



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS A:**  
Bid Receiving/Réception des soumissions  
RCMP - F Division  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

**Proposal to: Royal Canadian Mounted Police**

We hereby offer to sell to His Majesty the King 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 le Roi 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 – Commentaries**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ

<b>Title-Sujet: Architectural and Engineering Services – New Detachment and Storage Garage, Rosthern, Saskatchewan</b>		<b>Date</b> 03 April 2024
<b>Solicitation No. – N° de l'invitation</b> M5000-23-4451/A		
<b>Client Reference No. - No. De Référence du Client</b> 202304451		
<b>Solicitation Closes –L'invitation prend fin</b>		
<b>At/à:</b>	2:00 pm	Central Standard Time (CST) Heure normale du centre (HNC)
<b>On/le:</b>	14 May 2024	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<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 Enquiries to - Adresser toute demande de renseignements à</b> Teresa Hengen 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>Delivery Required - Livraison exigée:</b> See herein — Voir aux présentes	<b>Delivery Offered - Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Email-Courriel:</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)**

### **TABLE OF CONTENTS**

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

Front Page

Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Proposal Documents
- SI3 Questions or request for clarifications
- SI4 Proposal Validity Period
- SI5 Canada's Trade Agreements
- SI6 Certifications
- SI7 Recourse Mechanisms
- SI8 Promotion of Direct Deposit Initiative
- SI9 Security Requirement
- SI10 Web Sites

Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

- SC1 Security Requirement
- SC2 Compliance with On-Site Measures, Standing Orders, Policies, and Rules
- SC3 Language Requirements

Agreement Particulars

List of appendices & attachments:

Appendix A - Project Brief / Terms of Reference

Annex A - Project Delivery Manual (PDM)

Appendix B - Team Identification Form

Appendix C - Price Proposal Form

Appendix D - Security Requirements Check List

Appendix E - Declaration/Certifications Form

Appendix F - Submission Requirements and Evaluation (SRE)



## 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 PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to 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 G116 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;

iiii. Subsection G123 Performance Evaluation:  
Delete: in its entirety  
Insert: G123 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; and
  - (j) the proposal.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at the e-mail address as early as possible. Enquiries should be received no later than 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 120 calendar days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
  - (a) Continue with the evaluation of the proposals of those who have accepted the extension;
  - or
  - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.

## SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the 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).

## SI6 CERTIFICATIONS

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

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

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (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.



## SI7 RECOURSE MECHANISMS

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

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

## SI8 PROMOTION OF DIRECT DEPOSIT INITIATIVE

The following information is not related to the solicitation process:

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

If you are the successful 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)

## SI9 SECURITY REQUIREMENT

1. Before the commencement of Work, the following conditions must be met:
  - (a) the Proponent must hold 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.;
  - (d) the Proponent's proposed location of service performance or document safeguarding must meet the security requirement as indicated in Supplementary Conditions SC1;



- (e) the Proponent must provide the address(es) of proposed location(s) of service performance or document safeguarding as indicated in the Declaration/Certifications Form.

## SI10 - WEBSITES

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

Employment Equity Act

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

Federal Contractors Program (FCP)

<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>

Certificate of Commitment to Implement Employment Equity form LAB 1168

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

Ineligibility and Suspension Policy

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

Code of Conduct for Procurement

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

Lobbying Act

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

CanadaBuys

<https://canadabuys.canada.ca/en>

Supplier Registration Information

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

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 (2022-12-01), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
  - R1215D (2022-12-01), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
  - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
  - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
  - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
  - R1250D (2022-12-01), General Condition (GC) 9 - Indemnification and Insurance

Subsection GC1.12 Performance-evaluation: Contract of R1210D (2022-12-01), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.12 Intentionally left blank.

- (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 Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to 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) Team Identification Form;
  - (i) the document entitled "Security Requirement Check List";
  - (j) the proposal.

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

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

The period of the contract is four (4) 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 e-mail 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 e-mail 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 Contracting Authority**

The Contracting Authority for the contract is:

Teresa Hengen  
Royal Canadian Mounted Police  
Procurement Officer  
5600-11<sup>th</sup> Ave  
Regina, SK S4P 3J7  
Telephone: 639-625-3449



Facsimile: 306-780-5232

E-mail: [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)**

### **SUPPLEMENTARY CONDITIONS**

#### **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 RCMP Enhanced Reliability Status formerly known as RCMP Reliability Status (RRS) as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

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

#### **1.2 Consultant's Site or Premises Requiring Safeguard Measures**

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

Address: [To be confirmed at contract award]  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory  
Postal Code

#### **SC2 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.

#### **SC3 LANGUAGE REQUIREMENTS**

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

2. The Consultant's services for and during the construction tender, including but not limited to sealed specifications and drawings, and addenda, shall be provided in English unless otherwise requested by the Contracting Authority. In accordance with Appendix A Project Brief, delivery of sealed French 100% specifications, drawings and addenda, is an optional service that must be delivered upon request via a contract amendment issued by the Contracting Authority.



