

**FORM A: PROPOSAL**  
(See B8)

1. Contract Title                      PROFESSIONAL ENGINEERING CONSULTING SERVICES  
FOR THE NORTH END SEWAGE TREATMENT PLANT  
(NEWPCC) UPGRADE

2. Proponent

\_\_\_\_\_  
Name of Proponent (Legal Name)

\_\_\_\_\_  
Usual Business Name of Bidder as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City    Province    Postal Code

\_\_\_\_\_  
Email Address of Bidder

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City    Province    Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

(Choose one)

The Proponent is:

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person                      The Proponent hereby authorizes the following contact person to  
represent the Proponent for purposes of the Proposal.

\_\_\_\_\_  
Contact Person    Title

\_\_\_\_\_  
Telephone Number    Facsimile Number

4. Definitions                      All capitalized terms used in the Contract shall have the meanings  
ascribed to them in the General Conditions and D5.

5. Offer The Proponent hereby offers to perform the Services in accordance with the Contract for the Fees, in Canadian funds, set out in the Proposal Submission.
6. Execution of Contract The Proponent agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.
7. Commencement of the Services The Proponent agrees that no Services shall commence until it is in receipt of a notice of award from the City authorizing the commencement of the Services.
8. Contract The Proponent agrees that the Request for Proposal in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal.
9. Addenda The Proponent certifies that the following Addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	Dated
_____	_____
_____	_____
_____	_____

10. Time This offer shall be open for acceptance, binding and irrevocable for a period of one hundred and eighty (180) Calendar Days following the Submission Deadline.

11. Signatures The Proponent or the Proponent's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

Signature of Proponent or  
Proponent's Authorized Official or Officials

\_\_\_\_\_

(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_

(Print here name and official capacity of individual whose signature appears above)

Phase	Scope of Services	Fee Type	Estimated Hours A	Fee Estimate B	Allowable Disbursements C	Total Fee B+C	Category III Consultant Services	Average Hourly Rate B/A
<b>Owner's Advocate _ Design Build Services</b>								
<b>WSTP Level 1 Design (Phase 1)</b>	Project Management Level 1 Design Services	Fixed Fee						
	Combined Heat and Power Facility	Fixed Fee						
	All Other WSTP Level 1 Design Services	Fixed Fee						
<b>Subtotals WSTP Level 1 Design (Phase 1)</b>								
<b>WSTP Level 2 Design (Phase 1)</b>	Project Management Level 2 Design Services	Fixed Fee						
	Combined Heat and Power Facility	Fixed Fee						
	All Other WSTP Level 2 Design Services	Fixed Fee						
<b>Subtotals WSTP Level 2 Design (Phase 1)</b>								
<b>Procurement Services (Phase 1)</b>	Project Management Procurement Services	Fixed Fee						
	All Other Procurement Services	Fixed Fee						
<b>Subtotals Procurement Services (Phase1 )</b>								
<b>Contract Administration Services (Phase 2)</b>	Project Management Contract Administration Services	Time Based						
	Partnering	Time Based						
	Non Resident Engineering Services	Time Based						
	Resident Engineering Services	Time Based						
	Third Party Testing	Time Based						
	Commissioning	Time Based						
	All Other Contract Administration Services	Time Based						
<b>Subtotals Contract Administration Services (Phase 2)</b>								
<b>Post Construction Services (Phase2)</b>	Project Management Post Construction Services	Time Based						
	Warranty Services	Time Based						
	Two Year Operational Advice Services (on call basis)	Time Based						
	SOP, SWP, LOTO, JWA and NEWPCC Fire Safety Plan Updates	Time Based						
	NEWPCC Composite Base Plan Update	Time Based						
	All other Post Construction Services	Time Based						
<b>Subtotals Post Construction Services (Phase 2)</b>								

