



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid E-mail Address:

pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 25 megabytes. PCA is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

Title: Visitor Experience Planning, Design, Fabrication and Installation for the New Rouge Gateway	
Solicitation No.: 5P300-20-0005/A	Date: August 4, 2020
Client Reference No.: N/A	
GETS Reference No.: PW-20-00922248	

Solicitation Closes: At: 2 pm On: September 14, 2020	Time Zone: EDT
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Laura Lowson	
Telephone No.: 343-585-2754	Email Address: laura.lowson@canada.ca
Destination of Goods, Services, and Construction: See herein	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Contracting Authority - Autorité contractante :
Laura Lawson

Client Ref. No. - N° de réf. du client :
N/A

Title – Titre :
Visitor Experience Planning, Design, Fabrication and Installation for the New Rouge Gateway

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED BY MAIL, IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments. *(see exception ** in ATTACHMENT 2 to PART 4 - TECHNICAL EVALUATION CRITERIA, Technical Point Rated Criteria R5)*

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and the Insurance Requirements.

1.2 Summary

- 1.2.1 Parks Canada requires a visitor experience design firm to provide turnkey design-build services for the new Rouge Gateway — the flagship visitor, learning and community centre for Rouge National Urban Park (RNUP) in Toronto, ON.

The Rouge Gateway project is being accomplished via a two-pronged parallel approach that involves both a) architectural and engineering (A+E) design-bid-build services and b) visitor experience turnkey design-build services. This RFP is for the turnkey planning, concept development, content development, design, fabrication, shipping, installation, training and warranty of the visitor experience elements that will be offered within and around the visitor centre, including a range of associated outdoor experiential elements.

The period of the Contract is from date of Contract to May 31, 2025.

- 1.2.2 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted by mail, in-person or by courier will not be accepted.

The only acceptable email address for responses to bid solicitations is pc.soumissionsest-bidseast.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.soumissionsest-bidseast.pc@canada.ca will not be accepted.

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2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

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the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Bidders' Conference

A bidders' conference will be held via *Google Meets* on August 17, 2020. The conference will begin at 1 pm EDT. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Pat Alguire at pat.alguire@canada.ca before the conference to confirm attendance and receive the *Google Meets* meeting details. Bidders should provide, in writing the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than August 14, 2020 at 2 pm EDT.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.7 Basis for Canada's Ownership of Intellectual Property

The Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2.8 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

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- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid 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 Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule at Attachment 1 to Part 3.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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ATTACHMENT 1 to PART 3 - PRICING SCHEDULE

Bidders must provide pricing in the format specified in this Attachment 1 to Part 3 - Pricing Schedule.
Failure to provide prices in the format specified will render the quotation non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found noncompliant and no further evaluation will be done.

The Bidder must submit firm all-inclusive lump sum prices in Canadian funds, Canadian customs duties and excise taxes included (if applicable), and applicable taxes extra. The all-inclusive lump sum prices must include all labour, all materials, travel and disbursements. The submitted lump sum prices must include any shipping costs to destination.

Contract Period: Contract Award to May 31, 2025			
Item	Description	Unit of Measure	Total Cost
1	Initiation Phase Deliverables as per Statement of Work	Lump Sum	\$
2	Concept Phase as per Statement of Work	Lump Sum	\$
3	Design Development Phase as per Statement of Work	Lump Sum	\$
4	Detailed Design Phase as per Statement of Work	Lump Sum	\$
5	Execution Phase as per Statement of Work	Lump Sum	\$
6	Close-out Phase as per Statement of Work	Lump Sum	\$
Total Price (excluding applicable taxes)			\$

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included at Attachment 2 to Part 4 – Technical Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid, as well as mandatory financial criteria at Attachment 1 to Part 4 – Mandatory Financial Criteria

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 264 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 439 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

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ATTACHMENT 1 to PART 4 – MANDATORY FINANCIAL CRITERIA

	MANDATORY CRITERIA	COMPLIANCE	
F1	Total bid price must not exceed \$2,650,000 (excluding taxes)	Yes	No
F2	The total amount of the Execution phase of the project must be at a minimum \$1,700,000 (excluding taxes)	Yes	No
F3	The total amount of the Close out phase of the project must be at a minimum 3% of total bid price	Yes	No

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ATTACHMENT 2 to PART 4 - TECHNICAL EVALUATION CRITERIA

The technical bid 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 bidders address and present topics in the order of the evaluation criteria under the same headings.** To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

***** Bidders are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term or condition of this RFP may result in an unacceptable proposal. *****

Proposals will be assessed based on the information provided by the bidder. The onus is on the bidder to ensure that all requirements identified in the section below are reflected in the proposal.

For criteria with a maximum number of pages, all pages exceeding the maximum number of pages listed will be deleted.

Mandatory Technical Criteria

The contractor must submit a proposal that includes all of the following information. For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet ALL Mandatory Technical Criteria. Bids declared non-responsive to the Mandatory Technical Criteria will be given no further evaluation.

Item No.	MANDATORY PROPOSAL REQUIREMENTS	COMPLIANCE		SECTION OF PROPOSAL
M1	PROPOSED TEAM Identify all members of the proposed team and describe their role in accomplishing the Rouge Gateway Visitor Experience Planning, Design, Fabrication and Installation. Individual team members can fulfill more than one role on the team. At minimum, the proposed team must outline the Bidder's employees or sub-contractors who have the qualifications and experience to perform the following functions: <ol style="list-style-type: none">1. Primary Contact/Project Manager;2. Lead Designer;3. Lead Graphic Designer4. Lead Content Developer;5. Lead Interpretive Writer;6. Lead Digital Media Developer;7. Lead – Fabrication / Installation Total team description must not exceed 7 pages.	Yes	No	
M2	BIDDER'S PROJECT PORTFOLIO The Bidder must provide a portfolio of work that contains three (3) visitor experience project examples that have been <u>designed, fabricated and installed</u> by the Bidder (or Bidder's identified subcontractor(s)) within the last eight (8) years calculated from closing date of the RFP. Of these three project examples:	Yes	No	

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	<p>1. At least two (2) must be turnkey projects in which the Bidder was the main contractor.</p> <p>2. At least one (1) must demonstrate the Bidder's experience collaborating creatively with Indigenous partners and incorporating Indigenous themes, motifs and interpretive content into a final experiential design product</p> <p>For clarity, the projects must be completed prior to the closing date of this RFP. The experience described must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger or joint venture but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's subcontractors or suppliers will be considered only if they are part of the proposed team identified in M2.</p> <p>Each project is limited to 4 pages each, for a total of up to 12 pages.</p>			
SAMPLES OF PREVIOUS WORK				
M3	<p>Interpretive/Thematic Framework Example The Bidder must submit one (1) example of an interpretive plan/thematic framework that was developed by the designated lead for content development who will provide those services for this contract. Total Thematic Framework example must not exceed three (3) pages.</p>	Yes	No	
M4	<p>Interpretive Writing Sample & Description The Bidder must provide one (1) example of creative interpretive writing, in English, which was produced by the writer(s) who will be providing the writing services for this contract. In total, the interpretive writing sample submission (writing sample, explanation and photo) must not exceed two (2) pages.</p>	Yes	No	
M5	<p>Digital Media Example The Bidder must provide one (1) demo example of an experiential installation that utilizes new media/digital interactive displays (i.e. touch screen, video wall, light projection mapping, interactive table, etc.) The example must have been designed by the Bidder (or bidder's subcontractor) within the last five (5) years for a recreational setting, tourist attraction or learning environment that utilizes new media. The example must have been developed by the lead digital media developer outlined in the proposed project team. The example must be provided electronically and must be capable of playback on a PC computer with a Windows operating system.</p> <p><i>The Evaluation Team will only evaluate one (1) example of new media in the Bidder's Proposal.</i></p> <p>In total the Digital Media example submission must not exceed one (1) page plus file transfer of the finished product.</p>	Yes	No	

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<p>M6</p>	<p>Experiential Design Product Example The Bidder must provide one (1) example of an experiential design treatment/installation produced to enhance visitor experience and create a distinct sense of place in a non-traditional setting, in other words NOT intended for a gallery or exhibition setting. The example must have been designed by the Bidder (or bidder's subcontractor) within the last eight (8) years. Total Experiential Design Product example must not exceed two (2) pages.</p>	<p>Yes</p>	<p>No</p>	
<p>M7</p>	<p>Understanding of the project / Proposed approach, methodology and schedule The bidder must provide a detailed approach, methodology and schedule that outlines how the bidder's proposal will meet all the objectives and deliverables described in the Statement of Work The total proposed approach, methodology and schedule package should not exceed three (3) pages.</p>	<p>Yes</p>	<p>No</p>	

Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Criteria below.

<p>POINT RATED TECHNICAL CRITERIA</p>		
<p>QUALIFICATIONS AND EXPERIENCE</p>		
<p>R1.</p>	<p>EVALUATION OF M1 - Proposed Project Team The Bidders should provide a summary of the experience or a résumé for each project team member as it relates to their role in this project. If there is a joint-venture between more than one (1) firm, all firms should be identified, with their qualifications, relationship to the bidder and their role in the project. The following information should be included in this summary and/or résumé of each individual who will be assigned to the project: 1. Name; 2. Position or role and responsibilities on this project; 3. Identification as subcontractor or employee of the Bidder's company. If they are a subcontractor, the company they work for should be identified; 4. Description of experience with visitor experience/exhibit development particularly as it relates to their proposed role with this project; 5. Experience with client/stakeholder/Indigenous collaboration, communication and consultations particularly as it relates to their proposed role with this project; 6. Clear identification of role(s) played in any of projects provided in the portfolio and examples of previous work, if applicable; and 7. Education, training and certification relevant to their assigned role. It is preferred that the proposed team for this project has worked on the examples of previous work provided. The Bidder should provide a two (2) paragraph description outlining the experience the proposed project team has working together on similar projects. Total team description must not exceed 7 pages.</p>	<p>Total Maximum Weighted Points 49 (Items 1a to 1c)</p>

Item No.	Evaluation Criteria	Max. Score	Weight	Weighted Max Score Value																
1a	<p>Up to two (2) points will be awarded for the years of experience for the individuals identified to play the specific role identified – per each of the seven (7) core roles. This experience must be clearly demonstrated and must be for the assigned role for this project.</p> <ol style="list-style-type: none"> 1. Primary Contact/Project Manager; 2. Lead Designer; 3. Lead Content Developer; 4. Lead Graphic Design 5. Lead Interpretive Writer; 6. Lead Digital Media Developer; 7. Lead – Fabrication / Installation <table border="1" data-bbox="496 768 846 898"> <thead> <tr> <th># of years</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>4 or less</td> <td>0</td> </tr> <tr> <td>5, 6 or 7</td> <td>1</td> </tr> <tr> <td>8+</td> <td>2</td> </tr> </tbody> </table> <p>Up to two (2) additional points will be awarded for inclusion of each additional team member expertise specializing in the following:</p> <ul style="list-style-type: none"> • Universal design • Indigenous engagement • Biophilic design • Landscaping • Sustainable design <table border="1" data-bbox="496 1209 846 1339"> <thead> <tr> <th># of years</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>2 or less</td> <td>0</td> </tr> <tr> <td>3 or 4</td> <td>1</td> </tr> <tr> <td>5+</td> <td>2</td> </tr> </tbody> </table>	# of years	Points	4 or less	0	5, 6 or 7	1	8+	2	# of years	Points	2 or less	0	3 or 4	1	5+	2	(14 + 10) 24	1.0	24
# of years	Points																			
4 or less	0																			
5, 6 or 7	1																			
8+	2																			
# of years	Points																			
2 or less	0																			
3 or 4	1																			
5+	2																			
1b	<p>Demonstrated collective experience working collaboratively as a team and with partner consultants, industry specialists and other trades to achieve successful completion of creative projects.</p> <p>Rating Scale: As per generic rating scale – see below</p>	10	1.0	10																
1c	<p>Demonstrated collective experience working collaboratively with indigenous communities, elders, knowledge-keepers or artists/craftsmen to achieve successful completion of creative projects.</p> <p>Rating Scale: As per generic rating scale – see below</p>	10	1.5	15																

BIDDER'S PORTFOLIO

EVALUATION OF M2

The bidder must provide a company portfolio that clearly demonstrates a history of having successfully completed creative, engaging products of similar scope, nature, approach, content, complexity and budget.

The Bidder must provide a **portfolio** of work that contains **three (3) visitor experience project examples** that have been designed, fabricated and installed by the Bidder (or Bidder's identified subcontractor(s)) **within the last eight (8) years**

Of these three project examples:

1. At least **two (2)** must be turnkey projects in which the Bidder was the main contractor.
2. At least **one (1)** must demonstrate the Bidder's experience collaborating creatively with Indigenous partners and incorporating Indigenous themes, motifs and interpretive content into a final experiential design product

For each example, the following information should be clearly indicated:

1. Project title, description, and location;
2. The start and end dates of the project (dates should be identified by month and year – for example March 2014 – February 2017 and should indicate the project duration – for example 36 months).
3. A description of how the scope, intent and complexity of the project is related to the research, planning, design and fabrication/install of an experiential installation/exhibition in support of the development and operations of a site-specific attraction
4. Bidder's role;
5. The names, roles and relationship to bidder (employee or subcontractor) of core team who worked on the project
6. Total design, fabrication and installation budget. Budget should be broken down as follows: concept design, detailed design and fabrication/installation;
7. Photo examples (minimum of three (3)) of completed installations;
8. Overall interpretive approach for the project including target audience, themes and messages.
9. Brief maintenance, update & replacement schedule description

For clarity, the projects must be completed prior to the closing date of this RFP. The experience described must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger or joint venture but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's subcontractors or suppliers will only be considered if they are part of the proposed team identified in M2.

Each project is limited to 4 pages each, for a total of up to 12 pages.

The Evaluation Team is looking for Bidders with experience in the following areas: interactive family-friendly design, accessible design, creative interior design, outdoor media, new media, and engaging interpretive planning / interpretive writing skills relating to interpreting natural and cultural heritage with particular emphasis on Indigenous culture and history.

All provided examples should be similar to the requirements described at Annex A – Statement of Work. The Evaluation Team is looking for examples that are comparable in scope (i.e. cohesive, multi-sensory experiential design that goes beyond traditional didactic panel/object exhibitry), nature (i.e. fun, interactive and engaging), and approach (i.e. interpretive approach, media), content (natural, cultural, agricultural and indigenous heritage), complexity and budget, etc.

