



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A:**

**RCMP-GRC**

Bid Receiving/Réception des soumissions  
Front Desk  
Mailstop 1004  
14200 Green Timbers Way  
Surrey, BC V3T 6P3

OR

FAX : 778-290-6110

OR

EMAIL : Amy.Wang@rcmp-grc.gc.ca

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

**Proposal to: Royal Canadian Mounted Police**

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 therefore.

**Proposition aux: Gendarmerie royale du 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**

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT

<b>Title-Sujet</b> A&E Services- RCMP EMBC Lease Parking Lot		<b>Date</b> 2021-01-28
<b>Solicitation No. – N° de l'invitation</b> M2989-0-0262		
<b>Client Reference No. - No. De Référence du Client</b> M2989-0-0262		
<b>Solicitation Closes –L'invitation prend fin</b>		
<b>At/à:</b>	1400	PST (Pacific Standard Time) HNP (heure normale du pacifique)
<b>On/le:</b>	2021-03-01	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Enquiries to - Adresser toute demande de renseignements à</b>  Amy Wang Procurement Officer, Procurement & Contracting  Amy.Wang@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 236-330-3559		<b>Facsimile No. – No. de télécopieur:</b> 778-290-6110
<b>Delivery Required - Livraison exigée:</b> See herein — Voir aux présentes		<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>		
<b>Signature</b>		<b>Date</b>



## REQUEST FOR PROPOSAL (RFP)

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- Appendix E - Submission Requirements and Evaluation (SRE)



## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

1. The Royal Canadian Mounted Police (RCMP) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

2. The following are the proposal documents:

(a) Supplementary Instructions to Proponents (SI);

R1410T (2020-05-28), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal, amended as follows:

- i. Subsection GI3 Overview of selection procedure:

Delete: in its entirety

Insert: GI3 intentionally left blank.

- ii. Subsection 2.b. of section GI16 Submission of proposal:

Delete: in its entirety

Insert: b. send its proposal only to the RCMP Bid Receiving address OR fax number 778-290-6110 OR by email: [Amy.Wang@rcmp](mailto:Amy.Wang@rcmp)



[grc.gc.ca](http://grc.gc.ca) specified on page 1 of the RFP. If the proposal is emailed, the date and time provided by the RCMP email system on the receipt of the email will be used to determine when the proposal was submitted. Proponents are advised to consider any delays of their own email system when deciding to submit a proposal. RCMP recommends that Proponents send their proposal well in advance of the closing time and date indicated on Page 1 of the RFP;

iii. Subsection GI23 Performance Evaluation:

Delete: in its entirety

Insert: GI23 intentionally left blank

- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
  - (d) Team Identification Form (Appendix B);
  - (e) Price Proposal Form (Appendix C);
  - (f) Declaration/Certifications Form (Appendix D);
  - (g) Submission Requirements and Evaluation (SRE) (Appendix E)
  - (h) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (i) the proposal.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 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 [Amy.Wang@rcmp-grc.gc.ca](mailto:Amy.Wang@rcmp-grc.gc.ca) as early as possible. Enquiries should be received no later than 5 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.



## SI4 PROPOSAL VALIDITY PERIOD

1. Proposals will remain open for acceptance for a period of not less than 120 calendar days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
  - (a) Continue with the evaluation of the proposals of those who have accepted the extension; or
  - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.

## SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Colombia Free Trade Agreement (CCoFTA), Canada-Korea Free Trade Agreement (CKFTA), the Canada-Panama Free Trade Agreement (CPaFTA) and the Canadian Free Trade Agreement (CFTA).

## SI6 CERTIFICATIONS

**Instructions to Proponent:** Certifications are to be submitted with Appendix D Declaration/Certifications Form.

### 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 R1410T (2020-05-28), 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.

## **SI7 RECOURSE MECHANISMS**

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>  
<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

## **SI8 PROMOTION OF DIRECT DEPOSIT INITIATIVE**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email:

[corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## **SI9 WEBSITES**

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>

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>



## 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:
  - R1210D (2018-06-21), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
  - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
  - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
  - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
  - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
  - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

Subsection GC1.12 Performance-evaluation: Contract of R1210D (2018-06-21), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.12 Intentionally left blank.

- (c) Supplementary Conditions
  - (d) Agreement Particulars
  - (e) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
  - (f) Team Identification Form (Appendix B);
  - (g) Price Proposal Form (Appendix C);
  - (h) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (i) the proposal.
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 documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 and any associated annexes, appendices or attachments;
  - (h) the proposal.

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the contract is from date of contract award to September 30, 2021.

##### **4.2 Option to Extend the Contract**

The Consultant grants to Canada the irrevocable option to extend the term of the contract under the same conditions and by multiple option periods to align with the completion of the separate but corresponding construction contract including warranty periods. The Consultant agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in the Price Proposal.

