



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE



Government
of Canada

Gouvernement
du Canada

Canada

DESIGN COMPETITION – PHASE 1

REQUEST FOR QUALIFICATIONS

Global Affairs Canada Commemorative Artwork



TABLE OF CONTENTS

1.0	INTRODUCTION.....	3
2.0	OVERVIEW	4
3.0	PROJECT VISION	5
4.0	LOCATION.....	6
5.0	BUDGET.....	10
6.0	DESIGN COMPETITION PROCESS.....	11
7.0	ELIGIBILITY	12
8.0	HONORARIUM AND TRAVEL REIMBURSEMENTS.....	12
9.0	PHASE 1 — SUBMISSION REQUIREMENTS.....	13
10.0	PHASE 1 — CONDUCT OF EVALUATION	14
11.0	PHASE 1 — SUBMISSION GUIDELINES	15
12.0	PHASE 2 — OVERVIEW	16
13.0	KEY DATES	17
14.0	INQUIRIES	18
ANNEX A	MANDATORY REQUIREMENTS AND RATED CRITERIA FOR PHASE 1	19
ANNEX B	ADDITIONAL INFORMATION	20

1.0 INTRODUCTION

The Department of Canadian Heritage, on behalf of the Government of Canada, is inviting teams of professional artists, landscape architects, architects, and other urban design professionals to submit their credentials and examples of prior work for the first part of a two-phase national design competition to create the Global Affairs Canada Commemorative Artwork.

Located on the grounds of the John G. Diefenbaker Building at 111 Sussex Drive in Ottawa, this commemorative artwork will be a lasting tribute to the employees of the Government of Canada working in Global Affairs Canada missions abroad. The Government of Canada is therefore seeking design teams to create a moving and thought-provoking commemorative artwork that will provide a space for individual reflection and collective remembrance.

PARTICIPANTS

Global Affairs Canada (GAC) is the federal department mandated with the establishment, in Canada's Capital Region, of the Global Affairs Canada Commemorative Artwork.

The Department of Canadian Heritage (PCH) is the federal department responsible for new commemorative works on federal lands in Canada's Capital Region. PCH is responsible for the design competition and overall management of this monument project on behalf of GAC.

The National Capital Commission (NCC) is the federal agency responsible for federal land use and design approval for new commemorative works on federal lands in Canada's Capital Region. The NCC will award the contract for the design of the commemorative artwork to the winning design team, manage the design development of the winning concept, oversee required federal approvals and manage all construction work on site.

2.0 OVERVIEW

This national design competition is open to design teams composed of professional, practising artists, landscape architects, architects and other urban design professionals. While PCH welcomes the participation of international competitors, each team must be led by a Canadian citizen or a permanent resident.

This is the first phase of a two-phase competition: the Request for Qualifications (Phase 1) will evaluate qualifications to create a shortlist of up to four design teams. The Request for Proposals (Phase 2) will invite the finalist teams to develop design concepts from which a winning proposal will be selected.

The winning team of Phase 2 will be recommended to the NCC for a contract to develop and detail all design work and prepare associated construction tendering drawings and specifications, and ensure follow-ups during the construction and installation phases of the project. A separate contract may be awarded to the artist for the fabrication of specific artistic elements, depending on the design.

The total all-inclusive budget for the design, fabrication and construction of the commemorative artwork will be no less than **\$2,611,250** (excluding applicable taxes).

An expert jury is being assembled for this competition. The jury will play an advisory role to the Minister of Canadian Heritage, as minister responsible for commemorative monuments on federal lands in Canada's Capital Region, and the Minister of Global Affairs, who will be jointly responsible for endorsing the jury's selection of the winning design.

The team's submission must include the following documents:

- a letter of interest
- a résumé for each team member with references
- images and information about previous built projects of a similar nature

The deadline for receipt of submissions is **Wednesday, December 16, 2020, at 3 p.m. (EST)**.

The unveiling of the commemorative artwork is planned for fall 2024.

3.0 PROJECT VISION

BACKGROUND

Employees of the Government of Canada working in Global Affairs Canada missions abroad, including locally-engaged staff, support, promote and defend Canadian interests and values. Working in 178 missions around the world, these representatives of Canada manage diplomatic relations with international governments, advance Canadian foreign policy priorities and foster economic opportunities for Canada in the global marketplace. They provide humanitarian assistance to local populations in times of crises, allocate funding to development projects, work to eradicate poverty, and are the first point of contact for Canadians who need assistance when traveling overseas. Most are employed in Canadian government offices abroad on behalf of all Government of Canada departments and manage the day-to-day operations of embassies and consulates. Others are involved in delivering services directly in the field.