**Total
Maximum
Weighted
Points 245**

**(Items 2.1. to
2.3)**

R2.

Item No.	Evaluation Criteria	Max. Score	Weight	Maximum Weighted Score
Project Examples 1 & 2				
2.1a + 2.2a	<p>Up to 10 points will be awarded for the quality and comprehensiveness of each project description. For each example, the following information should be provided:</p> <ol style="list-style-type: none"> 1. Project title, description, and location; 2. The start and end dates of the project (dates should be identified by month and year – for example March 2014 – February 2017 and should indicate the project duration – for example 36 months). 3. A description of how the scope, intent and complexity of the project is related to the research, planning, design and fabrication/install of an experiential installation/exhibition in support of the development and operations of a site-specific attraction 4. Bidder's role; 5. The names, roles and relationship to bidder (employee or subcontractor) of core team who worked on the project 6. Total design, fabrication and installation budget. Budget should be broken down as follows: concept design, detailed design and fabrication/installation; 7. Photo examples (minimum of three (3)) of completed installations; 8. Overall interpretive approach for the project including target audience, themes and messages. 9. Brief maintenance, update & replacement schedule description <p>Rating scale as per generic rating guide – see below.</p>	<p>Project 1 10</p> <p>Project 2 10</p>	1.0	20
2.1b + 2.2b	<p>Examples of previous work are similar in nature, scope, complexity, and budget to this turn-key project.</p> <p>Up to 2 Points will be awarded for each of the project examples for the following</p> <ul style="list-style-type: none"> • The project was a full turnkey experiential design including content development, fabrication and installation • The project involved a high level of collaboration with the building architects or other professionals. • The project reflects an integrated approach to interior/exterior interpretive elements • Total project value matches or exceeds our total project value • The project included working with indigenous partners 	<p>Project 1 10</p> <p>Project 2 10</p>	1.0	20
2.1c + 2.2c	<p>The visual design of project example (i.e. graphics, artwork, font, illustrations, colour palette, textures, multi-sensory components, etc), demonstrates creativity and effectiveness.</p>	<p>Project 1 10</p> <p>Project 2 10</p>	2.0	40

	<p>Up to 2 points for each of the following components of the graphic and visual design:</p> <ul style="list-style-type: none"> • Graphic and visual design clearly relates to the themes and stories being interpreted • Visual design is effectively applied to different types of media (ex. interior finishes/furnishings, print, digital media, landscaping, etc.) • The visual design is relevant for the indicated audience • The graphic and visual design demonstrates accessibility and inclusion principles • The graphic and visual design creates a memorable and cohesive sense of place and effectively integrates the overall experience 			
2.1d + 2.2d	<p>Project example demonstrates creativity and innovation through integration of technology and technical skills including artistry and craftsmanship.</p> <p>Rating Scale: As per generic rating scale – see below</p>	<p>Project 1 10</p> <p>Project 2 10</p>	2.0	40
2.1e + 2.2e	<p>Project example demonstrates interpretive techniques that effectively communicate the project's themes and messages to the target audience.</p> <p>Rating Scale: As per generic rating scale – see below</p>	<p>Project 1 10</p> <p>Project 2 10</p>	2.0	40
Project Example 3 (Indigenous Content Example)				
2.3a	<p>Up to 10 points will be awarded for the quality and comprehensiveness of each project description. For each example, the following information must be provided:</p> <ol style="list-style-type: none"> 1. Project title, description, and location; 2. The start and end dates of the project (dates should be identified by month and year – for example March 2014 – February 2017 and should indicate the project duration – for example 36 months). 3. A description of how the scope, intent and complexity of the project is related to the research, planning, design and fabrication/install of an experiential installation/exhibition in support of the development and operations of a site-specific attraction 4. Bidder's role; 5. The names, roles and relationship to bidder (employee or subcontractor) of core team who worked on the project 6. Total design, fabrication and installation budget. Budget should be broken down as follows: concept design, detailed design and fabrication/installation; 7. Photo examples (minimum of three (3)) of completed installations; 8. Overall interpretive approach for the project including target audience, themes and messages. 9. Brief maintenance, update & replacement schedule description <p>Rating scale as per generic rating guide – see below.</p>	10	1.0	10

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2.3b	<p>Examples of previous work are similar in nature, scope, complexity, and budget to this turn-key project.</p> <p>Up to 2 Points will be awarded for each of the project examples for the following</p> <ul style="list-style-type: none">• The project was a full turnkey experiential design including content development, fabrication and installation• The project involved a high level of collaboration with the building architects or other professionals• The project reflects an integrated approach to interior/exterior interpretive elements• Total project value matches or exceeds our total project value• The project included working with indigenous partners	10	1.0	10
2.3c	<p>The visual design of project example (i.e. graphics, artwork, font, illustrations, colour palette, textures, multi-sensory components, etc), demonstrates creativity and effectiveness.</p> <p>Up to 2 points for each of the following components of the graphic and visual design:</p> <ul style="list-style-type: none">• Graphic and visual design clearly relates to the themes and stories being interpreted• Visual design is effectively applied to different types of media (ex. interior finishes/furnishings, print, digital media, landscaping, etc.)• The visual design is relevant for the indicated audience• The graphic and visual design demonstrates accessibility and inclusion principles• The graphic and visual design creates a memorable and cohesive sense of place and effectively integrates the overall experience	10	2.0	20
2.3d	<p>Project example demonstrates creativity and innovation through integration of technology and technical skills including artistry and craftsmanship</p> <p>Rating Scale: As per generic rating scale – see below</p>	10	2.0	20
2.3e	<p>Project example demonstrates a meaningful understanding and respectful treatment Indigenous content in collaboration with Indigenous partners and content advisors</p> <p>Rating Scale: As per generic rating scale – see below</p>	10	2.5	25

EXAMPLES OF PREVIOUS WORK				
EVALUATION OF M3 - INTERPRETIVE/THEMATIC FRAMEWORK DEVELOPMENT				
R3	<p>The proponent must submit one (1) example of an interpretive/thematic framework that was developed by the designated lead for content development.</p> <p>The example should include a short description that includes: objectives, intended audience, and an overview of how the storyline was developed.</p>			Total Maximum Weighted Points 30
Item No.	Evaluation Criteria	Max. Score	Weight	Maximum Weighted Score
3a	<p>Up to 10 points will be awarded overall. Up to 2 points for each of the following components of developing exhibit content:</p> <ul style="list-style-type: none"> Includes an overarching “big idea” or umbrella theme, and breaks down main themes into subthemes Idea/storyline organization is appropriate for the indicated audience Idea/storyline development is appropriate for the selected media Idea/storyline development process is logical and reasonable Storyline development includes appropriate engagement of content expert 	10	2.0	20
3b	<p>Thematic framework example and description demonstrates a meaningful understanding of complex content development processes, engagement of content experts, and consideration of target audiences in selection of interpretive approaches.</p> <p>Rating Scale: As per generic rating scale – see below</p>	10	1.0	10
EVALUATION OF M4 - INTERPRETIVE WRITING SAMPLE				
R4	<p>The Bidder must provide one (1) English examples of interpretive writing that are similar in nature to this project (i.e. fun, interactive and engaging natural or cultural content, welcome messaging, visitor information, etc.) produced by the lead interpretive writer proposed.</p> <p>Total interpretive writing sample should not exceed 250 words. The example could include: titles, main body paragraphs, photo captions, etc.</p> <p>The sample should be relevant to the nature of this project (i.e. outdoor learning centre, natural and cultural heritage interpretation, visitor welcome centre, etc.)</p> <p>A short description should accompany the sample that includes: objective, intended audience, location and rationale for the media that was used to deliver the sample (e.g. a panel, audio recording, etc.). A photo/design of the final product should be included.</p> <p><i>The Evaluation Team will only evaluate one (1) writing sample in the Bidder's Proposal. The evaluation team is looking for fun, interactive and engaging writing based in quality interpretive writing techniques.</i></p>			Total Maximum Weighted Points 20

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Item No.	Evaluation Criteria	Max. Score	Weight	Maximum Weighted Score
4a	<p>Up to 10 Points will be awarded overall. Up to 2 points for each of the following components of the sample:</p> <ul style="list-style-type: none"> • Writing clearly relates to the image or object or view-scape being interpreted • Appeals to emotion (uses universals) • Error-free (grammar and facts) • Tone and language are appropriate for the indicated use of the text (medium) • Tone and language are appropriate for the indicated audience 	10	1.0	10
4b	<p>Interpretive writing example and description demonstrates a meaningful understanding of effective communications that appeal to target audiences and connects the visitor to the story being told. Rating Scale: As per generic rating scale – see below</p>	10	1.0	10

EVALUATION OF M5 - NEW MEDIA/DIGITAL DEMOS				
R5	<p>The Bidder must provide one (1) demo example of an exhibit/experiential component that utilizes new media/digital interactive displays (i.e. touch screen, light projection mapping, video wall, interactive table, etc).</p> <p>To help the Evaluation Team better understand the example in the demo provided, the following information should be provided:</p> <ul style="list-style-type: none"> • Title of the program, and original language; • Brief description of the program and how it relates to the RFP; • Programs objectives and target audience; • Total production budget; • Duration of project. <p><i>The Evaluation Team will only evaluate one (1) example of new media in the Bidder's Proposal. The Evaluation Team is expecting to see samples that show previous work that is <u>similar</u> in content and purpose to the requirements described at Annex A – Statement of Work (ie. fun, engaging, interactive etc). The Evaluation Team does not want to see marketing material.</i></p> <p><i>**If the demo example exceeds the file size (25MB) of the bid submission email, a digital link may be used to send the media demo ONLY. All other bid submission documents must be sent as per PART 2 - BIDDER INSTRUCTIONS, Article 2.2 Submission of Bids.</i></p>			<p>Total Maximum Weighted Points 20</p>

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Item No.	Evaluation Criteria	Max. Score	Weight	Maximum Weighted Score
5a	<p>Up to 10 Points will be awarded overall. Up to 2 points for each of the following components of the sample:</p> <ul style="list-style-type: none"> • Demo is error-free and without glitches • Demo is visually appealing and demonstrates creativity/innovation • Demo is interactive/engaging for intended users • Demonstrates the effective use of content and audio-visual techniques to communicate themes and messages • Use of technology is thoughtfully designed to endure high-usage and long-term application (will “age” well and not become outdated quickly) 	10	1.0	10
5b	<p>Digital demo description demonstrates a meaningful understanding of effective technology use in visitor experience products and experiential offers. Rating Scale: As per generic rating scale – see below</p>	10	1.0	10
EVALUATION OF M6 - EXPERIENTIAL DESIGN IN A NON-TRADITIONAL SETTING				
R6	<p>The Bidder must provide one (1) example of an experiential design treatment/installation produced to enhance visitor experience in a non-traditional setting, in other words NOT intended for a gallery or exhibition setting. To help the Evaluation Team better understand the example, the following information should be provided:</p> <ul style="list-style-type: none"> • At least one photo/visual of the final product • Product location date and duration of production, • Objectives and intended audience, • Description of the product and the media that was used to deliver the experience e.g. light projection, landscaping, furnishings/décor, audio recording, etc.). <p><i>The Evaluation Team is expecting to see an example that demonstrates the Bidder’s ability to creatively re-imagine/disrupt a space in a way that augments the visitor experience and enforces a particular brand/message/interpretive framework.</i></p>	Total Maximum Weighted Points 30		

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Item No.	Evaluation Criteria	Max. Score	Weight	Maximum Weighted Score
6a	<p>Up to 10 Points will be awarded overall. Up to 2 points for each of the following components of the sample:</p> <ul style="list-style-type: none"> • Example effectively integrates and communicates intended interpretive theme/message/brand • Example integrates harmoniously with surroundings, is engaging and memorable • Demonstrates accessibility and inclusion principles (ex. multi-sensory components, barrier-free, etc.) • Combines design aesthetic with functionality • Creatively incorporates/manipulates existing structural/architectural components of the space into design 	10	2.0	20
6b	<p>The experiential design treatment/installation example description demonstrates a meaningful understanding of experiential design and integration of interpretive elements in non-traditional settings. Rating Scale: As per generic rating scale – see below</p>	10	1.0	10

EVALUATION OF M7 - UNDERSTANDING OF THE PROJECT

R7	<p>Proposed Approach, Methodology, and Project Schedule The bidder must provide a detailed approach and methodology that outlines how the bidder's proposal will meet all the objectives and deliverables described in the Statement of Work</p> <ul style="list-style-type: none"> • The proposed approach and methodology should be outlined for the following areas: project management, content development, concept design, detailed design, client communication, revisions and review periods, fabrication, and installation. <ul style="list-style-type: none"> ○ The proposed approach should demonstrate an understanding of the project constraints and mitigations ○ The proposed approach should address specific considerations related to the Architectural and Engineering Consultant Coordination ○ The proposed approach should address considerations related to Indigenous Engagement/Co-Design • The bidder should provide a detailed project schedule indicating the significant activities, milestones and deliverables of the project, the expected points of Client input, review and approval, and required meetings. <p>The total proposed approach, methodology and schedule package should not exceed three (3) pages.</p>	<p>Total Maximum Weighted Points 45 (Items 7a to 7d)</p>		
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Item No.	Evaluation Criteria	Max. Score	Weight	Maximum Weighted Score
7a	<p>Approach and Methodology The proposal demonstrates an understanding of the project. It outlines a comprehensive approach that is creative, flexible and easy to visualize, while considering details related to: project management, content development, writing, concept design, detailed design, client communication, revisions and review periods, engagement with external stakeholders, fabrication, and installation. Issues, constraints and challenges that will affect the delivery, budget management and implementation of the project are identified along with a broad overview of how the proponent will address these. Rating Scale: As per generic rating scale – see below</p>	10	1.0	10
7b	<p>Architectural and Engineering Consultant Coordination The proposal thoughtfully outlines how the Bidder intends to effectively communicate and collaborate with the prime Architectural and Engineering Consultant throughout the lifecycle of the project to ensure that interpretive content is seamlessly integrates the site and facility design. Rating Scale: As per generic rating scale – see below</p>	10	1.0	10
7c	<p>Indigenous Engagement/Co-Design The proposal thoughtfully details how the Bidder intends to work collaboratively co-design experiential and interpretive elements with members of the RNUP First National Advisory Circle, particular consideration given to design workshops, draft review opportunities, indigenous procurement strategies, indigenous artist commissioning opportunities, etc. Rating Scale: As per generic rating scale – see below</p>	10	1.5	15
7d	<p>Schedule The proposed project schedule is realistic and reflects all required activities, deliverables, meetings, milestones, and points of Client review, FNAC engagement, stakeholder involvement, etc. All information is outlined in sufficient detail. The Bidder demonstrates ability to meet deadlines and allocates sufficient time for each step. Bidder has sufficient skills to meet the project needs. Rating Scale: As per generic rating scale – see below</p>	10	1.0	10

