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# Kirkfield Lift Lock 36 – Comprehensive Investigation and Repairs (EQ754-201128/A)

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Qualification Based Selection Process

Proponents' Conference

November 18, 2019

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# Overview of Agenda

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1 Introductions and Conference Logistics

## Presentations:

2 Project Scope/Information | Thuc-Van Quan

3 ePost Proposal Submission | Peggy Juan

4 Procurement Process | Ricky Chan

## Questions:

5 Additional Questions Period

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# Conference Logistics

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- How/When to ask questions during the Conference
- Questions raised during the Proponents' Conference will be posted with their associated answers through a solicitation amendment on Buy and Sell
- During the scheduled presentations, no new information will be presented



Presented by: Thuc-Van Quan

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# PROJECT SCOPE / INFORMATION

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# Project Scope - Background

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- Kirkfield Lift Lock was constructed circa 1902-1907 and rehabilitated in 1962-1965.
- It consists of mainly three sections: The upper reach, the concrete /steel structure and the lower reach. The structure holds the two boat chambers and all necessary controls to operate them. Each boat chamber has a length of approximately 42.2 metres and width of 10.2 metres, with an average lift height of 15 metres. The upper reach is drained during non-navigation season by closing the radial guard gate located approximate 300m upstream.



# Project Scope - Work

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## Scope of Work:

- Comprehensive multidisciplinary engineering study
- Prepare design concepts for the rehabilitation of the Kirkfield Lift Lock 36 structure (concrete structure, ram/press, main lock and guard gate mechanical/ electrical control system).
- Hire a contractor to clean the South press well before inspection: the press well is about 57 ft (17.4 m) deep with a diameter of 14.2 ft (4.3 m).
- The final report includes condition assessments of the civil, electrical, mechanical components and their expected remaining service lives, identify key parameters, assumptions, deficiencies and risks, provide a program of rehabilitation and repair work with priorities for action and Class C cost estimate.



# Project Scope – Required Services

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## Required Services (RS)

- RS 1 Analysis of Project Scope of Work (including Press Well Cleaning)
- RS 2 Comprehensive Multidisciplinary Engineering Analysis and Reports with Design Concepts

Optional Services are included in the project scope as Phases 2 and 3 and consist of design development, construction documents preparation, tender bid evaluation assistance, site services and inspections during construction, and commissioning and post construction services.



# Project Scope - Constraints

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## Some project constraints to note:

- Investigation work must not disrupt navigation of the Trent Severn Waterway and operations of the lock.
- Design for construction work to be started during the non-navigation season and the upper reach is dewatered.
- Annual ice build-up (+/- 1.8m) in the basins below the tubs.

