



South Nation River Conservation Authority (SNC)

Bid Document

Request for Proposal (RFP)

Findlay Creek Boardwalk Extension

Opening Date

Date: June 13, 2022

Closing Date

Date: July 11, 2022

Time: 9:00 a.m. local time

Submit Electronically to: mcavanagh@nation.on.ca

Attn: Michelle Cavanagh
Team Lead, Stewardship

Late bids will not be accepted.

SNC reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this Call for Bids at any time.





1. Purpose and Introduction

SNC is planning an extension to the existing Findlay Creek Boardwalk within the Provincially Significant Leitrim Wetland in the City of Ottawa. SNC is seeking a qualified consultant to complete the design for the proposed extension.

The proposed boardwalk extension is approximately 500 metres long and will include a crossing over a berm at the edge of the wetland and a crossing over Findlay Creek. An approximate route for the boardwalk extension is included in **Appendix C**.

The route may be modified based on the recommendations of the Environmental Impact Study (currently in progress); however, the endpoint must be located within the property at roll #061460007013947.

The consultant will be tasked with coordinating a full range of professional Landscape Architecture services and specialist consultants, from the pre-design stage to supervision of the construction contract. The services required are broken down into two phases:

1. Phase One – Construction Package Services
2. Phase Two – Construction Contract Supervision

Please note that SNC reserves the right to terminate the contract with the Vendor after Phase One, should it decide not to pursue construction.

For detailed requirements of the two phases, please refer to **Appendix B**.

In this RFP, the successful Bidder shall be referred to as the “**Vendor**”.

1.1 Appendices

- ‘Appendix A’ – Acknowledgements
- ‘Appendix B’ – Specifications, Evaluation Criteria and Pricing
- ‘Appendix C’ – Proposed Findlay Creek Boardwalk Extension

2. Closing Time

One copy of the RFP Bid Document properly signed is to be submitted to SNC **prior to 9:00 a.m. on Monday, July 11, 2022 (the “Closing”)** as outlined in Section 5.2.



Time registered on SNC's email system will be considered the official time to determine exact time of submission.

Submissions received after the Closing will not be accepted.

3. Opening

All Submissions received on time will be opened after **9:00 a.m. Monday July 11, 2022.**

4. Contact Information and Questions

4.1. Contacts

Bidders may only contact Michelle Cavanagh, Team Lead, Stewardship **in writing only**, by email at mcavanagh@nation.on.ca related to this Request for Proposal.

Michelle Cavanagh is SNC's official contact person for this RFP. All other SNC employees and Board Members are not permitted to discuss this RFP process with a potential Bidder from the time the RFP is issued until such time as an award report has been prepared and submitted to the appropriate approval authority.

Bidders are cautioned therefore, to deal exclusively with the SNC contact person referenced in this section.

4.2. Errors, Omissions and Questions

SNC accepts no legal liability for any errors or omissions in any part of this RFP.

Bidders with questions related to this RFP, finding errors in, or omissions from the Document, or having doubt as to the meaning or intent of any part of this Document, must contact the SNC contact listed in Section 4.1, **before 4:00 p.m. on June 24, 2022.** [To allow sufficient time to respond to or prepare and distribute an addendum as necessary, and to allow time for Bidders to receive any new information.]



Bidders should accurately reference the numbered item of the solicitation to which the enquiry relates. Care should be taken by the Bidders to explain each question in sufficient detail in order to enable SNC to provide an accurate answer. No questions will be accepted **after 4:00 p.m. on June 24, 2022.**

There will be no consideration of any claim after submission of the Proposal, that there is any misunderstanding respecting conditions imposed by the RFP.

5. Instructions to Bidders

5.1 Addenda

The RFP may be amended only by an addendum in accordance with this section. If SNC, for any reason, determines that it is necessary to provide additional information relating to the Request for Proposals, such information will be communicated to all Bidders through the SNC Contact by addenda. Each addendum forms an integral part of the RFP.

