



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Complexe judiciaire Montréal - Expe	
Solicitation No. - N° de l'invitation EF926-210260/A	Date 2020-09-03
Client Reference No. - N° de référence du client R.090448.500	
GETS Reference No. - N° de référence de SEAG PW-\$MTC-110-15835	
File No. - N° de dossier MTC-0-43123 (110)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-10-22	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hivon, Michèle	Buyer Id - Id de l'acheteur mtc110
Telephone No. - N° de téléphone (514) 607-4952 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGSC PL.BONAVENTURE PORTAIL S-O 800 RUE DE LA GAUCHETIERE O B7300 MONTREAL Québec H5A1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

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

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**THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT
REQUEST FOR PROPOSAL (RFP)
NEW MONTRÉAL JUSTICE COMPLEX
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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the New Montréal Justice Complex project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;

- (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) the Security Requirements Check List (SRCL);
 - (f) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (g) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

S13 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at e-mail address michele.hivon@tpsgc-pwgsc.gc.ca as early as possible. Enquiries should be received **no later than 10 working days prior to the closing date** identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

S14 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

S15 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

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

2. Federal Contractors Program for Employment Equity - Proposal Certification

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

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

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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

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

SI6 SECURITY REQUIREMENT

1. At the date of bid closing, the following conditions must be met:
 - (a) the Proponent must hold a valid organization security clearance as indicated in Supplementary Conditions SC1;
 - (b) the Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1.
2. For additional information on security requirements, proponents should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

SI7 OPTIONAL SITE VISIT

There will be no optional site visit.

However, interested proponents can visit the land where the future building will be erected but are not allowed to access it for security reasons.

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The address of the land is 46 St-Jacques Street in Montreal. The land is located in the Ville-Marie borough, on the block between St-Jacques Street, St. Lawrence Boulevard, Notre-Dame Street West and Place d'Armes.

SI8 CONSTRUCTION COST LIMIT

Construction Cost Estimates prepared by the Consultant shall not exceed the Construction Cost Limit as specified in the Supplementary Conditions.

SI9 INELIGIBLE PARTIES

1. As a result of their involvement in the Project, the parties named below, (the "Ineligible Parties") their employees, and any of their sub-consultant, advisors, consultants or representatives engaged in respect of this Project and any person controlled by, that controls or that is under common control with the Ineligible Parties (each an Ineligible Parties's Affiliate) are subject to the provisions of Supplementary Instructions to Proponents (SI); General instructions (GI) – Architectural and/or Engineering, services – Request for Proposal, GI25 Conflict of interest—unfair advantage, and are not eligible to participate as a Proponent or Advisor to the Proponent.
2. The following are Ineligible Parties for this Request for Proposal process:
 1. Bisson Fortin Architecture + design inc.
 2. Les services EXP inc.
 3. Groupe Altus Itée

Additional persons, firms, or organizations may be added to or deleted from the list during any stage of the Competitive Selection Process through a solicitation amendment.

Neither Canada nor any of its employees, advisors or representatives is liable to any Proponent for any claims, whether for preparation costs of its proposal, loss of anticipated profit, loss of opportunity or any other matter whatsoever, for any use or reliance on this list, or use or inclusion of Ineligible Parties in any proposal.

3. Proponents are advised that the Consultant selected at the conclusion of this Request for Proposal may be precluded from participating in other new Montréal Justice Complex project solicitation.

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SI10 USE OR INCLUSION OF INELIGIBLE PARTIES

Each Proponent is responsible for ensuring that neither the Proponent nor any member of the Proponent Team or any of their respective Representatives uses, consults or seeks advice from any Ineligible Party or any employee or Representative of an Ineligible Party, or includes any Ineligible Party in the Proposal.

Canada may, at its discretion, disqualify a Proponent or impose such conditions on the Proponent's continued participation in this Request for Proposal process as Canada may consider to be in the public interest or otherwise appropriate, if the Proponent uses or includes an Ineligible Party:

- (a) to advise or otherwise assist the Proponent in connection with the Proponent's participation in this Request for Proposal process, including in connection with the Bidder's preparation of its Proposal; or
- (b) as an employee, advisor or consultant to the Proponent.

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SI11 WEBSITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

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

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy

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

Code of Conduct for Procurement

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

Lobbying Act

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

Buy and Sell

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/policy-and-legal-framework/trade-agreements>

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**GENERAL INSTRUCTIONS (GI) – ARCHITECTURAL AND/OR ENGINEERING
SERVICES – REQUEST FOR PROPOSAL**

GENERAL INSTRUCTIONS (GI) – ARCHITECTURAL AND/OR ENGINEERING SERVICES – REQUEST FOR PROPOSAL

GI1 Integrity provisions—proposal

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Proponent must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy \(https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier sub-consultants, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Proponent must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement, \(https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Proponent certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy, \(https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Proponent or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier

- sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier sub-consultants; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Proponent is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement \(https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html).
 6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Proponent provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Proponent to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI2 Definitions

In this Request for Proposal (RFP), the following words or phrases have the corresponding meaning.

"Applicable Taxes":

The Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

"Consultant Team":

The team of consultants, specialists and subconsultants, including the Proponent, proposed by the Proponent to perform the services required.

"Key Personnel":

Staff of the Proponent, subconsultants and specialists proposed to be assigned to this project.

"Price Rating":

A rating assigned to the price component of a proposal and subsequently used to establish a Price Score for inclusion as a percentage of the total score to be established following the evaluation and rating of technical proposals.

"Proponent":

The person or entity (or, in the case of a joint venture, the persons or entities) which submits a proposal. It does not include the parent, subsidiaries or other affiliates of the Proponent, or its sub-consultants.

"PWGSC Evaluation Board":

The board established to evaluate and rate proposals. Board members represent a broad cross-section of professional qualifications and experience.

"Technical Rating":

A rating assigned to the technical component of a proposal in the selection procedure and subsequently used to establish a Technical Score for inclusion as a percentage of the total score.

G13 Overview of selection procedure

The following is an overview of the selection procedure.

3.1 Proposal

1. Proponents submit the "technical" component (including the socio-economic criterion) of their proposal in one section and the proposed price of the services (price proposal) in a second section in accordance with the instructions contained in the proposal documents.
2. The information that Proponents are required to provide is set out in detail elsewhere in the RFP.
3. In response to the RFP, interested Proponents submit a proposal in which they:
 - a. indicate whether the proposal is submitted by an individual firm or by a joint venture;
 - b. if the proposal is submitted by a joint venture, describe the proposed legal and working relationships of the joint venture and the benefits to be gained by the formation of the joint venture;
 - c. identify the prime consultants and key sub consultants and specialists proposed for inclusion in the Consultant Team, and the proposed organizational structure of the Team;
 - d. describe the extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the project which is the subject of the proposal;
 - e. identify the professional accreditation, experience, expertise and competence of the Consultant Team and Key Personnel proposed to be assigned to perform the required services.
 - f. comply with all other requirements set out in the RFP.

3.2 Proposal evaluation and rating

1. Technical components of all responsive proposals are reviewed, evaluated and rated by a Public Works and Government Services Canada (PWGSC) Evaluation Board in accordance with the criteria, components and weight factors set out in the RFP. Upon completion of the evaluation, Technical Ratings are established.

2. Proposals achieving the minimum Technical Score specified in the Submission Requirements and Evaluation section of the RFP are further considered.
3. The price proposals of all responsive proposals are considered upon completion of the technical evaluation (including the socio-economic criterion). When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals opened. This calculation will not be conducted when one or two responsive proposals are received.
4. All price proposals which are greater than 25 percent above the average price will cause their respective complete proposals to be set aside and receive no further consideration.
5. The remaining price proposals are rated as follows:
 - a. The lowest price proposal receives a Price Rating of 100.
 - b. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
 - c. On the rare occasion where two (or more) price proposals are identical, these price proposals receive the same rating and the corresponding number of following ratings are skipped.
 - d. The Price Rating is multiplied by a predetermined percentage factor to establish a Price Score.
6. A price proposal in excess of any maximum funding limit, when this limit has been set in the Supplementary Instructions to Proponents, may result in disqualification of the complete proposal.

3.3 Total score

1. The total overall score (Total Score) assigned to each Proponent's complete proposal is calculated as the aggregate of:
 - a. the Technical Score,
 - b. the Social Criterion score; and
 - c. the Price Score.
2. The Proponent receiving the highest Total Score is the first entity that the PWGSC Evaluation Board will recommend for the provision of the required services.

GI4 Procurement Business Number

Proponents are required to have a Procurement Business Number (PBN) before contract award. Proponents may register for a PBN online at [Supplier Registration Information](https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD0y&lang=eng), (<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1yZWdpc3Rlci5pbmRybyZpZD0y&lang=eng>). For non-Internet registration, Proponents may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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GI5 Responsive proposals

To be considered responsive, a proposal must meet all of the mandatory requirements set out in the RFP. No further consideration in the selection procedure will be given to a Proponent submitting a non-responsive proposal.

GI6 Completion of submission

The Proponent shall base the proposal on the applicable proposal documents listed in the Supplementary Instructions to Proponents.

