional Engineer (Mechanical) Category

DELETE: Two Named Individuals meeting applicable criteria from Annex H (H.4)

INSERT: **One Named Individual meeting applicable criteria from Annex H (H.4)**

In the Professional Engineer (Electrical) Category

DELETE: Two Named Individuals meeting applicable criteria from Annex H (H.4)

INSERT: One Named Individual meeting applicable criteria from Annex H (H.4)

4. In ANNEX H EVALUATION CRITERIA AND BASIS OF SELECTION:

DELETE: In its entirety.

INSERT: REPLACE AS BELOW:

ANNEX H EVALUATION CRITERIA AND BASIS OF SELECTION

H.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the bids.

Each responsive bid will be evaluated against the point rated criteria listed below. It is recommended that Bidders address these criteria in sufficient depth so as to indicate a clear understanding of the requirements and the services to be provided as detailed below.

The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion, where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points.

Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience. **Points will be awarded solely on the basis of information as explicitly written in the Bidder's response.**

Bids not awarded the specified minimum number of points for each evaluation criteria were applicable or bids that do not comply with the information requirements as specified by any of the words "maximum", "minimum", "must", "will" or "shall" will be considered non-responsive and will not be evaluated further nor considered for contract award.

For all demonstrated experience project descriptions, it is requested that the Bidder provide:

- 1) the date of completion of the project;
- 2) the client name and name of a client contact;
- 3) the telephone number or email address for that client contact;
- 4) the value of services provided by the bidder to that client (Note: the value of services includes only those services provided by the Bidder, not the overall client project budget).

Bidders should note where clients have requested that their project be confidential. Confidential clients may be contacted by PWGSC only to confirm details of the demonstrated experience projects as relevant to this solicitation. Failure to provide adequate contact information may result in the project(s) not being considered as part of the demonstrated experience for the resource.

H.2 Definitions

"Building sustainability assessments" are assessments of building/facility systems or infrastructure focusing on a) energy use and conservation, b) water use and/or wastewater characterization and conservation, c) sustainable building materials and construction, d) greenhouse gas generation and reduction opportunities, e) indoor air quality and environment, and/or f) site sustainability.

"Completed project" is a project for which the final assessment or report has been submitted to the client (NOTE: A project where a) only the draft project report has been submitted to the client, or b) the final project report is in preparation is NOT acceptable as "completed project" for the purpose of this solicitation).

"Multi-disciplinary project teams" are project teams comprised of three or more personnel with individual specialties in technical/scientific areas such as engineering, architecture, environmental sciences, etc.

H.3 Project Managers

H.3.1 Point rated requirements

The Bidder must propose **TWO Project Managers**. Project Managers will be evaluated on their education and demonstrated experience.

EDUCATION

Each of the two Project Managers is expected to meet a minimum educational requirement, which we determine to be a Bachelor's Degree or higher in architecture, engineering, or other relevant technology, science or environmental program (e.g. Bachelor's degree in Environmental Studies). To be evaluated, it is requested that scans or photocopies of the Project Managers' degrees be provided with the proposal at bid close. If copies are not provided with the proposal, Canada will request them and the Bidder will have 48 hours from the time of the request to provide them.

For <u>each</u> Project Manager, identify his/her educational credential meeting the minimum requirement, which is a Bachelor's Degree or higher in architecture, engineering, or other <u>relevant</u> technology, science or environmental program (e.g. Bachelor's degree in Environmental Studies).	20 pts (10 pts/credential)	
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DEMONSTRATED EXPERIENCE

For each of the two Project Managers, provide examples of building sustainability, energy use, or GHG assessment projects which demonstrate the required project management experience as described below. **Each demonstrative project must have been completed between January 2013 and the closing date of this solicitation to be considered.**

Maximum three (3) pages for each proposed Project Manager to describe demonstrated experience.

