



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Regional Manager/Real Property
Contracting/PWGSC
Ontario Region, Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Regional Manager/Real Property Contracting/PWGSC
Ontario Region, Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

Title - Sujet Reconstruction of Dam at Lock 38	
Solicitation No. - N° de l'invitation EQ754-190606/A	Date 2018-09-20
Client Reference No. - N° de référence du client R.076951.906	
GETS Reference No. - N° de référence de SEAG PW-\$PWL-037-2402	
File No. - N° de dossier PWL-8-41056 (037)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-01	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Dhillon, Ambreen	Buyer Id - Id de l'acheteur pwl037
Telephone No. - N° de téléphone (416) 590-8253 ()	FAX No. - N° de FAX (416) 512-5862
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC/TPSGC Joseph Shepard Building 4900 Yonge Street Toronto, ON M2N 6A6	

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

REQUEST FOR PROPOSAL
Reconstruction of Dam at Lock 38
Kirkfield, ON

IMPORTANT NOTICE TO BIDDERS

TWO-ENVELOPE BID

This Bid shall be submitted following a “two-envelope” procedure. Refer to SI05 of the Special Instructions to Bidders.

PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- Promptness: The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- Transparency: The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- Shared responsibility: Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices.

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgation-disclosure/psdic-ppci-eng.html>

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

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R2710T GENERAL INSTRUCTIONS TO BIDDERS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2018-06-21)

The following sections of clause R2710T are set out in Web site;

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provisions - Bid
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SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain a Contractor to provide construction services for the project as set out in this Request for Proposal (RFP).
2. Bidders responding to this RFP are requested to submit a full and complete quotation refer to SI05 'Submission of Bid'.

SI02 BID DOCUMENTS

1. The following are the Bid Documents:
 - a. Request for Proposal - Page 1;
 - b. Special Instructions to Bidders;
 - c. General Instructions - Construction Services - Bid Security Requirements R2710T (2018-06-21)
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Bid and Acceptance Form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Authority named on the Request for Proposal - Page 1 or at e-mail address ambreen.dhillon@tpsgc-pwgsc.gc.ca as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T enquiries should be received no later than five 5 business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1 above. Failure to comply with this requirement may result in the bid being declared non-compliant.

SI04 MANDATORY SITE VISIT

There will be a site visit on Thursday October 18, 2018 at 11:00am. The site visit will be organized at Lock 38 and transportation to the site will not be provided. Bidders are to meet at:

Lock 38 – Talbot
Trent-Severn Waterway
1427 Canal Road
Kirkfield, ON, L0K 1B0

Visitors should dress according to outdoor weather conditions and wear safety boots or hiking shoes as well as a reflective vest as a minimum personal safety apparel.

Bidders must communicate with the Contracting Authority no later than two (2) days prior to the scheduled site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit.

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

SI05 SUBMISSION OF BID

Section GI09 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-envelope" procedure both envelopes shall be enclosed and sealed together in a third envelope, the bid envelope. All envelopes are to be provided by the Bidder.
2. The bid envelope shall be addressed and submitted to the office designated on the Front Page "Request for Proposal" for the receipt of the bids. The bid must be received on or before the date and time set for solicitation closing. The Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:
 - a. Solicitation Number;
 - b. Name of Bidder;
 - c. Return address; and
 - d. Closing Date and Time.
3. The Technical Bid, Bid Security and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:
 - a. ENVELOPE 1 – TECHNICAL BID;
 - b. Solicitation Number; and
 - c. Name of Bidder.

a) The maximum number of pages (including text and graphics) to be submitted is 40. The following are not part of this page limitation:

 - i. Covering Letter;
 - ii. Front Page of the Proposal;
 - iii. Price Bid
 - iv. Resumes (limit 2 pages each).

The consequence of exceeding the maximum 40 page limitation is that all pages that extend beyond the 40 page limitation will be removed from the technical proposal submission and will not be forwarded to the PWGSC Evaluation Committee for evaluation.

b) The following bid format information should be implemented when preparing the Technical Bid:

- Paper size should be: 216mm x 279mm (8.5" x 11")
- Smallest font size should be 11 point Times or equal
- Margins should be 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper; 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The Bidder must submit:

c) The bidder must submit One (1) signed original and three (3) copies of the Technical Bid;

4. The Bid and Acceptance Form (BA), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. ENVELOPE 2 - PRICE;
- b. Solicitation Number; and
- c. Name of Bidder.