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Point Rated Technical Criteria Summary Table

EVALUATION CRITERIA SUMMARY			
Item No.	Evaluation Criteria	Weight	Max Weighted Points
QUALIFICATIONS AND EXPERIENCE (R1)			49
R1	Proposed Project Team		
1a	Previous experience	1.0	24
1b	Team collaboration	1.0	10
1c	Indigenous Collaboration	1.5	15
BIDDERS PORTFOLIO (R2)			245
R2	Bidder's Portfolio of three (3) projects		
Project Example 1			
2.1a	Project description	1.0	10
2.1b	Similar scope	1.0	10
2.1c	Visual design	2.0	20
2.1d	Creativity & innovation	2.0	20
2.1e	Interpretive technique/approach	2.0	20
Project Example 2			
2.2a	Project description	1.0	10
2.2b	Similar scope	1.0	10
2.2c	Visual design	2.0	20
2.2d	Creativity & innovation	2.0	20
2.2e	Interpretive technique/approach	2.0	20
Project Example 3 (Relating to Indigenous Content)			
2.3a	Project description	1.0	10
2.3b	Scope, complexity, and budget relevancy	1.0	10
2.3c	Visual design	2.0	20
2.3d	Creativity & innovation	2.0	20
2.3e	Cultural sensitivity, understanding, interpretive approach.	2.5	25
EXAMPLES OF PREVIOUS WORK (R3, R4, R5, R6)			100

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R3	Interpretive/Thematic Framework Example		30
3a	Thematic/storyline development, organization and effective communication	2.0	20
3b	Thematic framework description	1.0	10
R4	Interpretive Writing Samples		20
4a	Effective communication style, quality of writing, creativity, understanding of target audience	1.0	10
4b	Interpretive writing description	1.0	10
R5	New Media/Digital Demo		20
5.a	Effective communication, visual appeal, creativity, innovation, technical excellence, user-compatibility, interaction	1.0	10
5b	New Media/Digital Demo description	1.0	10
R6	Example of design in a non-traditional setting		30
6.a	Integrated design, visual appeal/creativity, accessibility, functionality	2.0	20
6b	Non-traditional design description	1.0	10
UNDERSTANDING OF PROJECT (R7)			45
R7	Proposed Approach, Methodology, and Project Plan		
7a	Approach & Methodology	1.0	10
7b	Architectural and Engineering Consultant Coordination	1.0	10
7c	Indigenous Engagement & Co-design approach	1.5	15
7d	Project Schedule	1.0	10
Combined Total Maximum Weighted Points Available			439
Evaluation Criteria		Maxi. Weighted Points Available	Minimum Weighted Points Required
Qualifications and Experience		49	30
Portfolio of projects		245	147
Examples of Previous Work		100	60
Understanding of Project		45	27
Required Minimum Weighted Points Overall			264

Generic Rating Scale

Parks Canada Agency (PCA) Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below.

Non Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements	Some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent does not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Former Public Servant

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 FPSs, bidders must provide the information required at Attachment 1 to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Attachment 2 to Part 5 of the Bid Solicitation.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP

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Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder 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 Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority a completed Attachment 3 to Part 5 - Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC Manual clause [A30005T](#) (2010-08-16) Status and Availability of Resources

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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ATTACHMENT 1 to PART 5 - FORMER PUBLIC SERVANT

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 FPSs, bidders 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 bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension?	Yes () No ()
--	----------------

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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](#).

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Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes () No ()
---	-----------------------

If so, the Bidder 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.

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ATTACHMENT 2 to PART 5 - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Please include with your bid or offer.

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ATTACHMENT 3 to PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, 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 bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid 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: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

<p>() A1. The Bidder certifies having no work force in Canada.</p> <p>() A2. The Bidder certifies being a public sector employer.</p> <p>() A3. The Bidder certifies being a <u>federally regulated employer</u> being subject to the <u>Employment Equity Act</u>.</p> <p>() A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.</p> <p>A5. The Bidder has a combined workforce in Canada of 100 or more employees; and</p> <p>() A5.1 The Bidder certifies already having a valid and current <u>Agreement to Implement Employment Equity</u> (AIEE) in place with ESDC-Labour.</p> <p>OR</p> <p>() A5.2 The Bidder certifies having submitted the <u>Agreement to Implement Employment Equity</u> (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.</p>
--

B. Check only one of the following:

<p>() B1. The Bidder is not a Joint Venture.</p> <p>OR</p> <p>() B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)</p>

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to May 31, 2025.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Laura Lowson
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East, Cornwall, ON K6H 6S2

Telephone: 343-585-2754
E-mail address: laura.lowson@canada.ca

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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.

7.5.2 Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

The Project Authority 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

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7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex B for a cost of \$_____*** to be provided at contract award***. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Milestone Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada

7.7.3 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Deliverable	Firm Amount	Estimated Delivery Date
1	Initiation Phase Deliverables as per Statement of Work	*** to be provided at contract award ***	December 2020
2	Concept Phase as per Statement of Work	*** to be provided at contract award ***	September 2021
3	Design Development Phase as per Statement of Work	*** to be provided at contract award ***	February 2022
4	Detailed Design Phase as per Statement of Work	*** to be provided at contract award ***	December 2022
5	Execution Phase as per Statement of Work	*** to be provided at contract award ***	March 2025
6	Close-out Phase as per Statement of Work	*** to be provided at contract award ***	April 2025

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7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the email address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor 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 Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the 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) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2035](#) (2020-05-28), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) the Contractor's bid dated _____ ***** to be inserted at contract award *****.

7.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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ANNEX “A”

STATEMENT OF WORK

VISITOR EXPERIENCE PLANNING, DESIGN, FABRICATION AND INSTALLATION FOR THE NEW ROUGE GATEWAY

1.0 Objective

This Scope of Work is for Parks Canada to engage a visitor experience design firm to provide turnkey design-build services for the new Rouge Gateway — the flagship visitor, learning and community centre for Rouge National Urban Park (RNUP) in Toronto, ON.

The Rouge Gateway project is being accomplished via a two-pronged parallel approach that involves both a) architectural and engineering (A+E) design-bid-build services and b) visitor experience turnkey design-build services. This RFP is for the turnkey planning, concept development, content development, design, fabrication, shipping, installation, training and warranty of the visitor experience elements that will be offered within and around the visitor centre, including a range of associated outdoor experiential elements.

The visitor experience (VE) design will inform and influence the architectural design throughout its planning and development. Therefore, it is essential that the VE Design Firm and the A+E consultant will work closely together to ensure integration of VE concepts and requirements in the architectural and landscape design. The VE Design Firm shall furnish all services and supplies necessary for design through to completed fabrication, shipping, installation, and training staff in operating and caring for all experiential components.

The Rouge Gateway will serve as an orientation, learning and community hub where visitors and community members can gather and learn about RNUP's natural, cultural, agricultural and Indigenous heritage, as well as about Parks Canada's places across the country.

2.0 Terminology

In this Statement of Work, the following words and expressions have the following meanings:

Architectural and Engineering (A+E) Consultant: Refers to the consultant responsible for creating the building and landscape design for the Rouge Gateway project. The A+E Consultant will be required to work closely with the Visitor Experience Designer to integrate visitor experience elements into the building design and site plan. The A+E Consultant will be the prime consultant for the overall project.

Co-design: Specifically, in reference to our Indigenous partners, to collaboratively create content with stakeholders within the design development process to ensure the results meet their needs. Also commonly known as collaborative design or participatory design.

Experiential Design: Sometimes referred to as environmental design. A multi-disciplinary design approach that engages the user on multiple sensory levels in order to imprint a positive, memorable experience of a brand/place. Beyond exhibition design, experiential design includes place-making, immersive environmental graphics, entertainment, architectural components, interactives and technological elements that shape the space around us. Functional utilities and amenities are also incorporated into the overarching design.

First Nations Advisory Circle (FNAC): Indigenous advisory body consisting of representatives from ten First Nations with an expressed interest, and historic and cultural connection to the area of the

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national urban park. <https://www.pc.gc.ca/en/pn-np/on/rouge/info/partenaires-partners/indigene-indigenous>

Gender-Based Analysis Plus (GBA+): an analytical process used to assess how diverse groups of women, men and non-binary people may experience policies, programs and initiatives. <https://cfc-swc.gc.ca/gba-acis/index-en.html>

Holistic design: Referring to a design approach that emphasizes cohesion and sees individual design elements as an interconnected whole that is part of the larger environment.

Non-personal interpretation: Refers to any interpretive methods and media that do not rely on person-to-person interaction for delivery/communication (ex. film, digital tools, print media)

Non-traditional: Referring to exhibition design, a departure from didactic panel-object displays and familiar display settings such as dedicated gallery and exhibition spaces. Installations and interpretive elements may be incorporated into elements of functional utility (ex. windows, flooring, furniture, landscaping) or in unexpected places (ex. washrooms, food service, parking lot, etc.). See **experiential design**.

PCA: Parks Canada Agency

PCA places: All kinds of Parks Canada places including National Historic Sites (NHS), National Parks (NP) and National Marine Conservation Areas (NMCA)

Project Authority: Refers to the Parks Canada representative for whom the Work is being carried out and is responsible for all matters concerning the technical content of the Work. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

RNUP: Rouge National Urban Park

Visitor Experience (VE) Designer: the proponent entering into a contractual agreement with PCA to undertake the work as described herein

3.0 Background

3.1 Parks Canada

The Parks Canada Agency (PCA) protects and presents nationally significant examples of Canada's natural and cultural heritage, and fosters public understanding, appreciation and enjoyment in ways that ensure the ecological and commemorative integrity of these places for present and future generations. National parks, national historic sites and national marine conservation areas, of which Parks Canada is the proud steward, offer to Canadians the opportunity to live meaningful experiences and to personally connect with these heritage places. In carrying out its responsibilities, Parks Canada works in collaboration with Indigenous peoples, stakeholders and neighbouring communities. Visitor experience plays a key role in achieving this vision by connecting Canadians to their heritage, by providing a quality visitor experience, and by promoting stewardship of natural and cultural resources.

3.2 Rouge National Urban Park

Rouge National Urban Park (RNUP) is Canada's first and only national urban park and is located in the heart of the Greater Toronto Area. A rich assembly of natural, cultural and agricultural landscapes, RNUP is home to amazing biodiversity, some of the last remaining working farms in the Greater Toronto Area,

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Carolinian ecosystems and endangered species, Toronto's only campground, one of the region's largest marshes, a beach, amazing hiking opportunities, and human history dating back over 10,000 years, including some of Canada's oldest known Indigenous sites.

The establishment of Rouge National Urban Park builds on nearly four decades of commitment and collaboration. The very existence of the park is a testament to the passion, persistence, and success of the many people, organizations, First Nations and government agencies that have come together to ensure that the land will be protected for generations to come. Once completed, RNUP will be one of the largest urban parks in the world, spanning 79.1 square kilometres from Lake Ontario with the Oak Ridges Moraine, overlapping the cities of Toronto, Markham and Pickering and the Township of Uxbridge (see Appendix A Map). The park will be 23 times the size of Central Park in New York once fully established! Currently, the park is 95% complete.

3.2.1 RNUP Visitor Experience Offer

As Canada's first-ever national urban park, Rouge National Urban Park is positioned to become the premiere "learn-to" park and a "gateway" to introduce visitors to Parks Canada's incredible network of protected areas. This new visitor hub will work to connect, prepare and inspire visitors to explore as well as support enhanced visitor experience offers and operations.

Once fully established, Rouge National Urban Park will facilitate experiences through a 75+ kilometer trail network connecting Rouge Beach in Toronto to the Oak Ridges Moraine in Uxbridge. In addition to this Rouge Gateway experience development, trails will provide a primary means for visitors to experience the park landscape, and will serve to connect facilities as well as the park's many access points and provide a key link with the interpretation, recreation and learning opportunities for visitors.

Parks Canada staff and volunteers offer weekly guided walks in Rouge National Urban Park which feature topics such as birding, animals getting ready for winter, welcome to the Rouge, Club Parka (program for kids 2-6) and Xplorers (program for kids 7-12). Parks Canada also runs several special events including Taste of the Trail, Rouge After Dark, and WinterRouge. The park is also home to Glen Rouge Campground—the only campground within the City of Toronto— where staff facilitate Learn-to Camp programming.

The Rouge Gateway will support Parks Canada's ability to engage visitors who are accustomed to urban and suburban settings and smaller municipal parks, as well as those who seek more adventurous opportunities. The Rouge Gateway will also provide visitors from the Greater Toronto Area with a space to learn more about Parks Canada places and other topics related to Canada's natural and cultural heritage.

3.2.2 Tourism and Socio-Economic Context

Within a one hour's drive of approximately 20 percent of Canada's population, Rouge National Urban Park will provide an unprecedented opportunity for residents and visitors travelling to and from the Greater Toronto Area to connect with nature. Entry to the park is free and the park is envisioned to be a four-season destination. The current annual visitation to the park as a whole is estimated at around 500,000, and this number is expected to significantly grow in the coming years as the park develops and awareness of it builds. Key visitor segments for Parks Canada and RNUP include young families, large multi-generational families, newcomers to Canada and younger urban millennials and centennials.

A tourism market analysis for the Rouge Gateway is currently in the final stages of development and will be made available to successful bidders upon award of contract. The analysis will define the visitor experience vision, key goals and indicators, target markets and expected attendance for the site. This report will be an integral reference document that will inform the experiential planning and design of the facility.