For <u>each</u> Project Manager, provide TWO examples of building sustainability, energy use, or GHG assessment projects which were wholly managed by the Project Manager and which identify specific methods or tools (e.g. project management application software) which were used to monitor and manage <ol style="list-style-type: none">1. project schedule,2. project budget, and	40 pts (10 pts/project)	
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3. client and project team communications.		
For <u>each</u> Project Manager, provide ONE example of a building sustainability, energy use, or GHG assessment project which describes actions or methods used by the Project Manager to 1. resolve critical problems OR 2. adapt to changing project circumstances or conditions which could have negatively impacted the project.	20 pts (10 pts/project)	

Project Managers, total possible points: 80 pts

MIN 75% (60 points)

H.4 Professional Engineers (Mechanical and Electrical)

H.4.1 Mandatory requirements

EDUCATION AND ACCREDITATION

The Bidder must specify **ONE Professional Mechanical Engineer** and **ONE Professional Electrical Engineer**. Each Professional Engineer must meet the mandatory requirements which are:

1. Bachelor of Engineering degree with specialization in Mechanical Engineering or Electrical Engineering, as applicable,
2. Professional Engineer designation,
3. Registration as a Professional Engineer in British Columbia, and
4. Permit to Practice issued by the Association of Professional Engineers of Yukon.

For the purpose of evaluating the bidder's proposal, it is requested that legible scans or photocopies of these proof documents be provided with the proposal at bid close for each proposed Professional Engineer:

1. the Professional Engineer's degree,
2. designation as a Professional Engineer,
3. membership in the Association of Professional Engineers and Geoscientists of British Columbia, and
4. A valid Permit to Practice issued by the Association of Professional Engineers of Yukon.

If copies are not provided with the proposal, Canada will request them and the Bidder will have 48 hours from the time of the request to provide them.

Bidders' proposals which fail to provide evidence of the proposed Professional Engineers' acceptable education, professional designation, registration for practice in British Columbia, and a valid Yukon Permit to Practice engineering will not be considered further.

H.4.2 Point rated requirements

DEMONSTRATED EXPERIENCE

For the **Professional Mechanical Engineer**, provide examples of projects which demonstrate technical expertise and experience as described below. **Projects must have been completed between January 2013 and the closing date of this solicitation to be considered.**

Maximum two (2) pages for the proposed Professional Mechanical Engineer to describe demonstrated experience.

Provide TWO examples of projects which demonstrate personal experience in assessing building mechanical systems in the context of a building sustainability assessment.	20 pts (10 pts/project)	
Provide TWO examples of projects which demonstrate personal responsibility for identifying options to improve or upgrade building mechanical systems to enhance energy efficiency or reduce greenhouse gas emissions, including calculations of energy savings, cost savings, and payback periods.	20 pts (10 pts/project)	
Provide ONE example of a project which demonstrates personal responsibility for design of an engineered mechanical system which is intended to enhance building sustainability.	20 pts	

Professional Mechanical Engineer, total possible points: 60 pts **MIN 75% (45 points)**

For the **Professional Electrical Engineer**, provide examples of projects which demonstrate technical expertise and experience as described below. **Projects must have been completed between January 2013 and the closing date of this solicitation to be considered.**

Maximum two (2) pages for the proposed Professional Electrical Engineer to describe demonstrated experience.

Provide TWO examples of projects which demonstrate experience in assessing building lighting or electrical systems in the context of a building sustainability assessment.	20 pts (10 pts/project)	
Provide TWO examples of projects which demonstrate responsibility for identifying options to improve or upgrade building lighting or electrical systems, including calculations of energy savings, cost savings, and payback periods.	20 pts (10 pts/project)	
Provide ONE example of a project which demonstrates responsibility for a engineered lighting or electrical system design for the purpose of enhancing building sustainability.	20 pts	

Professional Electrical Engineer, total possible points: 60 pts **MIN 75% (45 points)**

H.5 Sustainable Buildings Professionals

H.5.1 Mandatory requirement

ACCREDITATION

The Bidder must specify **TWO Sustainable Buildings Professionals**. The Sustainable Buildings Professionals must meet the mandatory requirement which is current LEED AP accreditation. To be evaluated, it is requested that scans or photocopies of the Sustainable Buildings Professionals' LEED AP accreditation be provided with the proposal at bid close.

If copies are not provided with the proposal, Canada will request them and the Bidder will have 48 hours from the time of the request to provide them.