SNC will issue all written addenda to the RFP by e-mail to each bidder who has provided an e-mail address.

Such addenda may contain important information, including significant changes to the RFP. It is the Bidder's responsibility to ensure all addenda have been received and are reflected in their proposal submission.

5.2 Proposal Submission

The Submission shall be in digital format. It shall contain original signatures where required; shall clearly be marked "**ORIGINAL**" and shall include all requirements of this RFP, as set out in **Section 8.0 "To Include in Proposal"**.

Offers made in the Submission will be considered by SNC to be binding and irrevocable and shall remain open for acceptance by SNC for a period of ninety (90) days from the Proposal closing.

A Submission shall be considered only if sent via email to Michelle Cavanagh at mcavanagh@nation.on.ca. It should be marked "**Request for Proposal: Findlay Creek Boardwalk Extension**" and include the name and address of the Bidder.



5.3 Adjustments to Submissions

Adjustments to submissions by telephone or fax will not be considered.

5.3.1 Request to Adjust a Submission Before Closing

A Bidder wishing to make adjustments to a Submission must supersede it with a later Submission, which must be received by the closing time.

5.3.2 Request to Withdraw a Submission Before Closing

A Bidder who has submitted a Proposal may request that their Submission be withdrawn before the closing time. The request must be provided in writing, on company letterhead, and include contact information for verification. Authenticity of the request may be confirmed by SNC. Submissions withdrawn under this procedure cannot be reinstated.

5.3.3 Request to Withdraw a Submission During Proposals Opening

No request for withdrawal of a Submission shall be permitted during, or at any time after, the opening process.

5.4 Insurance

5.4.1 General Liability Insurance

The Vendor shall procure and maintain Comprehensive General Liability Insurance:

- a) Having a limit of liability of not less than **five million dollars (\$5,000,000)** inclusive for any one occurrence;
- b) Including insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the Vendor;
- c) Being endorsed to provide that the policies will not be altered, cancelled, or allowed to lapse without thirty (30) days prior written notice to SNC;
- d) Name SNC as an additional insured party; and
- e) Contain a cross-liability clause.

The Vendor shall pay for all premiums and expenses incurred for the insurance.

Should any claim(s) arise, the Vendor shall be financially responsible for paying



for any amount(s) up to and including the deductible amount under their policy.

5.4.2 Professional Indemnity Insurance (Errors and Omissions)

The Vendor shall maintain Professional Indemnity Insurance in the amount of **two million dollars (\$2,000,000)** inclusive for any one occurrence.

The Vendor shall pay for all premiums and expenses incurred for the insurance.

Should any claim(s) arise, the Vendor shall be financially responsible for paying for any amount(s) up to including the deductible amount under their policy.

5.4.3 Proof of Insurance

The Bidder shall provide proof of insurance required in Items 5.4.1 and 5.4.2 with their Proposal.

In the event that satisfactory proof of insurance cannot be provided, a letter from the Bidder's insurance company confirming that the Bidder will be able to obtain the required insurance will suffice. The insurance company must be satisfactory to SNC.

5.4.4 Certificate of Insurance

Within ten (10) working days of notification of award of this RFP and prior to the start of any work, the Vendor shall file with SNC, together with the signed Contract, a Certificate of Insurance, clearly stating that all the insurance coverage required complies with all requirements listed in **Item 5.4.1 and 5.4.2**.

If the Vendor fails to file the Certificate of Insurance with SNC within ten (10) working days of notification of award of this RFP, SNC reserves the right to cancel the award.

5.5 Workplace Safety and Insurance Act and Employment Insurance

The Bidder must submit with their Proposal a valid and current "Clearance Certificate" from the Workplace Safety and Insurance Board ("WSIB"), or a letter from the WSIB confirming their exemption. This information is available to the Bidder on-line at **wsib.on.ca**.

