



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St. / 11 rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Consultant Services Division/Division des services
d'experts-conseils
L'Esplanade Laurier
4th floor, East Tower
140 O'Connor Street
Ottawa
Ontario
K1A 0S5

Title - Sujet ON Reg. Architect and Eng. Services	
Solicitation No. - N° de l'invitation EN740-200671/B	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client EN740-20200671	Date 2019-09-17
GETS Reference No. - N° de référence de SEAG PW-\$\$FE-178-77614	
File No. - N° de dossier fe178.EN740-200671	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-08	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Matende, Robinah	Buyer Id - Id de l'acheteur fe178
Telephone No. - N° de téléphone (613) 296-7948 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
EN740-200671/B

Amd. No. - N° de la modif.
003

Buyer ID - Id de l'acheteur
Fe178

Client Ref. No. - N° de réf. du client
200671

File No. - N° du dossier
Fe178EN740-200671/B

Project No. - N° du projet

AMENDMENT 003

This amendment is issued in order to make the following changes to the Request for Proposal (RFP):

A. At Appendix A – Submission Requirements and Evaluation, SRE 3

DELETE: SRE 3.2.6 in its entirety and replace with the following:

Presentation by the Proponent

1. The presentation is a second step in the evaluation process, which gives the Proponent the opportunity to present their approach to the presentation topics in person in the context of the information provided in this RFP.
2. The Proponent will be offered a maximum of forty minutes to make their presentation on the topics below. Questions following the presentation are in addition to the 40-minute time period. Proponents must be available to make the presentation within two weeks following the invitation for presentation.
3. For the presentation portion the Proponent can make use of audio / visual material that it will provide as it sees fit but the Proponent should be able to set- up the material within ten minutes.
4. The Proponent is limited to a maximum of six participants for the presentation. The following Key Individuals should be present for the presentation: Senior Project Manager; Lead Architect; Chef Lab Design Specialist; Lead Mechanical Engineer. The Proponent is responsible to determine the need for two other participants to be present and participate in the delivery of the presentation
5. Presentation:
 - a. The Proponent should present the following four topics:
 - i. Proposed communications plan, including:
 1. Initial communications and consensus building approach (inception stage of project);
 2. Recommended reoccurring communications (pre-scheduled, operational meetings, etc.), including procedure for monitoring client service level; and
 3. Close-out communications (ensuring the client and stakeholders agree that the project is at close-out stage).
 - ii. Approach to building consensus (mutual partnering), amongst stakeholder and client groups that may not always agree and their process to encourage open and honest feedback from various perspectives and come to an agreement or plan of action.

iii. Proponent's defined culture. In absence of a defined culture, how does the Proponent ensure its members share common vision on strategic, operational and relational objectives?

1. How was the culture or shared vision derived?
2. What are the organization's core values?
3. How members of the Proponent's team are held accountable?

iv. Approach to quality service and responsiveness with clients, stakeholders, partners and employees, considering people's various levels of skill, experience, knowledge, personalities and values?

- b. The evaluation board will ask undisclosed questions following the presentation. Questions may be about the presentation itself and/or 'what-if' type scenarios related to the Proponent's four core team members present.

The above criteria will be evaluated in accordance with Scale 6 below:

Scale 6	0 %	20 %	40 %	60 %	80 %	100 %	Available Points
SRE 3.2.6.5 a) i)	Topics were poorly substantiated	Poor communications plan with significant gaps No mention of procedure for monitoring client service level in communications plan	Average communications plan with some gaps Procedure for monitoring client service level mentioned in communications plan	Good communications plan from inception to close out Procedure for monitoring client service level described to some extent in communications plan	Very good communications plan from inception to close out Procedure for monitoring client service level well-articulated in communications plan	Very thorough communications plan from inception to close out Procedure for monitoring client service level very well-articulated in communications plan	35 points
SRE 3.2.6.5 a) ii)	Topics were poorly substantiated	Approach has significant gaps communicating benefits and how they invest in mutual partnering	Approach communicated some elements and benefits of how they invest in mutual partnering	Approach communicated many elements and benefits of how they invest in mutual partnering	Approach communicated detailed elements and benefits of how they invest in mutual partnering	Proactive approach communicated detailed elements and benefits to how they invest in mutual partnering	35 points
SRE 3.2.6.5 a) iii)	Topics were poorly substantiated	Compatibility of Proponent's culture was not well substantiated	Compatibility of Proponent's culture was partly substantiated	Compatibility of Proponent's culture is substantiated	Compatibility of Proponent's culture is well substantiated	Compatibility of Proponent's culture is very well substantiated	35 points
SRE 3.2.6.5 a) iv)	Topics were poorly substantiated	Poor focus on quality service and responsiveness	Average focus on quality service and responsiveness	Good focus on quality service and responsiveness	Very good focus on quality service and responsiveness	Excellent focus on quality service and responsiveness	35 points

Solicitation No. - N° de l'invitation
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File No. - N° du dossier
Fe178EN740-200671/B

Project No. - N° du projet

SRE 3.2.6.5 b)	Topics were poorly substantiated	Significant information gaps in response to questions	Many information gaps in response to questions	Information gaps evident in response to questions	No apparent information gaps in response to questions	Clear and concise response to questions	35 points
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B. To SI3 Changes to General Instructions, add the following:

Section GI3 Overview of selection procedure, 3.2 Proposal evaluation and rating is amended as follows:

- (i) Subsections 4, 5, and 6 are deleted in their entirety.

C. To Appendix A - Submission Requirements and Evaluation, SRE 3 Submission Requirements and Evaluation, add the following:

3.2.7 Evaluation

- To be declared responsive, a bid must:
 - Comply with all the requirements of the bid solicitation;
 - Meet all mandatory criteria; and
 - Obtain the required minimum points for the technical evaluation criteria outlined in 3.2 Rated Requirements.
- Bids not meeting (a), (b) and (c) will be declared non-responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 90% for the Technical Rating and 10% for the Price Rating.
- To establish the Technical Rating, 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 90%.
- To establish the Pricing Rating, each responsive bid will be prorated against the lowest evaluated price and then multiplied by 10%.
- All responsive price proposals which are greater than 35 percent above the average price will cause their respective complete proposals to be set aside and receive no further consideration. An average price is determined by adding all of the responsive Proponents' price proposals together and dividing the total by the number of price proposals being opened.

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File No. - N° du dossier
Fe178EN740-200671/B

Project No. - N° du projet

-
7. For each responsive bid, the Technical Rating and the Pricing Rating will be added to determine its Total Score.
 8. Neither the responsive bid obtaining the highest Technical Rating nor the one with the lowest Price Rating will necessarily be accepted. The responsive bid with the highest Total Score will be recommended for award of a contract.

D. To Appendix A – Submission Requirements and Evaluation, add the following:

SRE 4 CHECKLIST

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

Please follow detailed instructions in R1410T General Instructions to Proponents, GI16 Submission of proposal (as amended). Proponents may choose to introduce their submissions with a cover letter.

- ☐ Team Identification - see typical format in Appendix B
- ☐ Declaration/Certifications Form- completed and signed - form provided in Appendix C
- ☐ Integrity Provisions – Required documentation – as applicable in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2016-04-04), General instructions 1 (GI1), Integrity Provisions – Proposal, section 3a.
- ☐ Integrity Provisions- Declaration of Convicted Offences – with its bid, as applicable in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2016-04-04), General instructions 1 (GI1), Integrity Provisions – Proposal, section 3b.
- ☐ Proposal - one (1) original plus five (5) copies
- ☐ Front page of RFP
- ☐ Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal Form (Appendix D) - one (1) completed and submitted in a separate envelope