



REQUEST FOR PROPOSALS ENGINEERING SERVICES

Borden-Carleton Food Incubator
28,000 sqft Building Renovations
169 Industrial Drive,
Borden-Carleton, PEI

APRIL 28, 2021

Submit to Barbara Weeks,
Executive Director
Central Development Corporation
barb@centralpei.ca

SUBMISSION DEADLINE: May 21, 2021

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1.0 INTRODUCTION AND PURPOSE

Proposals shall be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, "Engineering Services 169 Industrial Drive, Borden-Carleton" Central Development Corporation, Barbara Weeks, Executive Director; 106 Linkletter Ave, Central Bedeque, PEI, C0B 1G0", and must be received by the Executive Director before **2:00 pm AST on Friday, May 21, 2021**. It is the responsibility of the bidder to deliver the sealed tender to the above address before the time indicated. Late proposals will not be accepted and will be returned to the Proponent.

Any addenda will be posted on **the Central Development Corporations** website at www.centraldevelopmentcorp.ca under "NEWS". Proponents are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. CDC is not responsible for ensuring bidders have obtained addenda.

Two (2) copies of the submission document are required. No fax, email or electronic documents will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the proposal would be appreciated either included in the envelope noted above or e-mailed following the closing date and time. It is the proponent's responsibility to ensure that the hard copies of their submission are received prior to the deadline noted above.

The selection of vendor resulting from this Request for Proposal shall be done, upon approval by The Board of Directors and Selection Committee, as soon as practical after proposal evaluations have been completed.

This RFP creates no obligation on the part of Central Development Corporation to award the contract or to reimburse proponents for proposal preparation expenses. Central Development Corporation reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of CDC. The decision on which tender best satisfies the needs of CDC rests solely with CDC and any decision is not open to appeal. Submissions will not be evaluated if the Proponent's current or past corporate or other interests may, in CDC's opinion, give rise to a conflict in connection with this project. CDC specifically reserves the right to reject all tenders if none is considered to be satisfactory and, in that event, at its option, to call for additional tenders. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of CDC or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of CDC, whether or not a bid or bidder otherwise satisfies the requirements of the RFP, CDC may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with CDC within the five (5) year period immediately preceding the date on which the request for Proposals was published.

CDC's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with CDC or other institutions.

CDC may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation, or circumstance, as solely determined by CDC.

Any potential conflict of interest must be disclosed to CDC in writing. Any conflict of interest identified will be considered and evaluated by CDC. CDC has the sole discretion to take the steps deemed necessary to resolve the conflict. If, during the term of the contract, a conflict or risk of conflict of interest should arise, the Contractor will notify CDC immediately in writing of that conflict or risk and take any steps that CDC reasonably requires to resolve the conflict or deal with the risk.

CDC will pay the successful proponent via cheque. The successful proponent will be required to provide all the necessary information to ensure CDC has the correct billing information before any invoices are due and payable.

Any questions in respect of this Request for Proposals, please contact barb@centralpei.ca Questions must be received no later than 5:00pm AST May 17, 2021.

1.1 OVERVIEW

As the only remaining Regional Economic Development Agency of its kind, Central Development Corporation (CDC) has been providing community economic development support since 1995 when it evolved out of the former East Prince Area Industrial Commission. CDC is a non-profit organization with a mandate to facilitate community and economic development. Originally focusing on the central region of PEI (rural areas between Summerside and Charlottetown), in 2015-2016 CDC began to extend its reach to support rural economic development across the Province of PEI.

Central Development Corporation (CDC) is a not for profit community economic development organization that strives to foster a strong economic environment in Central PEI; one that is supportive of businesses while nurturing community growth.

With an adjusted operational strategy aimed at an increased emphasis on long term sustainability within the organization and its initiatives, CDC has focused on the delivery of three key services to support economic development in rural communities.

Project Coordination: The coordination of project planning, development and implementation services, to strategic community and economic development initiatives.

Program Administration: Similar to project coordination, program administration is the delivery of on-going programs aimed at enhancing business skills, promoting entrepreneurship or supporting the not for profit sector.

Property Management: With over 95,000 square feet of commercial space currently under management, CDC is well positioned to expand on this area of expertise.