3. The Consultant's services during construction shall be provided in English, unless otherwise requested by the Contracting Authority.
4. The Consultant Team, including the Consultant and sub-consultants shall ensure that the services being provided in either official language shall be to a professional standard.

### **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 – PROJECT BRIEF / TERMS OF REFERENCE  
Included as a separate document(s)**



**ANNEX A – Project Delivery Manual (PDM)  
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. 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. Consultant (Proponent - Architect):

Firm or Joint Venture Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations





**2. Key Sub-Consultants / Specialists:**

**2.1. Structural Engineer**

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

**2.2. Mechanical Engineer**

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



### 2.3. Electrical Engineer

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

### 2.4. Civil Engineer

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



### 2.5. Sustainable Development Specialist/Engineer

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

### 2.6. Landscape Architect

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



### 2.7. Commissioning Specialist

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

### 2.8. Costing Consultant

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



### 2.9. Building/Fire Code Engineer

Firm Name:


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

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



## APPENDIX C - PRICE PROPOSAL FORM

### 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. This Appendix (Price Proposal) will form part of the resulting Agreement, including applicable clauses from this form.
9. 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.
10. **Only Part A of this Appendix will be used for the price evaluation.**



**Project Title: Architectural and Engineering Services – RCMP New Detachment and Storage Garage, Rosthern, Saskatchewan**

**Name of Proponent:**

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

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**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 Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Tender Call and Bid Evaluation Services	+ \$ _____
Construction Contract Administration Services	+ \$ _____
Post Construction Services	+ \$ _____
Commissioning Services	+ \$ _____
Construction Warranty Services	+ \$ _____
<b>MAXIMUM FIXED FEES:</b>	<b>= \$ _____</b>

**TOTAL EVALUATED FEE FOR REQUIRED SERVICES**

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

Total Evaluated Fee for Required Services \$.....

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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 and/or hourly rates. Canada reserves the right to negotiate on these fees and/or hourly rates.

**PART B - OTHER ADDITIONAL SERVICES**

**Part B.1 – Disbursements –Translation for Optional Services**

**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:**

The Proponent must submit a disbursement fee for translation of the specifications, drawings and addenda from English to French.

The amount of the translation disbursement in Part B.1 will **not** be included in the total estimated cost on the front page of the contract at the time of contract award as this is an optional service. If these services are required a contract amendment will be issued.

<b>Project:</b>	<b>Architectural and Engineering Services New Policy Facility, Rosthern Saskatchewan</b>
Translation of specifications, drawings and addenda from English to French:	\$
Maximum Amount for Translation Disbursement	\$





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

The time based fees in Part B.3 will **not** be included in the total estimated cost on the front page of the contract.

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

**Principals, executives and staff positions**

Name	\$ per hour*
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....



**Staff**

Name / Position	\$ per hour *
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
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\*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:

<b>Proponent Legal Name:</b> (In the case of a joint venture include the legal names of all members.)	
<b>Proponent Operating Name (if any):</b> (In the case of a joint venture include the operating names of all members.)	
<b>Proponent Address:</b> (In the case of a joint venture include the addresses of all members.)	
<b>Procurement Business Number (PBN):</b> (In the case of a joint venture include the PBN of the joint venture, or the PBN for each member.)	
<b>Name of Contact Person:</b> (In the case of a joint venture include only the contact person of the lead member.)	
<b>Telephone # of Contact Person:</b>	
<b>Email Address of Contact Person:</b>	



Address of Proponent's Proposed Site or premises Requiring Safeguard Measures (refer to SI9 Security Requirement):		
Street Number / Street Name, Unit / Suite / Apartment Number:		
City, Province, Territory:		
Postal Code:		

## 2. Integrity Provisions – Declaration of Convicted Offences

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

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

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

### Definitions

For the purposes of this clause,

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

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



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

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



## Former Public Servant in Receipt of a Pension

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

YES ( ) NO ( )

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

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

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

## Work Force Adjustment Directive

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

If so, the Proponent must provide the following information:

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

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



### 4. Authority

#### Name of Proponent:

#### DECLARATION:

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

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

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 (one (1) original plus four (4) **hard copies**) (and one (1) soft copy on DVD/CD/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**)

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 **34 pages (single-sided) or 17 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 one page. A minimum font size 10 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 fibre 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

**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.

- a) **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.
- b) **Technically Responsive Bid:** A technically responsive bid is a bid that meets all of the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

### 2.3 Financial Evaluation

- 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.
- b) Price Support

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:



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

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

Price or rate certifications; or

Any other supporting documentation as requested by Canada.