Bidders' proposals which fail to provide evidence of the proposed Sustainable Buildings Professionals' accreditation will not be considered further.

H.5.2 Point rated requirements

DEMONSTRATED EXPERIENCE

For each **Sustainable Buildings Professional**, provide examples of projects which demonstrate technical expertise and experience as described below. **Projects must have been completed between January 2013 and the closing date of this solicitation to be considered.**

Maximum two (2) pages for each proposed Sustainable Building Professional to describe demonstrated experience.

Provide TWO examples of projects which demonstrate experience in identifying technical options (with calculations of costs and payback periods) for 1. occupant renovations or improvements to existing building systems OR 2. improvements to existing building operations and management to achieve LEED or Green Globes goals or certification.	40 pts (10 pts/project)	
Provide ONE example of a project which demonstrate experience in energy or greenhouse gas auditing or assessment at a building or facility.	20 pts (10 pts/project)	
Provide ONE example which demonstrates experience in preparation of an application for LEED or Green Globes certification on behalf of a client.	20 pts (10 pts/project)	

Sustainable Buildings Professional, total possible points: **80 pts** **MIN 75% (60 Points)**

H.6 Other Categories of Personnel

H.6.1 Building Assessment Technicians

The Bidder must specify **TWO** Building Assessment Technicians, each having a minimum of 3 years demonstrated experience in field data-gathering to support a sustainable buildings assessment.

Provide Resumes for TWO Building Assessment Technicians which demonstrate that each Technician has a minimum of 3 years experience in field data-gathering to	20 pts (10 pts each)	
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support a sustainable buildings assessment		
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Building Assessment Technicians, total possible points **20 pts**

H.6.2 CADD/Drafting Technician

The Bidder must provide an hourly rate for a **CADD/Drafting Technician**. It is not necessary to specify technical or educational experience for this category.

TOTAL POSSIBLE POINTS: **300 PTS.**

H.7 Evaluation Procedures

H.7.1 Technical Evaluation

H.7.1.1 Mandatory Requirements

Failure to meet any of the following mandatory criteria after the 24 hour notice of request will render your submission non-responsive and it will be given no further consideration.

Item #	Description	Education and Certification	Provided Proof documents (Y/N)	Mandatory requirements met (Y/N)
H.4.1	Professional Mechanical Engineer Must specify: 1 Individual	<ul style="list-style-type: none"> Bachelor of Engineering Professional Engineer designation Registration as a Professional Engineer in British Columbia Permit to Practice issued by the Association of Professional Engineers of Yukon 		
H.4.1	Professional Electrical Engineer Must specify: 1 Individual	<ul style="list-style-type: none"> Bachelor of Engineering Professional Engineer designation Registration as a Professional Engineer in British Columbia Permit to Practice issued by the Association of Professional Engineers of Yukon 		
H.5.1	Sustainable Buildings Professionals Must specify: 2 Individuals	LEED AP Accreditation		

H.7.2 Point Rated Requirements

In order to be considered for contract award, the Bidder's technical proposal **must score a minimum of 75% of the maximum points available for each professional category** (i.e. the Project Managers, Professional Mechanical Engineers, Professional Electrical Engineers, and Sustainable Buildings Professionals categories). Proposals which fail to score the minimum 75% of available marks for any professional category will be declared non-responsive and not considered further.

Section No.	Description	Maximum points	Minimum points required for the bid to be considered responsive
H.3.1	Project Managers	_____ / 80	60 pts
H.4.2	Professional Mechanical Engineer	_____ / 60	45 pts
H.4.2	Professional Electrical Engineer	_____ / 60	45 pts
H.5.2	Sustainable Buildings Professionals	_____ / 80	60 pts
H.6.1	Building Assessment Technicians	_____ / 20	N/A
	Possible Total Technical Score	_____ / 300	210

H.7.3 PWGSC Evaluation Board and Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder'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. The final score will be a single score agreed to by the entire board

(a) Generic Evaluation Table

Non Responsive	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 does 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	Team covers most components and will likely meet	Team covers all components - some members have worked	Strong team - has worked successfully together on

		experience is weak	requirements	successfully together	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

H.7.4 Financial Evaluation

H.7.4.1 The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

H.7.4.2 Bidders must submit their price/rate proposal as outlined in Annex B – Basis of Payment.