GI7 Proposal price

Unless specified otherwise elsewhere in the proposal documents:

- a. the price proposal shall be in Canadian currency, and
- b. the price proposal shall not include any amount for Applicable Taxes, and
- c. the requirement does not offer exchange rate fluctuation risk mitigation.
Requests for exchange rate fluctuation risk mitigation will not be considered. All proposals including such provision will render the proposal non-responsive.

GI8 Communications—solicitation period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the RFP must be directed only to the Contracting Authority identified in the RFP. Failure to comply with this requirement may result in the proposal being declared non-responsive.

To ensure consistency and quality of information provided to proponents, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS).

GI9 Limitation of submissions

1. A Proponent may not submit more than one proposal. This limitation also applies to the persons or entities in the case of a joint venture. If more than one proposal is received from a Proponent (or, in the case of a joint venture, from the persons or entities), all such proposals shall be rejected and no further consideration shall be given.
2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint

business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.

3. An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant may, therefore, be proposed as part of the Consultant Team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
4. Notwithstanding paragraph 3. above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Proponent shall not include in its submission another Proponent as a member of its consultant team, as a sub-consultant or specialist consultant.
5. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

GI10 Licensing requirements

1. Consultant Team members and Key Personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the Province or Territory in which the project is located.
2. By virtue of submission of a proposal, the Proponent certifies that the Proponent's Consultant Team and Key Personnel are in compliance with the requirements of subsection 1 above. The Proponent acknowledges that PWGSC reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

GI11 Rejection of proposal

1. Canada may reject a proposal where any of the following circumstances is present:
 - a. the Proponent has been declared ineligible for selection, following unsatisfactory performance in a previous project as determined in accordance with the department's performance review procedures;
 - b. an employee, sub-consultant or specialist consultant included as part of the proposal has been declared ineligible, for selection for work with the department in accordance with the performance review procedure referred to in paragraph 1.(a), which would render the employee, sub-consultant or specialist consultant ineligible to bid on the requirement, or the portion of

- the requirement the employee, sub-consultant or specialist consultant is to perform;
- c. the Proponent is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Proponent, any of its employees, any sub-consultant or any specialist consultant included as part of the proposal;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Proponent, a sub-consultant, a specialist consultant or a person who is to perform the Services is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada,
 - i. Canada has exercised its contractual remedies of taking the services out of the consultant's hands, suspension or termination for default with respect to a contract with the Proponent, any of its employees, any sub-consultant or any specialist consultant included as part of the proposal;
 - ii. Canada determines that the Proponent's performance on other contracts, including the quality of the services provided and the quality and timeliness of the delivery of the project, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a proposal pursuant to subsection 1.(f), the Contracting Authority will so inform the Proponent and provide the Proponent ten (10) days within which to make representations, before making a final decision on the proposal rejection.

G112 Not applicable

Not applicable

G113 Insurance requirements

The successful Proponent shall be required to obtain and maintain Professional Liability and Commercial General Liability insurance coverage in accordance with the requirements set out elsewhere in the proposal documents.

G114 Joint venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business

enterprise, sometimes referred as a consortium, to bid together on a requirement. Proponents who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the proposal, the Proponent must provide the information on request from the Contracting Authority.
 3. The proposal and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

G115 Composition of Consultant Team

By submitting a proposal, the Proponent represents and warrants that the entities and persons proposed in the proposal to perform the required services will be the entities and persons that will perform the services in the fulfillment of the project under any contractual arrangement arising from submission of the proposal. If the Proponent has proposed any person in fulfillment of the project who is not an employee of the Proponent, the Proponent warrants that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the services to be performed.

G116 Submission of proposal

G116.1 Submission of proposal

1. Canada requires that each proposal, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Proponent or by an authorized representative of the Proponent. If a proposal is submitted by a joint venture, it must be in accordance with section G114.
2. It is the Proponent's responsibility to:
 - a. submit a proposal, duly completed, **in the format requested**, on or before the closing date and time set for proposals;
 - b. send its proposal **only by epost Connect**, see instructions in G116.2.1 below.
 - c. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;

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- d. ensure that the Proponent's name, return address, the solicitation number and description, and solicitation closing date and time are clearly indicated on the epost Connect message containing the proposal;; and
 - e. provide a comprehensive and sufficiently detailed proposal that will permit a complete evaluation in accordance with the criteria set out in this RFP.
3. The technical and price components must be submitted in separate electronic documents in accordance with the instructions contained in the proposal documents.
4. Timely and correct delivery of proposals to the office designated for receipt of proposals is the sole responsibility of the Proponent. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of proposals are the responsibility of the Proponent.
5. Proposals and supporting information may be submitted in either English or French.
6. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments using GETS. It is the sole responsibility of the Proponent to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Proponent's part nor for notification services offered by a third party.

3. Proposals submitted in paper or fax to PWGSC will not be accepted.

GI16.2 Transmission by epost Connect

1. epost Connect

- a. Proposals must be submitted by using the epost Connect service provided by Canada Post Corporation
(https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a):

The only acceptable email address to use with epost Connect for responses to this bid solicitation issued by PWGSC regional offices is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.qc.ca

Note: Proposals will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in b., or to send proposals through an epost Connect message if the proponent is using its own licensing agreement for epost Connect.

- b. To submit a proposal using epost Connect service, the Proponent must either:
 - i. send directly its proposal only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Proponent sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Proponent to access and action the message within the epost Connect conversation. The Proponent will then be able to transmit its proposal afterward at any time prior to the solicitation closing date and time.
- d. If the Proponent is using its own licensing agreement to send its proposal, the Proponent must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Proponent not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For proposals transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the proposal including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete proposal;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the proposal;
 - v. failure of the Proponent to properly identify the proposal;
 - vi. illegibility of the proposal;
 - vii. security of proposal data; or

- viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of proposal document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of proposal document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Proponents must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A proposal transmitted by epost Connect service constitutes the formal proposal of the Proponent and must be submitted in accordance with section G16.1.

G17 Late submissions

1. PWGSC will delete proposals delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed proposal as described in G17.2. Proposals submitted using means other than the Canada Post Corporation's epost Connect service will not be accepted and will be returned. The late proposal will be deleted. As an example, proposals submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late proposal, will be deleted. Records will be kept documenting the transaction history of all late proposals submitted using epost Connect.
2. A proposal delivered to the specified bid receiving unit after the solicitation closing date and time but before the contract award date may be considered, provided the proponent can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation's epost Connect service.
 - a. The only piece of evidence relating to a delay in the epost Connect service provided by the CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the bid was sent before the solicitation closing date and time..
3. Misrouting, labour disputes or any other causes for the late delivery of proposals are not acceptable reasons for the proposal to be accepted by PWGSC.

G18 Not applicable

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G119 Acceptance of proposal

1. Canada may accept any proposal, or may reject any or all proposals.
2. In the case of error in the extension or addition of unit prices, the unit price will govern.
3. While Canada may enter into an agreement or contractual arrangement without prior negotiation, Canada reserves the right to negotiate with Proponents on any procurement.
4. Canada reserves the right to cancel or amend the RFP at any time.

G120 Legal capacity

The Proponent must have the legal capacity to contract. If the Proponent is a sole proprietorship, a partnership or a corporate body, the Proponent must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Proponents submitting a proposal as a joint venture.

G121 Debriefing

Should a Proponent desire a debriefing, the Proponent should contact the person identified on the front page of the RFP within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

G122 Financial capability

1. Financial Capability Requirement: The Proponent must have the financial capability to fulfill this requirement. To determine the Proponent's financial capability, the Contracting Authority may, by written notice to the Proponent, require the submission of some or all of the financial information detailed below during the evaluation of proposals. The Proponent must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Proponent's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Proponent's last three fiscal years, or for the years that the Proponent has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).

- b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Proponent must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
 - c. If the Proponent has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Proponent that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Proponent outlining the total of lines of credit granted to the Proponent and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Proponent's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Proponent's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Proponent is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
 3. If the Proponent is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the

financial information of the Proponent, and the financial capability of a parent cannot be substituted for the financial capability of the Proponent itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.

4. Financial Information Already Provided to PWGSC: The Proponent is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Proponent identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Proponent authorizes the use of the information for this requirement.

It is the Proponent's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. Other Information: Canada reserves the right to request from the Proponent any other information that Canada requires to conduct a complete financial capability assessment of the Proponent.
6. Confidentiality: If the Proponent provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the *Access to Information Act*, (<https://laws-lois.justice.gc.ca/eng/acts/A-1/>), R.S., 1985, c. A-1, section 20(1) (b) and (c).
7. Security: In determining the Proponent's financial capability to fulfill this requirement, Canada may consider any security the Proponent is capable of providing, at the Proponent's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favor of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).
8. In the event that a proposal is found to be non-compliant on the basis that the Proponent is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Proponent.

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GI23 Performance evaluation

Proponents shall take note that the performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Consultant's performance be considered unsatisfactory, the Consultant may be declared ineligible for future contracts. The form PWGSC-TPSGC 2913-1, (<https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/2913-1-eng.html>) SELECT - Consultant Performance Evaluation Report, is used to record the performance.

