



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**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**

<b>Title - Sujet</b> Engineering Services, St. Andrews L	
<b>Solicitation No. - N° de l'invitation</b> ET025-200155/A	<b>Date</b> 2019-05-10
<b>Client Reference No. - N° de référence du client</b> PWGSC-ET025-200155	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWZ-017-10831	
<b>File No. - N° de dossier</b> PWZ-9-42019 (017)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-06-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bartkiewicz, Hank	<b>Buyer Id - Id de l'acheteur</b> pwz017
<b>Telephone No. - N° de téléphone</b> (204) 983-1717 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE WINNIPEG Manitoba R3B0T6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **REQUEST FOR PROPOSAL (RFP)**

### **TABLE OF CONTENTS**

The following is intended to clarify the general structure of the whole document.

Front Page

Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Proposal Documents
- SI3 Questions or request for clarifications
- SI4 Canada's Trade Agreements
- SI5 CERTIFICATIONS
- SI6 Health and Safety
- SI7 Web Sites

Terms, Conditions and Clauses

- Agreement
- Supplementary Conditions (SC)

SC1 Employer/Prime Consultant

Agreement Particulars

Team Identification Format (Appendix A)

Declaration/Certifications Form (Appendix B)

Price Proposal Form (Appendix C)

Doing Business with PWGSC Documentation and Deliverables Manual (Appendix D)

Submission Requirements and Evaluation (SRE)

Project Brief / Terms of Reference

- Description of Project (PD)
- Description of Services - Required Services (RS)

## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) 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.
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);
    - a. Subsection 2.b. of section GI16, Submission of proposal of R1410T, incorporated by reference above, is deleted in its entirety and replaced with the following:
      - a. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP.
  - (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 with PWGSC Documentation and Deliverables Manual";
  - (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 on the RFP - Page 1 at email address [hank.bartkiewicz@pwgsc-tpsgc.gc.ca](mailto:hank.bartkiewicz@pwgsc-tpsgc.gc.ca) as early as possible. Enquiries should be received no later than 10 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.

### **SI4 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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **SI5 CERTIFICATIONS**

#### **1. Integrity Provisions – Declaration of Convicted Offences**

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

#### **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 available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website

(<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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.

Canada will also have the right to terminate the Agreement for default if a Consultant, or any member of the Consultant if the Consultant is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Agreement.

The Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification (see Appendix B - Declaration/Certifications Form), before contract award. If the Proponent is a Joint Venture, the Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **SI6 HEALTH AND SAFETY**

### Workers Compensation

1. The recommended Proponent shall provide to the Contracting Authority, prior to Contract award:
  - a) Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the proposal being declared non-compliant.

## **SI7 - 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)

<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>

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>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Code of Conduct for Procurement

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

Lobbying Act

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

Buy and Sell

<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

### AGREEMENT

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), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
    - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
    - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
    - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
    - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
    - R1235D (2011-05-16), General Condition (GC) 6 - Changes
    - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
    - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
    - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
  
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: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. If there is a discrepancy between the wording 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 Brief / Terms of Reference;
  - (h) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (i) the proposal.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 SECURITY REQUIREMENT**

There is no security requirement applicable to this Agreement.

### **SC2 EMPLOYER/PRIME CONSULTANT**

1. During the Design Stage
- a) The Consultant shall, where the Consultant is working on Federal property and is in control of the work site (no Federal presence or construction contractor), for the purposes of the applicable provincial or territorial Occupational Health & Safety Acts and Regulations, and for the duration of the Work of the Contract:
    - i) act as the Employer, where the Consultant is the only employer on the work site, in accordance with the Authority Having Jurisdiction;
    - ii) assume the role of Prime Consultant, where there are two or more employers (including sub-consultants) involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction.

## **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.

## APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see 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.

### 1. Prime Consultant (Proponent: Civil Engineer - Structural Speciality in Steel Truss Bridges)

Firm or Joint Venture Name: .....

.....

.....

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

.....

.....

.....

.....

.....

### 2. Key Sub Consultants / Specialists:

#### A. Civil Engineer – Traffic Control Specialty

Firm Name: .....