H.7.4.3 Bidders must submit their price/rate proposal in a **separate sealed envelope**.

H.7.4.4 For rate evaluation purposes, a blended hourly rate will be developed based on the anticipated percentage of involvement. The firm offering the lowest blended rate will receive the full 25 points and the other bidders will be prorated accordingly.

A blended hourly rate will be calculated for each categories as follow:

For example:

Category Name	Names	Weighting in Evaluation	Firm Hourly Rate (\$CDN) Contract Award To March 31, 2019 Year 1	Firm Hourly Rate (\$CDN) April 1, 2019 To March 31, 2020 Year 2	Firm Hourly Rate (\$CDN) April 1, 2020 To March 31, 2021 Year 3	Firm Hourly Rate (\$CDN) April 1, 2021 to March 31, 2022 Option 1 - Year 4	Firm Hourly Rate (\$CDN) April 1, 2022 to March 31, 2023 Option 2 - Year 5
Project Manager	Two Named Individual	21%	\$_____	\$_____	\$_____	\$_____	\$_____
Professional Engineer (Mechanical)	One Named Individual	21%	\$_____	\$_____	\$_____	\$_____	\$_____
Professional Engineer (Electrical)	One Named Individual	21%	\$_____	\$_____	\$_____	\$_____	\$_____
Sustainable Building Professional	Two Named Individual	29%	\$_____	\$_____	\$_____	\$_____	\$_____

1. Project Manager – Rates for Year 1, 2, 3, including Option 1 - Year 4 and Option 2 – Year 5 will be totaled then multiplied by 21% = blended hourly rate
2. The same calculation will be done for all the categories with weight percentage.

3. All the blended rates and the Cadd/Drafting technician's rates will then be added together and the sum of that will be your Total Evaluated Price.

Note: The weighting percentage column is for evaluation purposes only and will be removed in the resulting contract.

H.8 Basis of Selection

H.8.1 Basis of Selection - Weighted Technical/Financial Split

H.8.1.1 To be declared responsive, a bid must:

- (1) comply with all the requirements of the bid solicitation;
- (2) meet all mandatory technical evaluation criteria; and
- (3) obtain the required **minimum of 75 percent (210 points)** in the technical evaluation criteria for the four professional categories identified in Section H3, H4, H5.

H.8.1.2 Bids not meeting (1) or (2) or (3) will be declared non-responsive.

H.8.1.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be **75%** for the technical merit and **25%** for the price.

H.8.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **75%**.

H.8.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **25%**.

H.8.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

H.8.1.7 Canada intends to award **THREE Contracts**.

No of Contracts Awarded	Overall Ranking of Proposals (Technical and Financial)			
	1 st	2 nd	3 rd	
3	50%	32%	18%	
2	60%	40%		
1	100%			

- (a) Bid will be ranked, highest to lowest, based on their final combined Merit and Price score.
- (b) Up to three (3) contracts may be awarded depending on the number of responsive bids received.
- (c) The Estimated Overall Value of this requirement will be distributed among the top ranked bids as follows:

If three (3) contracts are awarded:

1 st (Best Overall)	= \$1,250,000.00
2 nd	= \$ 800,000.00
3 rd	= \$ 450,000.00

If two (2) contracts are awarded:

1 st (Best Overall)	= \$1,500,000.00
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2nd

= \$1,000,000.00

Dollar values do not include Goods and Services Tax (GST).

The table below illustrates an example where two bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equal 280 and the lowest evaluated price is \$100.

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)

	Bidders		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	212/280	158/280	245/280
Bid Evaluated Price	120	Not technically compliant	100
Calculations			
Technical Merit Score	$212/280 \times 75 = 56.79$		$245/280 \times 75 = 65.63$
Pricing Score	$100/120 \times 25 = 20.84$		$100/100 \times 25 = 25.00$
Combined Rating	77.63		90.63
Overall Rating	2nd		1st

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.