Canada may exercise the options at any time by sending a written notice to the Consultant at least 5 (five) calendar days before the expiry date of the contract. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



## 5. Procurement Ombudsman

### 5.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### 5.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 6. Authorities

### 6.1 Contracting Authority

The Contracting Authority for the contract is:

Name: Amy Wang  
Title: Procurement Officer  
Organization: RCMP – Procurement and Contracting Branch  
Address: 14200 Green Timbers Way, Surrey BC Canada V3T 6P3  
Telephone: 236-330-3559  
E-mail address: [Amy.Wang@rcmp-grc.gc.ca](mailto:Amy.Wang@rcmp-grc.gc.ca)

The Contracting Authority is responsible for the management of the contract and any changes to the contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the contract based



on verbal or written requests or instructions from anybody other than the Contracting Authority.

**6.2 RCMP Departmental Representative (Project Manager) [To be confirmed at contract award]**

The RCMP Departmental Representative (Project Manager) for the contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The RCMP Departmental Representative (Project Manager) is the representative of the department or agency for whom the Work is being carried out under the contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the RCMP Departmental Representative; however, the RCMP Departmental Representative has no authority to authorize changes to the contract. Changes to the contract can only be made through a contract amendment issued by the Contracting Authority.

**6.3 Proponent's Representative [To be confirmed at contract award]**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**SUPPLEMENTARY CONDITIONS (SC)**

**SC1 SUPPLEMENTARY CONDITIONS**

There are no supplementary conditions which apply to the Agreement.

**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.



## APPENDIX A – PROJECT BRIEF / TERMS OF REFERENCE

Title: A&E Services “E Division RCMP East parking lot

### 1.0 Introduction:

- 1.1 The RCMP requires Architectural and Engineering services to support the objective of constructing a parking lot at 14800 Green Timbers Way Surrey BC. This parking lot requires improvements to bring it up to an acceptable standard for utilization for the RCMP. High level goals include:
  - 1.1.1 Resolution of health and safety issues;
  - 1.1.2 Development of the current space to accommodate the maximum amount of parking space.
  - 1.1.3 Upgrade the EMBC Parking lot
- 1.2 To achieve these objectives, the project will be delivered in two phases, that are subdivided into 2 phases, have design development. (including tender ready specifications and drawings).
- 1.3 Phase 1: Part A. The Consultant will complete design development, specification development and permit applications (where required) for the upgrade of the existing EMBC Parking Lot. Part B will include technical oversight of the tender and evaluation process, and oversight of construction during the construction phase of the project to ensure design specifications are appropriately delivered by the construction contractor.
- 1.4 Phase 2: Part A. The Consultant will complete design development, specification development and permit applications (where required) for the upgrade of the land on the east side of the EMBC building to a paved parking lot with the applicable lighting and security measures included. Part B will include technical oversight of the tender and evaluation process, and oversight of construction during the construction phase of the project to ensure design specifications are appropriately delivered by the construction contractor.
- 1.5 It is possible that the 2 phases after design development could be delivered as one construction phase.
- 1.6 The Primary Consultant will be responsible to provide and coordinate personnel, and sub-consultants, qualified in each Discipline, to complete the services specified in this tender. The Disciplines are as follows:
  - 1.6.1 Architecture;
  - 1.6.2 Electrical Engineering;
- 1.7 Elements of Design development and construction for Phase 1 Part A will include:
  - 1.7.1 Design of widened site access around site trailers to the existing north west parking lot
  - 1.7.2 Design mill and pave for the existing parking lot
  - 1.7.3 Design for the removal of a large concrete loading bay located on site.
  - 1.7.4 Complete Geotechnical report for the existing parking lot and upgrading recommendations



- 1.8 Elements of Design development and construction for Phase 2 Part A will include
  - 1.8.1 Design of new PEP site access widening
  - 1.8.2 Design of new paved parking lot stall layout to maximize parking spaces
  - 1.8.3 Design of parking stall delineation via line painting and wheel stops in the new lot
  - 1.8.4 Design of new 8' security fence surrounding the new paved parking lot
  - 1.8.5 Design location of new remote access sliding gate for the parking lot
  - 1.8.6 Design Storm sewer
  - 1.8.7 Design electrical for power lights and security
  - 1.8.8 Design additional catch basis as required to collect surface runoff for new paved parking lot.
  - 1.8.9 Complete Geotechnical report for the proposed parking lot and the proposed widening of the access roads.
- 1.9 Phase 2 Part A and Part B
  - 1.9.1 Technical oversight of the tender for construction;
  - 1.9.2 Technical oversight of the construction phase of the project;
  - 1.9.3 Technical oversight of the commissioning activities and substantial completion of the project; and
  - 1.9.4 Technical oversight during the warranty period to act as the RCMP's technical representative to support resolution of warranty issues.
  - 1.9.5 Acquire all necessary permits including but not limited to Building Permit and ESC permit

**2.0 Architect/Consultant Services:**

The Architect's services consist of those services performed by the Architect, the Architect's employees, and the Architect's Consultants set forth herein. They include the provision of normal electrical engineering services by professional when these Consultants are engaged by the Architect. The Architect's services include Consultant Coordination required to integrate all parts of the services.