.....

.....

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

.....

.....

.....

.....

.....

**B. Civil Engineer – Highway Specialty**

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

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

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

**C. Electrical Engineer – Roadway Lighting**

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

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

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

**D. Cost Planning, Estimating, and Control Specialists**

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

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

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

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM

**Project Title:** Engineering Services, St. Andrews Lock and Dam Bridge Deck Replacement, Lockport, Manitoba

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

**Street Address:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Telephone Number:** (    ) \_\_\_\_\_

**Fax Number:** (    ) \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Procurement Business Number:** \_\_\_\_\_

Type of Organization:	Size of Organization:
_____ Sole Proprietorship	Number of Employees _____
_____ Partnership	Graduate Architects / Professional Engineers _____
_____ Corporation	Other Professionals _____
_____ Joint Venture	Technical Support _____
	Other _____

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

### Federal Contractors Program for Employment Equity - Certification

I, the Proponent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a proposal non-responsive, or will declare a consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Proponent's certifications. Failure to comply with any request or requirement imposed by Canada may render the proposal non-responsive or constitute a default under the contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: \_\_\_\_\_ (YY/MM/DD) (If left blank, the date will be deemed to be the bid closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Proponent certifies having no work force in Canada.
- A2. The Proponent certifies being a public sector employer.
- A3. The Proponent certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Proponent has a combined work force in Canada of 100 or more employees;  
and
  - A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Proponent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

B1. The Proponent is not a Joint Venture.

**OR**

B2. The Proponent is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the General Instructions)

### 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.

### 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

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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.

### 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.

### 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

## **APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

- 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.

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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, PWGSC contact will be with the following person: \_\_\_\_\_.

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "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.

## APPENDIX 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, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROponents SHALL NOT ALTER THIS FORM

**Project Title:** Engineering Services, St. Andrews Lock and Dam Bridge Deck Replacement, Lockport, Manitoba

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

---

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

---

### REQUIRED SERVICES

#### A. Phase 1 Services: Engineering Design Development and Construction

##### Documents (RS 1\*, RS 2, RS 3, RS 4, RS 5)

\* Costs associated with for RS 1 (General Service Requirements) is to be included in pricing for RS 2, RS 3, RS 4, RS 5, RS 6, RS 7, RS 8.

#### 1. Fixed Fees (R1230D (2018-07-16), GC 5 - Terms of Payment)

SERVICES	FIXED FEE
1. RS 2 Pre-Design / Analysis of Project Requirements	
a) Pre-Design / Analysis of Project Requirements	\$.....
b) RS 2.2b 2019 Comprehensive Detailed Inspection	\$.....
c) RS 2.2c 2020 General Inspections	\$.....
2. RS 3 Design Concept	\$.....
3. RS 4 Design Development	\$.....
4. RS 5 Construction Documents	\$.....
<b>Maximum Fixed Fees (Phase 1 Services)</b>	<b>\$.....</b>

**APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

**B. Phase 2 Services (Optional): Tender Services, Construction and Contract Administration, Resident Site Services (RS 6, RS 7, RS 8)**

**NOTE: Optional Phase 2 Services conditional upon formal approval From PWGSC Manager prior to commencement of Phase 2 Services.**

**1. Fixed Fees (R1230D (2018-07-16), GC 5 - Terms of Payment)**

SERVICES	FIXED FEE
1. RS 2 Pre-design / Analysis of Project Requirements	
a. RS 2.2c 2021, and 2022 General Inspections	\$.....
2. RS 6 Tender Call, Bid Evaluation, and Construction Contract Award	\$.....
3. RS 7 Construction and Contract Administration	\$.....
<b>Maximum Fixed Fees (Optional Phase 2 Services)</b>	<b>\$.....</b>

**2. Time Based Fees (R1230D (2018-07-16), GC 5 - Terms of Payment)**

\*\* Payment of RS 8 fees will be based on actual hours spent. Travel time, and/or expenses will not be reimbursed separately.

