



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

Proposal Fax: 1-855-983-1808

Proposal Email:

soumissionsami-bidsrpc@pc.gc.ca

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

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

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Parks Canada Agency

We hereby offer to sell to 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 therefor.

Proposition à: l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Issuing Office - Bureau de distribution

Parks Canada Agency
Québec, QC

Title-Sujet Stage 1 - Protection and enhancement of important cultural heritage buildings, Forillon National Park		
Solicitation No. - N° de l'invitation 5P468-23-0068/A		Date: June 2, 2023
Client Ref. No. - N° de réf du client 1686		
Solicitation Closes - L'invitation prend fin :		
at - à 2:00 PM	on - le June 28, 2023	Time Zone - Fuseau horaire EDT - HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Cloë Pelland Tessier cloe.pelland-tessier@pc.gc.ca		
Telephone No. - N° de téléphone 418 928-7252		Fax No. - N° de FAX 1-855-983-1808
Destination of Goods, Services, and Construction: Destination des biens, services et construction: See Herein - Voir aux présentes		

TO BE COMPLETED BY THE BIDDER À COMPLÉTER PAR LE SOUMISSIONNAIRE

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

IMPORTANT NOTICE TO PROPONENTS

TWO STAGE SELECTION PROCESS

This is the first stage (Stage one) of a two-stage competition: the first stage will evaluate the qualifications of all bidders; second stage (Stage two) will invite the qualified bidders to provide further qualifications and a financial bid on the project based on the specifications and drawings. Upon award of contract in Stage Two the pre-qualification list will expire and will not be used in any other solicitation. The qualification list will expire within 180 days or upon award of a contract in Stage Two, whichever is earlier, and the prequalification list will not be used in any other solicitation.

LIST OF PRE-QUALIFIED BIDDERS:

A list of pre-qualified bidders from Stage One will not be released. Contract award notice of the successful bidder of Stage Two will be posted on canadabuys.canada.ca

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

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

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

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

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

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

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

DIRECT DEPOSIT

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

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

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

REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Parks Canada Agency (PCA) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. Because of the considerable time and expense involved in the preparation, submission and evaluation of full proposals, proponents responding to this RFP are requested to submit a proposal in two phases. Phase One proposals cover only the qualifications, experience and organization of the proposed Consultant Team. Following evaluation and rating of these proposals, proponents are advised of their competitive standing and have the opportunity to decide whether or not to continue their participation by submitting a Phase Two proposal. Phase Two proposals cover the detailed approach to the work, and the pricing and terms offered. A combination of the Phase One and Phase Two submissions constitutes the final proposal.
3. Initially, firms are invited to submit a proposal in the first phase of the selection procedure outlined below. Only the Phase One information asked for in the RFP is to be included in the Phase One proposal, and evaluation and rating of Phase One proposals will be carried out only on the Phase One information requested. **IN PHASE ONE, NO MATERIAL IS TO BE SUBMITTED ON THE SUBJECT PROJECT ITSELF.**

SI2 PROPOSAL DOCUMENTS

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

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1110T (2022-01-28), General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal;
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled " Doing Business with PWGSC Documentation and Deliverables Manual";

- (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) the proposal submitted at Phase One and Declaration/Certifications Form; and
 - (g) the proposal submitted at Phase Two and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than **eight (8) business days** prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

SI5 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

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

SI6 WEB SITES

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

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

Federal Contractors Program (FCP)
http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/index.shtml

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

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

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

CanadaBuys Tender opportunities page
<https://canadabuys.canada.ca/en/tender-opportunities>

Solicitation No. - N° de l'invitation
5P468-23-0068/A
Client Ref. No. - N° de réf. du client
1686

Amd. No. - N° de la modif.
-
File Name - Nom du dossier
Stage 1 - Protection and enhancement of important cultural heritage buildings,
Forillon National Park

Contracting Authority - Autorité contractante
Cloë Pelland Tessier

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

Consultant Performance Evaluation Report Form
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

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

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

Doing Business with PWGSC Documentation and Deliverables Manual
https://buyandsell.gc.ca/cds/public/2018/08/20/4ac636ad2c6a2dbc572c233fdd93eb16/en_doing_business_pwgsc_-_01-12-2018.pdf

GENERAL INSTRUCTIONS (GI) – ARCHITECTURAL AND/OR ENGINEERING SERVICES – TWO PHASE REQUEST FOR PROPOSAL

GI1 Integrity provisions—proposal

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Proponent must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier sub-consultants, and other circumstances, will or may result in a determination by Parks Canada (PCA) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Proponent must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Proponent certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Proponent or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier sub-consultants; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PCA that applies to it.
5. Where a Proponent is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Proponent provided a false or misleading certification or declaration, Canada may terminate the Contract for default.