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3.3 Rouge Gateway Project Overview

3.3.1 Project Vision

Create a flagship visitor hub with multi-purpose gathering spaces and visitor amenities which will function as an iconic gateway to both RNUP and Parks Canada. This gateway will feature an aesthetically and environmentally progressive, universally accessible building along with an outdoor programmable event space with a learning focus on Indigenous, natural, cultural and agricultural heritage through integrated interpretive installations and design elements. The Gateway will welcome park visitors, youth groups and community members and anchor Parks Canada's presence in Canada's largest metropolitan area.

3.3.2 Project Description

The Rouge Gateway is intended to provide both information and orientation to visitors, as well as to be a fulfilling visitor experience in and of itself. In so far as RNUP is positioned as the 'gateway' park within the Parks Canada family of protected areas, this primary visitor learning and community hub is intended to perform multiple gateway functions for residents, visitors and youth groups. Entry into the facility is the first step towards exploring not only RNUP, but Parks Canada sites across the country. Like a portal, the Rouge Gateway will serve to seamlessly transition visitors from an urban to a natural setting— instilling a sense of escape, a desire for discovery and the confidence to explore further.

To bring this vision to life, Parks Canada requires full planning, concept development, content development, design and fabrication services for both interior and exterior experiential elements of this new gateway site. The VE Design Firm will create and implement a distinct experiential design concept that invokes all of the senses, inspire visitors to experience the park in a range of ways as well as prepare them to visit other Parks Canada places. This holistic experiential design approach will include, but is not limited to:

- a site interpretation plan featuring non-personal interpretive elements such as interior and exterior displays/panels/art installations, landscaping and structural features (note: very little emphasis should be placed on panel-object displays/exhibitory)
- interior décor of visitor-facing spaces including all furnishings, fixtures and accents (interior design)
- creative wayfinding and orientation elements
- sense of arrival components
- interactive installations
- audio-visual components

While the new facility and site layout will be designed by a prime A+E Consultant hired by PCA, the visitor experience concept design is expected to inform and layer upon the structural design. To ensure that interpretive elements and themes are seamlessly integrated within the built form and site plan, the VE Design Firm must work collaboratively with the A+E Consultant and General Contractor throughout the project life cycle. Design development will also be a collaborative process that will closely involve members of the Rouge National Urban Park First Nations Advisory Circle to ensure that Indigenous ways of knowing, being and doing permeate the space in a way that is respectful, appropriate and impactful. Experiential elements will be incorporated into all functional visitor areas of the Rouge Gateway, which are anticipated to include:

- *Welcome/reception area:* space to welcome and orient visitors through a combination of self-directed information and information provided by Parks Canada visitor services staff
- *Outdoor programming space:* open green space designed to support large group activities and events

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- *Indoor programming space:* multi-functional space that can accommodate Parks Canada led programs as well as third party or community group use
- *Gathering space:* indoor gathering and secondary orientation space for use by organized groups as well as general visitors
- *Indigenous partner space:* will be further defined through engagement with the RNUP First Nations Advisory Circle
- *Urban agricultural demonstration area:* consider inclusion of programmable space to highlight agricultural heritage of RNUP
- *Retail space:* kiosk space for Parks Canada merchandise and utilitarian items
- *Food service/eating area:* type and scale of food service will be further defined by Parks Canada or a consultant
- *Washrooms:* inclusively designed units with opportunities for interpretative elements and public communications
- *Event space:* adaptable to various uses, including hosting RNUP events, external events, presentations, meetings, staff training sessions, musical concerts, performances, weddings, etc.

The project will target high levels of sustainability certification such as LEED Platinum, Living Building Challenge and Net Zero and will strive to incorporate the latest in sustainable design wherever possible, including visitor experience components. The specific sustainability targets are currently being established and will become available upon award of contract. The total physical footprint of the built facility is anticipated to be within the range of 900 – 1,400m².

3.3.3 Site Description

The Rouge Gateway will be located in and around Lot 4 of the Zoo Road Welcome Area (1749 Meadowvale Ave, Toronto ON. See Appendix B Map). This location is a former overflow parking lot of the Toronto Zoo, on the east side of Meadowvale Road. The site includes the parking area, grassy areas, granular pathways, and some mature trees, including a significant forested strip that runs east-west across the site. The site is bounded on the north side by Zoo Road, which is owned by the TRCA and leased to the Toronto Zoo, and on the west side by an access road for the ZooShare biogas plant. The plant itself is located south of the project site. East of the site is a forested area that slopes down to the Little Rouge River.

The A+E Consultant will be responsible for designing the site plan. Any modifications to site entry along Zoo Road will require coordination with the TRCA, the Toronto Zoo and the City of Toronto. The site plan must involve close coordination with the Toronto Zoo to consider and allow for access requirements for the ZooShare biogas plant, including regular truck access to transfer material into and out of the plant. Visual and physical barriers may be required to prevent visitor access to the plant and reduce visual impacts of the plant on the project site. Odour from the plant operations may also be a concern and may require mitigation through building and site plan design.

Several RNUP trails are located in the surrounding area, including the Vista Trail, which passes through the project site. A heavily frequented, two-level wooden observation platform with views of the Rouge Valley is located along the Vista Trail a few minutes from the project site. Zoo Road is used to access additional trails, including the Beare Wetlands Loop/Cedar Trail and the Orchard Trail. As a major trail intersection, this site often used is a popular venue for RNUP events, including WinterRouge, Earth Run and Rouge After Dark. The site is also accessible by public transit (TTC bus).

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The Rouge Gateway will also connect with local and regional trail networks such as The Meadowway— a TRCA-led initiative to transform a hydro corridor into a 16-kilometre stretch of urban greenspace and meadowlands linking the Don Valley with RNUP. The City of Toronto's Beare Hill Park (currently under development) is also located near the project site. Trail connections will be an important consideration in the site program.

The historic Pearse House is located in the northern corner of the site and is home to the Rouge Valley Foundation (RVF), a non-profit organization that runs conservation and educational programming in the Rouge Valley. The RVF currently has a small parking lot beside the house for their employees and visitors. Parks Canada has committed to the RVF continuing operations in the Pearse House, however the area surrounding the house is open to redevelopment as required for the overall site plan. Access to the Pearse House must be maintained throughout the construction phase.

3.3.4 Engagement Strategy

Collaboration with RNUP indigenous partners, key stakeholders, and engagement with the greater public will be an important component of this project.

Indigenous Partners

Parks Canada works closely with the RNUP First Nations Advisory Circle (FNAC) consisting of 10 First Nations with an expressed interest, and historic and cultural connection to RNUP. Significant FNAC engagement will occur throughout the design phase, with opportunities at various stages to provide input to inform the design, as well as to review design options and drawings.

- As and when feasible, the VE Design Firm will be required to attend a minimum of five (5) dedicated, off-site community meetings with FNAC members during the Concept phase to gather input that will inform the creation of concept design options.
- Parks Canada will lead the organization and planning of all engagement sessions with Indigenous partners.
- The VE Design Firm and A+E Consultant will provide technical assistance, prepare materials, attend and deliver presentations at engagement sessions as required.
- Input from Indigenous partners and stakeholders shall be incorporated into the design as appropriate.
- The VE Design Firm shall at all times demonstrate sensitivity and respect to all Indigenous partners and key stakeholders.

Key Stakeholders

Engagement with key stakeholders, such as NGOs, municipalities and major partners, will occur at key points throughout the design phase.

- In coordination with the A+E Consultant, the VE Design Firm will be required to facilitate Integrated Design Workshops with these identified stakeholders during the Concept Design phase.
- A list of key stakeholders will be provided upon award of contract.

Public Engagement

Following review by Indigenous partners and key stakeholders, selected conceptual design options will go out for public engagement. Public engagement will occur as part of the Conceptual stage to inform the selection of a design option for further development.

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- Both the A+E Consultant and the VE Design Firm will be required to participate in Public Information Session(s) based on an engagement strategy created by Parks Canada and facilitated by a third-party community engagement firm. While Parks Canada will be responsible for organizing Public Information Sessions, both the A+E Consultant and VE Design Firm will prepare materials, attend and support engagement sessions as required.
- Parks Canada will also create an online engagement platform to collect public feedback on the schematic design options. Consultants will be required to provide content for the online platform.

Appendix C provides an overview of the project engagement strategy and timeline as it relates to each stakeholder group.

3.3.5 Overarching Project Design Principles

The following key design principles will serve to guide both the architectural and visitor experience design throughout the lifecycle of the project:

Lead in Sustainable, Environmental Design

- This project must align with the objectives and commitments of the Government of Canada's Greening Government Strategy and the specific requirements outlined in the Real Property Guidance document (<https://www.canada.ca/en/treasury-board-secretariat/services/innovation/greening-government/strategy.html>)
- All design elements must take into consideration the application of sustainable materials, technologies and approaches.
- All design concepts must consider and minimize ongoing maintenance, consider ease of cleaning and costs and consider replacement cost of materials.
- Target high levels of Sustainable certification such as LEED Platinum certification. The specific sustainable targets / certification are currently being established and will become available upon contract award.
- Product and material selected shall help achieve sustainability goals.
 - To support this, the VE Design Firm is to provide all required information including data sheets for all the products as necessary to demonstrate that the set targets are met and help facilitate to gather the information to obtain the certifications.
- Life-cycle assessments must be considered in design and selection of building materials.
- Incorporate cutting-edge sustainable solutions in the spirit of other sustainable development standards and certifications such as the Living Building Challenge and Passive House.
- Avoid the use of Red List building materials (<https://living-future.org/declare/declare-about/red-list/>)
- Visitor experience design to support a holistic view of sustainability which emphasizes the symbiotic relationship between people and all aspects of the built environment. Inspiration, learning, inclusion, beauty, and access to nature are all sustainable design considerations that must be taken into account and expressed through the visitor experience design.

Achieve Design Excellence

- Design combines functionality, durability, beauty and timelessness.
- Design to embody a unique aesthetic that fits with the character of the surrounding area.
- The ambience of interior spaces is cohesive with that of the outdoor space to create a sense of connectivity and transition.
- Consider biophilic design to enhance connectivity to natural environment
- A *Rouge Gateway Inspirational Design Package* has been included to provide visual examples of aspirational design elements and aesthetics that illustrate these design principles

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Indigenous Co-Design and Partnership

- First Nations Advisory Circle members will be engaged throughout the project to provide creative collaboration, advice and recommendations on integrating Indigenous perspectives into the experiential and interpretive elements of the Rouge Gateway. All creative input and feedback provided by Indigenous partners must be considered by the Consultant and integrated where appropriate.
- Inclusion of a dedicated First Nations Advisory Circle gathering space
- Consideration for the incorporation of traditional structures and Indigenous art pieces into the design. Explore and indigenous procurement strategies for the design and/or build of these components.
- Place and space naming opportunities for the building and site components are respectfully afforded to the First Nations Advisory Circle.
- Project schedule submitted by the VE Design Firm must allow sufficient time for consideration and feedback from this Advisory Circle.

Integrated Interpretive Approach

- Design of the Rouge Gateway will feature a holistic site interpretation plan that layers non-personal interpretation opportunities into all aspects of the design (from architectural structure to landscaping) in order to create an immersive visitor experience.
- The VE Design Firm shall not limit themselves to designing for a particular area (e.g. an exhibit hall) but should consider all available public spaces (including washrooms and eating areas) as interpretive exhibition space.
- The VE Design Firm must also design flexible space with options for future interpretive program delivery in mind, both informal and facilitated learning

Exceed Accessibility and Inclusion Expectations

Design of the Rouge Gateway must not only meet municipal, provincial and federal inclusion and accessibility requirements but strive to exceed them in an effort to create a welcoming space that is truly inclusive to all. With this in mind, the experiential design of the site should take a creative, multi-sensory approach that facilitates understanding and meaning-making for visitors of all ages, abilities and backgrounds. The VE Design Firm is also expected to apply a Gender-Based Analysis Plus (GBA+) lens to all design elements.

At its core, universal design is flexible, adaptable, safe and efficient. The following seven principles form the basis of universal design in order to create a truly universal user experience:

- It's Equal: The design is useful to people with diverse abilities and backgrounds. This means the user experience is identical to all users – it's safe, secure and doesn't isolate or stigmatize anyone
- It's Flexible: The design accommodates all individual preferences and abilities, such as tools that allow for right or left handed use, or standing or seated use.
- It's Simple and Intuitive: The design is easy to understand and operate, allows for different literacy levels and language abilities.
- It Uses Perceptible Information: The design makes it easy to provide pictorial, verbal and tactile directions/instructions to communicate information effectively to the user regardless of ambient conditions or sensory abilities.
- It Minimizes Risks and Accidents: The design minimizes hazards and risks of accidental or unintended actions by arranging commonly used elements in most accessible locations and hazardous elements either removed or shielded.

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- **It Requires Low Physical Effort:** The design can be used efficiently and comfortably, with little effort.
- **It's Appropriately Sized and Spaced:** The design incorporates enough size and space for approaching, reaching, manipulating and using, regardless of user's body size, posture or mobility. The space should accommodate assistive devices, a service animal or a personal attendant. Whether standing or sitting, the design provides a clear line of sight and allows for a comfortable reach modified for a variety of hand or grip size.

Scalability

- The building and all vital site components of the Rouge Gateway will make up the bulk of the initial capital investment.
- Subsequent components may be identified in the conceptual designs and site plan.
- The completion of this work must provide a facility and site plan that achieves the full project vision and be fully operational. Later additions to the site, should they be implemented, would serve to complement and expand upon the scope of work outlined herein.

3.3.6 Additional Considerations

Imagery

- Parks Canada has a rich and compelling photo collection for RNUP and other PCA places. PCA also has a limited video collection.
- Any additional video, animation, imagery (illustrations, artwork, and photography) or sound effects that are required to be sourced will be part of the design costs.
- VE Design Firm will be responsible for video design/direction, but not production. Note that new, custom video content must be procured via the Public Services and Procurement Canada Supply Arrangement.

Objects

- Any physical objects required for exhibits will be part of the fabrication budget.
- If artifacts are to be incorporated into visitor experience elements/interpretive installations, considerations for handling, transporting, mounting and displaying cultural artefacts must be approved by PCA's Cultural Resource Management team.