\*\*\* All inclusive hourly rate is applicable to both normal working hours and all shift work as required.

**1. RS 8 Resident Site Services During Construction (subject to approval by technical authority)**

	Estimated Hours**		Hourly Rate (Including Disbursements) ***		
a) Resident Engineer	1300	x	\$..... =		\$.....
b) Assistant Resident Engineer	3200	x	\$..... =		\$.....
c) Resident Inspector	2300	x	\$..... =		\$.....
d) Assistant Resident Inspector	3200	x	\$..... =		\$.....
<b>Maximum Time Based Fees (Optional Phase 2 Services)</b>					<b>\$.....</b>

Solicitation No. - N° de l'invitation  
ET025-200155/A  
Client Ref. No. - N° de réf. du client  
PWZ-9-42019

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
pwz017  
CCC No./N° CCC - FMS No./N° VME

**Total Cost of Services for Proposal Evaluation Purposes**

**Total Fixed Fee (Phase 1 Services) \$ .....**

**Total Fixed Fee (Optional Phase 2 Services) \$ .....**

**Total Time Based Fee (Optional Phase 2 Services) \$ .....**

**Total Evaluated Fee (Phase 1 and Optional Phase 2 Services) \$ .....**





Solicitation No. - N° de l'invitation  
ET025-200155/A  
Client Ref. No. - N° de réf. du client  
PWZ-9-42019

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
pwz017  
CCC No./N° CCC - FMS No./N° VME

## **SUBMISSION REQUIREMENTS AND EVALUATION**

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

## **SUBMISSION REQUIREMENTS AND EVALUATION**

### **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 (GI3).

#### **1.2 Calculation of Total Score**

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

$$\begin{array}{rcl} \text{Technical Rating x 90\%} & = & \text{Technical Score (Points)} \\ \text{Price Rating x 10\%} & = & \text{Price Score (Points)} \\ \hline \text{Total Score} & = & \text{Max. 100 Points} \end{array}$$

### **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) bound original plus five (5) bound copies of the proposal
- 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
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- 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 forty (40) pages.

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

- Covering letter
- Consultant Team Identification (Appendix A)

- Declaration/Certifications Form (Appendix B)
- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

***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 PWGSC Evaluation Board members for evaluation.***

## **SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

### **3.1 MANDATORY REQUIREMENTS**

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

#### **3.1.1 Licensing, Certification or Authorization**

The proponent shall be a Professional Engineering Firm, 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 provincial or territorial law in the province of Manitoba.

#### **3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following:

Proponent (Prime Consultant) – Civil Engineer – structural specialty in steel truss bridges

Key Sub-consultants / Specialists

- a. Civil engineering – traffic control specialty
- b. Civil engineering – highway specialty
- c. Electrical engineering – roadway lighting
- d. Cost planning, estimating, and control specialist

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 Appendix A.

### **3.1.3 Declaration/Certifications Form**

Proponents must complete, sign and submit the following:

- Appendix 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 (GI1), Integrity Provisions – Proposal, **section 3a**.

## **3.2 RATED REQUIREMENTS**

### **3.2.1 Achievements of Proponent on Projects**

Demonstrate the Proponent's accomplishments, achievements and experience as Prime Consultant on projects comparable and relevant to the project in this RFP.

A project is said to be comparable and relevant if it is similar or greater scope, cost, and challenges. It is the responsibility of the Proponent to clearly demonstrate the project's comparability and relevance.

At least one project description should clearly demonstrate that the Proponent has experience in the rehabilitation of bridges with built-up members.

The Proponent or Joint Venture shall present up to three (3) projects where construction phase ended (issuance of the construction Substantial Performance certificate by the Owner) in 2009 or later.

With respect to the projects described, the Proponent should provide evidence:

That at least two (2) projects were completed or at least reached Substantial Performance (as defined in GC1.1.4 of R2810D) within the last ten (10) years; and

That, as of Bid Close, the construction of the third project described was at least fifty percent (50%) completed within the last ten (10) years.

For clarity, projects completed or that reached substantial Performance before 2009

shall not meet the foregoing criteria and shall not be evaluated or rated.