Employees of the Government of Canada posted in Canadian missions abroad often cite the chance to travel and experience different cultures as the greatest benefits of being posted overseas. However, some of the more difficult realities of foreign postings can temper their enjoyment of these opportunities. Canadian representatives abroad, along with their locally-engaged colleagues, can face safety, security and health risks while carrying out their responsibilities. Illness, kidnappings, serious injuries and death are a real risk in some areas abroad. Canadian employees can also find themselves separated from their families for extended periods while posted in distant locales. Although immediate family members can move with these representatives, this also involves sacrifices by spouses and children who leave family, friends and sometimes careers, behind.

PROJECT VISION

The Global Affairs Canada Commemorative Artwork will be a lasting tribute to employees of the Government of Canada working in Global Affairs Canada missions abroad. It will recognize the dedication of and the sacrifices made by such individuals and their families in their service to Canada.

PROJECT OBJECTIVES

This commemorative artwork installation will:

- offer a publicly accessible place of reflection and remembrance of the many sacrifices made by those who have served Global Affairs Canada abroad and their families;
- explicitly recognize and honour employees of the Government of Canada who served Global Affairs Canada and died in their service to their country by inscribing their names within the artwork so that all who visit can pay tribute to their sacrifice;
- foster a sense of connection between those who visit the artwork and those who served Global Affairs Canada and their families.

4.0 LOCATION

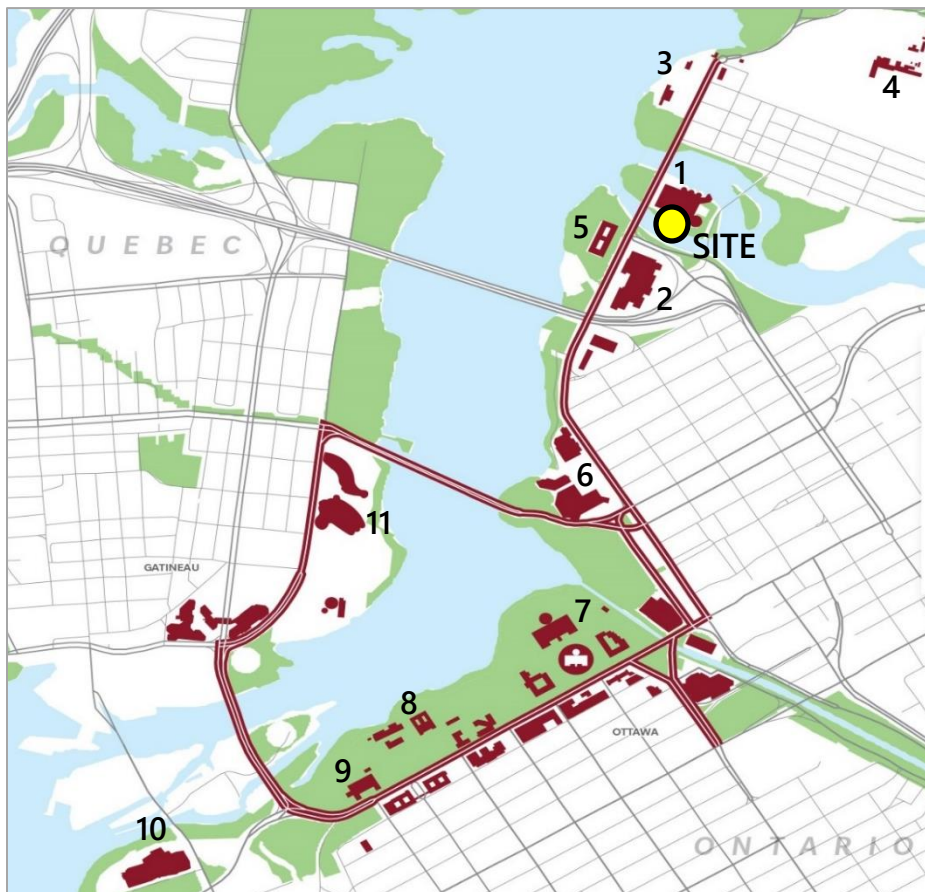
CANADA'S CAPITAL REGION

Canada's Capital Region hosts many of the nation's most important political and cultural institutions, as well as a rich diversity of national monuments and symbols. They reflect, celebrate and commemorate people, events and achievements that have significance and value for our country. These monuments, regardless of their commemorative theme, often become a permanent influential element in the urban landscape, capable of shaping the civic realm by uniting history, territory and collective memory. In this respect, the Global Affairs Canada Commemorative Artwork will greatly enrich the visitor experience of the Capital.

