



Parks
Canada

Parcs
Canada



RETURN PROPOSALS TO:
RETOURNER LES SOUMISSIONS À:
Parks Canada Agency Bid Receiving Unit
National Contracting Services

Proposal Fax: 1-855-983-1808

Proposal Email:

soumissionsami-bidsrpc@pc.gc.ca

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

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

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Parks Canada Agency

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

Proposition à: l'Agence Parcs Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office - Bureau de distribution

Parks Canada Agency
Quebec City, QC

Title-Sujet Infrastructure Master Plan, Sable Island National Park Reserve		
Solicitation No. - N° de l'invitation 5P468-21-0264/A		Date: 2022-03-08
GETS Reference No. - N° de référence du SEAG PW-22-00988991		Client Ref. No. - N° de réf du client PRO2005
Solicitation Closes - L'invitation prend fin :		
at - à 2:00 PM	on - le 2022-04-07	Time Zone - Fuseau horaire EDT - HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Pierre-Alexandre Simard pierre-alexandre.simard@pc.gc.ca		
Telephone No. - N° de téléphone 819-665-9674		Fax No. - N° de FAX 1-855-983-1808
Destination of Goods, Services, and Construction: Destination des biens, services et construction: See Herein - Voir aux présentes		

TO BE COMPLETED BY THE BIDDER À COMPLÉTER PAR LE SOUMISSIONNAIRE

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

IMPORTANT NOTICE TO PROPONENTS

COVID-19 Vaccination Requirement

This requirement is subject to the *COVID-19 Vaccination Policy for Supplier Personnel*. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as required precedent to contract award will render the bid non-responsive.

PROPOSALS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

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

The only acceptable email address for responses to proposal solicitations is soumissionsami-bidsrpc@pc.gc.ca. Proposals submitted by email directly to the Contracting Authority or to any email address other than soumissionsami-bidsrpc@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to proposal solicitations 1-855-983-1808.

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

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

Emails with links to proposal documents will not be accepted. Proposal documents must be sent as email attachments.

DIRECT DEPOSIT

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

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

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

REQUEST FOR PROPOSAL (RFP)

TABLE OF CONTENTS

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Parks Canada Agency (PCA) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

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

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2020-05-28), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than **five (5) business days** prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

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

SI5 COVID-19 VACCINATION REQUIREMENT

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as required precedent to contract award will render the bid non-responsive.

SI6 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

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

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

3. COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, the Bidder must provide the COVID-19 Vaccination Requirement Certification at **Appendix B Declaration/Certifications Form of the Bid Solicitation** prior to contract award, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.

SI7 WEBSITES

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

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

Federal Contractors Program (FCP)

http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Contracts Canada

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

Supplier Registration Information

<https://srisupplier.contractsCanada.gc.ca>

Consultant Performance Evaluation Report Form

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

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2021-12-02), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution
 - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

All references to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All references to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.
3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
 - (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;

- (g) Project Brief / Terms of Reference;
- (h) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
- (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SUPPLEMENTARY CONDITIONS

There are no supplementary conditions which apply to the Agreement.

SC2 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC3 Compliance with on-site measures, standing orders, policies, and rules

The Consultant must comply and ensure that its employees and subconsultant comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

AGREEMENT PARTICULARS

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

APPENDIX A - TEAM IDENTIFICATION FORMAT

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

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Firm or Joint Venture Name:
.....
.....

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

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

II. Key Sub Consultants / Specialists:

Senior Planner Planner

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

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

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

Senior Engineer and/or Architect Engineer and/or Architect

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

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

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

Project Manager

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

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

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

Stakeholder Session Facilitator

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

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

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.....
.....

III. Key Sub Consultants / Specialists:

Other

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

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

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

APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title: Infrastructure Master Plan, Sable Island National Park Reserve

1. Proponent Information

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

Type of Organization

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Joint Venture

Size of Organization

Number of Employees: _____

Graduate Architects/ _____

Professional Engineers: _____

Other Professionals: _____

Technical Support: _____

Other: _____

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

Former Public Servant (FPS) - Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Proponent must provide the following information:

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

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

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

Name of Proponent:

DECLARATION:

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

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

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

Name: _____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

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

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

(Not required at solicitation closing)

I, _____ (**first and last name**), as the representative of

_____ (**name of business**) pursuant to
_____ (**insert solicitation number**), warrant and certify that
all personnel that