A copy of GC 1.1.4 of R2810D can be found at the following link:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2810D/17>

If greater than 3 projects for the Proponent and Joint Venture are submitted, then only the first 3 projects listed in sequence will receive consideration.

If less than three projects are presented, only the presented projects will be rated.

Proponents should demonstrate that the Firm has experience providing the full range of services listed in the Project Requirements (PR) and Required Services (RS) sections of the project brief and demonstrate that the personnel with experience on those projects will be available to deliver this project.

The Proponent shall provide for each project:

- a. Name of the asset, name of the project, location of the asset.
- b. Date of project (design start to construction completion or % completion).
- c. A clear indication of how the project is comparable and relevant to the project in this RFP;
- d. A description of the project's intent, objectives, scope;
- e. A description of technical challenges and problems that were encountered during the project;
- f. A description of design and construction approaches used to meet project objectives, scope, budget, and schedule requirements; and steps taken to address challenges and resolve problems;
- g. Initial budget and Final costs (design and construction), and an explanation of variances with initial project budget and estimates;
- h. Initial schedule and final schedule (design and construction), and an explanation of variance with initial project schedule;
- i. Explanation of changes in project scope during project implementation;
- j. Identification of key disciplines involved in project, the name of personnel who provided the services and their role in the project;
- k. If project was carried out as a Joint Venture, provide names and description of responsibilities of each of the key firms involved; and
- l. Client References – name, address, phone and fax of client contact at working level. References may be checked to verify validity of a project. If project reference checks prove invalid, the proposal may be deemed non-compliant.

The Proponent should 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.

### 3.2.2 Achievements of Key Sub-consultants and Specialists on Projects

The Proponent should describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Present projects where the construction phase was completed after 2009 for the following subset of key Sub-consultants.

- Civil engineering – traffic control specialty (using two projects)
- Civil engineering – highway specialty (using two projects)
- Electrical engineering – roadway lighting (using one projects)
- Cost planning, estimating, and control specialist (using two projects)

If more projects are presented than what is required, only the required number of projects listed in sequence per each member of the subset of key Sub-Consultants and/or Specialist will receive consideration. All additional projects will receive none as though not included. Missing projects will be assigned a zero.

The Proponent should provide, for each project submitted for each member of the subset of key Sub-consultants and/or Specialists, the same things as described in SRE 3.2.1.

### 3.2.3 Expertise and Experience of Key Personnel

The Proponent should 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.

The Proponent should provide, for each key personnel:

- a) Individual's name, title and brief description of current functions, and name of firm;
- b) A description of that person's expertise and experience (with number of years), responsibilities and degree of involvement on past projects that will corroborate the person's expertise and experience and demonstration of how they are relevant to the specific needs of this RFP (use cross-references to SRE 3.2.1 and SRE 3.2.2 as appropriate);
- c) A summary of what their roles and responsibilities will be on this project;
- d) Names of personnel who will be committed to the project as back-up to key position, and a full description of their expertise and experience (with years of experience) in sufficient detail to allow a clear assessment of the overall depth of available back-up resources and their expertise;

- e) Description of how the Proponent will set up, organize and manage all resources (i.e. Prime Consultant, or the Joint-Venture Consultant(s)(as applicable), the Sub-consultants, and other Specialists) to form a co-ordinated project team capable of effectively providing all the required services and deliverables, addressing all issues and constraints, and meeting all challenges of the project;
- f) An Organization Chart that clearly shows:
  - a. name and title of the Proponent's main contact(s) for the project;
  - b. names and titles of all project team members;
  - c. lines of communication and reporting structure within the team;
  - d. business and reporting relationships between firms forming the project team (i.e. Prime Consultant, Joint-Venture Consultant(s), Sub-consultants, etc.); and
  - e. how the Organization Chart will fit into the overall Project Organizational Structure.

### **3.2.4 Understanding of the Project:**

The Proponent should demonstrate understanding of the objectives of the project and of its functional and technical requirements, the constraints, the issues and challenges that may affect the design, delivery and implementation of the project.