CONFEDERATION BOULEVARD

Confederation Boulevard is the Capital's ceremonial route linking many of the national attractions and symbols through a unified and distinctive aesthetic approach. This discovery route is located within the Capital's core area, and encircles the downtown areas of the cities of Ottawa and Gatineau on both sides of the river.

The Global Affairs Canada Commemorative Artwork site lies adjacent to Sussex Drive, which is on the international sector of Confederation Boulevard linking Rideau Hall with Parliament Hill.



Key Federal Institutions

1. John G. Diefenbaker Building (GAC)
2. Lester B. Pearson Building (GAC)
3. 24 Sussex Drive
4. Rideau Hall
5. National Research Council
6. National Gallery of Canada
7. Parliament Hill
8. Supreme Court of Canada
9. Library and Archives Canada
10. Canadian War Museum
11. Canadian Museum of History

Plan of Confederation Boulevard (indicating federal buildings), showing artwork site

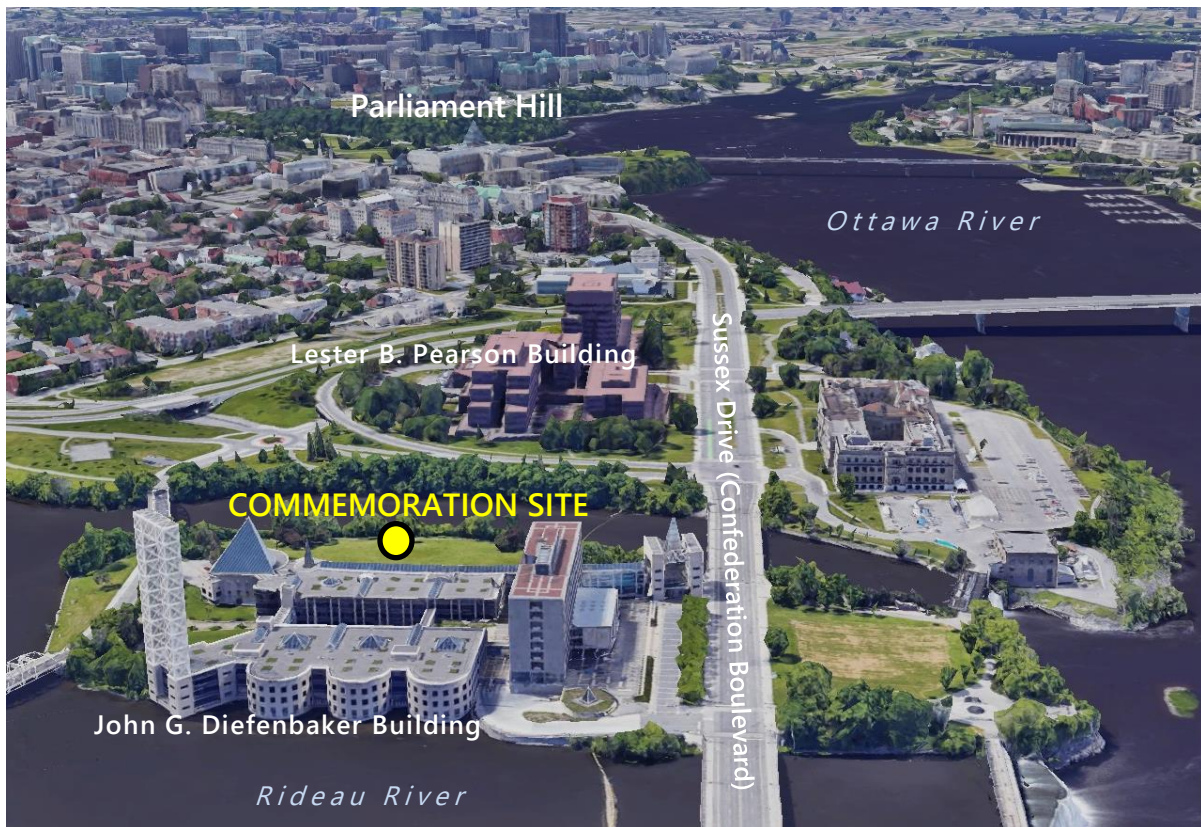
4.0 LOCATION

COMMEMORATIVE CONTEXT

The prestige of Confederation Boulevard and the Ottawa River has drawn many important institutions to the area around the commemoration site. There are many important institutions located nearby, the most prestigious of which is Rideau Hall, the residence of the Governor General of Canada. Other notable institutions include the official residence of Canada's Prime Minister, the Embassy of France and the National Research Council of Canada. Global Affairs Canada occupies two buildings along this section of Confederation Boulevard – the Lester B. Pearson Building and the John G. Diefenbaker Building