1.2 PURPOSE

Central Development Corporation is issuing this Request for Proposals (RFP) with the goal of hiring an engineering consulting firm to complete the engineering work for a retrofit at our recently acquired 28,000 square foot building located at 169 Industrial Drive in Borden-Carleton, PEI. This retrofit is to include all the necessary materials required to become a registered food production facility.

The intent of this work is to identify a single engineering consulting firm to work with CDC to complete all major engineering services, project management, tender work required for this project. The work, described in more detailed herein, is to include all work necessary, including surveying, inspection, design, etc., and follow The National Building Code, CFIA guidelines and industry best practices to complete the necessary work.

The proponent is expected to provide both a Class D estimate as the design work begins, and a Class A estimate to be provided with the tender documents.

The intent of the RFP is to award the work to a qualified proponent with relevant experience and proven successes with projects of a similar nature that can see this project through to completion.

1.3 NON-MANDATORY SITE VISIT

A non-mandatory site visit will be provided to prospective proponents to ensure all parties are aware of the details of the land. Site visit will be held at the following location and time:

DATE: Monday, May 10, 2021 at 3:00pm AT

LOCATION: 169 Industrial Drive, Borden-Carleton, PE

Proponents who do not attend the site meeting will not be precluded from submitting a proposal. Prospective proponents planning to attend the meeting should register and email the following information to the RFP contact no later than **2:00pm Friday May 7, 2021: The attendees full name, Job Title and contact information, and Company Name.**

2.0 REQUEST FOR PROPOSAL TERMS

CDC has formulated the terms and procedures set out in this RFP to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

2.1 DEFINITIONS

Throughout this Request for Proposal, terminology is used as follows:

- a) “CDC” means Central Development Corporation.
- b) “Administrator” means the person or persons designated within the bylaws of CDC as responsible for giving direction to or negotiating with a potential or successful proponent.
- c) “Agreement” means the written agreement, consisting of the agreement documents signed between CDC and the successful proponent pursuant to this RFP and the successful proposal.
- d) “Agreement Documents” means the instructions to proponents, scope of service, addenda, response to the RFP, and the acceptance of proposal together with all subsequently negotiated agreements, written amendments, modifications, and supplements to such documents and all written authorizations signed by the administrator(s) amending, deleting, or adding to the contract.
- e) “Contract” means the written agreement or Purchase Order resulting from this Request for Proposal, in accordance with this Request for Proposal.
- f) “Contractor” means a successful Proponent to this Request for Proposal who enters into a written Contract with CDC.
- g) “Must”, “mandatory”, “required”, or “shall” means a requirement that must be met in order for a proposal to receive consideration.
- h) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
- i) “Proposal” means the Proponent’s response to this “Request for Proposal”.
- j) “Requirements” means those services described in the Scope of Service section of this RFP.
- k) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.2 NO OBLIGATION TO PROCEED

Though CDC fully intends at this time to proceed through the RFP, CDC is under no obligation to proceed to the purchase, or any other stage. The receipt by CDC of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on CDC. There is no guarantee by CDC, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with CDC.

2.3 CANCELLATION

The RFP may be cancelled in whole or in part without penalty, when, in the opinion of CDC:

- I. There has been a substantial change in the requirements after this RFP has been issued;
- II. Information has been received by CDC, after issuance of this RFP, that CDC feels substantially alters the specified procurement;
- III. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or;
- IV. CDC, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

Central Development Corporation may cancel this RFP, reject all proposals, or seek to acquire the subject of this RFP through a new RFP or by other means.

CDC reserves the right to cancel any request for tender at any time without recourse by the contractor. CDC has the right to not award this work for any reason including choosing to complete the work with the Owners' own forces.

2.4 DECISION-MAKING

CDC has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion.

2.5 ENQUIRIES

CDC has endeavoured to provide complete, correct information and estimates to enable proponents to properly assess and determine the scope and complexity of the work required to submit a response to this RFP. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Proposal are to be directed, in writing, by email, to barb@centralpei.ca. Information obtained from any other source is not official and should not be relied upon. CDC will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at CDC's option by way of an addendum. Any enquiries regarding this Request for Proposal must be submitted before May 17th, 2021. Any enquiries submitted after this date may remain unanswered.