The Vendor, within ten (10) working days of notification of award of this RFP and



prior to the start of any work, shall provide SNC with a valid and current Clearance Certificate from the WSIB.

If the Vendor does not provide a valid and current Clearance Certificate as herein requested, or proof of exemption, or proof of application for exemption, SNC reserves the right to cancel the award.

The Vendor shall be responsible for providing Worker's Compensation coverage for their employees, and no extras will be allowed for such items.

The Vendor clearly understands and agrees that they are not, nor is anyone hired by them, covered by SNC under the **Workplace Safety Insurance Act**, **Employment Insurance Act**, or any other act, whether provincial or federal, in respect of themselves, their employees and operations, and shall, upon request, furnish SNC with satisfactory evidence that they have complied with the provisions of any such acts.

5.6 Contract

Once the RFP is awarded, this RFP, all addenda issued and the Proposal submitted by the successful bidder will become the Contract. SNC will issue a formal Purchase Order as confirmation of the award of Contract. The successful bidder must accept SNC's Purchase Order/Contract, which will supersede all other contracts.

Failure to execute the Contract or to file any of the required documentation required in this RFP, within the specified time period, shall be just cause for the cancellation of the award.

6. General Terms and Conditions

The following terms and conditions are deemed accepted by all Bidders in response to this RFP and are deemed incorporated into every contract resulting from this RFP:

6.1 Freedom of Information

All information obtained by the Bidder in connection with the preparation of this RFP is the property of SNC and must be treated as confidential. It may not be used for any purpose other than for replying to this RFP, and for fulfillment of any subsequent contract. Any Bidder who requires that the information in its Proposal be kept



confidential must explicitly advise SNC of that fact.

The Bidder may declare confidentiality of their Proposal; however, SNC is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended from time to time.

6.2 The Occupational Health and Safety Act

The Vendor shall comply with all conditions and regulations of the Occupational Health and Safety Act 1990 and amendments thereto, any other Federal or Provincial statute or local bylaw concerning safety or any other phase of work on this contract.

6.3 Compliance with Codes, Regulations and By-Laws

The Vendor agrees to obey all government, municipal and underwriters codes and regulations, etcetera and perform all work in accordance with the requirements of bylaws in force in the area where the work is to be carried out. All permits or licenses are the responsibility of the Vendor.

6.4 Required Warranties

Each Bidder expressly declares and warrants that;

- a) This proposal submission is in all respects fair and without collusion or fraud.
- b) There has been no violation of copyrights or patent rights in manufacturing, producing or selling the materials and/or services shipped or ordered as a result of this proposal, and the vendor agrees to hold SNC harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
- c) All materials and/or services proposed to be supplied to SNC conform in all respects to the standards set forth by Federal and Provincial agencies.
- d) The Bidder of the proposal:
 - a) is competent to perform the work described in this RFP;
 - b) has the necessary qualifications, including knowledge, skill and experience to perform the services, together with the ability to use those qualifications effectively for that purpose;
 - c) shall supply everything necessary for the performance of the work;
 - d) shall carry out the work in a diligent and efficient manner;
 - e) ensures the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.



6.5 No Obligation to Contract

The Bidder's RFP submission does not constitute the acceptance of a contract with SNC. Submissions constitute offers which SNC may or may not accept in its sole discretion.

SNC further reserves the right to accept or reject any or all proposals or parts of proposals, or to accept any proposals considered in SNC's best interest, and to request re-submission on the required materials and/or services. SNC also reserves the right to waive irregularities and technicalities and to do so in its sole discretion.

SNC also reserves the right to cancel and reissue the RFP as deemed necessary and in the best interest of SNC.

SNC reserves the right not to accept a Proposal from any person or corporation which includes all non arms length corporations who, or which, has a claim or legal proceeding against SNC or against whom SNC has a claim or legal proceeding with respect to any previous contracts, bid submissions, or business transactions who is listed as either the Bidder or sub-contractor within the submitted Proposal.