This section of Confederation Boulevard features a number of nationally significant commemorations to Canada's military history. A notable exception is *Reflection*, a monument to Canadian aid workers.

Other important landmarks in the area are largely related to the Rideau River and its confluence with the Ottawa River. Chief among these are the Rideau Falls, the historic Minto Bridges and several river-related public parks.



Birdseye view of commemorative artwork site toward Parliament Hill

4.0 LOCATION

COMPETITION SITE

The site reserved for the commemorative artwork located on the open lawn on the southwest side of the John G. Diefenbaker Building at 111 Sussex Drive. The available area for the artwork and associated landscape measures approximately 500 square meters, and will need to accommodate gatherings and small ceremonies with groups of up to 50 people.

The open lawn area is bordered by the Diefenbaker Building on one side and the bank of the Rideau River on the other. The site can be

accessed from several points inside the Diefenbaker Building as well as from Sussex Drive and Union Street.

The site offers a visual link to the headquarters of Global Affairs Canada – the Lester B. Pearson Building – from vantage points close to the Diefenbaker Building or from the top of the berm. Conversely, the site is just visible from the top floors of the Pearson Building.



Location of the commemorative artwork site, showing recommended placement and extent



View of site towards Diefenbaker Building



View of site towards Pearson Building

4.0 LOCATION

JOHN G. DIEFENBAKER BUILDING

The John G. Diefenbaker Building is on Green Island on the Rideau River, where it flows into the Ottawa River. Opened in 1958, the building was designed by John Bland to serve as Ottawa's City Hall. The building is an important Canadian example of the International Style of architecture and in 1959 was awarded the Massey Medal for

its design. In the early 1990s, Moshe Safdie designed a significant addition to the building, which continued to function as Ottawa's City Hall until 2001. That same year, the building was added to the Canadian Register of Historic Places. The building is now federally owned and is occupied by Global Affairs Canada.



View of the Diefenbaker building from the north
(Credit: JustSomePics - CC BY-SA 3.0, <https://commons.wikimedia.org/w/index.php?curid=34007003>)



View of the Diefenbaker building from the south towards the site (Credit: Jeff Stockhausen)

5.0 BUDGET

The total all-inclusive budget for the design and construction of the commemorative artwork will be no less than **\$2,611,250** (excluding applicable taxes).

A total budgetary envelope of no less than **\$2,275,000** (excluding taxes) has been allocated for the construction of the commemorative artwork and its landscape integration, including remediation of the site.

As a result of Phase 2 of this competition, the design contract, to be awarded by the NCC, will be no less than **\$336,250** (excluding taxes). This will include all fees and costs associated with design development, preparation of final plans and specifications in both official languages, involvement of other specialized professionals, follow-ups on the construction site, and possible design modifications, if required, to respect the budgetary envelope. In addition, a travel allocation of up to **\$20,000** (inclusive of applicable taxes) will be made available and will be negotiated with the successful team, prior to the awarding of the contract.

Please note that the design contract may require the creation and submission of construction drawings stamped by a structural engineer and a landscape architect certified in the province of Ontario.

Depending on the nature of the winning design, the NCC may, if needed, also award a separate contract from the total budgetary envelope for the construction of the commemorative artwork to the artist of the winning design team for the fabrication of artistic elements.

The NCC will be responsible for overseeing site preparation, construction of the commemorative artwork, landscaping, site integration and installation of artistic elements, within the project budget limits.

6.0 DESIGN COMPETITION PROCESS

JURY COMPOSITION

A five-member jury of design professionals, content specialists and stakeholders is being assembled for this competition and will consist of the following:

- an architect or urban planner
- a landscape architect
- an visual arts professional
- a subject matter specialist
- a representative of the families of GAC employees

The jurors will be announced in an addendum to this Request for Qualifications that will be posted on the Government Electronic Tendering Service (www.buyandsell.gc.ca).