Phase	Scope of Services	Fee Type	Estimated Hours A	Fee Estimate B	Allowable Disbursements C	Total Fee B+C	Category III Consultant Services	Average Hourly Rate B/A	
<b>Professional Engineering _ Design Bid Build Services</b>									
<b>WSTP Levels 1 &amp; 2 Design (Phase 1)</b>	WSTP Level 1 Design								
	Project Management WSTP Level 1 Design Services	Fixed Fee							
	All Other WSTP Level 1 Design Services	Fixed Fee							
	WSTP Level 2 Design								
	Project Management WSTP Level 2 Design Services	Fixed Fee							
	All Other WSTP Level 2 Design Services	Fixed Fee							
	<b>Subtotal WSTP Level 2 Design (Phase 1)</b>								
<b>Detailed Design (Phase 3)</b>	Project Management Detailed Design Services	Time Based							
	Allowance - Modifications to enhanced preliminary design report								
	Administration Building	Time Based		1500					
	Maintenance Building	Time Based		1500					
	Detailed Design Services								
	Administration Building	Time Based							
	Maintenance Building	Time Based							
	All Other Detailed Design Services	Time Based							
	<b>Subtotal Detailed Design (Phase 3)</b>								
<b>Contract Administration Services (Phase 3)</b>	Required Contract Administration Services								
	Project Management Required Contract Administration Services	Time Based							
	Required Non-Resident Engineering Services	Time Based							
	Required Resident Engineering Services	Time Based							
	Third party testing	Time Based							
	Commissioning	Time Based							
	Operations Manuals	Time Based							
	SOP, SWP, LOTO & JWA	Time Based							
	All Other Required Contract Administration Services	Time Based							
	<b>Subtotal Required Contract Administration Services</b>								
	Optional Contract Administration Services								
	Project Management Optional Contract Administration Services	Time Based							
	Optional Non-Resident Engineering Services	Time Based							
	Optional Resident Engineering Services	Time Based							
	All Other Optional Contract Administration Services	Time Based							
<b>Subtotal Optional Contract Administration Services</b>									
	All Other Contract Administration Services	Time Based							
	<b>Subtotal Contract Administration Services (Phase 3)</b>								
<b>Post Construction Services (Phase 3)</b>	Project Management Post Construction Services	Time Based							
	Warranty Services	Time Based							
	As-built drawings	Time Based							
	All Other Post Construction Services	Time Based							
	<b>Subtotal Post Construction Services (Phase 3)</b>								

Phase	Scope of Services	Fee Type	Estimated Hours A	Fee Estimate B	Allowable Disbursements C	Total Fee B+C	Category III Consultant Services	Average Hourly Rate B/A
<b>Professional Engineering _ Special Services</b>								
<b>Thermal Hydrolysis Pre-selection and Procurement Conditions (Phase 1)</b>	Project Management Special Services	Time Based						
	Thermal hydrolysis pre-selection strategy	Time Based						
	Cost Estimates	Time Based						
	Pre-selection RFP and associated documents	Time Based						
	Evaluation Matrix, Proposal evaluation Reports and Recommendation	Time Based						
	All Other Thermal Hydrolysis Pre-selection and Procurement Conditions Services	Time Based						
<b>Subtotal Thermal Hydrolysis Pre-Selection and Procurement Conditions (Phase 1)</b>								
<b>Contract Administration Services – Struvite Recovery System (Phase 1)</b>	Project Management Contract Administration Services - Struvite Recovery System (Required and Optional)	Time Based						
	Non-Resident Engineering Services (Required and Optional)	Time Based						
	Resident Engineering Services (Required and Optional)	Time Based						
	Commissioning	Time Based						
	SOP, SWP, LOTO & JWA	Time Based						
	All Other Contract Administration Services - Struvite Recovery System (Required and Optional)	Time Based						
<b>Subtotal Contract Administration Services - Struvite Recovery System (Required and Optional) (phase 1)</b>								
<b>FEE Summation</b>								
<b>Total Phase 1 Fees</b>								
<b>Subtotal Phase 2 Fees</b>								
<b>Subtotal Phase 3 Fees</b>								
<b>Total Fees Phase 2 + Phase 3</b>								
<b>Total Fees (Phase 1+Phase2+Phase 3)</b>								

