



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

Bid Receiving/Réception des soumissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Architectural and Engineering Consulting Services, Northwest Territories		Date : 20 June 2019
Solicitation No. – N° de l'invitation M5000-19-6397/PW-19-00879263		
Client Reference No. - No. De Référence du Client 201906397		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 p.m.	Central Standard Time (CST) Heure normale du centre (HNC)
On / le :	31 July 2019	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Teresa Hengen teresa.hengen@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 639-625-3449	Facsimile No. – No. de télécopieur 306-780-5232	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



**THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT
REQUEST FOR PROPOSAL (RFP)**

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. The Royal Canadian Mounted Police (RCMP) 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. 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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, amended as follows:

- i. Subsection GI3 Overview of selection procedure:
Delete: in its entirety
Insert: GI3 intentionally left blank.
- ii. Subsection 1. of section GI10 Licensing requirements:
Delete: 1.Consultant Team members and Key Personnel shall be, or be 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 or Territory in which the project is located.

Insert: 1.Consultant Team members and Key Personnel must 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 or Territory in which the project is located;

- iii. Subsection 2.b. of section GI16 Submission of proposal:
Delete: in its entirety



Insert: b. send its proposal only to the RCMP Bid Receiving address specified on page 1 of the RFP;

iii. Subsection GI23 Performance Evaluation:
Delete: in its entirety
Insert: GI23 intentionally left blank

- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
 - (d) Team Identification Form (Appendix B);
 - (e) Price Proposal Form (Appendix C);
 - (f) the Security Requirements Check List (SRCL) (Appendix D);
 - (g) Declaration/Certifications Form (Appendix E);
 - (h) Submission Requirements and Evaluation (SRE) (Appendix F)
 - (i) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (j) the proposal.
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 e-mail address as early as possible. Enquiries should be received no later than 5 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 PROPOSAL VALIDITY PERIOD

1. Proposals will remain open for acceptance for a period of not less than 120 calendar days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
 - (a) Continue with the evaluation of the proposals of those who have accepted the extension; or
 - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.



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

SI6 CERTIFICATIONS

Instructions to Proponent: Certifications are to be submitted with Appendix E Declaration/Certifications Form.

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 E - 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.

SI7 RECOURSE MECHANISMS

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>



SI8 PROMOTION OF DIRECT DEPOSIT INITIATIVE

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

SI9 SECURITY REQUIREMENT

1. Before the commencement of Work, the following conditions must be met:
 - (a) the Proponent must hold valid security clearance as indicated in Supplementary Conditions SC1;
 - (b) the Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
 - (c) the Proponent must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.;

SI10 - WEBSITES

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>

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
 - R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

Subsection GC1.12 Performance-evaluation: Contract of R1210D (2018-06-21), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.12 Intentionally left blank.

- (c) Supplementary Conditions
- (d) Agreement Particulars
- (e) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
- (f) Team Identification Form (Appendix B);
- (g) Price Proposal Form (Appendix C);
- (h) the Security Requirements Check List (SRCL) (Appendix D);
- (i) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (j) the proposal.

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>

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its



Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 and any associated annexes, appendices or attachments;
 - (h) the document entitled "Security Requirement Check List";
 - (i) the proposal.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is five (5) years from date of contract award.

4.2 Option to Extend the Contract

The Consultant grants to Canada the irrevocable option to extend the term of the contract under the same conditions and by multiple option periods to align with the completion of the separate but corresponding construction contract including warranty periods. The Consultant agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in the Price Proposal.

Canada may exercise the options at any time by sending a written notice to the Consultant at least 5 (five) calendar days before the expiry date of the contract. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.3 Option to Add Additional Locations

The Consultant grants to Canada the irrevocable option to include the Architectural and/or Engineering Services for Lutsel K'e and Deline, NT under the same conditions. The Consultant agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in the Price Proposal.

Canada may exercise the options at any time by sending a written notice to the Consultant within five (5) years from Contract award. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



5. Procurement Ombudsman

5.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

5.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the contract is:

Teresa Hengen
Royal Canadian Mounted Police
Procurement Officer
5600-11th Ave
Regina, SK S4P 3J7
Telephone: 639-625-3449
Facsimile: 306-780-5232
E-mail: teresa.hengen@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the contract and any changes to the contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 RCMP Departmental Representative (Project Manager) [To be confirmed at contract award]

The RCMP Departmental Representative (Project Manager) for the contract is:

Name: _____
Title: _____
Organization: _____



Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

The RCMP Departmental Representative (Project Manager) is the representative of the department or agency for whom the Work is being carried out under the contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the RCMP Departmental Representative; however, the RCMP Departmental Representative has no authority to authorize changes to the contract. Changes to the contract can only be made through a contract amendment issued by the Contracting Authority.

6.3 Proponent's Representative [To be confirmed at contract award]

Name: _____

Title: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

- 1. The following security requirements (SRCL and related clauses) apply and form part of the Agreement. Before the commencement of Work the following conditions must be met:
 - 1.1 The Consultant's personnel are required to be security cleared at the level of Reliability Status for the Prime Consultant and Site Access with Escort for the Civil and Landscape Consultants as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
 - a. The Consultant SHALL NOT remove or make copies of any PROTECTED, DESIGNATED or CLASSIFIED information or assets from the identified work site(s), and the Consultant must ensure that its personnel are made aware of and comply with this restriction.
 - b. Secure area / lock up is required in quiet hours. Access is restricted to those with need-to-know, ie: those assigned to the project only.
 - c. Any electronic media (USB drives, hard drives, CDs, etc) that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures.
 - d. The Consultant must comply with the provisions of the: Security Requirements Check List (SRCL) attached at Appendix D.

SC2 COMPREHENSIVE LAND CLAIMS AGREEMENT(S)

This procurement is subject to the following Comprehensive Land Claims Agreement(s): - Sahtu Dene and Metis Comprehensive Land Claim Agreement and Tilcho Land Claims Agreement.



SC3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT

The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the contract. If the AIEE becomes invalid, the name of the Consultant will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Consultant in default as per the terms of the contract.

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 – PROJECT BRIEF / TERMS OF REFERENCE

1. TITLE: Architectural & Engineering Services: Two RCMP Detachments:

- Tulita, Northwest Territories
- Whati, Northwest Territories
- Lutsel K'e, Northwest Territories (Add Alternate – option 1)
- Deline, Northwest Territories (Add Alternate – option 2)

1.1 INTRODUCTION

The RCMP requires Architectural and Engineering services for the construction of a 2+1+1 detachment facilities to meet identified program requirements in the Northwest Territories.

There is an operational requirement for two (2) new RCMP detachment facilities to be constructed in the communities of Tulita, and Whati.

Lutsel K'e, has an operational requirement for a new detachment, however the site requires significant preparation before a new building can be constructed. Funding has not been approved for this location. A separate Add-Alternate price is requested for this location.

Deline has an operational requirement for a new detachment, however, the project in Deline is currently not funded. A separate Add-Alternate price is requested for this location.

Tulita is a hamlet in the Sahtu Region of the Northwest Territories. It was previously known as Fort Norman. Tulita is approximately 1000 km (by air) northwest of Yellowknife NWT. Tulita is along the Mackenzie River, and has a population of approximately 475 people.

Whati is a First Nations community in the North Slave Region of the Northwest Territories. Whati was previously known as Lac La Marte. It is approximately 165 km (by air) northwest of Yellowknife. Whati is located along the north arm of Great Slave Lake, and has a population of approximately 470 people.

Lutsel K'e is approximately 200 km due east of Yellowknife. Lutsel K'e is located along the East Arm of Great Slave Lake and has a population of approximately 330 people. Lutsel K'e was previously known as Snowdrift.

Deline is also located in the Sahtu Region of the Northwest Territories. It is on the western shore of Great Bear Lake, approximately 550 km northwest of Yellowknife. The population is approximately 510 people.



All 4 existing buildings are approximately 35 years old and are of a prototype nature (3 modular trailers). The existing buildings are at the end of their useful life from both an operational and functional perspective.

The anticipated size of each facility is approximately 260.4 m². It is the intent of the RCMP to utilize one building design for all 4 buildings, with specifics for foundation and grading being developed per location. We also anticipate an “out-building” for cold storage. The intent is to capture this requirement for cold storage from one (or more) of the shipping containers used to get material to site.

Each location will require independent drawings and specifications, so each project can be tendered separately. At this time, both projects are planned to be tendered for construction at the same time, with similar schedules. Due to transportation constraints, the actual construction start date will vary at each site. The Add Alternate projects will have independent schedules and timelines.

1.2 CONSTRAINTS AND CHALLENGES

- 1.2.1** Security clearances are required for personnel working under this contract.
- 1.2.2** Budget control and management is of significant importance in the completion of this contract. Utilization of innovative design to reduce the overall cost of the contract is critical, and design options provided by the Consultant will be challenged to ensure economies and efficiencies are identified.

1.3 SUMMARY OF REQUIREMENT

- 1.3.1** Design to meet the requirements of the functional programs, applicable codes, the RCMP and Treasury Board standards and guidelines, and administration phase of the separate corresponding construction contract for the design of RCMP detachment facilities.