Languages and Texts

- Parks Canada is obligated to respect the spirit and the letter of the *Official Languages Act*. Final texts for all public-facing components produced by the VE Design Firm must be in both English and French.
- This project will require the VE Design Firm to provide interpretive writing in both languages and should not be just a translation of one language to the other. This is to ensure that content is communicated effectively in both official languages.
- Where appropriate, First Nations languages may be integrated into interpretive elements. Translation into any First Nations languages will be facilitated with assistance from the Project Authority, therefore planning must be done accordingly.
- Universal design principles that lessen the need for written text should be employed wherever possible in signage and interpretation. The use of audio and visual tools and/or syllabics may be considered.
- The Project Authority and the VE Design Firm will work together to determine where and how to integrate these languages, in consultation with FNAC partners.

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RNUP Common Look and Feel

The RNUP Common Look and Feel design catalogue will be provided both the VE Design Firm and the A+E Consultant. This catalogue has been created to direct the design of a series of elements that will, over time, create a consistent and cohesive look and feel for built elements within the park. This design catalogue has been developed in collaboration with Indigenous Partners and stakeholders to fashion a unique aesthetic for the RNUP that is sympathetic to the Parks Canada brand so that park elements are both recognizable as Parks Canada assets as well as RNUP elements. It details an established palette of materials, colours and motifs for architecture, signage and landscape elements within the park that will help to shape the look and feel of the Rouge Gateway design. The intent of this guiding document is to inform – not restrict – the creative design process.

3.4 Reference Documents

The following reference documents will be available as an appendix to this tender:

- Appendix A: Rouge National Urban Park Maps
- Appendix B: Rouge Gateway Site Map
- Appendix C: Project Engagement Strategy
- Appendix D: Coordinated Consultant Work
- Appendix E: Distribution of Work between Parallel Contracts
- Rouge National Urban Park Management Plan (2019)
<https://www.pc.gc.ca/en/pn-np/on/rouge/info/gestion-management/gestion-management-2019>
- Rouge National Urban Park Common Look and Feel Design Catalogue (2020)
- Rouge Gateway Design Inspiration Package (2020)

Parks Canada will provide the VE Design Firm with a resource package for use in the development of content and design upon award of contract. This package will include, but is not limited to the following:

- Rouge Gateway Tourism Market Analysis (2020)
- On Target Strategy 2019-2022
- Draft RNUP Thematic Framework
- Draft RNUP Interpretive Area Plan
- Historic Sketch of Rouge National Urban Park
- RNUP Viewscapes Report (2018)
- RNUP First Nations Engagement Primer
- First Nations Advisory Circle (FNAC) Members Overview
- Relevant notes from previous FNAC engagement sessions
- Toronto Gateway Welcome Area Potential Sites Report (2019)
- Reflections on Rouge National Urban Park, Anne Stewart & Co. (2019)
- Parks Canada Brand Expression tools
- Parks Canada Accessibility and Inclusion Principles (V4.1)
- RNUP Photographer in Residence image collection

4.0 Scope of Work

The VE Design Firm must provide professional services to:

- create two experiential concept designs;
- provide a site interpretation plan including interpretive content development;
- create a detailed experiential design package (including all graphic work, multimedia, and working drawings);

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- and supply final design, detailing, fabrication, shipment, assembly, installation, and training for the operation of all experiential elements of the Rouge Gateway.
- This includes all graphics, lighting, electrical, exhibit components, installations, mounts, audio-visual hardware and software, programming, and finishing work.
- The experiential design package must include the seamless integration of key interpretive themes/messages into the interior decor, accents, furnishing and materials used.

The VE Design Firm must provide project management and administration services for:

- the coordination and delivery of the successful design detail, fabrication, assembly, shipping, and installation of fully functioning interpretive elements in concert with the structural design and construction.
- The VE Design Firm must identify one (1) person to serve as their project manager and liaise with the Project Authority and the A+E Consultant.

As required, the VE Design Firm is to engage the respective professional disciplines to ensure the work outlined herein is included in the interpretive and experiential design of the site.

- These professional services may include, but not limited to: Creative Consultation, Workshop Facilitation, Research and Content Development, Project Management, Exhibit Design Development, Art Direction and Graphic Design, Lighting and Acoustic Design, Writing Services, Language Adaptation, Design Rendering and Creative Illustration, and Universal Design expertise.

4.1 Detailed Scope of Work & Deliverables

This outline of deliverables and process, as presented in each project phase, is intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the VE Design Firm for consideration by the Project Authority. See Appendix D table to see a high-level breakdown of A+E Consultant and VE Design Firm division of work according each project phase.

The VE Design Firm will be required to make revisions to each project deliverable until approved by the Project Authority. The VE Design Firm must also allow for a reasonable review period following the submission of each of these drafts. These review periods must be clearly identified in the project schedule. Parks Canada anticipates a minimum of two (2) review periods for each deliverable, but more may be required. The VE Design Firm must revise each deliverable to incorporate revisions and feedback from PCA.

4.1.1 Initiation Phase

The VE Design Firm must review all core reference documents as outlined in Section 3.4. This phase will begin with an initial 1.5 day in-person project kick-off meeting with the Project Authority and the A+E Consultant. Day one will feature an on-site tour of RNUP to discuss the unique nature of the park and the complexities of individual sites, culminating in a walk through the Rouge Gateway location. Consultants and the Project Authority will then spend a half-day to confirm understanding of project scope, planning methodology for each stage of the project and develop an agreed-upon timeline for the subsequent project phases.

The VE Design Firm and A+E Consultant will then be required to submit a detailed project implementation strategy and schedule that also establishes the procedure for all contract administration-related elements such as, but not limited to:

- communication plan between the different stakeholders
- confirmed list of deliverables with associated detailed schedule of values
- budget monitoring strategy
- associated working documents
- critical project milestones
- detailed basis of payment cost breakdown
 - VE Design Firm must provide a cost breakdown of their firm price for required goods and services showing at minimum the estimated budget for each deliverables listed in this Statement of Work as part of the Project Implementation Strategy and Schedule submission. Payments will be made upon receipt and completion of deliverables. All goods and services required to produce the deliverables are to be included in the cost breakdown against each listed deliverable.

The Project Authority will support the VE Design Firm in their research by providing access to key staff, materials (including photos) and facilitating engagement with members of the FNAC, key stakeholders and specialists.

Initiation Deliverables:

4.1.1a Project Implementation Strategy and Schedule

- Prepare and submit a Project Implementation Strategy and Schedule in coordination with A+E Consultant for review and approval by the Project Authority (draft and final review).
- This proposal must identify, in detail, tasks and timing involved in the design, content development, fabrication, installation, and staff training phases of the project.
- Must also include a detailed schedule of value and budget monitoring strategy.
- Revise as required by the Project Authority and resubmit for acceptance

4.1.2 Concept Phase

The purpose of the concept phase is to assist PCA in refining the role and function of the Rouge Gateway from a visitor's perspective. This phase will be broken up into two parts, which culminate in the development of two (2) Experiential Concept Design packages for how the site program will be experienced, from which one will be selected.

VE Pre-Design Report

- During this phase, the VE Design Firm will provide creative consultation, advice, brainstorming, content research and design rendering services related to concept development.
- The VE Design Firm, in collaboration with the A+E Consultant, must facilitate a minimum of two (2) Integrated Design Workshops to gather input from PCA staff and key stakeholders in order to shape the concept options.
- The VE Design Firm must also accompany the Project Authority on a minimum of five (5) off-site meetings to engage with FNAC community members and collect input that will inform concept development.
 - The VE Design Firm will be required to travel to individual FNAC communities to facilitate the workshops. Nine of the ten Nations are located in Southern Ontario, with the tenth located within Quebec City.
- PCA will lead all engagement with FNAC members.

- The VE Design Firm will be required to support these engagement sessions by preparing in-person/online presentation materials and attend in-person as required.
- The VE Design Firm will be required to track, compile and summarize all input received during these Integrated Design Workshops.
- The VE Design Firm must then prepare a Pre-Design Report that summarizes the outputs of these design workshops and proposes a high-level Visitor Experience strategy for the site, interpretative approach and functional programming.

Experiential Design Concept Options

- Following this creative consultation, the VE Design Firm must prepare two Experiential Design Concept options.
- Concepts must correspond to and complement the two architectural design options will be prepared simultaneously by the A+E Consultant.
- Each concept option must provide a sense of the site's purpose, look, feel and the overall experience that a visitor will have when engaged with the exterior and interior surroundings, from arrival through to departure. The concepts should also include a brief rationale that summarizes how input from Indigenous partners and key stakeholders have been incorporated into the design options.

The two Experiential Concept Design options must each include, but are not limited to, the following:

- i. Visual mood board that expresses a cohesive design language (stylistic patterns, textures, graphic motifs, colour palette, written tone, fonts, interior finishes/furnishing/décor styles, multi-sensory profiles, etc.);
- ii. Draft interpretive site plan – spatial layout of interpretive zones/features, including objectives, target audiences, themes, messages and storylines
- iii. Conceptual drawings and written descriptions of proposed exhibits, interpretive installations and interactive features, including recommendations for any structural building and landscaping requirements (ex. wall treatments, lighting, electrical, data-cables, water, flooring etc.)
- iv. Storyboard sketch/experience map of the visitor journey cycle;
- v. a high-level orientation/way-finding sign plan that is integrated into the visitor experience of the site;
- vi. and Class D estimates (+/- 30%) for the VE turnkey contract.

Once completed, the Experiential Concept Designs must be developed and presented in tandem with conceptual site plans prepared by the A+E Consultant. Both conceptual plans will be undergo review and revision by the Project Authority before going out to public consultation, which will be facilitated by PCA or a third-party public engagement consultant. A Concept Design Brief providing a condensed written and visual summary of both design options to be shared with stakeholders and FNAC members must also be prepared. This may be presented at the annual FNAC meeting held in RNUP. Incorporate PCA, FNAC and stakeholder feedback The VE Design Firm must support and attend all public consultation efforts as well as be prepared to present concepts to FNAC as a scheduled circle meeting.

Following the review, selection and approval of a conceptual design, the VE Design Firm will move forward with the Design Development phase.

Concept Phase Deliverables:

- 4.1.2a** Plan, prepare and facilitate a minimum of two (2) Integrated Design Workshops. One full day workshop with RNUP staff and a half-day workshop with stakeholders in coordination with Project Authority and A+E Consultant
- 4.1.2b** Attend a minimum of five (5) off-site FNAC design engagement sessions with the Project Authority and prepare both in-person and non-personal engagement tools (ex. powerpoint deck, online questionnaire) that can be used to solicit input from members who are unable to attend sessions in-person
- 4.1.2c** Prepare a written Pre-Design report and submit for review by Project Authority (draft and final review)
- 4.1.2d** Develop, submit and present two (2) unique, Experiential Concept Design packages for review and approval by the Project Authority (draft and final review)
- 4.1.2e** Provide Concept Design Brief and other supportive materials for engagement, attend sessions in-person and present as required

4.1.3 Design Development Phase

The purpose of the Design Development phase is to further refine and develop the selected conceptual design option. The Design Development documents consist of drawings and other deliverables that define the scale and character of all experiential design layers related to structural, mechanical and electrical systems, materials, equipment and other such elements in coordination with the Design Development Report that will be prepared by the A+E Consultant at this stage. Required services for this phase include:

- research and content development services
- interpretive writing (in both English and French)
- editing and proofreading services
- art direction and graphic/multi-media design services
- interior design services
- layout and design development services
- design rendering
- creative illustration services

The content development and design for all interior and exterior interpretive elements must be developed in collaboration with the Project Authority and FNAC partners, and in coordination with the A+E Consultant. This is to ensure that integrated interpretive features and messaging accurately reflect the messages and stories of RNUP and the park's Indigenous history. The Project Authority will act as the liaison between the VE Design Firm and RNUP staff and partners during this content design phase. VE Design Firm team members are to participate in Design Review meetings as requested by the Project Authority.

At this stage, the VE Design Firm will work to develop a comprehensive Experiential Design Content package that fleshes out the selected concept. The completed Experiential Design Content package must include:

- i. Refined content research documents (with references, as appropriate) in a single document
- ii. Finalized storylines/messaging that illustrate a clear main theme as approved by the Project Authority, and based on research and interpretive theory and technique
- iii. All final text and scripts in English and French for all installations, panels, exhibits, multi-media components and photo captions. The VE Design Firm will also provide all review, revision and editorial services.

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- iv. Develop the design and provide two (2) acceptable graphic design concepts based on consultation with the PCA.
- v. All images, photos drawings or illustrations required to support the written content on all exhibits and signs. All required copyright approvals shall be obtained by the VE Design Firm.
- vi. Schematic design options and 3D digital renderings for interpretive installations, exhibits, interactives, or other special design features (ex. lighting design) requiring illustration and explanation at this stage
 - i. Finalized interior design concepts with finishes, colours and furnishing selections. The VE Design Firm will develop concepts with A+E Consultant for inclusion in construction tender documents.
 - ii. Class C Cost estimates and updated project milestone schedule

Design Development Phase Deliverables:

- 4.1.3a** Develop and submit a first draft Experiential Design Content Package which refines and expands upon the selected conceptual design intent in coordination with the draft schematic report prepared by the A+E Consultant for review and approval by the Project Authority
- 4.1.3b** Present second draft report to PCA, revise as requested by the Project Authority during Design Review meetings and resubmit for final acceptance
- 4.1.3c** Prepare and provide comprehensive colour mock-ups of all design proposals and their subsequent revisions in PDF, as per instructions from Project Authority
- 4.1.3d** Prepare and submit revised schedule and Class C estimates
- 4.1.3e** Prepare finalized schematic plans and a written creative Design Brief that can be used by PCA to present to key stakeholders and Indigenous partners

4.1.4 Detailed Design Phase

The objective of the Detailed Design phase is to prepare fabrication and construction-ready drawings and specifications, setting forth in detail all the requirements for the execution phase along with a Class B, then a Class A cost estimate. At this stage the VE Design Firm must facilitate and provide content, information and advice during integrated Design Review Sessions with Project Authority at 33%, 66%, 99% and 100%. Following each review, the VE Design Firm will provide written responses to all PCA comments and incorporate them into detail design documents. The VE Design Firm shall deliver a final Detailed Design package at each submission stage that will include:

- i. A final detailed site plan detailing all experiential design elements/layers
- ii. Final illustrations or 3D rendering of interpretive features and associated signage
- iii. A design specification catalogue (i.e. pantone color palette, paints and finishes, materials, furnishings, accents and décor, construction coordination guidelines, fabrication and production details etc.)
- iv. Recommendations for materials, sources and suppliers required for fabrication
- v. A detailed "Class A" cost estimate for the entire project. This must include a detailed cost break down for the fabrication, delivery and installation of the designed exhibits and signage (+/- 10%)
- vi. Final working graphic design files for all graphic elements of the exhibits and way-finding signs which includes all required illustration, photography, scanning, and other graphic production; graphics and images need to be print and production ready. PDF files will be adequate for review, and after they are finalised, Parks Canada requires all working Adobe Apps design files with active layers (text layers not vectorized) to have on file.
- vii. Finished and formatted texts and scripts for all interpretive graphics, content and signage

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- viii. Production-ready multi-media content and programming with recommended options and technical specifications for the purchase of audio-visual hardware, including any networking and internet compatibilities necessary
- ix. All working drawings and technical specifications required to fabricate and install all the experiential components and signage (finalized upon 100% approval)

Note that the detailed design package is separately address elements to be integrated in the A&E Construction documents (such as interior finishing and infrastructure requirements) as well as those turn-key elements for which the VE Design Firm intends to oversee the fabrication and installation of.