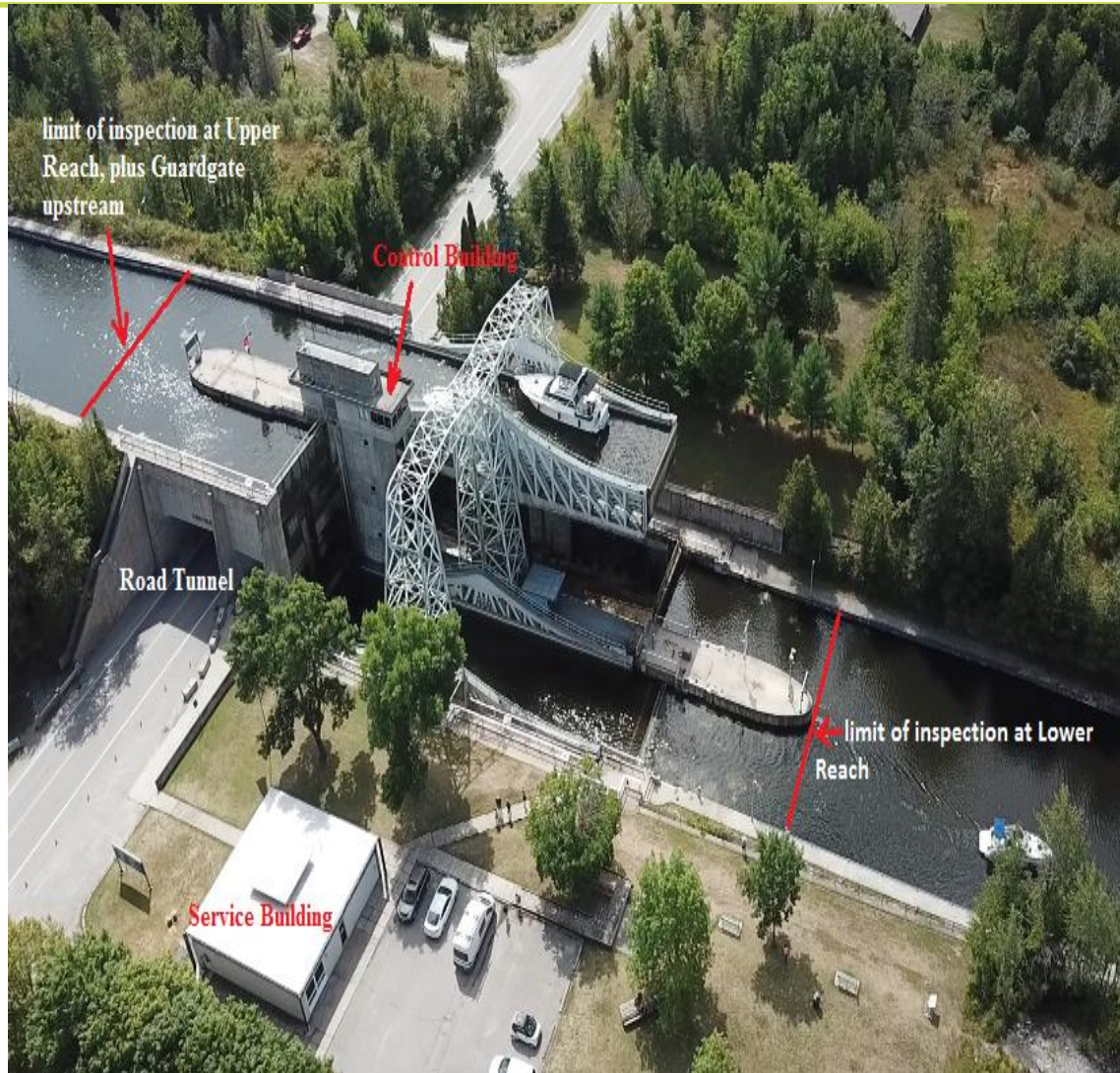
## Hazards

- Working in confined space
- Hazardous waste
- Falling hazards
- Corroded steel
- Electrical wiring
- Ice, slippery, wet floor





# Project Scope – Pictures



# Optional Site Visit

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- It is recommended that the Proponent or a representative of the Proponent visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on November 20, 2019 at 10:00 a.m. at:  
Parks Canada  
Lock 36 - Kirkfield Lift Lock  
Kawartha Lakes County Road 6 and Talbot River Road  
Kirkfield ON  
K0M 2B0
- Proponents are requested to communicate with the Contracting Authority two (2) business days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend.
- Proponents who do not attend or send a representative will not be given an alternative appointment. Proponents who do not attend will not be precluded from submitting a proposal. Any clarifications or changes to the solicitation resulting from the site visit will be included as an amendment to the solicitation.



Presented by: Peggy Juan

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# EPOST PROPOSAL SUBMISSION

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# ePost Connect

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## Key Reminders:

The following information are Key Reminders for using Canada Post's epost Connect™ to send electronic proposals:

### Initiating ePost:

- E-mail your intention to submit electronic bids to Ontario Region at least **6 business days** before solicitation closing date and time at: [TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca).
- **Do not email bids directly to this email address.** Bids emailed to this address will **not** be accepted. (This email is used by PSPC Ontario Region only.)



# ePost Connect

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## Communicating Through ePost:

- After receiving your email, Ontario Region will open a “conversation” inside epost Connect™, where you can reply and submit your bid submission. Ontario Region will also provide you a *Bid Submission Guide* with step-by-step screenshot of how you can submit your bid inside epost Connect™.

## Submission of Proposal:

- Preferred document format: PDF, Word, Excel. (Please do not encrypt files.)
- The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.