GI24 Proposal costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to the Request for proposal. Costs associated with preparing and submitting a proposal, as well as any costs incurred by the Proponent associated with the evaluation of the proposal, are the sole responsibility of the Proponent.

GI25 Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Proponents are advised that Canada may reject a proposal in the following circumstances:
 - a. if the Proponent, any of its sub-consultants, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Proponent, any of its sub-consultants, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other Proponents and that would, in Canada's opinion, give or appear to give the Proponent an unfair advantage.
2. The experience acquired by a Proponent who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Proponent remains however subject to the criteria established above.
3. Where Canada intends to reject a proposal under this section, the Contracting Authority will inform the Proponent and provide the Proponent an opportunity to make representations before making a final decision. Proponents who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a proposal, the Proponent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Proponent acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

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GI26 Limitation of liability

Except as expressly and specifically permitted in this RFP, no Proponent or Potential Proponent shall have any claim for any compensation of any kind whatsoever in relation to this RFP, or any aspect of the procurement process, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

GI27 Code of Conduct for Procurement—proposal

The *Code of Conduct for Procurement*, (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>) provides that Proponents must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Proponent is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.

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SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SRE 1 General Information

SRE 2 Proposal Requirements

SRE 3 Submission Requirements and Evaluation

SRE 4 Price of Services

SRE 5 Total Score

SRE 6 Submission Requirements - Checklist

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SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An overview of the selection procedure can be found in General Instructions 3 (GI3), Overview of the Selection Procedure.

1.2 Calculation of total score

For this project, the total rating will be established as follows:

Technical rating x 85%	=	Technical rating (points)
Social criterion rating x 5%	=	Social criterion rating (points)
<u>Price rating x 10%</u>	=	<u>Price rating (points)</u>
Total rating	=	Maximum 100 points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Proposal submitted using the ePost Connect Service

Responses to this Request for Proposal (RFP) must be sent through the ePost Connect Service provided by Canada Post in order for the bid to be transmitted electronically.

Proponents must submit their proposals in accordance with section GI16, Submission of Proposal, General Instructions. The ePost Connect service has a limit of 1 GB per single message posted and a limit of 20 GB per conversation.

Canada requests that the proposal be assembled in separate electronic documents (attachments) as follows:

- Section I: Technical proposal
- Section II: Price proposal

The name of each electronic attachment should include the section name and the submission number.

2.2 Hard copy proposal

Hard copy proposals will not be accepted.

2.3 Facsimile proposal

Because of the nature of the Request for Proposal, the transmission of proposals by facsimile will not be accepted.

2.4 Submission requirements

The following proposal format should be used when preparing Phase 1 and Phase 2 proposals.

- Sheet size: 216 mm x 279 mm (8.5" x 11")
- Font size, suggested – 10-point Arial or equivalent
- Margin width – 12 mm left, right, top and bottom
- One (1) "page" means one (1) side of a 216 mm x 279 mm (8.5" x 11") sheet of paper.
- 279 mm x 432 mm (11" x 17") sheets for spreadsheets, organization charts, etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section.

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2.5 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the rated requirements under SRE 3.2 is twenty-eight (28) pages, excluding the CVs requested in SRE 3.2.3.

The maximum number of pages for CV, with respect to SRE 3.2.3, must not surpass three (3) pages per CV and a total of thirty-six (36) pages.

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

- Covering letter
- Cover page
- Tabs/dividers used only to identify proposal sections, provided they are free of any other text or graphics
- Table of Contents
- List of Consultant team members (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Price Proposal Form (Appendix C)
- Integrity provisions – required documentation
- First page of the request for proposal
- First page of modifications to the request for proposal

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be withdrawn from the proposal and will not be forwarded to the PWGSC Evaluation Board.

2.6 Specific requirement regarding the oral presentation

The proponent must be available for the oral presentation during the two-week period following the bids closing date. Proponents who are not available will be assigned a score of zero for criterion 3.2.8.

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SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

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

3.1.1 Consultant Team Identification

Proponents must fill out, sign and submit the following:

- Appendix A , Consultant Team Identification Form

3.1.2 Declaration/Certifications Form

Proponents must fill out, sign and submit the following:

- Appendix B, Declaration/Certifications Form, as requested

3.1.3 Price Proposal Form

Proponents must fill out, sign and submit the following

- Appendix C, Price Proposal Form

3.1.4 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the proponent must provide, **if applicable**, in order to be given further consideration in the procurement process, the required documentation as per General Instructions 1 (G11) – Integrity Provisions – Proposal, **section 3a**.

3.2 RATED REQUIREMENTS

3.2.1 Proponent's achievements in projects

Describe the proponent's accomplishments, achievements and experience as a key consultant on projects. Submit **two projects undertaken within the last 10 years**. Joint venture submissions are not to exceed the maximum number of projects. If the proponent submits more than two projects, only the first two projects submitted in sequence will receive consideration, and all others will receive no consideration as if they had not been submitted.

The submitted projects must be completed (Certificate of Substantial Completion has been issued) or at least 75% of the construction must be completed as of Request for Proposal (RFP) posting date.

The proponent must have served as the senior project designer. Past project experience with entities other than the proponent will not be considered in the evaluation, unless these entities form part of a joint venture of the proponent.

Sub-Criteria	The following <u>characteristics</u> will be evaluated for each project:	Information to be provided for each submitted project:
a)	<p>The submitted project includes a building with the following characteristics:</p> <ol style="list-style-type: none"> 1. New construction; 2. Construction project with a gross area of 9,000 m² or greater; 3. Construction project with five or more floors above ground; 4. Project built on a site characterized by high built density, of which at least 40% of the perimeter is bordered by adjacent buildings; 5. Project includes an underground parking space. 	<p>Project title</p> <p>A short description of the project (new construction, renovation, etc.), the work provider (client), as well as the name and contact information of a client reference.</p> <p>A statement of the current status and time span of the project, including the following:</p> <ul style="list-style-type: none"> ○ Design phase start date (start of the Consultant's mandate); ○ Construction phase end date (substantial completion date, if construction is completed); or ○ A description of how at least 75% of the total value of the construction work in the project will be completed as of RFP posting date. <p>Gross area in m² that the project entails, total number of floors above ground and basement levels (including a brief description of the parking area, if applicable).</p>

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		The location of the project (city and / or municipality, province, country), the number of adjacent buildings, and the percentage of the periphery of the building which is adjacent to bordering constructions (perimeter bordered by constructions (even if the margin setback is respected) / total perimeter of the building).
b)	The total cost of construction work (excluding taxes) is similar to this project.	Total cost of construction work (excluding taxes) If 75% of the total value of the construction work in the project is completed as of RFP posting date, indicate the anticipated total cost.
c)	The project is or was completed in a context having the following characteristics: 1. Government client; 2. The work is carried out using a construction management, public-private partnership (PPP) or design-build method; 3. Environmental certification (LEED or other) targeted or obtained; 4. Integration of building information modelling (BIM); and/or 5. Integrated Design Process (IDP) used.	Delivery of completed work (traditional, construction management or design-build method, PPP, etc.) If applicable, the environmental certification targeted or obtained for the project (including full description). If the certification has not yet been obtained, indicate when it is expected to be obtained. If applicable, description of how the project was designed while integrating building information modelling (BIM). If applicable, description of how the project was designed while incorporating an integrated design process (IDP).

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Table 3.2.1 – Evaluation – Main Proponent’s Achievements in Projects

Sub-criterion a)						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
The proposed project has none of the stated characteristics. Or No project is submitted.	The proposed project has only one of the five stated characteristics.	The proposed project has two of the five stated characteristics.	The proposed project has three of the five stated characteristics.	The proposed project has four of the five stated characteristics.	The proposed project has five of the five stated characteristics.	/10
Sub-criterion b)						
0 point	3 points	7 points	10 points	Maximum Number of Points		
The total cost of the work (excluding taxes) is less than \$30,000,000.00 Or No project is submitted.	The total cost of the work (excluding taxes) is between \$30,000,000.00 and \$49,999,999.99	The total cost of the work (excluding taxes) is between \$50,000,000.00 and \$75,999,999.99.	The total cost of the work (excluding taxes) is \$76,000,000.00 or more.	/10		

Sub-Criterion c)						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
The proposed project has none of the stated characteristics. Or No project is submitted.	The proposed project has only one of the five stated characteristics.	The proposed project has two of the five stated characteristics.	The proposed project has three of the five stated characteristics.	The proposed project has four of the five stated characteristics.	The proposed project has five of the five stated characteristics.	/10
Total per project:						/30
Total for the two projects (30 x 2):						/60
Rating for criterion 3.2.1 (60 x (10/60)):						/10

3.2.2 Prime sub-consultants' achievements in projects

Describe the prime sub-consultants' accomplishments, achievements and experience as prime consultants or sub-consultants in projects. If the proponent proposes to provide multidisciplinary services that might otherwise be provided by a sub-consultant, they must state it here.