2.6 ERRORS AND OMISSIONS

Any ambiguities, inconsistencies, uncertainties or other errors related to this document of which any proponent may become aware should be directed, in writing, to barb@centralpei.ca. If necessary, response to such items shall be made by way of an addendum, which will be posted, serially, on the "NEWS" page of CDC's website.

2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS

Central Development Corporation reserves the right to modify the terms of this Request for Proposal by way of an addendum at any time prior to closing, at its sole discretion. All information will be posted to the **the Central Development Corporations** website at www.centraldevelopmentcorp.ca under “NEWS”.

2.8 ELIGIBILITY

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in CDC’s opinion, give rise to a conflict of interest in connection with this RFP.

2.9 EVALUATION COMMITTEE

Evaluation of proposals will be by a committee formed by CDC Board of Directors, partners and other individuals CDC feels necessary to include.

2.10 EVALUATION AND SELECTION

Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. CDC’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and have agreed that the decision of the Evaluation Team will be final and binding.

2.11 PROPOSAL CLARIFICATION

CDC reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of CDC, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with CDC on any such inquiry, and to provide, at the Proponent’s own expense, any such clarification and/or verification as requested by CDC.

Inquiries made of one or more proponents for the above purpose will not obligate CDC to clarify or seek further information from any or all other proponents.

2.12 DEBRIEFING

Unsuccessful Proponents may request a debriefing meeting with members of the CDC Board of Directors Selection Committee.

2.13 SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. All proponents who

operate through an incorporated company shall affix their corporate seal to the submission documents in addition to the authorized signature.

2.14 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

If alternative solutions are offered, which, in the Proponent’s opinion may be advantageous to CDC, economic or otherwise, please submit the information in the same format as a separate proposal. This alternative should clearly enumerate the advantages as well as any associated cost implications. Please indicate that it is an alternative to the initial submission and not a replacement by writing “Alternative Submission #” on the envelope as well as in the document itself.

2.15 CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by CDC for purposes of clarification.

2.16 IRREVOCABILITY OF PROPOSALS

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to CDC. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as “Resubmission #” along with the name of the Request for Proposal and to the attention of the Executive Director, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful and CDC should decide to proceed, the Proponent will enter into a contract with Central Development Corporation by signing a contract document.

2.17 COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Proponent at no charge.

2.18 SUB-CONTRACTING

- I. Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful

- interconnection of the two product or service lines and this must be defined in the proposal.
- II. Sub-contracting to any firm or individual who's current or past corporate or other interests may, in CDC's opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
 - III. Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by CDC.

2.19 ASSIGNMENT

This RFP and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

2.20 CONFIDENTIALITY

The successful proponent agrees not to release or, in any way, cause to release any confidential information of Central Development Corporation unless an appropriate official of CDC has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Proposal as confidential, to use such information only for purposes of responding to this Request for Proposal, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in CDC's reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by CDC to evaluate the Proponents creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that it may gain access to through this RFP in accordance with the requirements of privacy laws, and in a manner consistent with CDC's published privacy policies, as amended from time to time.

2.21 CONFLICT OF INTEREST

Any potential conflict of interest must be disclosed to CDC in writing. Any conflict of interest identified will be considered and evaluated by CDC. CDC has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the successful proponent will notify CDC immediately in writing of that conflict or risk and take any steps that CDC reasonably requires to resolve the conflict or deal with the risk.

2.22 LAWS OF PRINCE EDWARD ISLAND

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

2.23 FINAL AGREEMENT

This solicitation does not contain all terms and conditions necessary for conducting business with Central Development Corporation.

2.24 GRATUITIES

Central Development Corporation may, by written notice to a proponent, cancel any contract if it is found by CDC that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

2.25 INSURANCE AND WORKERS COMPENSATION

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of Central Development Corporation (CDC) and the amount of coverage shall be not less than Five Million dollars (\$5,000,000.00) per occurrence and to indemnify and save harmless CDC in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold CDC harmless and indemnified for all such damages and claims for damages.

A Certificate of General Liability Insurance covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than five million dollars (\$5,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to CDC will be furnished. Such insurance shall have CDC as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against CDC. CDC requires an advance 30-day notice should the policy be cancelled or changed in any manner. The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured-retention / deductible shall not exceed \$10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit. A business licensed to conduct business in the Province of Prince Edward Island shall underwrite the policy.

