REQUEST FOR QUALIFICATIONS

DESIGN AND CONSTRUCTION

OF

SUPPORT FACILITIES
MEDIUM TO HEAVY LIFT HELICOPTERS (MHLH)
PETAWAWA, ON

DCC Project No. IE 10 0617

BY

DEFENCE CONSTRUCTION CANADA
CONSTITUTION SQUARE
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1. Contractor Performance Evaluation Report Form (CPERF) - Form DCL 80 (R-02-08)
2. Consultant Performance Evaluation Report Form (CPERF) - Form DCL 82 (R-02-08)
3. (CPERF) Performance Evaluation Guidelines, Form DCL 81 (R-07-08)
1 INVITATION AND PROJECT DETAILS

1.1 Invitation

1.1.1 Defence Construction Canada (DCC) is inviting Contractors to pre-qualify for the design and construction of the Support Facilities for the Medium to Heavy Lift Helicopters (MHLH) at CFB Petawawa, ON.

1.1.2 The purpose of the pre-qualification process is to enable DCC to identify and invite the three (3) Proponents who achieve the highest Total Score in the pre-qualification phase to participate in the second phase of this competition.

1.1.3 This pre-qualification process is the first phase of a two-phase procurement process, the second phase of which is the Request for Proposal (RFP) phase. During the RFP Phase, the pre-qualified Proponents will be invited to prepare and submit technical proposals and firm price tenders for this work.

1.1.4 This Request for Qualifications (RFQ) document sets out the requirements for the Proponent’s submission and specifies the evaluation criteria and Contractor selection process for this phase.

1.2 Project Background and Description

1.2.1 DND has recently purchased a fleet of fifteen (15) MHLH Chinook helicopters. No existing facilities in CFB Petawawa are available to house this new fleet; therefore, new buildings/hangars will be required.

1.2.2 This project will consist of the following functional components, as well as general site work within the delineated construction zone:

1.2.3.1 The **Heavy Maintenance Squadron Facility** will provide 2\textsuperscript{nd} and 3\textsuperscript{rd} line maintenance support for all Chinook operations in an approximately 13,000 sq.m. gross area. It will incorporate four (4) helicopter maintenance bays, one (1) explosion proof repair bay, as well as an interior wash bay with an underground water reservoir. Aircraft support shops and offices will also be located throughout the facility.

1.2.3.2 The **1\textsuperscript{st} Line Maintenance and Operation Facility** will house the squadron operational helicopters, operators and support in a gross area of approximately 16,000 sq.m. The hangar floor will accommodate a minimum of ten (10) helicopters. The large, open, ready-use material shops will require basic systems with electrical and/or air compressor connectors to accommodate work benches, metal fabrication equipment and fume hoods. Squadron offices will also be housed in this facility.

1.2.3.3 The **Pilot and Maintainer Training Facility** will be approximately 6,000 sq.m. gross area. A large portion will be high bays for simulators. Other areas will be used as computer rooms, classrooms, briefing rooms and instructor offices.

1.2.3.4 The **Common Support Facility** will be approximately 5,000 sq.m. gross area. A large portion will comprise a high warehouse. Other portions will include office areas, repair shops for small equipment, and support vehicles.
1.2.3 All facilities will have to be designed using the NBCC 2005 and the NFPA 13 and 409 code requirements. The facilities will also have to be designed, registered and certified to LEED® Silver, and will have to meet the current DND Barrier-Free Access (BFA) criteria.

1.2.4 DND is currently determining the most optimal buildings/hangar configuration. The number of buildings/hangars will vary from one (1) structure to a maximum of three (3) structures. The final configuration will be established prior to the RFP phase of this procurement.

1.3 Project Scope of Services

1.3.1 The required services include, but may not be limited to, the following:

- complete the design and prepare the construction documentation based on the Performance Specifications
- design, register and obtain LEED® certification at the level of Silver
- supply all labour, materials and equipment to construct the facilities
- establish and maintain QA/QC processes throughout the implementation phase of the project
- undertake complete commissioning and testing exercise to ensure compliance with the performance objectives
- supply as-built and operation and maintenance data

1.4 Construction Budget

1.4.1 The current preliminary design and construction cost estimate for this project is in the order of $124 million, and is comprised of the following:

- Heavy Maintenance Squadron Facility $45.5 million
- 1st Line Maintenance and Operation Facility $48.0 million
- Pilot and Maintainer Training Facility $18.0 million
- Common Support Facility $12.5 million

1.4.2 This amount excludes the Goods and Services / Harmonized Sales Tax (GST/HST), fit-up and equipment supplied by Boeing, fit-up and installation of simulators supplied by CAE, other project management and administration costs, moveable equipment and contingencies.

