



**RETURN PROPOSALS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

**Bid Fax: 1-877-558-2349**  
**Bid Email: [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca)**

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

The maximum email file size is **15 megabytes**. Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to proposal documents will not be accepted.

**REQUEST FOR PROPOSAL (RFP)**

**Proposal To: Parks Canada Agency**

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

**Issuing Office**

Parks Canada Agency  
National Contracting Services  
Gatineau, Quebec

<b>Title-Sujet</b> Infrastructure Master Plan, Programme of the Main Station & Schematic Design of the Weather office, Sable Island National Park Reserve		
<b>Solicitation No. - N° de l'invitation</b> 5P201-20-0238/A		<b>Date:</b> 9 mars 2021
<b>GETS Reference No. – N° de référence du SEAG</b> PW-21-00948614		<b>Client Ref. No. – N° de réf du client</b> 2005
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> 7 avril 2021	<b>Time Zone - Fuseau horaire</b> EDT-HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Christine Piché <a href="mailto:christine.piche2@canada.ca">christine.piche2@canada.ca</a>		
<b>Telephone No. - N° de téléphone</b> 873-355-8841		<b>Fax No. – N° de FAX</b> 1-877-558-2349
<b>Destination of Goods, Services, and Construction:</b> <b>Destination des biens, services et construction :</b> See Herein – Voir aux présentes		

**TO BE COMPLETED BY THE BIDDER  
À COMPLÉTER PAR LE SOUMISSIONNAIRE**

<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<b>Title - Titre</b>	
<b>Telephone No. - N° de téléphone :</b> _____	
<b>Facsimile No. - N° de télécopieur:</b> _____	
<b>Signature</b>	<b>Date</b>

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## REQUEST FOR PROPOSAL (RFP)

### IMPORTANT NOTICE TO BIDDERS

**BIDS RECEIVED BY EMAIL AND FAX WILL BE ACCEPTED AS OFFICIAL.**

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

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

The maximum email file size that Parks Canada is capable of receiving is **15 megabytes**. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

### TRAVEL LIMITATION

All bidders must adhere to Provincial travel restriction. The proposal must include all applicable costs related to Covid-19 restrictions as specified by the province of Nova Scotia.

<https://novascotia.ca/coronavirus/travel/>

### TWO-SUBMISSION BID

This Bid shall be submitted following a "two-submission" procedure. Refer to S13 of the Special Instructions to Bidders.

### DIRECT DEPOSIT

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

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

## TABLE OF CONTENTS

The following is intended to clarify the general structure of the whole document.

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## **SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)**

### **SI1 INTRODUCTION**

1. Parks Canada Agency (PCA) 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. This is a single phase selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

### **SI2 PROPOSAL DOCUMENTS**

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

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

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

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; Submission Requirements and Evaluation (SRE);
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief;
  - (d) the document entitled "Doing Business with PWGSC";
  - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 SUBMISSION OF BID**

- 1) The bid shall be submitted following a "two-submission" procedure both submissions shall be enclosed and sealed together in an electronic email. All emails are to be provided by the Bidder.

- 2) Bids must be submitted only to Parks Canada Agency Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation. Bids submitted by mail, in-person or by courier may not be accepted.
  - a. The only acceptable email address and fax number for responses to bid solicitations are [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca) and **1-877-558-2349** . Bids submitted by email directly to the Contracting Authority or to any email address other than [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca) will not be accepted.
  - b. The maximum email file size that Parks Canada is capable of receiving is **15 megabytes**. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.
  - c. The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).
  - d. Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.
- 3) The Qualifications Form, and any required associated document(s), shall be enclosed and sealed in an electronic attachment with the following information clearly printed or typed on the title of the email:
  - a. SUBMISSION #1 – QUALIFICATIONS;
  - b. Solicitation Number; and
  - c. Name of Bidder.
- 4) The Price Proposal Form shall be enclosed and sealed in an electronic attachment with the following information clearly printed or typed on the title of the email:
  - a. SUBMISSION #2 - PRICE;
  - b. Solicitation Number; and
  - c. Name of Bidder.
- 5) Timely and correct delivery of bids is the sole responsibility of the Bidder.
- 6) Failure to comply with SI3.1 and SI3.2 may render the bid liable to disqualification.
- 7) To be considered responsive, a bid must meet all of the mandatory requirements set out in the RFP. No further consideration in the selection procedure will be given to a Bidder submitting a non-responsive bid.

