

SCHEDULE 3

PART 1

PROPOSAL FORMAT AND EVALUATION

A1. Language of the Proposal

- A1.1 The Proponent must submit its Proposal in English in both printed copy and electronic copy. In the event of any conflict or inconsistency between the printed copy and the electronic copy of the Proposal, the printed copy shall take precedence.

A2. Organization of the Proposal

- A2.1 The Proponent shall submit its Proposal using the same headings and numbering system as set out in Parts 2 and 3 of this Schedule 3.
- A2.2 If information in a Proponent's Proposal is relevant to more than one heading or numbered section in the Proposal, the Proponent must ensure that either the information is repeated in each relevant section or that specific cross references are included to indicate where the information can be found in the Proposal. Otherwise, in evaluating and scoring a particular Evaluation Category (corresponding to a particular section of the Proposal), relevant information found elsewhere in the Proposal will not be taken into account.
- A2.3 The Proponent is encouraged, where possible, to use drawings, illustrations and diagrams to emphasize or explain a component of its Proposal.

A3. Proposal Format – Hard Copies

- A3.1 The hard copies of the Proponent's Proposal shall adhere to the following format:
- (a) double-sided on 8.5" x 11" paper and contained in standard three-ring binders or alternate secure binding where appropriate;
 - (b) single sided 11" x 17" may be used in the Proposal where appropriate (i.e. for organization charts, schedules, etc.). 11" x 17" format drawings illustrating the design concept may be bound with the explanatory text;
 - (c) the drawing component of the Technical Submission submitted in accordance with the requirements set out in Part 2 of Schedule 3 of the RFP;
 - (d) numbering placed in the following format "Copy X of Y", on the cover of each binder or bound component of the Proposal;
 - (e) single spaced text, not smaller than 11-point font, except in tables and figures where size 10-point font is acceptable;

- (f) sequentially numbered pages in each section of each package, with a numbering system that includes the section number and the page number, such that loose sheets may be easily re-inserted into the correct place;
- (g) table of contents for each package that includes page numbers, exhibits, tables, attachments and appendices; and
- (h) each component of the Proposal shall be limited to the maximum number of pages indicated in Parts 1, 2 and 3 of this Schedule 3, as applicable.

A3.2 The City may, in its sole discretion, exclude pages and/or sections from the Proposal that do not meet the requirements set out in Section A3.1.

A4. Format for Electronic Copies

A4.1 Each electronic copy of the Proposal must be submitted on a separate CD/DVD or USB format “memory stick” and should adhere to the following format:

- (a) PDF format files;
- (b) Editable format files (if applicable);
- (c) the name of the Project, the name of the Proponent and the numbering of the CD/DVD set (if applicable) or USB format “memory sticks” (as applicable) should appear on the case of each CD/DVD or USB format “memory stick” (as applicable) and on the CD/DVD or USB format “memory stick” (as applicable); and
- (d) Editable file formats that are required for specific components of the Proposal are to be included in the format indicated below:

File Type	File Format
Text Documents	Microsoft Word (“doc” or “docx” format)
Spreadsheets	Microsoft Excel (“xls” or “xlsx” format)
Drawings, Renderings and similar documents	Adobe PDF

A5. Number of Copies

A5.1 The Proponent shall submit one signed original marked “Original Copy” and six copies of the Technical Submission; and

A5.2 The Proponent shall submit, one original marked “Original Copy” and four copies of the Financial Submission, subject to the following:

- (a) The Proponent shall submit only one hard copy of the Financial Model (excluding any Re-scoping Price Adjustments);

- (b) The Proponent shall submit the Price Submission (Schedule 6 to the RFP) embedded within the Financial Model and as a separate MS Excel file; and
- (c) For each Re-scoping Price Adjustment, the Proponent shall submit one hard copy of the Re-scoping Price Submission.

A5.3 For electronic copies, the Proponent is to submit:

- (a) Three copies of the Technical Submission in PDF format;
- (b) Three copies of the Technical Submission in a file format that can be edited;
- (c) Three copies of the Financial Submission in PDF format, excluding, for clarity, any Re-Scoping Price Adjustments;
- (d) Three copies of the Financial Submission in a file format that can be edited, excluding, for clarity, any Re-scoping Price Adjustments; and
- (e) Three copies of each Re-scoping Price Submission and its corresponding Re-scoping Financial Model, as applicable.