Submit **two projects undertaken within the last ten years** by the prime sub-consultants. Only the first four projects submitted in sequence (two projects per sub-consultant) will receive consideration and any others will receive no consideration, as if not submitted.

The proponent should submit two (2) projects for each of the following prime sub-consultants:

- Mechanical engineering and electrical engineering (combined) – two projects
- Structural engineering – two projects

Thus, a total of four (4) projects should be submitted for criterion 3.2.2.

The submitted projects should be completed (certificate of completion issued) or at least 75% of the construction must be completed as of Request for Proposal (RFP) posting date.

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Sub-Criterion	The following characteristics will be evaluated for each project:	Information that should be provided for each submitted project:
a)	<p>The submitted project includes a building with the following characteristics:</p> <ol style="list-style-type: none">1. New construction;2. Construction project with a gross area of 9,000 m² or greater;3. Construction project with five or more floors above ground;4. Project built on a site characterized by high built density, of which at least 40% of the perimeter is bordered by adjacent buildings;5. Project includes an underground parking space.	<p>Project title</p> <p>A brief description of the project (new construction, renovation, etc.) and the work provider (client), as well as the name and contact information of a client reference.</p> <p>A statement of the current status and time span of the project, including the following:</p> <ul style="list-style-type: none">○ Design phase start date (commencement of the consultant's mandate)○ Construction phase end date (substantial completion date, if construction is completed); or○ A description of how at least 75% of the total value of the construction work in the project will be completed as of RFP posting date. <p>Gross area in m² that the project entails, total number of floors above ground and basement levels (including a brief description of the parking area, if applicable).</p> <p>The location of the project (city and / or municipality, province, country), the number of adjacent buildings, and the percentage of the periphery of the building which is adjacent to bordering constructions (perimeter bordered by constructions (even if the margin setback is respected) / total perimeter of the building).</p>
b)	Total cost of construction work (excluding taxes) is similar to this project.	Total cost of construction work (excluding taxes)

		<p>If 75% of the total value of the construction work in the project is completed as of RFP posting date, indicate the anticipated total cost.</p>
<p>c)</p>	<p>The project is or was executed in a context with the following characteristics:</p> <ol style="list-style-type: none"> 1. Government client; 2. The work is carried out using a construction management, public-private partnership (PPP) or design-build method; 3. Environmental certification (LEED or other) targeted or obtained; 4. Integration of building information modelling (BIM) or an integrated design process (IDP); 5. <u>For mechanical-electrical engineering projects only</u>: The project is a high energy-efficiency building with efficient electrical systems; 6. <u>For structural engineering projects only</u>: The project is a high-rise building with deep pile or crib foundations. 	<p>Delivery of completed work (traditional, construction management or design-build method, PPP, etc.)</p> <p>If applicable, the environmental certification targeted or obtained for the project (including full description). If the certification has not yet been obtained, indicate when it is expected to be obtained.</p> <p>If applicable, description of how the project was designed with integration of building information modelling (BIM).</p> <p>If applicable, description of how the project was designed using the integrated design process (IDP)</p> <p><u>For mechanical-electrical engineering projects only</u>: Include a description of the building's energy efficiency (as opposed to the National Energy Code for Buildings (NECB) applicable during the design phase) and a description of how the building's mechanical systems contributed to making a high energy efficiency building.</p> <p><u>For structural engineering projects only</u>: Include a description of the height (or number of stories) of the building (as per the definition of a high building in the 2015 National Building Code) and a description of the project's structure and foundation.</p>

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Table 3.2.2 – Evaluation – Prime Sub-Consultants’ Achievements in Projects

Sub-Criterion a)						
0 point	2 points	4 points	6 points	8 points	10 points	Max No. of points
The proposed project has none of the stated characteristics. Or No project submitted.	The proposed project has only one of the stated characteristics.	The proposed project has two of the five stated characteristics.	The proposed project has three of the five stated characteristics.	The proposed project has four of the five stated characteristics.	The proposed project has five of the five stated characteristics.	/10
Sub-Criterion b)						
0 point	3 points	7 points	10 points	Max. No. of Points		
The total cost of the work (excluding taxes) is less than \$30,000,000.00; Or No project submitted.	The total cost of the work (excluding taxes) is \$30,000,000.00 to \$49,999,999.99.	The total cost of the work (excluding taxes) is \$50,000,000.00 to \$75,999,999.99.	The total cost of the work (excluding taxes) is \$76,000,000.00 or more.	/10		

Sub-Criterion c)						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
The proposed project has none of the stated characteristics. Or No project submitted.	The proposed project has only one of the five stated characteristics.	The proposed project has two of the five stated characteristics.	The proposed project has three of the five stated characteristics.	The proposed project has four of the five stated characteristics.	The proposed project has five of the five stated characteristics.	/10
Total per project:						/30
Total for the four projects (30 x 4):						/120
Rating for criterion 3.2.2 (120 x (10/120)):						/10

3.2.3 Achievements and experience of key individuals on projects

Description of the experience and performance of the key individuals to be assigned to this project, regardless of their past association with the current proponent's firm. This is an opportunity to highlight the strengths of the team members, and to recognize their responsibilities, commitments and achievements that are relevant to their role in this project.

For the evaluation of this criterion, only the information provided on resumés that are no longer than three pages will be considered. Any pages exceeding the three-page limit will not be considered.

The following 12 key individuals will be assessed from among all of the key positions identified in Appendix A – Consultant Team Identification Form:

- Senior architect and engineers, design leads (mechanical, electrical and structural engineering) (four individuals);
- Project leader for the planning/design phase (in architecture as well as in mechanical, electrical and structural engineering) (four individuals);
- Project leader for the completion/implementation phase (in architecture as well as in mechanical, electrical and structural engineering) (four individuals).

The design lead, planning/design phase project leaders and completion/implementation phase design lead positions may not be filled by the same person.

See the tables below for a description of what will be evaluated and the information to be provided.

Sub-Criterion	The following characteristics will be evaluated for each proposed key resource:	Information that should be provided for each submitted key resource:
a)	<p>Experience that is relevant to the field of specialization and in similar types of projects:</p> <ol style="list-style-type: none"> 1. The key individual has been working in a relevant field of specialization (architecture, mechanical engineering, electrical engineering, and structural engineering) for at least 120 months (10 years). 2. The proposed key individual is a member of a professional order, a certified technologist or has an accreditation relevant for the proposed role 3. The key individual held a key position and worked for a minimum of eight (8) months (per project) on a minimum of three (3) projects that were completed within the past twelve (12) years before the RFP posting date, and which sought or obtained an environmental certification (e.g., LEED, Zero Carbon, BOMA Best, etc.). 4. The key individual worked for a minimum of eight months, in a key role, on a minimum of one (1) project, completed within the last twelve (12) years before the RFP posting date, which integrated Building Information Modelling (BIM). 	<p>Name of key individual</p> <p>Role for which the individual is proposed</p> <p>Number of months the individual has been employed in the field. Clearly identify positions and roles; dates must be in the month/year format.</p> <p>Professional qualification(s) and/or professional association/order, including the year registered</p> <p>Diploma(s) and field(s) of specialization, including year of graduation</p> <p>In point form, on the resumés of key individuals, provide a list of projects completed within the past twelve (12) years before the RFP posting date in which the individual had a key role, worked for a minimum of eight (8) months (per project), and who:</p> <ul style="list-style-type: none"> • Sought or obtained an environmental certification. Indicate which one and the date received (actual or target); • Integrated BIM; • Were completed for a government client. Enter the name of the government client for which the project was completed and the name of a reference person (name, title, telephone number and email address). <p>In that same list, indicate for each project:</p> <ul style="list-style-type: none"> • Project title; • Year the project was completed (substantial completion date, if

	<p>5. The key individual held a key role and worked for a minimum of eight (8) months on a minimum of two (2) projects completed within the last twelve (12) years before the RFP posting date for a government client.</p>	<p>construction is completed) OR description of how at least 75% of the total value of the cost will be completed as of RFP posting date;</p> <ul style="list-style-type: none"> The number of months, including dates (month/year) that the individual worked on the project.
<p>b)</p>	<p>Experience relevant to the role of the identified resource and with projects similar in scope to this project:</p> <ol style="list-style-type: none"> At least 96 months (8 years) experience within the past 15 years in the <u>role</u> for which the key individual is designated; At least eight (8) months experience in completing at least one (1) project using a construction management, design-build method or PPP method, within the past twelve (12) years before the RFP posting date At least eight (8) months' experience in the assigned role, in at least two (2) projects (new construction or major renovation) with a gross area of over 9,000 m², and with a construction cost of at least \$30 million (excluding taxes), within the past twelve (12) years before the RFP posting date; Experience in conducting projects where the design required the integration of the project in a historical district; Experience in conducting projects built on a site characterized by high built density, of which at least 40% of the perimeter is bordered by adjacent buildings. 	<p>Demonstration of the evaluated experience (in number of months) with completed projects. These projects must be submitted on the key individual's resumé (maximum two pages).</p> <p>The following information must be provided for each project:</p> <ul style="list-style-type: none"> Title, client and brief project description, specifying whether it is a new construction or a major renovation; Delivery of completed work (traditional, construction management method, design-build method, PPP, etc.), gross area (in m²) and project construction cost (excluding taxes); Description of the resource's duties and responsibilities for this project, demonstrating how the resource fits in the current proposed role; Dates when the resource participated in this project (in months/years) and total number of months the resource exercised this role for each project; Description of the location of the project (city and / or municipality, province, country), the number of