The undersigned is required to have in place adequate coverage and be in good standing with the

Workers Compensation Board of Prince Edward Island during the term of provision of all services to Central Development Corporation. Proof of coverage may be requested at the commencement of any contract or the provision of any services to Central Development Corporation. The Company awarded this tender will be required to provide proof that their Company complies with all the provisions of the PEI Occupational Health and Safety Act. During the progress of the awarded work, Companies will be required, on the request of CDC, to provide written verification that their work is in compliance.

2.26 PERFORMANCE

CDC has the right to cancel agreements based on performance with CDC as the sole judge of that performance.

2.27 VALIDITY OF PROPOSALS

All Proposals must remain valid and open for acceptance by CDC for a period of one hundred, twenty (120) days after the closing date. This period may be extended if requested by CDC and agreed to by the Proponent in writing.

2.28 PROPOSED CONTRACT TERM

The proposed term of this agreement shall be such that the work is completed prior to May 2022. Please note, that during the kick-off meeting between CDC and the Proponent, the two (2) parties will set deadlines for each phase of the project noted herein.

3.0 SCOPE OF WORK

3.1 REQUIREMENTS AND SCOPE OF SERVICE

The Proponent is required to produce various designs, construction drawings and tender documents for Central Development Corporation, as identified below. As part of the proposal, the Proponent needs to clearly identify that they understand the requirements of the work and that they have a good working knowledge of CDC's existing specifications and infrastructure. The Proponent shall ensure that each item below is priced as a lump sum, and that all incidentals, including but not limited to, numerous in person meetings with Central Development Corporation staff, topographic surveys, additional resources, travel expenses incurred by the Proponent, etc. are included in the price. CDC shall not compensate for additional or unforeseen travel expenses incurred by the Proponent as a result of travel restrictions or other Chief Public Health Office mandates limiting or restricting travel within or to Prince Edward Island, or mandates from similar government entities restricting or limiting travel from Prince Edward Island to other jurisdictions. The Proponent shall be responsible to ensure they are familiar with the job site and understand the scope of work and expectations to complete the work. The Proponent shall clearly identify the staff who will be assigned to each stage of the project and their relevant experience. The proposal shall also include a schedule that identifies how long each stage of the project is expected to take to complete. The project outlined below is included in this proposal:

Borden-Carleton Food Incubator

The Proponent will be responsible to design, provide an engineer’s estimate, complete construction drawing and develop the tender documents for the construction of all refitting required in the building fit up. Preliminary designs plans are attached in Schedule “A” following guidelines set out for a Canadian Food Inspection Agency federally registered food production facility.

3.2 ANTICIPATED TIMEFRAMES

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by Central Development Corporation.

Event Anticipated Dates

Request for Proposal issued	April 28, 2021
Non-Mandatory Site-Visit	May 10, 2021
Last Date for Submission of Questions	May 18, 2021
Request for Proposal closes	May 21, 2021
Anticipated Contract Award	June 11, 2021
Project Completed	December 31, 2021

3.3 PROPOSED PROPOSAL LAYOUT

The attached Proponent Information Sheet is to be included inside the front cover of the response.

For the ease of evaluation and review, submissions should follow the following layout:

Section 1: Firm Background

- a) Summary of firm
- b) Summarized resume of Project Manager
- c) A list of team members and their qualifications
- d) Examples of work completed to date related to this work
- e) Firm references

Section 2: Methodology

- a) Restatement of proponents understanding of the project objectives based on the scope of this RFP.
- b) Outline and brief description of process and methodology of completing each project of the work and estimated level of effort required for each project.

- c) Plan for assessing existing infrastructure rehabilitation needs.
- d) Other aspects the proponent feels should be included in the scope of work and their plan to deliver.

Section 3: Timelines and Reporting

- a) Identification of key dates and overall timeline including key milestones.
- b) Proposed reporting frequency and quality control measures for working with CDC.

Section 4: Level of Effort

- a) Identification of key personnel and their hours dedicated to the project and associated cost breakdown.