Work includes, but is not limited to:

- 1.3.1.1 New design options to meet functional requirements
- 1.3.1.2 Completion of Tender Documents.
- 1.3.1.3 Construction Administration
- 1.3.1.4 Post Construction – Warranty Services

2.0 PROJECT OBJECTIVES

2.1 Objectives

2.1.1 Objective One: Functional Performance

- 2.1.1.1 Deliver a design that will allow for varying functional requirements and meet the specific spatial values for the new facility in the



communities listed.

2.1.1.2 Achieve:

- 2.1.1.2.1 A design that provides functional, responsive and efficient workspace in keeping with the functional programs, the RCMP and Treasury Board standards and guidelines.
- 2.1.1.2.2 Healthy working environments that fully support optimum work productivity.
- 2.1.1.2.3 Easy to use and adaptable systems and technologies to support requirements with capacity for growth and change.
- 2.1.1.2.4 Effective and efficient office landscape furniture plan, utilizing approved suppliers from the Government of Canada's National Master Standing Offer Agreement; fully coordinated with the Mechanical and Electrical disciplines.
- 2.1.1.2.5 Effective and continuous physical security for the occupants in the conduct of their daily business.
- 2.1.1.2.6 A facility that is designed in a manner that will allow for simple future expansion to the administration and detention portions of the facility.

2.1.2. Objective Two: Design Quality and Character

2.1.2.1 Design facilities that will effectively and appropriately serve the RCMP and its operations for an expected life span of 30 years before major refit.

2.1.2.2 Achieve:

- 2.1.2.2.1 Design excellence, use of quality materials, and precise execution respecting the location and climate where these facilities will be located.
- 2.1.2.2.2 Quality assurance and construction methods must be robust and able to withstand the location where it will operate
- 2.1.2.2.3 A design that will reflect the importance and the nature of the functions it serves and fits within the surrounding environment.
- 2.1.2.2.4 A fully integrated design.
- 2.1.2.2.5 Incorporation of Northwest Territories Good Building Practice for Northern Facilities – Third Edition revised 2013 (or most current version)
https://www.inf.gov.nt.ca/sites/inf/files/good_building_practice_for_northern_facilities.pdf

2.1.3 Objective Three: Building Performance

2.1.3.1 Deliver a building design and systems designs that will



enable long-term efficient and cost effective life cycle performance.

2.1.3.2 Achieve:

- 2.1.3.2.1 A building that embodies sustainable design and application principles and is implemented in an environmentally responsible manner.
- 2.1.3.2.2 Healthy and safe environments that meet or exceed all codes for fire, health, and life safety.
- 2.1.3.2.3 A building that fully integrates all components and systems (architectural, structural, mechanical, electrical, civil, landscape, security, furniture design).
- 2.1.3.2.4 Fabric and systems that are of a high quality; designed in response to sound building science, life cycle cost effectiveness, ease of maintenance with accessible parts for servicing and constructed with the best workmanship available.
- 2.1.3.2.5 Mechanical systems that can be accessed and easily maintained and repaired and/or replaced in the building life cycle.

2.1.4 Objective Four: Project Delivery

2.1.4.1 Deliver the work utilizing best practices in support of the RCMP's needs, respecting the approved scope, expected quality, budget and schedule.

2.1.4.2 Achieve:

- 2.1.4.2 .1 A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life.
- 2.1.4.2 .2 An integrated and focused Consultant Team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP.
- 2.1.4.2 .3 Rigorous quality assurance reviews during the design and construction phases. As part of the design reviews include documented peer reviews.
- 2.1.4.2 .4 A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
- 2.1.4.2 .5 An experienced and well-seasoned Project Manager who must be responsible for the production and



- delivery of all documents, and must ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
- 2.1.4.2 .6 Professional conduct in all phases of the project, employing best practices for budget, schedule, quality and scope management.
 - 2.1.4.2 .7 A continuous risk identification and management program employing effective methodologies to mitigate risk items as they arise and to ensure construction safety is monitored and claims avoidance is an ongoing consideration.
 - 2.1.4.2 .8 Continuous and comprehensive documentation of the project at all stages of the project implementation,
 - 2.1.4.2 .9 Continuity of key personnel and maintain a dedicated working team for the life of the project.

2.2 Scope of Work – General Overview:

2.2.1 Overview

2.2.1.1 Phase I – Review the site, seeking options for placement of the new detachment and provide further options to the RCMP for consideration along with a recommended option to locate the detachment, storage “building” on available land space. Review the current functional program documentation, and provide 3 concepts for consideration by the RCMP for the provision of a design for the detachment facility, ensuring optimal use of space and consideration for future growth.

Phase II – Design and completion of technical Tender Documents (design, specifications, and any evaluation criteria) for the separate corresponding construction procurement based upon approved recommendations from Phase I.

Phase III – Construction administration phase of the separate corresponding construction contract, including Commissioning and warranty.

2.2.2 Architectural, Interior Design

2.2.2.1 Functional Programs have been completed, identifying detailed space requirements, and will be available to the Consultant. The proposed layouts will require review by all stakeholders to confirm requirements. Services to include all professional expertise required to fully complete the design and construction administration of this project.

Consultant Services will also include office layout, furniture and workstations, etc. Create a listing of all required furnishings:



including appliances, health/safety equipment, racks/shelving, purpose built furnishings, soft seating, chairs, task lighting. These furnishings will be chosen/supplied and installed through the Federal Government's Standing Service Agreements.

Develop the site to ensure proper optimization of building footprint to site size ratio, ensuring that the parking required and site requirements identified are accommodated.

Work will include everything necessary to obtaining building occupancy.

2.2.3 Civil Engineering

2.2.3.1 All applicable civil elements to deliver this project. Elements include but are not limited to connection to municipal utilities, site grading, site access and parking and storm water run-off and collection systems. A desktop review geo-technical investigation of the proposed site has been completed and will be available to the Consultant.

2.2.4 Structural Engineering

2.2.4.1 All applicable structural elements for the project design. A desk top review geo technical investigation of the proposed site has been completed and will be available to the Consultant.

2.2.5 Mechanical Engineering

2.2.5.1 All applicable mechanical systems for the operation of a detachment facility.

2.2.6 Electrical Engineering

2.2.6.1 All applicable electrical systems for the operation of a detachment facility and detached storage building, including connection to required utilities.

2.2.7 Landscape Architecture

2.2.7.1 Complete design of site finishes, planting and landscape furnishings

2.2.8 Building Components and Connectivity

2.2.8.1 This project includes implementation of the Building Components and Connectivity (BCC) program. The objective of the BCC program is to meet the operational requirements of the end- users to allow immediate occupancy of the space.



Building connectivity means the physical, electronic and other systems that connect buildings and the workstations in them.

2.2.8.2 BCC Components do not include the following:

- Office equipment related to administrative functions such as: computers, printers, fax machines, television sets, DVDs, converters, phone sets or radios.

2.2.8.3 BCC Connectivity includes the following building-specific list (but not limited to):

- Cabling,
- CATV/satellite TV,
- Network,
- Telephony,
- Police Radio System Antennae/Whips,
- Multimedia (TV, Smartboards),

2.2.8.4 Scope of BCC for this project

2.2.8.4.1 For this project, BCC is divided into functional groups as follows:

- A) Information Services,
- B) Security,
- C) Furniture/Equipment.

2.2.8.4.2 The responsibility for contracting for BCC will be in two parts as follows;

- **Information Services and Security Devices** will be supplied and installed separately by the RCMP,
- **Furniture and Equipment** will be contracted as part of the project.

2.2.8.4.3 The Consultant is responsible for ensuring full coordination to accommodate all BCC implementation with the building construction project and provide the related infrastructure and systems requirements.

2.3 Project Budget



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- 2.3.1 Indicative Cost Estimate for construction for the Tulita Detachment is **\$4,700,000**. This estimate includes construction cost and construction contingencies and escalation. This budget is based on a Class “D” estimate.
 - 2.3.2 Indicative Cost Estimate for construction for the Whati Detachment is **\$4,300,000**. This estimate includes construction cost and construction contingencies and escalation. This budget is based on a Class “D” estimate.
 - 2.3.3 Indicative Cost Estimate for construction for the Lutsel K'e Detachment (Add Alternate No. 1) is **\$5,100,000**. This estimate includes construction cost and construction contingencies and escalation. This budget is based on a Class “D” estimate.
 - 2.3.4 Indicative Cost Estimate for construction for the Deline Detachment (Add Alternate No. 2) is **\$5,500,000**. This estimate includes construction cost and construction contingencies and escalation. This budget is based on a Class “D” estimate.

2.4 Project Delivery Approach: (Construction)

- 2.4.1 The construction tender activity will use a traditional, design - single tender - build approach for each building. The Consultant will co-ordinate all services related to Schematic Design, Design Development, Construction documents, technical tendering documents and participation in construction administration and warranty period. Contractors will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to construction.

Each location will require independent drawings and specifications, so each project can be tendered separately. The intent is to acquire one General Contractor per location. At this time, both projects will be designed as a prototype building, and tendered for construction at the same time. Due to transportation constraints, the actual construction start date may vary at each site. The third and fourth building will also be the similar prototype design, but will run on an independent schedules from the others.

