

RFP 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 RFP 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 may 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 should 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 RFP Schedule 3;
 - (d) numbering placed in the following format "Copy x of y", and on the cover of each binder or bound component of the Proposal;
 - (e) single spaced text, not smaller than 11-point Arial 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 should be limited to the maximum number of pages indicated in parts 1, 2 and 3 of this RFP 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 USB format “memory stick” and should adhere to the following format:

- (a) searchable PDF format files:
 - (i) files should be configured so that the reader can read the document by scrolling down from page to page and not side to side (except for Schedule submissions, see below); and
 - (ii) for submissions produced in scheduling software (e.g. Oracle Primavera or Microsoft Projects), the PDF file should be readable when printed out on tabloid size (11 x 17) sheets;
- (b) the name of the Project, the name of the Proponent and the numbering of the USB format “memory sticks” (as applicable) should appear on the case of each USB format “memory stick” (as applicable) and on the USB format “memory stick” (as applicable).

A5. Number of Copies

A5.1 The Proponent shall submit 1 signed original (paper) marked “Original” and 4 hard copies of the Technical Submission.

A5.2 The Proponent shall submit 1 original (paper) marked “Original” and 3 hard copies of the Financial Submission, subject to the following:

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

- (a) 1 complete USB format “memory” sticks containing the Technical Submission in searchable PDF format; and
- (b) 1 complete USB format “memory” sticks containing the Financial Submission in searchable PDF format.

A6. Packaging Requirements

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

- (a) “Design Build of North End Sewage Treatment Plant (NEWPCC) Upgrade: Headworks Facilities – Response to Request for Proposal No. 659-2018B”;
- (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 Financial Submission must be submitted in a separate, sealed envelope or package, labeled "Financial Submission"; and
- (b) the financial and business information, if applicable in accordance with Part 3 of this Schedule 3, must be submitted in separate, sealed envelope or package labeled, "Financial and Business Information".

A7. Evaluation Categories

A7.1 The contents of the Technical Submission will be evaluated considering the technical evaluation criteria, as grouped into categories and set out in Part 2 of this Schedule 3 and the contents of the Financial Submission will be evaluated pursuant to the evaluation process set out in Part 3 of this Schedule 3 (collectively, the "**Evaluation Categories**").

A7.2 The Technical Submission Evaluation Categories are summarized as follows:

- (a) Management Systems and Plans:
 - (i) Project Management Plan;
 - (ii) Construction Quality Management Plan;
 - (iii) Document Management Plan;
 - (iv) Design Management Plan;
 - (v) Construction Management Plan;
 - (vi) Community Impact Mitigation Management Plan;
- (b) Project Schedule:
 - (i) Project Schedule with narrative;
- (c) Design Report and Drawings:
 - (i) General;
 - (ii) Architectural;
 - (iii) Geotechnical and Hydrogeological;
 - (iv) Civil;

- (v) Structural;
- (vi) Process Mechanical;
- (vii) Building Mechanical;
- (viii) Electrical; and
- (ix) Automation.

A7.3 The evaluation and scoring process, as set out in Part 2 of this Schedule 3, will award points in each Evaluation Category in the Technical Submission. As few as 0 points may be awarded for each Evaluation Category in accordance with the evaluation criteria. The maximum points available for the Technical Submission is **700** points.

A7.4 The Technical Submission must receive a score of at least **60%** (**420** out of **700** points) in order to achieve a “pass” in the evaluation process and to have the Financial Submission considered.

A7.5 the Financial Submission Evaluation Categories are summarized as follows:

- (a) Price Score; and
- (b) Financial and Business Information (as applicable).

The evaluation process, as set out in Part 3 of this Schedule 3, will award points in the Price Score Evaluation Category for the Financial Submission. If provided, the Financial and Business Information will be evaluated on a pass/fail basis. The maximum points available for the Financial Submission is **300** points.