5. Timely and correct delivery of bids is the sole responsibility of the Bidder.

SI06 REVISION OF BID

Paragraphs 1 and 3 of GI10 of R2710T are replaced by the following;

A bid submitted in accordance with these instructions may be revised by physically delivering a new price envelope, provided the revision is received at the office designated for the receipt of bids on or before the date and time set for the closing of the solicitation. It shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. REVISED ENVELOPE 1- TECHNICAL BID and/or REVISED ENVELOPE 2 – PRICE,
- b. Solicitation Number, and
- c. Name of Bidder

SI07 OPENING OF BIDS / EVALUATION

- 1. There will be no public opening at bid deposit time.
- 2. Envelope 1 – Technical Bid - will be opened privately. This envelope will be opened first to evaluate the submittal requirements. Requirements will be evaluated in accordance with Appendix 5- Evaluation Criteria and Selection Methodology. Failure to meet the minimum technical rating will render the bid non-compliant and no other consideration will be given to the bid.
- 3. Envelope 2 Price -:Submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.
- 4. The evaluation process described in Appendix 5- Evaluation Criteria and Selection Methodology
- 5. Bid results may be obtained from the Contracting Authority named on the cover page of the Request for Proposal following completed evaluation.

SI08 COMPLETION OF SUBMISSION

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

SI09 INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid.

SI10 DEBRIEFINGS

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

SI11 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders will have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. above is not accepted in writing by all those who submitted bids then Canada will, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the Request for Proposal
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

SI12 CONSTRUCTION DOCUMENTS

The successful Contractor will be provided **with one electronic or paper copy** of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of one, will be provided free of charge upon request by the Contractor. Obtaining more copies will be the responsibility of the Contractor including costs.

SI13 WEB SITES

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

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appl>

Buy and Sell

<https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Bid Bond (form PWGSC-TPSGC 504)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)

http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf

Labour and Material Payment Bond (form PWGSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services
<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Trade agreements
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

CONTRACT DOCUMENTS (CD)

1. The following are the Contract Documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1 General Provisions	R2810D	(2017-11-28);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2018-06-21);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2850D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8 Dispute Resolution	R2882D	(2016-01-28);
GC9 Contract Security	R2890D	(2018-06-21);
GC10 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
 - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and acceptance of the bid; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENTS SAFEGUARDING

There is no security requirement applicable to this Contract.

SC02 INSURANCE TERMS

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after contract award, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

BID AND ACCEPTANCE FORM (BA)

BA01 IDENTIFICATION

Reconstruction of Dam at Lock 38
EQ754-190606
Kirkfield, ON

BA02 LEGAL NAME AND ADDRESS OF BIDDER

Legal Name: _____

Operating Name (if any): _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-Mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____
(when required)

BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **TOTAL BID AMOUNT INDICATED IN APPENDIX 1**.

BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of 60 days following the date of solicitation closing.

BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Bidder's offer by Canada, a binding Contract will be formed between Canada and the Bidder. The documents forming the Contract will be the Contract Documents identified in Contract Documents (CD) section.

BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work within 60 weeks from the date of notification of acceptance of the offer.

BA07 BID SECURITY

The Bidder must enclose bid security with its bid in accordance with GI08 - R2710T - General Instructions - Construction Services - Bid Security Requirements.

BA08 SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

APPENDIX 1 - COMBINED PRICE FORM

- 1) The prices per unit will govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

LUMP SUM

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

LUMP SUM AMOUNT (LSA) Excluding applicable tax(es)	
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*a breakdown of lump sum items including Mobilization/Demobilization, Traffic Control, Dewatering, Diversion, Drainage/Sediment/Erosion Control, Water Treatment etc. will be required immediately following Contract Award

UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price item.

