



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

**Parks Canada Agency
National Contracting Services
3, Passage du Chien-d'Or
Québec (Québec)
G1R 3Z8**

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Tender To: Parks Canada Agency
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 therefore.

Soumission aux: l'Agence Parcs 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 at aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

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

Issuing Office - Bureau de distribution

**Parks Canada Agency
3, Passage du Chien-d'Or
Québec (Québec)
G1R 3Z8**

Title-Sujet Engineering Inspection of Dams in Haliburton Sector		
Solicitation No. - No. de l'invitation 5P201-18-0179/A		Date: October 26th, 2018
GETS Reference No. - No de reference de SEAG PW-18-00846861		Client Ref. No. - No. de réf du client. N/A
Solicitation Closes:		
at - á 02:00 PM	on - le December 5th, 2018	Time Zone - Fuseau horaire EST - Eastern Standard Time
Address Inquiries to: - Adresser toute demande de renseignements à : Josée Gagnon - josee.gagnon@pc.gc.ca		
Telephone No. - No de téléphone (418) 648-2502		Fax No. - No de FAX: (418) 649-6971
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein - Aux présentes		

TO BE COMPLETED BY THE BIDDER (type or print)
À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou écrire en caractères d'imprimerie)

Vendor/Firm Name - Nom du fournisseur/de l'entrepreneur	
Address - Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Title - Titre	
Telephone No. - N° de téléphone: _____	
Facsimile No. - N° de télécopieur: _____	
Signature	Date

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

Direct Deposit

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact Josée Gagnon at josee.gagnon@pc.gc.ca in order to obtain a Direct Deposit enrolment form.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

SI1 INTRODUCTION

1. Parks Canada Agency (PCA) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI); R1410T (2017-08-17), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal; Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business";
 - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority, named below, as early as possible. Enquiries should be received no later than 7 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

Josée Gagnon josee.gagnon@pc.gc.ca

SI4 OPTIONAL SITE VISIT AND BIDDER'S CONFERENCE

No visit or bidders' conference is planned for the project.

SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

SI6 CERTIFICATIONS

1. Integrity Provisions - Associated Information

By submitting a proposal, the Proponent certifies that the Proponent and its Affiliates are in compliance with the provisions as stated in Section GI1 Integrity Provisions - Proposal of R1410T (2017-08-17) General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

SI7 PARKS CANADA AGENCY

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada (PWGSC) shall be deleted and replaced with Parks Canada Agency (PCA).

SI8 WEBSITES

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

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Consent to a Criminal Record Verification (PWGSC-TPSGC 229 form)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Contracts Canada

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractsCanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

TERMS, CONDITIONS AND CLAUSES

1. AGREEMENT

1.1 The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:

- (a) the Front Page and this « Agreement » clause;
- (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2018-06-21), GC1 – General Provisions;
 - R1215D (2016-01-28), GC2 – Administration of the Contract;
 - R1220D (2015-02-25), GC3 – Consultant Services;
 - R1225D (2015-04-01), GC4 – Intellectual Property;
 - R1230D (2018-06-21), GC5 – Terms of Payment;
 - R1235D (2011-05-16), GC6 – Changes;
 - R1240D (2018-06-21), GC7 – Taking the Services Out of the Consultant's Hands, Suspension or Termination;
 - R1245D (2016-01-28), GC8 – Dispute Resolution;
 - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance and; Supplementary Conditions Agreement Particulars
- (c) Project Description/ Terms of Reference;
- (d) the document entitled "Doing Business";
- (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement; and
- (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.

1.2 The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date 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 at:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada Shall be deleted and replaced with the Parks Canada Agency.

1.3 If there is a discrepancy between the wordings of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
- (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (c) this « Agreement » clause;
- (d) supplementary Conditions;
- (e) General Terms, Conditions and Clauses;

- (f) agreement Particulars;
- (g) project Description/ Terms of Reference;
- (h) the document entitled "Doing Business";
- (i) the proposal.

2. SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

This agreement does not contain any security requirements.

3. AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

ANNEX A TEAM IDENTIFICATION FORMAT

For details on this format, please see the SRE in the Request for Proposal.

The prime consultant and other members of the Consultant Team shall be, or 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.

I. Prime Consultant (Proponent):

Firm Discipline: Structural Engineer

Firm or Joint Venture Name:

.....
.....
.....

Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

.....
.....
.....
.....
.....

II. Key Sub Consultants / Specialists:

Firm Discipline: Senior Civil Engineer

Firm Name:
.....
.....

Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

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.....
.....
.....
.....