Total Phase 1 in Figures (without GST and MRST) Canadian Dollars \_\_\_\_\_  
( In Words) \_\_\_\_\_

Total Phase 2 + Phase 3 in Figures (without GST and MRST) Canadian Dollars \_\_\_\_\_  
( In Words) \_\_\_\_\_

Total Fees (Phase 1 + Phase 2 +Phase 3) in Figures (Without GST and MRST ) Canadian Dollars \_\_\_\_\_  
( In Words) \_\_\_\_\_

Name of Proponent \_\_\_\_\_

Item #	Description*	Name of Personnel (Where applicable)	2016	2017	2018	2019	2020	2021	2022	2023	2024
A	<b>Project direction / project management</b>										
A.1	Principal in charge										
A.2	Owner's Advocate project manager										
A.3	Project Manager (DBB)										
A.4	Design Build Procurement Lead										
A.5	Lead Resident Engineer (DB)										
A.6	Non-resident engineer (DB)										
A.7	Resident Engineer (DBB)										
A.8	Non-resident engineer (DBB)										
A.9	Lead Commissioning Expert										
A.10	Clerks										
A.11	Others (identify)										
A.11.1	#1										
A.11.2	#2 etc.										
B	<b>Electrical</b>										
B.1	Discipline Leader										
B.2	Senior engineers										
B.2.1	#1										
B.2.2	#2 etc.										
B.3	Intermediate engineers										
B.3.1	#1										
B.3.2	#2 etc.										
B.4	Junior engineers										
B.5	Senior technicians / technologists										
B.6	Intermediate technicians / technologists										
B.7	Junior technicians / technologists										
B.8	Experts/advisers										
B.8.1	#1										
B.8.2	#2 etc.										
C	<b>Instrumentation, Controls &amp; Automation</b>										
C.1	Discipline Leader										
C.2	Senior engineers										
C.2.1	#1										
C.2.2	#2 etc.										
C.3	Intermediate engineers										
C.3.1	#1										
C.3.2	#2 etc.										
C.4	Junior engineers										
C.5	Senior technicians / technologists										
C.6	Intermediate technicians / technologists										
C.7	Junior technicians / technologists										
C.8	Experts/advisers										
C.8.1	#1										
C.8.2	#2 etc.										
D	<b>Structural</b>										
D.1	Discipline Leader										
D.2	Senior engineers										
D.2.1	#1										
D.2.2	#2 etc.										
D.3	Intermediate engineers										
D.3.1	#1										
D.3.2	#2 etc.										
D.4	Junior engineers										
D.5	Senior technicians / technologists										
D.6	Intermediate technicians / technologists										
D.7	Junior technicians / technologists										
D.8	Experts/advisers										
D.8.1	#1										
D.8.2	#2 etc.										

\* Proponents shall insert job descriptions/titles used in their company(ies) and that of their Subconsultants.

