**SUBMISSION, REQUIREMENTS & EVALUATION (SRE) FOR ARCHITECTURAL & ENGINEERING SERVICES**

**3.1 MANDATORY REQUIREMENTS**

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

*Writer Note: The number of mandatory requirements i.e. pass/fail requirements is minimal. Mandatory requirements are used only when it is absolutely essential that the consultant meet the requirements; for example, where provincial professional associations require licensing. Additional mandatory requirements are to be used only if absolutely essential for the project and will be determined on a project by project basis. Example: security requirements, Canadian firms only, etc... These should be discussed with your Senior Project Manager and your Contracting Officer.*

**3.1.1 Licensing, Certification or Authorization**

The proponent shall be a(n) [insert discipline], [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] [territory] of [insert province or territory].

**3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following:

*Writer note: The Project Manager is required to indicate the disciplines or specialties selected for the proponent and the key sub consultants. The content and length of the list will vary on a per project basis*

Proponent (prime consultant) - [discipline] [specialty]

Key Sub-consultants / Specialists - [discipline] [specialty]

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 GI9.

**3.1.3 Declaration/Certifications Form**

*Writer Note: Project Manager and Contracting Officer are to prepare this information jointly. Requirements for other forms vary per project (i.e. Canadian Content).*

Proponents must complete, sign and submit the following:

* [Appendix B](#_ANNEX_B_-), Declaration/Certifications Form as required.

**3.1.4 Integrity Provisions – Required documentation**

*Writer note: Consult sections 4.21, 5.16 and 8.70.2 of the Supply Manual for additional information.*

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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 General instructions 1 [(GI1), Integrity Provisions – Proposal](#_GI1_Integrity_provisions)**, section 3a.**

**3.2 RATED REQUIREMENTS**

**3.2.1 Achievements of Proponent on Projects**

*Writer note: The Project Manager should clearly define the proposed project in the Project Brief as it will be the Proponents responsibility to show how their projects are comparable / relevant to the proposed project. The number of projects to be presented as well as the length of time passed since that experience was acquired should be determined by the Project Manager. This is to be based on the likelihood and frequency of similar projects having been completed in the past. The numbers represent a MAXIMUM number of projects/years which can be presented.*

*Edit ‘Information that should be supplied’ on a per project basis.*

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

Select a **maximum** of [2] [3] [5] projects undertaken within the last [3] [6] [10] years. Joint venture submissions are not to exceed the maximum number of projects. Only the first [2] [3] [5] projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

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

The Proponent (as defined in Generalinstructions of the RFP) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

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

**3.2.2 Achievements of Key Sub-consultants and Specialists on Projects**

*Writer note: The Project Manager should clearly define the proposed project in the Project Brief as it will be the Proponents responsibility to show how the key sub-consultant/specialist's projects are comparable/relevant to the proposed project. The number of projects to be presented as well as the length of time passed since that experience was acquired should be determined by the Project Manager based on the likelihood and frequency of similar projects having been completed in the past. The numbers represent a MAXIMUM or upset limit.*

*Edit ‘Information that should be supplied’ on a per project basis.*

Describe the accomplishments, achievements and experience either as prime 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] [3] [5] projects undertaken within the last [3] [6] [10] years per key sub consultant or specialist. Only the first [2] [3] [5] projects listed in sequence (per key subconsultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

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

**3.2.3 Achievements of Key Personnel on Projects**

*Writer’s Note: Edit ‘Information that should be supplied’ on a per project basis.*

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.

Information that should be supplied for each key personnel:

* professional accreditation
* accomplishments/achievements/awards
* relevant experience, expertise, number of years experience
* role, responsibility and degree of involvement of individual in past projects

**3.2.4 Understanding of the Project:**

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

*Writer’s Note: Edit ‘Information that should be supplied’ on a per project basis.*

Information that should be supplied:

* The functional and technical requirements
* Broader goals (federal image, sustainable development, sensitivities)
* The relationship between this commission and any earlier studies completed for PWGSC
* Significant issues, challenges and constraints
* Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project
* The Client User’s philosophies and values

**3.2.5 Scope of Services:**

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

*Writer’s Note: Edit ‘Information that should be supplied’ on a per project basis.*

Information that should be supplied:

* Scope of Services - detailed list of services
* Work Plan - detailed breakdown of work tasks and deliverables
* Project schedule - proposed major milestone schedule
* Risk management strategy

**3.2.6 Management of Services:**

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

*Writer’s Note: Project Managers are to identify sub-consultant disciplines and specialists required to make up the full team which were not identified at Phase One.*

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

Information that should be supplied:

* Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists personnel and their role on the project.
* Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
* What back-up will be committed
* Profiles of the key positions (specific assignments and responsibilities)
* Outline of an action plan of the services with implementation strategies and sequence of main activities
* Reporting relationships
* Communication strategies
* Response time: demonstrate how the response time requirements will be met

**3.2.7 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 team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

* Design Philosophy / Approach / Methodology
* Describe the major challenges and how your team approach will be applied to those particular challenges.

**3.2.8 Consultant Presentation**

*Writer’s Note: A consultant presentation may be requested during the selection process to aid in the evaluation of the written proposal. This is extremely rare and is generally only required in the case of high profile projects. The project manager should determine whether a presentation is required; if not, delete this section.*

**3.3 EVALUATION AND RATING**

Only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

*Writer’s Note: This chart is a guide. It should reflect project specifics and may be edited by the Project Manager.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Weight**  **Factor** | **Rating** | **Weighted Rating** |
| Achievements of Proponent | 2.0 | 0 - 10 | 0 - 20 |
| Achievements of Key Sub-consultants / Specialists | 1.0 | 0 - 10 | 0 - 10 |
| Achievements of Key Personnel on Projects | 2.0 | 0 - 10 | 0 - 20 |
| Understanding of the Project | 1.5 | 0 - 10 | 0 - 15 |
| Scope of Services | 1.0 | 0 - 10 | 0 - 10 |
| Management of Services | 1.0 | 0 - 10 | 0 - 10 |
| Design Philosophy / Approach / Methodology | 1.5 | 0 - 10 | 0 - 15 |
| Technical Rating | 10.0 |  | 0 - 100 |

**Generic Evaluation Table**

PWGSC 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 |

To be considered further, proponents **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available as specified above.

**No further consideration will be given to proponents not achieving the pass mark of fifty (50) points.**

**REFERENCES:**

**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*](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) *(https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html)*.
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 Public Works and Government Services Canada (PWGSC) 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:   
   1. 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
   2. 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) (https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Proponent certifies that:   
   1. it has read and understands the [*Ineligibility and Suspension Policy*](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) *(https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html)*;
   2. 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;
   3. 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;
   4. 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;
   5. 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
   6. it is not aware of a determination of ineligibility or suspension issued by PWGSC 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) (https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html).
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.

**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 paragraph 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. 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.