Pursuant to the Policy, Canada may also determine the Proponent to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI2 Definitions

In this Request for Proposal (RFP), the following words or phrases have the corresponding meaning.

"Applicable Taxes":

The Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

"Consultant Team":

The team of consultants, specialists and subconsultants, including the Proponent, proposed by the Proponent to perform the services required.

"Key Personnel":

Staff of the Proponent, subconsultants and specialists proposed to be assigned to this project.

"Phase One Rating":

A rating assigned to a proposal in the first phase of the selection procedure, the rating being based on the qualifications and experience of the Consultant Team. The rating is subsequently used to establish a Phase One Score for inclusion as a percentage of the total score to be established following the evaluation and rating of proposals submitted in Phase Two.

"Phase Two Technical Rating":

A rating assigned to the technical component of a proposal in the second phase of the selection procedure and subsequently used to establish a Technical Score for inclusion as a percentage of the total score to be established following the evaluation and rating of proposals submitted in Phase Two.

"Price Rating":

A rating assigned to the price proposal component of a proposal in the second phase of the selection procedure and subsequently used to establish a Price Score for inclusion as a percentage of the total score to be established following the evaluation and rating of proposals submitted in Phase Two.

"Proponent":

The person or entity (or, in the case of a joint venture, the persons or entities) which submits a proposal. It does not include the parent, subsidiaries or other affiliates of the Proponent, or its sub-consultants.

"PCA Evaluation Board":

The board established to evaluate and rate proposals. Board members represent a broad cross-section of professional qualifications and experience.

GI3 Overview of selection procedure

The following is an overview of the selection procedure.

3.1 Phase One proposal

In response to the RFP, interested Proponents submit a Phase One proposal in which they:

- a. indicate whether the proposal is submitted by an individual firm or by a joint venture;
- b. if the proposal is submitted by a joint venture, describe the proposed legal and working relationships of the joint venture and the benefits to be gained by the formation of the joint venture;
- c. identify the prime consultants and key sub consultants and specialists proposed for inclusion in the Consultant Team, and the proposed organizational structure of the Team;
- d. describe the extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the project which is the subject of the proposal;
- e. identify the professional accreditation, experience, expertise and competence of the Consultant Team and Key Personnel proposed to be assigned to perform the required services.
- f. comply with all other requirements set out in the RFP.

3.2 Phase One proposal evaluation and rating

1. Each responsive proposal received is reviewed, evaluated and rated by a Parks Canada (PCA) Evaluation Board in accordance with the evaluation criteria, components and weight factors set out in the RFP. Upon completion of the evaluation, an initial rating (Phase One Rating) is assigned to the proposal. Phase One Ratings are recorded for subsequent incorporation in the final proposal evaluation and rating.
2. Each Proponent submitting a responsive Phase One proposal is notified in writing of its Phase One Rating and, in addition, is provided with the following:
 - a. an alphabetic list (normally five names) of Proponents with the highest Phase One Ratings;
 - b. a list of all Phase One Ratings attained (ratings are not linked to Proponents);
 - c. a date, time, and location for a Phase Two briefing meeting, if applicable;
 - d. the date and time for receipt of Phase Two proposals, and any supplementary instructions, terms, conditions or addenda which may be applicable to Phase Two proposal preparation and submission.
3. Proponents that submitted non-responsive Phase One proposals are notified accordingly.

3.3 Phase Two proposal

1. Phase Two proposals are prepared and submitted after Proponents have been advised of the results of evaluation of Phase One proposals. All Proponents submitting responsive proposals in Phase One, regardless of their Phase One Ratings, are eligible to prepare and submit a Phase Two proposal. The decision to continue participating in the selection procedure in Phase Two is a decision to be made by each eligible Proponent.
2. In Phase Two, a Proponent may not substitute or delete any member of the Consultant Team identified in the Phase One proposal without the consent of Canada.
3. Phase Two proposals are submitted following a "two-envelope" procedure, in which Proponents submit the "technical" component of their proposal in one envelope and the proposed price of the services (price proposal) in a second envelope.
4. The information that Proponents are required to provide is set out in detail throughout the RFP.