2.5 Design Quality:

- 2.5.1 The Consultant is responsible for monitoring and confirming quality throughout the life of the contract. As part of the design quality assurance process the Consultant is responsible for coordinating peer reviews for each discipline. Peer reviews must be completed by all disciplines and documented with follow up responses and included in each design submission.

2.6 Consultant Team:



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- 2.6.1 The Consultant Team, identified in Appendix B, must maintain its structure, members and its expertise for the duration of the contract.
- 2.6.2 The Consultant is responsible for coordinating and directing all Consultant Team activities.
- 2.6.3 The Consultant Team must be comprised of personnel having qualified professional and technical expertise with extensive relevant experience, and must be capable of providing the services identified in the Service Requirements section of this appendix.
- 2.6.3.1 All members of the Consultant Team must be eligible to work in the Northwest Territories.
- 2.6.3.2 Members of the Consultant Team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty.
- 2.6.3.3 Consultants are permitted to expand their Consultant Team to include additional disciplines at their own discretion, in compliance with the security clearance requirements of the contract. Please advise the Project Manager when the Consultant Team is expanded to ensure that security clearance requirements are addressed.
- 2.6.4 The Consultant Team must have the following expertise and experience:
- 2.6.4.1 Administrative
- Project Management
- 2.6.4.2 Regulatory Analysis, Planning, Design, and Development
- Building Code
 - Municipal Zoning
 - Occupational Health and Safety
 - Fire and Life Safety
- 2.6.4.3 Program Analysis, Planning, Design, and Development
- Enriched front end planning
- 2.6.4.4 Site Analysis, Planning, Design, and Development
- Site Planning
 - Landscape Architecture
 - Civil Engineering / Municipal Engineering (infrastructure)
- 2.6.4.5 Building Analysis, Planning, Design, and Development
- Architecture and Specialties:
- General Architecture
 - Interior Design
 - Sustainable Design



- Codes and life safety
- Building envelope
- Signage and Way-finding
- Security
- Engineering:
 - Structural
 - Seismic
 - Mechanical
 - Heating Ventilation Air Conditioning (HVAC)
 - Plumbing
 - Fire protection
 - Indoor / outdoor air quality design and control
 - Building automation / energy management control systems
 - Electrical
 - Power
 - Lighting
 - Information technology and communications
- Civil
- Geotechnical
- Commissioning

2.6.4.6 Budget, Schedule and Risk Analysis, Planning, Design, and Development

- Cost planning, life cycle costing, estimating and control
- Time Planning, Scheduling, and Control
- Risk Management

2.7 Project Schedule:

2.7.1 The Consultant must update the RCMP's anticipated Project Schedule (Attachment 1 to Appendix A) for RCMP Departmental Representative approval.

2.8 EXISTING DOCUMENTATION

2.8.1 Copies of all pertinent documentation will be made available to the Consultant.

2.8.2 The Consultant will be provided with the following documents;

- 2.8.2.1 Drawings of detachment projects in the North.
- 2.8.2.2 Legal survey information of the existing site.
- 2.8.2.3 Geotechnical report (desktop review).
- 2.8.2.4 RCMP Project Management Manual (PMM).



2.8.3 Disclaimer

- 2.8.3.1 Reference information will be available in the language it is written.
- 2.8.3.2 The documentation may be unreliable and is offered “as is” for use by the Consultant.

3.0 SERVICE REQUIREMENTS

3.1 Consultant Service Requirements:

- 3.1.1 The Consultant is responsible for providing and coordinating the full professional Architectural and Engineering services required, from the Pre- Design Services Stage to the completion of the Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:
 - 3.1.1.1 Architectural and Engineering Services
 - 3.1.1.2 Budget and Schedule Management Services
- 3.1.2 Summary Scope of Services
 - 3.1.2.1 Pre- Design Services to include review of the programs and building site along with topographical and geo-technical information for the new detachment, and provide a report of any issues which require redress.
 - 3.1.2.2 Prepare and deliver a final Design Development Report based on the approved **Schematic Design, complete with outline specifications, including peer review reports** and Class “C” estimate.
 - 3.1.2.3 Conduct peer reviews and submit reports throughout design.
 - 3.1.2.4 Prepare and deliver a fully coordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes and Class “A” cost estimate.
 - 3.1.2.5 Prepare and deliver specifications using National Master Specification (NMS) program including Division 1.
 - 3.1.2.6 Provide assistance during the tendering process including preparation of addenda and review of tender results.
 - 3.1.2.7 Provide construction administration phase of the separate corresponding construction contract.
 - 3.1.2.8 Recommend cost effective “Green Construction Materials”, Methods and Practices that can be incorporated into the project without significant impact on the project budget.
 - 3.1.2.9 Identify Commissioning activities through standard testing, adjusting and balancing protocols, monitor these processes and document results.
 - 3.1.2.10 Prepare and deliver Maintenance Manuals including maintenance schedule, as-built drawings and specifications.
 - 3.1.2.11 Provide warranty services.



3.2 General Service Requirements

3.2.1 Overview

- 3.2.1.2 The Consultant must deliver integrated professional services, in accordance with the requirements set forth in this appendix. The services must be administered in distinct stages, as follows:
 - 3.2.1.2.1 Pre-Design Building Assessment and Project Requirements Confirmation
 - 3.2.1.2.2 Schematic Design
 - 3.2.1.2.3 Design Development
 - 3.2.1.2.4 Construction Documents
 - 3.2.1.2.5 Support Tender Call, Bid Evaluation and Construction Contract Award.
 - 3.2.1.2.6 Construction Administration
 - 3.2.1.2.7 Post Construction Services
- 3.2.1.3 The outline of deliverables and processes, as presented in this appendix, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the RCMP Departmental Representative.

3.2.2 The Consultant must perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of this appendix:

- 3.2.2.1 Standard of Care
- 3.2.2.2 Budget and Schedule Management Services
- 3.2.2.3 Project Information, Decisions, Approaches & Approvals
- 3.2.2.4 Change in Services
- 3.2.2.5 Code, By-Laws, Licenses, Permit Reviews
- 3.2.2.6 Provision of Consultant personnel and Sub-Consultant Services
- 3.2.2.7 Commissioning
 - 3.2.2.7.1 Identify Commissioning activities, which outline the systematic approach to testing, adjusting, balancing and verifying the systems' performance in accordance with the design intent and related testing and verification forms.
- 3.2.2.8 Design to meet the requirements of the functional programs, applicable codes, the RCMP and Treasury Board standards and guidelines, and administration phase of the separate corresponding construction contract for the design of RCMP detachment facilities.

3.3 Project Administration Requirements:

3.3.1 Lines of Communication



3.3.1.1 Unless otherwise directed by the RCMP Departmental Representative, the Consultant communicates directly to the RCMP Departmental Representative only.

3.3.1.2 During the construction tender call, the Contracting Authority conducts all correspondence with industry and issues the contract.

3.3.2 **General Deliverables**

3.3.2.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, 6 original hard copies and 1 copy in electronic format must be provided to the RCMP Departmental Representative, unless otherwise specified.

3.3.2.2 Acceptable electronic formats include deliverables:

- a) Written reports and studies: MS Word or PDF
- b) Spreadsheets and budgets: Excel or PDF
- c) Schedules: Microsoft Project or other RCMP Departmental Representative approved product
- d) Drawings: Auto CADD and PDF
- e) Specifications: NMS MS Word and PDF
- f) Monthly Report: MS Word, Excel or PDF

3.3.3 **Acceptance of Consultant Deliverables**

3.3.3.1 The RCMP reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain the RCMP Departmental Representative's acceptance during each of the project stages.

3.3.3.2 Acceptance indicates that, based on a general review of submitted materials, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract.

3.3.3.3 The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If budgetary or technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

3.3.4 **Design Meetings**

3.3.4.1 The Consultant must arrange design meetings throughout the contract, for all members of the project team. Sub-consultants participation will be at the discretion of the Consultant, dependent on issues that require resolution. Project meetings will normally



occur monthly, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.

3.3.4.2 Meetings will be held at the offices of the Departmental Representative and via teleconference call on an alternate basis, or wherever is deemed to be the most beneficial to meet requirements of the project.

3.3.4.3 The Consultant must attend the meetings, record the issues and decisions and prepare and distribute minutes within 4 days of the meeting.

3.3.4.4 On occasion, there may be urgent problem solving meetings. The Consultant must be available to attend such meetings.

3.3.5 **Security Requirements**

3.3.5.1 The Consultant must promptly obtain security clearances for some or all personnel working on this project in accordance with the contract.

3.3.5.2 The Consultant Team including the Sub-consultants must sign non-disclosure documents for RCMP protected material, if applicable.

3.3.5.3 The Consultant must distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

3.4 **Analysis of Project Requirements:**

3.4.1 **Intent**

3.4.1.1 The Consultant must review and analyze all available program information, consult with the RCMP and deliver a comprehensive Pre-Design Report for RCMP Departmental Representative approval. This approved deliverable will become the formal project Work Plan and will be utilized throughout the project to guide the delivery.

3.4.2 **Scope and Activities**

3.4.2.1 Analyze the project requirements/program including any amendments.

3.4.2.2 Analyze the building design, security requirements and confirm design standards.

3.4.2.3 Review all other available existing material related to the project.

3.4.2.4 Identify all additional information that will be needed to deliver the project.

3.4.2.5 Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply.