		<p>adjacent buildings, and the percentage of the periphery of the building which is adjacent to bordering constructions (perimeter bordered by constructions (even if the margin setback is respected) / total perimeter of the building).</p> <ul style="list-style-type: none"> If applicable, description of how the project design took into account the project's integration into a historical district. Include heritage considerations that shaped the design, as well as client or regulatory requirements.
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Table 3.2.3 – Evaluation – Achievements and Experience of Key Individuals in the Proposed Team

Sub-Criterion a)						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
<p>The proposed key individual has none of the stated characteristics.</p> <p>Or</p> <p>No resource submitted</p>	<p>The proposed key individual has only one of the five stated characteristics.</p>	<p>The proposed key individual has two of the five stated characteristics.</p>	<p>The proposed key individual has three of the five stated characteristics.</p>	<p>The proposed key individual has four of the five stated characteristics.</p>	<p>The proposed key individual has five of the five stated characteristics.</p>	/10

Sub-Criterion b)						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
The proposed key individual has none of the stated characteristics. Or No resource submitted	The proposed key individual has only one of the five stated characteristics.	The proposed key individual has two of the five stated characteristics.	The proposed key individual has three of the five stated characteristics.	The proposed key individual has four of the five stated characteristics.	The proposed key individual has five of the five stated characteristics.	/10
Total for each evaluated key individual:						/20
Total rating for criterion 3.2.3 (20 x 12):						/240
Rating for criterion 3.2.3 (240 x (10/240)):						/10

3.2.4 Understanding of the project

The proponent should demonstrate an understanding of the project objectives, the functional and technical requirements, and the constraints and issues that will have an impact on the finished product.

For the purposes of this evaluation, "good understanding" means that the provided answer is complete, logical, feasible, project-specific and consistent with the industry's best practices.

	The following elements will be evaluated in the answer provided:	The following information should be provided:
a)	<ol style="list-style-type: none"> The proponent has a good understanding of the project's main functional and technical requirements. The proponent has a good understanding of the mandate's overall objectives (federal identity, sustainable development, other special characteristics, etc.). 	<p>The proponent describes its understanding of the project, and addresses the following:</p> <ul style="list-style-type: none"> The project's main functional and technical requirements; The mandate's overall objectives (federal identity, sustainable development, other special characteristics, etc.);

	<p>3. The proponent has a good understanding of the client users' mandates and values (CAS and ATSCC).</p> <p>4. The proponent has a good understanding of the project implementation strategy (construction management).</p> <p>5. The proponent provides an overall organization chart for the project and has a good understanding of the duties and responsibilities of project stakeholders.</p>	<ul style="list-style-type: none"> • The client users' mandates and values (CAS and ATSCC); • The project's implementation strategy (construction management); • The duties and responsibilities of project stakeholders, as shown in an overall organization chart for the project.
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Tableau 3.2.4 – Evaluation – Understanding of the Project

0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Pts.
<p>The submission does not contain any information that can be evaluated.</p> <p>Or</p> <p>The proponent does not demonstrate a good understanding of any of the elements of the evaluation criterion.</p>	<p>The proponent demonstrates a good understanding of one of the elements of the evaluation criterion.</p>	<p>The proponent demonstrates a good understanding of two elements of the evaluation criterion.</p>	<p>The proponent demonstrates a good understanding of three elements of the evaluation criterion.</p>	<p>The proponent demonstrates a good understanding of four elements of the evaluation criterion.</p>	<p>The proponent demonstrates a good understanding of five elements of the evaluation criterion.</p>	/10
Total:						/10
Rating for criterion 3.2.4 (10 x (10/10)):						/10

3.2.5 Service Scope and Management

The proponent should demonstrate an ability to deliver the services, tackle the project's challenges and comply with the project's constraints, including the schedule and the budget. The proponent should also demonstrate how it intends to deliver the required services, and outline how the proposed team will be structured and managed.

For the purposes of this evaluation, "clear and complete" means that the provided answer is complete, logical, feasible, project-specific and consistent with the industry's best practices.

Sub-Criterion	The following elements will be assessed:	The following information should be provided:
a)	<p>The proponent demonstrates a good ability to provide the requested services, and shows that it can comply with the schedule, budget and scope of the project, and manage a multidisciplinary project team, and in that regard, provides the following elements:</p> <ol style="list-style-type: none"> 1. A clear and complete list of services; 2. A clear and complete project schedule; 3. A clear and complete schedule management strategy; 4. A clear and complete strategy for managing the project costs; 5. A clear and complete risk management strategy. 	<p>Scope of services and work plan that are specific to the project and include a detailed list of services that must be delivered by the proponent, including disciplines that the services involve and responsible key individuals.</p> <p>Schedule for the proposed project, showing key services to be provided and critical milestones, from when the proponent's contract is awarded until the end of the project.</p> <p>A project schedule management strategy that reflects the construction management approach and proposed methodology in order to meet the project's delivery date and achieve critical milestones.</p> <p>A project cost management strategy that reflects the construction management approach and proposed methodology in order to stay within the overall construction budget.</p> <p>A risk management strategy consistent with the services to be provided, including the availability of resources, service continuity and fulfilment of duties and responsibilities.</p>
b)	<p>The proponent demonstrates that it has the necessary resources to properly manage the services to be provided and is able to meet the specific</p>	<p>Provides an organization chart for the proposed project team that includes the names of proposed resources, their duties and responsibilities, names of the respective firms and disciplines, and names</p>

	<p>requirements of the project by submitting the following:</p> <ol style="list-style-type: none"> 1. A clear and complete organization chart for the proposed project team; 2. The duties, responsibilities and special assignments of key individuals are provided, and are clear and complete; 3. A clear and complete strategy describing how the proponent plans to provide a series of complete and detailed construction documents broken down into packages; 4. A clear and complete communications strategy; 5. A clear and complete strategy showing how services will be provided efficiently and without transfer delays. 	<p>of persons who will fill in key individuals (see Section 3.2.3).</p> <p>If applicable, this organization chart should outline the joint venture and the division of responsibilities.</p> <p>Provide a description of the duties, responsibilities and special assignments of key individuals (see Section 3.2.3).</p> <p>Provide a description of the strategy describing how the proponent intends to provide a series of complete and detailed construction documents for the purposes of a construction management project where plans and specifications are provided in construction packages and where the schedule includes critical milestones that must be achieved.</p> <p>Provide a description of the communications strategy within the proponent's team, with PWGSC, the Construction Manager, and any other major stakeholder. Include a diagram of the lines of communication and the reporting structure to be respected.</p> <p>Provide a description of the strategy showing how the proponent will provide the services promptly, particularly during the construction phase, and how employees would be replaced, if necessary (including knowledge transfers).</p>

Table 3.2.5 – Evaluation – Scope and Management of Services

Sub-Criterion a)						
0 point	2 points	4 points	6 points	8 points	10 points	Maximum Number of Points
The proponent does not demonstrate any element clearly and completely. Or No element submitted.	The proponent demonstrates only one of the five stated elements clearly and completely.	The proponent demonstrates two of the five elements clearly and completely.	The proponent demonstrates three of the five stated elements clearly and completely.	The proponent demonstrates four of the five stated elements clearly and completely.	The proponent demonstrates five of the five stated elements clearly and completely.	/10
Sub-Criterion b)						
0 point	2 points	4 points	6 points	8 points	10 points	Maximum Number of Points
The proponent does not demonstrate any element clearly and completely. Or No element submitted.	The proponent demonstrates only one of the five stated elements clearly and completely.	The proponent demonstrates two of the five elements clearly and completely.	The proponent demonstrates three of the five stated elements clearly and completely.	The proponent demonstrates four of the five stated elements clearly and completely.	The proponent demonstrates five of the five stated elements clearly and completely.	/10
Total per sub-criterion:						/20
Total for sub-criteria a) and b) (20 x 2):						/40
Rating for criterion 3.2.5 (40 x (10/40)):						/10

3.2.6 Design philosophy, approach and methodology

The overall design philosophy, approach and methodology that the team intends to use to resolve design issues in this project will be evaluated.

For the purposes of this evaluation, “suited” means that the provided answer is complete, logical, feasible, project-specific and consistent with the industry’s best practices.