The Bidder's RFP submission is deemed an irrevocable offer which may be accepted, at the sole option of SNC with or without negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by SNC including but not limited to those set out herein.

SNC reserves the right to reject an offer to supply goods and services presented in response to SNC's procurement processes where SNC determines that the person making the offer is in any way indebted to SNC and in its sole discretion is of the opinion that it is in SNC's best interests that the offer be rejected.

6.6 Assignment

The Vendor shall not assign the Contract or any portion thereof without prior written consent of SNC. Such consent shall not release or relieve the Vendor from any of their obligations or liabilities under this Contract.

6.7 Costs Incurred

SNC will not, under any circumstances, be responsible for any costs incurred by the Bidder in the preparation of the proposal submission, including, but not limited to:



costs to prepare documentation; travel; attendance at any site meetings; or interviews (if required).

6.8 Pricing and Taxes

The proposal submission amount must include: all applicable excise taxes; customs, freight; exchange and all other charges. HST is extra.

6.9 Terms of Payment

Invoices will be paid net thirty (30) days from date of invoice and verification that goods/services listed have been provided to the satisfaction of SNC.

6.10 Rights of South Nation River Conservation Authority (SNC)

SNC retains the right to ensure that an acceptable standard of use, service, and operation is maintained. SNC also reserves the right to communicate with one or more Bidders (following the RFP closing date) to clarify elements of the submission.

6.11 SNC's Right to Terminate Contract Under Certain Conditions

SNC has the right to terminate the Contract immediately and without penalty, with written notice to the Vendor, if:

- a) The Vendor makes an assignment for the benefit of creditors or becomes bankrupt or insolvent, or an order is made for the winding-up of the Vendor, or if a receiver is appointed on account of the Vendor's insolvency; or
- b) The Vendor refuses or fails to supply sufficient properly skilled employees or proper materials at all times to perform the Work in the manner and to the standards required under this Contract, or the vendor fails to observe and comply with any provisions of law, including, without limiting the generality of the foregoing, all requirements of all governmental authorities including federal, provincial, and municipal legislative enactments, by-laws and other regulations now or hereafter in force which pertain to or affect the services or the conduct of the Vendor's business; or
- c) The Vendor fails to institute appropriate corrective action within three (3) days after verbal notification by SNC (which will be confirmed subsequently in writing), of any failure on the part of the Vendor to comply with the terms and specifications of the Contract; or
- d) The Work performed is not satisfactory; or
- e) Delivery requirements are not met.



SNC reserves the right to terminate this contract at anytime without cause with thirty (30) days written notice.

Immediately following, the termination of the Contract, for any reason, the Vendor shall provide to SNC all of their financial records specific to this Contract, concerning the conduct of the operations and a statement of all outstanding accounts.

6.12 Remedies for Non-Performance

In the event that the Vendor fails to perform any obligations hereunder, SNC shall be entitled to exercise any one or more of the following remedies:

- a) SNC may with-hold any payment due hereunder until the Vendor has remedied their failure;
- b) SNC shall be entitled, in the event that the Vendor does not remedy their default within three (3) working days of a request, SNC be entitled to engage other vendors to complete the work of the Vendor and to deduct the cost of obtaining such other vendors from any amounts owing to the Vendor hereunder;
- c) SNC may terminate this Agreement if the Vendor does not remedy their default within three (3) working days of a request that they do so from SNC in writing; and,
- d) SNC may exercise any other right available to it in law or equity.

A failure of SNC to exercise any of the foregoing remedies, or the granting of any extension or indulgence, shall not be prejudicial to the right of SNC to subsequently obtain such remedies.

6.13 Failure to Execute Contract

Failure to execute the Contract or failure to file any of the required documentation required in this RFP within the specified time period is cause for the cancellation of the award.