3.4.3 **Deliverables**

3.4.3.1 Prepare and submit an Analysis of Project Requirements for review and approval by the RCMP Departmental Representative. Revise as required by the RCMP Departmental Representative.



Resubmit for acceptance.

- 3.4.3.2 The above noted Report must consolidate the Scope and Activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.

3.5 Schematic Design (Design Concept)

3.5.1 Intent

- 3.5.1.1 The Consultant must obtain written authorization from the RCMP Departmental Representative before proceeding with Schematic Design.
- 3.5.1.2 The Consultant must explore three distinctly different design concepts presented in sketch format (single line, produced to scale), fully integrated and supported by three or more distinctly different engineering solutions for the structure, mechanical, electrical systems, along with massing models, site slides and photographs, energy analysis and life cycle cost analysis, analytical data and calculations and sufficient narrative to allow comparison, analysis against project requirements, budget, and selection of a design direction for preparation of a final design concept.
- 3.5.1.3 The Schematic Design must be in sufficient detail to illustrate and communicate the project characteristics. Provide a detailed review and analysis of the project requirements including all updates and amendments to ensure all requirements are fully integrated into the Schematic Design. Out of this process the Schematic Design must be accepted by the RCMP Departmental Representative and authorization to proceed to Design Development will be based on the accepted Schematic Design.
- 3.5.1.4 The RCMP Departmental Representative, in concert with project stakeholders will choose one option to be further developed.
Note: Although the Consultant is required to identify a preferred option, the RCMP Departmental Representative may select another option.

3.5.2 Scope and Activities:

- 3.5.2.1 Review, validate and update the details of the Functional Program requirements, including space data sheets.
- 3.5.2.2 Develop sustainable design options.
- 3.5.2.3 Prepare a minimum of 3 Schematic Design options for the Detachment.
- 3.5.2.4 Analyze each option with regard to the project goals including



cost (Class D) and schedule.

3.5.2.5 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, and cost.

3.5.2.6 Deliver and present Schematic Design options for review by committees, review groups and authorities having jurisdiction as identified in the Project Administration (PA) section, and for RCMP Departmental Representative approval.

3.5.2.7 Coordinate all services with the RCMP Departmental Representative.

3.5.3 Deliverables

3.5.3.1 Schematic (concept) design documents must illustrate the functional relationships of the project elements as well as the project's scale and character, based on the final version of the functional program, the schedule, and the budget.

3.5.3.2 Prepare and deliver, for review and approval by the RCMP Departmental Representative, an integrated Stage Two Project Report, Schematic (Concept) Design. Revise as required by the RCMP Departmental Representative. Resubmit for acceptance.

3.6 Design Development:

3.6.1 Intent

3.6.1.1 This stage will further develop the design option selected for refinement at the Schematic Design stage. The Design Development documents consist of drawings and other documents to describe the scope, quality and cost of the project in sufficient detail to facilitate design approval, confirmation of code compliance, detailed planning of construction and project approval. This design will be used as the basis for preparation of construction documents.

3.6.2 Scope and Activities:

3.6.2.1 Obtain written approval from RCMP Departmental Representative to proceed to Design Development Stage.

3.6.2.2 Review, validate and update details of program requirements and base building BCC: Information Services, Security, Furniture and Equipment with the RCMP.

3.6.2.3 Update Functional Program room data sheets as required.

3.6.2.4 Coordinate services as required with BCC project for Information Services, Security, Furniture and Equipment.

3.6.2.5 Develop and deliver the sustainable design options; and provide an overview of the status of measurement of the proposed building performance against the current National Energy Code of Canada.

3.6.2.6 If any alterations are required, analyze the impact on all project components, and resubmit for approval if required.



- 3.6.2.7 Expand and clarify the schematic design intent for each design discipline.
- 3.6.2.8 Deliver and present design and materials to be used for review and approval to the project team, review groups and authorities having jurisdiction as identified in section Project Administration.
- 3.6.2.10 Conduct a budget, schedule and risk analysis review and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, and cost.
- 3.6.2.11 Coordinate services with the RCMP Departmental Representative.
- 3.6.2.12 The design must meet all applicable statutes, regulations, codes, RCMP and Treasury Board standards and guidelines, , as well as by-laws, in relation to the design of the project throughout the contract.
- 3.6.2.13 Site design development.

3.6.3 General Requirements

- 3.6.3.1 The objectives of the Design Development stage are to review the design layout as further outlined below.

3.6.4 Responsibilities of the RCMP

- 3.6.4.1 The RCMP responsibilities include, but are not limited to the following:
 - 3.6.4.1.1 Participating in meetings as representative for all stakeholders.
 - 3.6.4.1.2 Reviewing and providing a report on the Consultant's Design Development Report.
 - 3.6.4.1.3 Reviewing revisions and Consultants rebuttal to the RCMP quality assurance report.
 - 3.6.4.1.4 Reviewing and accepting the final Design Development Report.
 - 3.6.4.1.5 Authorizing the Consultant to proceed to Construction Documents

3.6.5 Responsibilities of the Consultant

- 3.6.5.1 The Consultant scope and activities include but are not limited to the following:
 - 3.6.5.1.1 Administrative:
 - A) Attend all information exchange/ team meetings. Participation by the various disciplines will be on an as required basis.
 - B) Respond to comments provided by the RCMP as part of its review of the Design Development Report.
 - 3.6.5.1.2 Regulatory:
 - A) Review, develop, prepare, and deliver:
 - Detailed Building code analysis;
 - Detailed Fire and life safety strategy, including consultation with the RCMP's Fire Marshall;



- Detailed Standards analysis; and
- Detailed Canada Labour Code Part II analysis.

3.6.5.1.3 Building Design

A) Refine, prepare, and deliver detailed:

- Design drawings, including floor plans, exterior elevations, building sections, wall sections, special details etc.;
- Substructure plans, including foundations, framing, etc.;
- Shell, including superstructure, exterior enclosure, roofing, etc.;
- Services, including plumbing, HVAC, fire protection, electrical, telecommunications, etc.;
- Commissioning activities plan; and
- Determination of cost effective green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget.

3.6.5.1.4 General Deliverables

- A) Design and deliver Development Report Structure and Content.
- B) Design and deliver drawings and other media to communicate the entire site and building project for all disciplines showing all elements and services in a level of detail necessary to make all design decisions and to substantively estimate the cost of the project.
- C) Deliver a list of draft specification sections of all National Master Specification (NMS) sections to be used. Deliver outline specifications for all systems and principle components and equipment. Include in the outline specifications manufacturers' literature about principal



equipment and system components proposed for use in the project.

- D) Develop and deliver Furniture layouts and location on plans.
- E) Design and deliver finishes and colour schemes.
- F) Design and deliver site/building renderings, and 3D visualization.
- G) Deliver updated sustainable design opportunities, strategies, and updated budgets.
- H) Update to Risk Assessment Report.
- I) Assess the Fire Marshall's Report including requirements, strategies or interventions for protection of the building and its occupants.
- J) Deliver an outline of the Commissioning Plan.
- K) Deliver updated detailed schedules including deliverable requirements.
- L) Deliver a Class 'C' Estimate.
- M) Deliver an updated life cycle cost analysis.
- N) Deliver Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule.

3.7 Construction Document Services:

3.7.1 General Requirements

3.7.1.1 The objective of the Construction Document Stage is to prepare tender ready drawings and specifications, setting forth in detail all the technical requirements for the construction of the project along with a final (Class A) cost estimate.

3.7.1.2 The Consultant must obtain written authorization from the RCMP Departmental Representative before proceeding with Construction Documents.

3.7.2 Responsibilities of the RCMP

3.7.2.1 The RCMP responsibilities include, but are not limited to, the following:



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- 3.7.2.1.1 Review and comment on consultant submissions.
 - 3.7.2.1.2 Respond to questions from the Consultant as required.
 - 3.7.2.1.3 Review revisions and Consultant rebuttal to the RCMP quality assurance report.
 - 3.7.2.1.4 Review and accept the final Construction Document progress at 50% and 99%. Formally accept technical documents ready for Tender.
- 3.7.3 Responsibilities of the Consultant
- 3.7.3.1 The Consultant scope and activities include but are not limited to the following:
 - 3.7.3.1.1 Regulatory:
 - A) Deliver
 - Detailed building code analysis
 - Detailed fire and life safety strategy
 - Detailed standard analysis
 - Detailed Canada Labour Code Part II analysis
 - 3.7.3.1.2 Scope and Activities
 - A) Obtain acceptance for submissions (50%, 99% and Final).
 - B) Confirm format of drawings and specifications.
 - C) Submit drawings and specifications at the required stages (50%, 99% and Final).
 - D) Each discipline must conduct peer reviews for submissions (50%, 99% and Final) and submit peer review report identifying comments and responses.
 - E) Provide written response to all review comments and incorporate them into the Construction Documents.
 - F) Advise as to the progress of cost estimates and submit updated cost estimates as the project develops.
 - G) Maintain an updated project schedule.
 - H) Prepare and deliver a Class “B” estimate at the 50% submission and a final Class “A” estimate with the 99% submission.
 - I) Review material, construction processes and specifications to meet sustainable development.
- 3.7.4 General Deliverables
 - 3.7.4.1 Deliverables identified are typical for most projects, but must be customized by the Consultant for specific requirements under this contract.
 - 3.7.4.2 Completeness of work must reflect the stage of submission.