Procurement Process Presented by: Ricky Chan

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# QUALIFICATION BASED SELECTION (QBS) PROCESS

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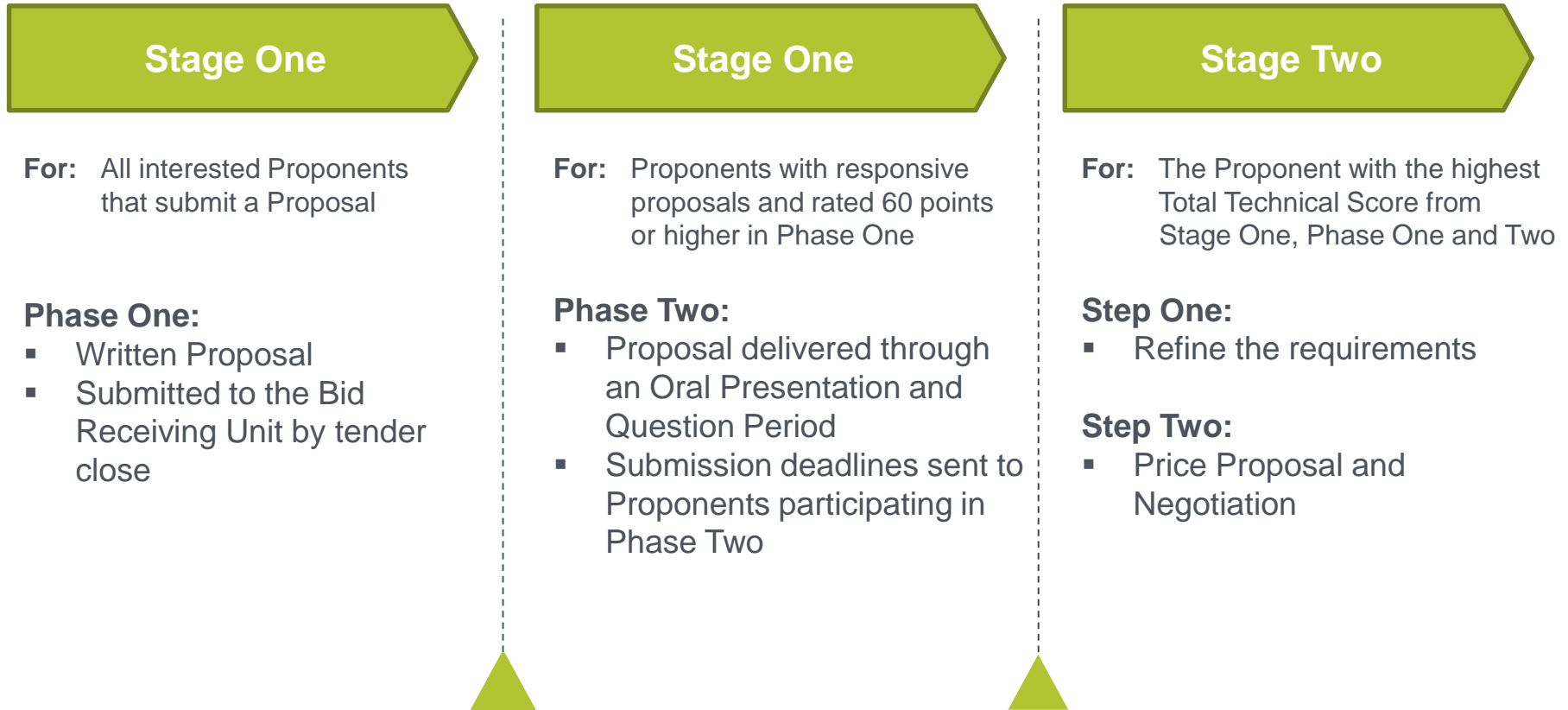


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# Procurement Process Overview



# Calculation of Stage One Total Rating

Phase One Rating	Maximum 100 Points
Phase Two Rating (invited Proponents)	Maximum 100 Points
Total Technical Rating	Maximum 200 Points





# Stage One - Phase One

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## Process:

<b>Proposal Format:</b>	Written Proposal (15 page maximum for the Rated Requirements)
<b>What is Being Evaluated:</b>	Mandatory and Rated Requirements (Past experience and qualifications)
<b>Deadline for Submission:</b>	Tender Closing Date (Currently Dec. 16, 2019)
<b>Submission Channels:</b>	Physical Proposals by Courier or through ePost Connect



# Stage One - Phase One

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## Mandatory Requirements:

### 1. Licensing, Certification and Authorization

- The Proponent submitting the Proposal must be a **Multidisciplinary Engineering Consultant**, licensed in the province of Ontario, or eligible to be licensed.