1.5 Beneficial Occupancy Date

1.5.1 The Beneficial Occupancy Date (BOD) for the new facilities is August 2013. However, partial occupancy of portions of the facilities will be required by February 2013 by both Boeing and CAE for their fit-up, equipment installation and program set up.

1.6 Site Visit

1.6.1 A site visit will not be offered during the RFQ phase; however, the pre-qualified Proponents will be invited to a voluntary site reconnaissance to CFB Petawawa during the second phase of this competition.
1.7 Documents

1.7.1 The RFP documents and Technical Specifications are not available at this pre-qualification phase of the procurement; however, the DCC Standard Construction Contract Documents 2008 Version, DCL 250 (R-07-08), which will form part of the RFP package, are available by separate order from MERX on line at www.merx.com or by telephone at (800) 964-6379, under MERX Reference No. 153373.

2 TERMS AND CONDITIONS OF COMPETITION

2.1 Glossary of Terms

*Proponent:* The prime *Contractor* entity who submits a proposal.

*Contractor:* The entity that will execute the contract with DCC and will have full contractual responsibility and liability for the delivery of the required services.

*Contractor Team:* The prime *Contractor* and his team of architects, engineers and specialists, *Key Personnel*, sub-contractors and sub-consultants, as applicable, who are proposed for the services required.

*Key Personnel:* Essential professional and technical staff of the *Contractor Team* proposed to be assigned to this project. Individuals who will have a direct and substantial involvement in the work and whose roles and responsibilities will be crucial to the successful completion of the project.

*Request for Qualifications* *(RFQ)*: DCC’s solicitation document setting out the rules, procedures and qualification requirements.

2.2 Mandatory and Advisory Clauses

2.2.1 Mandatory clauses during the procurement are those containing the word “must”, “will” or “shall”. These clauses must be observed at all times, unless otherwise authorized by DCC. *Proponents* not respecting these clauses will be disqualified and their submissions shall not receive any further consideration.

2.2.2 Advisory clauses during the procurement are those containing the word “may” or “should”. *Proponents* not respecting theses clauses may be scored lower.

2.3 Licensing Requirements

2.3.1 As required by the work, the *Proponent* shall ensure that *Contractor Team* members and *Key Personnel* are, or are eligible to be, licensed, certified or otherwise authorized to provide the necessary services to the full extent that may be required by provincial law in the Province of *Ontario*. 
2.3.2 By virtue of making a submission:

2.2.2.1 the Proponent certifies that the Proponent has satisfied itself that it is in compliance with the requirements of Item 2.3.1.

2.2.2.2 the Proponent acknowledges that DCC has the right to verify any information in respect of Item 2.3.1 after contract award and that false, erroneous, or inadequate certification may require that the Contractor provide substitute personnel, at the Contractor’s own expense, for the approval of DCC.

2.4 Integrity of Contractor Team Maintained

2.4.1 Proponents are advised that the Contractor Team and the Key Personnel named in the submission shall remain in their designated roles throughout the RFP period and for the duration of the project.

2.4.2 If any Key Personnel named in a Proponent's submission leave a respective Contractor Team member’s employment or become unavailable or unable to perform their duties for reasons beyond the Contractor’s control, the Proponent shall promptly notify the DCC Contract Officer and submit resumes of proposed replacement personnel. Proposed replacement personnel must possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced. Proposed replacement personnel shall not assume any duties until they are accepted by DCC.

2.4.3 Should any of the Contractor’s replacement personnel be considered in any respect unsatisfactory, alternative replacement personnel shall be proposed by the Contractor within five (5) days of receipt of the notice of dissatisfaction from DCC.

2.4.4 No payment shall be made for fees incurred by Contractor Team members who were not approved by DCC prior to work taking place.

2.4.5 Failure to honour these requirements may result in rejection of the submission or in default of the contract.

2.5 Advocate Consultant

2.5.1 The team of firms who are involved in preparing the Performance Specifications and concept documents for this project will be functioning as the Advocate Consultant during this procurement and the construction phases of this project. Therefore, the following firms will be prohibited from either directly, or indirectly, participating in or submitting a bid for any subsequent construction contract related to this project:

- SNC Lavalin Inc.
- Kasian Architecture Interior Design and Planning Ltd.
- Boeing Canada Operations Limited
- CAE Inc.
2.6 **Queries During the Competition**

2.6.1 The *Proponent* will base their submission on the DCC RFQ documents. It is the responsibility of the *Proponent* to obtain clarification of any terms, conditions or technical requirements contained in the RFQ.

2.6.2 Any questions or requests for clarification during the solicitation period must be submitted in writing by the prime contact of the *Proponent* to the DCC Contracting Officer identified on the front page of this RFQ document. Inquiries relating to this solicitation are to be directed ONLY to the DCC Contracting Officer. Non-compliance with this condition during the solicitation period may, for that reason alone, result in the disqualification of the *Proponent*.

2.6.3 Questions and requests for clarifications will be answered if received in writing by the DCC Contracting Officer at least seven (7) calendar days prior to the date stipulated for making the submission.

2.6.4 DCC will only respond to the prime contact of the *Proponent*, who will be responsible for further internal distribution as required.

2.7 **Amendments to the RFQ**

2.7.1 The answer to any significant question or request that may impact the procurement, the project scope or the contract will be forwarded by Amendment to all *Proponents*.

2.7.2 *Proponents* are advised that only the written information issued by DCC in this RFQ document, any appended documents and any associated Amendments shall be contractually binding.

2.8 **Post-Closing Amendments**

2.8.1 DCC reserves the right to issue a post-closing amendment, if required, during the review of the submissions or during the period of clarifications / confirmations following the review period.

2.9 **Right to Accept or Reject Submissions**

2.9.1 DCC, at its sole discretion, reserves the right to accept or to reject any or all submissions received in response to this RFQ.

2.10 **Right to Initiate or to Terminate Negotiations**

2.10.1 DCC shall have the sole right to initiate or to terminate negotiations.

2.11 **Right to Request Clarifications / Confirmations**

2.11.1 DCC reserves the right to request clarifications and/or confirmations from any or all *Proponents* regarding any aspect of the submission. In the event such clarifications and/or confirmations are requested, the DCC Contracting Officer will make the request. The request for clarification and/or confirmation will be directed to the individual named as the *Proponent’s* contact in their submission. A written response to each such communication is required from the *Proponent*. 
2.12 Payment for Submission

2.12.1 There will be no direct payment by the Crown for the document preparation and submission in response to this RFQ. A stipend shall be paid in the second phase of this procurement in accordance with Item 4.2.

2.13 Access to Information Act

2.13.1 Proponents are advised that DCC is subject to the provisions of the Access to Information Act. Information submitted may be eligible for disclosure in accordance with the requirements of the Act. Information is not released without consultation with the Proponents, unless there is an order made under the Act.

2.14 Debriefing

2.14.1 A debriefing will be provided to Proponents that do not succeed in being shortlisted to the RFP stage of this competition if requested in writing to the DCC Contracting Officer within 30 days of the notification of the shortlist. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to all other submissions will be protected.

2.14.2 DCC will, however, destroy all unsuccessful submissions 30 days after the notification of the shortlist unless the Proponent in question has requested in writing a debriefing or the return of the submission to the Proponent’s office at the Proponent’s cost.

2.15 Order of Precedence of Documents

2.15.1 In the event of conflicts between the documents, the following will be the order of precedence:

1. Associated Amendments, if any
2. Request for Qualifications (RFQ) document

2.16 Confidentiality

2.16.1 Without the prior written permission of DCC, the Contractor shall not disclose to any person any information received, conceived, developed or produced by the Contractor under this project, nor make use of the information to reproduce any portion of the facility for any other client.

2.16.2 The Contractor shall ensure that any and all agreements signed between the Contractor and the members of the Contractor Team include the Confidentiality conditions as stated above.

2.17 Security Clearance Requirements

2.17.3 Pursuant to the National Defence Security Policy (NDSP) and the National Defence Security Instruction (NDSI), there are no security clearance requirements associated with this procurement or the award of a contract.
2.18 Federal Contractors Program for Employment Equity

2.18.1 If the Proponent is subject to the conditions of the Federal Contractors Program for Employment Equity, the Proponent will be required to complete the Certificate of Commitment form and forward it to the Federal Contractors Program in Ottawa. More information can be obtained directly from the program office at phone: (819) 953-7536.

2.19 References

2.19.1 DCC reserves the right to contact any or all references indicated in the Proponent’s submission and to use this information in the evaluation and scoring of submissions.

3 ELIGIBILITY

3.1 Conditions of Eligibility

3.1.1 To be eligible to be considered for pre-qualification, a Proponent must:

1.2.3.5 have the capability and capacity, proven through experience, to design and build facilities of the type and scope described in this RFQ document; and demonstrate, on the basis of experience, the ability to work together as an effective Contractor Team;

OR

1.2.3.6 be involved in partnerships or Joint Ventures, or be aligned with subcontractors and/or sub-consultants, such that together the members have the capability and capacity, proven through experience, to design and build facilities of the type and scope described in this RFQ document; and, can demonstrate clearly, on the basis of experience, the ability to work together as an effective Contractor Team.

3.1.2 This invitation is, therefore, open to firms, or groups of firms, of sufficient substance and experience to complete the required works within the prescribed time frame and in accordance with established quality standards.

4 REQUEST FOR PROPOSAL (RFP) PHASE

4.1 Selection of Successful Contractor

4.1.1 During the RFP phase of this procurement, DCC may use a “one-envelope” or a "two-envelope" method for Contractor selection. The basis of selection may include a technical submission and a price submission.

4.2 Stipend

4.2.1 At the completion of the RFP process, subject to the submission of a Valid Bid and submission of evidence satisfactory to DCC as may be requested, the unsuccessful pre-qualified Proponents who are not awarded a contract for this project will be eligible for release of Bid Security and payment a stipend of $250,000.00 (not including the GST/HST, which will be reimbursed as a separate item in addition to the stipend). The meaning of Valid Bid will be defined in the RFP documents.
4.3 **Bid Security**

4.3.1 At the RFP stage, DCC will require Bid Security in the form specified in the Standard Construction Contract Documents, DCL 250 (R-07-08).

5 **SUBMISSION REQUIREMENTS**

5.1 **Contents and Number of Copies**

5.1.1 The *Proponent’s* submission is to include the following:

- Administrative Form
- Contractor Team
- Builder’s Reference Projects
- Design Team’s Reference Projects
- Approach and Methodology

5.2 **Number of Copies**

5.2.1 **Five (5) complete copies** of the *Proponent’s* submission are to be provided. Each copy of the *Proponent’s* submission should include a completed and signed copy of Appendix B of this RFQ document.

5.3 **Submission Signature Requirements**

5.3.1 The *Proponent’s* Administrative Form is to be signed in accordance with the following:

a) **Corporation**

The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.

b) **Partnership**

The signatures of the partners shall be affixed and their names and titles typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of an agreement, signed by all partners authorizing such person or persons to execute the submission documents on their behalf, shall accompany the proposal.

c) **Sole Proprietorship**

The signatures of the sole proprietor shall be affixed and the name and title typed or printed. If the signatory is not the sole proprietor then a certified true copy of an agreement, signed by the sole proprietor authorizing such person or persons to execute the submission documents on their behalf, shall accompany the proposal.

d) **Joint Venture**

The signatures of the authorized signatories of each member of the joint venture shall be affixed and their names and titles typed or printed. Each of the participating signatories shall sign the document in the manner applicable to their particular business arrangement as described in a.) to c.) above.
5.4 Joint Venture Agreement in Principle

5.4.1 Joint Venture Proponents shall include with their submission a Joint Venture Agreement in Principle. Following notification of award, but prior to commencing work on the project, the Joint Venture Proponents shall enter into a formal Joint Venture Agreement, which shall contain:

- a statement that the parties to the Joint Venture shall remain unchanged throughout the duration of the project
- the area of responsibility of each of the member firms during the project
- the resolutions of each of the constituent member firms authorizing the creation of the Joint Venture, as well as the assignment of signing authorities for the Joint Venture

5.5 Submission Format Guidelines

5.5.1 Documents should be formatted as follows:

- paper size - 8.5" x 11" (metric equivalent A4) OR as indicated
- point size - 11 point TIMES or equal
- margins - 25mm (1") left, 19mm (3/4") top, 12mm (1/2") right and bottom

5.5.2 Double-sided pages will count as two (2) pages

5.5.3 Appendix A may be reproduced by Proponents in their own format provided that the order of the items remains unchanged.

5.5.4 Submissions will be evaluated solely on the contents of the material as requested in this RFQ. Supplementary material in the form of covering letters, company brochures etc., if submitted, will not be forwarded to evaluators.

5.5.5 Submissions considered to be excessive may be penalized by down rating.

5.6 Submission Labelling

5.6.1 Submission should clearly indicate the Proponent’s name and address, and be labelled as follows:

- Request For Qualifications
- DCC Project No. IE 10 0617
- Design and Construction
- Support Facilities, Medium to Heavy Lift Helicopters (MHLH)
- Petawawa, ON

5.7 Closing Location

5.7.1 Submissions shall be received at the following location. Faxed or e-mailed submissions shall not be accepted.

- Defence Construction Canada
- Constitution Square
- 350 Albert Street, 19th Floor
- Ottawa, ON K1A 0K3

5.8 Closing Time and Date

5.8.1 Submissions shall be received at the closing location before

14:00 HOURS LOCAL TIME, TUESDAY, APRIL 20, 2010.
5.9 Late Submissions

5.9.1 It is the responsibility of Proponents to allow sufficient time to ensure delivery of their submissions to the designated location prior to the stipulated closing time and date. Late submissions shall not be accepted and will be returned unopened to the Proponent.

6 SUBMISSION AND EVALUATION CRITERIA

6.1 Submission Requirements

6.1.1 Proponents’ submissions are to be based solely on the criteria described below and any Amendments/Addenda issued thereto. Proponents are advised to present the requested information clearly and concisely. The information should be relevant and given in context to this particular project. For the convenience of evaluators, the submission should be ordered to coincide with the submission criteria specified herein. Failure to provide the requested information may result in rejection of the submission.

6.1.2 Evaluations will be based on the criteria identified in Items 6.2 to 6.5 inclusive.

6.2 Contractor Team

6.2.1 Organization of Contractor Team

6.2.1.1 Provide an Organizational Chart showing the completeness of the Contractor Team. Indicate the team's organization (the Proponent and the sub-consultant architect, engineer and specialist member firms and their areas of responsibility, plus their Key Personnel and specific roles), the reporting structure and lines of communication. (maximum 2 pages 11 x 17)

6.2.1.2 Name the Proponent’s Key Personnel, including the project management, architectural, engineering and specialist team members, who will form the Contractor Team and indicate each individual’s proposed role on this project. (maximum 2 pages)

6.2.1.3 The Proponent’s attention is drawn to the requirements of Item 2.4, Integrity of Contractor Team Maintained.

6.2.2 Experience of Builder’s Key Personnel

6.2.2.1 By the use of resumes and/or background briefs (maximum of 2 pages per Key Personnel), demonstrate the extent of the relevant experience and training that the Builder’s Key Personnel bring to this assignment. Show the individuals’ technical and/or managerial experience on projects with similar requirements to this project.
6.2.2.2 As a minimum, the Builder will require the following individuals on the team:
- Overall Project Manager
- Project Supervisor / Superintendent
- Quality Control Manager
- Commissioning Agent
- Health and Safety Co-ordinator

6.2.3 Experience of Design Team’s Key Personnel

6.2.3.1 By the use of resumes and/or background briefs (maximum of 2 pages per Key Personnel), demonstrate the extent of the relevant experience and training that the Design Team’s Key Personnel bring to this assignment. Show the individuals’ technical and/or managerial experience on projects with similar requirements to this project.

6.2.3.2 The Design Team will, as a minimum, require expertise in the following disciplines:
- Architectural
- Structural
- Mechanical
- Electrical
- Civil

6.2.3.3 Design Team experience must encompass the following specialties and areas of expertise:
- Sustainable Design / LEED®
- NBCC 2005
- NFPA Codes 13 and 409
- High Expansion Foam Systems

6.2.3.4 Higher marks will also be assigned for previous design experience with the following types of facilities:
- Large-span Structures
- Heavy Industrial Facilities
- Multi-use Industrial Complexes
- Explosion-proof Repair Bays
- Interior Wash Bays
- In-floor Radiant Heating Systems
- Mechanical Repair Shops
- Office Buildings
- Institutional Facilities with Classrooms, Computer Rooms and Briefing Rooms
6.2.4 Past Experience as a Team Working Together

6.2.4.1 To demonstrate past experience and a track record of working together as a team, Proponents should, in a table format, reference a maximum of six (6) previous projects completed within the past six (6) years (including those identified in Items 6.3 and 6.4, or others of the Proponent’s choice) that demonstrate the experience of the Builder and the Design Team successfully working together in the past on design-build projects. If the Design Team (including architectural, engineering and specialist members) is made up of a number of individual firms, identify projects on which these firms have collaborated, or the individual firms have worked with the Builder, or any combination thereof.

6.2.4.2 The following is a preferred format:

<table>
<thead>
<tr>
<th>Project Name/Description</th>
<th>Client Contact (Name, Tel., E-Mail)</th>
<th>Name of Firm</th>
<th>Role/Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) DB of ABC Hangar</td>
<td>J. Smith CEO of ABC xxx-xxx-xxxx <a href="mailto:JSCEO@ABC.com">JSCEO@ABC.com</a></td>
<td>Builder Ltd.</td>
<td>Overall Project Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineer Co. Inc.</td>
<td>Mechanical Engineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Architect Inc.</td>
<td>Chief Architect</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sustainable Ltd.</td>
<td>LEED®</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Careful Inc.</td>
<td>H&amp;S</td>
</tr>
</tbody>
</table>

6.3 Builder’s Reference Projects

Either Item 7 of CCDC 11–1996 (R2006) or Appendix A herein may be used by the Proponent to provide the requested information. (Note: CCDC 11-1996 (R2006) is available at the Canadian Construction Documents Committee website: www.ccdc.org/docs/docs.html).

6.3.1 The Proponent is to present three (3) reference projects, which show the Builder’s design-build experience. For each project, include a clear statement emphasizing the relevance of the referenced projects’ requirements to this project. The Proponent should demonstrate experience in the successful and timely completion of these projects by providing original tender and final contract values and original and actual completion dates. Provide the Project Manager’s contact information (if the PM information cannot be provided, then explain why and provide an alternative client contact). The projects are to be numbered B1, B2 and B3. (maximum 2 pages per project)

6.3.2 Higher marks will be assigned when the Proponent is able to demonstrate past experience with projects comparable in nature and scope to this project (i.e., hangars, maintenance facilities, large vehicle depots/garages, warehouses and industrial facilities) and involved sustainable design. More recently completed projects that are comparable in dollar value to the required facilities will score higher.
6.3.3 To verify the type of project delivery method employed in the referenced project, the contractual relationships of the Builder and Design Team should be identified in the project summary.

6.3.4 Explanation of significant costs or schedule overruns (greater than 5%) should be provided.

6.4 Design Team’s Reference Projects

Appendix A may be used by the Proponent to provide the requested information.

6.4.1 The Proponent is to present three (3) reference projects, which demonstrate the Design Team’s design experience. For each project, include a clear statement emphasizing the relevance of the referenced projects’ requirements to this project. Clearly state the role that the design firm and the design firm’s personnel proposed for this assignment played in each project. Demonstrate the design firm’s experience in the successful and timely completion of these projects by providing tender/final costs and original/actual completion dates. Provide the Project Manager’s contact information (if the PM information cannot be provided, then explain why and provide an alternative client contact). The projects are to be numbered D1, D2 and D3 and are to address the following aspects: (maximum 2 pages per project)

6.4.1.1 Project D1 - a multi-disciplinary multi-functional project in the $100 million range that includes a good proportion of the disciplines, areas of expertise, specialties and experience outlined in Items 6.2.3.2, 6.2.3.3 and 6.2.3.5.