	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(es) extra (PU)	Extended amount (EQ x PU) applicable tax(es) extra
1	01 20 01 01 35 00	Contractor Staging Areas, Turning, and Site Access	SQM	4200		
2	35 62 16	Cofferdam	M	270		
3	31 23 33	Excavation	CUM	2100		
4	02 41 16	Demolition	CUM	1800		
5	02 41 16	Salvage (itemized)	EA	6		
6	03 00 00	Concrete Works	CUM	3200		
7	31 23 33 32 91 19	Backfilling and Grading	CUM	1600		
8	31 37 10	Erosion Protection	CUM	500		
9	05 50 00 05 52 16 31 62 16	Miscellaneous Metal Work (itemized)	EA	8		
10	06 15 00	Timber (itemized)	EA	26		
11	10 14 55	Dam Safety Signage (itemized)	EA	8		
12	35 42 15	Safety Boom	M	94		
13	32 00 00	Site Restoration and Landscaping	SQM	4200		
14	01 35 46	Dewatering Standby Rate	HRS	100		
15	01 35 46	Excavation Standby Rate	HRS	100		

16	01 35 46	Demolition Standby Rate	HRS	100		
17	03 30 00	Concrete Foundation (Base)	CUM	30		
18	31 23 16	Rock Removal	CUM	30		
19	31 32 23	Foundation Grouting	CUM	5		
TOTAL EXTENDED AMOUNT (TEA) Excluding applicable tax(e)s						

TOTAL BID AMOUNT (LSA +TEA) Excluding applicable tax(e)s					
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APPENDIX 3 - LISTING OF SUBCONTRACTORS

- 1) In accordance with GI07 - Listing of Subcontractors and Suppliers of R2710T- General Instructions - Construction Services - Bid Security Requirements, the Bidder should provide a list of Subcontractors with his Bid.
- 2) The Bidder should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted Bid Price.

	Subcontractor	Division
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

APPENDIX 4 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Bidders bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available on page 2 of 2.

If you accept fill out and sign page 2 of 2

** The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

Voluntary Certification
(To be filled out and returned with bid on a voluntary basis)
(page 2 of 2)

*Note; The contractor will be asked to fill out a report every six months or at project completion as per sample
“Voluntary Reports for Apprentices Employed during the Contract” provided at Annex C*

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

APPENDIX 5 – Evaluation Criteria and Selection Methodology

EVALUATION CRITERIA AND SELECTION METHOD (ECSM)

Mandatory Criteria

1.1 Marine Construction Work Experience

The experience listed below shall be submitted in ENVELOPE 1 – TECHNICAL BID

The Bidder shall provide three (3) reference heavy civil marine construction projects (including dams, wharfs, locks, dry docks, and other in-water canal works) successfully completed by the Bidder within the last ten (10) years with a minimum construction value of \$20,000,000 each. The reference projects should be relevant to the scope of services required, and the scale and scope of the project described in this RFP. The Bidder shall have self-performed at least eighty percent (80%) of the Construction Work. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included. The Bidders shall provide the following information in order to evaluate the mandatory requirements:

- Title of project
- Location of work
- Brief description of work
- Final project cost undertaken by the Bidder
- Final completion date

Failure to provide the above information will render the bid non-responsive.

1.2 Cofferdam, Dewatering and Diversion Experience

The experience listed below shall be submitted in ENVELOPE 1 – TECHNICAL BID.

The Bidder needs to demonstrate their temporary dewatering (i.e. cofferdam, dewatering, diversion and dewatering maintenance) work experience through the submission of at least three (3) in-water projects where they were responsible for the temporary dewatering works in the past five (5) years. The cofferdam construction must have a minimum dewatered area of 50 m² installed in a waterbody using a system with capability of retaining a head of water of 3 m or more. The Bidders shall provide the following information:

- Title of project
- Location of work
- Brief description of work
- Dewatered area and differential head of the cofferdam
- Final completion date

Failure to provide the above information will render the bid non-responsive.

RATED REQUIREMENTS

The rated requirements listed below shall be submitted in ENVELOPE 1 – TECHNICAL BID

The Bidder is to demonstrate their understanding of the requirements contained herein and explain how they meet these requirements. Bidders should demonstrate their capability in a thorough, clear and concise manner for carrying out the work.

The Bidder should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order

to facilitate the evaluation of the bid, Canada requests that the Bidders address and present topics in the order of the evaluation criteria under the same headings.