3.7.4.3 The submission stage deliverables to be included, but not limited to, are identified below for each submission stage.

3.7.5 50% Submission Stage Deliverables

3.7.5.1 Deliverables applicable to all ASME disciplines:

3.7.5.1.1 Prepare and deliver updated cost estimates (Class “B”).

3.7.5.1.2 Prepare and deliver updated project implementation schedule.

3.7.5.1.3 Prepare and deliver written peer review reports.

3.7.5.1.4 Prepare and deliver written response to the RCMP on review comments made at Design Development Stage.

3.7.5.1.5 Prepare and deliver drawings and specification to the RCMP, and RCMP Fire Marshall for their review.

3.7.5.1.6 Specifications

- A) Prepare and deliver specifications 50% edited with all pertinent sections including sections on Structural, Mechanical and Electrical components.
- B) Review General Conditions for separate construction contract and coordinate with Division 1.
- C) Prepare and deliver Commissioning Activities outline and specifications.
- D) Prepare and deliver a list of the required component verification sheets, and system test procedures required for this project.

3.7.5.1.7 Architectural

- A) Prepare and deliver cover sheet with list of drawings.
- B) Prepare and deliver Site Plan.
- C) Prepare and deliver Roof Plan.
- D) Prepare and deliver Floor Plans.
- E) Prepare and deliver Reflected Ceiling Plans.
- F) Prepare and deliver Exterior and Interior Elevations.
- G) Prepare and deliver designs for building and wall sections.
- H) Prepare and deliver large scale detail drawings.
- I) Prepare and deliver door schedule.
- J) Prepare and deliver hardware schedule.
- K) Prepare and deliver room finish schedule.
- L) Prepare and deliver millwork details.
- M) Prepare and deliver furniture and equipment drawings.

3.7.5.1.8 Structural

- A) Prepare and deliver foundation details.
- B) Prepare and deliver roof plans.
- C) Prepare and deliver floor plans.
- D) General documentation including



- Document and deliver design code used.
 - Document and deliver design loads.
 - Document and deliver strength and grades of concrete, masonry, steel and/or other materials.
- E) Document and deliver structural elements.
- F) Prepare and deliver welding requirements.
- G) Prepare and deliver schedule for steel beams, lintels, etc.
- H) Ensure alignment between Architectural, Mechanical and Electrical drawings.
- 3.7.5.1.9 Mechanical
- A) Prepare and deliver Roof Plan.
- B) Prepare and deliver Floor Plans.
- C) Develop and deliver mechanical systems.
- D) Document mechanical equipment in the different areas.
- E) Document duct-work and piping.
- F) Document mechanical components either on schedule shown on drawings, or in specifications.
- G) Complete documentation of diffuser locations and types.
- H) Complete documentation of control specifications to a 33% stage.
- I) Prepare and deliver Testing, Adjusting and Balancing Plans.
- J) Ensure alignment between Architectural, Civil, Structural and Electrical drawings.
- 3.7.5.1.10 Electrical
- A) Prepare and deliver Roof Plan.
- B) Prepare and deliver Floor Plans.
- C) Prepare and deliver lighting layout, showing switching information, and fixture types.
- D) Prepare and deliver power and system layout showing panel locations.
- E) Prepare and deliver electrical room equipment layout.
- F) Prepare and deliver communication system layout.
- G) Prepare and deliver light fixture cut sheets.
- H) Prepare and deliver single line diagrams.
- I) Ensure alignment between Architectural, Structural, Mechanical and furniture layout drawings.
- 3.7.5.1.11 Civil
- A) Prepare and deliver Site Plan.



-
- B) Prepare and deliver Grading Plan.
 - C) Prepare and deliver Building Service Plan.
 - D) Prepare and deliver Grading Plan Sections.
 - E) Prepare and deliver detail sheets.
 - F) Prepare and deliver any other plans as required by the development permit for the Town of Jasper and/or Parks Canada.
- 3.7.5.1.12 Landscape
 - A) Prepare and deliver Planting Plan.
 - B) Prepare and deliver Irrigation Plan, if applicable.
- 3.7.6 99% Submission Deliverables
- 3.7.6.1 Deliverables applicable to all ASME disciplines:
 - 3.7.6.1.1 Prepare and deliver written response to RCMP review comments made at 50% stage
 - 3.7.6.1.2 Prepare and deliver written peer review reports.
 - 3.7.6.1.3 Deliver all working drawings and specifications -fully completed and aligned with AMES drawings and with the specifications.
 - 3.7.6.1.4 Deliver the completed commissioning plan include maintenance schedule.
 - 3.7.6.1.5 Deliver one copy of the update Cost Plan, Class “A” (+/- 5%) project cost estimate.
 - 3.7.6.1.6 Deliver one copy of the updated project schedule.
 - 3.7.6.1.7 Deliver drawings and specifications to RCMP and RCMP Fire Marshall for approval.
 - 3.7.6.1.8 Specifications:
 - A) Deliver 99% edited specifications.
 - B) Highlight areas for Unit Prices, Cash Allowances and/or other items that require specific attention by Procurement.
 - 3.7.6.2 Architectural and Interior Design
 - 3.7.6.2.1 Deliver a complete set of coordinated construction drawings suitable for tender call, including all details of building envelope, interiors and elemental finishing schedule, along with complete BCC scope.
 - 3.7.6.2.2 Deliver final code review.
 - 3.7.6.2.3 Deliver one copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples.
 - 3.7.6.2.4 Ensure complete alignment with Structural, Mechanical and Electrical drawings to achieve 99% completion.
 - 3.7.6.3 Structural



-
- 3.7.6.3.1 Deliver a complete set of coordinated construction drawings, including details, sections, plans and schedules.
 - 3.7.6.3.2 Information on drawings must fully comply with code, standards and this appendix.
 - 3.7.6.4 Mechanical
 - 3.7.6.4.1 Deliver a complete set of coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system, and ventilation system, as well as heating and plumbing systems, air conditioning systems and control specifications.
 - 3.7.6.4.2 Ensure complete alignment with other disciplines to achieve 99% completion.
 - 3.7.6.5 Electrical
 - 3.7.6.5.1 Deliver a complete set of coordinated construction drawings suitable for tender call, including lighting, power, communications, fire alarm, security and control specifications.
 - 3.7.6.5.2 Ensure complete alignment with other disciplines to achieve 99% completion.
 - 3.7.6.6 Civil
 - 3.7.6.6.1 Deliver a complete set of coordinated construction drawings suitable for tender call including excavation, grading, building services, storm water removal, parking and paving specifications, etc.
 - 3.7.6.6.2 Ensure complete alignment with other disciplines to achieve 99% completion.
 - 3.7.6.7 Landscape
 - 3.7.6.7.1 Deliver a complete set of coordinated construction drawings suitable for tender call including planting and irrigation specifications.
 - 3.7.6.7.2 Ensure complete alignment with other disciplines to achieve 99% completion.
 - 3.7.7 100% Submission Stage - Final Tender Documents
 - Applies to all ASME disciplines.
 - 3.7.7.1 Deliver all drawings and specifications, 100% reviewed, approved by the RCMP Departmental Representative and aligned for the construction tender call.
 - 3.7.7.2 Deliver all specification sections and an index of specifications. The specifications must consist of typed and edited NMS sections.
 - 3.7.7.3 Deliver an updated project implementation schedule.
 - 3.7.7.4 Deliver revised Tender Documents to incorporate RCMP comments made at the 99% stage.



- 3.7.7.5 Deliver revised Class “A” level cost estimate, if required.
- 3.7.7.6 Deliver electronic format (.pdf) drawings and specifications for tendering purposes as well as set(s) of hardcopy, as requested by the RCMP Departmental Representative.
- 3.7.7.7 Submit for and obtain formal acceptance on plans and specifications required by the Inspection Authorities before the construction tender call.

3.8 Submissions, Review and Approval Process:

3.8.1 Submissions:

- 3.8.1.1 Prepare and deliver all required submissions, either to, or as directed by the Project Manager.
- 3.8.1.2 Prepare and deliver required sets of Construction Drawings and Specifications to the RCMP Departmental Representative for review and acceptance at the 50%, 99% submission stages.
- 3.8.1.4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.
- 3.8.1.5 The Consultant must deliver the following services, in accordance with the terms and conditions of the Agreement and all the requirements of this appendix.
 - 3.8.1.5.1 Prepare and deliver RCMP Design Review.
 - 3.8.1.5.2 Prepare and deliver Peer Design Review.
 - 3.8.1.5.3 Other Authorities having Jurisdiction Review.

4.0 CONSTRUCTION ADMINISTRATION SERVICES

4.1 General

- 4.1.1 The Consultant must deliver the following services in accordance with the terms and conditions of the Agreement and all the requirements of this appendix.