### 2. Consultant Team Identification

- Prime Consultant (Proponent) – Engineer
- Key Personnel that need to be Proposed; Two (2) Structural Engineers, two (2) Mechanical Engineers, and two (2) Electrical Engineers
- At least one of the above disciplines must be in-house (not sub-contracted). This means either the Structural, Mechanical or Electrical Engineers must be in-house personnel. Remaining disciplines can be sub-contracted.

### 3. Declaration/Certifications Form

- Appendix B, Declaration/Certifications Forms

### 4. Integrity Provisions

- Required Documentation - List of Names



# Joint Venture

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- A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement.
- An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is **not** a joint venture arrangement.
- A sub-consultant or specialist consultant may, therefore, be proposed as part of the Consultant Team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
- Proponents who bid as a joint venture should indicate clearly that it is a joint venture and provide the following information:
  - a. the name of each member of the joint venture;
  - b. the Procurement Business Number of each member of the joint venture;
  - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
  - d. the name of the joint venture, if applicable.



# Joint Venture

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

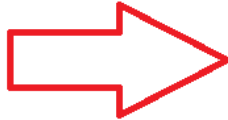
Mailing Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail:

Procurement Business Number:



Type of Organization:	Size of Organization:
<input type="checkbox"/> Sole Proprietorship	Number of Employees _____
<input type="checkbox"/> Partnership	Graduate Architects / Professional Engineers _____
<input type="checkbox"/> Corporation	Other Professionals _____
<input type="checkbox"/> Joint Venture	Technical Support _____
	Other _____

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

Name of Proponent:

### DECLARATION:

I, the undersigned, being a principal of the Proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name	..... signature
..... title	I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture
..... name	..... signature
..... title	I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture
..... name	..... signature
..... title	I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture



# Stage One - Phase One

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## Rated Requirements:

1. Achievements of Proponent on Similar Projects
2. Achievements of Key Personnel Delivering this Project
  - Required information must be provided for each Key Personnel proposed from the Mandatory Criteria.
3. Criterion and Evaluation Table (scoring grid) included in the Request for Proposal.



# Stage One – Phase Two

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## Process:

<b>Proposal Format:</b>	Oral Presentation with Slide deck (15 slides maximum) – 45 minute Presentation and 15 minute Question Period
<b>What is Being Evaluated:</b>	Rated Requirements (Approach and Methodology)
<b>Deadline for Submission:</b>	Stated on Invitations to Phase Two (Approximately 3 Weeks after Phase Two invitation is sent)
<b>Submission Channels:</b>	Directly through email to the Contracting Authority



# Stage One – Phase Two

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## Requirements:

1. Slide decks are submitted before presentation.
2. A maximum of four (4) people, including the required Key Personnel from each discipline may participate in the Presentation and Question Period.
3. Proponent teams must present the areas stated in the Request for Proposal.
  - I. Project Team
  - II. Strategy and Methodology
  - III. Risk Approach
  - IV. Innovation
  - V. Organization and Communication of Information
4. Criterion and Evaluation Table (scoring grid) included in the Request for Proposal.