4.0 EVALUATION CRITERIA

The following criterion outlines the primary considerations to be used in the evaluation and consequent awarding of this RFP (not in any order). CDC reserves the right to prioritize and weigh the importance of each criterion confidentially.

Technical Proposal Evaluation

A. Ability to Conduct Work (30 points)

Project Manager, relevant experience and position in organization (scoring/10); Relevant qualifications of personnel assigned to project (scoring/10); Availability of dedicated personnel for duration of project (scoring/5); Experience on similar projects (similar scope and size) (scoring/5).

B. Methodology Proposed (30 points)

Demonstrated understanding of scope and objectives of project (scoring/10); Recognition of direct and peripheral problems and solutions offered (scoring/10); Demonstrate that the end product meets project objectives (scoring/5); Proposed methodology – fully described, clearly stated and easily verified (scoring/5).

C. Management of the Work (20 points) Schedule of project (scoring/5); Quality control (scoring/5); Reporting (scoring/10);

D. Proposal Presentation (5 points) How well does the overall quality of the proposal match that expected of the final project (scoring/2);

To what extent has the information required in the RFP been provided (scoring/3)

Financial Proposal Evaluation

Only proponents whose proposals have achieved a score of 65/85 or higher on the Technical Evaluation will have their financial proposal evaluated. If a proposal does not meet the 65/85 requirement, it will no longer be evaluated or considered.

E. Fees (15 points).

15 points for the Lowest Proposed Fee

14 points for all Proposed Fees \leq 110% of the Lowest Proposed Fee

13 points for all Proposed Fees \leq 115% of the Lowest Proposed Fee

12 points for all Proposed Fees \leq 120% of the Lowest Proposed Fee

11 points for all Proposed Fees \leq 125% of the Lowest Proposed Fee

10 points for all Proposed Fees \leq 130% of the Lowest Proposed Fee

9 points for all Proposed Fees \leq 135% of the Lowest Proposed Fee

8 points for all Proposed Fees \leq 140% of the Lowest Proposed Fee

7 points for all Proposed Fees \leq 145% of the Lowest Proposed Fee

6 points for all Proposed Fees \leq 150% of the Lowest Proposed Fee

5 points for all Proposed Fees \leq 160% of the Lowest Proposed Fee

4 points for all Proposed Fees \leq 170% of the Lowest Proposed Fee

3 points for all Proposed Fees \leq 180% of the Lowest Proposed Fee

2 points for all Proposed Fees \leq 190% of the Lowest Proposed Fee

1 point for all Proposed Fees \leq 200% of the Lowest Proposed Fee

0 points for all Proposed Fees more than twice the Lowest Proposed Fee

PROPONENT INFORMATION SHEET

Proponent (Firm) Name: _____

Address: _____

City: _____ Province: _____ PC: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

Website: _____

Contact Person: _____

Title: _____ Telephone No.: _____

E-mail address: _____

NAME (Please print)

TITLE (Please print)

AUTHORIZED SIGNATURE

DATE

(Affix Corporate Seal)

Schedule A - Property Spec Sheet – 169 Industrial Drive



TRANSCONTINENTAL BUILDING BORDEN-CARLETON	
Address:	169 Industrial Drive, Borden-Carleton
Property Type	lot size 4.9 acres
Constructed	2002 (18 Years old)
Size	Building 28,000 sf
Building Type	Industrial Building, one story, steal framed, corrugated metal concrete slab, no basement
Parking	32 vehicles
Mezzanine Space	Storage area above mechanical room
Floor/Foundation	Poured concrete
Fire alarm system	Last inspected July 2019
Generator on site	400 kW Cummings diesel, inspected 2010, 2700 L diesel tank
Heating Office	HVAC system, 2 units in the office area with supplementary electric radiators
Heating warehouse	5 wall mounted oil furnaces
Cooling	One mini split AC unit in the IT room
Electrical	3 phase, 600 amp
Office size	Finished area approx. 50' x 85' (4,250 sf) 15 % of total building
Height - warehousing	24'-30'
Lighting	Fluorescent
Loading Bays	Two (2) 10' height elevated and one (1) 14' height at grade
Washrooms	2x2 piece in office area and 1x2 piece in manufacturing area

Schedule B – Preliminary Floor Plan

See attached