PHASE 1 – REQUEST FOR QUALIFICATIONS

Phase 1 of the competition requires design teams to submit evidence of their talent, qualifications and interest in this opportunity. The jury will review and score each eligible submission based on the merits of its letter of interest, résumés and previous experience and work and will select a shortlist of up to four finalist design teams who will be invited to submit proposals for Phase 2 of the competition.

PHASE 2 – REQUEST FOR PROPOSALS

During Phase 2 of the competition, finalist teams will develop a unique and compelling design concept for the commemorative artwork. Teams will be provided a detailed project prospectus that will be used to prepare a design proposal, maquette, presentation materials, budget and schedule. Teams will attend an initial site visit and briefing session hosted by PCH and the NCC during which they will have the opportunity to ask questions about the project and site. Finalist teams will be provided with design guidelines for the project.

Finalists will present their design proposals to the jury and the NCC's Advisory Committee on Planning, Design and Realty (ACPDR). The finalists' presentations will be followed in the evening by a public viewing of their proposals, as well as a private viewing for Global Affairs employees, families and stakeholders. The finalist designs will also be posted online for employee, family, stakeholder and public comment for a limited period.

Before making its selection, the jury will consider comments from ACPDR, a technical review of the proposals by experts in conservation, landscape architecture, engineering and costing, and feedback from employees, families, stakeholders and the public.

The jury's selection of the winning design will be presented to the Minister of Canadian Heritage, as minister responsible for commemorative monuments on federal lands in Canada's Capital Region, and the Minister of Global Affairs Canada.

7.0 ELIGIBILITY

Design teams must meet the following mandatory requirements to be eligible for this competition:

- The design team lead must be a Canadian citizen or permanent resident.
- The team must include a visual artist and a landscape architect. Additional members may include an architect and/or urban designer, or another design practitioner.
- All design team members must be professional and currently practising.

- The design team landscape architect and architect (if applicable) must be licensed, or eligible to be licensed, to provide the necessary professional services to the full extent that may be required by provincial law in the Province of Ontario.

NOTE: PCH may disqualify design teams pursuant to the conflict of interest provisions set out in Annex B.

8.0 HONORARIUM AND TRAVEL REIMBURSEMENTS

There will be no payment for submissions in Phase 1 or for costs thereby incurred.

Each finalist design team who is selected to participate in Phase 2 will be paid an honorarium of **\$15,000** (excluding taxes) for their design work and the creation of a maquette and other presentation materials, and to present their concept. PCH, at its sole discretion, may elect to not pay the honorarium to a finalist design team who withdraws, is deemed to withdraw or does not submit a compliant proposal. Further details about payment will be provided to the finalists at the outset of Phase 2 of the competition.

Each finalist design team will also be reimbursed up to **\$6,000** for authorized travel and living expenses reasonably and properly incurred for two separate trips to Ottawa by up to two team members to attend the site visit and jury presentation, at cost, without any allowance for profit and/or administrative overhead, in accordance with the National Joint Council Travel Directive.

9.0 PHASE 1 — SUBMISSION REQUIREMENTS

The jury will review and score the following required materials:

Letter of Interest (20% of total score)

A succinct letter of interest (approximately two to three pages) explaining why your design team is interested in this opportunity and how your team can rise to the challenge and create something meaningful and unique for this project. The letter should also include the following information:

1. names of the design team lead and other team members
2. description of the role each team member will play in the design and execution of the project
3. whether the team (or parts of the team) has worked together before
4. the telephone number, email address, and citizenship or residency status of the design team lead

NOTE: Upon request during evaluation, the design team lead may be required to submit proof of citizenship or permanent residency.

Team Qualifications and Experience (20% of total score)

A professional résumé for each team member (approximately two to three pages per team member). The résumé should include, at a minimum, the years of experience of the team member, indicate where and when the experience was acquired and mention any professional qualifications or certifications and awards.

Previous Work (60% of total score)

For each team member, a succinct description, with images, of three relevant built projects in which the team member acted in a key role that is equivalent to the role for which that team member is being proposed in this submission.

Examples of previous works should be projects within an urban context, focused on public buildings, public spaces, public monuments and artworks or public structures. Previous work may also have thematic parallels and typological and/or functional similarities with the vision, goals and objectives of the current project.