3.4 Phase Two Proposal evaluation and final rating

1. Technical components of Phase Two proposals are reviewed, evaluated and rated by a PCA Evaluation Board in accordance with the criteria, components and weight factors set out in the RFP. Upon completion of the evaluation, Phase Two Technical Ratings are established.
2. Phase One Rating and Phase Two Technical Rating are combined to establish a Combined Technical Score. Proposals achieving the minimum Combined Technical Score specified in the Submission Requirements and Evaluation section of the RFP are further considered.
3. The price envelopes of all responsive proposals 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 opened. This calculation will not be conducted when one or two responsive proposals are received.
4. All price proposals which are greater than 25 percent above the average price will cause their respective complete proposals to be set aside and receive no further consideration.
5. The remaining price proposals are rated as follows:
 - a. The 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. On the rare occasion where two (or more) price proposals are identical, these price proposals receive the same rating and the corresponding number of following ratings are skipped.
 - d. The Price Rating is multiplied by a predetermined percentage factor to establish a Price Score.
6. A price proposal in excess of any maximum funding limit, when this limit has been set in the Supplementary Instructions to Proponents, may result in disqualification of the complete proposal.

3.5 Total score

1. The total overall score (Total Score) assigned to each Proponent's complete proposal is calculated as the aggregate of:
 - a. the Phase One Score (Phase One proposal on qualifications and experience), and
 - b. the Phase Two Technical Score (first envelope of Phase Two proposal), and
 - c. the Price Score (second envelope of Phase Two proposal).
2. The Proponent receiving the highest Total Score is the first entity that the PCA Evaluation Board will recommend for the provision of the required services.

3.6 Notification

PCA normally expects to advise in writing unsuccessful Proponents within one week after PCA has entered into a contractual arrangement with the successful Proponent.

GI4 Procurement Business Number

Proponents are required to have a Procurement Business Number (PBN) before contract award. Proponents may register for a PBN online at [Supplier Registration Information](#).

GI5 Responsive proposals

To be considered responsive, a proposal must meet all of the mandatory requirements set out in the RFP. No further consideration in the selection procedure will be given to a Proponent submitting a non-responsive proposal.

GI6 Completion of submission

The Proponent shall base the proposal on the applicable proposal documents listed in the Supplementary Instructions to Proponents.

GI7 Proposal price

Unless specified otherwise elsewhere in the proposal documents:

- a. the price proposal shall be in Canadian currency, and
- b. the price proposal shall not include any amount for Applicable Taxes, and
- c. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All proposals including such provision will render the proposal non-responsive.

GI8 Communications—solicitation period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the RFP must be directed only to the Contracting Authority identified in the RFP. Failure to comply with this requirement may result in the proposal being declared non-responsive.

To ensure consistency and quality of information provided to proponents, significant enquiries received and their replies will be posted on the CanadaBuys.

GI9 Limitation of submissions

1. A Proponent may not submit more than one proposal. This limitation also applies to the persons or entities in the case of a joint venture. If more than one proposal is received from a Proponent (or, in the case of a joint venture, from the persons or entities), all such proposals shall be rejected and no further consideration shall be given.
2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant may, therefore, be proposed as part of the Consultant Team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
4. Notwithstanding subsection 3 above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Proponent shall not include in its submission another Proponent as a member of its consultant team, as a sub-consultant or specialist consultant.
5. The Phase Two portion of the proposal must be made in the same name as the person(s) or entity(ies) named as the Proponent in the Phase One portion. Proponents must utilize, in the preparation of their Phase Two proposal, the same Consultant Team, sub-consultants, specialist consultants and individuals named in the Phase One proposal.
6. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

GI10 Licensing requirements

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.
2. By virtue of submission of a proposal, the Proponent certifies that the Proponent's Consultant Team and Key Personnel are in compliance with the requirements of subsection 1 above. The Proponent acknowledges that PCA reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

GI11 Rejection of proposal

1. Canada may reject a proposal where any of the following circumstances is present:
 - a. the Proponent has been declared ineligible for selection, following unsatisfactory performance in a previous project as determined in accordance with the department's performance review procedures;
 - b. an employee, sub-consultant or specialist consultant included as part of the proposal has been declared ineligible, for selection for work with the department in accordance with the performance review procedure referred to in paragraph 1.(a), which would render the employee, sub-consultant or specialist consultant ineligible to bid on the requirement, or the portion of the requirement the employee, sub-consultant or specialist consultant is to perform;
 - c. the Proponent is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Proponent, any of its employees, any sub-consultant or any specialist consultant included as part of the proposal;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Proponent, a sub-consultant, a specialist consultant or a person who is to perform the Services is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada,
 - i. Canada has exercised its contractual remedies of taking the services out of the consultant's hands, suspension or termination for default with respect to a contract with the Proponent, any of its employees, any sub-consultant or any specialist consultant included as part of the proposal;
 - ii. Canada determines that the Proponent's performance on other contracts, including the quality of the services provided and the quality and timeliness of the delivery of the project, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a proposal pursuant to subsection 1.(f), the Contracting Authority will so inform the Proponent and provide the Proponent ten (10) days within which to make representations, before making a final decision on the proposal rejection.