### **3.0 Tasks, Activities, Deliverables and Milestones:**

- 3.1 A high level summary follows outlining milestones and schedule assumptions:
  - 3.1.1 Phase 1 Part A and Part B
    - 3.1.1.1 Analysis of scope of work
    - 3.1.1.2 Design Development to tender ready drawings and specifications
  - 3.1.2 Phase 2 Part A and Part B (pending approval)
    - 3.1.2.1 Construction documents (IFC)
    - 3.1.2.2 Construction contract administration
    - 3.1.2.3 Commissioning
    - 3.1.2.4 Post construction and project close out services

### **4.0 Project Phasing, Tasks and Deliverables:**

- 4.1 Design Development Phase 1 Part A and Part B
  - 4.1.1 It is intended that the Architect will provide a completed design based on
    - 4.1.1.1 Identification of the security and lighting requirement to be incorporated into the design in consultation with RCMP technical resources.
    - 4.1.1.2 Develop a project schedule and budget assessment including the feasibility of the construction budget for the project.
    - 4.1.1.3 Submit indicative cost estimates (Class C)
- 4.2 Services during tender: Phase 2 Part A and Part B
  - 4.2.1 Provide technical support during procurement of the construction contractor including:
    - 4.2.1.1 Development of addenda to drawings and specifications, attending site visit as needed;
    - 4.2.1.2 Review and formulate recommendations on questions and requests for clarification received from Bidders;
    - 4.2.1.3 Assist in evaluating alternative materials, equipment systems, or methods proposed by Bidders and assist in the evaluation of bids received.
    - 4.2.1.4 Provide technical guidance to the RCMP during the evaluation process.
- 4.3 Services during construction: Phase 2 Part A and Part B
  - 4.3.1 All aspects of construction management and oversight including verification of technical requirements satisfied during construction including:
    - 4.3.1.1 Attend site meetings as required:
    - 4.3.1.2 Issue revisions and clarification to the plans and specifications including supplementary details and sketches to ensure the design intent is communicated as well as responding to questions specific to design intent;



- 4.3.1.3 Review and issue recommendations for Contractor progress payments;
  - 4.3.1.4 Provide technical review, and recommendation for acceptance where appropriate on an ad hoc basis;
  - 4.3.1.5 Review suggestions for substitution and develop a recommendation to the RCMP for consideration;
  - 4.3.1.6 Prepare contemplated change notice for design changes including a review of financial estimates for CCN along with a recommendation to the RCMP for acceptance or rejection. Prepare the CCN for design changes.
  - 4.3.1.7 Review sub consultant financial offers for contemplated change notices and formulate recommendations to the RCMP Project Authority;
  - 4.3.1.8 Management and coordination of submittals/shop drawings as/when required incorporating feedback from RCMP technical resources;
  - 4.3.1.9 Development of a draft, then final testing and inspection plan;
  - 4.3.1.10 Security fit up. Oversight of installation and commissioning of all required security fit up in accordance with PTSS specifications (camera/access controls/alarms) with drawings and specifications.
  - 4.3.1.11 Engineering services to prepare the ESC plan and acquire an ESC permit.
- 4.4 Construction contract administration. Phase 2 Part A and Part B  
To support and assist the RCMP in the delivery of the construction activity the contractor will:





- 4.4.1 Act as the RCMP's agent in administering and supervising the construction contract
- 4.4.2 Review and recommendation for contractor progress payments.
- 4.4.3 Obtain all mandatory pre-commencement documents from the designated General Contractor and ensure that each requirement under the documents are met;
- 4.4.4 Review the sub-consultant's Construction Safety Plan and Quality Control Plan if required;
- 4.4.5 Prepare an inspection and testing plan identifying the requirements for inspection and testing support necessary to oversee the execution of the project;
- 4.4.6 Carry out the inspection and testing plan;
- 4.4.7 Obtain the designated General Contractor's schedule and cost breakdown. (These must be found acceptable and approved prior to the submission of the first progress claim);
- 4.4.8 Instruct the sub consultants formally to rectify any work material and or equipment that do not comply with the project requirements;
- 4.4.9 Participate in informal and formal resolution of project disputes.
- 4.5 Construction documentation Phase 2 Part A and Part B  
Documentation required during construction includes:



- 4.5.1 Agenda and minutes of all site meetings, and minutes of other meetings
- 4.5.2 Monthly project and financial status report and cash flow forecasts
- 4.5.3 Submittals status report
- 4.5.4 CCN status report
- 4.5.5 Testing and inspection plan and reports
- 4.5.6 Construction photos
- 4.5.7 Directives issued
- 4.5.8 Commissioning Plan and report
- 4.5.9 Deficiency lists
- 4.5.10 Recommendations for progress payments, and release of holdback
- 4.5.11 Final construction report summarizing the project history, administration, scope cost, schedule, quality, dispute resolution and key issues that arose during the execution of the project.
- 4.5.12 Complete a final inspection to prepare a deficiency list for the Certificate of Substantial Performance and conduct an inspection prior to the issue of the Certificate of Substantial Performance.
- 4.6 Post construction and project close out services including deficiency lists. Post construction services are needed to ensure warranty obligations are discharged and that key project events and issues are documented. Activities and deliverables include:
  - 4.6.1 Review of deficiencies that may be warranty issues with the RCMP Project Authority including development of an inspection report and a validated warranty deficiency list.
  - 4.6.2 Provide a recommendation to the RCMP Project Authority to confirm when the project security can be released.
  - 4.6.3 Issue a final construction report summarizing the project's history, administration, scope, cost, schedule, quality, change orders, quality assurance, delays, dispute resolution, and key issues that arose during the execution of the project.
  - 4.6.4 Warranty period services. Conduct walk through to document warranty issues at least 30 days prior to the expiry of the warranty period and issue an inspection report with a validated warranty deficiencies list.
  - 4.6.5 As built drawings. Final drawing set including one copy "hard copy", one copy in electronic pdf and AutoCAD format that reflects fit up work completed for all disciplines.
  - 4.6.6 Review plans and specifications progress submissions. Determine if the submission meets the requirements for that deliverable pursuant to the SOW of the sub-consultant(s). Review the submission to ensure that the project's objectives and operational requirements have been met and that the design complies with government and RCMP policies and standards.
  - 4.6.7 Issue a letter (report) indicating whether the submission met the requirements for the deliverable; whether the plans and