# Criterion and Evaluation Table

## Criterion

Criterion	Weight Factor	Rating	Weighted Rating
1. Achievements of Proponent on similar projects Reference SRE 3.2.1.3 a) – e)	3.0	0 - 10	0 - 30
2. Team's experience working together on previous projects Reference SRE 3.2.1.3 f) and 3.2.2.2 f)	1.0	0 - 10	0 - 10
3. Qualifications of Structural Engineers to be assigned to this Project Reference SRE 3.2.2.1 a) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
4. Qualifications of Mechanical Engineers to be assigned to this Project Reference SRE 3.2.2.1 b) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
5. Qualifications of Electrical Engineers to be assigned to this Project Reference SRE 3.2.2.1 c) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
<b>Phase One Rating</b>	<b>10.0</b>		<b>0 - 100</b>

## Evaluation Table

CRITERION	NON RESPONSIVE 0 point	INADEQUATE 2 points	WEAK 4 points	ADEQUATE 6 points	FULLY SATISFACTORY 8 points	STRONG 10 points
1	Did not submit information which could be evaluated	Sample projects not related to this requirement. Weaknesses in schedule control and project management cannot be corrected.	Sample projects generally not related to this requirement. Generally doubtful that weaknesses in schedule control and project management can be corrected.	Sample projects generally related to this requirement. Weaknesses in schedule control and project management can be corrected.	Sample projects directly related to this requirement. No significant weaknesses in schedule control and project management.	Sample projects are directly related to this requirement and Key Personnel in sample projects directly related to this requirement. No apparent weaknesses in schedule control and project management.
2		Team proposed did not work together on past similar projects.	Half of the team proposed worked together on 1 past similar project.	Half of the team proposed worked together on 2 past similar projects OR full team worked together on 1 past similar project.	Full team proposed worked together on 2 past similar projects.	Full team proposed worked together on all 3 past similar projects.
3-5		Key Personnel have extremely poor, insufficient experience to meet performance requirements.	Key Personnel lacks qualifications and experience.	Key Personnel have an acceptable level of qualifications and experience.	Key Personnel are qualified and experienced.	Key Personnel are highly qualified and experienced.



# Criterion

3. Qualifications of Structural Engineers to be assigned to this Project	2.0	0 - 10	0 - 20
Reference SRE 3.2.2.1 a) and 3.2.2.2 a) - e)			



## Submission Requirements and Evaluation (SRE)

### 3.2 Rated Requirements in Stage One - Phase One

#### 2. Achievements of Key Personnel Delivering this Project

.1 Provide information for applicable Key Personnel for evaluation, two (2) for each discipline: Structural, Mechanical and Electrical Engineers. The actual Consultant Team for the Project may include more staff, but only list two (2) for each Engineering discipline Key Personnel, who will carry out the majority of the work, for evaluation.

- a) At least one of the structural engineers should have at least seven (7) years of experience working with water retaining structures of similar complexity as this project within the past ten (10) years.

.2 Information that is to be supplied for each Engineering Team Member:

- a) Name of the member and their Title;
- b) Current employer of the Key Personnel;
- c) All related and current professional accreditation and eligibility for professional licensure in Ontario;
- d) Description of expertise and experience (with number of years) relevant to the Project;
- e) Role, responsibility, degree and details of involvement of the individual in relevant past projects;
- f) Past project experience shared with other proposed Key Personnel should be noted.



## Criterion

3. Qualifications of Structural Engineers to be assigned to this Project Reference SRE 3.2.2.1 a) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
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## Evaluation Table

3-5		Key Personnel have extremely poor, insufficient experience to meet performance requirements.	Key Personnel lacks qualifications and experience.	Key Personnel have an acceptable level of qualifications and experience.	Key Personnel are qualified and experienced.	Key Personnel are highly qualified and experienced.
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# Stage Two – Step One and Two

Stage Two to be undertaken with the Highest Ranked Technical Proponent (HRTP) determined by the highest Total Technical Score.

## Stage Two – Step One

Project Requirement and Brief will be discussed and refined with the HRTP.

Once discussions are complete and the requirements are finalized, the HRTP will move on to Stage Two – Step Two.

## Stage Two – Step Two

Price Proposal as well as any required price support documents to be submitted by the HRTP.

PWGSC may engage the HRTP to negotiate the price.

Additional Question Period

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# QUESTIONS

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# Questions or Requests for Clarification

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All inquiries must be sent in writing to the Contracting Authority:

Ricky Chan

Telephone No.: 647-530-7185

Fax No.: 416-952-1257

E-mail: [ricky.chan@pwgsc-tpsgc.gc.ca](mailto:ricky.chan@pwgsc-tpsgc.gc.ca)

