



**SRE ANNEX B – PRICE PROPOSAL FORM REV2 (REVISED BY ADDENDUM 3 OCT 5, 2018)**

**A INSTRUCTIONS**

1. Proponents must complete and submit this Price Proposal Form in a **separate sealed envelope** (envelope two) by the Bid Closing prescribed on the first page of the RFP or as amended by addenda and according to paragraph 1.2.2 of SRE 1, “Proposal Requirements”, with the Name of Proponent, NCC Solicitation Number, and the words “PRICE PROPOSAL FORM” typed on the outside of the envelope.
2. Proponents must consider the requirements prescribed in section B1 - All-Inclusive-Fees in determining their proposed fees in section B2 for evaluation by the NCC.
3. Failure to insert an all-inclusive Unit Fee for each item as listed in section B2 – Fees will render the Proponent’s Price Proposal non-responsive.
4. The Proponent must complete and sign the Declaration in section B2. Failure to do so will render the Proponent’s Price Proposal non-responsive.
5. Proponents shall not alter this form except to identify themselves, add additional personnel if required, complete their proposed unit fees, and establish the Total Proposed Fees of a resulting contract. Removing, adding, or altering the wording in this Price Proposal Form will render the Proponent’s Price Proposal non-responsive.
6. Any condition or qualification placed upon the Proposal will render the Proponent’s Proposal non-responsive.
7. In the case of a calculation error, the all-inclusive-unit fee per item shall prevail and be used by the NCC to determine the Proponent’s total fee of a resulting contract.



**Appendix D - Submission Requirements, Evaluation of Proposals and Financial Proposal**

Solicitation Number: AL1760

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**Solicitation Identification: Engineering Services**

**Name of Proponent:** \_\_\_\_\_

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**The following will form part of the evaluation process**

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**B1 Fees**

Proponents shall calculate an all-inclusive-fee, which includes the cost for:

1. Disbursements Included in the Fees:
  - a. The base rate of pay, wages or salaries;
  - b. Vacation pay;
  - c. Benefits which includes:
    - i. welfare and/or social assistance contributions;
    - ii. pension contributions;
    - iii. union dues;
    - iv. training and industry funds contributions; and
    - v. other applicable benefits and costs, if any, that can be substantiated by the Contractor;
  - d. Statutory and legislated requirements, assessed and payable under statutory authority, which includes:
    - i. Employment Insurance contributions;
    - ii. Canada Pension Plan or Quebec Pension Plan contributions;
    - iii. Workplace Safety and Insurance Board, Worker's Compensation
    - iv. Board or Commission de la santé et de la sécurité du travail premium;
    - v. Public Liability and Property Damage insurance premiums; and
    - vi. Health tax or insurance premiums;
  - e. Incentive remuneration/Profit sharing;
  - f. Sick pay;
  - g. Computers and standard computer software (as well as peripheral devices but excluding printing devices);
  - h. Cellular telephones, monthly charges, long distance charges, data charges, cases and protective carriers, chargers;
  - i. Stationery/miscellaneous offices supplies;
  - j. E-mail addresses/servers;
  - k. Short-term disability / parental or maternity leave;
  - l. Training costs;
  - m. Professional associations;
  - n. Travel/lodging; Travel and travel related expenses to and from and within the National Capital Region (e.g. Gatineau, Ottawa and surrounding areas), including:
    - i. travel time
    - ii. travel fare



**Appendix D - Submission Requirements, Evaluation of Proposals and Financial Proposal**

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- iii. mileage
- iv. parking fees
- v. lodging
- vi. meals
- vii. taxi charges
- o. Site parking or arrangements in lieu thereof;
- p. Local and head office overheads;
- q. Reproduction and delivery costs of drawings, CADD files, specifications and other technical documentation specified in the Statement of Work;
- r. Standard office expenses such as any photocopying, computer costs, internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices and between the Consultant's offices and other team members' offices;
- s. Courier and delivery charges for deliverables specified in the Statement of Work;
- t. In-house computer work station;
- u. Plotting charges;
- v. Presentation materials;
- w. Rental of office space.
- x. Translation of all tender documents; and
- y. Profit.

2. Disbursements not included in the Fees:

The following disbursements are not to be included in the Fees. When pre-approved by the NCC PM they will be reimbursed to the consultant at actual cost or as described below:

- a. Extraordinary reproduction and delivery costs of drawings, documents, presentation material, CADD files, specifications and other Technical Documentation, to comply with NCC requests;
- b. Extraordinary transportation costs for material samples and models additional to that specified in the Statement of Work;
- c. Fees for approvals and permits to conduct field investigations and material testing;
- d. Other extraordinary disbursements provided they are:
  - i. reasonably incurred by the Consultant
  - ii. related to the services required

In all such cases, extraordinary requirements should be described and estimated, if their need is only identified, formalized and approved in writing in advance by the NCC PM.