_____ (**name of business**) will provide on the resulting
Contract who access federal government workplaces where they may come into contact with public
servants will be:

(check the applicable option[s] below)

- ☐ (a) fully vaccinated against COVID-19;
- ☐ (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;
or
- ☐ (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (**name of business**) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the

_____ (**name of business**) has certified to their compliance
with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
PRO2005

Amd. No. - N° de la modif.
-
File Name - Nom du dossier
Infrastructure Master Plan, Sable Island National Park Reserve

Contracting Authority - Autorité contractante :
Pierre-Alexandre Simard

reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

APPENDIX C - PRICE PROPOSAL FORM

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

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title: Infrastructure Master Plan, Sable Island National Park Reserve

Name of Proponent:

The following will form part of the evaluation process:

1. REQUIRED SERVICES

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

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

SERVICES	FIXED FEE
RS 1 Conceptual Design Services	\$.....
RS 2 Stakeholder Sessions Facilitation Services	\$.....
RS 3 Design Development and Final Design Services	\$.....
MAXIMUM FIXED FEES	\$.....
TOTAL FEE FOR REQUIRED SERVICES	\$.....

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

The following will NOT form part of the evaluation process

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

HOURLY RATES

The following hourly rates may be used for future contract amendments

A) Principals

Name	Hourly Rate

B) Staff

Name	Hourly Rate

END OF PRICE PROPOSAL FORM

Solicitation No. - N° de l'invitation
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PRO2005

Amd. No. - N° de la modif.
-

File Name - Nom du dossier

Infrastructure Master Plan, Sable Island National Park Reserve

Contracting Authority - Autorité contractante :
Pierre-Alexandre Simard

APPENDIX D - PROJECT BRIEF

This document is attached as a separate pdf.

APPENDIX E - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

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

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

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

1.2 Calculation of Total Score

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

Technical Rating x 85%	=	Technical Score (Points)
<u>Price Rating x 15%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

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

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

2.2 Specific Requirements for Proposal Format

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

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

- Covering letter
- Table of Contents
- Section dividers (Limited to text for titles only)
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Integrity Provisions – Required Documentation
- Front page of the RFP

- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)
- CVs (curriculum vitae) – subject to a 3 pages limitation

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PCA Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

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

3.1.1 Licensing, Certification or Authorization

The proponent shall be a professional planner, licensed, or eligible to be licensed, certified or otherwise authorized, to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Nova Scotia.

3.1.2 Consultant Team Identification

The consultant team is suggested to include the following:

- Professional senior planner
- Project manager
- Senior engineer and/or senior architect
- Engineer and/or architect
- Stakeholder session facilitator

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

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

- Sustainability /Green Building consultants
- Certified Passive House consultant
- Quantity survey or cost estimation consultant
- Energy modelling services
- Structural engineering services
- Mechanical and electrical engineering services
- Building envelope consultant
- Other consultants.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of submissions).

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

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2020-05-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

3.2 RATED REQUIREMENTS

3.2.1 Achievements of Proponent on Projects

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

Select a **maximum** of 3 projects undertaken within the last 7 years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

The three (3) projects submitted by the Proponent must be clear examples of:

Two (2) distinct projects demonstrating significant professional planning and analytical competencies and experience in the development of master plans for assets and infrastructure similar to and/or relevant to the context, scale, operations and size of that described in the RFP. Projects must demonstrate expertise and experience to prepare long term phasing and costing plans, to facilitate sessions with various stakeholder groups and to reflect the vision and guiding principles during the planning process and in the final plan.

One (1) project demonstrating professional expertise and experience in architectural and /or engineering services for the adaptive re-use of an existing building with a contemporary additions similar to and/or relevant to the context, scale, type and occupancies of those described in the RFP. The project must demonstrate expertise and experience in sustainable planning, design and construction, energy efficient design, building envelope science and universal accessibility.

Information that should be supplied:

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

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

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

3.2.2 Achievements of Key Personnel on Projects

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

- Senior planner
- Stakeholder session facilitator
- Project manager
- Senior engineer or architect
- Intermediate engineer or architect

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

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

Senior Planner

A minimum of 10 years' experience as a licensed registered planner in the province where the required services will be provided. Experience in projects in Atlantic Canada will be considered an asset. Demonstrated ability in:

1. Leading and developing planning projects through the design process involving assets and infrastructure master plans, including community engagement;
2. Proven ability to work collaboratively and effectively with clients;
3. Planning development of sustainable projects;
4. Preparation of presentations and documents during all design stages.