The Consultant must deliver to the RCMP Departmental Representative and supply to the construction Contractor, six hard copy sets of “Issued for Construction” drawings, that will include all addenda issued during the construction tendering phase and have been signed and sealed by all disciplines.

- 4.1.1.1 Conduct, document and deliver Construction Safety Reviews.
- 4.1.1.2 Deliver Project Schedule monitoring and advisement.
- 4.1.1.3 Prepare and deliver monthly construction progress and quality assurance reports.
- 4.1.1.4 Prepare and deliver Shop Drawing Reviews.
- 4.1.1.5 Issuance of Site Instructions
- 4.1.1.6 Conduct, document and deliver periodic construction site Inspections.
- 4.1.1.7 Develop and deliver Construction Change Order documents.
- 4.1.1.8 Conduct, document and deliver interim inspections.
- 4.1.1.9 Conduct, document and deliver final inspection.



4.1.1.10 Prepare and deliver the Certificate of Substantial Completion and Schedule "C" for building occupation.

4.1.1.11 Document and deliver (As-built) Drawings and Specification

4.1.1.12 Conduct, document and deliver Warranty Inspection.4.1.2 Ad Hoc Deliverables

It is expected that there will be a minimum of 50 on-site project meetings (per location). It may be deemed necessary, due to the location of the project site for the RCMP Departmental Representative to arrange teleconference calls with all project stakeholders prior to the regular scheduled meetings to review project status and work through challenges and issues prior to arriving on site.

4.2 Construction Project Meeting

4.2.1 The Consultant must include in the construction contract documents the requirement for the construction Contractor to attend the construction project meetings and conference calls, in addition to requirements for the Contractor to secure a meeting room of sufficient size, appropriate furniture and equipment, to host Project Meetings at, or near, the construction site. The Consultant must record the issues and decisions of all construction site meetings and teleconferences and prepare and distribute minutes to all the attendees within 3 working days of the same meeting.

4.2.2 Throughout this contract, the Consultant Team must be personally available to attend the design and construction meetings when the specific discipline is required and respond to inquiries within 3 working days of the RCMP Departmental Representative's request, in the location of the construction work.

4.2.3 The Consultant must conduct quality reviews on previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded.

4.3 Commissioning

4.3.1 Develop and deliver Design Criteria, functional and operational requirements, if not already established in the construction tender or specifications. Full Commissioning is not required for this facility. The intent is to design, check and verify that all building systems are functioning to the design specifications.

4.3.2 Prepare and deliver a preliminary Commissioning Activities plan.

4.3.3 Direct and monitor the testing adjusting and balancing processes to ensure compliance with the construction contract specifications and the approved commissioning plan.

4.3.4 Prepare and deliver the performance verification (PV) activities, processes and their output, including development and delivery of project-specific:

4.3.4.1 Installation / Start-up Check Lists;

4.3.4.2 Product Information (PI) Report Forms and Performance Verification (PV) Report Forms; and



-
- 4.3.4.3 Design data to PI and PV report forms.
 - 4.3.5 Prepare and deliver a Training plan.
 - 4.3.6 Document and deliver construction Contractor and construction subcontractor Performance Verification (PV) and testing responsibilities.
 - 4.3.7 Review shop drawings and product data and accompanying Product Information (PI) as completed by the Contractor, and report any issues or concerns to the RCMP Departmental Representative.
 - 4.3.8 Ensure that all systems have been properly verified, balanced etc. in compliance with the Performance Specifications and Commissioning Plan, prior to occupancy.
 - 4.3.9 Prepare and deliver 3 hard copies and 3 electronic copies of the completed Maintenance Manuals and Maintenance Schedule.
 - 4.3.10 Ensure that all required training and operating system demonstrations have been properly conducted and completed. Consultant must video tape Contractor's training sessions and provide the video tape and feedback to RCMP Departmental Representative.
 - 4.3.11 Identify, document and verify the rectification of all outstanding deficiencies in the construction contract.
 - 4.3.12 Assist in the resolution of all issues relating to commissioning,
 - 4.3.13 Prepare "as-built" documentation (plans and specifications) as described in the contract and this appendix.
 - 4.3.14 Recommend acceptance of the completed construction work to the RCMP Departmental Representative.

5.0 POST CONSTRUCTION SERVICES

5.1 General

- 5.1.1 The Consultant must conduct and document the Ten-Month Warranty Inspection and final Warranty Inspection on the completed construction work.



**Attachment 1 to Appendix A
Anticipated Project Schedule**

In accordance with Appendix A section 2.7, the anticipated Project Schedule is as follows:

Tulita, and Whati Detachments:

Award A&E contract	May 31, 2019
99% Contract Documents	Jan 1, 2020
Final Tender Documents	Feb 1, 2020
Award Construction Contract	Apr 15, 2020

Transportation Target Dates:

Tulita Barge #1:	June 2020
Lutsel K'e Barge:	July 2020
Tulita Barge #2:	Aug 2020
Whati winter road:	Dec 2020
Construction Completion	Dec 2022
Warranty Period ends	Dec 2023

Add Alternate: **Lutsel K'e Detachment:**
Anticipated Project Schedule

99% Contract Documents	Jan 1, 2020
Final Tender Documents	Feb 1, 2020
(Delayed construction start date)	
Award Construction Contract	April 1 2021
Lutsel K'e Barge:	July 2021
Construction Completion	Dec 2023
Warranty Period ends	Dec 2024

Add Alternate: **Deline Detachment:**
Anticipated Project Schedule

Final Tender Documents	Apr 1, 2022
Award Construction Contract	Jun 15, 2022



Transportation Target Dates:

Winter road:	Dec 2022
Construction Completion	Dec 2024
Warranty Period ends	Dec 2025



ANNEX A – Doing Business – Documentation Standards
Included as a separate document(s)



APPENDIX B - TEAM IDENTIFICATION FORM

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

Complete this Team Identification Form and submit with the Evaluation Criteria (Appendix F SRE 3) in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "TECHNICAL PROPOSAL" typed on the outside of the envelope.

The prime consultant and other members of the Consultant Team must 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. This form can be altered or expanded, but each referenced Proponent/Key Sub-Consultant Firm / Specialist must be specified and align with the composition of the Consultant Team identified in Appendix F, SRE 3 Evaluation Criteria.

1. Prime Consultant (Proponent - Architect):

Firm or Joint Venture Name:
.....
.....

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

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

2. Key Sub Consultants / Specialists:

2.1. Mechanical Engineer

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

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

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

2.2. Electrical Engineer

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

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

.....



.....
.....

2.3. Structural Engineer

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

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

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

2.4. Civil Engineer

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

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

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

2.5. Commissioning Specialist

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

Key Individuals and professional accreditation:

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



APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in one **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope.
2. PROPONENTS SHALL NOT ALTER THIS FORM.
3. Price Proposals are not to include Applicable Taxes.
4. Price Proposals will be evaluated in Canadian Dollars.
5. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into the Part A of this Appendix.
6. In order to ensure that fair and competitive hourly rates are received for each of the positions listed in Part B, the following requirement must be strictly adhered to: Proponents must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
7. The Proponent shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
8. This Appendix (Price Proposal) will form part of the resulting Agreement, including applicable clauses from this form.
9. The single fixed hourly rate identified for each category of personnel of the Consultant and each sub-consultant shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource. Canada reserves the right to negotiate all hourly rates.
10. **Only Part A of this Appendix will be used for the price evaluation.**



Project Title: Architectural & Engineering Services – RCMP Detachments in:
Tulita and Whati, Northwest Territories.

Name of Proponent: _____

The following Part A (for two locations) will form part of the evaluation process:

Canada hereby requests pricing for each project individually for accounting purposes, in addition to the aggregate total.

Project 1: Tulita, NWT

PART A - REQUIRED SERVICES

Part A - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

Service *:	Fixed Fee (CAD excluding applicable taxes):
Project Analysis and Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Tender Call and Bid Evaluation Services	+ \$ _____
Construction Contract Administration Services	+ \$ _____
Post Construction Services (Warranty)	+ \$ _____
Commissioning Services	+ \$ _____
MAXIMUM FIXED FEES (Tulita):	= \$ _____



Project 2: Whati, NWT

PART A - REQUIRED SERVICES

Part A - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

Service *:	Fixed Fee (CAD excluding applicable taxes):
Project Analysis and Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Tender Call and Bid Evaluation Services	+ \$ _____
Construction Contract Administration Services	+ \$ _____
Post Construction Services (Warranty)	+ \$ _____
Commissioning Services	+ \$ _____
MAXIMUM FIXED FEES (Whati):	= \$ _____

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Fee for Required Services Part A-Fixed Fee (Project 1)	\$.....
Total Fee for Required Services Part A-Fixed Fee (Project 2)	\$.....
Total Evaluated Fee (Project 1 + 2)	\$.....