#### SI4 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 as early as possible. Enquiries should be received no later than **five (5) business 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.

## **SI5 BIDDERS' CONFERENCE**

There is no Bidder's Conference for this requirement.

## **SI6 CANADA'S TRADE AGREEMENTS**

This procurement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP) and the Canadian Free Trade Agreement (CFTA).

## **SI7 CERTIFICATIONS**

### **1. Integrity Provisions – Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences, of section 01 of the General Instructions, the Proponent must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

### **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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

## **SI08 WEBSITES**

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

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

Federal Contractors Program (FCP)  
[http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)

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>

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>

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

Supplier Registration Information  
<https://srisupplier.contractsCanada.gc.ca>

Consultant Performance Evaluation Report Form

Solicitation No. - N° de l'invitation  
5P201-20-0238/A  
Client Ref. No. - N° de réf. du client  
2005

Amd. No. - N° de la modif.

File Name - Nom du dossier

Infrastructure Master Plan, Programme of the Main Station & Schematic Design  
of the Weather office, Sable Island National Park Reserve

Contracting Authority  
Christine Piché

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

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

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## 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
    - 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
    - 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
    - R1250D (2017-11-28) General Condition (GC) 9 - Indemnification and Insurance
  - (c) Project Brief;
  - (d) the document entitled "Doing Business with PWGSC";
  - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
  
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The 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>

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



- (h) the document entitled "Doing Business with PWGSC";
- (i) the proposal.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 SECURITY REQUIREMENT**

There is no security requirement applicable to this requirement.

### **AGREEMENT PARTICULARS**

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

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**APPENDIX A - TEAM IDENTIFICATION FORMAT**

For details on this format, please see Appendix E - SRE in the Request for Proposal.

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.

**I. Prime Consultant (Proponent – Architect)**

Firm or Joint Venture Name: .....

.....

.....

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

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**Senior Architect**

Firm Name: .....

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

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**Intermediate Architect**

Firm Name: .....

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

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**Architect/Engineer**

Firm Name: .....

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

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**Senior Architectural Technician / Senior Architectural Technologist**

Firm Name: .....  
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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.....

**Architectural Technician / Architectural Technologist**

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

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

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.....

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

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

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

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

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**APPENDIX B - DECLARATION/CERTIFICATIONS FORM**

**Project Title:** Infrastructure Master Plan, Programme of the Main Station & Schematic Design  
of the Weather office, Sable Island National Park Reserve

**1. Proponent Information**

<b>NAME OF PROPONENT:</b>	
Street Address:	Mailing Address (if different than street address)
City:	City:
Prov./Terr./State:	Prov./Terr./State:
Postal/ZIP Code:	Postal/ZIP Code:
Phone #: (    )	Fax#: (    )
E-Mail:	
Procurement Business Number:	

**Type of Organization**

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

**Size of Organization**

Number of Employees: \_\_\_\_\_

Registered Architects/ Graduate Architects: \_\_\_\_\_

Other Professionals: \_\_\_\_\_

Technical Support: \_\_\_\_\_

Other: \_\_\_\_\_

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

### Former Public Servant (FPS) - Certification

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

### Definitions

For the purposes of this clause,

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

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

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

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

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

**Former Public Servant in Receipt of a Pension**

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

**YES ( ) NO ( )**

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

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

By providing this information, proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

**Work Force Adjustment Directive**

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

If so, the Proponent must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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

**Name of Proponent:**

**DECLARATION:**

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

..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, Parks Canada Agency contact will be with the following person:

Name: \_\_\_\_\_.

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

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

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

**APPENDIX C - PRICE PROPOSAL FORM**

INSTRUCTIONS: Complete this Price Proposal Form and submit to the bid fax or email designated on the Front Page "Request for Proposal" for the receipt of the proposals with the Name of Proponent, Name of Project, PCA Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the fax cover page or email subject line. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

**Project Title:** Infrastructure Master Plan, Programme of the Main Station & Schematic Design of the Weather office, Sable Island National Park Reserve

**Name of Proponent:**

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

**REQUIRED SERVICES**

**Fixed Fee** (R1230D (2018-06-21), GC 5 - Terms of Payment)

Required Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents:

**1. REQUIRED SERVICES**

SERVICES		FIXED FEE
RS1	Functional Analysis and Programme	\$
RS2	Schematic Design	\$
<b>MAXIMUM FIXED FEES</b> <i>(Excluding applicable taxes)</i>		\$