Senior Engineer and/or Senior Architect

A minimum of 10 years' experience as a licensed registered professional in the province where the required services will be provided. Experience on planning and building projects and types of services outlined in the RFP especially as they relate to projects in, or relevant to the Canadian context. Demonstrated ability in:

1. Managing multi-disciplinary project teams, including sub-consultants;
2. Providing (or arrange provision of) reliable cost estimates for planning and building projects;
3. Coordinating management and design activities to meet critical deadlines;
4. Design and construction experience in sustainable planning and design, building envelope science and energy efficient design;
5. Preparation of project and design documents during all design stages.

Engineer / Architect / Planner

A minimum of five (5) years as a licensed registered professional in the province where the required services will be provided. Experience in /with projects and types of services outlined in the RFP especially as they relate to projects in, or relevant to the Canadian context. Experience in Atlantic Canada will be considered an asset.

Stakeholder Session facilitator

Demonstrated experience in working with the planning professional organisation and facilitation of stakeholder sessions in specific regards to planning of infrastructure and land use.

Project Manager

Experience and ability with structured project management systems to illustrate this person's capabilities with:

- Work breakdown analysis, cost estimation and tracking;
- Scheduling of work
- Managing the project team, including consultants

The 'Core team' planner, engineer or architect may also act as the project manager.

Please note that there is a limit of 3 pages per CV.

3.2.3 Understanding of the Project:

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

Information that should be supplied:

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

3.2.4 Scope of Services:

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

Information that should be supplied:

- Scope of Services - detailed list of services per task;
- Work Plan - breakdown of tasks and deliverables;
- Project schedule - proposed major milestones;
- Risk management strategy

3.2.5 Management of Services:

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the

firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

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

Information that should be supplied:

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

3.2.6 Design Philosophy / Approach / Methodology

The proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design and planning philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design and planning philosophy of the team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

- Approach to integration of PCA objectives, goals and sustainable development strategies
- Approach to the site opportunities, constraints and contextual considerations
- Approach to Functionality, durability, resiliency, universal accessibility

3.3 EVALUATION AND RATING

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

Criterion	Weight Factor	Rating	Weighted Rating
3.2.1 Achievements of Proponent on projects	2.5	0 - 10	25
3.2.2 Achievements of Key Personnel on Projects	2.5	0 - 10	25
3.2.3 Understanding of the Project	1.5	0 - 10	15
3.2.4 Scope of Services	1.0	0 - 10	10
3.2.5 Management of Services	1.0	0 - 10	10
3.2.6 Design Philosophy / Approach / Methodology	1.5	0 - 10	15
Total Technical Rating	10.0		0 - 100

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

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

Generic Evaluation Table

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

At the final consensus evaluation meeting, the PCA Evaluation Board members will assign both even and odd numbers in determining the final score for each evaluation criteria.

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

SRE 4 PRICE OF SERVICES

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

To establish the Price Rating, each responsive bid will be prorated against the lowest evaluated price.

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

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	85	0 - 85
Price Rating	0 - 100	15	0 – 15
Total Score		100	0 - 100

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

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

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

Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of proposal, as amended in S12 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

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

In a separate submission:

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

Note: Proponents submitting their documents via fax: please include a cover page for each submission labeled "Submission 1" for the Technical Proposal and "Submission 2" for the Price Proposal Form.

Proponents submitting their documents via email: please attach 2 separate files each labeled "Submission 1" for the Proposal and "Submission 2" for the Price Proposal Form.

Solicitation No. - N° de l'invitation
5P468-21-0264/A
Client Ref. No. - N° de réf. du client
PRO2005

Amd. No. - N° de la modif.
-
File Name - Nom du dossier
Infrastructure Master Plan, Sable Island National Park Reserve

Contracting Authority - Autorité contractante :
Pierre-Alexandre Simard

APPENDIX F - DOING BUSINESS WITH PWGSC DOCUMENTATION AND DELIVERABLES MANUAL

This document is attached as a separate pdf.

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

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

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

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

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

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

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

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

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

Name _____

Signature _____

Date _____