GI12 Not applicable

Not applicable

GI13 Insurance requirements

The successful Proponent shall be required to obtain and maintain Professional Liability and Commercial General Liability insurance coverage in accordance with the requirements set out elsewhere in the proposal documents.

GI14 Joint venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Proponents who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the proposal, the Proponent must provide the information on request from the Contracting Authority.
3. The proposal and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

GI15 Composition of Consultant Team

By submitting a proposal, the Proponent represents and warrants that the entities and persons proposed in the proposal to perform the required services will be the entities and persons that will perform the services in the fulfillment of the project under any contractual arrangement arising from submission of the proposal. If the Proponent has proposed any person in fulfillment of the project who is not an employee of the Proponent, the Proponent warrants that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the services to be performed.

GI16 Submission of proposal

1. Canada requires that each proposal, at closing date and time or upon request from the Contracting Authority, be signed by the Proponent or by an authorized representative of the Proponent. If a proposal is submitted by a joint venture, it must be in accordance with section GI14.
2. It is the Proponent's responsibility to:
 - a. submit a Phase One proposal, duly completed, **in the format requested**, on or before the closing date and time set for Phase One proposals;
 - b. submit, at the Proponent's discretion, a Phase Two proposal, duly completed, **in the format requested**, on or before the closing date and time set for Phase Two proposals;
 - c. send its proposal only to Parks Canada (PCA) Bid Receiving Unit specified on page 1 of the RFP or to the address specified in the RFP; The only acceptable email address for responses to proposal solicitations is soumissionsami-bidsrpc@pc.gc.ca

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

- d. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
 - e. ensure that the Proponent's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the proposal; and
 - f. provide a comprehensive and sufficiently detailed proposal for each phase that will permit a complete evaluation in accordance with the criteria set out in this RFP.
3. The technical and price components of the Phase Two proposal must be submitted in separate, easily identified envelopes in accordance with the instructions contained in the proposal documents. Both envelopes shall be submitted as one package which shall clearly and conspicuously display and indicate on the outside of the package the information identified in paragraph 2(e) above.
 4. Timely and correct delivery of proposals to the office designated for receipt of proposals is the sole responsibility of the Proponent. PCA will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of proposals are the responsibility of the Proponent.
 5. Proposals and supporting information may be submitted in either English or French.
 6. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through CanadaBuys. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. During Phase One Canada will post all amendments using CanadaBuys. It is the sole responsibility of the Proponent to regularly consult CanadaBuys for the most up-to-date information. Canada will not be liable for any oversight on the Proponent's part nor for notification services offered by a third party.

GI17 Late submissions

Submissions delivered after the stipulated closing date and time will be returned.

GI18 Revision of proposal

A proposal submitted may be amended by letter or facsimile provided the revision is received at the office designated for the receipt of proposals, on or before the date and time set for the receipt of proposals. The revision must be on the Proponent's letterhead or bear a signature that identifies the Proponent, and must clearly identify the change(s) to be applied to the original proposal. The revision must also include the information identified in GI16.2(e).

GI19 Acceptance of proposal

1. Canada may accept any proposal, or may reject any or all proposals.
2. In the case of error in the extension or addition of unit prices, the unit price will govern.
3. While Canada may enter into an agreement or contractual arrangement without prior negotiation, Canada reserves the right to negotiate with Proponents on any procurement.
4. Canada reserves the right to cancel or amend the RFP at any time.

GI20 Legal capacity

The Proponent must have the legal capacity to contract. If the Proponent is a sole proprietorship, a partnership or a corporate body, the Proponent must provide, if requested by the Contracting

Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Proponents submitting a proposal as a joint venture.