	The following elements will be evaluated in the provided answer:	The following information should be provided:
a)	<ol style="list-style-type: none"> 1. The proponent’s design philosophy, approach and methodology are all submitted. 2. The proponent’s design philosophy is suited to the project. 3. The proponent’s design approach is suited to the project. 4. The proponent’s design methodology is suited to the project. 5. The proponent provides an example of how the proposed design philosophy, approach and methodology take the IDP approach and the project decision constraints into consideration. 	<p>A description of the proponent’s design philosophy, approach and methodology for this specific project that take the required services stated in the mandate into account.</p> <p>An example of how the proposed design philosophy, approach and methodology will take the IDP approach and the project decision constraints into consideration.</p>

Table 3.2.6 – Evaluation – Design Philosophy, Approach and Methodology

0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
<p>The bid does not contain any information that can be evaluated.</p> <p>Or</p> <p>The proponent does not provide any information to meet the evaluation criterion.</p>	<p>The proponent's answer meets one element of the evaluation criterion.</p>	<p>The proponent's answer meets two elements of the evaluation criterion.</p>	<p>The proponent's answer meets three elements of the evaluation criterion.</p>	<p>The proponent's answer meets four elements of the evaluation criterion.</p>	<p>The proponent's answer meets five elements of the evaluation criterion.</p>	/10
Total:						/10
Rating for criterion 3.2.6 (10 x (10/10)):						/10

3.2.7 Design vision for the project (design criterion)

This criterion is used to evaluate the degree to which the proponent, in accordance with its design vision, is able to adhere to the key design principles associated with this project.

The submitted design vision will in no way limit the future development of the project design once the contract is awarded. This criterion was developed in order to determine whether the project team is able to develop a strong concept that meets the project specifications.

For the purposes of this evaluation, “properly addresses” means that the provided answer is complete, logical, feasible, project-specific and consistent with the industry’s best practices.

	The following elements will be evaluated in the provided answer:	The following information should be provided:
a)	<p>This criterion is used to evaluate the degree to which the design vision is able to adhere to the key design principles associated with this project. The following elements will be evaluated:</p> <ol style="list-style-type: none"> 1. The submitted design vision properly addresses the requirements for space flexibility and changing user priorities. 2. The submitted design vision properly addresses the urban context and the heritage character of the area. 3. The submitted design vision properly addresses the functional and technical program requirements. 4. The submitted design vision properly addresses the intended judicial uses of the building to be constructed in the project. 5. The submitted design vision properly addresses the desire for the project outcome to be a building of optimal and exemplary architectural quality. 	<p>Provide the design vision for the project and demonstrate how this design vision addresses each following design principles:</p> <ol style="list-style-type: none"> 1. Space flexibility, to take into account changing user priorities (possibility of converting spaces for other uses over time, based on new ways of doing things, and user priorities or requirements). 2. The urban context and the heritage character of the area, as well as the buildings surrounding the land. 3. Functional and technical program requirements. 4. The intended judicial uses of the building. 5. The desire for the project outcome to be a building of optimal and exemplary architectural quality.

Table 3.2.7 – Evaluation – Design Vision for the Project						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Points
The bid does not contain any information that can be evaluated. Or The proponent does not provide any information to meet the evaluation criterion.	The submitted design vision properly addresses one element of the evaluation criterion.	The submitted design vision properly addresses two elements of the evaluation criterion.	The submitted design vision properly addresses three elements of the evaluation criterion.	The submitted design vision properly addresses four elements of the evaluation criterion.	The submitted design vision properly addresses five elements of the evaluation criterion.	/10
Total:						/10
Rating for criterion 3.2.7 (10 x (10/10))						/10

3.2.8 Oral presentation

This project requires increased coordination among a large number of diverse stakeholders, including designers from various disciplines and with various specialties, and several agencies within the federal government, as well as extensive consultations with entities from other communities and organizations. The purpose of the presentation is to assess the proponent's interdisciplinary coordination and stakeholder management skills, as well as the proponent's communication and public presentation skills. The presentation will be given in the same language as that of the proposal submitted.

Beginning, proponent's preparation and introduction of persons present: 5 minutes

Proponent's presentation: 20 minutes

Questions and answers: 10 minutes

The evaluation team present during the oral presentations will be composed of the three evaluators who are members of the evaluation committee as well as a backup evaluator. The assessment completed by the backup evaluator will only be considered if one of the three committee evaluators is unable to participate in the consensus committee and must be replaced by the backup evaluator.

The evaluation team will end the presentation when 20 minutes have elapsed.

A maximum of two individuals, acting as the proponent's spokespersons, may participate in the presentation. These spokespersons must be members of the project team described in Appendix A.

For the purposes of this evaluation, "properly addresses" means that the provided answer is complete, logical, feasible, project-specific and consistent with the industry's best practices.

Sub-Criterion	The proponent's presentation will be evaluated based on the following elements:	Topics to be discussed during the presentation:
a)	<ol style="list-style-type: none"> 1. The proponent properly addresses how interdisciplinary coordination will be provided within the project design team. 2. The proponent properly addresses how the employees of <i>all</i> project stakeholders will be managed effectively. 3. The proponent properly addresses how it plans to reach a consensus between stakeholder groups with various priorities. 4. The proponent properly addresses key milestones on the schedule and project-specific issues. 5. The proponent's statements are supported by concrete examples. 	<ul style="list-style-type: none"> ○ How the project team will be able to carry out a high quality interdisciplinary coordination across all disciplines and specialties ○ How all of the project stakeholders will be managed effectively ○ The strategy for reaching a consensus between stakeholders with various priorities ○ Refers to key milestones on the schedule and addresses issues related to IDP, the delivery method (construction management) and implementation by construction packages. ○ To support its answers, the proponent should provide concrete examples from completed projects.
b)	<p>Communication skills: The presentation was clearly expressed, organized and given within the prescribed time frame.</p>	

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Table 3.2.8 – Evaluation – Proponent’s Presentation						
Sub-Criterion a)						
0 point	2 points	4 points	6 points	8 points	10 points	Max. No. of Pts.
The presentation does not contain any information that can be evaluated. Or The proponent did not give an oral presentation.	The proponent’s presentation properly addresses one criterion.	The proponent’s presentation properly addresses two criteria.	The proponent’s presentation properly addresses three criteria.	The proponent’s presentation properly addresses four criteria.	The proponent’s presentation properly addresses five criteria.	/10
Sub-Criterion b)						
0 point	3 points	7 points	10 points		Max. No. of Pts.	
The presentation was neither clearly expressed nor organized. Or The presentation was not given within the prescribed time frame. Or The proponent did not give an oral presentation.	The presentation was neither very clearly expressed nor very organized; however, it was given within the prescribed time frame.	The presentation was somewhat clearly expressed and organized, and was given within the prescribed time frame.	The presentation was very clearly expressed and organized, and given within the prescribed time frame.		/10	
Total per sub-criterion:					/10	
Total for sub-criteria a) and b) (10 x 2):					/20	
Weighted rating for criterion 3.2.8 (20 x (10/20)):					/10	

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3.2.9 Socio-economic criterion – Inclusion of women in the project team

The objective is to increase the number of women in key positions on the consultant team, as described in Appendix A and SRE 3.2.3.

Background

As per her mandate letter,¹ the Minister of Public Services and Procurement Canada is responsible for “continu[ing] the modernization of procurement practices so that they are simpler, less administratively burdensome, user-friendly, deploy modern comptrollership, encourage greater competition and include practices that support our economic policy goals, including innovation, as well as green and social procurement.”

In order to modernize procurement processes, the Government of Canada uses government procurement to advance other environmental, social, economic or innovation objectives.

The socio-economic pillar of procurement modernization is intended to develop initiatives to increase the diversity of bidders on government contracts and improve socio-economic outcomes, particularly for businesses owned or managed by Canadians from under-represented groups, such as women, persons with disabilities and visible minorities.

The purpose of this project is to promote and facilitate the participation of women in the project management team of a firm providing architectural and engineering services.

Socio-economic criterion – inclusion of women in the project team

The purpose of this criterion is to increase the number of women in key positions on the consultant team, in reference to Appendix A – Team Member Identification Form

Information to be provided

The proponent should identify women who hold key positions from among the key positions listed in Appendix A – Team Member Identification Form. The proponent should provide this information by completing Appendix B – Certifications Form – Criterion for Including Women. Only information gathered voluntarily and provided in Appendix B will be considered for evaluating this criterion.

¹ Minister of Public Services and Procurement Mandate Letter, December 2019.
<https://pm.gc.ca/en/mandate-letters/2019/12/13/minister-public-services-and-procurement-mandate-letter>

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Table 3.2.9 – Evaluation – Inclusion of Women in the Project Team

0 point	6 points	10 points	Maximum Number of Points
39% or fewer women, compared with the total number of key individuals whose gender is identified Or No information provided	40% to 49% of women, compared with the total number of key individuals whose gender is identified	50% or more women, compared with the total number of key individuals whose gender is identified	/10
Total:			/10
Rating for criterion 3.2.9 (10 x (10/10)):			/10

3.3 EVALUATION AND RATING

Only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Technical Criterion	Weight Factor	Rating	Weighted Rating
3.1.1 Achievements of Proponent	1.5	0 - 10	0 - 15
3.1.2 Achievements of Key Sub-consultants / Specialists	1.5	0 - 10	0 - 15
3.2.3 Achievements of Key Personnel on Projects	2.0	0 - 10	0 - 20
3.2.4 Understanding of the Project	1.0	0 - 10	0 - 10
3.2.5 Scope and Management of Services	1.0	0 - 10	0 - 10
3.2.6 Design Philosophy / Approach / Methodology	1.0	0 - 10	0 - 10
3.2.7 Design Vision for the Project	1.0	0 - 10	0 - 10
3.2.8 Oral Presentation	1.0	0 - 10	0 - 10
Technical Rating	10.0		0 - 100

Socio-Economic Criterion	Weighting Factor	Rating	Weighted Rating
3.2.9 Inclusion of women in the project team	10.0	0-10	0-100
Socio-Economic Criterion rating			0-100

Combined Rating	Possible Range	% of Total Rating	Rating (Points)
Technical rating	0-100	85	0-85
Socio-Economic Criterion rating	0-100	5	0-5
Combined rating		90	0-90

To be considered further, proponents must achieve a minimum Combined Rating of forty-five (45) points out of the ninety (90) points available as specified above.