#### The Proponent should provide:

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:

- a) Project specific objectives;
- b) Functional and technical requirements;
- c) Anticipated important project specific issues, constraints and challenges;
- d) Environmental legislations and regulations (federal and provincial), anticipated environmental permitting, affecting project delivery; and
- e) The involvement and management approach of key Project Stakeholders.

### **3.2.5 Scope of Services:**

The Proponent should demonstrate understanding of the full scope of services for this project. Describe how the Proponent proposes to plan, organize, and manage the delivery of all project services and deliverables, through each and every phase of the project, in a manner that will meet project time, cost, quality and scope objectives and requirements.

#### The Proponent should provide:

- a) A demonstration of the Proponent's understanding of the full scope of services and deliverables required for this project;

- b) A description of a program for Resident Site Services during Construction;
- c) Project Schedule including, but not limited to:
  - Logical sequencing of all project activities, tasks and deliverables through all phases of the project, as outlined in the Project Brief document for this project;
  - Start and finish times for all key activities, along with target dates for major project milestones and deliverables associated with each project phase;
  - Allowances for on-going activities such as: risk management; commissioning; quality, schedule and cost control, progress reporting; environmental monitoring; etc.; and
  - Allowances for all required reviews and approvals.
- d) a proposed risk management strategy (including without limitation, risk techniques applied to project budget and schedule);
- e) a proposed project cost control methodology, including without limitation, an explanation of how cost control will be applied to maintain the project budget;
- f) a work plan for the project that provides a detailed breakdown of work tasks and deliverables, including without limitation, all required reviews and approvals and clear assignment of responsibilities for activities and deliverables to project team personnel with an estimation of levels of effort;
- g) a description of how the proponent manages the quality of all its deliverables and how the construction contract quality will be managed.

### **3.2.6 Design Philosophy, Approach and Methodology**

The Proponent should describe the internal processes and methods the Proponent has in place to ensure that all project services are delivered on time, on budget, on scope and at the highest level of quality. This should include services and deliverables in both the Consultant contract and the Construction contract.

Identify major technical and project management challenges that may affect the delivery of services and implementation of the project, and describe the Proponent's proposed approach to effectively deal with these challenges.

#### **The Proponent should provide:**

- a. A description of the Proponent's internal project control process and management methods;
- b. The likely major schedule challenges, technical challenges, stakeholder challenges, procurement risks, construction challenges, and any other challenge worth mentioning, specific to this project.
- c. The methodology and approach to effectively deal with each challenge.
- d. The likely major construction risks and how to minimize them; and

- e. A description of the heritage conservation approach for this historic structure.

### 3.3 EVALUATION AND RATING

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 PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Criteria	Weight Factor	Rating	Weighted Rating
3.2.1 Achievements of Proponent on Projects	2.0	0 - 10	0 - 20
3.2.2 Achievements of Sub-Consultants and/or Specialists on Projects	2.0	0 - 10	0 - 20
3.2.3 Expertise and Experience of Key Personnel	1.5	0 - 10	0 - 15
3.2.4 Understanding of the Project	1.5	0 - 10	0 - 15
3.2.5 Scope of Services	1.0	0 - 10	0 - 10
3.2.6 Approach and Method	2.0	0 - 10	0 - 20
Technical Rating	10.0		0 - 100

To be considered further, proponents must achieve a minimum weighted rating of fifty (50) points out of the one hundred (100) points available as specified above.

**No further consideration will be given to proponents not achieving the pass mark of fifty (50) points.**

### Generic Evaluation Table

PWGSC Evaluation Board members will 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:

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
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 the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being 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:

- a. The lowest price proposal receives a Price Rating of 100
- b. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
- c. 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.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

## SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	90	0 - 90
Price Rating	0 - 100	10	0 - 10
Total Score		100	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, GI16 Submission of proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix 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 (GI1), 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 (GI1), Integrity Provisions – Proposal, **section 3b.**
- Proposal - one (1) original plus 5 copies
- Front page of RFP
- Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal Form - one (1) completed and submitted in a separate envelop