2.1 Experience of the Bidder

In reference to the three (3) projects provided by the Bidder to assess their mandatory marine construction work experience, the Bidder shall provide the following additional information in order to rate their work experience:

- Title of the project;
- Location of work;
- Client company name;
- Initial start date, initial completion date, and final completion date with explanation to address variances;
- Initial contract price & final construction cost with explanation to address variances;
- Percentage of Construction Work self-performed (60% minimum);
- Description of the project (Project relevance, project management and project reporting);
- Key personnel responsible for project delivery;
- Subcontracts managed during the project;
- Constraints and expectations;
- Budget control and management;
- Schedule control and management;
- Scope, quality and risks management to achieve client's expectations;
- Provide contact information for client references knowledgeable in the reference project and the Bidder's role. The references will only be contacted by the Contracting Authority to confirm submitted material (including email address and telephone)

2.2 Experience of the Dewatering Contractor

In reference to the three (3) projects provided by the Bidder to assess their mandatory Cofferdam, Dewatering and Diversion Experience, the Bidder shall provide the following additional information in order to rate their dewatering experience:

- Title of the project;
- Location of work;
- Client company name;
- Initial start date, initial completion date, and final completion date with explanation to address variances;
- Initial contract price & final construction cost with explanation to address variances;
- Description of the project (Project relevance, project management and project reporting);
- Key personnel responsible for project delivery;
- Constraints and expectations;
- Description of cofferdam (type, construction methodology);
- Description of sealing efforts and dewatering challenges;
- Dewatered area and differential head of the cofferdam;
- Provide contact information for client references knowledgeable in the reference project and the Bidder's role. The references will only be contacted by the Contracting Authority to confirm submitted material (including email address and telephone)

If the intent of the Bidder is to subcontract the cofferdam, dewatering and diversion works, the Bidder must provide the aforementioned information regarding their intended subcontractor. This must be accompanied by a letter of commitment from the subcontractor to the Bidder, on their company letterhead and signed by a designated authority acting on behalf of the subcontractor.

The Subcontractor submitted for evaluation during the RFP process shall not be substituted without the written consent of the Departmental Representative (DR). In the event of proposed substitution after contract award, the successful Bidder must propose a Subcontractor with equivalent experience as described in Cofferdam, Dewatering and Diversion Experience.

2.3 Experience of Key Personnel of the Bidder

Team Identification and Qualification

The bidder's team to be identified shall include, as a minimum, the following key staffing positions:

1. **Project Manager:** Shall provide academic qualifications and certifications including professional designations including degrees, P. Eng., etc. with a minimum fifteen (15) years progressive experience in the construction industry including the last five (5) years managing heavy civil marine construction projects of similar size and complexity with minimum construction value of \$20,000,000 (HST included).
2. **Site Superintendent:** Shall provide academic qualifications including professional designations including degrees or diploma in civil engineering., Gold Seal certification from Canadian Construction Association (CCA), Occupational Health and Safety Certifications, etc. with a minimum fifteen (15) years progressive experience in the construction industry including the last five (5) years as Site Superintendent on heavy civil marine construction projects of similar size and complexity with minimum construction value of \$20,000,000 (HST included).
3. **Scheduler:** Shall provide academic qualifications and certifications including professional designations including degrees or diploma in civil engineering, etc. with a minimum ten (10) years progressive experience in the construction industry including the last three (3) years developing and managing schedules using state-of-the-art Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT) scheduling software for heavy civil construction projects of similar size and complexity with minimum construction value of \$20,000,000 (HST included). Should hold Project Management Institute – Scheduling Professional (PMI-SP).
4. **Site Safety Officer:** Shall provide academic qualifications and certifications including professional designations including degrees, Canadian Registered Safety Professional (CRSP) or equivalent level of knowledge, experience or training with a minimum ten (10) years progressive experience in the construction industry including the last three (3) years as safety officer on heavy civil marine construction projects of similar size and complexity with minimum construction value of \$20,000,000 (HST included).
5. **Quality Manager:** Shall provide academic qualifications and certifications including professional designations or degrees/diploma, Civil Engineering Technologist (CET), Certification on Quality Management or equivalent level of knowledge , experience or training with a minimum ten (10) years progressive experience in the construction industry including the last three (3) years as Quality manager on heavy civil marine construction projects of similar size and complexity with minimum construction value of \$10,000,000 (HST included).
6. **Environmental Specialist:** Shall provide academic qualifications and certifications including Erosion and Sedimentation Control Practitioner (ESCP) or equivalent level of knowledge, experience or training. Minimum education requirements including Diploma in Environmental Technology. Minimum ten (10) years progressive experience in the construction industry including the last three (3) years on heavy civil marine construction projects of similar size and complexity with minimum construction value of \$10,000,000 (HST included).

