



**RETURN BIDS TO -
RETOURNER LES SOUMISSIONS A:
RCMP-GRC**

Attn: Diane Perkins
Email Address: Diane.Perkins@rcmp-grc.gc.ca

**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 CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN
MATIÈRE DE SÉCURITÉ

Title-Sujet: A&E, Internal Road Network Study		Date : October 21, 2021
Solicitation No. – N° de l’invitation : 202202406		
Client Reference No. - No. De Référence du Client : N035 N1677 829361		
Solicitation Closes –L’invitation prend fin		
at/à:	2:00 PM	EST (Eastern Standard Time) HNE (heure normale de l’Est)
on/le:	November 30, 2021	
Delivery – Livraison : See herein.	Taxes : See herein.	Duty – Droits : See herein.
Destination of Goods and Services – Destinations des biens et services : See herein.		
Instructions : See herein.		
Address Enquiries to - Adresser toute demande de renseignements à : Diane Perkins, Senior Procurement Officer Email Address: diane.perkins@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone: 613-327-7437		
Delivery Required - Livraison exigée: See herein.	Delivery Offered - Livraison proposée:	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:		
Telephone No. – No. de téléphone:		
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie) :		
Signature	Date	



ARCHITECTURAL & ENGINEERING (A&E) SERVICES REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. The Royal Canadian Mounted Police (RCMP) intends to retain the services of a consulting firm or joint venture to provide the professional services for planning and engineering services as input to investigate, develop and recommend options to modify or enhance the internal road network to accommodate future access control, onsite vehicle, cycling and pedestrian circulation, traffic volume and parking 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, the pricing and terms offered. A combination of the technical and price 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 the 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 the 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. Section GI3 Overview of selection procedure:
Delete: in its entirety
Insert: GI3 intentionally left blank.
- ii. Subsection 1. of section GI10 Licensing requirements:



Delete: or be eligible to be licensed

iii. Subsection 2.b. of section G116 Submission of proposal:

Delete: in its entirety

Insert: b. send its proposal via **email** only to the RCMP Contracting Authority's email address specified on the front page of the RFP.

- i. Timely and correct delivery of electronic bids is the sole responsibility of the Proponent.
- ii. Canada will not be responsible for any failure attributable to the email transmission or email receipt of the proposal including, but not limited to, the following:
 1. receipt of a garbled or an incomplete proposal;
 2. delay in the email transmission or email receipt of the proposal 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 proposal submission);
 3. failure of the Proponent to properly identify the proposal and RFP number in the email subject line and in the electronic proposal documents;
 4. illegibility of the proposal;
 5. RCMP server blocking emails and/or attachments (potential malware, file size, file formats (unacceptable file formats include, but are not limited to, .zip, .exe, .mp3, etc.);
 6. Security of bid data.
- iii. Proposals transmitted via email constitutes the formal proposal submission.
- iv. The RCMP has restrictions on incoming email messages. The maximum email message size including all file attachments must not exceed 5MB. Zip/exe/mp3 files or links to proposal documents will not be accepted. Incoming email messages exceeding the maximum file size and/or containing zip/exe/mp3 file attachments will be blocked from entering the RCMP email system. A proposal transmitted by email that gets blocked by the RCMP email system will be considered not received. It is the responsibility of the Proponent to ensure receipt.

iv. Section G119 Acceptance of proposal:

Delete: in its entirety

Insert: G119 Rights of Canada

1. Canada reserves the right to:
 - a. reject any or all proposals received in response to the RFP;



- b. in the case of error in the extension or addition of unit prices, the unit price will govern;
- c. enter into negotiations with Proponents on any or all aspects of their proposals;
- d. accept any proposal in whole or in part without negotiations;
- e. cancel or amend the RFP at any time;
- f. reissue the RFP;
- g. if no responsive proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Proponents who bid to resubmit proposals within a period designated by Canada; and
- h. negotiate with the sole responsive Proponent to ensure best value to Canada.

v. Section GI23 Performance Evaluation:

Delete: in its entirety

Insert: GI23 intentionally left blank

- (b) the general terms, conditions and clauses, as amended, identified in the articles of Agreement;
- (c) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
- (d) Team Identification Form (Appendix B);
- (e) Price Proposal Form (Appendix C);
- (f) the Security Requirements Check List (SRCL) & Security Guide (Appendix D);
- (g) Declaration/Certifications Form (Appendix E);
- (h) Submission Requirements and Evaluation (SRE) (Appendix F)
- (i) any amendment to the solicitation document issued prior to the closing date of the solicitation ; and
- (j) 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 email address diane.perkins@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 CFTA, Canada-Chile Free Trade Agreement, Canada-Columbia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free-Trade Agreement, NAFTA, Canada-Panama Free Trade Agreement and Canada-Peru Free Trade Agreement.

SI6 CERTIFICATIONS

Instructions to Proponent: Certifications are to be submitted with Appendix E 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 Proponent 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

SI9 SECURITY REQUIREMENT

1. Before the commencement of Work, the following conditions must be met:



- (a) the successful Proponent must hold valid security clearance as indicated in Supplementary Conditions SC1;
- (b) the successful Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
- (c) the successful Proponent must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the successful Proponent's proposed location of service performance or document safeguarding must meet the security requirement as indicated in Supplementary Conditions SC1;
- (e) the successful Proponent must provide the address(es) of proposed location(s) of service performance or document safeguarding as indicated in the Declaration/Certifications Form.

SI10 - 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

https://www.tradecommissioner.gc.ca/tariffs_sanctions_controls-tarifs_sanctions_controls.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) Articles of Agreement;
- (e) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
- (f) Team Identification Form (Appendix B);
- (g) Price Proposal Form (Appendix C);
- (h) the Security Requirements Check List (SRCL) & Security Guide (Appendix D);
- (i) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (j) 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 the 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 the 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) Articles of Agreement;
 - (d) Supplementary Conditions;
 - (e) General Conditions;
 - (f) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
 - (g) Team Identification Form (Appendix B);
 - (h) Price Form (Appendix C);
 - (i) Security Requirement Check List (SRCL) & Security Guide (Appendix D); and
 - (j) the Proponent's proposal.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from date of contract award to June 30, 2022.

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. 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, in accordance with the contract terms and conditions. If the Parties do not reach a settlement, 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 email at boa.opo@boa-opo.gc.ca, or by web at 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 email at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the contract is:

Name: Diane Perkins

Title: Senior Procurement Officer

Organization: RCMP – Procurement and Contracting Branch

Address: 73 Leikin Drive, Ottawa, ON K1A 0R2

Telephone: 613-327-7437

Email address: diane.perkins@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 Consultant 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 : ____ ____ _____
Email 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 : ____ ____ _____
Email address: _____



SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

1. The following security requirements (SRCL, Security Guide and related clauses) apply to and form part of the Agreement. Before the commencement of Work the following conditions must be met:

1.1 The Consultant's personnel are required to be security cleared at the level of Enhanced Reliability Status as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

a. The Consultant must comply with the provisions of the Security Requirements Check List (SRCL) & Security Guide attached at Appendix D.

b. The Consultant's location of service performance or document safeguarding must meet the security requirement as indicated in Appendix D – Security Requirements Check List (SRCL) & Security Guide.

1.2 Consultant's Site or Premises Requiring Safeguard Measures

The Consultant must diligently maintain up-to-date, the information related to the Consultant's site or premises, where safeguard measures are required in the performance of the Services, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory

Postal Code

SC2 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in English.



APPENDIX A – PROJECT BRIEF

Internal Road Networks Study

Background

FoTenn consultants developed a Campus Master Plan (CMP) for the RCMP Technical Protective Operations Facility (TPOF) campus located at 1426 St. Joseph Blvd., in Orleans, Ontario, in late 2015. The CMP was an update to a previous CMP prepared in 2005.

The document was submitted to and approved (*January 26, 2016*) by the National Capital Commission (NCC) as the governing body responsible for planning and land use policies for Federal Government real property and land holdings in the National Capital Region.

The CMP establishes design and planning principles at a high level. In order to proceed with future specific proposed and anticipated developments refinement of the high-level objectives and guidelines are required to provide more precise context and guidance for development. Detailed studies in context of the site are required for future building design, vehicle and pedestrian circulation infrastructure, utility infrastructure, site user amenities and other elements.

The current requirement is for the services of a firm to provide planning and engineering services as input to investigate, develop and recommend options to modify or enhance the internal road network to accommodate future access control, onsite vehicle, cycling and pedestrian circulation, traffic volume and parking.

Site issues

At present, a primary vehicle entrance from a signalized intersection at St. Joseph Blvd. accesses the site. A secondary site access gate utilized for emergencies only is located on Innes Road.

The location and functionality of the current main access control point is not adequate to effectively manage and segregate pedestrians, cyclists, and various categories of vehicle traffic, which includes operational vehicles, employee personal vehicles, visitor and contractor vehicles, and construction and delivery vehicles.

The CMP identifies the primary future concentrated development area at the north end of the upper terrace.

The present road network accessing the prime development area is limited to a single access road leading from the mid terrace at the north end of the site up the escarpment to the upper terrace area.



The current roads on the upper escarpment are limited to the main N/S road referred to for planning purposes as Upper Terrace Main, and a single E/W road referred to as Upper Terrace West. Roadways on the southern portion of the site are primarily used for training purposes.

The CMP projecting to the end of a 25 year planning cycle calls for development that would add operational buildings with capacity for approximately 2150 personnel, and parking capacity of approximately 1350 vehicles in addition to operational vehicles on the upper terrace. Of the potential buildings identified in the CMP, one building is in operation and two others are under construction and nearing completion. Initial phases of planned parking lots associated with the buildings now under construction have been completed establishing precedents for future parking planning as per the CMP.

Solutions are required to improve vehicle, cyclist and pedestrian access to the upper terrace and to create a road and utility network to serve the proposed future development on the site.

Resource information to be made available

The client will provide to the appointed study team available existing site and planning information which will include a site plan in DWG format, the current Campus Master Plan (2015), the NCC FLUDA conditions, projected new build information including site plans for buildings and parking areas, previous studies reviewing options on site security and the secure entrance portal.

Study Objectives

The objectives of this study are:

1. With reference to previous studies, review the location of the existing main site access control point (secure vehicle entrance portal) and recommend an optimum location with preliminary design parameters to serve all identified access control point requirements. Provide schematic design in support of the recommended option. Requirements include but are not limited to traffic flow, access to secured and non-secured (visitor) parking, security considerations for pedestrians, cyclists, personal and operational vehicles, construction traffic, commercial vehicle inspection, vehicle rejection lane, emergency operations and site egress.
2. Investigate and propose options to enhance perimeter security, site access and controls for pedestrians, vehicles and cyclists
3. Review the existing internal road network to determine;
 - a. Existing maximum capacities and opportunities for enhancement in support of the CMP
4. Design an optimal road network on the Upper Terrace that will;



- i. Provide operational, service, and delivery access to all proposed potential new building locations
 - ii. Provide access to proposed new parking lots
 - iii. Provide emergency access for required emergency services (fire/ambulance)
 - iv. Provide integrated pathways or road allowances for pedestrians and cyclists for access to buildings and for recreation purposes.
 - v. Consider an optimal layout of required future extension and integration of infrastructure service distribution (water, sanitary, gas, hydro, communications)
 - vi. Consider impacts on storm drainage
 - vii. Consider options to facilitate segregation of visitor traffic from authorized vehicle traffic and access
 - viii. Consider options to accommodate visitor vehicle access to the upper terrace
 - ix. Consider options for emergency evacuation of the site
 - x. Consider the need for and options to activate a secondary access and control point from Innes Road. Provide schematic design options.
5. Investigate and propose options to either increase the capacity of the existing single road up the escarpment as required or develop a new secondary alternate road up the escarpment from the mid terrace. This road design should take into consideration;
 - a. Physical feasibility
 - b. Cost
 - c. Environmental impact with emphasis on the sloped escarpment
 - d. Disruptions/impacts to existing building and parking facilities on the mid terrace
 - e. Connections to a future enhanced secure vehicle entrance portal
 - f. Emergency vehicle access, circulation and site evacuation.
 - g. Pedestrian and cycling access from the mid terrace to the upper terrace
6. Investigate and propose options to facilitate a pedestrian routing or staircase from the mid terrace to the upper terrace with all season utility
7. Investigate and propose options to facilitate safe user-friendly cycling access to the upper terrace with all season utility
8. Provide guidance and input to a separate concurrent study related to storm drainage for the site.
9. Investigate and make recommendations with respect to the impact of future City of Ottawa LRT facilities and services with respect to traffic volume, required services and or amenities to support use of LRT or public transit by personnel.



Deliverables

It is the intent of RCMP to engage a consultant team to;

Note:

- All deliverables, reports, meeting records and other documents are to be submitted electronically in PDF format. For each report supplement electronic version with three (3) printed copies.
 - All drawings or illustrations prepared as separate documents or incorporated into reports are to be submitted electronically in native format (.dwg) and in PDF format.
1. Conduct a site review of existing conditions and document as found conditions. RCMP will provide limited available site drawings.
 2. Prepare an outline scope of work and a work plan/schedule to confirm an understanding of the proposed scope of services and submit for review and approval.
 3. Prepare a comprehensive site topographic survey of the study area to facilitate planning and design scope. Use of publicly available topographic information is anticipated.
 4. Develop a statement of work as required to engage separate specialist services for soils testing as required to support design proposals. Testing would be conducted independently as input to this scope of work.
 5. Prepare a minimum of two (2) comprehensive schematic designs for review by RCMP addressing all Study Objectives stated above. The schematic designs must include options for a) modified site access control from St. Joseph., b) schematic designs to increase road capacity to the Upper Terrace., c) Schematic designs for a road network on the Upper Terrace., d) schematic designs for an alternate site access from Innes road., e) schematic designs for an emergency site evacuation route.
 6. Prepare a project specific overview of the environmental impact of each schematic proposal. Impacts to consider short term and long-term effects upon the existing natural environment including trees, vegetation, species at risk, migratory birds, water courses and storm runoff.
 7. Present options as developed in item 5 above for initial review and comments by RCMP
 8. Based on RCMP comments, develop a recommended schematic design.
 9. Meet with designated NCC staff to review selected design and modify as appropriate based on inputs from NCC as accepted by RCMP



10. Prepare a sequential implementation schedule and a Class D construction estimate for the full scope of works
11. Prepare documentation (presentation materials) as required for submission to NCC for preliminary FLUDA approval and for presentation to RCMP management.
12. Prepare a comprehensive summary report of findings and recommendations

Consultant Team requirements

Composition

A multi-disciplined consultant team shall be assembled under the direction of a Prime Consultant. The Prime Consultant may be an Architect, Planner or Engineer licensed to practice in the Province of Ontario.

It is expected that at minimum the following planning and engineering disciplines will be engaged to provide the deliverables as required;

Planner or a planning team with specific expertise in site development, road and utility planning and traffic management

Civil Engineer

Land Surveyor

Environmental Engineer/ biologist

Landscape Architect



APPENDIX B - TEAM IDENTIFICATION FORM

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

Complete this Team Identification Form and submit with the Evaluation Criteria in accordance with Appendix F Submission Requirements and Evaluation (SRE). 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, Planner or Engineer)

Firm or Joint Venture Name:

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

.....

2. Key Sub Consultants / Specialists:

2.1. Planner or a Planning Team (Urban and Transportation)

Firm Name:

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

.....



2.2. Civil Engineer

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

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

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

2.3. Land Surveyor

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

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

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

2.4. Environmental Engineer/Biologist

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

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

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

2.5. Landscape Architect

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



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

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



APPENDIX C - PRICE PROPOSAL FORM

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).
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: The Proponent shall provide a single fixed hourly rate for each category of personnel of the Consultant and sub-consultants for the duration of any resulting Contract.
7. 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.
8. **Only Part A of this Appendix will be used for the price evaluation.**

Project Title: Internal Road Networks Study

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)



Service *:	Fixed Fee (CAD excluding Applicable Taxes):
Existing conditions review, analysis and summary	\$ _____
Work plan and schedule	+ \$ _____
Site topographic survey	+ \$ _____
Schematic design options report (2)	+ \$ _____
Environmental impact assessment for options	+ \$ _____
Recommended schematic incorporating client review comments	+ \$ _____
National Capital Commission and Authority Having Jurisdiction review and update of schematic	+ \$ _____
Implentation schedule	+ \$ _____
Class D estimate	+ \$ _____
Comprehensive summary report, all deliverables	+ \$ _____
MAXIMUM FIXED FEES:	= \$ _____

TOTAL EVALUATED FEE FOR REQUIRED SERVICES

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Evaluated Fee \$.....

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



The time based fees in Part B.1 will **not** be included in the total estimated cost on the front page of the contract.

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

Key Personnel	
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 – SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE

SRCL #100529

Prepared by:
Central Departmental Security Section
Royal Canadian Mounted Police



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Unclassified / non-classifiée

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction Real Property / National Project Delivery Office
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Consultant study to investigate and develop a plan to modify existing roads and entry points and develop a new road network within the TPOF site in support of the Campus Master Plan

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



General Security Requirements

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. All Protected information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security.
3. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure. (i.e. loss of sensitive information, accidental or deliberate.)
4. Photography is not permitted. If photos are required, please contact the Organization Project Authority and Departmental Security Section.
5. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.
6. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
7. The RCMP's Departmental Security Section (DSS) reserves the right to:
 - conduct inspections of the contractor's site/premises. Inspections may be performed prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the inspection is to ensure the quality of security safeguards.
 - request photographic verification of the security safeguards. Photographs may be requested prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the photographs is to ensure the quality of security safeguards.
 - provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards).



8. To ensure Canada's sovereign control over its data, all sensitive or protected data under government control will be stored on servers that reside in Canada. Data in transit will be appropriately encrypted.



Physical Security

- 1. Storage:** Protected information/assets must be stored in a container acceptable to the RCMP DSS. The container must be located (at minimum) within an “Operations Zone”. As such, the contractor’s facility must have an area/room that meets the following criteria:

Operations Zone	
Definition	An area where access is limited to personnel who work there and to properly escorted visitors. Note: The personnel working within the Operational Zone must: <ul style="list-style-type: none"> • possess a valid RCMP Reliability Status (RRS), or • be escorted by an individual who possesses a valid RRS
Perimeter	Must be indicated by a recognizable perimeter or a secure perimeter depending on project needs. For example, the controls may be a locked office or suite.
Monitoring	Monitored periodically by authorized employees. For example, users of the space working at the location are able to observe if there has been a breach of security.

Note: Refer to Appendix A for more information on the Security Zone concept.

- 2. Discussions:** Where sensitive conversations are anticipated, Operations Zones must have a stand off from public spaces or be designed with acoustic speech privacy properties (where the user has a reasonable expectation that they will not be overheard). For example, private room/office and/or boardroom.
3. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract’s objectives.
4. Before entering an operational area of an RCMP building/facility, contractors and Sub-contractors not cleared to ERS must turn in all electronic devices, e.g. cell phones, cameras, smart phones to the reception/security desk until the person leaves.
5. Hard copy documentation (e.g. notes, documents) produced by the contractor in the course of the work is to be treated the same as RCMP sensitive information.
6. The contractor may not use un-screened personnel for portions of the work.
7. The contractor may not produce, manufacture, repair and/or modify any Protected and/or Classified material or equipment on its site or premises.



8. A building access card is required for admittance to or movement within an RCMP building/facility, which must be worn and visible at all times.
9. Only sanitized drawings will be physically present at the contractor's location (i.e. no Protected or Classified information will be present). To properly sanitize floor plans, the contractor must ensure that the drawings meet the following requirements;
 - Construction drawings will not contain a key plan showing the entire complex or site.
 - RCMP logos, RCMP name, or site address will not be shown on the construction drawings.
 - PSPC or Government of Canada identifiers will be used.
 - Rooms must be identified by number, not names. A separate coded list of room numbers associated to sensitive information and descriptors will be developed and updated as changes are made.
 - Security system information will be placed on separate layers of construction drawings for ease of printing and distribution.
10. **Destruction:** All drafts or misprints (damaged copies and/or left over copies) must be destroyed by the contractor. Protected information must be destroyed in accordance with the RCMP's Security Manual. The equipment/system (i.e. shredder) used to destroy sensitive material is rated according to the degree of destruction. RCMP approved destruction equipment must be utilized.

Approved levels of destruction for Protected B include:

- Residue size must be less than 1 x 14.3 mm (particle cut).

Note:

- If the contractor is unable to meet the RCMP's destruction requirements, all sensitive information/assets are to be returned to the RCMP for proper destruction.
- Any sensitive drafts/misprints awaiting disposal must be protected in the agreed upon manner until destroyed.

11. **Transport/Transmittal:** The physical exchange of sensitive information must follow the Contract. When a delivery service is used, it must offer proof of mailing, a record while in transit and of delivery.

Transport	Transport: to transfer sensitive information and assets from one person or place to another by someone with a need to know the information or need to access the asset.
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Transmittal	Transmit: to transfer sensitive information and assets from one person or place to another by someone without a need to know the information or need to access the asset.
-------------	---

Note:

- For Transport of Protected “B” information (travel to/from neutral locations for meetings and/or interviews): In place of a single envelope, a briefcase or other container of equal or greater strength may be used. Double envelope/wrap to protect fragile contents or to keep bulky, heavy or large parcels intact.
- For Transmittal of Protected “B” information (Canada Post or registered courier): Address in a nonspecific manner. Add "To Be Opened Only By" because of the need-to-know or need-to-access principles when warranted.

IT Security

Appropriate Control of Protected A and B Information

Transport/Transmittal

1. Protected A or B information must not be released into the public domain.
2. No sensitive information, Protected A or higher, shall be electronically transmitted to the contractor’s site.
3. No sensitive electronic information or assets, Protected A or higher, shall be removed from RCMP networks or property.
4. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.
5. Individuals must not allow privately-owned technology to join, bridge, or participate with RCMP networks in any way, or create a network or access point on RCMP premises.
6. Any conference/video calls involving the discussion of RCMP information must be conducted using an RCMP authorized video conferencing medium approved for the level of information being transmitted.



7. If there is a requirement to send RCMP Protected A or Protected B information electronically, it must be sent using a FIPS 140-2 compliant portable storage device provided by the RCMP, with access restricted to RCMP security cleared contractor personnel only and the RCMP client. The FIPS 140-2 compliant portable storage device must be delivered by-hand or shipped by an approved courier to the contractor's location. Sensitive RCMP information shall not be transmitted to or from any external email address.
8. The password for the portable storage device is to be provided verbally, either in person or by telephone to RCMP security cleared contractor personnel only.
9. If electronic processing of Protected A or B RCMP information is required, the contractor must ensure the information is:
 - encrypted while at rest
 - encrypted while in transit; and
 - access controls are implemented.

Note: Advanced Encryption Standard (AES) Algorithm with key lengths of 128, 192 and 256 bits is approved for encrypting Protected A and B information.

Telephony

10. When dealing with RCMP information, all voice communication by any cellular, mobile or land line telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.

Printing, Scanning, and Photocopying

11. If electronic RCMP Protected information has to be printed / scanned, the contractor must have additional/dedicated computer(s), printer(s)/scanners. This equipment must not be connected to the local area network nor the Internet. This computer(s) will require RCMP approved disk drive encryption.

Storing

12. If required, backup of RCMP Protected A or B information is subject to the same security guidelines (encryption and access controls) as is the live information.
13. Electronic records must be destroyed according to ITSG-06 Clearing and Declassifying Electronic Data Storage Devices (refer to <https://www.cse-cst.gc.ca/en/node/270/html/10572> for further info). Protected information is to be cleared using the following options:



- Media containing PROTECTED government information can only be re-used after all data areas of the media have been alternatively overwritten with any character and its complement (e.g. binary 1s then binary 0s) for a minimum of three times.
 - Media containing PROTECTED government information that are not overwritten to the satisfaction of the RCMP are to be destroyed in accordance with RCMP approved methods (approved metal-destruction facility, incineration, emery wheel or disk sander, dry disintegration, pulverizing or smelting).
14. All RCMP supplied storage devices used throughout the duration of this contract must be returned to the RCMP immediately upon contract termination.

Personnel Security

1. All contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
3. As the supplier and its employees will have access to RCMP Protected and/or Classified information, an RCMP Clearance at the appropriate level is required.

Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP identifies a requirement for ERS or a security clearance, the Contractor will submit the following to the RCMP:



1. Form TBS 330-23 (LERC version)
2. Form TBS 330-60
3. Form RCMP 1020-1 (Pre Interview)
4. Copy of Birth Certificate and Driver's License
5. Two Passport size pictures.

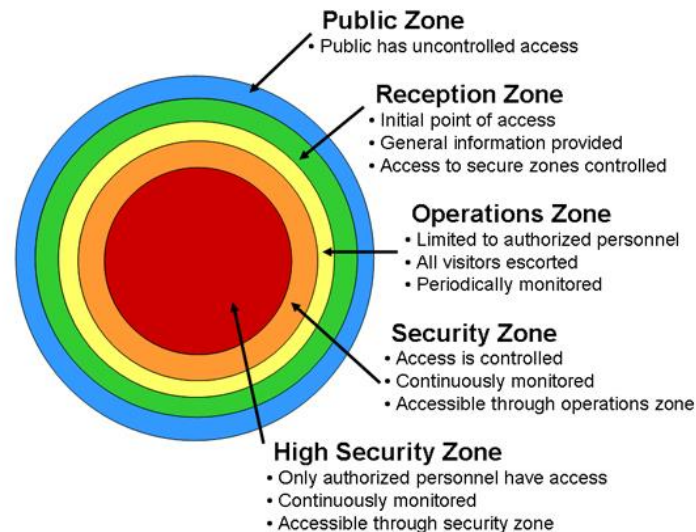
The RCMP:

1. will conduct personnel security screening checks above and beyond the security requirements outlined in the *Policy on Government Security*
2. will conduct a security interview
3. will obtain a set of fingerprints

Appendix A – Security Zone Concept

The *Government Security Policy (Section 10.8 - Access Limitations)* stipulates that “departments must limit access to classified and protected information and other assets to those individuals who have a need to know the information and who have the appropriate security screening level”.

The *Operational Security Standard on Physical Security (Section 6.2 - Hierarchy of Zones)* states that “departments must ensure that access to and safeguards for protected and classified assets are based on a clearly discernable hierarchy of zones”.



Public Zone is where the public has unimpeded access and generally surrounds or forms part of a government facility. Examples: the grounds surrounding a building, or public corridors and elevator lobbies in multiple occupancy buildings.

Reception Zone is where the transition from a public zone to a restricted-access area is demarcated and controlled. It is typically located at the entry to the facility where initial contact between visitors and the department occurs; this can include such spaces as places where services are provided and information is exchanged. Access by visitors may be limited to specific times of the day or for specific reasons.

Operations Zone is an area where access is limited to personnel who work there and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically. Examples: typical open office space, or typical electrical room.

Security Zone is an area to which access is limited to authorized personnel and to authorized and properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored continuously, i.e., 24 hours a day and 7 days a week. Example: an area where secret information is processed or stored.

High Security Zone is an area to which access is limited to authorized, appropriately-screened personnel and authorized and properly-escorted visitors; it must be indicated by a perimeter built to the specifications recommended in the TRA, monitored



continuously, i.e., 24 hours a day and 7 days a week and be an area to which details of access are recorded and audited. Example: an area where high-value assets are handled by selected personnel.

Access to the zones should be based on the concept of "need to know" and restricting access to protect employees and valuable assets. Refer to [RCMP Guide G1-026, Guide to the Application of Physical Security Zones](#) for more detailed information.



APPENDIX E - DECLARATION/CERTIFICATIONS FORM

Complete this Declaration/Certifications Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).

1. Proponent Information:

Proponent Legal Name: (In the case of a joint venture include the legal names of all members.)	
Proponent Operating Name (if any): (In the case of a joint venture include the operating names of all members.)	
Proponent Address: (In the case of a joint venture include the addresses of all members.)	
Procurement Business Number (PBN): (In the case of a joint venture include the PBN of the joint venture, or the PBN for each member.)	
Name of Contact Person: (In the case of a joint venture include only the contact person of the lead member.)	
Telephone # of Contact Person:	
Email Address of Contact Person:	
Address of Proponent's Proposed Site or premises Requiring Safeguard Measures (refer to SI9 Security Requirement):	



Street Number / Street Name, Unit / Suite / Apartment Number:	
City, Province, Territory:	
Postal Code:	

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. 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.

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.

4. 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	

This Appendix "E" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "E" 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 F – 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 the Proponent submit its complete **email** bid in separately saved and attached sections as follows:

- a. Section I: Technical Proposal (one soft copy in PDF format).

The Technical Proposal should be submitted in a **separate electronic file** with the electronic title including the Name of Proponent, Name of the Project or Solicitation Number, and the words “TECHNICAL PROPOSAL”

- b. Section II: Financial Proposal (one soft copy in PDF format).

The Financial Proposal must be submitted in a **separate electronic file** and the electronic title should include the Name of Proponent, Name of the Project or Solicitation Number, and the words “PRICE PROPOSAL FORM”

- c. Section III: Declaration/Certifications (one soft copy in PDF format)

The Declaration/Certifications should be submitted in a **separate electronic file** with the electronic title including the Name of Proponent, Name of the Project or Solicitation Number, and the words “DECLARATION/CERTIFICATIONS”

- d. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- e. Bids transmitted by facsimile or hard copy will not be accepted.
- f. The maximum number of pages including text and graphics to be submitted for **SRE 3 section 3.3 Rated Requirements** is **60 pages**. **A minimum font size 10 should be used.**

The following content is 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 “E” – Declaration/Certifications Form
- v. SRE 3 section 3.2 Mandatory Requirements in this appendix.
- vi. Front page of the RFP; and,
- vii. Front page of amendment(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.



g. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:

i. use a numbering system that corresponds to the bid solicitation.

1.2. Section I: Technical Proposal

1.2.1 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.

1.2.2 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.

1.2.3 Proponents must submit their Technical Proposal in accordance with the Evaluation Criteria (Appendix F SRE 3), the Team Identification Form (Appendix B), and SRE 1 Submission Requirements).

1.3 Section II: Financial Proposal

1.3.1 Proponents must submit their Price Proposal Form in accordance with Appendix C - Price Proposal Form, and SRE 1 Submission Requirements. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.4 Section III: Declaration/Certifications

1.4.1 Proponents must complete, sign and submit the certifications and supporting documentation required under Appendix E Declaration/Certifications Form, in accordance with SRE1 Submission Requirements.

1.5 Electronic Documents

1.5.1 If Proponents are provided with an electronic copy of some of the RFP documents, in Microsoft Office format, with the solicitation package, in the event of any discrepancies between the Microsoft Office copies and PDF documents issued, the PDF documents released will prevail.

SRE 2 Evaluation Procedures and Basis of Selection



2.1 Evaluation Procedures

2.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

2.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

2.2 Technical Evaluation

2.2.1 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.

2.2.2 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.

2.2.3 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 Financial Evaluation

2.3.1 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.

2.3.2 Price Support

- a. Canada may, but will have no obligation to, request price support for any fees proposed (fixed fees, time based fees, etc.) when there are less than 3 responsive Proponents. If Canada requests price support, it may be requested from one or more of the responsive Proponents. The Proponent must provide, at Canada’s request, one or more of the following price support documents, if applicable:
 - i. Copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers within 2 years prior to the bid solicitation issuance date; or
 - ii. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.; or



- iii. Price or rate certifications; or
 - iv. Any other supporting documentation as requested by Canada.
- b. Once Canada requests price support for the fees proposed, it is the sole responsibility of the Proponent to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Proponent's ability to provide the required services at the fees proposed. Where Canada determines, at its sole discretion, that the information provided by the Proponent does not substantiate the fees proposed, the proposal will be considered non-responsive and will receive no further consideration.

2.4 Basis of Selection

2.4.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

- a. To be declared responsive, a bid must:
 - i. comply with all the requirements of the bid solicitation; and
 - ii. meet all Mandatory Requirements; and
 - iii. achieve a minimum overall pass mark of 70% (70) out of the 100 points available (weighted rating max score)).
- b. Bids not meeting i., ii. and iii. will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
- c. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- d. 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 70%.
- e. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- f. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- g. 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 Consultant is determined by an 70/30 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).



	Proponent 1	Proponent 2	Proponent 3
Overall Technical Score	95/100	79/100	85/100
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	95/100 X 70 = 66.5	79/100 X 70 = 55.3	85/100 X 70 =59.5
Pricing Score	45/55 X 30 = 24.55	45/50 X 30 = 27	45/45 X 30 = 30
Combined Rating	91.05	82.3	89.5
Overall Rating	1 st	3 rd	2 nd

SRE 3 EVALUATION CRITERIA

3.1 Proponent Instructions:

3.1.1 Complete responses to the Evaluation Criteria and submit with the Team Identification Form (Appendix B) in accordance with SRE 1 Submission Requirements.

3.1.2 The Proponent is requested to respond to the Evaluation Criteria using the table formats below.

3.1.3 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.

3.1.4 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.

3.2 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will result in the proposal being deemed 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 including, but not limited to, Consultant Team members from the following disciplines:

Proponent must be the Architect, Planner or Engineer



Key sub-consultant firms / Specialists – Planner or a Planning Team (Urban and Transportation), Civil Engineer, Land Surveyor, Environmental Engineer/Biologist and 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 Prior to contract award, the Architect(s) and Engineers of record for each of the required Consultant Team member disciplines listed above must be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in Ontario.

M1.2.1 If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement.

M1.2.2 Proof of licensing/certifications/ authorizations should be submitted with the proposal, but may be submitted afterwards and prior to contract award as follows: If proof is not submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the proof. Failure to comply with the request of the Contracting Authority and to provide the proof within the time frame provided will render the proposal 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.

3.3 RATED REQUIREMENTS

The order of the proposal should follow the order established below in the Rate Requirements section. Points for the Rated Requirements will be allocated in accordance with 3.4 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 a **maximum** of three (3) reference projects completed by the Proponent within the last ten (10) years. Proponent's that are joint venture submissions must submit two



(2) reference projects per joint venture member. Only the first two (2) projects listed for the Proponent, and if applicable the first reference project 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.
- (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 project schedule control and management - i.e. initial schedule and final schedule - explain variation.
- (d) Provide names of key personnel responsible for project delivery.
- (e) 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, GI2 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 a **maximum** of three (3) reference projects completed by the Consultant Team key sub-consultant firms / specialists within the last ten (10) years per key sub-consultant firm / specialist. Only the first two (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.
- (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 project schedule control and management - i.e. initial schedule and final schedule - explain variation.
- (d) Provide names of key personnel responsible for project delivery.
- (e) 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, 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.
- (d) Project schedule and cost: Review schedule 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.

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 1, including their roles and responsibilities to deliver the work in Appendix A – Project Brief.
- (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.

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.
- (b) The major challenges and how the Proponent's approach will be applied to those particular challenges.

3.4 EVALUATION AND RATING

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

- (a) Proponents **must** achieve a minimum pass mark of [70] points out of the 100 points available. No further consideration will be given to Proponents not achieving the minimum pass mark of [70] points.
- (b) Calculation of Score: $\text{Weight Factor} \times \text{Rating} = \text{Weighted Rating (Score)}$

Technical Rating – Table 1



Criterion	Weight Factor	Rating	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects	2.0	0 - 10	0 - 20
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects	1.5	0 - 10	0 - 15
R3 - Achievements of Key Personnel on Projects	1.5	0 - 10	0 - 15
R4 - Understanding of the Project	1.5	0 - 10	0 - 15
R5 - Scope of Services	1.5	0 - 10	0 - 15
R6 - Management of Services	1.0	0 - 10	0 - 10
R7 - Design Philosophy / Approach / Methodology	1.0	0 - 10	0 - 10
Technical Rating	10.0		0 - 100

3.4.2 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:

	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 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.