For each built project, please provide the following information (approximately two pages per project):

1. project title and brief description, including key project requirements
2. design team members' roles in the project
3. initial overall project budget at contract award and completed overall project budget, along with an explanation of variances, if applicable
4. targeted project completion date at contract award and actual project completion date, along with explanation of variances, if applicable
5. photographs of the project
6. awards received, if applicable
7. name and contact information of at least one client reference for the project who can speak to whether the project met their organization's requirements for the project, whether the project was completed according to schedules, and whether the project was completed on budget. This individual may be contacted during the evaluation period.

NOTES: All examples of previous work must have been completed with at least one work completed within the last ten calendar years.

Where multiple team members working had key roles in the same projects, the same project may be submitted for more than one team member. The submission should clearly indicate which team members played a key role in each of the submitted projects, as well as the specific role for each team member.

10.0 PHASE 1 — CONDUCT OF EVALUATION

ASSESSMENT OF SUBMISSIONS

Each submission will first be verified to ensure that it meets the mandatory requirements for eligibility outlined under Section 7.0. Any submission not meeting these requirements will not be considered any further.

The jury will then evaluate and rate all eligible submissions according to the Mandatory Requirements and Rated Criteria provided under Annex A.

NOTE: Team Qualifications and Experience will be evaluated collectively and Previous Work will be evaluated as a body of work. If more than the requested number of relevant built projects are included, only three projects, in the order in which they are presented, will be evaluated.

The jury will select the top-ranked submissions, up to a maximum of four, to proceed to Phase 2 of the competition. PCH will notify all design teams who submitted a response to this Request for Qualifications of the results of Phase 1 of the competition by email.

DISCRETIONARY EVALUATION RIGHTS

PCH may conduct steps of the evaluation in parallel. Even though the evaluation and selection will be conducted in steps, the fact that PCH has proceeded to a later step does not mean that PCH has conclusively determined that a submission has successfully passed all the previous steps.

In conducting its evaluation of the submissions, PCH may, but will have no obligation to, do the following:

- seek clarification from design teams regarding any or all information provided by them with respect to their submission;
- contact any or all references provided in the submission to verify information provided about previous work. Information provided by a reference that differs from the information provided in the submission may be considered by the jury. If the information submitted by design teams cannot be verified, the information may not be evaluated and may receive no credit for the criterion in question;
- request, before award of any contract, specific information with respect to any design team lead's legal status; and
- verify any information provided by design teams through independent research or government resources.

TIME TO RESPOND

Design teams will be given two (2) business days to comply with any request for clarification related to any of the above items. Failure to comply with the request within the specified time limit may result in the submission being declared non-compliant.

If you require additional time, PCH may grant an extension at its sole discretion.

11.0 PHASE 1 — SUBMISSION GUIDELINES

Please ensure that you review the eligibility and submission requirements thoroughly and send a single PDF file titled with the design team lead's last name that should not exceed **14 MB**. This file should contain the following:

- Letter of interest
- Résumés for each design team member
- Three relevant built projects completed by each design team member

IMPORTANT: Submission via e-mail

Please note that because of the present circumstances, PCH Contracting will exceptionally only accept submissions by e-mail. Submissions transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is **14 MB** or more. It is the responsibility of the design team to ensure that their complete e-mail submission is delivered to PCH by the specified date and time. The design team must indicate the Request Number in the e-mail subject line. The e-mail address is the following:

PCH.contracts-contracting.PCH@canada.ca

Request Number: 10192075

Attention: Joëlle Thériault, Procurement and Contract Specialist

DEADLINE

The deadline for receipt of submissions is **Wednesday, December 16, 2020, at 3 p.m. (EST).**

CHANGES TO SUBMISSION

Please note that your submission may be amended provided the amendment is received before the closing date and time.

The amendment must be on letterhead and/or bear a signature that identifies the design team lead. The letter must indicate "AMENDMENT" in the subject line and clearly identify the change(s) to be applied to the original submission. The letter should be scanned and submitted via e-mail following the same guidelines as stated above.

By submitting a submission, design teams confirm that they have read the entire Request for Qualifications and that:

- they consider themselves to meet all the mandatory eligibility requirements outlined in Section 7.0;
 - all information provided is complete, true and accurate; and
 - they agree to be bound by the instructions, clauses and conditions of the Request for Qualifications.
-

12.0 PHASE 2 — OVERVIEW

The Request for Proposals, including the Competition Requirements and Program and Design Guidelines, will be issued only to the finalist design teams at the beginning of Phase 2 of the competition. These documents will provide detailed information about requirements and evaluation criteria.