6.14 Indemnification

The Vendor shall indemnify and save harmless SNC, from and against all claims, actions, losses, expenses, costs or damages of every nature and whatsoever which



SNC, its employees, officers or agents may suffer, to the extent the Vendor is legally liable as a result of the negligent acts of the Vendor, their employees, officers or agents in the performance of this Contract.

6.15 Ownership of Documents

All information and data developed and used by the Vendor in connection with this Contract will be wholly owned by SNC.

6.16 Governing Law

This RFP and subsequent contract shall be governed by the law of the Province of Ontario.

6.17 Venue for Litigation

The Vendor and SNC agree that the venue for any litigation shall be Ottawa, Ontario.

6.18 Force Majeure

Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Services to be provided when such delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

6.19 Confidentiality

The Vendor recognizes that it will, by the nature of the goods and services being provided to SNC, have access to confidential information. It is understood and agreed that the Vendor, its employees, agents, representatives and officers, (the "Vendor") shall hold all information, whether confidential or not, in the strictest confidence. The Vendor shall not disclose, nor permit by any act or failure to act, the disclosure of any information to any third party at any time during or after the term of its contract with SNC. Nor will the Vendor use any information however obtained as a result of performing duties for SNC for its own commercial, financial, or personal advantage.

The Vendor also acknowledges that it may be held both criminally and civilly responsible for any breach of confidentiality.



6.20 Employees

In the performance of this contract, the Vendor shall be an independent Vendor. Neither the Vendor nor any of their employees shall be deemed to be employees of SNC.

7. Specifications

The Bidder will review the Specifications listed (***Appendix B***) as part of the Proposal Submission.

8. To Include in RFP

8.1 Acknowledgement

The Bidder shall complete and submit ***Appendix A***.

8.2 Specifications

The Bidder shall ensure all Specifications listed in ***Appendix B*** have been considered as part of the Proposal Submission.

8.3 Pricing

The Bidder will complete and submit the Price Proposal as per the Specifications in (***Appendix B***)

8.4 Other

- All addenda issued; and
- Proposal submission as per **Section 5.2**

9. Award and Approval

This RFP will be awarded based on the following:

- a) Proper Completion of all submission requirements (Section 8);



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- b) Compliance to specifications and deadlines as listed in **Appendix B**;
and
- c) Price (as a clarification, should all other evaluations appear equal, at the sole discretion of SNC, lowest Total Price shall govern award).

SNC reserves the right to reject any Proposal if the evidence submitted by, or investigation of such Bidder, fails to satisfy SNC that the Bidder is qualified to carry out the obligations of the contract.

The decision of South Nation River Conservation shall be final. The Bidder shall not make any claims for additional costs or expenses due to the delay in, or cancellation of the award of this RFP, due to the approval process.



‘APPENDIX A’

Acknowledgements

I/WE ACKNOWLEDGE that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person submitting a Proposal for the same goods/services and is in all respects fair and without collusion or fraud.

I/WE ACKNOWLEDGE that all matters stated in the said Proposal are, in all respects, true.

I/WE ACKNOWLEDGE that, having read and understood the Findlay Creek Boardwalk Extension Document, I/WE have satisfied ourselves as to the terms, conditions and specifications and do hereby submit a Proposal for the work to be completed.

I/WE ACKNOWLEDGE that it is the Bidder's responsibility to ensure all addenda issued have been received.

I/WE ACKNOWLEDGE that acceptance of this Proposal and the execution of an Agreement shall be considered a binding Contract upon both parties. If specified at any time by SNC, it is agreed that the terms and conditions and the representations made in reference to this Request for Proposal shall be incorporated in the Contract to be executed by the parties once SNC has formally accepted the Proposal.

Dated at _____ this _____ day of _____ 2022.

Firm or Organization Name

Signing Authority

Street Address

Signature

City

Postal Code

Telephone Number



‘APPENDIX B’

Specifications, Evaluation Criteria and Pricing

The Vendor will be tasked with coordinating a full range of professional Landscape Architecture services and specialist consultants, that is, from the pre-design stage to supervision of the construction contract.