Item #	Description	Name of Personnel (Where applicable)	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>E</b>	<b>Process - Liquid &amp; Sludge Stream</b>										
E.1	Discipline Leader										
E.2.5	Senior engineers										
E.2.1	#1										
E.2.2	#2 etc.										
E.3	Intermediate engineers										
E.3.1	#1										
E.3.2	#2 etc.										
E.4	Junior engineers										
E.5	Senior technicians / technologists										
E.6	Intermediate technicians / technologists										
E.7	Junior technicians / technologists										
E.8	Experts/advisers										
E.8.1	#1										
E.8.2	#2 etc.										
<b>F</b>	<b>Process Mechanical and Hydraulics</b>										
F.1	Discipline Leader										
F.2	Senior engineers										
F.2.1	#1										
F.2.2	#2 etc.										
F.3	Intermediate engineers										
F.3.1	#1										
F.3.2	#2 etc.										
F4	Junior engineers										
F5	Senior technicians / technologists										
F6	Intermediate technicians / technologists										
F7	Junior technicians / technologists										
F8	Experts/advisers										
F.8.1	#1										
F.8.2	#2 etc.										
<b>G</b>	<b>Civil Works</b>										
G.1	Discipline Leader										
G.2	Senior engineers										
G.2.1	#1										
G.2.2	#2										
G.2.3	#3										
G.3	Intermediate engineers										
G.3.1	#1										
G.3.2	#2 etc.										
G.4	Junior engineers										
G.5	Senior technicians / technologists										
G.6	Intermediate technicians / technologists										
G.7	Junior technicians / technologists										
G.8	Experts/advisers										
G.8.1	#1										
G.8.2	#2 etc.										

\* Proponents shall insert job descriptions/titles used in their company(ies) and that of their Subconsultants.

Item #	Description	Name of Personnel (Where applicable)	2016	2017	2018	2019	2020	2021	2022	2023	2024
H	<b>HVAC</b>										
H.1	Discipline Leader										
H.2	Senior engineers										
H.2.1	#1										
H.2.2	#2 etc.										
H.3	Intermediate engineers										
H.3.1	#1										
H.3.2	#2 etc.										
H.4	Junior engineers										
H.5	Senior technicians / technologists										
H.6	Intermediate technicians / technologists										
H.7	Junior technicians / technologists										
H.8	Experts/advisers										
H.8.1	#1										
H.8.2	#2 etc.										
I	<b>Architectural</b>										
I.1	Discipline Leader										
I.2	Senior engineers										
I.2.1	#1										
I.2.2	#2 etc.										
I.3	Intermediate engineers										
I.3.1	#1										
I.3.2	#2 etc.										
I.4	Junior engineers										
I.5	Senior technicians / technologists										
I.6	Intermediate technicians / technologists										
I.7	Junior technicians / technologists										
I.8	Experts/advisers										
I.8.1	#1										
I.8.2	#2 etc.										
J	<b>Design Build Resident Engineering Team</b>										
J.1	#1										
J.2	#2										
J.3	#3										
J.4	#4										
J.5	#5										
K	<b>Additional on-site staff (e.g. site engineers, quantity surveyors, commissioning engineers...)</b>										
K.1	#1										
K.2	#2										
K.3	#3										
K.4	#4										
K.5	#5										
L	<b>Others (identify)</b>										
L.1	#1										
L.2	#2										
L.3	#3										
L.4	#4										
L.5	#5										

\* Proponents shall insert job descriptions/titles used in their company(ies) and that of their Subconsultants.





**FORM C-1: EXPERIENCE OF PROPONENT AND SUBCONSULTANT**  
Projects for B10.3

<input type="checkbox"/> <b>Proponent</b>	<b>Name:</b> <i>Name of Proponent or Subconsultant</i>		<b>Project # : ___ of 2</b>
<input type="checkbox"/> <b>Subconsultant</b>			
<b>Project Name:</b>			
<b>Project Owner:</b>			
<b>Start Date: Month/Year</b>		<b>Completion Date:</b>	
<b>Project Description:</b> <i>Include water or wastewater treatment plant capacity; indicate the treatment processes and other relevant information demonstrating similarity to project criteria in B10.3.</i>			
<b>Design Build RFQ and RFP Description:</b> <i>Provide clear and comprehensive description of the municipal Design Build RFQ and RFP preparation, Design Build procurement process, role of the Proponent or Subconsultant and construction value.</i>			
<b>*Reference Name (Project owner)</b>	<b>Title/Function</b>	<b>Email</b>	<b>Phone Number</b>
<b>#1</b>			
<b>#2</b>			