The finalist design teams will be required to:

- Participate in a site visit and debriefing in Ottawa in April 2021 (date to be confirmed at the start of Phase 2) to explore the site and its context and attend a presentation about the project. There will be an opportunity to ask questions about the project, competition process and site.
- Submit a technical description outlining the design concept and demonstrating its feasibility in October 2021 (dates to be confirmed at the start of Phase 2). This must be accompanied by a two-page statement of design intent provided in both official languages and an informed budget that ensures that the proposal can be built and installed within the identified overall budget and timelines. All support team members or subcontractors and consultants must be identified at this point.
- Also, in October 2021, submit a brief video presenting the team's approach to the commemorative artwork design. The video will be posted on the Canadian Heritage website as part of the online viewing that will be used to gather, family, stakeholder and public input on the finalists' designs.
- Prepare a physical maquette and presentation material for the design concept to present to the jury and ACPDR members in November 2021. Please note that all presentation materials must be received by PCH by no later than noon the day before jury presentation.

- Following the presentation to the jury, attend a private viewing with employees of GAC, families and stakeholders, as well as a public viewing, in November 2021 where all of the finalist design concepts will be showcased to the public. This event will be subject to the City of Ottawa and Province of Ontario Covid-19 bylaws, directives and guidelines. The design concepts and videos will also be posted online for employee, family, stakeholder and public comment for a limited period.

Before making its selection of the winning design team, the jury will consider the following:

- comments from the ACPDR based on the finalist teams' presentation to the jury (for more information on the ACPDR, please visit www.ncc-ccn.gc.ca/committees;
- a technical review of the proposals by a committee of experts in conservation, landscape architecture, engineering and costing; and,
- feedback from employees, families, stakeholders and the public via the viewing events and online posting.

The jury's selection of the winning design will be presented to the Minister of Canadian Heritage, as minister responsible for commemorative monuments on federal lands in Canada's Capital Region, and the Minister of Global Affairs Canada.

Further details about design development requirements will be outlined in the Request for Proposals.

Due to the Covid-19 pandemic, the dates and requirements listed above are subject to change.

13.0 KEY DATES

Phase 1 – Request for Qualifications (PCH)	Completion Date
Deadline for questions	December 9, 2020
Deadline for receipt of submissions	December 16, 2020
Jury review and evaluation period	January 2021
Notification of finalist teams	January 2021

Phase 2 – Request for Proposals (PCH)	Completion Date
Site meeting for design teams, Q&A session	April 2021
Submission of written design proposal and video	October 2021
Presentation of design concept to jury and the ACPDR	November 2021
GAC employees, family, stakeholder and public viewing of design concepts	November 2021
Jury review and evaluation period	November 2021
Design teams notified of results	December 2021

Design Development and Implementation (NCC)	Completion Date
Contract award	February 2022
Detailed design development	March 2023
Fabrication and installation	Summer 2024
Completion of site work/landscape	Fall 2024
Unveiling of Monument	Fall 2024

Dates to be confirmed. Deadlines and other key dates are subject to change at any time. PCH and the NCC will provide reasonable prior notice of any such changes.

Key dates may need to be adjusted given the COVID-19 pandemic. All decisions on these matters will be made in compliance with City of Ottawa and Province of Ontario COVID-19 bylaws, directives and guidelines.

14.0 INQUIRIES

All inquiries, requests for debriefings and other communications should be submitted by email to Joëlle Thériault, Procurement and Contract Specialist, at PCH.contrats-contracting.PCH@canada.ca.

Questions about this Request for Qualifications should be submitted in writing as early as possible. Inquiries received after seven calendar days prior to the closing date may not be answered. To ensure the integrity of the competitive process, all inquiries and their replies will be posted on the Government Electronic Tendering Service (www.buyandsell.gc.ca).

DEBRIEFING

Should your design team desire a debriefing of the evaluation of your submission, you are invited to contact PCH within 15 working days of the notification of the results. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The debriefing may be provided in writing, by telephone or in person. The confidentiality of information relating to other submissions will be protected.