specifications are adequate for tendering and construction; organize comments, questions, clarifications for the other consultant to address in the subsequent submission, as well as a record of how these were addressed.



## 5.0 Technical Requirements

### 5.1.1 General documentation:

5.1.1.1 Construction Documents must be provided in a PDF format saved on a CD-ROM and the files organised using a consistent directory structure and naming conventions for electronic tendering.

### 5.1.2 Drawings:

5.1.2.1 All drawings produced for construction or maintenance of RCMP facilities will be digital AutoCAD .dwg format (using PWGSC National CADD standard), pdf and one hard copy format is to be provided at each stage of development.

5.1.2.2 Documents requiring a security clearance greater than Protected A will be transferred via a portable electronic storage media.

### 5.1.3 Specifications:

5.1.3.1 All specifications produced will use the National Master Specification (NMS) edited by the consultant in accordance with the NMS Users' Guide.

5.1.3.2 Use the NMS 1/3 – 2/3 page format.

5.1.3.3 The narrow scope sections of the NMS are to be used.

5.1.3.4 Specify equipment and materials consistent with government policy. Specify using an appropriate standard, and where one does not exist, use a non-restrictive performance specification or a prescriptive specification.

5.1.3.5 Ensure that the latest version of standards are referenced in the Specifications.

## 6.0 RCMP's Roles and Responsibilities:

6.1 The RCMP assumes the overall project management responsibilities, management and direction of the consultant's work, and when and where required, securing departmental and government approvals necessary to proceed with the project.

6.2 The RCMP E Division Procurement Officer will be responsible to tender, award, manage, and administer this contract. The RCMP will designate a Project Authority to provide oversight and direction to the A&E service provider on specialized RCMP requirements and specifications and co-ordinate the engagement of the RCMP Subject Matter Expert team. These resources will be part of the broader project team and contribute to the project through provision of information, participation in development of specifications, site reviews and associated feedback to inform the progress of the project and delivery of specialized elements within the project such as electronic and physical security.



- 6.3 The RCMP will provide the consultant access to information that is available and pertinent such as drawings, reports, notes and correspondence that will assist the consultant in completing the work specified in the Contract. The consultant will be responsible to verify the accuracy of the information provided and inform the Project Authority of any potential discrepancies. All information and documents will be returned to the RCMP once the consultant's work is finalized.
- 6.4 The RCMP will review the consultant's work and deliverables to ensure that the project's objectives and operational requirements have been met, and that the deliverables comply with government and RCMP policies and standards. The RCMP will conduct a general review of the construction plans and specifications to ensure that these are adequate for tendering and that the project is constructible. The RCMP may also choose to review of the consultant's plans and specifications in detail for technical adequacy, accuracy, completeness, and coordination.
- 6.5 The Project Authority will provide, in a timely manner, written decisions and instructions, including acceptances and approvals relating to the services provided by the consultant. No acceptance or approval by the Project Authority, whether expressed or implied, shall be deemed to relieve the consultant of the professional or technical responsibility for the services provided by the consultant.



### APPENDIX B - TEAM IDENTIFICATION FORM

For details on this form, please see SRE in the Request For Proposal.

Complete this Team Identification Form and submit with the Evaluation Criteria (Appendix F SRE 3) in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "TECHNICAL PROPOSAL" typed on the outside of the envelope.

The prime consultant and other members of the Consultant Team shall be, or 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. This form can be altered or expanded, but each referenced Proponent/Key Sub-Consultant Firm / Specialist must be specified and align with the composition of the Consultant Team identified in Appendix F, SRE 3 Evaluation Criteria.

**1. Prime Consultant (Proponent - Architect):**

Firm or Joint Venture Name: .....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....  
.....

**2. Key Sub Consultants / Specialists:**

**2.1. Civil Engineer**

Firm Name: .....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....



.....  
**3. Key Sub Consultants / Specialists:**

**3.1. Structural Engineer**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....  
.....

**4. Key Sub Consultants / Specialists:**

**4.1. Mechanical Engineer**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....  
.....

**5. Key Sub Consultants / Specialists:**

**5.1. Electrical Engineer**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....



.....  
.....  
.....