Firm Discipline: Senior Structural Engineer

Firm Name:
.....
.....

Key Individuals and provincial/territorial professional licensing status and/or professional accreditation:

.....
.....
.....
.....
.....

ANNEX B DECLARATION/CERTIFICATIONS FORM

1. Proponent Information

NAME OF PROPONENT:	
Street Address:	Mailing Address (if different than street address)
City:	City:
Prov./Terr./State:	Prov./Terr./State:
Postal/ZIP Code:	Postal/ZIP Code:
Phone #: ()	Fax#: ()
E-Mail:	
Procurement Business Number:	

Type of Organization

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

Size of Organization

- Number of Employees: _____
- Registered Architects/ Graduate Architects: _____
- Other Professionals: _____
- Technical Support: _____
- Other: _____

2. Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, proponents must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

2.1 Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

2.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

2.3 Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

3. Declaration

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge.

If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... Name Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, Parks Canada contact will be with the following person:

Name: _____

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Annex "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Annex "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

ANNEX C PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PCA Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title: Engineering Inspection of Dams in Haliburton Sector

Name of Proponent: _____

The following will form part of the evaluation process:

1. REQUIRED SERVICES

A) Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment)

Required Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents.

Refer to tasks description in the attached Project Brief (Annex E).

SERVICES	FIXED FEE
RS1 Review of existing documentation and field work preparation	\$.....
RS2 Dam Inspections	\$.....
RS3 Final Report	\$.....
MAXIMUM FIXED FEES (applicable taxes not included)	\$.....

Construction Administration Services included. The fixed consulting fees and disbursements for the performance of services based on the requirements of the Terms of Reference including travel expenses for one (1) site inspection.

All additional travel will be reimbursed in accordance with [National Joint Council Travel Directive](#) upon prior authorization by the project Authority. All payments are subject to government audit.

ANNEX D - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SRE 1 General Information
SRE 2 Proposal Requirements
SRE 3 Submission Requirements and Evaluation
SRE 4 Price of Services
SRE 5 Total Score
SRE 6 Submission Requirements – Checklist

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of the Selection Procedure' can be found in R1410T General Instructions to Proponents (G13).

1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 70%	=	Technical Score (Points)
<u>Price Rating x 30%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement For Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) stapled original
- (1) electronic copy (in PDF format) on a USB thumb drive
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 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
- Any sheet size between 216mm x 279mm (8.5" x 11") and 279mm x 432 mm (11" x 17") will be counted as 2 pages.
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- Any sheet size larger than 279mm x 432 mm (11" x 17") will not be accepted.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

2.2 Specific Requirements For Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is thirty (30) pages.

The following are not part of the page limitation mentioned above;

- Covering letter

- Table of Contents and section dividers
- Team Identification Format (Annex A)
- Declaration/Certifications Form (Annex B)
- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Annex C)
- CVs (curriculum vitae)

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the Parks Canada Agency (PCA) Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 Mandatory Requirements

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements. Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

Failure to meet mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

MANDATORY AT BID CLOSING		MET	NOT MET
1.	Technical & Price Proposals (Annex C) must be received in the bid receiving unit prior to the date and time indicated in the solicitation document.		
2.	Complete and Submit Team Identification information (Annex A)		
MANDATORY PRIOR TO EVALUATION		MET	NOT MET
3.	Complete and submit the Declaration / Certifications form (Annex B)		

3.1.1 Licensing, Certification Or Authorization

The proponent shall be an Engineer licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Province of Ontario. The proponent can also be a certified engineering technologist working under the supervision of a Professional Engineer licensed in the Province of Ontario.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

- a) Proponent (Prime Consultant)
 - Structural Engineer
- b) Key Sub-Consultants and/or Specialists

- Senior Civil Engineer
- Senior Structural Engineer

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant, indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Annex A.

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Annex B, Declaration/Certifications Form as required.

3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, as applicable, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (G1), Integrity Provisions – Proposal, section 3a.

3.2 Rated Requirements

Proposals meeting the Mandatory Requirements will be evaluated in accordance with the criteria that follow. The clarity of the proposal writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

The Professional Services Section of the proposal shall include, but not be limited to, the following information:

- The qualifications of the Engineering Firm to undertake the project based on experience on similar projects in the same subject area in both Government and Private sectors. A list of clients and a brief description of the project and scope of work is required. Methods for controlling costs and schedules;
- The names and resumes of the Consultant's Project Team and all persons to be employed for the services to complete the Scope of Work, including the portion(s) of the work to be undertaken by each discipline (i.e. envelope specialist architecture);
- A list of Sub-Consultants proposed for the project, together with a resumé of qualifications and experience;
- Clear statements of any assumptions that were made to prepare the proposal and to explain situations where the scope of work and associated required services in the Statement of

Work did not include items that the Consultant feels are necessary for successful project completion;

- A detailed time and activity schedule (weekly bar diagram) for the performance of their services based on the requirements of the Statement of Work. The submitted schedule shall be considered in the award of the work. The schedule shall show all key stages including project meetings.