ANNEX A — MANDATORY REQUIREMENTS AND RATED CRITERIA FOR PHASE 1

MANDATORY REQUIREMENTS	Requirement met (Y/N)
<ul style="list-style-type: none"> The design team lead must be a Canadian citizen or permanent resident. 	
<ul style="list-style-type: none"> The design team must include an artist and a landscape architect. 	
<ul style="list-style-type: none"> All design team members must be professionals and currently practising. 	
<ul style="list-style-type: none"> The design team landscape architect and architect (if applicable) must be licensed, or eligible to be licensed, to provide the necessary professional services to the full extent that may be required by provincial law in the Province of Ontario. 	
RATED CRITERIA	MAX POINTS
Letter of Interest (acceptable minimum total of 12 points)	
<ul style="list-style-type: none"> The letter of interest demonstrates an understanding of the current project’s vision, goals and objectives, including the project’s subject matter, scope, importance, and sensitivities. 	10
<ul style="list-style-type: none"> The letter of interest identifies the necessary resources and work relationships and demonstrates commitment and motivation in fulfilling this project’s requirements. 	10
Team Qualifications and Experience (acceptable minimum of 12 points)	
<ul style="list-style-type: none"> Design team members demonstrate that they possess the necessary qualifications and professional experience to meet all requirements associated with such a project. 	20
Previous Work (acceptable minimum total of 36 points)	
<ul style="list-style-type: none"> Examples of previous built work fulfilled project requirements. 	15
<ul style="list-style-type: none"> Examples of previous built work respected project deadlines and budgets, taking into account the provided explanations regarding variances. 	15
<ul style="list-style-type: none"> Examples of previous built work are relevant to the current project. 	10
<ul style="list-style-type: none"> Through examples of previous built work, design team members demonstrate excellence in design, including such factors as creativity, innovation, quality of thought, sustainability, and making a positive contribution to the setting. 	20
SCORING	
Outstanding. Exceeds all of the rated criteria. (100% of the allotted points)	
A sound response. Fully meets the rated criteria. (80% of the allotted points)	
Acceptable minimum level. Meets basic elements of the rated criteria, but with some weaknesses. (60% of the allotted points)	
Falls short of meeting the rated criteria. (40% of the allotted points)	
The response does not address the rated criteria. (20% of the allotted points)	
Did not submit information that could be evaluated. (0% of the allotted points)	

Please note that design teams must achieve the acceptable minimum level of 60% of the allotted points for each of the three required submission materials in order to be further considered.

ANNEX B — ADDITIONAL INFORMATION

COMPENSATION

PCH will not be obligated to reimburse or compensate any competitor for any costs incurred in connection with the preparation of a submission to this Request for Qualifications. All submission materials shall become the property of PCH and will not be returned.

CONFLICT OF INTEREST

Design teams are advised that PCH may reject a submission in the following circumstances:

- if the design team, any of its sub-contractors, any of their respective employees or former employees was involved in any manner in the preparation of this Request for Qualifications or in any situation of conflict of interest or appearance of conflict of interest;
- if the design team, any of its sub-contractors, any of their respective employees or former employees had access to information related to this Request for Qualifications that was not available to other teams and that would, in PCH's opinion, give or appear to give the design team an unfair advantage; or
- candidates and finalists may be deemed to be in conflict by reason of their direct or indirect relationship with PCH, VAC and/or the NCC, the staff or administrators of these organizations (including their ministers, ministerial staff, and members of the NCC Board of Directors and ACPDR), or with a member of the jury, through direct family links, dependants or active professional relationships, during the course of the competition.

It is within PCH's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists. Design teams who are in doubt about a particular situation should contact PCH, as per Section 14.0 Inquiries, before the RFQ closing date and time.

CANCELLATION

PCH may accept or reject any, or all, submissions. Should PCH be of the opinion that there is an insufficient number of qualified design teams after Phase 1 to permit a competition in Phase 2, PCH reserves the right to cancel Phase 2, or to modify the requirements and re-publish the Request for Qualifications of Phase 1.

LIABILITY FOR ERRORS

While PCH has made considerable efforts to ensure an accurate representation of information in this Request for Qualifications, the information contained therein is supplied solely as a guideline for competitors. The information is not guaranteed or warranted accurate by PCH, nor is it necessarily comprehensive or exhaustive.

Nothing in this Request for Qualifications is intended to relieve competitors from forming their own opinions and conclusions regarding the matters that it addresses.

RESULTING CONTRACT CLAUSES

PCH's terms and conditions shall form part of the contracts awarded to the finalist design teams at Phase 1 of this competition.

The NCC's terms and conditions shall form part of the contract awarded to the winning design team.

INTEGRITY PROVISIONS

Finalist design teams must comply with the Government of Canada's [Code of Conduct for Procurement](#).

Declaration of Convicted Offences

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

Required Documentation

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