It should be noted that the site is within the Leitrim Provincially Significant Wetland and is subject to *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* Regulation 170/06.

The services required are broken down into two phases:

Phase One: Construction Package Services

The purpose of this phase is to prepare the drawings and specifications for the tender, explaining in detail all construction needs for the project along with an estimate of the final cost. The Vendor’s scope of work and activities must include the following:

- Based on input from SNC, prepare drawings, specifications and construction cost estimates.
- The Vendor must incorporate the recommendations and mitigations included in the Findlay Creek Boardwalk Extension Environmental Impact Study.
- The Vendor will undertake a Geotechnical Assessment to inform the design of the boardwalk where it crosses the wetland berm.
- The Vendor will be responsible for ensuring the stability of the berm is not affected by the construction.
- The Vendor will undertake a Hydrological Assessment to inform the design of the boardwalk.
- The Vendor must demonstrate that the proposed design does not impact the current normal high water level on the site.
- The Vendor must demonstrate that the boardwalk will be above the normal high water level on the site.
- The boardwalk crossing over Findlay Creek must be a span bridge and not cause any interference with the creek.
- Helical pile supports are to be used in the design for all areas over open water (at any time of the year), and in areas delineated as sensitive vegetation communities.



- Submit construction package at the following stages:
 - 50% completion and class C estimate (+/- 15% accuracy)
 - 90% completion and class B estimate (+/- 10% accuracy)
 - 100% completion for tender and class A estimate (+/- 5% accuracy)
- The Vendor must be available to participate in a public information session to present design and answer questions.

SNC reserves the right to terminate the contract with the Vendor after Phase One, should it decide not to pursue construction.

Phase Two: Construction Contract Supervision

In this phase, the Vendor will:

- Undertake the construction tender process, answer questions of the bidders, prepare addenda to the tender, and prepare the tender contract for final review by SNC.
- Monitor progress of work performed by the contractor, compliance with drawings and specifications, timelines, quality standards and stage reports, by offering continuous site inspection services.
- Review the shop drawings and ensure they are processed.
- Provide detailed drawings, clarifications, advice, and modifications, as needed.
- Review instalment requests and make appropriate recommendations.
- Submit provisional and final anomaly reports.
- Submit final as-built drawings.

Available Information for Vendor

SNC will provide the following information to the Vendor to assist with completion of Phase One and Phase Two:

1. LiDAR (Ligt Detection and Ranging) data for the site
2. Topographic elevation survey data
3. Specifications of existing boardwalk, including drawings
4. Findlay Creek Boardwalk Extension Environmental Impact Study
5. Conservation Authorities Act permit



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Timelines

This timetable reflects SNC's intent in issuing, receiving and evaluating the RFP and is subject to change at SNC's discretion.

June 13, 2022	Request for Proposal issued
June 24, 2022	Deadline for questions from bidders
July 11, 2022	Closing Date for Request for Proposal
August 19, 2022	Contract awarded to successful bidder



SUBMISSION REQUIREMENTS, EVALUATION AND SCORING

The proposal must comprise two parts:

- A **technical proposal** of the proposed resources, team work methods, and prior experience, as described in the section “Submission requirements for technical proposal” below.
- A **price proposal** as described in section “Submission requirements for price proposal” below.

SUBMISSION REQUIREMENTS FOR THE TECHNICAL PROPOSAL

The proponent must submit the proposal by email at the following address: mcavanagh@nation.on.ca. The maximum number of pages should be fifteen (15), excluding CVs (Curriculum Vitae), and certificates and declaration forms.