**6. Key Sub Consultants / Specialists:**

**6.1. Landscape Architect**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....  
.....  
.....  
.....  
.....





## APPENDIX C - PRICE PROPOSAL FORM

### INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope.
2. PROPONENTS SHALL NOT ALTER THIS FORM.
3. Price Proposals are not to include Applicable Taxes.
4. Price Proposals will be evaluated in Canadian Dollars.
5. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into the Part A of this Appendix.
6. In order to ensure that fair and competitive hourly rates are received for each of the positions listed in Part B, the following requirement must be strictly adhered to: Proponents must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
7. The Proponent shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
8. This Appendix (Price Proposal) will form part of the resulting Agreement, including applicable clauses from this form.
9. The single fixed hourly rate identified for each category of personnel of the Consultant and each sub-consultant shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource. Canada reserves the right to negotiate all hourly rates.
10. **Only Part A of this Appendix will be used for the price evaluation.**



**Project Title: A&E Services- EMBC Lease Parking Lot**

**Name of Proponent:**

---

**The following Part A will form part of the evaluation process:**

---

**PART A - REQUIRED SERVICES**

**Part A - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)**

<b>Service *:</b>	<b>Fixed Fee (CAD excluding applicable taxes):</b>
Fixed fee (including any/all travel costs) for the work specified in Appendix A – Project Brief	\$ _____
<b>MAXIMUM FIXED FEES:</b>	= \$ _____

---

**TOTAL EVALUATED FEE FOR REQUIRED SERVICES**

**TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES**

Total Evaluated Fee \$.....

---

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**The following will NOT form part of the evaluation process**

---

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

**PART B - OTHER ADDITIONAL SERVICES**

**Part B – Disbursements**

**At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services, section GC5.12 Disbursements:**



(specify and enter limit)

.....	\$.....
.....	\$.....
.....	\$.....
<b>MAXIMUM AMOUNT FOR DISBURSEMENTS</b>	<b>\$.....</b>

**Part B – Time Based Fees** (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services).

**THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS**

**Principals**

Name	\$ per hour*
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....
.....	\$.....

**Staff**

Name / Position	\$ per hour *
.....	.....
.....	.....
.....	.....
.....	.....



.....

.....

\*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements). All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.



## APPENDIX D - DECLARATION/CERTIFICATIONS FORM

Complete this Declaration/Certifications Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "DECLARATION/CERTIFICATIONS" typed on the outside of the envelope.

### 1. Proponent Information:

**Project Title:** A&E Services- EMBC Lease Parking Lot

**Name of Proponent:**

**Street Address:**

**Mailing Address:**

**Telephone Number:** ( )

**Fax Number:** ( )

**E-Mail:**

**Procurement Business Number:**

<p><b>Type of Organization:</b></p> <p>_____ Sole Proprietorship</p> <p>_____ Partnership</p> <p>_____ Corporation</p> <p>_____ Joint Venture</p>	<p><b>Size of Organization:</b></p> <p>Number of Employees _____</p> <p>Graduate Architects / Professional Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p> <p>Other _____</p>
---	---

**Note to Proponents:** E.2. & E.3. are in accordance with SI5 Certifications.

### 2. 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 R1410T (2020-05-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

**3. Authority**

**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, the RCMP contact will be with the following person:\_\_\_\_\_.

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

This Appendix "D" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "D" 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.



## **APPENDIX E – SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**

SRE 1 Submission Requirements

SRE 2 Evaluation Procedures and Basis of Selection

SRE 3 Evaluation Criteria



## SRE 1 Submission Requirements

### 1.1 Bid Preparation Instructions

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

- a. Section I: Technical Proposal (**1 hard copy** (if mailed) OR **1 PDF file labelled TECHNICAL PROPOSAL** (if sending proposal by email: amy.wang@rcmp-grc.gc.ca) OR **1 fax copy with fax cover sheet labelled TECHNICAL PROPOSAL** (if sending proposal by fax 778-290-6110))
- b. Section II: Financial Proposal (**1 hard copy** (if mailed) OR **1 PDF file labelled FINANCIAL PROPOSAL** (if sending proposal by email: amy.wang@rcmp-grc.gc.ca) OR **1 fax copy with fax cover sheet labelled FINANCIAL PROPOSAL** (if sending proposal by fax 778-290-6110))
- c. Section III: Declaration/Certifications (**1 hard copy** (if mailed) OR **1 PDF file labelled DECLARATION/CERTIFICATIONS** (if sending proposal by email: amy.wang@rcmp-grc.gc.ca) OR **1 fax copy with fax cover sheet labelled DECLARATION/CERTIFICATIONS** (if sending proposal by fax 778-290-6110))
- d. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- e. The maximum number of pages including text and graphics to be submitted for **Appendix “G” – Evaluation Criteria, SRE 3 section 3. Rated Requirements is 35 pages (single-sided) on 8 ½ x 11 paper size. If larger sized paper is provided then each sheet of paper will be counted as two pages. A minimum font size 10 should be used.**

The following contents are not included as part of the maximum page limitation noted above:

- i. Covering letter (optional - contents not evaluated)
- ii. Completed Appendix “B” –Team Identification Format;
- iii. Completed Appendix “C” – Price Proposal Form;
- iv. Completed Appendix “D” – Declaration/Certifications Form
- v. SRE 3 section 2. Mandatory Requirements in this appendix.
- vi. Front page of the RFP Solicitation; and,
- vii. Front page of revision(s) to the RFP;

*Consequence of non-compliance:* Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be evaluated.