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

## 2.4 Basis of Selection

### 2.4.1 Highest Combined Rating of Technical Merit (80%) and Price (20%)

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
  - c. achieve a **minimum overall pass mark of 60% - 300 out of the 500 points available (weighted rating max score). Proponents must achieve a minimum pass mark of 50% in each Criterion, with an overall score of 60% or higher to pass the technical portion of the bid.**
2. Bids not meeting 1. a., b. and c. 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 80% for the technical merit and 20% 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 80%.
5. To establish the pricing score, each responsive bid will be awarded points per the following:
  - a. Lowest Price proposal receives a Price Rating of 100
  - b. The second, third, fourth, and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.



- c. Where two or more price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is then multiplied by the ratio of 20%

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.

Note: All Basis of Payment and Declaration Form envelopes corresponding to responsive Bids which have achieved an overall score of 60% in the rated requirements (minimum of 50% for each criterion) are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.

All price proposal which are greater than twenty-five percent (25%) above and twenty-five percent (25%) below the average price will be set aside and will receive no further consideration.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 80/20 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000.

	<b>Proponent 1</b>	<b>Proponent 2</b>	<b>Proponent 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Technical Merit Score</b>	$115/135 \times 80 = 68.15$	$89/135 \times 80 = 52.74$	$92/135 \times 80 = 54.52$
<b>Price Rating</b>	$60 \times 0.20 = 12$	$80 \times 0.20 = 16$	$100 \times 0.20 = 20$
<b>Combined Rating</b>	80.15	68.74	74.52
<b>Overall Rating</b>	1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

### SRE 3 EVALUATION CRITERIA

#### 1. Proponent Instructions:

- a. 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.
- b. The Proponent is requested to respond to the Evaluation Criteria using the table formats below.
- c. 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.
- d. 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.



## 2. MANDATORY REQUIREMENTS

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

### **Mandatory Requirement 1: Proponent's Consultant Team**

**M1.1** The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief / Terms of Reference including, but not limited to, the following:

Proponent must be the Architect.

Key sub-consultant firms / Specialists – Civil Engineering, Mechanical Engineering, Electrical Engineering, Structural Engineering, Sustainable Development Specialist/Engineer, Commissioning Specialist, and Costing Consultant.

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

**M1.2** 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 Saskatchewan.

**M1.2.1** 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.

**M1.2.2** If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement and provide proof in accordance with M1.2.1 above.

**M1.3** The Proponent must provide the following information:–

- (a) Name of key Sub Consultant team members' firm(s);
- (b) Key Sub Consultant personnel to be assigned to the project, provided licensing/certifications/ authorizations (refer to M1.2.1);
- (c) For the Proponent (Consultant) - Architect indicate current license to meet the provincial or territorial licensing requirements (refer to M 1.2.1 ).
- (d) In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, G19 Limitation of submissions).

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





### 3. RATED REQUIREMENTS

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

#### **Rated Requirement 1: Achievements of Proponent on Projects**

Describe the Proponent's accomplishments, achievements and experience as the Prime Consultant on projects.

Submit a **maximum** of two (2) reference projects undertaken by the Proponent within the last 10 years.

Reference Projects should be completed by the Proponent's Key Personnel proposed under this requirement.

Submissions from joint ventures are, together, not to exceed the two (2) projects.

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

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference. (10 pts)
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions. (10 pts)
- (c) Describe budget control and management - i.e. contract price & final construction cost - explain variation. (10 pts)
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation. (10 pts)
- (e) Describe how the proposed team has successfully performed services previously. (10 pts)
- (f) Provide names of all key personnel responsible for project delivery. (10 pts)

Maximum 60 points for R1

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



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

Describe the accomplishments, achievements and experience of the Consultant Team key sub-consultant firms / specialists, either as the Consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select a **maximum** of 2 reference projects undertaken by the Consultant Team key sub-consultant firms / specialists within the last 10 years per key sub-consultant firm / specialist. Only the first 2 projects listed for each Consultant Team key sub-consultant firm/specialist, in sequence will receive consideration and any others will not receive consideration.

Reference Projects should be completed by the Proponent's Key Personnel proposed under this requirement.