The proposal must be divided into the following sections:

1. Understanding the scope of services (Maximum 10 points)

What the proponent should provide:

- Scope of services required for the project which demonstrates understanding of the project specifications.
- Type of structure proposed for allocation of work, namely resources allocated to the project, the timeline, and method of managing the projects

2. Team work method /management of services (Maximum 30 points)

What the proponent should provide:

- Roles and responsibilities of key staff responsible for performing the work
- The allocation of resources and the availability of substitutes
- Management and organization (hierarchical structure)

3. Prior experience (Maximum of 20 points)

What the proponent should provide:



- A brief description of three (3) projects that are similar in scope and nature to the project to be delivered, and have been completed by the proponent.
 - At least one (1) of these projects should demonstrate the proponent's ability to garner public support on the project design and construction. Working with residents and other stakeholders to build consensus is a strong asset for community-based projects.
- Indicate why each project is relevant to this RFP, the names of the members who were part of the project team, the dates at which the services were provided, the scope of services rendered and objectives, and the budget
- For each project, provide a client name and contact information, and indicate if the project was performed as part of a joint venture, and if so, what were the responsibilities of each member entities

4. Skills and experience of key staff (Maximum of 40 points)

What the proponent should provide:

- The proponent must demonstrate that it has key staff members with skills, capacity, and know-how to perform the services required. The following resources must be part of the team: **a senior landscape architect, a senior civil engineer, a senior site supervisor** (can be same as senior landscape architect), **a senior environmental specialist or biologist, and an intermediary landscape architect.**
- Submit the curriculum vitae of key personnel: each curriculum should clearly indicate the number of years' experience, the number of years of service to the company, studies and professional certification, and achievements.

SUBMISSION REQUIREMENTS FOR THE PRICE PROPOSAL

The price proposal is broken down into two parts:

- A fixed fee for Phase One
- An hourly rate for Phase Two.

For Phase Two: To ensure that fair and competitive hourly rates are received for



each of the positions listed, proponents must provide an hourly rate for each listed position below.

In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position senior to it. For example, if the firm does not have an Intermediary Landscape Architect, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Landscape Architect. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.

Fixed hourly rates for each category are to be provided in column B and are then multiplied by the weight factor in column A. The weight factor is for evaluation purposes only, and does represent the number of hours evaluated to complete the services requested.

Price proposals are not to include Applicable Taxes.

Table #1: Hourly rates for Phase 2 and 3

Category of Personnel	Weight Factor (A)	Fixed Hourly rate (B)	Total A x B
Senior Landscape Architect	200	\$	\$
Intermediary Landscape architect	300	\$	\$
Junior Landscape architect	100	\$	\$
Senior Engineer	100	\$	\$
Intermediary Engineer	50	\$	\$
Junior Engineer	50	\$	\$
Environmental Specialist	50	\$	\$
Draftsman	100	\$	\$
Site supervisor	100	\$	\$
Total for evaluation		\$	\$



EVALUATION AND SCORING

The **technical proposal** will be evaluated according to the clarity of the wording, and whether sufficient information has been given to permit a complete assessment of each section described above.

Each section of the proposal will be scored according to a weighted score, as described in “Submission requirements for the technical proposal”, for a maximum of 100 points.

The **price proposal** will be evaluated in the following manner:

1. We will add the fixed price for Phase One to the total for evaluation in Table #1: Hourly rates for Phase 2.
2. We will issue the lowest price proposal a price score of 100.
3. We will issue the second, third, fourth and fifth price proposal 80, 60, 40 and 20 respectively. We will issue a zero price rating to all other price proposals.

Total score

The **total score** will be calculated as follows:

$$\begin{array}{rcl} \text{Technical rating (out of 100 points) x 70\%} & = & \text{total technical score (in points)} \\ + & & \\ \text{Price rating (out of 100 points) x 30\%} & = & \text{price score (in points)} \end{array}$$

$$= \text{Total score (max. 100 points)}$$

The contract will be awarded to the proponent with the highest total score.



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'APPENDIX C'

Proposed Findlay Creek Boardwalk Extension Route