Detailed Design Phase Deliverables:

- 4.1.4a** Prepare and submit detailed design package for review and approval at 33%, 66%, and 99% stages
- 4.1.4b** Support and document input from integrated Design Review sessions with Project Authority
- 4.1.4c** Submit copy of updated Cost Plan, draft Class B (+/- 10%) cost estimate at 66% completion
- 4.1.4d** Submit copy of updated Cost Plan, draft Class A (+/- 5%) cost estimate at 99% completion
- 4.1.4e** Submit copy of updated Project Implementation Schedule in coordination with A+E Consultant
- 4.1.4f** Submit all fabrication documents upon 100% approval stage with final Class A cost estimate
- 4.1.4g** Submit all tender-ready documents for VE components to be included in A+E construction documents

4.1.5 Execution Phase (Fabrication, Shipping and Installation)

The VE Design Firm is responsible for managing the fabrication and installation of all experiential design elements identified and approved in the final design package. The VE Design Firm must work in close coordination with the A+E Consultant, Construction Contractor and any sub-contractors to synchronize fabrication/shipping/installation schedules with build schedule so that all experiential layers are implemented within the set deadlines. During this project phase the VE Design Firm must:

- i. Perform and/or supervise the supply/production and fabrication of all components of the Work. The details and specifications of the requirements for all interpretive elements and way-finding signs will be determined by the final approved detailed design phase;
- ii. Transport all items (interpretive installations, exhibits and signs) to the pre-determined location in compliance with agreed schedule. All shipping and on-site logistical costs are the responsibility of the VE Design Firm as part of the Work. The VE Design Firm may be required to arrange for interim storage of fabricated components leading up to install.
- iii. Coordinate with the Construction contractors and subcontractors to determine a schedule for installation. Work area will need to be separate by space of time to ensure safety of the workers.
- iv. Answer to General Contractor requests for information, provide supplemental instruction and change documents as needed for items relating to components included in the Construction Document issued by the A&E Consultant.
 - o Provide such information to the A&E Consultant who will provide formal documentation and communication to the general contractor.
- v. During construction, coordinate closely any VE design integration, perform regular site inspection and quality control in order to ensure that installation of VE-supplied and installed components are efficiently integrated upon completion of the General Contractor work.

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- vi. Provide required materials, the necessary equipment and all items, labour and tools required to complete all phases of the fabrication, shipping and installation. Including safety program and procedures related to your work. Comply with all the safety regulation.
- vii. Provide the final detailed project cost breakdown, including equipment, production and installation costs together with a work completion schedule;
- viii. Lighting, electrical and/or plumbing requirements should have all been incorporated and accounted for in the construction documents. Any modifications if and as required for the building integration must be approved by the appropriate authorities, prior to installation. The cost of any changes should be included in the fabrication budget. All electrical must follow Canadian electrical building codes. Any structures must follow Canadian building codes and be approved by a professional engineer or architect licensed in Ontario.
- ix. Provide all "as built" drawings, specifications and plans for any components
- x. Assemble, install, monitor and test all work related to this Statement of Work. Ensure that all experiential layers and components are functioning appropriately, including fully functioning and professionally developed interactive digital components, as specified in the approved Detailed Design Package.
- xi. Monitor the work during the installation periods
- xii. During installation, ensure the installation areas are clean and secure, and minimize disruption to visitors accessing the site

Opportunities to keep RNUP Indigenous partners actively engaged during the fabrication phase must be explored.

Execution Phase Deliverables:

- 4.1.5a** Coordinate and monitor the progress of all fabrication and installation work, compliance with all drawings and specifications, time schedules, quality standards and prepare progress reports, through site reviews during the execution phase
- 4.1.5b** Prepare and provide to Project Authority detailed drawings, clarification advice, instructions, contemplated change orders and change orders and other related designer input documents
- 4.1.5c** Material Supply and Fabrication of all experiential layers.
- 4.1.5d** Installation and testing of all visitor experience-related elements including audiovisual components and all related functionalities.
- 4.1.5e** Assess quality of completed work and identify, in writing to Project Authority, any defects and deficiencies observed at time of inspections.

4.1.6 Close-Out Phase

For project handover and close-out, the VE Design Firm must provide all handover components and specifications including, but not limited to user manuals and training for:

- i. Assembly;
- ii. User operation;
- iii. Multimedia and audiovisual equipment;
- iv. Multimedia and audiovisual content management & publishing system, along with explanations/instruction to Parks Canada for any future updates;
- v. Cleaning;
- vi. Maintenance procedures and schedules, upgrades or update specification;
- vii. Provide replacement parts, part suppliers and parts replacement schedules;
- viii. Exhibit realisation booklet (including master electronic copies and PDFs of all files as well as all Adobe Apps files with active layers, any other professional design CAD or other professional digital design files and hard copies of "as-built" drawings).

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Training and handover days will be planned in advanced and mutually scheduled accordingly with RNUP staff. The VE Design Firm will also be required to support RNUP staff in hosting priority site visits for key stakeholders prior to the public opening.

All experiential components must:

- i. Meet the intent of the final detail design documents;
- ii. Meet the schedule and the budget;
- iii. Use highest quality materials and fabrication techniques available, as per budget and detail design plan;
- iv. Require minimal maintenance, high volume usage and have an expected life span of 15 years. VE Design Firm should propose expected life span of New Media elements; and
- v. Be fully functioning and of professional quality.

Close-out Phase Deliverables:

- 4.1.6a** Prepare and submit closeout package and review with key RNUP staff
- 4.1.6b** Conduct walk-through site inspection with Project Authority
- 4.1.6c** Facilitate on-site training on experiential components with key RNUP staff
- 4.1.6d** Follow-up on any problems identified during the warranty period
- 4.1.6e** Attend and support up to five (5) one-hour priority site walk-through visits for key stakeholders prior to public opening

4.1.7 Warranty Requirements

The VE Design Firm must provide warranties for installed components of at least two (2) years for materials and workmanship, from installation and acceptance on a labour and materials basis against any defect in materials, functionality and workmanship. Factory warranty should be specified.

4.1.7a Warranty Against Defects

The VE Design Firm must warranty that *all* materials, components, craftsmanship and methods used in exhibit fabrication are free from defects for all associated experiential components.

Attention in this respect must especially be given to:

- graphics, paints and finishes must be highly-resistant to deterioration, colour fast and light fast, and must feature anti-vandalism coating where possible
- laminations and adhesions must be highly-durable; and
- mechanical elements must be highly-durable

4.1.7b Warranty to Ensure Functionality

The VE Design Firm must warranty *all* experiential components are *fully functional* for two years, Attention in this respect shall particularly be given to:

- overhead lighting systems;
- case lighting;
- electrical elements;
- mechanical elements, including any manipulatives and interactives with moving parts;
- water elements;
- audiovisual systems and hardware.

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This warranty will come into effect upon PCA's acceptance of all completed, installed experiential components.

4.1.7c Other Specific Warranties

In addition to the general warranties cited above, extended factory warranty details shall be outlined and confirmed in detailed design phase.

4.1.7d Warranty Follow-up

The VE Design Firm will:

- conduct two follow-up assessments of the fabricated and installed elements to evaluate all experiential components and ensure optimal functionality, once after 3 months of operation and once after 11 months. The findings of each assessment must be summarized in a report with a corrective action plan.
- provide a 24-month warranty period for all construction and labour and will obtain all manufacturer warranties in the name of Parks Canada.
- immediately, and at its expense, perform the repairs or changes required to make the defected component fully functional or replace it within one month of having been informed – without expectation of additional remuneration.

5.0 Budget

The Visitor Experience budget as detailed in this RFP is expected to be not more than **\$ 2,650,000.00 (taxes not included)** for completion of all work outlined in his SOW.

The Visitor Experience budget is for all costs associated with the concept design, detailed design, content development, all associated travel, engagement sessions, fabrication, installation, shipping, training and warranty of all exhibits. It includes all costs associated with the required fit-up to the space for the effective delivery and appearance of all exhibits in and outside the Rouge Gateway. It also includes all costs of any audio-visual / digital media development, software and equipment associated with the experiential components.

The VE Design Firm shall provide Class D to Class A estimates during the different project stages.

6.0 Project Schedule and Work Planning

The VE Design Firm must establish a **project schedule** early in the initiation phase that identifies the conceptual design, research and content development, detailed design, fabrication, shipping, installation, assembly and training steps, anticipated number of meetings, critical milestone dates, review stages and input required from the Project Authority, A+E Consultant and external advisory groups.

This project schedule must:

- be based on the proposed schedule provided by Project Authority (see appended)
- offer flexibility and consider the project deadlines
- be approved by the Project Authority if any schedule changes are proposed
- kept up-to-date by the VE Design Firm and provided to the Project Authority as necessary
- be developed in collaboration with the Project Authority and the A+E Consultant
- outline the stages where the Project Authority will be reviewing material and providing feedback to the design
- allow sufficient time for revisions and feedback

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- be completed and agreed upon shortly after the first site visit and meeting.

All work outlined in this SOW must be completed is spring 2025 unless otherwise proposed by the VE Design Firm and A+E Consultant and agreed to by PCA.

Proposed Schedule and Key Milestones

The target date for the Rouge Gateway to open to the public is Spring of 2025. The following is a proposed schedule for key milestones in the project. The VE Design Firm will be responsible for developing a full project schedule, in conjunction with the A+E Consultant, as part of the Initiation Phase. The project schedule must allow sufficient time for PCA reviews at each stage of the design, as well as stakeholder and FNAC review at the Concept and Design Development stages.

Initiation Phase	Anticipated Timeline
Tentative Contract Award Date	October 30 2020
Completed Project Implementation Strategy and Schedule following Kick-off	December 2020
Concept Development	
Completed Pre-Design Reports (VE and A+E)	Mid-April 2021
Completed VE Concept Design Options (& A+E Schematic Design Options)	Mid July 2021
Completed Engagement and Selection of Design Option	Early September 2021
Design Development	
Completed Design Content Package submission (and A+E Design Development Report)	Late February 2022
Detailed Design	
Completed 33% Detailed Design Package	Late May 2022
Completed 66% Detailed Design Package	Early August 2022
Completed 99% Detailed Design Package	Late October 2022
Completed 100% Detailed Design Package	Early December 2022
Construction Tender and Contract Award	Mid-December 2022 to Mid-April 2023
Execution	
Building Construction by General Contractor	May 2023 – March 2025
VE Shop Drawings and Fabrication	January 2022 – December 2024
Substantial Completion & Building Occupancy	Early January 2025
VE Installation	January 2025 – Early March 2025
Close-out & Handover	March-April 2025
Target Opening	May 2025

7.0 Meetings

A Note on COVID-19

In light of the rapidly evolving COVID-19 situation, PCA is committed to being flexible and understanding of the fact that in-person meetings may not be advised. Meeting formats will be assessed based on the most up-to-date advice from healthcare officials and agency directives. Whenever feasible and appropriate, the VE Design Firm will need to travel to Rouge National Urban Park on occasion to conduct creative workshops, meet with surroundings communities, and consult with Indigenous partners alongside the hired A+E Consultant. In-person meetings are considered important for developing positive working

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relationships with local partners, however phone or teleconference options can be explored.

Regular Update Meetings

In addition to the meetings outlined in the detailed scope of work, bi-weekly joint update meetings are also required. Meeting dates must be flexible and will be mutually agreed upon between the Project Authority and the VE Design Firm and A+E Consultant during the kick-off meeting. Meeting dates will occur Monday to Friday and within the hours of 8:30 a.m. to 4:30 p.m. EST.

The VE Design Firm will be responsible for any travel costs, minute-taking during all meetings, and tracking requests for information. The VE Design Firm will supply meeting minutes to the Project Authority within three (3) working days of the meeting. Standing agenda items will include (as a minimum):

- Scheduling and task tracking
- Budget tracking
- Risk and quality issues
- Scope of work and changes
- Content and design progress

In between PCA meetings, the VE Design Firm will be required to work closely with the A+E Consultant to integrate experiential/interpretive elements into the architectural design of the building and surrounding site.

7.1 Project Response Time

Key personnel of the VE Design Firm and sub-consultants or specialist firms must be personally available to attend meetings and respond to inquiries within three (3) working days of the Project Authority's request. However, during the execution phase, critical items that are flagged as having significant impact on schedule and cost will require a 24 hour response.

Following PCA reviews of draft report submissions, the VE Design Firm must complete/incorporate all necessary revisions within ten (10) working days of receiving PCA comments, unless otherwise discussed.

8.0 Reviews and Acceptance Criteria

- i. The VE Design Firm must obtain Project Authority approval at each project stage.
- ii. The Project Authority will provide, in a timely manner, project information, written decisions and requests, including acceptances and approvals relating to the Services provided by the VE Design Firm.
- iii. The Project Authority reserves the right to reject unsatisfactory work. In the event the Project Authority may identify areas of concern, including errors, omissions, and areas of inadequate detail, the VE Design Firm shall make such revisions as are subsequently agreed to be necessary.
- iv. Project Authority acceptances do not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If progressive design development or technical investigation reveals that earlier acceptances should be withdrawn, the VE Design Firm is responsible for redesigning work and resubmitting for acceptance at the VE Design Firm's cost.
- v. No acceptance nor approval by the Project Authority, whether expressed or implied, shall be deemed to relieve the VE Design Firm of the professional, technical or financial responsibility for the Services provided by the VE Design Firm.