The project team members submitted for evaluation during the RFP process shall not be substituted without the written consent of the Departmental Representative (DR).

For each key position, the Bidders shall provide the following information for one reference project where the proposed key personnel took a position he/she is assigned to:

- Key Position Title
- Key Personnel Name:
- Title of Project
- Name and Location of the Work
- Start Date
- Final Completion Date
- Initial Construction Cost ,
- Description of the Project
- Role undertaken

- Final Value of all Work

In addition to the above requirement, each Bidder must provide within their proposal, a resume for each of their assigned key personnel. The resume should clearly indicate the name of the projects, their scope of work and year undertaken, role played and contract value in order to demonstrate the years of experience the Key staffing member has in his/her field of specialization. The resume shall be included in ENVELOPE 1- TECHNICAL BID

Experience and Suitability of Proposed Staff

Describe the experience and performance of the key personnel to be assigned to this project. Information to be provided for each member of the key personnel and back up should go back at least ten years and include:

- Experience/qualifications in the field of waterway rehabilitation/replacement including dams, wharfs, locks, dry docks, and other in-water canal works.
- Experience in the proposed position and number of years of experience in both the proposed position and the construction industry (if not with Bidder firm, specify name of firm);
- Role, responsibility and degree of involvement of individual in past projects (especially those identified as reference projects).

To meet this requirement, bidders shall include a narrative and/or table and/or graph/images.

Experience as a Team Working Together

Although the quality of the proposed Bidder's Team is key to the successful delivery of the project, their experience working together as a team is equally important as is the organization's support role. The Bidder should provide evidence and describe how the team has worked together preferably on the reference projects provided in response to 2.1 above including Project Manager, Site Superintendent, Scheduler, Site Safety Officer, Quality Manager and Environmental Specialist. Identify what processes and procedures have been and/or will be implemented to enhance teamwork and the availability of other Bidder resources to deliver a successful project.

To meet this requirement, bidders shall include a narrative and/or table and/or graph/images.

Organisation Chart and Resources Allocation

It is the Bidder's responsibility to right size the proposed team for a project of this stature, complexity, location, cost constraints and time frame.

Provide your Team's organization chart with all proposed personnel as required to deliver the project in the most cost and time efficient manner. Describe, in detail, roles and responsibilities of the personnel selected and provide a narrative clearly explaining the rationale for the proposed project resourcing against the project objectives, including the category of resource, quantity of resource, and the individuals proposed.

- The organization chart is to identify proposed team member names and backup as well as their proposed positions for both pre-construction and construction stages of the work.
- The organization chart is also to show the contractual and reporting relationships with PSPC, the consultant, the Client and major external stakeholders.

To meet this requirement, bidders shall include a narrative and/or table and/or graph/images.

2.4 Understanding the Project

The Bidder is to demonstrate a good understanding of the goals of the project including as a minimum:

- The relationship of the specific project with the overall Waterways rehabilitation program;
 - The functional, operational and technical requirements;
 - The constraints, risks, benefits and issues that will shape the end product;
 - The interest of both internal and external stakeholders; and
 - The expectations of the Client.
- To meet this requirement, bidders shall include a narrative and/or table and/or graph/images.

2.5 Work Plan and Methodology

Bidder is to describe how they propose to undertake the assignment to achieve the project objectives through a high level work plan identifying major tasks and application of proven methodology. The Bidder is to provide the following as a minimum:

a) Time Management (Schedule)

A description of the schedule control and methodology to be applied throughout the delivery of the project;

b) Quality Management

A description of the quality management methodology to be applied throughout the delivery of the project to ensure deliverable meets expectations;

c) Risk Management

A description of how the Bidder will support and contribute to the design and construction phases with respect to risk management.

