

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)

**FORM B: FEES
SUMMARY OF ALL FEES**

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
Owner's Advocate _ Design Build Services								
WSTP Level 1 Design (Phase 1)	Project Management Level 1 Design Services	Fixed Fee						
	Combined Heat and Power Facility	Fixed Fee						
	All Other WSTP Level 1 Design Services	Fixed Fee						
Subtotals WSTP Level 1 Design (Phase 1)								
WSTP Level 2 Design (Phase 1)	Project Management Level 2 Design Services	Fixed Fee						
	Combined Heat and Power Facility	Fixed Fee						
	All Other WSTP Level 2 Design Services	Fixed Fee						
Subtotals WSTP Level 2 Design (Phase 1)								
Procurement Services (Phase 1)	Project Management Procurement Services	Fixed Fee						
	All Other Procurement Services	Fixed Fee						
Subtotals Procurement Services (Phase 1)								
Contract Administration Services (Phase 2)	Project Management Procurement 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						
Subtotals Contract Administration Services (Phase 2)								
Post Construction Services (Phase 2)	Project Management Procurement Services	Time Based						
	Warranty Services	Time Based						
	Two Year Operational Advice Services (on call basis)	Time Based						
	SOP, SWP, LOTO & JWA Updates	Time Based						
	NEWPCC Composite Base Plan Update	Time Based						
	All other Post Construction Services	Time Based						
Subtotals Post Construction Services (Phase 2)								

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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	
Professional Engineering _ Design Bid Build Services									
WSTP Levels 1 & 2 Design (Phase 1)	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							
Subtotals WSTP Level 2 Design (Phase 1)									
Detailed Design (Phase 3)	Project Management Detailed Design Services	Time Based							
	Allowance - Modifications to EPD 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							
Subtotals Detailed Design (Phase 3)									
Contract Administration Services (Phase 3)	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							
	Subtotal Required Contract Administration Services								
	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							
	Subtotal Optional Contract Administration Services								
	All Other Contract Administration Services	Time Based							
Subtotals Contract Administration Services (Phase 3)									

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SUMMARY OF ALL FEES**

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
Professional Engineering _ Design Bid Build Services								
Post Construction Services (Phase 3)	Project Management Post Construction Services	Time Based						
	Warranty Services	Time Based						
	As-built drawings	Time Based						
	All Other Post Construction Services	Time Based						
Subtotals Post Construction Services (Phase 3)								
FEE Summation								
Total Fixed Fee (Phase 1)								
Subtotal Time Based Fees (Phase 2)								
Subtotal Time Based Fees (Phase 3)								
Total Time Based Fees (Phase 2 + Phase 3)								
Total Fees (Phase 1+Phase 2+Phase 3)								

Total Fixed Fees (Phase 1) in Figures (without GST and MRST)

Canadian Dollars

(In Words)

Total Time Based Fees (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)	2018	2019	2020	2021	2022
A	Project direction / project management						
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	Electrical						
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	Instrumentation, Controls & Automation						
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	Structural						
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)	2018	2019	2020	2021	2022
E	Process - Liquid & Sludge Stream						
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.						
F	Process Mechanical and Hydraulics						
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.						
G	Civil Works						
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)	2018	2019	2020	2021	2022
H	HVAC						
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	Architectural						
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	Design Build Resident Engineering Team						
J.1	#1						
J.2	#2						
J.3	#3						
J.4	#4						
J.5	#5						
	Additional on-site staff (e.g. site engineers, quantity surveyors, commissioning engineers...)						
K							
K.1	#1						
K.2	#2						
K.3	#3						
K.4	#4						
K.5	#5						
L	Others (identify)						
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"/> Proponent	Name: <i>Name of Proponent or Subconsultant</i>		Project # : ___ of 2
<input type="checkbox"/> Subconsultant			
Project Name:			
Project Owner:			
Start Date: Month/Year		Completion Date:	
Project Description: <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>			
Design Build RFQ and RFP Description: <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>			
*Reference Name (Project owner)	Title/Function	Email	Phone Number
#1			
#2			

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"/> Proponent		Name: <i>Name of Proponent or Subconsultant</i>		Project # : ____ of 3	
<input type="checkbox"/> Subconsultant					
Project Name:					
Project Owner:					
Start Date: Month/Year				Completion Date:	
Project Description: <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>					
Consultant/Subconsultant Services Description: <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>					
Project Innovations: <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>					
Original and Final Cost <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>					
Design and Construction Schedules <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>					
*Reference Name		Title/Function	Email		Phone Number
#1					
#2					
Proponent Representative Signature:			Subconsultant Representative Signature:		
Date:					

Repeat the above for each project related to B10.4 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 D: EXPERIENCE OF KEY PERSONNEL

Name of Proponent/Partner/Subconsultant:				
Key personnel name				
Current employer				
Current role		Current location		
Availability		Residency/Citizenship status		
Period of commitment				
Proposed Role and Responsibilities:				
Proposed role				
Proposed base location (City, Country)				
Proposed responsibilities				
Capabilities, Skills and other information:				
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				
Project #1				
Role on the project				
Project name and owner				
Project award and completion dates				
Project description				
Responsibilities & achievements				
Reference*	Name	Title/Function	Email	Phone Number
#1				
#2				

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

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