



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

LETTER OF INTEREST
LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver
British C
V6Z 0B9

Title - Sujet Wastewater Treatment Plant Upgrade LA MISE À NIVEAU DE LA STATION DE TRAITEMENT DES EAUX USÉES	
Solicitation No. - N° de l'invitation EZ899-211814/A	Date 2022-02-23
Client Reference No. - N° de référence du client	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-039-9105
File No. - N° de dossier PWY-0-43157 (039)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2022-03-25 Heure Normale du Pacifique HNP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Park (PWY), Isabell	Buyer Id - Id de l'acheteur pwy039
Telephone No. - N° de téléphone (604) 365-0073 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CSC – Kent & Mountain Institution – Agassiz, BC	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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

REQUEST FOR QUALIFICATION (RFQ)

Wastewater Treatment Plant (WWTP) Upgrade
Kent & Mountain Institution, Agassiz, BC
Project R.067583.001

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PART 1 – GENERAL INFORMATION



1.1 Summary

1. Public Services and Procurement Canada (PSPC), on behalf of Correctional Service of Canada (CSC), is seeking to construct a new wastewater treatment plant (WWTP) and decommission the existing WWTP for the Kent and Mountain Institutions in Agassiz, BC.

The project site for the new treatment facilities is to be located adjacent and southwest to the existing WWTP situated between the Kent and Mountain Institutions at 4732 Cemetery Rd, Agassiz, BC.

2. This Phase One – Request for Qualification (RFQ) and the forthcoming Phase Two – Request for Proposal (RFP) seeks a design-builder to provide design, construction, and commissioning services for the new facility. CSC requires the design, construction and commissioning of a new WWTP be based on the selected unit treatment operations that will treat the existing and future wastewater flows to attain the required standard of effluent quality. A design-build (DB) approach will be followed towards this end.
3. The key outcome of this project objective is to provide secondary treatment using processes that:
 - a) ensure effluent quality meets or exceeds the requirements to be defined in the RFP and the federal Wastewater Systems Effluent Regulation ("WSER") under the Fisheries Act;
 - b) have low life-cycle costs; and
 - c) are within the identified budget constraints.

1.2 Important Notice to Respondents

1. **Integrity Provisions:** Canada's Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) applies to this requirement. Respondents should refer to Part 2.16 Integrity Provisions and Part 4 Certifications and Additional Information.
2. **Phased Bid Compliance Process:** The Phased Bid Compliance Process applies to this requirement. Respondents should refer to Part 2.15 entitled Phased Bid Compliance Process (PBCP) for further information.
3. **ePost Connect:** Respondents to this RFQ must use the epost Connect service provided by Canada Post Corporation to transmit their Responses electronically. Respondents should refer to Part 2.11 entitled Submission of Responses for further information.

1.3 Procurement Approach

1. A two-phase procurement approach will be followed:
 - i. Phase One – Request for Qualification (RFQ)
 - ii. Phase Two – Request for Proposal (RFP)

1.4 Phase One – Request for Qualification

1. This RFQ to prequalify Bidders with the necessary experience and is open to all interested suppliers. The prequalification of a Bidder is based on the defined submission requirements specified in this document. These requirements include technical capability, the competence and experience of the Respondent, the capacity of the Respondent to obtain Commercial General Liability Insurance and the capacity of the Respondent to obtain Contract Security as per PWGSC's standard Contract Security Conditions.

2. Respondents submitting the three highest rated responsive Phase One proposals are notified in writing of its Phase One Rating and, in addition, are provided with the following:
 - (a) an alphabetic list of the other two prequalified Bidders. These three Bidders are invited to continue in the RFP process.
 - (b) a date, time, and location for a Phase Two briefing meeting, if applicable;
 - (c) the date and time for receipt of Phase Two proposals, and any supplementary instructions, terms, conditions or addenda which may be applicable to Phase Two proposal preparation and submission.
3. The remainder of the Respondents that submitted responsive Phase One proposals and those that were non-responsive, will not continue in the process are notified accordingly.

Values for bonding and insurance at Article 3.2.1 Mandatory Technical Criteria are established for the purposes of this RFQ. It is intended that the requirement for bonding and insurance may be refined to a greater or lower value in the RFP.

1.5 Phase Two – Request for Proposal

RFP will be provided to the Prequalified Bidders. The RFP is expected to be ready to circulate in Summer 2022, upon completion of the Prequalification process. The RFP is expected to include design criteria and some preliminary design materials. Only the three highest ranked compliant Bidders who have been qualified by PWGSC in Phase One will be provided with RFPs and eligible to bid in Phase Two. Proposals will be evaluated against established criteria that may include, but may not be limited to:

- a project implementation plan;
- proposed construction methods;
- preliminary design and construction schedule;
- ability to expedite the commencement of construction, to maximize the winter 2020/2021 work window; and
- presentation of a management plan, cost, schedule and quality control techniques,
- confirmation of key personnel with details of how their experience is relevant to the Project.

Selection of a design-build contractor will be based on a best value approach, which will include a combination of technical score and price.

Should there be an insufficient number of prequalified Bidders after Phase One to permit a competition in Phase Two, PWGSC reserves the right (but will not be obligated) to cancel Phase Two or to modify the requirements and re-publish the solicitation using the same or a different approach, including but not limited to forgoing the prequalification process and opening the RFP process to any and all Respondents. In the case where the RFQ process results in a sole qualified bidder, PWGSC reserves the right to proceed directly to negotiating a contract with the sole qualified Respondent. The assessment of the sufficiency of number of prequalified Bidders shall be at PWGSC's sole and absolute discretion.

This RFQ is neither a call for tender nor a RFP. No agreement or contract will be entered into based on this RFQ. The issuance of this RFQ is not to be considered in any way as a commitment made by Canada to issue any subsequent solicitation or to award any contract(s), nor as authority to industry to undertake any work that could be charged to Canada for the work described herein.



As part of the RFP, Canada intends to assess the financial capability of Bidders and may require the submission of financial information in accordance with the conditions found in A9033T (2012-07-16) <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9033T>.

The entity (or in the case of a joint venture, the entities) selected to enter into a contract with PWGSC for the project will be required to have a Procurement Business Number (PBN) before contract award. Respondents may register for a PBN in the Supplier Registration Information system on the Website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>.

1.6 OPTIONAL SITE VISIT

1. There will be a site visit on February 09, 2022 at 10 AM local time. Interested bidders are to meet at PSPC site office and sign-in prior to site visit starting.
2. Interested bidders are recommended to register with the Contracting Authority, Isabell Park at ji-yonisabell.park@pwgsc-tpsgc.gc.ca by providing the names and the contact details. Registration should be completed no later than 48 hours prior to the site visit.
3. Special Instruction: Vaccine passport is required and rapid COVID test may be administered, if necessary.



PART 2 – RESPONDENT INSTRUCTIONS

2.1 Phase One – Request for Qualification

The Respondent should demonstrate that it meets the requirements as defined in Part 3 of this document by providing all required information. PWGSC will evaluate the Respondent's qualification submission and determine the qualification status of the Respondent. PWGSC reserves the right to verify the information and references submitted.

2.2 Definitions

For the purposes of this RFQ the following definitions apply:

“PSPC” or “PWGSC”: Her Majesty the Queen in Right of Canada, as represented by the Minister of Public Works and Government Services.

Bid: means a formal submission made by a pre-qualified Bidder to the RFP (Phase 2).

Bidder: means the Respondent (or in the case of a joint venture, the Respondents) who have been qualified as a result of this RFQ process and has been invited to submit bid in response to the anticipated Request for Proposal described in Part 1.5 of this document to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Client: means the project owner, or his representative, or the funding department or organization who was directly involved in contracting the construction activities of the referenced project.

Completed Project: means a project where all the terms and conditions of the contract were met and where a final certificate of completion has been issued or a final invoice paid and where the date on the certificate or payment instrument indicates the date of completion.

Compliant, or responsive: means a Response that meets all mandatory criteria and has obtained the required minimum score(s), and has not been disqualified.

Evaluation Committee: means the individuals selected by Canada to carry out the evaluation of Responses in accordance with the terms of this RFQ process.

Prime Member means an individual, corporation, partnership or other legal entity, exclusive to one Respondent for the purposes of the Project with the exception of the Facility Operations Prime Member, ,

which:

- will or is expected to lead all Team Members in the delivery of the Project (Project Lead Prime Member), and may also hold another Prime Member or Equity Member role; or
- will or is expected to be responsible for or undertake over 20% of the construction work based on total estimated construction costs of the Project (Construction Prime Member); or
- will or is expected to play the lead design role by being responsible for or undertaking over 20% of the design work for elements of the Project (Design Prime Member).



Respondent: means the person or entity (or in the case of a joint venture, the persons or entities) submitting a Response to this call for Qualification (RFQ). It does not include the parent, subsidiaries or other affiliates of the Respondent, or its identified potential subcontractors.

Respondent Team: means the Respondent and all of its Team Members.

Response: means a formal submission made by a Respondent to the RFQ to be evaluated according to the criteria described in Part 3 of this document.

Responsive: see Compliant.

Team Member: means an entity that is identified in the Respondent's Response as a Prime Member delivering some or all of the services, either the Prime Contractor or the sub-contractor.

2.3 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, in order to submit together a Response or Bid. Respondents who submit a Response, as a joint venture should indicate clearly that it is a joint venture and provide the following information:
 - (a) the name of each member of the joint venture;
 - (b) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
 - (c) the name of the joint venture, if applicable.
2. If the information requested in paragraph 1. above is not clearly provided in the Response, the Respondent must provide the information on request from the Contracting Authority.
3. The Response must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for purposes of the Response to the RFQ, and, if applicable, the anticipated RFP and any resulting contract.
4. All of the members of the joint venture are jointly and severally responsible for the obligations entered into by the Respondent and/or Bidder in accordance with this RFQ, and, if applicable, the anticipated RFP and any resulting contract.

2.4 Identity or Legal Capacity of the Respondent

1. In order to confirm the authority of the person or persons signing the Response or to establish the legal capacity under which the Respondent submits a Response, any Respondent who carries on business using a name other than its own personal name shall, if requested by Canada, provide satisfactory proof of
 - (a) such signing authority; and
 - (b) the legal capacity under which it carries on business;



prior to proceeding to Phase Two – RFP. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this Response on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

2.5 Phase One – RFQ Response Documents

1. The following are the RFQ Response documents:
 - (a) Request for Qualification
 - (b) Annex A Overview of the Project
 - (c) Annex B Forms
 - i. Form 1 – Identification of the Respondent
 - ii. Form 2 – Experience Certification
 - iii. Form 3 – Integrity Provisions and List of Names
 - iv. Form 4 – Phase One – RFQ – Qualification Checklist
 - (d) Any amendment issued before RFQ closing

2.6 Entire Requirement

The RFQ documents issued on the Government of Canada Electronic Tendering System (<https://buyandsell.gc.ca>) contain all the requirements relating to this RFQ. Any other information or documentation provided to or obtained by a Respondent from any other source is not relevant. Respondents should not assume that practices used under previous contracts will continue. Respondents should also not assume that their existing capabilities meet the requirements of the RFQ simply because they have met similar requirements in other procurement processes.

2.7 Enquiries

1. Enquiries regarding this RFQ must be submitted in writing to the PWGSC Contracting Authority, Ji-Yon Isabell Park, at ji-Yonisabell.park@tpsgc-pwgsc.gc.ca as early as possible. Enquires should be received no later than seven (7) business days before the date set for the RFQ closing to allow sufficient time to provide a response. Enquiries submitted in any other manner and/or received less than seven (7) business days before the date set for the RFQ closing may not be responded to.
2. During the RFQ, to ensure the integrity, transparency and quality of information provided to interested parties, enquiries received by Canada and the replies to such enquiries, if any, may be published by Canada on <https://buyandsell.gc.ca>, at Canada's discretion. Canada reserves the right to modify the enquiries received prior to their publication. By sending an enquiry to Canada, the Respondent consents to its publication by Canada as contemplated herein.
3. To ensure consistency and quality of the information provided to Respondents, the PWGSC Contracting Authority will examine the content of the enquiry and will decide whether or not to issue an amendment.
4. All enquiries and other communications related to this RFQ are to be directed only to the PWGSC Contracting Authority named in the RFQ. Failure to comply with this requirement may result in the Response being declared non-Compliant.



2.8 Debriefings

1. Respondents will be notified in writing after the list of Qualified Respondents is established and, upon request to the Contracting Authority, Respondents will be offered a written debriefing. Should a Respondent desire a written debriefing, the Respondent must contact the Contracting Authority within ten (10) business days of the notification of the results of the RFQ requesting such a debriefing.
2. The debriefing will include the reasons that the Respondent did not qualify to be invited to the RFP, as applicable. The scope of the debriefing will be limited to the details and results of the evaluation of the specific Respondent's Response. The debriefing will not provide any details on the contents of, or evaluation results of, Responses of other Respondents. The confidentiality of information relating to other Respondents will be protected. Canada may provide the debriefing in writing. Canada will not assume any of the Respondent's costs in relation to the debriefing.

2.9 Response Costs

No payment will be made for costs incurred in the preparation and submission of a Response to this RFQ. Costs associated with preparing and submitting a Response, as well as any costs incurred by the Respondent associated with the evaluation of the Response, are the sole responsibility of the Respondent.

2.10 Rights of Canada

1. Without limiting any other rights of Canada under this RFQ, including as the rights of Canada contemplated in Section 1.5 above, Canada reserves the right to do any/or all of the following without liability to Canada:
 - (a) accept or reject any or all Response(s) received in response to the RFQ;
 - (b) enter into negotiations with Respondents on any or all aspects of their Response;
 - (c) reject the Response if the Respondent assigns or transfers its right in its Response;
 - (d) cancel or defer the RFQ or the Project at any time;
 - (e) reissue the same RFQ or a different request for qualifications document in relation to the Project;
 - (f) if less than three (3) Compliant Responses are received and the requirements are not substantially modified, reissue the RFQ by inviting only the Respondents to resubmit Responses within a period designated by Canada;
 - (g) negotiate a contract with a sole Qualified Respondent;
 - (h) change the dates, deadlines, process and requirements described in this RFQ;
 - (i) accept or reject any or all of the Responses; and
 - (j) change the limits, scope and details of the Project.

2.11 Submission of Responses – Electronic Submission by epost Connect

1. Responses must be submitted only to PWGSC Pacific Region Bid Receiving Unit by the date, time and place indicated on page 1 of this Request for Qualification.
2. Only Responses submitted using epost Connect service provided by the Canada Post Corporation will be accepted. The only acceptable email address to use with epost Connect for Responses to the RFQ is:



TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

3. To submit a Response using epost Connect service, the Respondent must either:
 - (a) send directly its Response only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement epost Connect provided by Canada Post Corporation; or
 - (b) send as early as possible, and in any case, at least six (6) business days prior to the RFQ closing date and time (in order to ensure a response), an email that includes the RFQ number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
4. If the Respondent sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFQ, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Respondent to access and action the message within the conversation. The Respondent will then be able to transmit its Response afterward at any time prior to the RFQ closing date and time.
5. If the Respondent is using its own licensing agreement to send its Response, the Respondent must keep the epost Connect conversation open until at least thirty (30) business days after the RFQ closing date and time.
6. The RFQ number should be identified in the epost Connect message field of all electronic transfers.
7. It should be noted that the registering for and use of epost Connect service requires a Canadian mailing address. Should a Respondent not have a Canadian mailing address, it may use the Bid Receiving Unit address specified in the RFQ as its Canadian mailing address for the purpose of completing the registration process for the epost Connect service.
8. Canada will not be responsible for any failure attributable to the transmission or receipt via epost Connect Service of the Response including, but not limited to, the following:
 - (a) receipt of a corrupted or incomplete Response;
 - (b) availability or condition of the epost Connect service;
 - (c) incompatibility between the sending and receiving equipment;
 - (d) delay in transmission or receipt of the Response;
 - (e) failure of the Respondent to properly identify the Response;
 - (f) illegibility of the Response;
 - (g) security of Response data; or
 - (h) inability to create an electronic conversation through the epost Connect service.
9. The Bid Receiving Unit will send an acknowledgment of the receipt of Response document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgment will confirm the receipt of the Response document(s) and will not confirm if the attachments may be opened nor if the content is readable.
10. Respondents must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.



11. A Response transmitted by epost Connect service constitutes the formal Response of the Respondent.
12. Timely and correct delivery of Responses is the sole responsibility of the Respondent. Canada will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of a Response is the responsibility of the Respondent.

2.12 Response Format

1. The following electronic format should be implemented when preparing the Response:
 - i. Paper size for submissions shall be 'Letter', with potential 'Ledger' sheets for diagrams or illustrations.
 - ii. Minimum font size – 11 point; font types Times New Roman or equal
 - iii. Minimum margins – 12 mm left, right, top, and bottom
 - iv. Maximum number of pages for the submission requirements, including text and graphics: 36 pages all inclusive.
 - a. One (1) 'page' means one side of a 'Letter' sized sheet of paper
 - b. 'Ledger' sized sheets will be counted as two (2) pages.
2. The order of the Response should follow the order established in Article 3.2 Response Evaluation Mandatory Technical Criteria and Point Rated Technical Criteria section of the RFQ. As stated above in 2.12.1, the maximum number of pages including text and graphics is thirty six (36) pages all inclusive. All pages in excess of the stipulated limit will be removed and will not be evaluated. The following are not part of this page limitation:
 - Covering letter
 - Transmittal sheets
 - Cover page
 - Executive Summary
 - Table of Contents
 - Tabs / Divider pages
 - Front page of the RFQ
 - Front page of any revision(s) to the RFQ
3. Respondents should demonstrate an understanding of the requirements contained in the RFQ and explain how they meet these requirements. Respondents should demonstrate their capability in a thorough, concise and clear manner.
4. The Response should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the Response will be evaluated. Simply repeating the statement contained in the RFQ is not sufficient. In order to facilitate the evaluation of the Response, Canada requests that Respondents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Respondents may refer to different sections of their Responses by identifying the specific paragraph and page number where the subject topic has already been addressed.



2.13 Revision of a Response

A Response submitted may be amended provided the revision is received via the same epost Connect conversation for the receipt of the Responses, on or before the date and time set for the receipt of Responses. The revision must be on the Respondent's letterhead or bear a signature that identifies the Respondent, and must clearly identify the change(s) to be applied to the original Response. The revision must also include the information identified in Article 2.11 Submission of Responses.

2.14 Rejection of Response

1. Canada may accept any Response or reject any or all Responses.
2. Without limiting the generality of paragraph 1, Canada may reject a Response if any of the following circumstances is present:
 - a. The Respondent's bidding privileges are suspended or are in the process of being suspended.
 - b. The bidding privileges of any employee or sub-contractor included as part of the Response are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or sub-contractor ineligible to bid on the work or the portion of the work from any resulting RFP the employee or sub-contractor is to perform.
 - c. The Respondent is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period.
 - d. Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Respondent, any of its employees or any sub-contractor included as part of its Response.
 - e. Evidence, satisfactory to Canada, that based on past conduct or behaviour, the Respondent, a sub-contractor or a person who is to perform the work resulting from the RFP is unsuitable or has conducted himself/herself improperly.
 - f. With respect to current or prior transactions with Canada:
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out the contractor's hands with respect to a contract with the Respondent, any of its employees or any sub-contractor included as part of its Response; or
 - ii. Canada determines that the Respondent's performance on other contracts is sufficiently poor to jeopardize the successful completion of the work contemplated by this RFQ or any resulting RFP.
3. In assessing the Respondent's performance on other contracts pursuant to subparagraph 2(f)ii, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the work;
 - b. the timeliness of completion of the work;



- c. the overall management of the work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the work.
- 4. Without limiting the generality of paragraphs 1, 2 and 3, Canada may reject any Response based on Canada's unfavourable assessment of the
 - a. Respondent's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - b. Respondent's performance on other contracts.
- 5. Where Canada intends to reject a Response pursuant to a provision of paragraphs 1, 2, 3 or 4, other than subparagraph 2(a), the Contracting Authority will inform the Respondent and provide the Respondent ten (10) business days within which to make representations, before making a final decision on the Response rejection.
- 6. Canada may waive informalities and minor irregularities in Responses received if Canada determines that the variation of the Response from the exact requirements set out in the RFQ documents can be corrected or waived without being prejudicial to other Respondents.

2.15 Phased Bid Compliance Process (PBCP)

1.1.1 (2018-07-19) General

- a. Canada is conducting the PBCP described below for this requirement.
- b. Notwithstanding any review by Canada in PBCP Phase I, Respondents are and will remain solely responsible for the accuracy, consistency and completeness of their Responses and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Responses by a Respondent to any communication from Canada.

THE RESPONDENT ACKNOWLEDGES THAT THE REVIEW IN PBCP PHASE I IS PRELIMINARY AND DOES NOT PRECLUDE A FINDING IN PBCP PHASE II THAT THE RESPONSE IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PBCP PHASE I. CANADA MAY DEEM A RESPONSE TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE RESPONDENT ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) MAY NOT BE SUCCESSFUL IN RENDERING ITS RESPONSE RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS RESPONSE NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c. Canada may, in its discretion, request and accept at any time from a Respondent and consider as part of the Response, any information to correct errors or deficiencies in the Response that are clerical or administrative, such as, without limitation, failure to sign the Response or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Respondent has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the RFQ closing in circumstances where the RFQ expressly provides for this right. The Respondent will have the time period specified in writing by Canada to provide the necessary documentation.



Failure to meet this deadline will result in the Response being declared non-Responsive.

- d. Canada will send any notice or CAR by any method Canada chooses, in its absolute discretion. The Respondent must submit a response by the method stipulated in the notice or CAR. Any responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the notice or CAR. An email response permitted by the notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the notice or CAR. A notice or CAR sent by Canada, by any means, to the Respondent at any address provided by the Respondent in or pursuant to the Response is deemed received by the Respondent on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

1.1.2 (2018-03-13) PBCP Phase I: Technical Response

- a. Canada's review at PBCP Phase I will be limited to a review of the technical Response to identify any instances where the Respondent has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the technical Response meets any standard or is Responsive to all RFQ requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this RFQ as being subject to the PBCP. Refer to section 3.2.1 of the RFQ. Mandatory technical criteria that are not identified in the RFQ as being subject to the PBCP, will not be evaluated until PBCP Phase II.
- b. Canada will send a written notice to the Respondent (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Response has failed to meet. A Respondent whose Response has been found responsive to the requirements that are reviewed at PBCP Phase I will receive a CAR that states that its Response has been found responsive to the requirements reviewed at PBCP Phase I. Such Respondent shall not be entitled to submit any response to the CAR.
- c. A Respondent shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d. The Respondent's response to the CAR must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Respondent which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Response, the Respondent shall identify such additional changes.
- e. The Respondent's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Response, the wording of the proposed change to that section, and the wording and location in the Response of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Respondent must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Respondent's Response, and failure of the Respondent to do so in accordance with this subparagraph is at the Respondent's



own risk. All submitted information must comply with the requirements of this RFQ.

- f. Any changes to the Response submitted by the Respondent other than as permitted in this RFQ, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this RFQ in response to the CAR will replace, in full, **only** that part of the original Response as is permitted in this Section.
- g. Additional or different information submitted during PBCP Phase I permitted by this section will be considered as included in the Response, but will be considered by Canada in the evaluation of the Response at PBCP Phase I only for the purpose of determining whether the Response meets the Eligible Mandatory Criteria. It will not be used at any PBCP Phase of the evaluation to increase or decrease any score that the original Response would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at PBCP Phase I to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Respondent in response to the CAR. If so, the Response will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Respondent shall bind the Respondent as part of its Response, but the Respondent's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Response.
- h. Canada will determine whether the Response is responsive for the requirements reviewed at PBCP Phase I, considering such additional or different information or clarification as may have been provided by the Respondent in accordance with this Section. If the Response is not found responsive for the requirements reviewed at PBCP Phase I to the satisfaction of Canada, then the Response shall be considered non-Responsive and will receive no further consideration.
- i. Only Responses found responsive to the requirements reviewed in PBCP Phase I to the satisfaction of Canada, will receive a PBCP Phase II evaluation.

1.1.3 (2018-03-13) PBCP Phase II: Final Evaluation of the Response

- a. In PBCP Phase II, Canada will complete the evaluation of all Responses found responsive to the requirements reviewed at PBCP Phase I. Responses will be assessed in accordance with the entire requirement of the RFQ.
- b. A Response is non-Responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the RFQ.

2.16 Integrity Provisions

- 1. The *Ineligibility and Suspension Policy* (the "Policy") in effect of the date of the RFQ is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the RFQ. The Respondent must comply with the Policy and Directives, which can be found at <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>.
- 2. Under the Policy, charges and convictions of certain offences against a Respondent, its affiliates or first tier sub-contractors, and other circumstances, will or may result in a determination by PWGSC that the Respondent is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity



Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.

3. In addition to all other information required in the RFQ, the Respondent must provide the following:
 - (a) By the time stated in the Policy, all information required by the Policy described under the heading "information to be provided when Bidding, Contracting or Entering into a Real Property Agreement," and
 - (b) With its Response, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-contractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at www.tpsgc-pwgsc.gc.ca/ci-if/documents/integrity-decl-form-eng.pdf
4. Subject to subsection 5, by submitting a Response to this RFQ, the Respondent certifies that:
 - (a) it has read and understands the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>).
 - (b) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - (c) it is aware that Canada may request additional information, certifications, and validations from the Respondent or a third party for purposes of making a determination of ineligibility or suspension;
 - (d) it has provided with its Response a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-contractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - (e) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier sub-contractors; and
 - (f) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Respondent is unable to provide any of the certifications required by subsection 4, it must submit with its Response a completed Integrity Declaration Form, which can be found at <http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>.
6. Canada will declare non-Compliant any Response in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after qualification that the Respondent provided a false or misleading certification or declaration, Canada may disqualify the Respondent. Pursuant to the Policy, Canada may also determine a Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.



2.17 Compliance with Applicable Laws

1. By submission of a Response, the Respondent certifies that the Respondent has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the Response and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1, a Respondent shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2 shall result in disqualification of the Response.

2.18 Conflict of Interest – Unfair Advantage

1. In order to protect the integrity of the procurement process, Proponents are advised that Canada may reject a proposal in the following circumstances:
 - a. if the Proponent, any of its sub-consultants, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Proponent, any of its sub-consultants, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other Proponents and that would, in Canada's opinion, give or appear to give the Proponent an unfair advantage.
2. The experience acquired by a Proponent who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Proponent remains however subject to the criteria established above.
3. Where Canada intends to reject a proposal under this section, the Contracting Authority will inform the Proponent and provide the Proponent an opportunity to make representations before making a final decision. Proponents who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a proposal, the Proponent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Proponent acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

2.19 Limitation of Responses

1. A Respondent may not submit more than one Response. This limitation also applies to the persons or entities comprising the Respondent in the case of a joint venture. If more than one Response is received from a Respondent (or, in the case of a joint venture, from the persons



or entities comprising such joint venture), all such Responses shall be rejected and not considered further.

2. An arrangement whereby Canada contracts directly with a Contractor who may retain sub-contractors to perform portions of the services is not a joint venture arrangement. A sub-contractor may, therefore, be proposed as a sub-contractor by more than one Respondent. The Respondent warrants that it has written permission from such sub-contractors to propose their services in relation to the services to be performed.
3. Notwithstanding paragraph 2 above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Respondent shall not include in its submission another Respondent as a sub-contractor. If a Respondent is included in another submission as a sub-contractor, all such Responses shall be rejected and not considered further.
4. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the province or territory in which the project is located.

2.20 Code of Conduct

The *Code of Conduct for Procurement* (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/cca-ccp-eng.html>) provides that Respondents must respond to solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the solicitation and resulting contract, submit Responses and Bids and enter into the Contract only if they will fulfill all obligations of the Contract. By submitting a Response, the Respondent is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the Response non-Responsive.

2.21 Websites

1. The following is a list of some of the Web sites related to the RFQ and potential RFP documents for additional information:
 - Buy and Sell: <https://www.achatsetventes-buyandsell.gc.ca>
 - Canadian economic sanctions: <https://www.international.gc.ca/world-monde/international-relations-relations-internationales/sanctions/index.aspx?lang=eng>
 - Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913): <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>
 - Bid Bond (form PWGSC-TPSGC 504): <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>
 - Performance Bond (form PWGSC-TPSGC 505): http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf
 - Labour and Material Payment Bond (form PWGWSC-TPSGC 506): <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>
 - Standard Acquisition Clauses and Conditions (SACC) Manual: <http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>



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- PWGSC, Code of Conduct and Certifications: <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>
 - Construction and Consultant Services Contract Administration Forms Real Property Contracting: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>
 - Declaration Form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>
 - Trade agreements; <https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>



PART 3 – EVALUATION PROCEDURES

3.1 Opening of Responses and Evaluation

1. There will be no public opening of the Responses at RFQ closing time.
2. Responses will be evaluated against the mandatory and point-rated technical criteria set out elsewhere in the RFQ. Failure to meet all mandatory requirements will render the Response non-compliant.
3. An evaluation team composed of representatives of Canada will evaluate the Responses.

3.2 Response Evaluation – Mandatory Technical Criteria and Point-Rated Technical Criteria

3.2.1 Mandatory Technical Criteria

- a. Each Response will be reviewed for compliance with the mandatory requirements of the RFQ. Any element of the RFQ that is identified specifically with the words “must,” “M” or “mandatory” is a mandatory requirement. Responses that do not comply with each and every mandatory requirement will be declared non-Compliant and be will disqualified.
- b. Only mandatory criteria M1, M2, and M4 are Eligible Mandatory Criteria for the purposes of the Phased Bid Compliance Process described at 2.15.

M1 Insurance Capability

The Respondent must demonstrate capability to obtain insurance by providing the following:

1. The Respondent must provide a letter from an insurance broker or an insurance company licenced to operate in Canada, stating that the Respondent, if awarded a future contract can be insured in accordance with the following insurance requirements:
 - a. Commercial General Liability insurance coverage for at least ten million (\$10,000,000.00) Canadian dollars per policy year if the policy contains a general aggregate;

Note that the above capacity to obtain insurance is solely for the purposes of qualifying Respondents for participation in the Phase Two – RFP process. Canada makes no representations as to the insurance that may be required by any potential future contract arising from this procurement process.

M2 Contract Security Capability

The Respondent must demonstrate capability to obtain Contract Security by providing the following:

1. The Respondent must submit a letter from an acceptable bonding or surety company stating the Respondent is capable of providing Contract Security in an amount that is equal to not



less than twenty million (\$20,000,000.00) Canadian dollars in accordance with 9.2.1 (a) and 9.2.2 of the Contract Security Conditions for bonds found in R2890D (06-21-2018)
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2890D/9>.

For a list of acceptable bonding and surety companies approved by Canada, please refer to Treasury Board's Contracting Policy, Appendix L – Acceptable Bonding Companies, at the following address: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494>

Note that the above capacity to obtain contract security is solely for the purposes of qualifying Respondents for participation in the Phase Two – RFP process. Canada makes no representations as to the contract security that may be required by any potential future contract arising from this procurement process.

M3 MINIMUM SCORE

The Respondent must attain a minimum pass mark of 70% for each point-rated criterion described below (R1, R2, R3 and R4).

M4 CERTIFICATIONS

The Respondent must fully complete the certifications as outlined in Part 4 – Certifications and Additional Information.

3.2.1 Point-Rated Technical Criteria

- a. Each Response will be rated by assigning a score to the rated requirements, which are identified in the RFQ by the word "rated," "R" or by reference to a score. Respondents who fail to submit complete Responses with all the information requested by this RFQ will be rated accordingly.
- b. Project Team Carry Over: Respondents will be required to carry over the Respondent's Project Team identified in the Prequalification Submission to Phase Two - Request for Proposal (RFP) Technical Submission.
- c. The evaluation criteria for the Prequalification addresses only the previous achievements and experiences of the proposed Design-Build team. It is at this time that interested firms submit to PWGSC a history of their accomplishments in order to establish the capabilities of their teams and lead designers as well as other key team members.
- d. No material is to be prepared or presented on the subject project itself unless expressly requested. The Prequalification proposal provides the opportunity for Respondents to present their past work in the context of the proposed project.

Submission Requirements

Detailed descriptions for Submission Requirements (SR) are described as follows with further details in Tables 2, 3, 4, and 5 and will be rated in accordance to **Error! Reference source not found.** and Table 5:

SR 1 - Respondent Team - Project Team Organization

Organizational strength and demonstrated ability to assemble an appropriately resourced Respondent Team to undertake the design and construction of a new wastewater treatment plant



to service Kent and Mountain Institutions, and effectively integrate required expertise for the overall benefit of the Project, PWGSC, and the end-user (CSC).

SR 2 – Design and Construction Capability - Relevant Experience

Strength and demonstrated ability to undertake the design and construction of the Project.

SR 3 - Key Individuals - Relevant Experience and Availability

Strength and demonstrated ability to undertake the design and construction of the Project, in particular, the successful integrated design and construction of a cost effective and efficient WWTP.

SR 4 - Project Understanding and Approach

Respondent's Understanding and Approach to the Project

The point-rated technical criteria are as follows:

Table 1. SR 1 - Respondent Team - Project Team Organization

SR 1.1	<p><u>Team Description:</u></p> <p>Provide a short description of the Respondent Team members or subcontractors (for publication of the teams shortlisted for the RFP stage). Describe roles and responsibilities of each organization in the team.</p>
SR 1.2	<p><u>Team Organization:</u></p> <p>Provide proposed project organization chart(s), at the corporate level, showing the organizational relationships between each of the Respondent Team members for the Project.</p> <p>Please include all Key Individuals as defined in SR 3.</p>
SR 1.3	<p><u>Experience Working Together</u></p> <p>Provide a brief summary of instances where two (2) or more of the Respondent Team Members worked together within the past ten (10) years from the closing date of the RFQ. This should also be highlighted in the nominated and feature projects as described in Appendix B.</p> <p>The response will be evaluated based on the degree to which it reflects how well the Team Members have worked together and their ability to achieve success considering the following:</p> <ol style="list-style-type: none"> 1. Number of Respondent Team Members that have worked together on reference projects; 2. Whether the role of the Respondent Team Members and duration of their relationship in the referenced projects is similar and relevant to that of the Project; 3. Whether the projects were delivered under a design-build delivery model;



	<ol style="list-style-type: none"> 4. Degree to which the projects are comparable, including if there were any similar key challenges and solutions implemented; 5. If the construction component of the projects was delivered on schedule and on budget; 6. Degree to which the projects have been delivered recently; and 7. Identification of success factors/lessons learned, which led to the members working well together and will be applied similarly to the Project.
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Table 2. SR 2 - Design and Construction Capability of the Proponent - Relevant Experience

SR 2.1	<u>Experience/Nominated Projects:</u>
SR 2.2	
SR 2.3	Demonstrate the experience and capability of the Respondent Team with the following, based on five (5) Nominated Projects completed within the last 10 years that are demonstrated to be relevant and comparable to the Project (submit Nominated Projects form as described in Appendix B):
SR 2.4	
SR 2.5	<ul style="list-style-type: none"> • Managing multi-disciplinary teams through design and construction integration (geotechnical, structural, electrical, mechanical, etc.) in the delivery of complex design-build contracts that are similar in scope and size to the Project including, but not limited to: <ul style="list-style-type: none"> ○ Building an integrated design-build team with close communication between the designers, constructors, and sub-contractors; ○ Developing detailed designs in multi-disciplinary complex projects related to water/wastewater treatment plants or other similar facilities with PWGSC and/or other federally regulated staff; ○ Coordinating and communicating with heavily engaged stakeholders such as multi-departmental government groups, public awareness, etc.; ○ Providing value-added innovative solutions in design and construction including, but not limited to, design principles, federal permitting requirements, due diligence during the RFP phase, etc.; ○ Introducing “best practices” concepts into design to deal with issues such as integration of process improvement concepts (such as workflow re-design, process efficiency tools, etc.); and, ○ Establishing and maintaining a rigorous Quality Management System that meets a widely-recognized standard for quality management (e.g. ISO 9001). ○ Commissioning the facility successfully within the originally scheduled timeframe and quickly addressing any deficiencies that present themselves during the process. • Delivering complex construction projects that are similar in constraints and challenges to the Project as described in the Project Description, including, but not limited to:



	<ul style="list-style-type: none"> ○ Coordinating work of the various specialists and including obtaining permits, design engineer, operator, equipment vendors to achieve integration between designers and sub-contractors, in accordance with the project schedule; ○ Effective completion of construction projects within a prescribed schedule while experiencing unforeseen challenges causing work shut downs and delays; ○ Establishing and maintaining a rigorous Occupational Health and Safety Program; ○ Effective and efficient responsiveness to client feedback; and, ○ Implementing construction, commissioning, and facility handover practices that minimize interruptions to treatment processes, utilities, road access, etc.; ○ Establishing and maintaining an Environmental Management Plan at the work site to mitigate damage to the environment and to quickly implement corrective action if environmental incidents occur. <p>Any material in the RFQ response pertaining to the Respondent's experience as well as the five (5) nominated projects will be evaluated under this criterion, except for reference checks for all projects, which will be evaluated under SR 2.6.</p> <p>Each Nominated Project (#1 through #5) will be evaluated for two sub-criteria as follows:</p> <ul style="list-style-type: none"> ● SR 2.X.1 - Comparability – the Response will be evaluated based on the degree to which the project is comparable and relevant to the Project as defined in the Project Description. ● SR 2.X.2 - Capability – the Response will be evaluated based on the degree to which the project demonstrates the Respondent's capability to: <ul style="list-style-type: none"> ○ Provide value-added innovative solutions to design and technical challenges while in accordance with all applicable regulations, codes, and standards; ○ Successfully integrate design with constructability; and ○ Address project challenges and provide benefit to the client.
SR 2.6	<p><u>Reference Checks:</u></p> <p>Below are some examples of high-level questions related to satisfaction that PWGSC will pose to two (2) references provided by the Respondent that are related to the Nominated or Feature Projects. PWGSC to contact past clients to ask questions directly:</p> <ul style="list-style-type: none"> ● How was the Respondent Team's performance in meeting its obligations? ● Would you consider the project and its final products/results to be a success? ● How well integrated were the design and construction teams? ● Was client satisfied with Respondent's level of communication and engagement? ● Was Respondent effective in control of subcontractors and sub-consultants? ● Was Respondent cooperative? ● Was client satisfied with quality of work? ● Were cost objectives met?



	<ul style="list-style-type: none"> • Were schedule objectives met? • Were there significant extras or claims? <p>The responses of the references provided in Appendix B will be rated based on the feedback received from calling the proponent's references via phone. The Contracting Authority will call the references of each proponent.</p> <p>Responses to each question will be rated based on the Generic Evaluation table and the overall score will be obtained by addition of the points obtained under each question and dividing by ten (the number of questions) to a maximum of 10 points.</p>
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Table 3. SR 3 - Key Individuals - Relevant Experience and Availability

Provide résumés (maximum 2 pages each) for Key Individuals defined as the following

- Project Manager,
- Construction Manager,
- Design Manager,
- Discipline technical leads in
 - Wastewater treatment
 - Instrumentation and Automation
 - Structural Engineering
 - Geotechnical Engineering
- Lead Commissioning Provider

Please include, at a minimum, the following information:

- Name;
- Professional qualification/designation;
- Role, duties and responsibility for the Project;
- Summary of education/qualifications; and
- Relevant experience, including details of their role on 2 relevant projects. Preferably at least one of these projects is a Nominated Project from SR 2.
- Proposed reporting structure of Key Individuals within project team

Describe the availability and capacity of the Key Individuals to undertake the Project in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.

The resumes provided will form of basis of what is being evaluated under this SR.

SR 3.1	<p>Project Manager Experience</p> <p>Describe the project management experience and capability of the Project Manager with the following, to be addressed in the resume with the information requested at the beginning of the SR 3 section:</p> <ul style="list-style-type: none"> • Managing complex projects; • Schedule management; • Working with contractors and sub-contractors;
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	<ul style="list-style-type: none"> • Experience completing projects in accordance with established Quality Management System; • Experience completing projects adjacent to operating facilities; and • Coordinating the work of the various specialists, including obtaining permits, design engineer, operator, equipment vendors to achieve integration between designers and sub-contractors, in accordance with the project schedule.
SR 3.2	<p>Construction Manager Experience</p> <p>Describe the Construction Manager's and Construction Site Superintendent's experience and capability focusing on the following, to be addressed in the resume with the information requested at the beginning of the SR 3 section:</p> <ul style="list-style-type: none"> • Construction experience in, multi-disciplinary, complex projects with significance on site interface and design-build or public private partnership projects; • Construction and logistics management including, but not limited to, work in occupied controlled space and work maintaining existing operations of surrounding facilities; • Experience planning and executing tasks to commission and start-up process equipment and biological treatment processes; and • Quality assurance and health and safety programs consistent with a controlled operating facility.
SR 3.3	<p>Design Manager Experience</p> <p>Describe the Design Manager's experience and capability focusing on the following, , to be addressed in the resume with the information requested at the beginning of the SR 3 section :</p> <ul style="list-style-type: none"> • Design experience in multi-disciplinary complex projects, particularly design-build or public private partnership projects; • Developing designs in consultation with the PWGSC and/or other federally regulated staff; • Integrating design with construction and operation; • Familiarity with Canadian codes and standards, federal regulations, or equivalent; and • Introducing "best practices" concepts into design to deal with issues such as integration of process improvement concepts (such as workflow re-design, process efficiency tools, etc.) into facility design, with specific reference to WWTP Projects.
SR 3.4	<p>Discipline Technical Lead Experience</p> <p>Describe the project management experience and capability of the following Discipline Technical Leads:</p> <ul style="list-style-type: none"> ○ Wastewater treatment lead; ○ Instrumentation and Automation lead; ○ Structural Engineering lead; and ○ Geotechnical Engineering lead



	<p>to be addressed in the resume with the information requested at the beginning of the SR 3 section:</p> <ul style="list-style-type: none"> • Design experience in multi-disciplinary complex projects; • Developing designs in consultation with PWGSC and/or other federally regulated staff; • Integrating design with construction and operation; • Familiarity with Canadian codes and standards, federal regulations, or equivalent; and • Introducing “best practices” concepts into design to deal with issues such as integration of process improvement concepts (such as workflow re-design, process efficiency tools, etc.) into facility design, with specific reference to post-disaster facility projects.
SR 3.5	<p>Lead Commissioning Provider Experience</p> <p>Demonstrate Lead Commissioning Provider experience from two (2) nominated projects and illustrate how their experience is relevant to the Operations and Maintenance (O&M) requirements of the WWTP, to be addressed in the resume with the information requested at the beginning of the SR 3 section:</p> <ul style="list-style-type: none"> • Credentials such as P.Eng. and/or EOCP Operator Certification; • Experience preparing and implementing commissioning procedures and maintenance routines; • Experience procuring O&M consumables and 3rd party services; • Experience preparing O&M compliance reports for authorities; and • Experience troubleshooting sewage treatment system upsets.

Table 4. SR 4 - Project Understanding and Approach

SR 4.1	<p>Project Understanding and Approach</p> <p>Provide the Respondent's Understanding and Approach to delivering the Project, highlighting subject matter expertise and relevant knowledge gained from the experience presented in the Nominated and Feature Projects. Information that should be addressed in the submission includes:</p> <ul style="list-style-type: none"> • Working on an existing operating facility; • Dealing with flow variation caused by the change in user population from normal work hours and work days to off-hours and off-days in the workplace; • How the design-build project delivery method will be used to maintain the project schedule without compromising quality; • A high-level overview of the construction methodologies and methods that could be used on this project; • Communicating with heavily engaged and affected stakeholders.
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	<ul style="list-style-type: none"> Describe or illustrate the Respondent Team's process for providing value-added innovative solutions to design construction and operation, including best practices and due diligence; Equipment and system testing; Commissioning strategy; Assembly of O&M Manuals and Standard Operating Procedures; Operator training; and Project Documentation.
SR 4.2	<p>Innovation and Cost Savings Opportunities</p> <p>Provide examples of the Respondent's design and construction experience that demonstrate creativity, innovation, and innovative approaches that add value. Please also Provide discussion of the Respondent's approach to support the areas of interest below and any others that the Respondent Team considers key to the delivery of this Project.</p> <p>Some areas of particular interest where expertise and innovation within the design-build team can be highlighted include:</p> <ul style="list-style-type: none"> Managing construction risk and schedule related to geotechnical soils improvements; System integration between two sites (new WWTP and existing operational WWTP) including maintaining operations, transitioning treatment, and operations management strategies; and testing and extended performance period involving the owner/operator.

1. Prequalification Evaluation Scoring

- a. Proposals which are responsive to the Mandatory Criteria will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the rated criterion in Table 5 below.

The information will be rated from 0 to 10 for each technical criterion as per **Error! Reference source not found.** The rating is then weighted as shown in the Evaluation Criterion Table below to produce the Total Points Allocation out of 100.

Proposals must obtain a minimum of 70 out of 100 total points and be among the 3 highest scoring RFQ responses to receive an invitation to submit an RFP Submission. If less than 3 Proposals achieve the minimum score, Canada reserves the right to waive this minimum criteria.



Table 5. Prequalification Evaluation Criteria

Section	Evaluation Criteria		Weighting
SR 1 Respondent Team – Project Partnering Capability and Approach			Subtotal: 15%
SR 1.1	Team Description		5%
SR 1.2	Team Organization		5%
SR 1.3	Experience Working Together		5%
SR 2 – Design and Construction Capability of the Proponent – Relevant Experience			Subtotal: 35%
SR 2.1	Nominated Project # 1	SR 2.1.1 Comparability	3%
		SR 2.1.2 Capability	3%
SR 2.2	Nominated Project # 2	SR 2.2.1 Comparability	3%
		SR 2.2.2 Capability	3%
SR 2.3	Nominated Project # 3	SR 2.3.1 Comparability	3%
		SR 2.3.2 Capability	3%
SR 2.4	Nominated Project # 4	SR 2.4.1 Comparability	3%
		SR 2.4.2 Capability	3%
SR 2.5	Nominated Project # 5	SR 2.5.1 Comparability	3%
		SR 2.5.2 Capability	3%
SR 2.6	Reference Checks		5%
SR 3 – Key Individuals - Relevant Experience and Availability			Subtotal: 30%
SR 3.1	Project Manager Experience		8%
SR 3.2	Construction Manager Experience		7%
SR 3.3	Design Manager Experience		7%



SR 3.4	Wastewater Treatment Lead Experience	2%
	Instrumentation and Automation Lead Experience	2%
	Structural Engineering Lead Experience	1%
	Geotechnical Engineering Lead Experience	1%
SR 3.5	Lead Commissioning Provider Experience	2%
SR 4 – Project Understanding and Approach		Subtotal: 20%
SR 4.1	Project Understanding and Approach	10%
SR 4.2	Innovation and Cost Savings Opportunities	10%
TOTAL MINIMUM SCORE		70/100

3.3 Basis of Qualification

- To be declared Responsive, a Response must:
 - comply with all requirements of the RFQ; and
 - meet all mandatory criteria.
- Responses not meeting (a) and (b) will be declared non-Responsive.
- Respondents will be ranked in order of highest aggregate score to lowest aggregate score
- The Respondents that meet 1(a) and 1(b) above will be declared eligible for subsequent participation in Phase Two – RFP process.

3.4 Conduct of Evaluation

- In conducting its evaluation of the Responses, Canada may, but will have no obligation, to do the following:
 - Seek clarification or verification from Respondents regarding any or all information provided by them with respect to the RFQ.
 - Contact any or all references supplied by Respondents to verify and validate any information submitted by them.

Respondents will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply may result in the Response being declared non-Compliant.



PART 4 – CERTIFICATIONS AND ADDITIONAL INFORMATION

4.1 General Information

1. Respondents must provide the following required certifications and additional information to be considered qualified for Phase Two – RFP.
2. The certifications provided by Respondents to Canada are subject to verification by Canada at all times. Canada will declare a Response or subsequent Bid non-Compliant if any certification made by the Respondent pursuant to this RFQ is found to be untrue, whether made knowingly or unknowingly.
3. The Contracting Authority will have the right to ask for additional information to verify the Respondent's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the Response or subsequent Bid non-Compliant.
4. Should verification by Canada disclose untrue statements, Canada will have the right to treat any potential future contract arising from this procurement process as being in default and to take the work out of the hands of the Respondent that has been awarded such contract.

4.2 Certifications and Information Required with the Response to the RFQ

1. Respondents must submit the following as part of their Response to the RFQ:
 - a. Integrity Provisions – Declaration of Convicted Offences.
Under Article 2.16 Integrity Provisions, paragraph 5, the Respondent must provide with its Response, if applicable, a completed Integrity Declaration Form, to be given further consideration in the procurement process.
 - b. Form 1 – Identification of the Respondent
Respondents must include the Identification of Respondent Form with their Response which provides information required for evaluation such as a contact name and Respondent's Procurement Business Number, etc.
 - c. Form 2 – Experience Certification
 - d. Form 3 – Integrity Provisions and List of Names
2. Respondents are provided with Form 4 – Phase One – RFQ – Qualification Checklist to assist in the preparation of their Response to this RFQ.



ANNEX A – PROJECT OVERVIEW

Part 1 – Introduction

2. Public Services and Procurement Canada (PSPC), on behalf of Correctional Service of Canada (CSC), is seeking to construct a new wastewater treatment plant (WWTP) and decommission the existing WWTP for the Kent and Mountain Institutions in Agassiz, BC.

The project site for the new treatment facilities is to be located adjacent and southwest to the existing WWTP situated between the Kent and Mountain Institutions at 4732 Cemetery Rd, Agassiz, BC.

2. This Phase One – Request for Qualification (RFQ) and the forthcoming Phase Two – Request for Proposal (RFP) seeks a design-builder to provide design, construction, and commissioning services for the new facility. CSC requires the design, construction and operational support of a new WWTP be based on the selected unit treatment operations that will treat the existing and future wastewater flows to attain the required standard of effluent quality. A design-build (DB) approach will be followed towards this end.

3. The key outcome of this project objective is to provide secondary treatment using processes that:

- d) ensure effluent quality meets or exceeds the requirements to be defined in the RFP and the federal Wastewater Systems Effluent Regulation ("WSER") under the Fisheries Act;
- e) have low life-cycle costs; and
- f) are within the identified budget constraints.

Part 2 – Project Background

The existing wastewater treatment plant (WWTP) was constructed in 1978 to treat wastewater from two federal correctional institutions, Kent Institution and Mountain Institution. The WWTP has gone through various changes and developments over the years to accommodate the increasing number of inmates and staff, and the changing treatment requirements.

The current treatment system consists of preliminary treatment by screening, secondary treatment by oxidation ditch, followed by secondary clarifier equipped with scum removal mechanism. The waste activated sludge (WAS) is stored in an aerated tank. From the aeration tank, WAS has been transported to the City of Chilliwack WWTP and the JAMES WWTP in Abbotsford in the past, but since 2019, has been transported to the Annacis WWTP in Delta. The effluent from the clarifier is discharged to the stilling well, passed through a UV disinfection facility, and discharged to a side



channel of the Fraser River. An overview of the treatment process is provided in Figure 1 below. The existing facilities will be decommissioned following acceptance of the new WWTP.

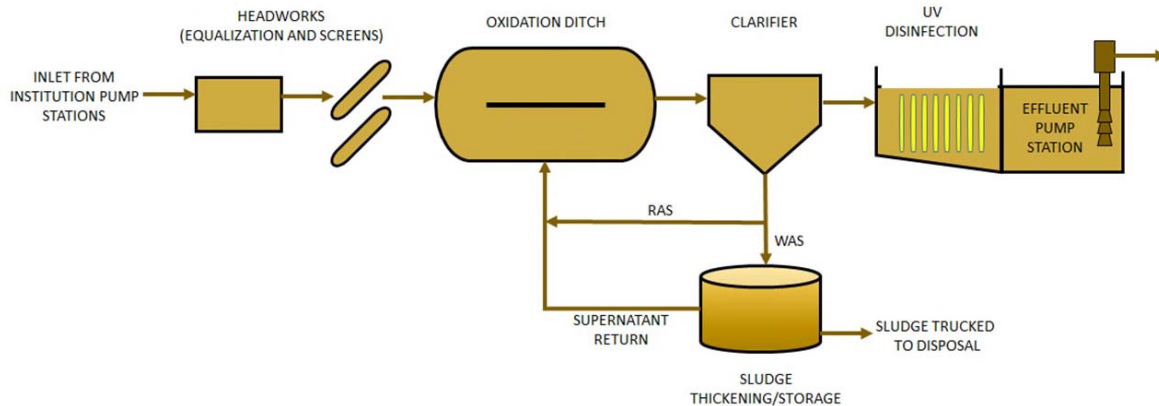


Figure 1. Existing WWTP Process Flow Diagram

In 2013, a pre-design study was conducted to investigate and evaluate options to treat the Kent and Mountain Institutions wastewater and sludge with the objective of complying with the Federal Wastewater Systems Effluent Regulations (at a minimum) and to mitigate the potential adverse effects of effluent discharge into the Fraser River.

Following identification and evaluation of six treatment options, including completion of a cost benefit analysis, CSC selected the following process as the most cost-effective option:

- Sequential Batch Reactor (SBR) as secondary treatment,
- Disc cloth media filters as tertiary treatment, and UV disinfection, and
- Sludge treatment and handling (expected to include thickening and dewatering prior to off-site transport to a beneficial re-use facility).

Part 3 – Project Description

The new wastewater treatment process will include new screens and grit removal followed by a new sequencing batch reactor (SBR) process, new UV disinfection, a new effluent pump station, a new sludge thickener, and a new centrifuge dewatering system. Additional components of the project include a new headworks building with odour control, new administration and controls building, new solids handling building, conversion of the existing secondary clarifier and sludge storage tank for solids handling, and decommissioning of existing infrastructure.

The new WWTP will include the following elements:

1. The process components will include:
 - a. Step screens with residuals washing;

-
- b. Grit removal and classifier;
 - c. Equalization;
 - d. SBR's;
 - e. UV disinfection; and
 - f. Solids handling facilities.
2. Site works include:
- a. Increasing the site grade to accommodate the 200-year flood elevation;
 - b. Subgrade improvements;
 - c. Perimeter fencing, entry gate, site access and parking; and
 - d. Decommissioning of the existing WWTP.
3. A headworks building that will accept flows from three influent lines with an additional influent line for centrate/filtrate from the solids handling processes. The headworks building will include the following components:
- a. A headworks area for step screens and grit removal,
 - b. A separate mechanical room for blower equipment and future chemical dosing, and
 - c. Odour control, and
 - d. Accessibility to manage headworks residuals handling.
4. An equalization tank and covering structure. The structure will be open to the atmosphere.
5. An administration and operations building that will include:
- a. office, laboratory for sample analysis, washroom with shower, kitchen, and washer/dryer;
 - b. the mechanical/electrical components for the new WWTP and will include the main electrical components, an operator's office for the WWTP control centre, and effluent pumping area and ultraviolet (UV) equipment and wet well area.
 - c. Telephone and high speed internet communication, which will be provided by and in consultation with Shared Services Canada.
6. Sequencing batch reactors (SBR) and covering structure.
7. A solids handling facility that will produce solids at a quality that is acceptable at an approved off-site beneficial re-use facility.
8. Other features of the new WWTP are expected to include:



- a. Electrical connection to be moved from existing WWTP to a new Motor Control Centre (MCC) in the new electrical building.
 - b. A new single point of connection for internet to allow connection to all system PLC's and master WWTP SCADA system.
9. Commissioning of new WWTP and turnover from the existing plant to the new plant without disrupting the treatment process. Decommissioning of existing WWTP once the new plant is fully operational.
10. Demolition of existing infrastructure such as oxidation ditch, clarifier, wet well, screens and tank, and equalization tank. Removal of electrical and pump components/equipment from existing pumps station building.