In addition to the above the Bidder is to provide:

- d) A Work Plan with a breakdown of Work tasks and deliverables. Include a narrative describing the Work Plan. In the narrative, indicate how the Bidder would address any adjustments to the Work Plan for changes in site conditions or other project impacts.
- e) An initial construction schedule with commentary based on Terms of Reference, the information disclosed in the RFP and additional reasonable assumptions that anticipates the various issues that may be faced by the Bidder in undertaking the Work. The schedule shall outline activities, sequencing necessary to complete the Work within the time constraints indicated throughout the RFP and tender package.

To meet this requirement, bidders shall include a narrative and/or table and/or graph/images.

EVALUATION OF PROPOSALS

Mandatory Requirements

Upon tender closing PSPC will review the Proposals and will confirm that they were received from Bidders who attended the site visit. A proposal from a Bidder who did not attend the mandatory site visit will be returned unopened.

After confirmation that the bidders attended the mandatory site visit, ENVELOPE 1- TECHNICAL BID of each of their proposals are opened. PSPC will then confirm that the mandatory requirements were met.

ECSM ID	Description	Yes	No
1.1	Marine Construction Work Experience		
1.2	Cofferdam, Diversion and Dewatering		

Rated Requirements

Following confirmation of the mandatory requirements, PSPC Evaluation Board will rate the content of ENVELOPE 1- TECHNICAL BID

To be considered further, bidders must achieve a minimum Technical Rating of sixty percent (60%) of available points in each specific category and seventy five (75) points out of the hundred (100) points available as a total technical score. No further consideration will be given to bidders not achieving this criterion.

Evaluation Table

ECSM ID	Description	Available Points	Weight	Minimum points	Maximum Points
2.1	Experience of the Bidder	0 to 10	2.0	12	20
2.2	Experience of the Dewatering Contractor	0 to 10	2.0	12	20
2.3	Key Personnel	0 to 10	2.0	12	20
2.4	Understanding the Project	0 to 10	1.0	6	10
2.5	Work Plan and Methodology	0 to 10	3.0	18	30
Technical Score (minimum score : 75)					100

Evaluation Guide

PSPC 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 guide below:

		Inadequate	Weak	Adequate	Fully Satisfactory	Strong
	0 points	2 points	4 points	6 points	8 points	10 points
Experience of Bidders	Did not submit information which could be evaluated	Bidder do not possess qualifications and experience	Bidder lacks qualifications and experience	Bidder has an acceptable level of qualifications and experience	Bidder is qualified and experienced	Bidder is highly qualified and experienced
Experience of Dewatering Contractor		Bidder do not possess qualifications and experience	Bidder lacks qualifications and experience	Bidder has an acceptable level of qualifications and experience	Bidder is qualified and experienced	Bidder is highly qualified and experienced
Key Personnel		Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
Understanding the Project		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.
Work Plan and Methodology		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

Price Score

Responsive proposals are those submitted by Bidders who have attended the mandatory site visit, submitted the mandatory requirements and met the minimum rating criterion. ENVELOPE 2- PRICE of responsive proposals will then be opened. The price bid must consist of the duly completed Bid and Acceptance Form.

PSPC Evaluation Board will ascertain the lowest bid price and evaluate all price proposals compared it to the utilizing the following formula:

$$\text{Price Score} = \frac{\text{Lowest Bid Price}}{\text{Bidder's Price}}$$

Total Score

The Total Score is the sum of the Technical Score and Price Score multiplied by their respective weightings as follows:

$$\text{Total Score} = \text{Technical Score} \times 60\% + \text{Price Score} \times 40\%$$

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

ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)**CERTIFICATE OF INSURANCE**

Page 1 of 2

Travaux publics et
Services gouvernementaux
CanadaPublic Works and
Government Services
Canada

Description and Location of Work Reconstruction of Dam at Lock 38 Kirkfield, ON	Contract No.
	Project No. R.076951.906

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability Umbrella/Excess Liability				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
				\$	\$	\$
Pollution Liability				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
Marine Liability				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but not less than **\$1,000,000** per incident or occurrence and in the aggregate.

Marine Liability

The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.

The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the *Marine Liability Act*, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.

The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

Other types of Insurance

To be inserted below according to specifics of project.

Use separate page if needed.

ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at bid deposit)

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade