



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

Courier To:/Adresse courrier :

RCMP / GRC  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Avenue  
Regina, SK S4P 3K7

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal to: Royal Canadian Mounted Police**

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

**Proposition aux: Gendarmerie royale du Canada**

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

Comments: - Commentaires :

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT/ LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ**

<b>Title – Sujet:</b> A & E Consulting Services for Barrhead, AB / Services d'architectes et d'ingénieurs, Barrhead, AB		<b>Date : 14 June 2022</b>
<b>Solicitation No. – N° de l'invitation: M5000-21-4083/A</b>		
<b>Client Reference No. - No. De Référence du Client:</b> 202104083		
<b>GETS Reference No. - No. De Référence du SEAG:</b> PW-22-00998482		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	<b>2:00 PM/ 14H</b>	Central Standard Time
<b>On / le :</b>	<b>25 July 2022</b>	
<b>Destination of Goods and Services – Destinations des biens et services :</b> See herein — Voir aux présentes		
<b>Instructions:</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b>  Teresa Hengen, Senior Procurement Officer teresa.hengen@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 639-625-3449		<b>Facsimile No. – No. de télécopieur</b> 306-780-5232
<b>COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER</b>		
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>  		
<b>Complete GST or Business # - Complet GST ou de nombre D'affaires nombre :</b>  The entire BN or GST has 15 characters. (ex: 123456789 RT0001)		
<b>Email:</b> _____		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>  		
<b>Signature</b>		<b>Date</b>



**THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT  
REQUEST FOR PROPOSAL (RFP)**

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

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## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

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

### SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.  
  
All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.  
  
Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PSPC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.
2. The following are the proposal documents:
  - (a) Supplementary Instructions to Proponents (SI);  
**R1410T (2022-01-28), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal, amended as follows:**
    - i. **Subsection GI3 Overview of selection procedure:**  
**Delete:** in its entirety  
**Insert:** GI3 intentionally left blank.
    - ii. **Subsection 1. of section GI10 Licensing requirements:**  
**Delete:** 1. Consultant Team members and Key Personnel shall be, or be 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 or Territory in which the project is located.  
**Insert:** 1. Consultant Team members and Key Personnel must 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 or Territory in which the project is located;
    - iii. **Subsection 2.b. of section GI16 Submission of proposal:**  
**Delete:** in its entirety  
**Insert:** b. send its proposal only to the RCMP Bid Receiving address specified on page 1 of the RFP;
    - iv. **Section GI19 Acceptance of proposal:**  
**Delete:** in its entirety  
**Insert:** GI19 Rights of Canada
      1. Canada reserves the right to:
        - a. reject any or all proposals received in response to the RFP;
        - b. in the case of error in the extension or addition of unit prices, the unit price will govern;
        - c. enter into negotiations with Proponents on any or all aspects of their proposals;



- d. accept any proposal in whole or in part without negotiations;
    - e. cancel or amend the RFP at any time;
    - f. reissue the RFP;
    - g. if no responsive proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Proponents who bid to resubmit proposals within a period designated by Canada; and
    - h. negotiate with the sole responsive Proponent to ensure best value to Canada.
  - v. **Subsection GI23 Performance Evaluation:**
    - Delete:** in its entirety
    - Insert:** GI23 intentionally left blank
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
  - (d) Team Identification Form (Appendix B);
  - (e) Price Proposal Form (Appendix C);
  - (f) the Security Requirements Check List (SRCL) (Appendix D);
  - (g) Declaration/Certifications Form (Appendix E);
  - (h) Submission Requirements and Evaluation (SRE) (Appendix F)
  - (i) any amendment to the solicitation document issued prior to the date set for receipt of proposals;
  - (j) and the proposal.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at e-mail address as early as possible. Enquiries should be received no later than ten (10) working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

### SI4 PROPOSAL VALIDITY PERIOD

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



## S15 CANADA'S TRADE AGREEMENTS

"This procurement is subject to the provisions of the requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

## S16 CERTIFICATIONS

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

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

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per **R1410T (2022-01-28)**, General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

### 2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

## S17 RECOURSE MECHANISMS

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

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

## S18 PROMOTION OF DIRECT DEPOSIT INITIATIVE

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)



**S19 SECURITY REQUIREMENT**

1. Before the commencement of Work, the following conditions must be met:
  - (a) the Proponent must hold a valid security clearance as indicated in Supplementary Conditions SC1;
  - (b) the Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
  - (c) the Proponent must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

**S110 WEBSITES**

The following is a list of the addresses of the Web sites:

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

Federal Contractors Program (FCP) - <https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>

Certificate of Commitment to Implement Employment Equity form LAB 1168  
<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy - <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

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

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

Buy and Sell - <https://buyandsell.gc.ca/>

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

National Joint Council (NJC) Travel Directive - <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>



## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

**Notice to Consultant: R1225D GC 4 Intellectual Property is amended in section 1.(b) below.**

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:

- (a) the Front Page and this Agreement clause;
- (b) the General Terms, Conditions and Clauses, as amended, identified as:

**R1210D (2018-06-21)**, General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services

**R1215D (2016-01-28)**, General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services

**R1220D (2015-02-25)**, General Condition (GC) 3 - Consultant Services

**R1225D (2015-04-01)**, General Condition (GC) 4 - Intellectual Property

**R1230D (2018-06-21)**, General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services

**R1235D (2011-05-16)**, General Condition (GC) 6 - Changes

**R1240D (2018-06-21)**, General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination

**R1245D (2016-01-28)**, General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services

**R1650D (2017-11-28)**, General Condition (GC) 9 - Indemnification and Insurance

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

**Delete:** in its entirety

**Insert:** GC1.12 Intentionally left blank.

Subsection GC4. 6. Licence to Foreground for Other Projects: Contract of **R12250D (2015-04-01)**, incorporated by reference above, is amended as follows:

**Delete:** in its entirety

**Insert:** Without restricting the scope of any license or other rights in the Background that Canada may otherwise hold, and in consideration of Canada's contribution to the cost of development of the Foreground,, the Consultant hereby grants to Canada a non-exclusive, perpetual, worldwide, irrevocable, fully-paid and royalty-free licence to exercise all IP Rights in the Foreground that vest in the Consultant pursuant to paragraph 3 for the purpose of planning, designing and constructing or otherwise implementing any project other than the Project, and for any purpose set out in paragraph 5 as it relates to such other project. The Consultant shall ensure that in any sale, assignment, transfer or licence of any of the IP Rights that vest in the Consultant under this Agreement, the purchaser, assignee, transferee or licensee agrees to be bound by the terms of this provision. The Consultant shall also ensure that any such



purchaser, assignee, transferee or licensee of the IP Rights is required to impose the same obligations on any subsequent purchaser, transferee, assignee or licensee.

- (c) Supplementary Conditions
- (d) Agreement Particulars
- (e) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
- (f) Team Identification Form (Appendix B);
- (g) Price Proposal Form (Appendix C);
- (h) the Security Requirements Check List (SRCL) (Appendix D);
- (i) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (j) the proposal.

2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

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

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

3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
  - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (c) this Agreement clause;
  - (d) Supplementary Conditions;
  - (e) General Terms, Conditions and Clauses;
  - (f) Agreement Particulars;
  - (g) Project Brief / Terms of Reference and any associated annexes, appendices or attachments;
  - (h) the document entitled "Security Requirement Check List";
  - (i) the proposal.





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

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

The period of the contract is for five (5) years from date of contract award.

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

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

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

#### **5. Procurement Ombudsman**

##### **5.1 Dispute Resolution Services**

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

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

##### **5.2 Contract Administration**

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

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

#### **6. Authorities**

##### **6.1 The Contracting Authority for the Contract is:**

Teresa Hengen – Senior Procurement & Contracting Officer  
Royal Canadian Mounted Police - Procurement & Contracting Services Unit  
Telephone: 639-625-3449  
E-mail address: [teresa.hengen@rcmp-grc.gc.ca](mailto:teresa.hengen@rcmp-grc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.



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

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

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

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

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

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



## SUPPLEMENTARY CONDITIONS (SC)

### SC1 SECURITY REQUIREMENT -

1. The following security requirements (SRCL and related clauses) apply and form part of the Agreement. Before the commencement of Work, the following conditions must be met:
  - 1.1 The Consultant's personnel are required to be security cleared at the level of *Enhanced Reliability Status (ERS)* as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
    - a. The Consultant SHALL NOT remove or make copies of any PROTECTED, DESIGNATED or CLASSIFIED information or assets from the identified work site(s), and the Consultant must ensure that its personnel are made aware of and comply with this restriction.
    - b. Secure area / lock up is required in quiet hours. Access is restricted to those with need-to-know, i.e.: those assigned to the project only.
    - c. Any electronic media (USB drives, hard drives, CDs, etc.) that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures.
    - d. The Consultant must comply with the provisions of the: Security Requirements Check List (SRCL) attached at Appendix D.

### 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.



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Solicitation No. – N° de l'invitation :  
M5000-21-4083/A

**APPENDIX A – PROJECT BRIEF / TERMS OF REFERENCE - Included as a separate document**



**ANNEX A – Doing Business – Documentation Standards - Included as a separate document(s)**



## APPENDIX B - TEAM IDENTIFICATION FORM

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

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

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

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

Firm or Joint Venture Name: .....

.....

.....

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

.....

.....

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### 2. Key Sub Consultants / Specialists:

#### 2.1. Civil Engineer

Firm Name: .....

.....

.....

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

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.....

#### 2.2. Structural Engineer

Firm Name: .....

.....

.....

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

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.....

.....



**2.3. Mechanical Engineer**

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

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

**2.4. Electrical Engineer**

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

Key Individuals and provincial professional licensing status and/or professional accreditation:  
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**2.5. Green Energy Consultant/Engineer**

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

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

**2.6. Commissioning, and Integrated Systems Testing Specialists**

Firm Name(s): .....  
.....  
.....

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

**2.7. Cost Specialists**

Firm Name(s): .....  
.....  
.....

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



## APPENDIX C - PRICE PROPOSAL FORM

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

### INSTRUCTIONS TO PROPONENTS:

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





**Project Title:** Architectural & Engineering Design Services – RCMP Detachment in Barrhead, Alberta

**Name of Proponent:**

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

**PART A - REQUIRED SERVICES**

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

Service *:	Fixed Fee (CAD excluding applicable taxes):
Project Analysis and Pre-Design Services	\$ _____
Schematic Design Services	+ \$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Tender Call and Bid Evaluation Services	+ \$ _____
Construction Contract Administration Services	+ \$ _____
Commissioning and Integrated Systems Testing Services	+ \$ _____
De-Mountable Furniture Design and Contract Administration Services	+ \$ _____
Post-Construction (Warranty) Services	+ \$ _____
<b>MAXIMUM FIXED FEES:</b>	<b>= \$ _____</b>

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

Total Evaluated Fee \$.....



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

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

**PART B - OTHER ADDITIONAL SERVICES**

**Part 1 – Disbursements**

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

(specify and enter limit)

Travel-related expenses (fuel, vehicle rental, food, etc.) \$.....

Topographic Survey \$.....

**MAXIMUM AMOUNT FOR DISBURSEMENTS** \$.....

**Part 2 – Time Based Fees** (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services).

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

**Principals**

Name or Category of Personnel	\$ per hour*
.....	\$.....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$.....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$.....
.....	\$ .....

**Civil Engineer**

Name or Category of Personnel	\$ per hour *
.....	.....



.....

**Structural Engineer**

Name or Category of Personnel	\$ per hour *
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.....	.....
.....	.....

**Mechanical Engineer**

Name or Category of Personnel	\$ per hour *
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.....	.....
.....	.....

**Electrical Engineer**

Name or Category of Personnel	\$ per hour *
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.....	.....
.....	.....

**Commissioning and Integrated Systems Testing Specialist**

Name or Category of Personnel	\$ per hour *
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.....	.....
.....	.....

**Green Energy Consultant**

Name or Category of Personnel	\$ per hour *
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.....	.....
.....	.....

**FAVI testing Engineering fee**

Name or Category of Personnel	\$ per hour *
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.....	.....
.....	.....



Cost Specialist

Name or Category of Personnel	\$ per hour *
.....	.....
.....	.....

Topographical Survey

Name or Category of Personnel	\$ per hour *
.....	.....
.....	.....

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



**APPENDIX D – SECURITY REQUIREMENTS CHECK LIST (SRCL) – “Included as a separate document.”**



## APPENDIX E - DECLARATION/CERTIFICATIONS FORM

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

### 1. Proponent Information:

**Project Title:**

**Name of Proponent:**

**Street Address:**

**Mailing Address:**

**Telephone Number:** (    )

**Fax Number:** (    )

**E-Mail:**

**Procurement Business Number:**

Type of Organization:	Size of Organization:
<input type="checkbox"/> Sole Proprietorship	Number of Employees _____
<input type="checkbox"/> Partnership	Graduate Architects / Professional Engineers _____
<input type="checkbox"/> Corporation	Other Professionals _____
<input type="checkbox"/> Joint Venture	Technical Support _____
	Other _____

**Note to Proponents:** E.2. & E.3. are in accordance with SI6 Certifications.

### 2. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2022-01-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

### 3. Former Public Servant (FPS) - Certification

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



frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

YES ( ) NO ( )

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

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

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

### Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES ( ) NO ( )

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number



of weeks;

- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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





**4. Authority**

**Name of Proponent:**

**DECLARATION:**

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

..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, the RCMP contact will be with the following person: \_\_\_\_\_.

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

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

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



**APPENDIX F – SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**

- SRE 1 Submission Requirements
- SRE 2 Evaluation Procedures and Basis of Selection
- SRE 3 Evaluation Criteria



## SRE 1 Submission Requirements

### 1.1 Bid Preparation Instructions

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

**a. Section I: Technical Proposal (*four (4) hard copies – and one (1) soft copy on USB*)**

The Technical Proposal should be submitted in a separate sealed envelope with the Name of Proponent, Name of Project, Solicitation Number, and the words "TECHNICAL PROPOSAL" typed on the outside of the envelope.

**b. Section II: Financial Proposal (*one (1) hard copy) and soft copy on USB*)**

The Financial Proposal **must** be submitted in a separate sealed envelope and should indicate the Name of Proponent, Name of Project, Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope.

**c. Section III: Declaration/Certifications (*one (1) hard copy*)**

The Declaration/Certifications should be submitted in a separate sealed envelope with the Name of Proponent, Name of Project, Solicitation Number, and the words "DECLARATION/CERTIFICATIONS" typed on the outside of the envelope.

- d. If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.
- e. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- f. Bids transmitted by email or facsimile will not be accepted.
- g. The maximum number of pages including text and graphics to be submitted for **Appendix "G" – Evaluation Criteria, SRE 3 section 3. Rated Requirements is *forty (40) pages (single-sided) or seventeen (20) pages (double-sided)* on 8 ½ x 11 paper size. If larger sized paper is provided, then each face of paper will be counted as four pages. A minimum font size of 11 shall be used.**

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

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

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

- h. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
  - i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
  - ii. use a numbering system that corresponds to the bid solicitation.



- i. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Proponents should:
  - i. use paper containing fibers certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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

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

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

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

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

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

### **SRE 2 Evaluation Procedures and Basis of Selection**

#### **2.1 Evaluation Procedures**

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

#### **2.2 Technical Evaluation**

- a) **Mandatory Requirements:** Each bid will be evaluated for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not



comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory requirements and evaluation processes are described under SRE 3 - Evaluation Criteria.

- b) **Rated Requirements:** Where Rated Requirements are specified in the RFP, each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Proponents who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Rated requirements and evaluation processes are described SRE 3 Evaluation Criteria.
- c) **Technically Responsive Bid:** A technically responsive bid is a bid that meets all of the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

### 2.3 Reference Checks

- a) The Proponent is requested to provide a client contact for each reference project in its bid, as requested in SRE 3 – Evaluation Criteria. If information requested is not provided in the bid, the Proponent must provide the information upon request by the Contracting Authority within the timeframe identified in the request. References from representatives of Canada will be accepted.
- b) It is the responsibility of the Proponent to confirm in advance that their client contact for the project reference will be available to provide a response and is willing to provide a reference.
- c) For the purpose of this evaluation, reference checks may be used to verify and validate the Proponent's bid response. If a reference check is performed, Canada will conduct the reference check by phone and/ or in writing by e-mail. Canada will send the reference check request directly to the client contact for the project reference provided by the Proponent. The client contact will have 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) from the date that Canada's e-mail was sent, to respond to Canada.
- d) The client contact will be required, within 2 working days after Canada sends out the reference check request, to acknowledge the receipt of the reference check request and identify his or her willingness and availability to conduct such a reference check. If Canada does not receive the required response from the client contact, Canada will notify the Proponent by e-mail, to allow the Proponent to contact its client contact directly to ensure that he or she responds to Canada within the allotted time.
- e) Notwithstanding section 2.3 d), if the client contact is unavailable when required during the evaluation period, the Proponent will be requested to provide an alternate client contact for the same referenced project. Proponents will only be provided with this opportunity once for each referenced project and only if the original client contact is unavailable to respond. The process as described in 2.3 d) is applicable for the reference check with the alternate client contact. The period to respond for either the original client contact, or the alternate client contact, will be a total of 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) in accordance with 2.3 d).
- f) Wherever information provided by a client contact differs from the information supplied by the Proponent, the Proponent will be asked to clarify project reference information provided in its bid response. Canada will assess the following information during the evaluation of the Proponent's bid response:
  - the Proponent's original project reference information,
  - any information provided by the Proponent in response to clarification request(s), and;
  - any information supplied by the client contact for the referenced project.
- g) Non-consideration of the Proponent's claimed project experience will result if:
  - i. the reference check / client contact fails to timely respond to Canada's request;



- ii. the reference check / client contact states he or she is unable or unwilling to provide the information requested;
  - iii. the information provided by the Proponent cannot be verified and validated by Canada; or
  - iv. the reference check client contact organization and/or client contact was affiliated with the Proponent during the referenced project, if the client contact organization and/or contact has ever been or is currently affiliated with the Proponent, or if the client contact organization is an entity that does not deal at arm's length with the Proponent.
- h) Where non-consideration of a Proponent's claimed project experience, as a result of 2.3 g), for any mandatory requirement in SRE 3 – Evaluation Criteria, results in the Proponent not meeting one or more mandatory requirements, the bid will be declared non-responsive in accordance with section 2.5 Basis of Selection of this appendix.
- i) Non-consideration of a Proponent's claimed project experience, as a result of 2.3 g), for the rated requirements in SRE 3 – Evaluation Criteria, will result in the Proponent not being awarded the points associated with the respective rated criterion.

## **2.4 Financial Evaluation**

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

### **2.4.1 Price Support**

- a) Canada may, but will have no obligation to, request price support for any fees proposed (fixed fees, time based fees, etc.) when there are less than 3 responsive Proponents. If Canada requests price support, it may be requested from one or more of the responsive Proponents. The Proponent must provide, at Canada's request, one or more of the following price support documents, if applicable:
- i. Copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers within 2 years prior to the bid solicitation issuance date; or
  - ii. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.; or
  - iii. Price or rate certifications; or
  - iv. Any other supporting documentation as requested by Canada.
- b) Once Canada requests price support for the fees proposed, it is the sole responsibility of the Proponent to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Proponent's ability to provide the required services at the fees proposed. Where Canada determines, at its sole discretion, that the information provided by the Proponent does not substantiate the fees proposed, the proposal will be considered non-responsive and will receive no further consideration.



## 2.5 Basis of Selection

### 2.5.1 Highest Combined Rating of Technical Merit (75%) and Price (25%)

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all Mandatory Requirements; and

Proponents must achieve a minimum overall pass mark of 420 points out of a possible 700 points on the sum of all rated requirements. Proponents must also pass each of the rated requirements with a score of at least 50%.
2. Bids not meeting 1. a. and b. will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75 % for the technical merit and 25% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 90/10 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).

	Proponent 1	Proponent 2	Proponent 3
<b>Overall Technical Score</b>	95/100	79/100	85/100
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Technical Merit Score</b>	$95/100 \times 75 = 71.25$	$79/100 \times 75 = 59.25$	$85/100 \times 75 = 63.75$
<b>Pricing Score</b>	$45/55 \times 25 = 20.45$	$45/50 \times 25 = 22.50$	$45/45 \times 25 = 25$
<b>Combined Rating</b>	91.70	81.75	88.75
<b>Overall Rating</b>	1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>



### SRE 3 EVALUATION CRITERIA

#### 1.1. Proponent Instructions:

- 1.1.1. Complete responses to the Evaluation Criteria and submit with Team Identification Form (Appendix B) in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words "TECHNICAL PROPOSAL" typed on the outside of the envelope.
- 1.1.2. The Proponent is requested to respond to the Evaluation Criteria using the table formats below.
- 1.1.3. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section are omitted from the bid, they will be set aside without further consideration and the bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the bid non-responsive and will be set aside without further consideration.
- 1.1.4. The Proponent must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the response (where applicable). Complete details demonstrating how a Proponent meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.
- 1.1.5. Project References:
  - 1.1.5.1. Where Proponents must submit project references in their responses to the evaluation criteria, Canada may contact the client contact to validate Proponent's responses. The information obtained through client reference validation will be used to assist in determining the compliance of the referenced project to the evaluation criteria. The client reference checks will result in either confirmation that project reference information is accurate or will result in non-consideration of the claimed project experience in accordance with SRE 2.
  - 1.1.5.2. Proponents should only provide the required reference project(s) as indicated in each evaluation criteria. If more than the required number of reference project(s) is provided, only the first projects listed in sequence will receive consideration and any others will not receive consideration.

#### 1.2. MANDATORY REQUIREMENTS

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

##### 1.2.1. Mandatory Requirement 1: Proponent's Consultant Team

- 1.2.1.1. The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief / Terms of Reference including, but not limited to, the following:
  - 1.2.1.1.1. Proponent must be the Architect.
  - 1.2.1.1.2. Key Sub-Consultant firms / Specialists – Civil Engineering, Structural Engineering, Mechanical Engineering and Electrical Engineering.
  - 1.2.1.1.3. If the Proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.
- 1.2.1.2. All key team members listed above must be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the province of Alberta.
  - 1.2.1.2.1. If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement and provide proof in accordance with M1.2.2 below.
  - 1.2.1.2.2. Proof of licensing/certifications/ authorizations should be provided with submission of bid or must be provided prior to contract award. If proof is not





provided, the Contracting Authority will inform the Proponent and the Proponent will have three (3) days upon request to provide proof. Failure to provide the documentation within the time frame specified will render the bid non-responsive.

1.2.1.2.3. Proof of licensing/certifications/ authorizations:

1.2.1.2.3.1. One (1) copy of each corporate licensure to practice Architecture /Engineering in the Province of Alberta.

1.2.1.2.3.2. One (1) copy of each individual's licensure to practice Architecture /Engineering in the Province of Alberta.

1.2.1.3. The Proponent must provide the following information:

1.2.1.3.1. Name of Key Sub-Consultant team members' firm(s) including Green Energy Consultant(s)' firms;

1.2.1.3.2. Key Sub-Consultant personnel to be assigned to the project including individuals from Green Energy Consultant(s)' firms;

1.2.1.3.3. For the Proponent (Consultant) – Architect's current license in the province of Alberta.

1.2.1.3.4. 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).

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

### 1.3. RATED REQUIREMENTS

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

#### 1.3.1. Rated Requirement 1: Achievements of Proponent on Projects

1.3.1.1. Describe the Proponent's accomplishments, achievements and experience as the Prime Consultant on projects of similar size and complexity.

1.3.1.2. Submit two (2) reference projects undertaken by the Proponent within the last eight (8) years. Joint Venture submissions are not to exceed the maximum number of projects. Only the first two (2) projects listed, in sequence, will receive consideration and any others will receive none, as though not included.

1.3.1.3. The project references must be for work completed by the Proponent team (as defined in R1410T General Instructions to Proponents, GI2 Definitions). Past project experience from entities other than the Proponent team will not be considered in the evaluation.

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



- 1.3.1.5. For the purpose of this rated requirement, similar size and complexity is defined as:
- 1.3.1.5.1. A project, or program of work (consisting of multiple projects) for law enforcement, government or institutional client with a building 778 square meters or greater; and
  - 1.3.1.5.2. The value of construction was a minimum of \$7,000,000.00.
- 1.3.1.6. The Proponent should provide the following information for each reference project:
- 1.3.1.6.1. Describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference. Narratives should include a discussion of design philosophy/approach to meet the intent, design challenges and resolutions. **(40 points)**
  - 1.3.1.6.2. Describe project schedule and management, and budget control and management - i.e. contract initial and final schedule; price and final construction cost - explain variation. **(40 points)**
  - 1.3.1.6.3. Client contact for project references – Provide the name, email and current phone number of a client contact at working level - references may be checked and evaluated. **(10 points)**
  - 1.3.1.6.4. Provide names of key personnel responsible for the project's delivery. **(10 points)**

**Maximum 100 points in RR1**

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

- 1.3.2.1. Describe the accomplishments, achievements and experience of Key Sub-consultants either as a prime consultant or in a sub-consultant capacity on projects of similar size and complexity. If the Proponent proposes to provide multi-disciplinary services including individuals from Green Energy Consultant(s)' firms which might otherwise be performed by a sub-consultant, this should be reflected in the response.
- 1.3.2.2. Select a maximum of two (2) projects undertaken within the last eight (8) years per key Sub-Consultant firm / Specialist, including individuals from Green Energy Consultant(s)' firms. Only the first two (2) projects listed, in sequence (per subconsultant or specialist), will receive consideration and any others will not receive none, as though not included.
- 1.3.2.3. For the purpose of this rated requirement, similar size and complexity is defined as:
- 1.3.2.3.1. A project, or program of work (consisting of multiple projects) for law enforcement, government or institutional client with a building 778 square meters or greater; and
  - 1.3.2.3.2. The value of construction was a minimum of \$7,000,000.00.



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

- 1.3.2.4.1. Clearly describe how the project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference. Narratives should include a discussion of design philosophy/approach to meet the intent, design challenges and resolutions **(50 points)**
- 1.3.2.4.2. Describe project schedule control and budget control and management - i.e. contract initial and final schedule; price and final construction cost - explain variation. **(30 points)**
- 1.3.2.4.3. Client contact for project references – Provide the name, email and current phone number of a client contact at working level - references may be checked and evaluated. **(10 points)**
- 1.3.2.4.4. Client contact for project references – Provide the name, email and current phone number of a client contact at working level - references may be checked and evaluated. **(10 points)**

**Maximum 100 points in RR2**

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

1.3.3.1. Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements. Key personnel as a minimum should be the same as identified in the Team Identification Form (Appendix A). Personnel from the projects identified in SRE 3.2.1 and 3.2.2 that form part of this project team and who are identified on the Team Identification Form (Appendix) will be awarded higher consideration.

1.3.3.2. The Proponent should provide, as a minimum, one (1) Curriculum Vitae (C.V.) for each of the key roles:

- 1.3.3.2.1. Prime Consultant **(20 points)**
- 1.3.3.2.2. Mechanical Engineer **(10 points)**
- 1.3.3.2.3. Electrical Engineer **(10 points)**
- 1.3.3.2.4. Green Energy consultant/engineer **(10 points)**

1.3.3.3. Information that should be supplied for each key personnel:

- 1.3.3.3.1. professional accreditation
- 1.3.3.3.2. accomplishments/achievements/awards
- 1.3.3.3.3. relevant experience, expertise, number of years' experience
- 1.3.3.3.4. role, responsibility and degree of involvement of individual in past projects



**Maximum 50 points in RR3**

**1.3.4. Rated Requirement 4: Scope of Services:**

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

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

- 1.3.4.2.1. Scope of Services - detailed list of services that will likely be required for this project **(10 points)**;
- 1.3.4.2.2. Work Plan - detailed breakdown of work tasks and deliverables **(20 points)**;
- 1.3.4.2.3. Project Schedule - proposed major milestone schedule **(30 points)**;
- 1.3.4.2.4. Risk Management Strategy **(20 points)**;
- 1.3.4.2.5. Sustainable Development Strategy including “net-zero” design strategy **(20 points)**.

**Maximum 100 points in RR4**

**1.3.5. Rated Requirement 5: Management of Services:**

1.3.5.1. The Proponent should describe: how they propose 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 Consultant Team will be organized and how it will fit in the existing structure of the firms, and how the team will be managed. The Proponent is also to identify sub consultant disciplines and specialists required to complete their team and their role in performing the required services.

1.3.5.2. If the proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected in the response to this requirement.

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

- 1.3.5.3.1. Confirm the makeup of the full project team including the names of the consultant and sub-consultants and specialists personnel and their roles on the project. **(10 points)**
- 1.3.5.3.2. Provide an organization chart with names, position titles, reporting relationships and names of each member of the Consultant Team, including a joint venture business plan (if Proponent is a joint venture), and team structure; **(10 points)**



- 1.3.5.3.3. What back-up will be committed – including who they are backing up (show on organization chart). **(10 points)**
- 1.3.5.3.4. Profiles of the key positions (specific assignments and responsibilities). **(10 points)**
- 1.3.5.3.5. Outline of an action plan of the services with implementation strategies and sequence of main activities **(10 points)**
- 1.3.5.3.6. Communication Strategies **(10 points)**
- 1.3.5.3.7. Describe quality control techniques – discuss options other than Peer Review. **(20 points)**
- 1.3.5.3.8. Describe how cost control techniques will be implemented and challenged at each milestone. **(20 points)**

**Maximum 100 points in RR5**

**1.3.6. Rated Requirement 6: Understanding of the Project:**

- 1.3.6.1. The Proponent should demonstrate an understanding of the project requirements in Appendix A – Project Brief / Terms of Reference, including an understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.
- 1.3.6.2. The Proponent should describe an understanding of the following in response to this requirement:
  - 1.3.6.2.1. A description of the main project goals and the Client User's functional and technical requirements. **(10 points);**
  - 1.3.6.2.2. Describe significant issues and constraints during the project and the approach to dealing with them. **(10 points);** and
  - 1.3.6.2.3. Review schedule and cost information, with an assessment of risk elements that may affect the project. **(10 points)**

**Maximum 30 points in RR6**

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

- 1.3.7.1. The Proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach to resolving design issues and in particular to focus on the unique aspects of the requirements in Appendix A – Project Brief / Terms of Reference.
- 1.3.7.2. The Proponent should describe the following in response to this requirement:



- 1.3.7.2.1. Design Philosophy / Approach / Methodology that the Proponent will apply when delivering the work in Appendix A – Project Brief / Terms of Reference; clearly define what your design concept is to accomplish. **(10 points)**
- 1.3.7.2.2. Clearly define 3 significant challenges and how the Proponent's approach and resolutions to each challenge will be applied. **(20 points)**
- 1.3.7.2.3. Clearly explain how your design concept will address reduction in Greenhouse gasses, and energy and water consumption. **(10 points)**
- 1.3.7.2.4. Explain how your design concept will incorporate the Government of Canada's climate change resiliency program. **(20 points)**
- 1.3.7.2.5. Describe the team's vision in terms of program response and promotion of sustainable development **(10 points)**

**Maximum 70 points in RR7**



#### 4. EVALUATION AND RATING

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

4.1.2. Proponents must achieve a minimum overall pass mark of 420 points out of 700 (60%) on the sum of all rated requirements. Proponents must also pass each of the rated requirements with a score of at least 50%.

4.1.3. Calculation of Score:  $\text{Score (out of 10)} \times \text{Multiplier} = \text{Subtotal for each line item.}$   
 $\text{Subtotals for each line item added together} = \text{Criteria subtotal}$   
 $\text{Criteria Subtotal} \times \text{Weight Factor} = \text{Weighted Rating (Score)}$   
 $\text{Weighted Ratings (R1 + R2 + R3 + R4 + R5 + R6 + R7)} = \text{Technical Score}$

Technical Rating – Table 1

Criterion	Score out of 10	Multiplier	Subtotal	Weight Factor	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects					
(a) Reference Project	0 -10	4.0	0 -40		
(b) Project Schedule and Budget Management	0 -10	4.0	0 -40		
(c) Client Contact information	0 -10	1.0	0 -10		
(d) key personnel list	0 -10	1.0	0 -10		
Subtotal R1 Achievements of Proponent			0-100	1.5	0-150
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects					
(a) Reference Project	0 -10	5.0	0-50		
(b) Project Schedule and Budget Management	0 -10	3.0	0-30		
(c) client contact information	0 -10	1.0	0-10		
(d) client contact information	0 -10	1.0	0-10		
Subtotal R2 Achievements Sub-consultants			0-100	1.5	0-150
R3 – Achievements of Key Personnel					
(a) Prime Consultant	0 - 10	2.0	0-20		
(b) Mechanical Engineer	0 - 10	1.0	0-10		
(c) Electrical Engineer	0-10	1.0	0-10		
(d) Green Energy Engineer/Consultant	0-10	1.0	0-10		