The following Part A.1 (for two locations) will not form part of the evaluation process:

Part A.1

Add Alternate:

Project 3: Lutsel K'e, NWT

PART A.1 - REQUIRED SERVICES

Part A.1 - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

Service *:	Fixed Fee (CAD excluding applicable taxes):
Project Analysis and Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Tender Call and Bid Evaluation Services	+ \$ _____
Construction Contract Administration Services	+ \$ _____
Post Construction Services (Warranty)	+ \$ _____
Commissioning Services	+ \$ _____
MAXIMUM FIXED FEES (Lutsel K'e):	= \$ _____

Add Alternate:

Project 4: Deline, NWT

PART A.1 - REQUIRED SERVICES

Part A.1 - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

Service *:	Fixed Fee (CAD excluding applicable taxes):
Project Analysis and Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____



Tender Call and Bid Evaluation Services	+	\$ _____
Construction Contract Administration Services	+	\$ _____
Post Construction Services (Warranty)	+	\$ _____
Commissioning Services	+	\$ _____
MAXIMUM FIXED FEES (Deline):	=	\$ _____



The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

PART B - OTHER ADDITIONAL SERVICES

Part B – Disbursements Project 1 Tulita (excluding Travel)

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services, section GC5.12 Disbursements:

(specify and enter limit)

Table with 2 columns: Description (dotted lines) and Amount (\$.....)

Part B – Disbursements Project 2 Whati (excluding Travel)

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services, section GC5.12 Disbursements:

(specify and enter limit)

Table with 2 columns: Description (dotted lines) and Amount (\$.....)

Part B – Disbursements Project 3 Lutsel K'e (excluding Travel)

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services, section GC5.12 Disbursements:

(specify and enter limit)

Table with 2 columns: Description (dotted lines) and Amount (\$.....)



Part B – Disbursements Project 4 Deline (excluding Travel)

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services, section GC5.12 Disbursements:

(specify and enter limit)

.....	\$.....
.....	\$.....
.....	\$.....
MAXIMUM AMOUNT FOR DISBURSEMENTS (Deline)	\$.....

Part B – Time Based Fees (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services).

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

Principals

Name	\$ per hour*
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....



..... \$

..... \$.....

Staff

Name / Position	\$ per hour *
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements). All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.



APPENDIX D – SECURITY REQUIREMENTS CHECK LIST (SRCL)



APPENDIX E - DECLARATION/CERTIFICATIONS FORM

Complete this Declaration/Certifications Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "DECLARATION/CERTIFICATIONS" typed on the outside of the envelope.

1. Proponent Information:

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

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

Note to Proponents: E.2. & E.3. are in accordance with SI6 Certifications.

2. 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 (2017-18-17), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b**.

3. 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 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)



4. 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 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 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.

5. Authority

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, the RCMP contact will be with the following person: _____.

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

E-mail: _____

This Appendix "E" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "E" 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 F – SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 Submission Requirements
- SRE 2 Evaluation Procedures and Basis of Selection
- SRE 3 Evaluation Criteria



SRE 1 Submission Requirements

1.1 Bid Preparation Instructions

1.1.1 Canada requests that Proponents provide their bid in separate sections as follows:

- a. Section I: Technical Proposal (one (1) original plus four (4) **hard copies**) (and one (1) soft copy on DVD/CD/USB)
- b. Section II: Financial Proposal (one (1) **hard copy**)
- c. Section III: Declaration/Certifications (one (1) **hard copy**)
- d. If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.
- e. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- f. The maximum number of pages including text and graphics to be submitted for **Appendix “G” – Evaluation Criteria, SRE 3 section 3. Rated Requirements is 40 pages (single-sided) or 20 pages (double-sided) on 8 ½ x 11 paper size. If larger sized paper is provided then each face of paper will be counted as one page. A minimum font size 10 shall be used.**

The following contents are not included as part of the maximum page limitation noted above:

- i. Covering letter (optional - contents not evaluated)
- ii. Completed Appendix “B” – Team Identification Format;
- iii. Completed Appendix “C” – Price Proposal Form;
- iv. Completed Appendix “E” – Declaration/Certifications Form
- v. SRE 3 section 2. Mandatory Requirements in this appendix.
- vi. Front page of the RFP Solicitation; and,
- vii. Front page of revision(s) to the RFP;

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 evaluated.

- g. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
 - i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - ii. use a numbering system that corresponds to the bid solicitation.
- h. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Proponents should:
 - i. use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.



1.2. Section I: Technical Proposal

- a) In their Technical Proposal, Proponents should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Proponents should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- b) The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Proponents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Proponents may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- c) Proponents must submit their Technical Proposal in accordance with the Evaluation Criteria (Appendix F SRE 3) and the Team Identification Form (Appendix B).

1.3 Section II: Financial Proposal

- a) Proponents must submit their Price Proposal Form in accordance with **Appendix C - Price Proposal Form**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.4 Section III: Declaration/Certifications

Proponents must complete, sign and submit the certifications and supporting documentation required under Appendix E Declaration/Certifications Form.

1.5 Government Electronic Tendering Service (GETS) Documents

Proponents will be provided with an electronic copy of some of the RFP documents, in Microsoft Office format, with the solicitation package issued on GETS. In the event of any discrepancies between the Microsoft Office copies and PDF documents released officially through GETS, the PDF documents released through GETS will prevail.

SRE 2 Evaluation Procedures and Basis of Selection

2.1 Evaluation Procedures

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

2.2 Technical Evaluation

Mandatory Requirements: Each bid will be evaluated for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory requirements and evaluation processes are described under SRE 3 - Evaluation Criteria.



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- a) **Rated Requirements:** Where Rated Requirements are specified in the RFP, each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word “rated” or by reference to a score. Proponents who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Rated requirements and evaluation processes are described SRE 3 Evaluation Criteria.
- b) **Technically Responsive Bid:** A technically responsive bid is a bid that meets all of the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

2.3 Financial Evaluation

- a) Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Evaluated Fee as indicated in Appendix C – Price Proposal Form, Part A.

2.4 Basis of Selection

2.4.1 Highest Combined Rating of Technical Merit (80%) and Price (20%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all Mandatory Requirements; and
 - c. achieve a **minimum overall pass mark of 60%. 300 out of the 500 points available (weighted rating max score)). Proponents must achieve a minimum Criterion pass mark of 50% in each category, with an overall score of 60% or higher to pass the technical portion of the bid.**
2. Bids not meeting 1. a., b. and c. will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 80/20 ratio of technical merit and price, respectively. The total available points equal 300 and the lowest evaluated price is \$45,000 (45).

	Proponent 1	Proponent 2	Proponent 3
Overall Technical Score	275/300	235/300	250/300
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	$275/300 \times 80 = 73.33$	$235/300 \times 80 = 62.66$	$235/300 \times 80 = 62.55$
Pricing Score	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18.00$	$45/45 \times 20 = 20.00$
Combined Rating	89.69	80.66	82.66
Overall Rating	1 st	3 rd	2 nd

SRE 3 EVALUATION CRITERIA

1. Proponent Instructions:

- a. Complete responses to the Evaluation Criteria and submit with Team Identification Form (Appendix B) in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "TECHNICAL PROPOSAL" typed on the outside of the envelope.
- b. The Proponent is requested to respond to the Evaluation Criteria using the table formats below.
- c. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section are omitted from the bid, they will be set aside without further consideration and the bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the bid non-responsive and will be set aside without further consideration.
- d. The Proponent must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the response (where applicable). Complete details demonstrating how a Proponent meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

2. MANDATORY REQUIREMENTS

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

Mandatory Requirement 1: Proponent's Consultant Team

M1.1 The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief / Terms of Reference including, but not limited to, the following:

Proponent must be the Architect.

Key sub-consultant firms / Specialists – Civil Engineering, Mechanical Engineering, Electrical Engineering, Structural Engineering, Commissioning Specialist



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

M1.2 All key team members listed above must be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Northwest Territories.

M1.2.1 If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement and provide proof in accordance with M1.2.2 below.

M1.2.2 Proof of licensing/certifications/ authorizations must be provided with submission of bid. If proof is not provided the bid will be deemed non-responsive.

M1.3 The Proponent must provide the following information:–

- (a) Name of key team members' firm(s);
- (b) Key personnel to be assigned to the project, provided licensing/certifications/ authorizations with submission of bid;
- (c) For the Proponent (Consultant) - Architect indicate current license, provided with submission of bid, to meet the provincial or territorial licensing requirements.
- (d) 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).

Proponents are requested to use the Team Identification Form in Appendix B when responding to this mandatory requirement.

3. RATED REQUIREMENTS

The order of the proposals should follow the order established below in the Rate Requirements section. Points for the Rated Requirements will be allocated in accordance with 4. Evaluation and Rating.

Rated Requirement 1: Achievements of Proponent on Projects

R1.1 Describe the Proponent's accomplishments, achievements and experience as the Consultant on projects.

Submit a **maximum** of 3 reference projects undertaken by the Proponent within the last 10 years. Reference Projects should be completed by the Proponent's Key Personnel proposed under this requirement. Intent shall be towards Northern Construction, RCMP experience and/or remote locations (in that order).

Reference Projects should be completed by the Proponent's Key Personnel proposed under this requirement.

Proponent's that are joint venture submissions must submit 3 reference projects per joint venture member. Only the first 3 projects listed for the Proponent, and if applicable the first 6 reference projects listed for joint venture, in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference. (10 pts)
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions. (10 pts)
- (c) Describe budget control and management - i.e. contract price & final construction cost - explain variation. (10 pts)



- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation. (10 pts)
- (e) Describe how the proposed team has successfully performed services previously. (10 pts)
- (f) Provide names of all key personnel responsible for project delivery. (10 pts)

Maximum 60 points for R1.1

R1.2 The project references must be for work done by the Proponent (as defined in R1410T General Instructions to Proponents, G12 Definitions). Past project experience from entities other than the Proponent will not be considered in the evaluation.