**2. OPTIONAL SERVICES**

Optional Services including all related cost, services and deliverables to complete the services specified in the Project Brief and in the RFP documents

SERVICES		FIXED FEE
OS1	Design Development Services	\$
OS2	Construction Document	\$
OS3	Tendering Services	\$
OS4	Construction Administration Services	\$
OS5	Post-Construction Services	\$
<b>TOTAL FEES FOR OPTIONAL SERVICES</b> <i>(Excluding applicable taxes)</i>		\$
<b>GRAND TOTAL (RS 1-2 and OS1-5)</b> <i>(Excluding applicable taxes)</i>		\$



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**APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

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

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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.

**HOURLY RATES**

**The following hourly rates may be used for future contract amendments**

**A) Principals**

Name	Category of Personnel	Hourly Rate

**B) Staff**

Name	Category of Personnel	Hourly Rate

**END OF PRICE PROPOSAL FORM**

Solicitation No. - N° de l'invitation  
5P201-20-0238/A  
Client Ref. No. - N° de réf. du client  
2005

Amd. No. - N° de la modif.

Contracting Authority  
Christine Piché

File Name - Nom du dossier  
Infrastructure Master Plan, Programme of the Main Station & Schematic Design  
of the Weather office, Sable Island National Park Reserve

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## **APPENDIX D - PROJECT BRIEF**

This document is attached as a separate pdf.

## APPENDIX E - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 General Information
  - SRE 2 Proposal Requirements
  - SRE 3 Submission Requirements and Evaluation
  - SRE 4 Price of Services
  - SRE 5 Total Score
  - SRE 6 Submission Requirements – Checklist
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### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in R1410T General Instructions to Proponents (GI3).

#### 1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 80%	=	Technical Score (Points)
<u>Price Rating x 20%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) signed electronic copy of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

#### 2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is thirty (30) pages

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

- Covering letter
- Table of Contents and section dividers
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)

- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

***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 forwarded to the PCA Evaluation Board members for evaluation.***

## **SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

### **3.1 MANDATORY REQUIREMENTS**

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

#### **3.1.1 Licensing, Certification or Authorization**

The proponent shall be an architect, 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 provincial or territorial law in the province of Nova Scotia.

#### **3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following:

- Prime Consultant (Proponent – Architect)
- Senior Architect
- Intermediate Architect
- Architect
- Senior Architectural Technician / Senior Architectural Technologist
- Architectural Technician / Architectural Technologist

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

Sub-consultants / Specialists / Key Staff members may include:

- Structural engineering services;
- Sustainable and Green Building design and construction services;
- Building Science and Energy efficient envelope design and construction services;
- Passive House certified professional;
- Energy modelling services;
- Mechanical and electrical engineering services;
- Qualified Cost estimation services; and
- Other consultants.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. 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, GI9 Limitation of submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

### 3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

### 3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2020-05-28), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3a**.

## 3.2 RATED REQUIREMENTS

### 3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a **maximum** of 3 projects undertaken within the last 6 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

The Projects submitted by the Proponent must be clear examples of:

- A project demonstrating a significant rehabilitation of an existing building with a contemporary addition per the scale and occupancy described in the RFP;
- A project demonstrating Sustainable and Green Building design and construction services and building science /energy efficient envelope design and construction services; experience with integration of Passive House principles will be considered an asset.
- A project demonstrating skill and competency to prepare a Building Programme and functional analysis.

**All projects submitted shall demonstrate the Proponent's excellence in architectural design and a design representative of and in response to its regional context.**

Proponents may include projects that are 'construction completed' or 'currently under construction'; the level of completion of the project to be noted.

Information that should be supplied for each project:

- clearly indicate how each project is comparable/relevant to the requested project.
- brief project description and intent. Narratives should include a design philosophy / approach to meet the intent, design challenges and resolutions.
- budget control and management - i.e. contract price & final construction cost - explain variation
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation
- client references - name, address, phone of client contact at working level - references may be checked

- names of key personnel responsible for project delivery
- Name(s) of the General Contractor; if applicable
- awards received

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

### **3.2.2 Achievements of Key Personnel on Projects**

Describe the experience and performance of key personnel to be assigned to this project. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

- Prime Consultant (Proponent – Architect)
- Senior Architect
- Intermediate Architect
- Architect
- Senior Architectural Technician / Senior Architectural Technologist
- Architectural Technician / Architectural Technologist

Information that should be supplied for each key personnel in their CV (curriculum vitae):

- Professional accreditation, number of years of accreditation
- Relevant experience, expertise, number of years' experience. Include experience in sustainable and green Building services and building science /energy efficient services;
- Role, responsibility and degree of involvement of individual in past projects
- Accomplishments/achievements/awards
- Other certifications

### **3.2.3 Understanding of the Project:**

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (federal image, sustainable objectives, sensitivities)
- Significant issues, challenges and constraints
- Project schedule and cost.
- Parks Canada Agency (PCA) objectives and values

### **3.2.4 Scope of Services:**

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services per task,

- 
- Work Plan - breakdown of tasks and deliverables
  - Project schedule - proposed major milestone schedule
  - Risk management strategy

### 3.2.5 Management of Services:

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

#### Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists' personnel and their role on the project.
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
- Identify the back-up staff should key personnel not be available
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Communication strategies
- Response time: demonstrate how the response time requirements will be met

### 3.2.6 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 team as well as their approach of resolving design issues.

#### Information that should be supplied:

- Functionality and durability;
- Aesthetics and Form;
- Sustainability and energy efficiency design; experience in integration of Passivhaus design and construction principles
- Universal accessibility.

## 3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
3.2.1 Achievements of Proponent on projects	2.5	0 - 10	25
3.2.2 Achievements of Key Personnel on Projects	2.5	0 - 10	25
3.2.3 Understanding of the Project	1.5	0 - 10	15
3.2.4 Scope of Services	1.0	0 - 10	10
3.2.5 Management of Services	1.0	0 - 10	10

3.2.6 Design Philosophy / Approach / Methodology	1.5	0 - 10	15
Total Technical Rating	10.0		0 - 100

To be considered further, proponents **must** achieve a minimum Technical Rating of seventy (70) points out of the hundred (100) points available as specified above.

**No further consideration will be given to proponents not achieving the pass mark of seventy (70) points.**

### Generic Evaluation Table

PCA 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:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	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 do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results



#### SRE 4 PRICE OF SERVICES

All price submission corresponding to responsive proposals which have achieved the pass mark of seventy (70) points will be opened upon completion of the technical evaluation.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.

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

Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)				
		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		92/100	89/100	75/100
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$92/100 \times 80 = 73.6$	$89/100 \times 80 = 71.2$	$75/100 \times 80 = 60$
	<b>Pricing Score</b>	$45/55 \times 20 = 16.36$	$45/50 \times 20 = 18$	$45/45 \times 20 = 20$
<b>Combined Rating</b>		89.96	89.2	80
<b>Overall Rating</b>		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>

The Price Rating is equal to the applicable percentage to establish the Price Score.

#### SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	80	0 - 80
Price Rating	0 - 100	20	0 - 20
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

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## SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

### Submission #1 – Qualifications:

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
- Integrity Provisions – Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2020-05-28) ), General Instructions 1 (G11), Integrity Provisions – Proposal, **section 3a.**
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2020-05-28), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b.**
- Proposal - one (1) electronic copy
- Front page of RFP
- Front page(s) of any solicitation amendment

### Submission #2 – Price:

Price Proposal Form - one (1) completed and submitted to the bid fax or email designated on the Front Page "Request for Proposal" for the receipt of the bids.

Note: Proponents submitting their documents via fax: please put a cover page in front of each submission labeled "Submission 1" for the Proposal and "Submission 2" for the Price Proposal Form. Proponents submitting their documents via email: please attach 2 separate files each labeled "Submission 1" for the Proposal and "Submission 2" for the Price Proposal Form.

Solicitation No. - N° de l'invitation  
5P201-20-0238/A  
Client Ref. No. - N° de réf. du client  
2005

Amd. No. - N° de la modif.

Contracting Authority  
Christine Piché

File Name - Nom du dossier  
Infrastructure Master Plan, Programme of the Main Station & Schematic Design  
of the Weather office, Sable Island National Park Reserve

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**APPENDIX F - DOING BUSINESS WITH PWGSC**

This document is attached as a separate pdf.

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

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**APPENDIX G - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH  
AND SAFETY (OHS)**

***The following form must be completed and signed prior to commencing work on Parks Canada Sites.***

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work
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General Description of Work to be Completed
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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_