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9.0 Parks Canada's Responsibilities

Parks Canada will:

- i. Work closely with the VE Design Firm and the project team in an effective and collegial manner, to maintain a productive working relationship;
- ii. Advise the VE Design Firm within five (5) business days of any delays or setbacks that can affect the schedule of development, production, and delivery;
- iii. Respond to queries and concerns from the VE Design Firm within five (5) business days in respectful manner;
- iv. Arrange for meeting space when it is necessary to meet onsite or offsite with stakeholders;
- v. Make every effort to provide the VE Design Firm with mutually determined required information, documents, and materials in a timely manner;
- vi. Provide the VE Design Firm with a resource package for use in the development of content and experiential design;
- vii. Provide functional support and technical guidance and direction to the VE Design Firm in areas of audience information, site messages and content, site recreational opportunities, cultural resource expertise, history of the site, and current site management information;
- viii. Review and provide feedback, direction, and approvals in a timely matter;
- ix. Organize and facilitate a project team who together will provide functional support and technical guidance and direction to the VE Design Firm in areas of audience information, site messages and content, ecological and cultural resource expertise, history of the site and current site management information;
- x. Parks Canada design standards will be provided to the successful VE Design Firm
- xi. The successful Bidder will be provided further information regarding RNUP

10.0 Design Firm's Responsibilities

The VE Design Firm scope and activities shall include but are not limited to the following:

10.1 Integrated Professional Services

- i. Provide all integrated professional services, labour, facilities, technical expertise, and materials required to deliver the work under this SOW. The VE Design Firm is to engage the respective professional disciplines to ensure the work outlined is included in the interpretive and experiential programming of the site, but not limited to: Creative Consultation, Workshop Facilitation, Research and Concept Development, Project Management, Costing services, Exhibit Design Development, Multi-media and A/V Production, Acoustic and Lighting Design expertise, Interior design, Art Direction and Graphic Design, Writing Services, Language Adaptation, Design rendering, Creative Illustration and Universal Design expertise.

See Appendix E for more details on the expected coordination and division of responsibilities between VE Design Firm and A+E Consultant where required professional services overlap.

10.2 Effective Communication and Reporting

- i. Work closely with the Project Authority, the project team, the A+E Consultant and construction Contractors, and members of the external advisory group in an effective and collegial manner, to maintain a productive working relationship;
- ii. Advise the Project Authority within five (5) business days of any delays or setbacks that can affect the schedule of development, production, and delivery;
- iii. Provide monthly status reports over the life of this project. These are to include updated project schedules, update on project progress, and any budget implications or changes;

- iv. Respond to queries and concerns from the Project Authority within three (3) business days and in a respectful manner.

10.3 Project Management Services

- i. The VE Design Firm will provide project management services covering all aspects of project management required to ensure coordination and oversight of creative design, including but not limited to:
- Design management including schematic and detailed design
 - Manage workflow and budget during all project phases
 - Prepare accurate design and installation schedules
 - Provide quality assurance of all work completed by own forces sub-consultants and sub-contractors
 - Perform quality control inspection of the General Contractor work for the element pertaining to VE.
 - Provide project clarification and supplemental instruction as needed for work directly managed by the VE Firm but also for the work performed by the general contractor and his subcontractors when impacting coordination with VE specification or VE components integration
 - Ensure client and sub-consultant liaison and meetings, including seeking input and approvals at key milestones
 - Provide presentations as required
 - Troubleshooting
 - Provide communication updates and information management throughout project lifecycle
 - Prepare and update work-breakdown structure and detailed schedule throughout the project in coordination with the A+E Consultant

10.4 Cost management Services

- i. The VE Design Firm will provide cost management services to ensure the accurate budget and expenditure reporting for the duration of the project, including but not limited to:
- Throughout the project, the Cost Estimate prepared by the VE Design Firm shall not exceed the Target Budget
 - Provide Class D, C, B and A level estimates at different stages
 - Cost estimating and budget management shall be provided by an experienced professional fabricator
 - Prepare Fabrication Cost estimates with a summary plus full back-up showing items of work, quantities, unit prices and amounts. Cost estimates shall also include Life Cycle Cost and Life Cycle Analysis to ensure sustainable design objectives are met.
 - Immediately communicate with Project Authority in the event that the VE Design Firm considers that the Project Cost Estimate will exceed the Target Budget Limit, and
 - a. if the excess is due to factors under the control of, or reasonably foreseeable by the VE Designer, the Designer shall, if requested by the Project Authority, and at no additional cost to Canada, make such changes or revisions to the design as may be necessary to bring the Fabrication Cost Estimate within the Target Budget Limit; or
 - b. if the excess is due to factors that are not under the control of the VE Designer, changes or revisions may be requested by the Project Authority. Such changes or revisions shall be undertaken by the VE Design Firm at Canada's expense, and the cost involved shall become an amount to be mutually agreed, prior to performance of the said changes or revisions.

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10.5 Coordination with A+E Consultant

- i. Coordinate and creatively collaborate with the prime A+E consultant throughout the lifecycle of the project to ensure cohesive and integrated design. (Refer to Appendix E – Distribution of Work between Parallel Contracts for guiding principles for determining the division of shared services.)
- ii. The VE Design Firm and A+E Consultant will attend regular meetings with PCA to ensure continuity and full integration of the architectural and experiential design components.
- iii. The VE Design Firm and A+E Consultant will coordinate their effort and work closely and efficiently not to impact each order in the delivery of the Joint deliverables (refer to Appendix D- Coordinated Consultant Work)
- iv. In the event of conflicting recommendations or designs proposed by the Consultant and VE Design Firm, PCA will retain the final decision.

10.6 Coordination with Sub-Consultants

- i. Throughout all phases of the project, the VE Design Firm shall assume responsibility for coordinating the work of any sub-consultants and specialists retained by the VE Design Firm or by the Project Authority.
- ii. Ensure clear, accurate and ongoing communication of all project information including design concept, budget, and scheduling issues (including changes) as they relate to the responsibilities of all sub-consultants and specialists.
- iii. Ensure sub-consultants and specialists provide adequate site review services, attend all required meetings and attend site meetings when they coincide with site reviews.

10.7 Changes in Services

- i. Make changes in the Services to be provided for the Project when requested in writing by the Project Authority
- ii. Prior to commencing such changes, advise the Project Authority of any known and anticipated effects of the changes on the Fabrication Cost Estimate, Designer fees, Project Schedule, and other matters concerning the Project.
- iii. If a change in the Work is proposed or required, Parks Canada Agency will provide the VE Design Firm in writing a description of the change to the Work.
- iv. The VE Design Firm must respond in writing a method of adjustment for the proposed change in the Work. Any changes to the work must be authorized in writing by the Contracting Authority.
- v. The VE Design Firm must not perform work in excess of or outside the scope of this Statement of Work based on verbal or written requests or instructions from anybody other than the Contracting Authority.

10.8 Standard of Care and Code Compliance

- i. In performing the services, provide and exercise the standard of care, skill and diligence required by customarily-accepted professional practices and procedures developed by professional bodies in the performance of their work.
- ii. Ensure that all materials loaned to the VE Design Firm by Parks Canada are securely stored on its premises under suitable environmental conditions, and are returned to the Project Authority properly identified and packaged or securely installed.
- iii. Comply with all latest statutes, codes, regulations and by-laws applicable to the design and where necessary, review the design with authorities having jurisdiction in order that the

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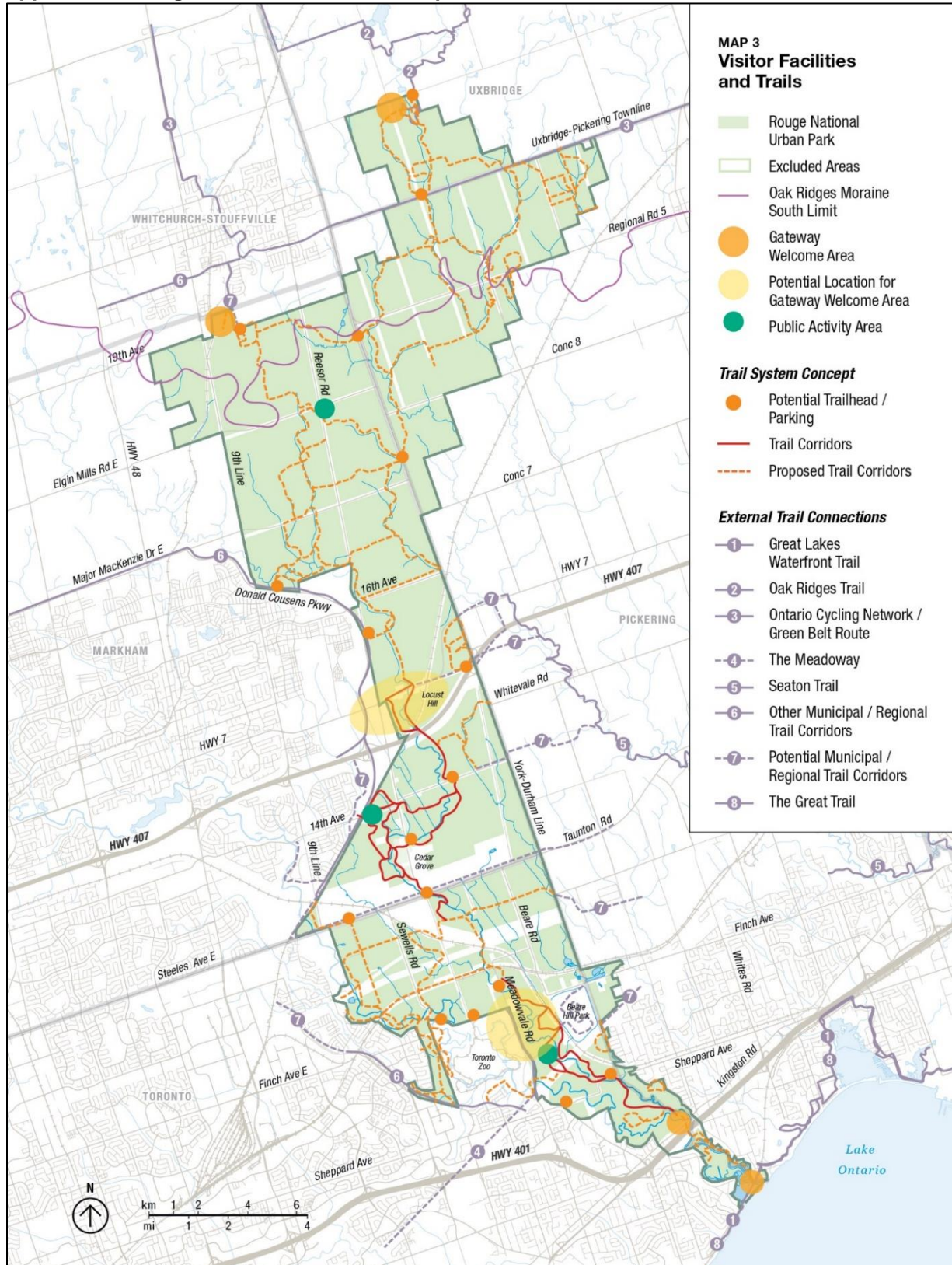
consents, approvals, licenses and permits required for the project may be applied for and obtained. Permits include but not limited to Development Permit, Building Permit and Occupancy Permit.

- iv. Compliance with National Codes and Regulations are mandatory requirements, including but not limited to National Building Code 2020, National Fire Code, National Plumbing Code, National Energy Code, Rouge National Urban Parks Act and Regulations, Canadian Environmental Assessment Act, Canadian Environmental Protection Act, Species at Risk Act, Official Languages Act, Parks Canada Brand Standards, Federal Identity Program, Media Accessibility.
- v. Comply with all PCA directives, regulations, and guidelines, policies, standards, process and other related requirements. Where there is a conflict of the requirements, VE Design Firm shall clarify with Project Authority to determine which requirements will take precedence.
- vi. Although the Federal Government does not formally recognize jurisdictions at other levels of government, PCA will voluntarily comply with the Local Provincial and Municipal Codes, Standards and Regulations. Where there is a conflict of the requirements, the most stringent requirements shall apply.
- vii. PCA will voluntarily comply with the applicable provincial/territorial Occupational Health and Safety Acts and Regulations, in addition to the related Canada Occupational Safety and Health Acts and Regulations.