### **Important Note:**





For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. delay in transmission or receipt of the bid;
- f. failure of the Bidder to properly identify the bid;
- g. illegibility of the bid; or
- h. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Subsection 2.b. of section GI16 Submission of proposal of R1410T (2020-05-28) General instructions (GI) – Architectural and/or Engineering services – Request for Proposal.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. If both a soft copy and hard copy of the bid are received and there is a discrepancy between the wordings, the wording of the hard copy will have priority over the wording of the soft copy.

- f. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
  - i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
  - ii. use a numbering system that corresponds to the bid solicitation.
- g. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Proponents should:



- i. use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **1.2. Section I: Technical Proposal**

- a) In their Technical Proposal, Proponents should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Proponents should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- b) The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Proponents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Proponents may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- c) Proponents must submit their Technical Proposal in accordance with the Evaluation Criteria (Appendix E SRE 3) and the Team Identification Form (Appendix B).

## **1.3 Section II: Financial Proposal**

- a) Proponents must submit their Price Proposal Form in accordance with **Appendix C - Price Proposal Form**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

## **1.4 Section III: Declaration/Certifications**

Proponents must complete, sign and submit the certifications and supporting documentation required under Appendix D Declaration/Certifications Form.

## **1.5 Government Electronic Tendering Service (GETS) Documents**

Proponents will be provided with an electronic copy of some of the RFP documents, in Microsoft Office format, with the solicitation package issued on GETS. In the event of any discrepancies between the Microsoft Office copies and PDF documents released officially through GETS, the PDF documents released through GETS will prevail.



## SRE 2 Evaluation Procedures and Basis of Selection

### 2.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

### 2.2 Technical Evaluation

- a) **Mandatory Requirements:** Each bid will be evaluated for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory requirements and evaluation processes are described under SRE 3 - Evaluation Criteria.
- b) **Rated Requirements:** Where Rated Requirements are specified in the RFP, each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word “rated” or by reference to a score. Proponents who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Rated requirements and evaluation processes are described SRE 3 Evaluation Criteria.
- c) **Technically Responsive Bid:** A technically responsive bid is a bid that meets all of the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

### 2.3 Reference Checks

- a) The Proponent is requested to provide a client contact for each reference project in its bid, as requested in SRE 3 – Evaluation Criteria. If information requested is not provided in the bid, the Proponent must provide the information upon request by the Contracting Authority within the timeframe identified in the request. References from representatives of Canada will be accepted.
- b) It is the responsibility of the Proponent to confirm in advance that their client contact for the project reference will be available to provide a response and is willing to provide a reference.
- c) For the purpose of this evaluation, reference checks may be used to verify and validate the Proponent’s bid response. **If** a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send the reference check request directly to the client contact for the project reference provided by the Proponent. The client contact will have 5 working days (or a longer



period otherwise specified in writing by the Contracting Authority) from the date that Canada's e-mail was sent, to respond to Canada.

- d) The client contact will be required, within 2 working days after Canada sends out the reference check request, to acknowledge the receipt of the reference check request and identify his or her willingness and availability to conduct such a reference check. If Canada does not received the required response from the client contact, Canada will notify the Proponent by e-mail, to allow the Proponent to contact its client contact directly to ensure that he or she responds to Canada within the allotted time.
- e) Notwithstanding section 2.3 d), if the client contact is unavailable when required during the evaluation period, the Proponent will be requested to provide an alternate client contact for the same referenced project. Proponents will only be provided with this opportunity once for each referenced project and only if the original client contact is unavailable to respond. The process as described in 2.3 d) is applicable for the reference check with the alternate client contact. The period to respond for either the original client contact, or the alternate client contact, will be a total of 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) in accordance with 2.3 d).
- f) Wherever information provided by a client contact differs from the information supplied by the Proponent, the Proponent will be asked to clarify project reference information provided in its bid response. Canada will assess the following information during the evaluation of the Proponent's bid response: the Proponent's original project reference information, any information provided by the Proponent in response to clarification request(s), and any information supplied by the client contact for the referenced project.
- g) Non-consideration of the Proponent's claimed project experience will result if:
  - i. the reference check client contact fails to timely respond to Canada's request;
  - ii. the reference check client contact states he or she is unable or unwilling to provide the information requested;
  - iii. the information provided by the Proponent cannot be verified and validated by Canada; or
  - iv. the reference check client contact organization and/or client contact was affiliated with the Proponent during the referenced project, if the client contact organization and/or contact has ever been or is currently affiliated with the Proponent, or if the client contact organization is an entity that does not deal at arm's length with the Proponent.
- h) Where non-consideration of a Proponent's claimed project experience, as a result of 2.3 g), for any mandatory requirement in SRE 3 – Evaluation Criteria, results in the Proponent not meeting one or more mandatory requirements, the bid will be



declared non-responsive in accordance with section 2.5 Basis of Selection of this appendix.

- i) Non-consideration of a Proponent's claimed project experience, as a result of 2.3 g), for the rated requirements in SRE 3 – Evaluation Criteria, will result in the Proponent not being awarded the points associated with the respective rated criterion.