Subtotal R3 Achievements of Key Personnel			0-50	1.0	0-50
R4 - Scope of Services					
(a) List of services proposed	0 - 10	1.0	0-10		
(b) Work plan	0 - 10	2.0	0-20		
(c) Project Schedule	0-10	3.0	0-30		
(d) Risk management	0-10	2.0	0-20		
(e) Sustainability development plan	0-10	2.0	0-20		
Subtotal R4 Scope of Services			0-100	1.0	0-100
R5 - Management of Services					
(a) Roles and responsibilities	0-10	1.0	0-10		
(b) Organizational chart	0-10	1.0	0-10		
(c) Back-up staffing identified	0-10	1.0	0-10		
(d) Profiles of key positions	0-10	1.0	0-10		
(e) Action plan/implementation strategy	0-10	1.0	0-10		
(f) Communications Strategy	0-10	1.0	0-10		
(g) Quality control techniques (other than Peer Review)	0-10	2.0	0-20		
(h) Cost control techniques	0-10	2.0	0-20		
Subtotal R5 Management of Services			0-100	1.5	0-150
R6 – Understanding of the Project					
(a) Description of goals	0 - 10	1.0	0-10		
(b) Significant issues and constraints	0 - 10	1.0	0-10		
(c) Project Schedule	0-10	1.0	0-10		





Subtotal R6 Scope of Services			0-30	1.0	0-30
R7 – Design Philosophy/Approach/Methodology					
(a) Design philosophy	0-10	1.0	0-10		
(b) 3 significant challenges	0-10	2.0	0-20		
(c) concept to reduce GHG, energy and water	0-10	1.0	0-10		
(d) GoC climate change resiliency program	0-10	2.0	0-20		
(e) promotion of sustainable development	0-10	1.0	0-10		
Subtotal R7 Management of Services			0-70	1.0	0-70
Technical Rating (R1+ R2+ R3 + R4 + R5+ R6 + R7)					0 - 700



## 2. Generic Evaluation - Table 2

The RCMP Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers using the generic evaluation table below.

NON RESPONSIVE	INADEQUATE	POOR	WEAK	JUST ACCEPTABLE	ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT
0 point	1 point	2 - 3 points	4 points	5 points	6 - 7 points	8 points	9 points	10 points
<ul style="list-style-type: none"> <li>Did not submit information which could be evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Absolutely inadequate</li> <li>Weaknesses can't be corrected</li> <li>Proponent lacks qualifications and experience</li> <li>Team proposed is not likely able to meet requirements</li> <li>Sample projects not related to this project's needs</li> <li>Extremely poor, insufficient to meet performance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Slightly or substantially below the desirable minimum</li> <li>Generally doubtful that weaknesses can be corrected</li> <li>Proponent generally lacks qualifications and experience</li> <li>Team is weak - either missing components or overall experience is weak</li> <li>Sample projects generally not related to this project's needs</li> <li>Little capability to meet performance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Just fails to meet the desirable minimum</li> <li>Weaknesses can be corrected</li> <li>Proponent just below minimum qualifications and experience</li> <li>Team not quite capable of fulfilling requirements as presented</li> <li>Sample projects only marginally related to this project's needs</li> <li>Just below acceptable capability</li> </ul>	<ul style="list-style-type: none"> <li>Just meets the desirable minimum</li> <li>Weaknesses can easily be corrected</li> <li>Proponent has minimum qualifications and experience</li> <li>Team capable of just fulfilling requirements</li> <li>Sample projects somewhat related to this project's needs</li> <li>Minimum acceptable capability, should meet minimum performance</li> </ul>	<ul style="list-style-type: none"> <li>Meets the desirable minimum</li> <li>No significant weaknesses</li> <li>Proponent is qualified and experienced</li> <li>Team covers all components and will likely meet requirements</li> <li>Sample projects generally related to this project's needs</li> <li>Average capability, should be adequate for effective results</li> </ul>	<ul style="list-style-type: none"> <li>Slightly exceeds the desirable minimum</li> <li>No significant weaknesses</li> <li>Proponent is well qualified and experienced</li> <li>Team covers all components and more than likely will meet requirements</li> <li>Sample projects are related to this project's needs</li> <li>Above average capability</li> </ul>	<ul style="list-style-type: none"> <li>More than satisfies desirable minimum</li> <li>No apparent weaknesses</li> <li>Proponent is highly qualified and experienced</li> <li>Strong team - some members have previously worked together</li> <li>Sample projects directly related to this project's needs</li> <li>Superior capability, should ensure effective results</li> </ul>	<ul style="list-style-type: none"> <li>Exceptionally strong proposal</li> <li>No apparent weaknesses</li> <li>Proponent is exceptionally qualified and experienced</li> <li>Exceptional team - has worked well together before on comparable work</li> <li>Took the lead in projects directly related to this project's needs</li> <li>Exceptional capability, should ensure extremely effective results</li> </ul>