Part 4 – Project Scope

The scope of work to upgrade the WWTP facility consists of four distinct components:

- 1) Design
 - a. Detailed design shall allow for complete construction and post construction services including supply, installation, testing and commissioning for the project complete with the site works, geotechnical works, environmental works, structural works, process and building mechanical works, architectural works, ventilation works, instrumentation, controls and electrical distribution systems. At completion of the Work, the Project shall be fully functional for the intended purpose.
- 2) Construction
 - a. Efforts shall be made to ensure construction activities minimally disrupt CSC operations and current WWTP operations.
- 3) Commissioning of new WWTP
 - a. Act as Commissioning Provider during the commissioning of the facility. The Design-Builder shall cooperate with the Canada and any consultants it may retain to verify and validate the commissioning and other stakeholders to co-ordinate commissioning activities.
- 4) Decommissioning of existing WWTP
 - a. Decommissioning and demolition of the existing wastewater treatment system following commissioning and start-up of the new Facility.

As this facility will treat sanitary waste from the Kent and Mountain Institutions, with discharge to the Fraser River, treated effluent discharge limits have been set to meet or exceed the Wastewater Systems Effluent Regulations (WSER) and Correctional Services Canada's Environmental Guidelines. These limits require the new Facility to meet the parameters and criteria described in the RFP.

Part 5 – Estimated Project Value

The construction costs for this project is estimated at between \$15 M and \$20 M.



Part 6 – Procurement Schedule

At this time, it is anticipated that the RFP will be circulated to pre-qualified proponents in summer 2022 and that the contract will be awarded in early 2023.

It will be up to the design-builder to propose a work plan and schedule for review by the Departmental Representative, and it is expected that construction activities will commence before the completion of design.

It is expected that construction of the new facility shall be completed within 18 to 24 months of contract award. A six (6) month extended commissioning period will follow before acceptance and handover of the facility.

Decommissioning of the old facility is expected to take place following acceptance and handover.

Part 7 – Fairness Monitor

Canada reserves the right to engage a Fairness Monitor to monitor the Phase Two - Request for Proposal.



ANNEX B – FORMS

FORM 1 – IDENTIFICATION OF THE RESPONDENT

IDENTIFICATION OF THE RESPONDENT FORM	
Respondent's full legal name <i>[Note: For Respondents submitting as joint ventures the full legal names of all members of the joint venture should be identified.]</i>	
Respondent's Operating Name (if any): <i>[Note: For Respondents submitting as joint venture the operating names of all members of the joint venture should be identified.]</i>	
Authorized Representative of Respondent for evaluation purposes (e.g., clarifications) <i>[Note: In the case of a joint venture – provide the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable.]</i>	Name:
	Title:
	Address:
	Telephone #:
	Cell #:
	Email:
Respondent's Procurement Business Number (PBN) <i>[Note: Please ensure that the PBN you provide matches the legal name under which you have submitted your Response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.]</i> <i>[Note: If a future contract is awarded to a joint venture, the joint venture will be requested to apply for a new Procurement Business Number (PBN).]</i>	



Solicitation No. - N° de l'invitation
EZ899-211814/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
000
File No. - N° du dossier

Buyer ID - Id de l'acheteur
pwy039
CCC No./N° CCC - FMS No/ N° VME

IDENTIFICATION OF THE RESPONDENT FORM	
Type of Organization	<div><div></div> Sole Proprietorship</div> <div><div></div> Partnership</div> <div><div></div> Corporation</div> <div><div></div> Joint Venture</div> <div><div></div> Other (<i>Please explain</i>)</div>
Signature of Authorized Representative of Respondent	<div></div> <div></div>



FORM 2 – EXPERIENCE CERTIFICATION

We certify that all statements made with regard to the experience of the company are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the Response being declared non-Responsive.

Should verification by Canada disclose untrue statements, Canada will have the right to treat any resulting contract from this submission as being in default and to take the work out of the Respondent's hands.

Failure to include this representation and warranty with the submission by executing the signature block immediately following this paragraph will render the submission non-Responsive.

Respondent's full legal name: _____

Respondent's operating name: _____

Authorized representative of the Respondent (print): _____

Capacity: _____

Phone number: () _____ Fax number: () _____

Email address: _____

Signature: _____ Date: _____



FORM 3 – INTEGRITY PROVISIONS AND LIST OF NAMES

1. Overview and Purpose

- 1) The Ineligibility and Suspension Policy (the “Policy”) in effect on the date the RFQ is issued, and all related Directives in effect on that date, are incorporated reference into, and form a binding part of the Response. The Respondent must comply with the Policy and Directives found at Ineligibility and Suspension Policy.
- 2) Under the Policy, charges and convictions of certain offences against a Respondent, its affiliates or first tier sub-contractors, and other circumstances, will or may result in a determination by PWGSC that the Respondent is ineligible to enter, or is suspended from entering into a contract or a Real Property Agreement with PWGSC. The list of ineligible and suspended Respondents is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Respondents.
- 3) In addition to all other information required in the RFQ, the Respondent must provide the following:
 - (a) by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - (b) with its Response, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-contractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at Declaration form for procurement.
- 4) Subject to subsection 5) of this Appendix, by submitting a Response to this RFQ, the Respondent certifies that:
 - (a) it has read and understands the Ineligibility and Suspension Policy;
 - (b) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - (c) it is aware that PWGSC may request additional information, certifications, and validations from the Respondent or a third party for purposes of making a determination of ineligibility or suspension;
 - (d) it has provided with its Response a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-contractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - (e) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier sub-contractors; and



(f) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

- 5) Where a Respondent is unable to provide any of the certifications required by subsection 4) of this Appendix, it must submit with its Response a completed Integrity Declaration Form, which can be found at <http://www.tpsgc-pwgsc.gc.ca/ci-if/documents/formulaire-form-eng.pdf>
- 6) PWGSC will declare non-Responsive any Response in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If PWGSC establishes after award of the Contract that the Respondent provided a false or misleading certification or declaration, PWGSC may terminate the Contract for default. Pursuant to the Policy, PWGSC may also determine the Respondent to be ineligible for award of a contract for providing a false or misleading certification or declaration.

2. List of names:

All Respondents, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- Respondents that are corporate entities, including those submitting a Response as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Respondents submitting a Response as sole proprietors, including sole proprietors submitting a Response as joint ventures, must provide a complete list of the names of all owners; or
- Respondents that are a partnership do not need to provide a list of names.

Board of Directors		
<i>(Use format – first name, last name)</i>		
First Name	Last Name	Position <i>(if applicable)</i>



FORM 4 – PHASE ONE – RFQ – QUALIFICATION CHECKLIST

The checklist included herein may serve as a quick reference tool for the Respondent and help prevent inadvertent omission of mandatory documents/information. However, Canada is not responsible for any failure of the Respondent to ensure that the Response is properly submitted and complete, notwithstanding whether or not the Respondent has relied on this checklist while preparing its submission.

PHASE ONE – RFQ – QUALIFICATION CHECKLIST	Included in Submission
Complete and submit Appendix A – Identification of the Respondent	
Complete and submit forms as described in Appendix B for all nominated and feature projects	
Complete and submit Appendix C – Experience Certification	
Complete and submit Appendix D – Integrity Provisions	
Provide proof, in the form of a signed letter from an Insurer, stating that the Respondent is capable of providing comprehensive general liability insurance coverage of at least ten million (\$10,000,000) dollars aggregate limit per policy year.	
Provide proof, in the form of a signed letter from either a Financial Institution or an acceptable Bonding Company, stating that the Respondent has the capability of providing contract security in accordance with the Contract Security conditions referenced in section 2.4.2- Tender and Contract Documents, R2890D (2012-07-16)-Contract Security. The Respondent must provide proof that they have the capability of providing contract security in accordance with R2890D based on the full project value of \$ 20M <i>(to be adjusted to reflect the construction cost)</i>	