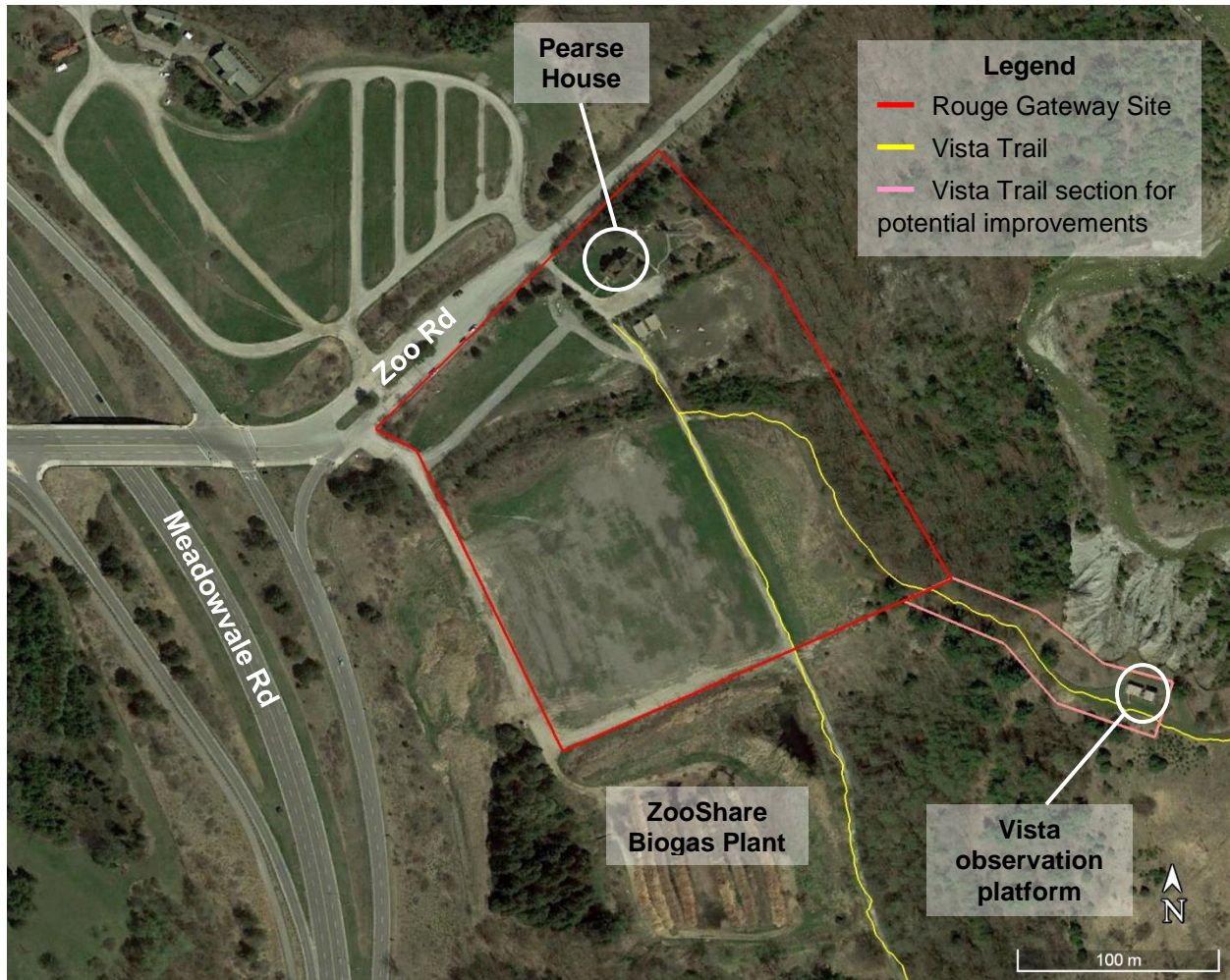
11.0 Language of Work

All written and verbal reporting must be made in English.

Appendix A: Rouge National Urban Park Map



Appendix B: Rouge Gateway Site Map



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Appendix C – Engagement Summary

Stakeholder group	Actions required	Anticipated Date	Engagement Technique	A&E Consultant and VE Design Firm required
<i>Indigenous Partners</i>	<u>Concept/Schematic Design</u> Project Leads to facilitate additional discussions with consultants and individual Nations to gather input to inform conceptual designs.	Dec 2020- March 2021	Project team and consultants travel to interested Nations individually or hold online meetings.	Yes
	Consultant to prepare two conceptual designs for review before public engagement.	April-July 2021	Presentation by Consultants or design package sent out digitally.	Yes, to prepare design package
	<u>Design Development</u> Indigenous content advisors to work with PCA and VE Design Firm to inform experiential design content package.	Sept - Nov 2021	Design Review Meetings	VE Design Firm only
	Consultant to prepare design development brief for review.	Dec 2021	Presentation by PCA and Design Development brief sent out digitally for feedback.	Yes, to prepare design brief
	<u>Detailed Design</u> Opportunity for review up to 33%, with comments incorporated into later stages of detailed design.	April 2022	Design package sent out digitally.	Yes, to prepare design package
	Final review of drawings and DIA to fulfill consultation requirements.	Nov 2022	Documents sent out digitally or reviewed in other requested format by relevant Nations, following required consultation timelines.	No
	<u>Execution and Close Out</u> Priority site walkthrough invitation.	March 2025	Small group walk-through of building before public opening.	Yes
<i>Key Stakeholders/ Operational Influencers</i>	<u>Concept/Schematic Design</u> Consultant to facilitate a Conceptual Design Workshop for stakeholder participation	Jan-Feb 2021	Facilitated conceptual design workshop to provide input into concept options	Yes
	Consultant to prepare two conceptual designs for review before public engagement.	April-July 2021	Presentation by PCA or design package sent out digitally.	Yes, to prepare design package
	<u>Design Development</u> Consultant to prepare design development brief for review.	Dec 2021	Presentation by PCA or Design Development brief sent out digitally.	Yes, to prepare design brief
	<u>Detailed Design</u>	April 2022	Design package sent out digitally.	Yes, to prepare design package

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	<p>Opportunity for review up to 33%, with comments incorporated into later stages of detailed design.</p> <p><u>Execution and Close Out</u> Priority site walkthrough invitation.</p>	March 2025	Small group walk-through of building before public opening.	Yes
Public	<p><u>Concept/Schematic Design</u> Consultants to prepare final conceptual design package, online engagement content, and participate in public information session(s). PCA staff to participate in public information session and promote online engagement tool at welcome areas, pop-ups, events.</p>	July-August 2021	Public information session with consultant presentation, materials to review and tools to provide feedback. A four week online engagement period (online platform by others).	Yes, consultants to prepare materials, present and participate in engagement
	<p><u>Design Development</u> Engagement report summarizing feedback received on conceptual design options will be provided. Consultant will include summary of how feedback has been incorporated in design development report.</p>	Sept 2021	Online update provided via RNUP website.	Yes, to prepare design development report
	<p><u>Execution and Close Out</u> RNUP to provide project updates, media requests as required.</p>	2022-2025	Online updates provided via RNUP website and engagement platform.	No
	<p>Public opening of building at end of project.</p>	May 2025	Public opening event.	Yes

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Appendix D - Coordinated Consultant Work

PROJECT PHASE	VE Design Services	A&E Design Services	Associated Work (by Parks Canada)
	Turnkey Design-Build	Design-Bid-Build	Separate contracts managed by Parks Canada to provide essential information to both consultants
INITIATION	Project Implementation Strategy and Schedule JOINT		Completed prior to Initiation: <ul style="list-style-type: none"> • Site Analysis Report • Tourism Market Assessment Report
CONCEPT/SCHEMATIC DESIGN	VE Pre-Design Report	A&E Pre-Design Report	<ul style="list-style-type: none"> • Food Service Feasibility Market Assessment and RFI • In-person and online engagement facilitated by third party Public Engagement Firm
	Integrated Design Workshops and Indigenous Engagement Sessions JOINT		
	VE Concept Design packages <ul style="list-style-type: none"> • Mood board, draft interpretive site plan & storylines, design language 	Schematic Design Report <ul style="list-style-type: none"> • Overall building and site plan (informed by VE Concept) 	
	VE Concept Design Brief	Schematic Design Brief	
	Two Concept Options for Review and Public Engagement JOINT		
DESIGN DEVELOPMENT	Draft Experiential Design Content Package & Draft Design Development Report JOINT		<ul style="list-style-type: none"> • Food Service RFP
	Design Review Meetings	Design Review Meetings	
	Design Briefs for FNAC and stakeholder review		
	Final Design Content Package & Design Development Report JOINT		
DETAILED DESIGN	Detailed Design Package (33%, 66%, 99%)	Construction Documents (33%, 66%, 99%)	<ul style="list-style-type: none"> • Retail Design Services
	Design Review Meetings	Design Review Meetings	
	Final Detailed Design Package With fabrication specifications		
	Tender-Ready Construction Documents (to include any VE component specifications to be constructed by General Contractor)		
TENDER		Tendering Services	
EXECUTION	Fabrication and Installation of Visitor Experience components/layers	Construction Administration Services	<ul style="list-style-type: none"> • Indigenous Procurement opportunities • Retail Space Fit-up • PCA IT fit up (office equipment, POS system, security, etc.)
CLOSE-OUT	Close-out Package	Operation and Maintenance Manuals	
	Site Inspection	Site Review (Interim and Final Completion)	
	RNUP Staff Training	RNUP Staff Training	
	Support Stakeholder Priority Site Visits and Public Opening JOINT		
	3-Month Follow-up Assessment	Ten-Month Warranty Inspection	

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Appendix E – Clarifying Distribution of Work Between Parallel Contracts

This Appendix is complementary to the scope of work described in the Statement of Work for this project. It is intended to provide further details on the separation and complementarity of the scope of work which is under the responsibility of the Architect (A&E Consultant) and the Visitor Experience Design Firm (VE Design Firm). Both will be hired by Parks Canada Agency (PCA) through separate but parallel Requests for Proposals.

This list is not restrictive as all the project components and requirements are still to be developed and defined as part of the project, however this Appendix should provide the general idea and some guiding principles on the way the potentially overlapping roles and responsibilities between the A&E Consultant and VE Design Firm are to be split and shared. These will be clarified in more detail jointly and collaboratively with both firms during the initiation phase of the project and as needed along the way. In case of disagreement PCA will make the required determination.

The following guiding principles have been developed to illustrate the general idea.

Guiding Principles for determining the distribution of the work

- Considering initial workshops, discussions and information provided by the RNUP project team, the Rouge Gateway concepts will be developed in collaboration by the VE Design Firm and the A&E Consultant. Both firms will need to coordinate their work and ensure they develop the same language throughout all the various project components (building, site, exterior structures, landscape, Visitor Experience elements, etc.) and that they integrate seamlessly.
- In general, the following elements are included in the A&E Scope of Work to become part of the general contractor delivery:
 - o Any elements that will be built by the general contractor as part of the construction tender;
 - o Any constructed elements which are typically built or installed by the general contractor's tradesman;
 - o Any items which can be ordered from a supplier catalogue, via data sheets, or standard specification for which it would be practical to get installed by the general contractor; and,
 - o Any infrastructure, structure, civil or foundation work that would need to be constructed prior or for the integration of the Visitor Experience Elements.
- In general, the following elements are included in the VE Design Firm scope of work to be design, fabricated and installed by the VE Design Firm:
 - o Any element which is meant to create an interactive experience for the visitor; and,
 - o Any element that is a more sculptural, custom creative piece (ex. public art pieces, custom or unique public-facing furnishings/fixtures, etc,)
- Fabrication and installation will be negotiated/decided based on industry standard practice and considering which firm possesses the capacity needed for implementation, keeping in mind project efficiency, sequencing constraints, quality and success.

The Service table below is meant to help firms clarify their respective roles and responsibilities for some shared or common services. Please note that this table is not exhaustive nor restrictive and only strives to illustrate the overall intention.

A&E Indicates the service is the responsibility of the *Prime Consultant (A&E Consultant)*

VE Indicates the service is the responsibility of the *Visitor Experience Design Firm (VE Design Firm)*

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ITEM	SERVICE – ALL PROJECT PHASES	
1	Acoustic Consulting Services	
	A+E	Include expertise in this field when it relates to the Building and interior permanent partitions such as acoustic walls, ceilings or floors.
	VE	Include expertise in this field as it relates to acoustic management specific to exhibit design elements and features created by the VE Design Firm.
2	Audio Visual Consulting Services	
	A+E	Infrastructure design, specification and integration by A&E Consultant. High coordination with VE Design Firm.
	VE	Design, select, provide and install all AV Production, Digital Display, and AV Equipment. Provide all requirements and support to the A&E Consultant in the design and coordination of the infrastructure.
3	Food Services Consulting Services	
	A+E	Equipment selection, operation and functionality of the commercial kitchen and other food service space. Once a food service operator is identified they will provide input on the design of the commercial kitchen.
	VE	Public facing interior design aspects of the food service & dining area, including integration of interpretive elements.
4	Interior Design Consulting Services	
	A+E	The A&E consultant is responsible to design and coordinate all the interior public facing space in conjunction with the Visitor Experience Design Firm, including reception desk, integrated elements, seating, millwork and built-ins. Excludes retail space fit-up. Also provide interior design services for non-public space such as office space.
	VE	The Visitor Experience Design firm is responsible for the design and coordination of all the interior, public-facing spaces (ie. color selection, material selection, texture, and furnishing) but to be coordinated and integrated in A&E Construction documents. Includes interior design of dining area fit-up as a part of the visitor experience. Excludes retail space fit-up.
5	Landscape Architect Consulting Services	
	A+E	The landscape architecture must be coordinated with the VE Design Firm which will highly influence the design, the shape and the circulation flow to create a unique visitor experience. The site design and landscaping aspect remains in the A&E Consultant's mandate, including plant selection, soft and hard landscape, urban furniture, ponds, trails, shelters, viewing platforms, etc. Also includes foundation or structure design to support VE Design Firm's supplied interpretation, creative and art element as well as integration of Indigenous supplied creations as needed.
	VE	The VE Design Firm will influence landscape architecture design to create a unique visitor experience that aligns with the developed concepts and integrates input from Indigenous partners. In general, custom, unique, highly creative or interpretive elements of the exterior landscape will be developed, supplied and installed by the VE Design Firm.
6	Lighting Design Consulting Services	
	A+E	For all general ambiance, building & site lighting, emergency lighting including specific lighting for common space, staff & operation spaces, etc. Also include the design and specification of all infrastructure to support the specialized lighting provided by the VE Design Firm.

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ITEM	SERVICE – ALL PROJECT PHASES	
	VE	For any specialized lighting such as wall projection, dropped track-lighting grid or lighting within a vitrine or display case.
7	Graphic Design and Signage	
	A+E	Provide services for design and procurement of corporate signage, occupancy, egress, safety, operation signage and standard washroom signs (using national standards), in both official languages.
	VE	Provide services for design, selection, fabrication and installation of graphics, interpretive signage, creative wayfinding and similar elements for interior and exterior application, in both official languages.
8	Coordinating with Client's Own Forces	
	A+E	Including but not limited to the Visitor Experience Design Firm contract, Retail Space contract, Indigenous procurement, commission art, General Contractor Contract, PCA purchased Equipment and Furniture, etc.
	VE	Including but not limited to the A&E Consultant Contract, Coordination and integration of Indigenous components, commissioned art, audiovisual production, General Contractor Contract, etc.
9	Cost Estimating Consulting Services	
	A+E	For all elements designed by the A&E Consultant and/or integrated in the plans and specifications at all project stages per the Statement of Work. Also includes costing of all VE elements which are integrated in the Construction documents.
	VE	For all elements designed by the VE Design Firm, and which are supplied and installed by said firm or by their subcontractors at all project stages per the Statement of Work.

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ANNEX “B”

BASIS OF PAYMENT

*** to be inserted at contract award ***

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ANNEX “C”

INSURANCE REQUIREMENTS

Commercial General Liability

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.