GI21 Debriefing

Should a Proponent desire a debriefing, the Proponent should contact the person identified on the front page of the RFP within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

GI22 Financial capability

1. Financial Capability Requirement: The Proponent must have the financial capability to fulfill this requirement. To determine the Proponent's financial capability, the Contracting Authority may, by written notice to the Proponent, require the submission of some or all of the financial information detailed below during the evaluation of proposals. The Proponent must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Proponent's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Proponent's last three fiscal years, or for the years that the Proponent has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Proponent must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
 - c. If the Proponent has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation);
and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Proponent that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Proponent outlining the total of lines of credit granted to the Proponent and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Proponent's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is

- prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Proponent's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
- g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Proponent is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
 3. If the Proponent is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Proponent, and the financial capability of a parent cannot be substituted for the financial capability of the Proponent itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Parks Canada (PCA), is provided with the required information.
 4. Financial Information Already Provided to PCA: The Proponent is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PCA with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Proponent identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Proponent authorizes the use of the information for this requirement.It is the Proponent's responsibility to confirm with the Contracting Authority that this information is still on file with PCA.
 5. Other Information: Canada reserves the right to request from the Proponent any other information that Canada requires to conduct a complete financial capability assessment of the Proponent.
 6. Confidentiality: If the Proponent provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, section 20(1) (b) and (c).
 7. Security: In determining the Proponent's financial capability to fulfill this requirement, Canada may consider any security the Proponent is capable of providing, at the Proponent's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).
 8. In the event that a proposal is found to be non-compliant on the basis that the Proponent is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Proponent.

GI23 Performance evaluation

Proponents shall take note that the performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Consultant's performance be considered unsatisfactory, the Consultant may be declared ineligible for future contracts. The

form [PWGSC-TPSGC 2913-1](#), SELECT - Consultant Performance Evaluation Report, is used to record the performance.

GI24 Proposal costs

No payment will be made for costs incurred in the preparation and submission of a proposal in response to the Request for proposal. Costs associated with preparing and submitting a proposal, as well as any costs incurred by the Proponent associated with the evaluation of the proposal, are the sole responsibility of the Proponent.

GI25 Conflict of interest—unfair advantage

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

GI26 Limitation of liability

Except as expressly and specifically permitted in this RFP, no Proponent or Potential Proponent shall have any claim for any compensation of any kind whatsoever in relation to this RFP, or any aspect of the procurement process, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

GI27 Code of Conduct for Procurement—proposal

The [Code of Conduct for Procurement](#) provides that Proponents must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Proponent is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.

GI28 Bid Challenge And Recourse Mechanisms

- a) Several mechanisms are available to potential Proponents to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages Proponents to first bring their concerns to the attention of the Contracting Authority. Canada's Buy and Sell website, under the heading "Bid Challenge and Recourse Mechanisms" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- c) Proponents should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Proponents should therefore act quickly when they want to challenge any aspect of the procurement process.

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
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution
 - R1250D (2022-12-01), General Condition (GC) 9 - Indemnification and Insurance Agreement Particulars
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

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

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

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

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC2 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

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

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

SC4 REPLACEMENT OF SPECIFIC INDIVIDUALS

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the same level of qualifications and experience as the individual who is being replaced. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Departmental Representative may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with paragraph 2. The fact that the Departmental

Representative does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

4. If the contractor fails to provide a replacement equally qualified and experienced as the individual originally proposed, Canada may apply a reduction up to 10% of the progress payment that the replacement provided has been demonstrated as equivalent or superior to the original individual identified in the contractor submission. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.

Canada reserves the right, at their sole discretion, to reduce or eliminate amounts withheld if it can be clearly demonstrated that significant efforts were made to meet the specific individual commitments but could not due to circumstances out of the Contractor's control.

AGREEMENT PARTICULARS

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

APPENDIX A - TEAM IDENTIFICATION FORMAT

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

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

I. Prime Consultant (Proponent – Architect):

Firm or Joint Venture Name:

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

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

II. Key Sub Consultants / Specialists:

Building envelope Consultant

Firm Name:

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

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

III. Key Sub Consultants / Specialists:

Mechanical Engineer + Electrical Engineer

Firm Name:

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

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

Solicitation No. - N° de l'invitation
5P468-23-0068/A
Client Ref. No. - N° de réf. du client
1686

Amd. No. - N° de la modif.
-
File Name - Nom du dossier
Stage 1 - Protection and enhancement of important cultural heritage buildings,
Forillon National Park

Contracting Authority - Autorité contractante
Cloë Pelland Tessier

IV. Key Sub Consultants / Specialists:

Structural engineer

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

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

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

APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title: Stage 1 - Protection and enhancement of important cultural heritage buildings, Forillon National Park

1. Proponent Information

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

Type of Organization

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

Size of Organization

Number of Employees: _____

Graduate Architects/
Professional Engineers: _____

Other Professionals: _____

Technical Support: _____

Other: _____

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

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

Former Public Servant (FPS) - Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () NO ()

If so, the Proponent must provide the following information:

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

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

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

Name of Proponent: _____

DECLARATION:

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

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

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

Name: _____.