**Repeat the above for each project related to B10.3 on additional sheets**

\*References may be used to confirm the information provided. Incorrect or out of date contact information may negatively impact the evaluation

**FORM C-2: EXPERIENCE OF PROPONENT AND SUBCONSULTANT**  
Projects for B10.4

<input type="checkbox"/> <b>Proponent</b>		<b>Name:</b> <i>Name of Proponent or Subconsultant</i>		<b>Project # : ____ of 3</b>	
<input type="checkbox"/> <b>Subconsultant</b>					
<b>Project Name:</b>					
<b>Project Owner:</b>					
<b>Start Date: Month/Year</b>				<b>Completion Date:</b>	
<b>Project Description:</b> <i>Include project objectives; influent flow of wastewater treatment plant in average day; indicate the treatment processes for the liquid and sludge stream; identify influent temperature of the wastewater and other relevant information demonstrating similarity to project criteria in B10.4.</i>					
<b>Consultant/Subconsultant Services Description:</b> <i>Provide a clear and comprehensive description of the project objectives, Consultant services, details of the role of the Consultant/ Subconsultant; (indicate involvement in wastewater facility planning; wastewater treatment design, management of construction, contract administration, plant commissioning and related services, and identify Project procurement model).</i>					
<b>Project Innovations:</b> <i>Describe the innovations and the benefits your firm brought to the submitted Project in terms of the overall Project cost, ease of tie-ins, ease of commissioning and obtaining operator, maintenance and equipment manufacturer experiences and incorporating them into the design.</i>					
<b>Original and Final Cost</b> <i>Provide the value of the scope of the Consultant services assignment and the value of the construction. Identify the amount of scope changes and the reasons for each of them.</i>					
<b>Design and Construction Schedules</b> <i>Include anticipated project schedule and actual project delivery schedule, showing design schedules and the construction schedules and provide the reasons for any discrepancies between the two (if any).</i>					
<b>*Reference Name</b>		<b>Title/Function</b>	<b>Email</b>		<b>Phone Number</b>
#1					
#2					
<b>Proponent Representative Signature:</b>			<b>Subconsultant Representative Signature:</b>		
<b>Date:</b>					

Repeat the above for each project related to B10.4 on additional sheets

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**FORM D: EXPERIENCE OF KEY PERSONNEL**

<b>Name of Proponent/Partner/Subconsultant:</b>				
Key personnel name				
Current employer				
Current role		Current location		
Availability		Residency/Citizenship status		
Period of commitment				
<b>Proposed Role and Responsibilities:</b>				
Proposed role				
Proposed base location (City, Country)				
Proposed responsibilities				
<b>Capabilities, Skills and other information:</b>				
Core capabilities and/or Technical skills	<i>Indicate how skills, experience and capabilities match the scope of services.</i>			
Education background and degrees				
Professional recognition and titles				
Years of experience in similar role as proposed				
Years of experience with current employer				
<b>Project #1</b>				
Role on the project				
Project name and owner				
Project award and completion dates				
Project description				
Responsibilities & achievements				
Reference*	<b>Name</b>	<b>Title/Function</b>	<b>Email</b>	<b>Phone Number</b>
#1				
#2				

\*References may be used to confirm the information provided. Incorrect or out of date contact information may negatively impact the evaluation.

<b>Name of Proponent/Partner/Subconsultant:</b>				
<b>Project # 2</b>				
Role				
Project name and owner				
Project Award and completion dates				
Project description				
Responsibilities & achievements				
<b>*Reference</b>	<b>Name</b>	<b>Title/Function</b>	<b>Email</b>	<b>Phone Number</b>
#1				
#2				

\*References may be used to confirm the information provided. Incorrect or out of date contact information may negatively impact the evaluation

I certify that _____ [Insert Name] is available on the above identified basis.	Name:	Title:	Signature:
	_____	_____	_____