## 2.4 Financial Evaluation

- a) Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Evaluated Fee as indicated in Appendix C – Price Proposal Form, Part A.

## 2.5 Basis of Selection

### 2.5.1 Highest Combined Rating of Technical Merit (80%) and Price (20%)

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all Mandatory Requirements; and
  - c. achieve a **minimum overall pass mark of 60% (60 out of the 100 points available (weighted rating max score))**.
2. Bids not meeting 1. a., b. and c. will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 80/20 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).

	<b>Proponent 1</b>	<b>Proponent 2</b>	<b>Proponent 3</b>
<b>Overall Technical Score</b>	95/100	79/100	85/100
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Technical Merit Score</b>	$95/100 \times 80 = 76$	$79/100 \times 80 = 63.20$	$85/100 \times 80 = 68$
<b>Pricing Score</b>	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18$	$45/45 \times 20 = 20.00$
<b>Combined Rating</b>	92.36	81.20	88
<b>Overall Rating</b>	1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

### SRE 3 EVALUATION CRITERIA

#### 1. Proponent Instructions:

- a. Complete responses to the Evaluation Criteria and submit with Team Identification Form (Appendix B) in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words “TECHNICAL PROPOSAL” typed on the outside of the envelope.
- b. The Proponent is requested to respond to the Evaluation Criteria using the table formats below.
- c. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section are omitted from the bid, they will be set aside without further consideration and the bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the bid non-responsive and will be set aside without further consideration.
- d. The Proponent must make clear references to the candidates’ curriculum vitae (CV) or résumé for each stated claim in the response (where applicable). Complete details demonstrating how a Proponent meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.
- e. Project References :
  - i. Where Proponents must submit project references in their responses to the evaluation criteria, Canada may contact the client contact to validate Proponent’s responses. The information obtained through client



reference validation will be used to assist in determining the compliance of the referenced project to the evaluation criteria. The client reference checks will result in either confirmation that project reference information is accurate or will result in non-consideration of the claimed project experience in accordance with SRE 2.

- ii. Proponents should only provide the required reference project(s) as indicated in each evaluation criteria. If more than the required number of reference project(s) is provided, only the first projects listed in sequence will receive consideration and any others will not receive consideration.

## **2. MANDATORY REQUIREMENTS**

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

### **Mandatory Requirement 1: Proponent's Consultant Team**

**M1.1** The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief / Terms of Reference including, but not limited to, the following:

Proponent must be the Architect.

Key sub-consultant firms / Specialists – Civil Engineering, Mechanical Engineering, Electrical Engineering, Structural Engineering, Landscape Architect

If the Proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

**M1.2** All key team members listed above must be licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in British Columbia.

M1.2.1 If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement and provide proof in accordance with M1.2.2 below.

M1.2.2 Proof of licensing/certifications/ authorizations must be provided prior to the award of a contract. If proof is not provided upon request by the Contracting Authority the bid will be deemed non-responsive.

**M1.3** The Proponent must provide the following information:–

- (a) Name of key team members' firm(s);
- (b) Key personnel to be assigned to the project;
- (c) For the Proponent (Consultant) - Architect indicate current license and/or how you intend to meet the provincial or territorial licensing requirements prior to contract award.



- (d) In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, G19 Limitation of submissions).

Proponents are requested to use the Team Identification Form in Appendix B when responding to this mandatory requirement.

### **3. RATED REQUIREMENTS**

The order of the proposals should follow the order established below in the Rate Requirements section. Points for the Rated Requirements will be allocated in accordance with 4. Evaluation and Rating.

#### **Rated Requirement 1: Achievements of Proponent on Projects**

**R1.1** Describe the Proponent's accomplishments, achievements and experience as the Consultant on projects.

Submit two (2) reference projects undertaken by the Proponent within the last five (5) years. Proponent's that are joint venture submissions must submit 2 reference projects per joint venture member. Only the first 2 projects listed for the Proponent, and if applicable the first 2 reference projects listed for each joint venture member, in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference.
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- (c) Describe budget control and management - i.e. contract price & final construction cost - explain variation.
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation.
- (e) Client contact for project references – Provide the name, address, current phone and fax of a client contact at working level - references may be checked.
- (f) Provide names of key personnel responsible for project delivery.
- (g) Describe awards received, if applicable.

**R1.2** The project references must be for work done by the Proponent (as defined in R1410T General Instructions to Proponents, G12 Definitions). Past project experience from entities other than the Proponent will not be considered in the evaluation.

If the Proponent is a joint venture, indicate which reference projects were carried out by each joint venture member.





## **Rated Requirement 2: Achievements of Consultant Team Key Sub-consultant firms / Specialists on Projects**

Describe the accomplishments, achievements and experience of the Consultant Team key sub-consultant firms / specialists, either as the Consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select two (2) reference projects undertaken by the Consultant Team key sub-consultant firms / specialists within the last five (5) years per key sub-consultant firm / specialist. Only the first 2 projects listed for each Consultant Team key sub-consultant firm/specialist, in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference.
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- (c) Describe budget control and management - i.e. contract price & final construction cost - explain variation.
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation.
- (e) Client contact for project references – Provide the name, address, current phone and fax of a client contact at working level - references may be checked.
- (f) Provide names of key personnel responsible for project delivery.
- (g) Describe awards received, if applicable.