3.2.1 Achievements of Proponent on Similar Projects (25 points)

Describe the Proponent's experience and details of work performed as prime consultant specifically related similar projects in Canada.

Select Two (2) projects completed within the last ten (10) years that were inspection projects. The projects must have been completed within the stated timeframe.

Information that must be supplied:

- Clearly indicate how each project is comparable and relevant to the project described in this Request for Proposal (RFP).
- Provide brief project description and intent.
- Provide project schedule. Include start and end date of construction.
- Indicate key personnel who were involved in project delivery that are proposed for involvement in the project covered by this RFP.
- Provide two (2) Client references - name, address, phone and email address of client contact at working level - references may be checked.
- Describe the experience and performance of Team Leaders to be assigned to this project.

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.2 Expertise and Experience Of Key Personnel (25 points)

Describe the expertise and experience of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements as described in 3.1.2.

The Proponent must provide, for each key personnel:

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, years of experience

3.2.3 Understanding of The Project (35 points)

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

Identification and brief description of the key elements of each of the following areas, as well as a broad overview of how the Proponent will address them:

- The functional and technical requirements
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project

3.2.4 Scope of Services (15 points)

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy

3.2.5 Proposal

The proponent should provide a clear and concise proposal that is well organized and prepared and follows the format outlined in this Annex.

3.3 Evaluation and Rating

Price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board in accordance with the following to establish overall Technical Ratings:

Technical Evaluation Criteria

$$\text{Technical Rating} = \Sigma (\text{Weight Factor} * \text{Rating})$$

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent on similar Projects	0 - 2.5	0 - 10	0 - 25
Expertise and Experience Of Key Personnel	0 - 2.5	0 - 10	0 - 25
Understanding of the Project	0 - 3.5	0 - 10	0 - 35
Scope of Services	0 - 1.5	0 - 10	0 - 15
Technical Rating			0 - 100

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board in accordance with the following table to establish Technical Ratings:

To be considered further, proponents must achieve a minimum Technical Rating of sixty (60) points out of one hundred (100) points available as specified above. No further consideration will be given to proponents not achieving the pass mark of sixty (60) points.

3.4 Generic Evaluation Table

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent'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. At the time of evaluating proposals, the PCA Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

	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 do 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 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
	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

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved an overall pass rating of sixty points (60), will be opened upon completion of the technical evaluation.

When there are three (3) or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals opened. All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 10.
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 8, 6, 4, and 2 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

$$\text{Total Score} = \Sigma (\text{Weight Factor} * \text{Rating})$$

Rating	Weight Factor	Rating	total
Technical rating	7.0	0 - 10	0 – 70
Price rating	3.0	0 - 10	0 – 30
Total score	10.0		0 - 100

The Proponent 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 proponent submitting the lower price for the services will be selected.

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

- Team Identification – see typical format in Annex A
- Declaration/Certifications Form – completed and signed – form provided in Annex B
- Integrity Provisions – Required documentation – as applicable in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General Instructions 1 (G11), Integrity Provisions – Proposal, section 3a.
- Integrity Provisions - Declaration of Convicted Offences – with its bid, as applicable in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (G11), Integrity Provisions – Proposal, section 3b.
- Proposal – one (1) original
- Proposal – one (1) electronic copy (USB)
- Front page of RFP
- Front page(s) of (and if) any solicitation amendment(s)
- In a separate envelope:** Price Proposal form Annex C – One (1)

Solicitation No.:
5P201-18-0179/A

Contracting Officer :
Josée Gagnon

Title :
Engineering Inspection of Dams in
Haliburton Sector

ANNEX E Project Brief

This document is attached as a separate pdf.

All reference to the Department of Public Works and Government Services shall be deleted and replaced with Parks Canada Agency.

Solicitation No.:
5P201-18-0179/A

Contracting Officer :
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Haliburton Sector

ANNEX F Doing Business

This document is attached as a separate pdf.

All reference to the Department of Public Works and Government Services shall be deleted and replaced with Parks Canada Agency.

ANNEX G Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____

Signature _____

Date _____