A6. Packaging Requirements

A6.1 All boxes or other packages containing the Proposal should be clearly and legibly identified and marked with:

- (a) “Southwest Rapid Transitway (Stage 2) and Pembina Highway Underpass Project – Response to Request for Proposal No. 201-2014B”;
- (b) Name of the Contact Person;
- (c) Address for Submission;
- (d) Proponent’s Name; and
- (e) Box X of Y.

A6.2 In the Proponent’s Financial Submission,

- (a) the Price Submission, excluding the Re-scoping Price Adjustments, must be submitted in a separate, sealed envelope or package, labeled “Price Submission – No Re-scoping Price Adjustments”;
- (b) the Financial Model, excluding the Re-scoping Price Adjustments, must be submitted in a separate, sealed envelope or package labeled, “Financial Model – No Re-scoping Price Adjustments”;
- (c) the Financial Submission Information must be submitted in separate, sealed envelope or package labeled, “Financial Submission Information”; and

- (d) the Proponent shall submit each Re-scoping Price Submission and corresponding Re-scoping Financial Model (electronic copies only in respect of the model), contained within its Financial Submission, in a separate, sealed envelope or package with each labelled as, “Re-scoping Price Submission and Financial Model #1”, “Re-scoping Price Submission and Financial Model #2”, etc., as applicable.

A7. Evaluation Categories and Points

- A7.1 The contents of the Technical Submission will be evaluated against the technical evaluation categories and the contents of the Financial Submission will be evaluated pursuant to the evaluation process set out in Section A2 of Part 3 of this Schedule 3 and Section A7 of Part 1 of this Schedule 3 (collectively, the “**Evaluation Categories**”).
- A7.2 The Technical Submission Evaluation Categories and the Financial Evaluation Categories are summarized in the “Evaluation Categories” table below. The organization and structure of the Evaluation Categories for the Technical Submission correspond to the organization and structure of the Technical Submission Requirements set out in Part 2 of this Schedule 3.
- A7.3 The evaluation and scoring process will award points in each Evaluation Category. As few as zero points will be awarded for each Evaluation Category in which the Technical Submission does not adequately satisfy the Technical Submission Requirements. The maximum points available for each Evaluation Category are set out in the Evaluation Categories table below.
- A7.4 The Technical Submission must receive a score of at least 70% (175 out of 250 points) in order to achieve a “pass” in the evaluation process. The scoring of the Technical Submission will be broken down in accordance with the Evaluation Categories table below.
- A7.5 The Financial Summary and the Financing Plan must receive a score of at least 70% in order to achieve a “pass” in the evaluation process and to have the Proposal Price contained in the Price Submission considered.
- A7.6 Subject to meeting the requirement specified in A7.5, the Proposal Price will be evaluated such that the Proponent with the lowest Proposal Price shall be awarded the maximum points available for the Financial Submission (750 points), as set out in the Evaluation Categories table below. The City will deduct points on a pro rata basis from the maximum points available for the Proposal Price (750 points) for every percentage point by which the Proponent’s Proposal Price exceeds the lowest Proposal Price, as per the sample calculation provided below:

Sample Proposal Price Evaluation	Proponent A	Proponent B	Proponent C
Proposal Price	\$100	\$101	\$102
Points Awarded for Financial Submission	750	$(\$100/\$101) * 750 = \mathbf{742.57}$	$(\$100/\$102) * 750 = \mathbf{735.29}$
<i>Note: This is a sample calculation only</i>			

EVALUATION CATEGORIES	MAXIMUM POINTS
A. TECHNICAL SUBMISSION	250
1. Project Approach, Management Systems and Plans	70
1.1. Overall Approach and Proponent Team Structure and Organization	10
1.2. Quality Management System	10
1.3. Environmental Management System	10
1.4. Design and Construction Schedule	10
1.5. Safety Plan	10
1.6. Public Communication Plan	10
1.7. Risk Management Plan	10
2. Design and Construction	140
2.1. CN Rail Infrastructure Design Report	10
2.2. City Structures Design Report	20
2.3. Transitway and Roadway Infrastructure Design Report	20
2.4. Transitway Stations Design Report	20
2.5. Traffic Management Plan	40
2.6. Construction Management and Commissioning Plan	10
2.7. Aesthetics and Landscaping Report	10
2.8. Utility Infrastructure Report	10
3. Operations, Maintenance and Rehabilitation	40
3.1. OMR Plan	30
3.2. OMR Services Schedule	10
B. FINANCIAL SUBMISSION	750

EVALUATION CATEGORIES	MAXIMUM POINTS
1. Proposal Price (in Price Submission)	750
2. Financial Summary and Financing Plan	Pass/Fail
Grand Total	1000