



Recommissioning of K.W. Neatby Development and Research Center (Building no.20), Ottawa, Ontario

AMENDMENT 001

This amendment is issued to change and replace the Appendices 1 - Evaluation Criteria and 2 - Financial Proposal. All other terms and conditions remain the same.

AT APPENDIX 1 - EVALUATION CRITERIA

REPLACE Appendix 1 with the Appendix 1 - Evaluation Criteria found on page 3.

AT APPENDIX 2 - FINANCIAL PROPOSAL FORM

REPLACE Appendix 2 with the Appendix 2 - Financial Proposal found on page 9.

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ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

1. TECHNICAL CRITERIA

1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	<p>The Bidder MUST propose one (1) Project Manager for the execution of this project and clearly identify this resource in his proposal.</p> <p>The proposed Project Manager MUST have a minimum of 5 years experience in Recommissioning within the last 15 years.</p> <p>NOTE: The Project Manager is the individual who will conduct the site visit during the investigation phase. The Project Manager will also be responsible for overseeing the whole project, from project coordination to the approval and submission of deliverables.</p> <p>The curriculum vitae should be included with the proposal.</p>		

1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must obtain a minimum of 60 points for all rated criteria in order to be considered as meeting the rated technical criteria; proposals that do not obtain the required minimum points will be deemed non-compliant.

Proposals will be evaluated based on the following criteria:



Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
R1	<p>Quality of the proposed plan and approach</p> <p>Provide a brief overview of the RCx project plan (i.e. approach to services) and a proposed work schedule that includes all the recommissioning phases.</p> <ul style="list-style-type: none"> • Work Plan: <ul style="list-style-type: none"> ○ The Bidder should describe their understanding of the project scope and its challenges and the approach chosen to meet the objectives of the mandate, specifically touching on additional challenges, solutions and approach given minimal occupancy and COVID-19 operations. ○ The Bidder should provide a well-structured work plan that outlines the different steps that are needed. Points will be allocated comparing the work plan to our requirement. • Work Schedule: The Bidder should specify the milestones and schedule that will meet the project deadlines. • Highlight how the special needs of the buildings described in the RFP - Annex A will be addressed. 	20 points	
R2	<p>Quality of the Proposal</p> <p>The quality and clarity of the proposal will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> • Structure, where the compatibility between the structure of the document and that outlined in the assessment criteria • Ease with which relevant information can be obtained • Format^(*) • Quality of visual presentation • Overall clarity of information <p>(*) The Technical portion of this proposal should contain a maximum of fifteen (15) 8½" x 11" pages in total and be typed using at least a 10-point font.</p> <p>Note: The appendices are not included in these 15 pages.</p>	10 points	
R3	<p>Project Manager's experience in performing recommissioning projects</p> <p>Bidders may submit a maximum of three (3) projects completed within the last five (5) years of the closing date of this RFP demonstrating that the proposed Project Manager has experience in leading RCx projects.</p>	<p>69 points</p> <p>20 points per project</p>	



Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
	<p>The projects submitted must comply with the definition of RCx in the Statement of Work.</p> <p>Using Table A (below) to structure the information, clearly describe the information below for each project:</p> <ul style="list-style-type: none"> • the role and responsibilities of the Project Manager (5 points) • the building type, total floor space and total project cost (see note (A) and (B) below); (5 points) • top two (2) RCx measures that were implemented, the associated implementation cost, energy savings (in gigajoule and/or cost saved and/or expressed in %) and simple payback period for each; (5 points) • how the project (scope, building type, objectives, process and outcomes) demonstrate relevant experience and qualification to successfully complete the project proposed in this RFP and meet the needs of the building described in the SoW at Annex A. (5 points) <p>(A) Preference will be given to projects where the total building floor space was greater than 5,000 m² and/or (B) the total cost of the project (fees and work) was greater than \$30,000. 3 bonus points will be given for each project where the total building floor space is greater than 5,000 m² and/or total cost of project is greater than \$30,000.</p> <p>NOTE 1: The information provided for R3 should not exceed ten (10) pages.</p>	<p>+ 3 bonus points per project</p>	
<p>R4</p>	<p>Practitioner Certification (i)</p> <p>Provide a valid recommissioning training certificate for a minimum of one resource affected to the project.</p> <p>(i) To verify certification, the applicant should provide an achievement certificate, valid at bid submission, obtained after a building commissioning or existing building recommissioning exam and delivered by a recognized institution.</p> <p>→ The following table provides a partial list of recognized certificates and institutions. Certificates related to RCx, not mentioned in this table will require the bidder to provide a detailed description of the training content, the name of the certifying institution as well as a copy of the certificate, valid at bid submission.</p> <ul style="list-style-type: none"> • The certificate should be provided in the appendix to the proposal 		