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

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief / Terms of Reference. (10 pts)
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions. (10 pts)
- (c) Describe budget control and management specifically for the highlighted specialty - i.e. contract price (mechanical/electrical/civil) & final construction cost (mechanical/electrical/civil)- explain variation. (10 pts)
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation. (10 pts)
- (e) Provide names of key personnel responsible for project delivery. (10 pts)

Maximum 50 points for R2

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

Describe the experience and performance of each of the Proponent's Consultant Team key personnel to be assigned to this project regardless of their past association with the Proponent. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

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

- Prime Consultant
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Sustainable Development Specialist/Engineer
- Commissioning Specialist



- Costing Consultant

The Proponent should include the following information for each description:

- (a) professional accreditation;
- (b) accomplishments/achievements/awards;
- (c) relevant experience, expertise, number of years' experience in a relevant discipline;
- (d) Two comparable projects (do not list the same projects as R1).
- (e) role, responsibilities and degree of involvement of the individual in projects listed in (d) above.

Maximum 10 points for R3

**Rated Requirement 4: Understanding of the Project:**

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.

The Proponent should describe an understanding of the following in response to this requirement:

- (a) The functional and technical requirements demonstrating awareness of the goals of the project; (10 pts)
- (b) Broader goals (federal image, sustainable development, sensitivities) and how these may or may not be achieved; (10 pts)
- (c) Significant issues, challenges and constraints; and
- (d) Project schedule: Review schedule and assess risk management elements that may affect the project. (10 pts)
- (e) Cost: Review cost information and assess risk management elements that may affect the project. (10 pts)

Maximum 50 points for R4

**Rated Requirement 5: Scope of Services:**

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

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

- (a) Scope of Services - detailed list of services that will likely be required for this project.
- (b) Work Plan - detailed breakdown of work tasks and deliverables
- (c) Project Schedule - proposed major milestone schedule
- (d) Risk Management Strategy
- (e) Sustainable Development Strategy

Maximum 10 points for R5



### **Rated Requirement 6: Management of Services:**

The Proponent should describe how the services will be delivered and how the constraints will be met; how the services will be managed to ensure continuing and consistent control and communication efficiency; how the Consultant Team will be managed and organized and how it will fit in the existing structure of the key sub-consultant firms/specialists.

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

- (a) Describe the makeup of the full Consultant Team proposed in response to the Mandatory Requirements, including their roles and responsibilities to deliver the work in Appendix A – Project Brief / Terms of Reference. (15 pts)
- (b) Provide an organization chart with position titles, reporting relationships and names of each member of the Consultant Team, including a joint venture business plan (if Proponent is a joint venture), and team structure; (10 pts)
- (c) What back-up will be committed – include who they are backing up (show on the organization chart) (10 pts)
- (d) Provide a Communication Strategy. (10 pts)
- (e) Response time: demonstrate how the response time requirements will be met (10 pts)
- (f) Describe quality control techniques – do not include Peer Review. (15 pts)
- (g) Describe how cost control techniques will be implemented, and continually tested at each milestone. (10 pts)

Maximum 80 points for R6

### **Rated Requirement 7: Design Philosophy / Approach / Methodology**

The Proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the Consultant Team as well as the Proponent's approach to resolving design issues and in particular to focus on the unique aspects of the requirements in Appendix A – Project Brief / Terms of Reference.

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

- (a) Design Philosophy / Approach / Methodology that the Proponent will apply when delivering the work in Appendix A – Project Brief / Terms of Reference; clearly define what your design is to accomplish. (10 pts)
- (b) Clearly define three major challenges and how the Proponent's approach and resolutions to each challenge will be applied. (10 pts)
- (c) Clearly explain how your design will address a reduction in Greenhouse gases, and reduce energy consumption. (10 pts)
- (d) Describe approach and response to Sustainable Development requirements. (10 pts)

Maximum 40 points for R7



**4. EVALUATION AND RATING**

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

4.1.1. Proponents **must** achieve a minimum pass mark of 300 points out of the 500 points available. No further consideration will be given to Proponents not achieving the minimum pass mark of 300 points.

4.1.2. Calculation of Score: Weight Factor x Rating = Weighted Rating (Score)

Technical Rating – Table 1

Criterion	Weight Factor	Rating	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects	3.0	0 - 60	0 - 180
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects	1.0	0 - 50	0 - 50
R3 - Achievements of Key Personnel on Projects	0.5	0 - 10	0 - 5
R4 - Understanding of the Project	1.5	0 - 50	0 - 75
R5 - Scope of Services	1.0	0 - 10	0 - 10
R6 - Management of Services	1.5	0 - 80	0 - 120
R7 - Design Philosophy / Approach / Methodology	1.5	0 - 40	0 - 60
Technical Rating	10.0		0 - 500



## 4.2. Generic Evaluation - Table 2

The RCMP Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with a rating scale of 0 to 10 points using the generic evaluation table below:

NON RESPONSIVE 0 point	INADEQUATE 1 point	POOR 2 - 3 points	WEAK 4 points	JUST ACCEPTABLE 5 points	ACCEPTABLE 6 - 7 points	GOOD 8 points	VERY GOOD 9 points	EXCELLENT 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>