If the Proponent is a joint venture, indicate which reference projects were carried out by each joint venture member.

Rated Requirement 2: Achievements of Consultant Team Key Sub-consultant firms / Specialists on Projects

Describe the accomplishments, achievements and experience of the Consultant Team key sub-consultant firms / specialists, either as the 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.

Select a **maximum** of 2 reference projects undertaken by the Consultant Team key sub-consultant firms / specialists within the last 5 years per key sub-consultant firm / specialist. Only the first 2 projects listed for each Consultant Team key sub-consultant firm/specialist, in sequence will receive consideration and any others will not receive consideration.

Intent shall be towards Northern Construction, RCMP experience and/or remote locations (in that order). Reference Projects should be completed by the Proponent's Key Personnel proposed under this requirement.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference. (10 pts)
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions. (10 pts)
- (c) Describe budget control and management specifically for the highlighted specialty - i.e. contract price (mechanical/electrical/civil) & final construction cost (mechanical/electrical/civil)- explain variation. (10 pts)
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation. (10 pts)
- (e) Provide names of key personnel responsible for project delivery. (10 pts)

Maximum 50 points for R1.2

Rated Requirement 3: Achievements of Key Personnel on Projects

Describe the experience and performance of each of the Proponent's Consultant Team key personnel to be assigned to this project regardless of their past association with the Proponent. 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 include the following information for each description:

- (a) professional accreditation;
- (b) accomplishments/achievements/awards;
- (c) relevant experience, expertise, number of years' experience in a relevant discipline;
- (d) Two comparable projects (do not list the same projects as R1.1).



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- (e) roles, responsibilities and degree of involvement of the individual in projects listed in (d) above.

Maximum 10 points for R1.3

Rated Requirement 4: Understanding of the Project:

The Proponent should demonstrate an understanding of the project requirements in Appendix A – Project Brief / Terms of Reference, including an understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

The Proponent should describe an understanding of the following in response to this requirement:

- (a) The functional and technical requirements demonstrating awareness of the goals of the project; (10 pts)
- (b) Broader goals (federal image, sustainable development, sensitivities) and how these may or may not be achieved; (10 pts)
- (c) Significant issues, challenges and constraints; and
- (d) Project schedule: Review schedule and assess risk management elements that may affect the project. (10 pts)
- (e) Cost: Review cost information and assess risk management elements that may affect the project. (10 pts)

Maximum 50 points for R1.4

Rated Requirement 5: Scope of Services:

The Proponent should demonstrate their capability to deliver the services, meet project challenges, and to provide a plan of action for the work in Appendix A – Project Brief / Terms of Reference.

The Proponent should describe the following in response to this requirement:

- (a) Scope of Services - detailed list of services that will likely be required for this project.
- (b) Work Plan - detailed breakdown of work tasks and deliverables
- (c) Project Schedule - proposed major milestone schedule
- (d) Risk Management Strategy
- (e) Sustainable Development Strategy

Maximum 10 points for R1.5

Rated Requirement 6: Management of Services:

The Proponent should describe how the services will be delivered and how the constraints will be met; how the services will be managed to ensure continuing and consistent control and communication efficiency; how the Consultant Team will be managed and organized and how it will fit in the existing structure of the key sub-consultant firms/specialists.

The Proponent should include the following in response to this requirement:

- (a) Describe the makeup of the full Consultant Team proposed in response to Mandatory Requirement 2, including their roles and responsibilities to deliver the work in Appendix A – Project Brief / Terms of Reference. (10 pts)
- (b) Provide an organization chart with position titles, reporting relationships and names of each member of the Consultant Team, including a joint venture business plan (if Proponent is a joint venture), and team structure; (10 pts)



- (c) If the Proponent is a joint venture, describe the structure of the joint venture, and include each member of the joint venture in the organization chart. (10 pts)
- (d) What back-up will be committed – include who they are backing up (show on the organization chart) (10 pts)
- (e) Provide a Communication Strategy. (10 pts)
- (f) Response time: demonstrate how the response time requirements will be met (10 pts)
- (g) Describe quality control techniques – do not include Peer Review. (10 pts)
- (h) Describe how cost control techniques will be implemented, and continually tested at each milestone. (10 pts)

Maximum 80 points for R1.6

Rated Requirement 7: Design Philosophy / Approach / Methodology

The Proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the Consultant Team as well as the Proponent’s approach to resolving design issues and in particular to focus on the unique aspects of the requirements in Appendix A – Project Brief / Terms of Reference.

The Proponent should describe the following in response to this requirement:

- (a) Design Philosophy / Approach / Methodology that the Proponent will apply when delivering the work in Appendix A – Project Brief / Terms of Reference; clearly define what your design is to accomplish. (10 pts)
- (b) Clearly define three major challenges and how the Proponent’s approach and resolutions to each challenge will be applied. (10 pts)
- (c) Clearly explain how your design will address environmental and climate concerns (10 pts)
- (d) Explain how your selections of building materials and/or design considerations will reinforce the safety and security of a remote location. (10 pts)

Maximum 40 points for R1.7

4. EVALUATION AND RATING

4.1. The Rated Requirements will be evaluated in accordance with the following, to establish Technical Ratings:

4.1.1. Proponents **must** achieve a minimum pass mark of 300 points out of the 500 points available. No further consideration will be given to Proponents not achieving the minimum pass mark of 300 points.

4.1.2. Calculation of Score: Weight Factor x Rating = Weighted Rating (Score)

Technical Rating – Table 1

Criterion	Weight Factor	Rating	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects	3.0	0 - 60	0 - 180
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects	1.0	0 - 50	0 - 50
R3 - Achievements of Key Personnel on Projects	0.5	0 - 10	0 - 5
R4 - Understanding of the Project	1.5	0 - 50	0 - 75
R5 - Scope of Services	1.0	0 - 10	0 - 10
R6 - Management of Services	1.5	0 - 80	0 - 120
R7 - Design Philosophy / Approach / Methodology	1.5	0 - 40	0 - 60
Technical Rating	10.0		0 - 500



4.2. Generic Evaluation - Table 2

The RCMP Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with a rating scale of 0 to 10 points using the generic evaluation table below:

NON RESPONSIVE 0 point	INADEQUATE 1 point	POOR 2 - 3 points	WEAK 4 points	JUST ACCEPTABLE 5 points	ACCEPTABLE 6 - 7 points	GOOD 8 points	VERY GOOD 9 points	EXCELLENT 10 points
<ul style="list-style-type: none"> ▪ Did not submit information which could be evaluated 	<ul style="list-style-type: none"> ▪ Absolutely inadequate ▪ Weaknesses can't be corrected ▪ Proponent lacks qualifications and experience ▪ Team proposed is not likely able to meet requirements ▪ Sample projects not related to this project's needs ▪ Extremely poor, insufficient to meet performance requirements 	<ul style="list-style-type: none"> ▪ Slightly or substantially below the desirable minimum ▪ Generally doubtful that weaknesses can be corrected ▪ Proponent generally lacks qualifications and experience ▪ Team is weak - either missing components or overall experience is weak ▪ Sample projects generally not related to this project's needs ▪ Little capability to meet performance requirements 	<ul style="list-style-type: none"> ▪ Just fails to meet the desirable minimum ▪ Weaknesses can be corrected ▪ Proponent just below minimum qualifications and experience ▪ Team not quite capable of fulfilling requirements as presented ▪ Sample projects only marginally related to this project's needs ▪ Just below acceptable capability 	<ul style="list-style-type: none"> ▪ Just meets the desirable minimum ▪ Weaknesses can easily be corrected ▪ Proponent has minimum qualifications and experience ▪ Team capable of just fulfilling requirements ▪ Sample projects somewhat related to this project's needs ▪ Minimum acceptable capability, should meet minimum performance 	<ul style="list-style-type: none"> ▪ Meets the desirable minimum ▪ No significant weaknesses: ▪ Proponent is qualified and experienced ▪ Team covers all components and will likely meet requirements ▪ Sample projects generally related to this project's needs ▪ Average capability, should be adequate for effective results 	<ul style="list-style-type: none"> ▪ Slightly exceeds the desirable minimum ▪ No significant weaknesses ▪ Proponent is well qualified and experienced ▪ Team covers all components and more than likely will meet requirements ▪ Sample projects are related to this project's needs ▪ Above average capability 	<ul style="list-style-type: none"> ▪ More than satisfies desirable minimum ▪ No apparent weaknesses ▪ Proponent is highly qualified and experienced ▪ Strong team - some members have previously worked together ▪ Sample projects directly related to this project's needs ▪ Superior capability, should ensure effective results 	<ul style="list-style-type: none"> ▪ Exceptionally strong proposal ▪ No apparent weaknesses ▪ Proponent is exceptionally qualified and experienced ▪ Exceptional team - has worked well together before on comparable work ▪ Took the lead in projects directly related to this project's needs ▪ Exceptional capability, should ensure extremely effective results