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R4	<table border="1"> <thead> <tr> <th>Cx & RCx certification</th> <th>RNCan NRCan</th> <th>CIET</th> <th>AEE</th> <th>BCA</th> <th>NEBB</th> <th>ASHRAE</th> <th>ACG</th> <th>UWisconsin</th> </tr> </thead> <tbody> <tr> <td>RNCan (Advanced course on RCx + Exam Certificate) RNCan (Cours avancé en RCx + Certificat d'examen)</td> <td>*</td> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBCP (Certified Building Commissioning Professional)</td> <td></td> <td>*</td> <td>*</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBCF (Certified Building Commissioning Firm)</td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>EBCP (Existing Building Commissioning Professional)</td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CCP (Certified Commissioning Professional)</td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>RCxEB-CP (Retrocommissioning of Existing Building Certified Professional)</td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> </tr> <tr> <td>BSC-CP (Building System Commissioning Certified Professional)</td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> </tr> <tr> <td>CxPP (Commissioning Process Professional)</td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> </tr> <tr> <td>BCxP (Building Commissioning Professional)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td>CBMP (Commissioning Process Management Professional)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td>CCA (Certified commissioning Authority)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>QCPP (Qualified Commissioning Process Provider)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>CPEB (Commissioning Process Existing Buildings)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> </tr> </tbody> </table>	Cx & RCx certification	RNCan NRCan	CIET	AEE	BCA	NEBB	ASHRAE	ACG	UWisconsin	RNCan (Advanced course on RCx + Exam Certificate) RNCan (Cours avancé en RCx + Certificat d'examen)	*	*							CBCP (Certified Building Commissioning Professional)		*	*					CBCF (Certified Building Commissioning Firm)			*					EBCP (Existing Building Commissioning Professional)			*					CCP (Certified Commissioning Professional)				*				RCxEB-CP (Retrocommissioning of Existing Building Certified Professional)					*			BSC-CP (Building System Commissioning Certified Professional)					*			CxPP (Commissioning Process Professional)					*			BCxP (Building Commissioning Professional)						*		CBMP (Commissioning Process Management Professional)						*		CCA (Certified commissioning Authority)							*	QCPP (Qualified Commissioning Process Provider)								*	CPEB (Commissioning Process Existing Buildings)								*		
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Total points		109 points																																																																																																																					
Total number of points required for a proposal to be deemed responsive		60 points																																																																																																																					

Note: The criteria R1 to R2 will be evaluated according to the evaluation grid below.

EVALUATION GRID	
Excellent (100%)	Rated criteria are covered in-depth and submitted information demonstrates a complete and deep understanding of all rated criteria elements.
Very good (80%)	Submitted information clearly indicates a full understanding of all rated criteria elements.
Good (60%)	Submitted information clearly indicates a full understanding of most of rated criteria, but not all.



Unsatisfactory (40%)	Submitted information indicates some understanding of criteria outlined, but does not demonstrate a full understanding of all rated criteria.
Poor (20%)	Submitted information indicates that the tenderer has minimal understanding of the criteria outlined.
Not acceptable (0%)	Submitted information does not meet criteria.