## **Rated Requirement 3: Achievements of Key Personnel on Projects**

Describe the experience and performance of each of the Proponent's Consultant Team key personnel to be assigned to this project regardless of their past association with the Proponent. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

The Proponent should include the following information for each description:

- (a) professional accreditation;
- (b) accomplishments/achievements/awards;
- (c) relevant experience, expertise, number of years' experience in a relevant discipline;
- (d) role, responsibilities and degree of involvement of the individual in past projects.

## **Rated Requirement 4: Understanding of the Project:**

The Proponent should demonstrate an understanding of the project requirements in Appendix A – Project Brief / Terms of Reference, including an understanding of the



goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

The Proponent should describe an understanding of the following in response to this requirement:

- (a) The functional and technical requirements;
- (b) Broader goals (federal image, sustainable development, sensitivities);
- (c) Significant issues, challenges and constraints; and
- (d) Project schedule and cost: Review schedule and cost information and assess risk management elements that may affect the project.

**Rated Requirement 5: Scope of Services:**

The Proponent should demonstrate their capability to deliver the services, meet project challenges, and to provide a plan of action for the work in Appendix A – Project Brief / Terms of Reference.

The Proponent should describe the following in response to this requirement:

- (a) Scope of Services - detailed list of services
- (b) Work Plan - detailed breakdown of work tasks and deliverables
- (c) Project Schedule - proposed major milestone schedule
- (d) Risk Management Strategy
- (e) Sustainable Development Strategy

**Rated Requirement 6: Management of Services:**

The Proponent should describe how the services will be delivered and how the constraints will be met; how the services will be managed to ensure continuing and consistent control and communication efficiency; how the Consultant Team will be managed and organized and how it will fit in the existing structure of the key sub-consultant firms/specialists.

The Proponent should include the following in response to this requirement:

- (a) Describe the makeup of the full Consultant Team proposed in response to Mandatory Requirement 2, including their roles and responsibilities to deliver the work in Appendix A – Project Brief / Terms of Reference.
- (b) Provide an organization chart with position titles, reporting relationships and names of each member of the Consultant Team, including a joint venture business plan (if Proponent is a joint venture), and team structure;
- (c) If the Proponent is a joint venture, describe the structure of the joint venture, and include each member of the joint venture in the organization chart.
- (d) What back-up will be committed
- (e) Provide profiles of the key positions (specific assignments and responsibilities);
- (f) Outline of an action plan of the services with implementation strategies and sequence of main activities.



- (g) Reporting relationships
- (h) Provide a Communication Strategy.
- (i) Response time: demonstrate how the response time requirements will be met

**Rated Requirement 7: Design Philosophy / Approach / Methodology**

The Proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the Consultant Team as well as the Proponent’s approach to resolving design issues and in particular to focus on the unique aspects of the requirements in Appendix A – Project Brief / Terms of Reference.

The Proponent should describe the following in response to this requirement:

- (a) Design Philosophy / Approach / Methodology that the Proponent will apply when delivering the work in Appendix A – Project Brief / Terms of Reference;
- (b) The major challenges and how the Proponent’s approach will be applied to those particular challenges.

**4. EVALUATION AND RATING**

4.1. The Rated Requirements will be evaluated in accordance with the following, to establish Technical Ratings:

4.1.1. Proponents **must** achieve a minimum pass mark of 60 points out of the 100 points available. No further consideration will be given to Proponents not achieving the minimum pass mark of 60 points.

4.1.2. Calculation of Score: Weight Factor x Rating = Weighted Rating (Score)

Technical Rating – Table 1

Criterion	Weight Factor	Rating	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects	1.0	0 - 10	0 - 10
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects	1.0	0 - 10	0 - 10
R3 - Achievements of Key Personnel on Projects	1.0	0 - 10	0 - 10
R4 - Understanding of the Project	2.0	0 - 10	0 - 20
R5 - Scope of Services	2.0	0 - 10	0 - 20
R6 - Management of Services	2.0	0 - 10	0 - 20
R7 - Design Philosophy / Approach / Methodology	1.0	0 - 10	0 - 10
Technical Rating	10.0		0 - 100



#### 4.2. Generic Evaluation - Table 2

The RCMP Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated.	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected.	Generally doubtful that weaknesses can be corrected.	Weaknesses can be corrected.	No significant weaknesses.	No apparent weaknesses.
	Proponent does not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced.
	Consultant Team proposed is not likely able to meet requirements	Consultant Team proposed does not cover all components or overall experience is weak.	Consultant Team proposed covers most components and will likely meet requirements.	Consultant Team proposed covers all components - some members have worked successfully together.	Strong Consultant Team proposed - has worked successfully together on comparable projects
	Sample projects not related to this requirement.	Sample projects generally not related to this requirement.	Sample projects generally related to this requirement.	Sample projects directly related to this requirement.	Lead supplier in sample projects directly related to this requirement.
	Extremely poor capability, insufficient to meet performance requirements.	Little capability to meet performance requirements.	Acceptable capability, should ensure adequate results.	Satisfactory capability, should ensure effective results.	Superior capability, should ensure very effective results.