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

E-mail: _____

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

Solicitation No. - N° de l'invitation
5P468-23-0068/A
Client Ref. No. - N° de réf. du client
1686

Amd. No. - N° de la modif.
-
File Name - Nom du dossier
Stage 1 - Protection and enhancement of important cultural heritage buildings,
Forillon National Park

Contracting Authority - Autorité contractante
Cloë Pelland Tessier

APPENDIX C - PROJECT BRIEF

This document is attached as a separate pdf.

APPENDIX D - SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 General Information
 - SRE 2 Proposal Requirements
 - SRE 3 Phase One Submission Requirements and Evaluation
 - SRE 4 Total Score
 - SRE 5 Submission Requirements – Checklist
-

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in R1110T General Instructions to Proponents (G13).

1.2 Calculation of Total Score

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

Phase One Rating x 60%	=	Phase One Score (Points)
Phase Two Technical Rating x 20%	=	Technical Score (Points)
Phase Two Price Rating x 20%	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format (for phases one and two)

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

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

2.2 Phase One Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is twenty (20) pages.

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

- Covering letter
- Table of Contents
- Section dividers (Limited to text for titles only)

- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Integrity Provisions – Required Documentation
- CVs (curriculum vitae) – subject to CV page limitation

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

SRE 3 PHASE ONE SUBMISSION REQUIREMENTS AND EVALUATION

Intent: The intent of Phase One evaluation activities is to verify that the submissions meet the mandatory screening requirements and to evaluate and rate the proposed teams.

3.1 PHASE ONE MANDATORY REQUIREMENTS

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

3.1.1 Licensing, Certification or Authorization

The proponent shall be a (n) architect, licensed, or eligible to be licensed, certified or otherwise authorized, to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Quebec.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

Proponent (prime consultant) - Senior Conservation Architect
Key Sub-consultants / Specialists –
Building envelope Consultant
Mechanical Engineer + Electrical Engineer
Structural engineer

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

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1110T General Instructions to Proponents, GI9 Limitation of submissions).

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

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1110T (2022-01-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

3.2 PHASE ONE RATED REQUIREMENTS

3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects in built heritage and heritage architecture context.

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

Proponents must :

- 1) Provide enough information & graphic material per project to permit Parks Canada to evaluate the attributes of their projects;
- 2) Include projects that demonstrate the Proponent's excellence in heritage conservation, and that best highlight the firm's experience and abilities in the heritage architecture domain; and
- 3) Include sufficient examples of constructed project work.

Proponents must provide graphics and text to describe three (3) projects undertaken by the firm within the last 7 years. Proponents should submit one example (maximum 3 pages per project) of each of the following types of projects:

- 1) Preservation of a recognized or classified heritage building (*per the Standards and Guidelines for the Conservation of Historic Places in Canada (2nd edition*) ;
- 2) Preservation and/or rehabilitation of a heritage building, constructed predominantly of wood, that involves significant upgrades to the envelope assembly ;
- 3) Preservation and/or rehabilitation of a heritage building which demonstrates accessibility upgrades to conform with the National Building Code.

Proponents may include projects that are 'construction completed' or 'currently under construction'. Clearly state the level of completion of the project.

For each project, Proponents should provide detailed information including:

- 1) Project Description and scope of work
- 2) Names and roles of the primary members of the project team and the name(s) of sub-consultant(s);
- 3) Name(s) of the General Contractor;
- 4) Original project budget vs. final project cost (if slippage, indicate why);
- 5) Original project schedule vs. actual project timeline (if slippage, indicate why); and
- 6) Client references including names and phone numbers for each project illustrated. Ensure the contact information is correct and complete.

This Criterion will be evaluated based on:

- 1) The level of involvement of the 'Architectural Services Team' in the projects;
- 2) The cited projects' relevance to this project
- 3) The cited projects' formal architectural design qualities;
- 4) The cited projects' alignment with the Standards and Guidelines for the Conservation of

- Historic Places in Canada;
- 5) The Proponent's observance of schedule, and budgetary controls on the cited project;
 - 6) The cited projects' complexity and diversity; and
 - 7) Other indicators Parks Canada deems relevant.

The Proponent (as defined in R1110T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

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

3.2.3 Achievements of Key Personnel on Projects

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.

Parks Canada is seeking a demonstration that the Proponent can form a team with key personnel with the capability, capacity and expertise to provide the required services and deliverables listed in the RFP. Proponents to describe the qualifications and experience of the proposed 'Architectural Services Team', especially as it relates to the built heritage and heritage architecture context. Provide a maximum 4 page curriculum vitae for each of the key personnel listed who will be performing the major part of the work.

General :

- a. Provide the academic background, professional qualifications and experience of each 'Architectural Services Team' member including, years of relevant experience, degree of specialty, membership in relevant professional associations, and illustrative past performance and achievements in the architectural domain for projects similar to that described in the RFP.
- b. Identify at least one person to be the primary for the personnel classification, and at least one person to be the replacement for that same personnel classification.

Architectural Services Team

The Prime Consultant will be expected to provide architectural services and be responsible for providing and coordinating the work of all professional disciplines and specialities required to service/fulfill the scope of the work. The Prime consultant will also be responsible for coordinating with the PC Departmental Representative. As required by provincial law, Consultants must be licensed and permitted to practice their profession in the province the project is located. The minimum qualifications for the Architectural services team are:

1. Senior Conservation Architect

Demonstrate:

- 1) Significant ability and more than ten (10) years of directly relevant experience over the past decade, as a licensed architect in the province that the project is located, with the types of architectural projects and services outlined in this RFP, with a cumulative construction value of at least \$1.0M.
- 2) Significant knowledge and more than ten (10) years of relevant experience with national standards, guidelines and "best practices" for the conservation of historic places in Canada;

- 3) Experience in heritage building projects which involve rehabilitation of the existing building envelope assembly (walls foundations, roof)
- 4) Significant experience and demonstrated ability on architectural projects and the following tasks:
 - a) managing multi-disciplinary project teams, including sub-consultants, through all project stages;
 - b) proven ability to manage complex projects;
 - c) providing (or arrange provision of) reliable cost and time estimates for architectural projects;
 - d) coordinating simultaneous management and design activities in tight time frames and to meet critical deadlines;
- 5) Experience in “universal accessibility in the built heritage context” .

2. Conservation Architect

Demonstrate:

- 1) Significant ability and more than six (6) years of directly relevant experience over the past decade, as a licensed architect, with the types of architectural projects and services outlined in the Required Services of this RFP, with a cumulative construction value of least \$1.0M.
- 2) Significant knowledge and more than six (6) years relevant experience with national standards, guidelines and “best practices” for the conservation of historic places;
- 3) Experience in heritage building projects which involve rehabilitation of the existing building envelope assembly(walls foundations, roof).
- 4) Significant experience on architectural projects and the following tasks:
 - a) working within multi-disciplinary project teams, including sub-consultants, through all project stages;
 - b) working on complex architectural projects;
 - c) coordinating management and design activities in tight time frames, to meet critical deadlines.
- 5) Experience in “universal accessibility in the built heritage context”.

3. Senior Architectural Technician / Senior Architectural Technologist

Demonstrate:

- 1) Significant ability and more than ten (10) years of directly related experience with the types of architectural projects and services outlined in the Required services of the RFP.
- 2) Experience in heritage building projects which involve rehabilitation of the existing building envelope assembly (walls foundations, roof).

4. Contract Administrator / Construction Inspection Services

Demonstrate:

- 1) Significant ability and more than ten (10) years of directly relevant experience in construction inspection services and as a construction site administrator, with the types of architectural projects and services outlined in this RFP, with a cumulative construction value of at least \$1.0 M.
- 2) Experience in heritage building projects which involve rehabilitation of the existing building envelope assembly (walls and roof).
- 3) Experience in working with multi-disciplinary project and construction teams;
- 4) Experience in construction procedures, materials and techniques relevant to the Canadian heritage architecture context;
- 5) Ability to monitor and control construction schedules, costs and quality; and
- 6) Experience in industry norms for construction contract requirements, procedures and reporting, commissioning documents and post construction contract administration.

5. Person managing the Consultant's services to Parks Canada (Project Manager) (This position may be filled by positions 1,3,4)

Demonstrate:

- 1) Experience and ability over the past ten (10) years with structured project management and construction management similar to that of Parks Canada, including:
 - a) Cost estimation;
 - b) Workplan and Scheduling, of both consultants and contractors;
 - c) Invoicing and bill payment, of both consultants and contractors;
 - d) Contract Administration during construction and post construction

Subconsultants

As/if required, the Sub-Consultant team shall be comprised of qualified registered professionals, qualified technical expertise and other service providers, as agreed between the Consultant and the Departmental Representative from Parks Canada. As required by provincial law, Sub-Consultants must be licensed and permitted to practice their profession in the province the project is located. Subconsultants may include:

6. Building Envelope Science Services

As/if required, the Consultant will be responsible for the provision, management and coordination of building envelope science services. These services may include:

- a) on-site measurement and documentation of changes in the structure with regards to temperature, air movement and moisture (e.g., thermographic imaging, energy performance tests);
- b) analysis of existing envelope and analysis of alternate building assemblies.

Reports and documentation provided by building envelope science service providers shall be properly attributed, signed and sealed by the professionals responsible for the work.

7. Mechanical and/or Electrical Engineering Services

The Consultant will be responsible for the provision, management and coordination of mechanical and electrical engineering professionals to provide services for mechanical and/or electrical engineering work to be performed. Sub-Consultant engineers to have experience with heritage architecture. Designs,

reports, contract documentation and cost estimates provided by mechanical and/or electrical engineering firms shall be sealed and signed by a professional engineer holding the legal right to practice engineering in the province the project is located.

8. Civil Engineering Services

As/if required, the Consultant will be responsible for the provision, management and coordination of civil engineering professionals to provide services. Designs, reports, contract documentation and cost estimates provided by Sub- Consultant civil engineering firms shall be sealed and signed by a professional engineer holding the legal right to practice engineering in the province the project is located.

9. Conservation structural engineering services

As/if required, the Consultant will be responsible for the provision, management and coordination of conservation structural engineering professionals to provide services. The structural engineering consultant must have:

- a. significant knowledge, expertise with conservation structural engineering for pre-1945 Canadian wood and heritage structures in the province the project is located.
- b. At least 10 years of directly relevant experience over the past decade, as a licensed structural engineer, with the types of architectural projects and services outlined in the Required Services of this RFP.

3.3 PHASE ONE EVALUATION AND RATING

Past experience of the Proponent and the consultant team will be evaluated at the Phase One submission stage and the scores for this evaluation will be carried over to the Phase Two submission.

Phase One proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board (including third party consultant evaluator(s)) in accordance with the following:

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	5.0	0 - 10	0 - 50
Achievements of Key Personnel on Projects	5.0	0 - 10	0 - 50
Technical Rating	10.0		0 - 100

The Phase One rating which is assigned to each responsive proposal in accordance with the procedure outlined in the General Instructions to Proponents is the total weighted rating assigned to the Phase One proposal in accordance with the above table. The Phase One rating is recorded for subsequent inclusion as a percentage of the total score to be established following the evaluation and rating of Phase Two proposals.

To be considered further, proponents **must** achieve a minimum Technical Rating of sixty-five (65) points out of the one hundred (100) points available as specified above.

No further consideration will be given to proponents not achieving the pass mark of sixty-five (65) points.

Generic Evaluation Table

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

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

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

SRE 4 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Phase One Rating	0 - 100	60	0 - 60
Phase Two Technical Rating	0 - 100	20	0 - 20
Price Rating	0 - 100	20	0 - 20
Total Score		100	0 - 100

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

SRE 5 SUBMISSION REQUIREMENTS - CHECKLIST

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

Please follow detailed instructions in R1110T General Instructions to Proponents, G116 Submission of proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

All mandatory requirements identified in Appendix D should be completed and submitted prior to bid closing with sufficient detail to demonstrate compliance. Failure to demonstrate compliance with all mandatory requirements via the original submission, may result in the bid being deemed non-responsive. At anytime in the bid evaluation stage should PCA officials identify any minor irregularities or omissions the Contract Authority may inform the bidder of a time frame within which to provide a clarification or missing information. Failure to comply with the request of the Contracting Authority within the time frame provided will render the bid non-responsive.

Please be advised that PCA reserves the right to contact the person named for project reference to verify the information contained herein.

STAGE ONE:

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
- Integrity Provisions – Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1110T (2022-01-28), General Instructions 1 (G11), Integrity Provisions – Proposal, **section 3a**.
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1110T (2022-01-28), General instructions 1 (G11), Integrity Provisions – Proposal, **section 3b**.

Solicitation No. - N° de l'invitation
5P468-23-0068/A
Client Ref. No. - N° de réf. du client
1686

Amd. No. - N° de la modif.
-
File Name - Nom du dossier
Stage 1 - Protection and enhancement of important cultural heritage buildings,
Forillon National Park

Contracting Authority - Autorité contractante
Cloë Pelland Tessier

APPENDIX E - DOING BUSINESS WITH PWGSC DOCUMENTATION AND DELIVERABLES MANUAL

Doing Business with PWGSC Documentation and Deliverables Manual
https://buyandsell.gc.ca/cds/public/2018/08/20/4ac636ad2c6a2dbc572c233fdd93eb16/en_doing_business_pwgsc_-_01-12-2018.pdf

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