No further consideration will be given to proponents not achieving the pass mark of forty-five (45) points.

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SRE 4 PRICE OF SERVICES

The price proposals of all responsive proposals obtaining the pass mark of forty-five (45) points will be examined after the technical evaluation. When there are three or more responsive proposals, an average price is established by adding all the price proposals and dividing the sum by the number of open price proposals. This calculation will not be made if one or two responsive proposals are received.

All price proposals that exceed the average price by more than twenty-five percent (25%) will be rejected and given no further consideration.

The remaining price proposals will be scored as follows:

- A. The lowest price proposal will receive a price rating of 100.
- B. The second, third, fourth and fifth lowest price proposals will receive a price rating of 80, 60, 40 and 20, respectively. All other price proposals will receive a price rating of 0.
- C. On the rare occasions where both (or several) price proposals are identical, the matching price proposals will receive the same rating and the corresponding number of following ratings will be skipped.

The price rating will be multiplied by the applicable percentage to establish the price score.

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SRE 5 TOTAL SCORE

The total scores will be calculated as follows:

Score	Possible Range	% of Final Score	Score (Points)
Technical score	0–100	85	0–85
Socio-economic score	0–100	5	0–5
Price rating	0–100	10	0–10
Total score		100	0–100

The proponent receiving the highest total score is the first entity that the evaluation board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

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SRE 6 SUBMISSION REQUIREMENTS – CHECKLIST

The following list of documents and forms is provided to help proponents make a complete submission. Proponents is responsable for meeting all submission requirements.

Please follow the detailed instructions set out in General Instructions 16 (GI16).

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

epost Connect Proposal:

- Proposal - one (1) electronic document attached to the message
- Price Proposal Form – one (1) Price proposal Form completed and submitted in a separate electronic document in Excel format attached to the message

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TERMS, CONDITIONS AND CLAUSES

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - General Condition (GC) 3 - Consultant Services
 - General Condition (GC) 4 - Intellectual Property
 - General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - General Condition (GC) 6 - Changes
 - General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - General Condition (GC) 9 - Indemnification and Insurance
 - Supplementary Conditions
 - Agreement Particulars
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) the Security Requirements Check List (SRCL);
 - (f) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (g) the proposal, the Declaration/Certifications Form and the Price Proposal Form.

2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The General Conditions can be found in Appendix F – General Conditions – Architecture and/or Engineering Services.

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3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
- (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (c) this Agreement clause;
- (d) Supplementary Conditions;
- (e) General Terms, Conditions and Clauses;
- (f) Agreement Particulars;
- (g) Project Brief / Terms of Reference;
- (h) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
- (i) the document entitled "Security Requirement Check List";
- (j) the proposal.

4. In the event of ambiguity, conflict or inconsistencies between any provision in this agreement, any provision establishing a standard of safety, quality, reliability, durability, performance or service that is superior or more rigorous will take precedence over a provision that sets a standard of safety, quality, reliability, durability, performance or service that is inferior or less stringent.

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SUPPLEMENTARY CONDITIONS (SC)

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

The following security requirement (SRCL and related clauses) applies and form part of the Agreement.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No EF926-210206

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Appendix E;
 - b) Industrial Security Manual (Latest Edition).

SC2 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages.

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3. The Consultant's services during construction shall be provided in the language of choice of the Construction Manager. The successful Construction Manager will be asked to commit to one or other of Canada's official languages upon award of the Construction Management Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Direct communications with other stakeholders and partners should be in the official language of choice of these stakeholders. Meetings including the Construction Manager, other stakeholders and partners will be conducted in French.
5. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
6. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

SC3 PERIOD OF CONTRACT

The Consultant shall perform the complete services described in the Project Brief / Terms of reference by November 30, 2027.

SC4 CONSTRUCTION COST LIMIT

1. The Construction Cost Limit is \$ 85 000 000.00 (Applicable Taxes extra).
2. In accordance with GC 3.11 Cost Control, throughout Project Development, the Construction Cost Estimate prepared by the Consultant shall not exceed the Construction Cost Limit as specified above. This disclosure of available funds does not commit Canada to pay Consultant fees based on such an amount.

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SC5 INCLUSION OF WOMEN IN THE PROJECT TEAM

In the event of changes in the consultant's team, a key person whose gender is identified in Appendix B, Certification Form - Criteria for Inclusion of Women, should be replaced by a woman and under the terms of the CG3.10 Changes in the consultant's team. If the consultant is unable to find a woman as a replacement resource, he or she will have to demonstrate that he or she has made reasonable efforts to achieve this. Canada reserves the right to accept a resource of different gender.

SC6 HOURLY RATES ESCALATION BASED ON CONSUMER PRICE INDEX (CPI)

1. Starting with Contract year three (3), the hourly rates identified in Price Proposal Form (Appendix C) - will be adjusted annually on the start date of each new Contract year based on the annual average percentage increase (decrease) in the monthly index of the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published by Statistics Canada for the Province of Quebec, for the 12-month (see example below) period ending three (3) months prior to the new Contract year start date.

Table : 18-10-004-01 Consumer Price Index, monthly, not seasonally adjusted :
https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401&pickMembers%5B0%5D=1.11&request_locale=en

For example, if the contract start date was April 10, 2017 then at the start of Contract year three (3) (i.e. April 10, 2019), the Contract year one (1) hourly rates would be increased by 1.3% based on the following assumptions:

% Change in index of the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published by Statistics Canada for the Province of Quebec

February 2018	1.1%
March 2018	1.2%
April 2018	0.9%
May 2018	0.9%
June 2018	1.1%
July 2018	1.0%
August 2018	1.4%
September 2018	1.6%
October 2018	1.6%
November 2018	1.7%
December 2018	1.5%
January 2019	1.7%

Average : 15.7% / 12 (month = 1.3%)

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For clarity purposes, the adjustment of the hourly rates for the fourth contract year and the following contract years will be determined based on the adjusted hourly rates used during the previous contract year. For example, for the fifth contract year, the adjustment of the hourly rates will be based on the adjusted hourly rates used during the fourth contract year.

2. Canada will make the adjustment, in accordance with paragraph 1, effective on the anniversary date of the applicable contract, and will send a notice to the Contractor indicating the percentage adjustment of hourly rates prior to the Contract anniversary date.

SC7 INTERNSHIP IN ARCHITECTURE OR ENGINEERING FOR AN ABORIGINAL PERSON

The Government of Canada's Procurement Strategy for Aboriginal Business (PSAB) is a growth tool that promotes the acquisition of experience, the development of skills and the creation of partnerships in the Aboriginal business sector, all while permitting the government's main objective to obtain goods and services at market prices. The PSAB is also supported by an Indigenous Participation Components (IPC) and the Aboriginal Workforce Participation Initiative.

You can find more information on the PSAB at: <https://www.aadnc-aandc.gc.ca/eng/1354798736570/1354798836012>

The Aboriginal Workforce Participation Initiative offers advocacy activities aimed at informing and educating employers on the benefits of hiring Aboriginal people, supporting partnerships with various stakeholders to build employers' ability to recruit, promote and retain Aboriginal employees, and at bringing employers together with existing and potential Aboriginal employees as well as other parties.

In order to achieve the Government of Canada's goals of encouraging Aboriginal socio-economic development through federally funded opportunities, this project includes an IPC through the creation of a workplace internship during the contract.

Internship in architecture or engineering for an aboriginal person:

Before the end of the contract date stipulated in the supplementary condition SC3 Duration of the contract, the consultant or one of their sub-consultants must have provided a paid internship opportunity, of a minimum duration of ten weeks, to an Indigenous person ^{Note 1}.

Educational institutions' co-op placement internships are acceptable. Internships consistent with a Government of Canada program to increase the participation of

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Aboriginal youth in educational and labor market opportunities, including the First Nations and Inuit Summer Work Experience Program, the Canada Summer Jobs Program and the Skills Link Programm are also acceptable. You can find more information on these programs at Canada.gc.ca

Costs related to the internship and its administration are the consultant's responsibility.

The internship environment must allow for the acquisition of experience in architectural or engineering techniques, in architecture, in engineering, or any in other specialty associated with the construction industry and applicable in the proponent's mandate while rendering services for this project.