**Appendix D - Submission Requirements, Evaluation of Proposals and Financial Proposal**

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**B2 FINANCIAL PROPOSAL REV2 (REVISED BY ADDENDUM 3 OCT 5, 2018)**

All-inclusive Unit Fees to provide services in accordance with the Statement of Work:

				A	B	C = A x B
		Fee Arrangement Type	Unit	Quantity	All Inclusive Unit Fee	Extended total
1.1	Pre-Design	Fixed Fee	Lump Sum	1		
1.2	50% Schematic Design and Tender Packages	Fixed Fee	Lump Sum	1		
1.3	90% Schematic Design and Tender Packages	Fixed Fee	Lump Sum	1		
1.4	100% Schematic Design and Tender Packages	Fixed Fee	Lump Sum	1		
1.5	Tendering	Fixed Fee	Lump Sum	1		
2.1 a	Site Services during Construction – Sr Engineer or Sr Landscape Architect -	Time Based Fee	hours	250		
2.1 b	Site Services during Construction – Intermediate Engineer or Intermediate Landscape Architect or Sr Technologist	Time Based Fee	hours	1050		
2.2	Site Services during post-construction / warranty period	Time Based Fee	hours	60		
					<b>Subtotal:</b>	
					<b>TVH (13%):</b>	
					<b>Total (\$Cad):</b>	



**Appendix D - Submission Requirements, Evaluation of Proposals and Financial Proposal**

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	<b>FOR INFORMATION PURPOSES ONLY. FIXED FEES TAKE PRECEDENCE</b>		
1.1	Pre-Design Services		
	For each of the disciplines -		
	Personnel classification	Hourly Rate	Hours
	_____	_____	_____
	_____	_____	_____
1.2	50% Schematic Design and Tender Packages		
	For each of the disciplines -		
	Personnel classification	Hourly Rate	Hours
	_____	_____	_____
	_____	_____	_____



**Appendix D - Submission Requirements, Evaluation of Proposals and Financial Proposal**

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1.3	<p>90% Schematic Design &amp; Tender Packages For each of the disciplines -</p> <table border="1"><thead><tr><th data-bbox="342 457 625 485">Personnel classification</th><th data-bbox="760 457 846 516">Hourly Rate</th><th data-bbox="987 457 1062 485">Hours</th></tr></thead><tbody><tr><td data-bbox="342 558 609 569">_____</td><td data-bbox="721 558 870 569">_____</td><td data-bbox="987 558 1078 569">_____</td></tr><tr><td data-bbox="342 604 609 615">_____</td><td data-bbox="721 604 870 615">_____</td><td data-bbox="987 604 1078 615">_____</td></tr><tr><td data-bbox="342 651 609 661">_____</td><td data-bbox="721 651 870 661">_____</td><td data-bbox="987 651 1078 661">_____</td></tr><tr><td data-bbox="342 697 609 707">_____</td><td data-bbox="721 697 870 707">_____</td><td data-bbox="987 697 1078 707">_____</td></tr></tbody></table>	Personnel classification	Hourly Rate	Hours	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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1.4	<p>100% Schematic Design &amp; Tender Packages For each of the disciplines -</p> <table border="1"><thead><tr><th data-bbox="342 842 625 869">Personnel classification</th><th data-bbox="760 842 846 900">Hourly Rate</th><th data-bbox="987 842 1062 869">Hours</th></tr></thead><tbody><tr><td data-bbox="342 942 609 953">_____</td><td data-bbox="721 942 870 953">_____</td><td data-bbox="987 942 1078 953">_____</td></tr><tr><td data-bbox="342 989 609 999">_____</td><td data-bbox="721 989 870 999">_____</td><td data-bbox="987 989 1078 999">_____</td></tr><tr><td data-bbox="342 1035 609 1045">_____</td><td data-bbox="721 1035 870 1045">_____</td><td data-bbox="987 1035 1078 1045">_____</td></tr><tr><td data-bbox="342 1081 609 1092">_____</td><td data-bbox="721 1081 870 1092">_____</td><td data-bbox="987 1081 1078 1092">_____</td></tr></tbody></table>	Personnel classification	Hourly Rate	Hours	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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1.5	<p>Services during Tendering For each of the disciplines -</p> <table border="1"><thead><tr><th data-bbox="342 1318 625 1346">Personnel classification</th><th data-bbox="760 1318 846 1377">Hourly Rate</th><th data-bbox="987 1318 1062 1346">Hours</th></tr></thead><tbody><tr><td data-bbox="342 1419 609 1430">_____</td><td data-bbox="721 1419 870 1430">_____</td><td data-bbox="987 1419 1078 1430">_____</td></tr><tr><td data-bbox="342 1465 609 1476">_____</td><td data-bbox="721 1465 870 1476">_____</td><td data-bbox="987 1465 1078 1476">_____</td></tr><tr><td data-bbox="342 1512 609 1522">_____</td><td data-bbox="721 1512 870 1522">_____</td><td data-bbox="987 1512 1078 1522">_____</td></tr><tr><td data-bbox="342 1558 609 1568">_____</td><td data-bbox="721 1558 870 1568">_____</td><td data-bbox="987 1558 1078 1568">_____</td></tr></tbody></table>	Personnel classification	Hourly Rate	Hours	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____														



SJAM Parkway Bridges – Engineering Services

Oct 5, 2018

**Appendix D - Submission Requirements, Evaluation of Proposals and Financial Proposal**

Solicitation Number: AL1760

I, the undersigned, being a principal of the Proponent, confirm that all the pricing elements prescribed in this SRE ANNEX B – PRICE PROPOSAL FORM were properly and completed considered in establishing the total proposed fee for the Services required for the Project.

Name of Bidder / Consultant :	
Signature :	
Title :	
Date :	