Table A - Rated Technical Criteria R3

Projects completed in the last five (5) years		Maximum Points
Project Title		
<p>Role and responsibilities of the Project Manager and all other resources, if applicable</p> <p>(5 points)</p>	<ol style="list-style-type: none"> 1. The Project Manager's role and responsibilities in the planning and investigation phases of the RCx project. Briefly describe the scope of work and the services provided: <ol style="list-style-type: none"> a. Planning the work; b. Scope of the RCx analysis (i.e. systems and equipment that were investigated); c. Method for calculating savings. 2. The Project Manager's role in implementing the RCx measures. Briefly describe the services provided: <ol style="list-style-type: none"> a. Engineering of selected measures; b. Management or execution of work involved. 3. The Project Manager's role in the transfer and persistence phase. Provide the following information where applicable: <ol style="list-style-type: none"> a. Training of operations staff; b. Method used to follow up on results, along with their duration; c. Describe the persistence services provided to help ensure the sustainability of results. 	<p>20 points per project + 3 bonus points per project</p>
<p>Project description, building type, etc.</p> <p>(5 points + 3 bonus points)</p>	<ul style="list-style-type: none"> • Description: • Building Type (specify if special purpose building): • Total floor space (m²): • Total cost of recommissioning project: • Date (start and end): • Systems recommissioned during this project: 	



Projects completed in the last five (5) years		Maximum Points
	<ul style="list-style-type: none"> • Client name: • Client Telephone and email: <p>(A) Preference will be given to projects where the total building floor space was greater than 5,000 m² and/or (B) the total cost of the project (fees and work) was greater than \$30,000. 3 bonus points will be given for each project where the total building floor space is greater than 5,000 m² and/or total cost of project is greater than \$30,000.</p>	
Brief description of the top two (2) RCx measures that were implemented (5 points)	<ul style="list-style-type: none"> • Top two (2) RCx measures that were implemented • Associated implementation cost • Energy savings (in gigajoule and/or cost saved and/or expressed in %) • Simple payback period • Comparison of expected savings outlined in the analysis and actual savings generated after one year • Description of other non-energy benefits 	
Relevant experience and qualification (5 points)	<p>How the project process and outcome(s) demonstrate relevant experience and qualification to successfully complete the project described in this RFP and meet the needs of the building described in the SoW at Annex A.</p> <p>Relevant experience will consider building type, size, and systems similar to the building described in the SoW at Annex A.</p>	



APPENDIX 2 - FINANCIAL PROPOSAL FORM

1. FIRM BID PRICE

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

The bidder must provide a firm all-inclusive price to perform the work identified in the Statement of Work in Annex A and as per the terms and conditions of this RFP. Please note that Canada will make milestone payments as indicated in Table 1 below in accordance with Section 7.9.3 of this RFP.

FIRM BID PRICE	BID PRICE (Applicable taxes excluded)
Total All-inclusive Firm Price for Financial Proposal Evaluation	\$ _____
Applicable Taxes (will not be included in evaluated financial proposal amount)	\$ _____

TABLE 1 - MILESTONE PAYMENTS

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded)
1	PHASE 1: Planning Deliverables 1.0, 1.1 & 1.2 (10 %)	(10% of total price)
2	PHASE 2 a): RCx Investigation – Winter Deliverables 2a.0, 2a.1, 2a.2, 2a.3, 2a.4 & 2a.5 (40%)	(40% of total price)
3	PHASE 2 b): RCx Investigation – Mid-season and Summer Deliverables 2b.1, 2b.2, 2b.3, 2b.4 & 2b.5 (20%)	(20% of total price)
4	PHASE 3: Implementation Deliverables 3.1, & 3.3 (15%)	(15% of total price)
5	PHASE 4: Hand-off and Persistence Deliverables 4.1, 4.2, 4.3 & 4.4 (15%)	(15% of total price)



OPTIONAL SERVICES

2. LIMITATION OF EXPENDITURE – IMPLEMENTATION MEASURES

A maximum allowance has been set for the **Deliverable 3.2 - Tendering documents with plans and specifications**, as required for Phase 2 (optional) as described in Annex A1. This allowance is only an approximation of the requirements and is not to be considered as a contract guarantee nor as a commitment by NRCan to respect this amount in any resulting contract.

Before this option is exercised, a written proposal must be received and accepted by Canada. The Contractor will submit a proposal for the production of the tendering documents with plans and specifications.

The written authorization of the Departmental Representative must be obtained before the start of any activity related to deliverable 3.2.

OPTIONAL SERVICES	MAXIMUM ALLOWANCE <small>(APPLICABLE TAXES EXCLUDED)</small>
Deliverable 3.2 Specifications of selected measures (plans and specifications if required)	\$ 25, 000.00