The rate of pay for the intern hired by the consultant or one of their sub-consultants must equal or exceed the rate of pay for students, corresponding to the intern's level of education, as decreed by the Treasury Board of Canada Secretariat (<https://www.canada.ca/en/treasury-board-secretariat/topics/pay/rates-pay.html>) and may be accompanied by a scholarship.

Working conditions must comply with all applicable legislation at the address where the internship will take place.

Before the end of the contract, the consultant must provide a report demonstrating and attesting to compliance with these requirements, listing the actions taken and summarizing the internship(s).

Note 1: Indigenous intern:

-Full-time or part-time student at a Canadian college or university during the previous and / or current semester and / or following the period of work placement;

-Member of the First Nations, Métis or Inuit attached to one of the northern communities and villages of Quebec, as specified by the Secrétariat aux affaires autochtones du Québec (https://www.autochtones.gouv.qc.ca/nations/liste_communautes_en.htm) or who have demonstrated to be in the process of obtaining status under Canadian law (Indian Act (RSC (1985), c. I-5)).

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SC8 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT

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

AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

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APPENDIX A – KEY TEAM MEMBER IDENTIFICATION

The key individuals to be presented in Appendix A are the same as those who will be assessed under SRE 3.2.3 and considered under SRE 3.2.9.

As on the form on the next page, the proponent must first indicate the names of the firms, and then the names of key persons.

The key individuals are:

- Architect and senior engineers, design leads (mechanical, electrical and structural engineering) (four individuals);
- Project leader for the planning/design phase (in architecture and in mechanical, electrical and structural engineering) (four individuals); and,
- Project leader for the completion/implementation phase (in architecture and in mechanical, electrical and structural engineering) (four individuals).

The positions of design lead, planning/design phase project leader and completion/implementation phase project leader must not be filled by the same person.

Required information: Name of the firm and key individuals to be assigned to the project. The consultant and other members of the consultant team must be or be capable of being accredited, certified or licensed to provide the required professional services, to the fullest extent prescribed by provincial or territorial laws. In the case of a joint venture, identify the existing or proposed legal form of the joint venture (refer to General Instructions, G19 Limitation of Submissions).

The form to be filled out on the next page can be modified if necessary, if there is not enough space available.

See G13 Overview of Selection Procedure. Proponents that bid as a joint venture should indicate clearly that it is a joint venture and provide the information requested in G114 Joint Venture. The proponent must also refer to G19 Limitation of Submissions and G110 Licensing Requirements.

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I. Consultant (the proponent):

Architecture

Name of firm(s) or joint venture:

.....

.....

II. Sub-consultants:

Mechanical Engineering

Name of firm(s):

.....

.....

Electrical Engineering

Name of firm(s):

.....

.....

Structural Engineering

Name of firm(s):

.....

.....

III: Key individuals, firms and provincial professional licensing status and/or professional accreditation:

Architecture

Role	Name of firm	Name of Key Individual	Professional Licence(s) or Accreditation(s)
1. Senior architect acting as design lead			
2. Project leader for the planning/design phase			
3. Project leader for the completion/implementation phase			

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Mechanical Engineering

Role	Name of Key Individual	Professional Licence(s) or Accreditation(s)
1. Senior engineer acting as design lead		
2. Project leader for the planning/design phase		
3. Project leader for the completion/implementation phase		

Electrical Engineering

Role	Name of Key Individual	Professional Licence(s) or Accreditation(s)
1. Senior engineer acting as design lead		
2. Project leader for the planning/design phase		
3. Project leader for the completion/implementation phase		

Structural Engineering

Role	Name of Key Individual	Professional Licence(s) or Accreditation(s)
1. Senior engineer acting as design lead		
2. Project leader for the planning/design phase		
3. Project leader for the completion/implementation phase		

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

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

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

Federal Contractors Program for Employment Equity - Certification

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Proponent certifies having no work force in Canada.
- A2. The Proponent certifies being a public sector employer.
- A3. The Proponent certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

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

A5. The Proponent has a combined work force in Canada of 100 or more employees;
and

() A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

() B1. The Proponent is not a Joint Venture.

OR

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

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

Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, proponents must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

Name of Proponent:

DECLARATION:

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

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

During proposal evaluation period, PWGSC contact will be with the following person: _____.

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

E-mail: _____

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM INCLUSION OF WOMEN IN THE PROJECT TEAM

Voluntary Self-Attestation Form

EPEP 3.2.4 -Social criterion: Inclusion of women in key position within the project team:

Public Services and Procurement Canada (PSPC) aims to increase the number of women in key positions on the consultant team.

This form is designed to collect information with regards to the women in key positions in order to comply with the point rated social criterion "Inclusion of women in key position within the project management team.

Your response is voluntary and you may choose to NOT RESPOND. However, the score of zero will be assigned for this criterion.

The information you provide will be used to evaluate the criterion mentioned above.

Step 1: Complete the table in section 1.

Step 2: Sign and date the form in section 3 and return it with your proposal.

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1. **PLEASE COMPLETE THE FOLLOWING TABLE :**

The self-attestation form is a voluntary form within the procurement process. The form will not be shared with third parties outside government.

Among the twelve key positions as per Annex A, identify key positions held by women. For each key position held by a woman, fill in columns D and E.

A	B	C	D	E
No	Key Position	Key Position held by a Woman (Yes or No)	Family Name (only if the key position is held by a woman)	Given Name and Initial (only if the key position is held by a woman)
1	Senior architect acting as design lead - Architecture			
2	Project leader for the planning/design phase - Architecture			
3	Project leader for the completion/implementation phase - Architecture			
4	Senior engineer acting as design lead - Mechanical			
5	Project leader for the planning/design phase - Mechanical			
6	Project leader for the completion/implementation phase - Mechanical			
7	Senior engineer acting as design lead - Electrical			
8	Project leader for the planning/design phase - Electrical			
9	Project leader for the completion/implementation phase = Electrical			
10	Senior engineer acting as design lead - Structure			
11	Project leader for the planning/design phase - Structure			
12	Project leader for the completion/implementation phase - Structure			

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2. By submitting the form to the Contracting Authority, the proponent certifies that the information provided is true as of the date indicated below. The self-attestation provided to Canada are subject to verification at any time during bid evaluation and also during the lifetime of the contract.
3. Upon the request of Canada, I agree to provide evidence supporting any of the compliance requirements described above.

Signature of the Proponent

Date

Validation process

1. Each woman has voluntarily declared her gender status by completing the self-attestation form.
2. Audits can be conducted during the life cycle of the contract to validate that the information provided is true and to ensure suppliers are complying with the requirements.

Audit Process

1. It is the Consultant's duty to ensure continuous compliance with the certification provided. The certification is subject to verification by Canada at any given time during the period of the contract. If the certification is found to be untrue Canada will declare a bid non-responsive or will declare a vendor in default, whether made knowingly or unknowingly during the bid evaluation period or during the contract period.
2. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements or failing to produce satisfactory evidence to Canada regarding the requirements of the self-attestation, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts; and/or termination of any contract awarded pursuant to the firm.

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APPENDIX C - PRICE PROPOSAL FORM

THE PRICE PROPOSAL FORM IS ATTACHED IN EXCEL FORMAT IN THE REQUEST FOR PROPOSAL

INSTRUCTIONS

- 1. Complete price proposal form in EXCEL and submit with the Proponent's name, Solicitation Number, and "Price Proposal Form" mention.**
- 2. Price proposals are not to include GST/HST and will be evaluated in Canadian Dollars.**
- 3. Proponents are not to alter or add information to the form.**

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APPENDIX D – DOING BUSINESS WITH PWGSC DOCUMENTATION AND DELIVERABLES MANUAL

Attached – PDF Document

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APPENDIX E - Security Requirements Check List

Attached – PDF Document

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APPENDIX F – GENERAL CONDITIONS – ARCHITECTURE AND ENGINEERING SERVICES

Attached – PDF Document



**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		Région du Qc, Biens immobiliers
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Services d'architecture et de génie pour le projet de construction du NCJM		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL	SECRET	TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	SECRET		A	B	C	CONFIDENTIEL	SECRET	TRÈS SECRET	
Information / Assets / Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat EF926-210206
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Tremblay, Stephanie Helen	Title - Titre Gestionnaire de projet	Signature Tremblay, StephanieHelen n	Digitally signed by Tremblay, StephanieHelen Date: 2020.06.10 22:24:06 -04'00'
--	---	---	--

Telephone No. - N° de téléphone 514-826-8621	Facsimile No. - N° de télécopieur 514-496-2354	E-mail address - Adresse courriel stephaniehelen.tremblay@tpsgc-pwgsc.gc.ca	Date 2020/06/10
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel	Title - Titre SO	Signature Fleury, JeanMichel	Digitally signed by Fleury, JeanMichel Date: 2020.07.08 13:38:48 -04'00'
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Telephone No. - N° de téléphone 819-639-9758	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel jean-michel.fleury@tpsgc-pwgsc.gc.ca	Date
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Antille, Roxanne	Digitally signed by Antille, Roxanne Date: 2020.07.09 08:57:05 -04'00'
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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