6.4.1.2 Projects D2 and D3 - projects in the $50 million range that exemplify proficiency in the areas of expertise, specialties and experience outlined in Items 6.2.3.3 and 6.2.3.5.

6.4.2 Higher marks will be assigned when the Proponent is able to demonstrate past design experience with projects of comparable size, nature and complexity that contain similar components to this project (i.e., aircraft hangars, aircraft repair facilities, maintenance facilities, large vehicle depots/garages, warehouses and industrial facilities), and involved sustainable design. More recently completed projects will score higher.

6.4.3 Consideration will also be given when the Proponent is able to show that the Design Team's past experience in other delivery methods would make them effective on a design-build undertaking. Projects in which the design firm played a similar role to that proposed in this assignment will be rated higher.

6.4.4 To verify the type of project delivery method employed in the referenced projects, the contractual relationships of the builder and design team should be identified in the project summary.

6.4.5 Explanation of significant costs or schedule overruns (greater than 5 %) should be provided.
6.5 Approach and Methodology

6.5.1 Design-Build Approach

6.5.1.1 Through a discussion of the unique aspects, procedures, benefits, skills and techniques that the Contractor’s Team will bring to this project, demonstrate a comprehensive understanding of the design-build process as it will be applied to the successful delivery of this project. Explain the Proponent’s proposed approach and methodology to satisfy the needs of the project and to ensure that the project's requirements will be met. (maximum 3 pages)

6.5.2 Communication and Issue Resolution Strategies

6.5.2.1 Describe the Contractor Team’s reporting structure and proposed communications strategies, both within the team and with DCC and DND. Describe reports and other deliverables that will be used to manage the work. Describe the Proponent’s approach to conflict resolution and processes that will be used to resolve issues during project implementation. (maximum 1 page)

6.5.3 Quality Assurance / Quality Control (QA/QC)

6.5.3.1 Proponents should demonstrate their commitment to achieving product quality as it applies to both the design and construction of the project. Proponents are to describe their quality control procedures and the methods proposed for quality assurance. (maximum 2 pages)

6.5.4 Proposed Schedule and Cost Control Procedures

6.5.4.1 Based on the BOD date specified, and an assumed procurement process of approximately three months to contract award, Proponents are to discuss their scheduling strategy and any innovative, pro-active measures their team will adopt to address the design and construction timelines. Highlight any areas to which the Proponents will pay particular attention given understanding of the project scope. Describe the design/construction schedule control and progress control system intend to be used on this project. Outline the roles and responsibilities of team members in the schedule control process. (maximum 4 pages)

7 EVALUATION PROCESS

7.1 Evaluation of Submissions

7.1.1 Submissions will be evaluated by evaluators from within DND and DCC. The evaluation process will involve the review and scoring of the information provided in the submission against the criteria specified in Items 6.2 to 6.5 inclusive and the weight factors indicated in Table 1. The submission will be evaluated out of 100 points. Each sub-criteria will be scored out of a possible 10 points to ensure fair grading against the standards. The scores of the evaluators will then be averaged to determine the average score per sub-criteria and multiplied by the percentage weight factor assigned to each sub-criteria as identified in Table 1. The total score per criteria is then calculated by adding the weighted scores for each sub-criteria.
7.1.2 In order to be considered for the second phase of this procurement, Proponents must achieve a **minimum score of 60% in EACH evaluation criteria** listed in Table 1 (i.e., 6.2, 6.3, 6.4 and 6.5).

7.1.3 Submissions which do not achieve the minimum scores per Item 7.1.2 will receive no further consideration.

7.1.4 The **three (3) Proponents** achieving the highest overall scores in the evaluation will be invited to continue to the RFP phase of this competition.

7.1.5 In the event that any of the three (3) invited Proponents, per Item 7.1.4, declines the invitation to participate in the RFP phase, DCC reserves the right to invite the next highest scoring Proponent, meeting the requirements of Item 7.1.2, to participate in the RFP phase of this competition.
<table>
<thead>
<tr>
<th>Ref. Item</th>
<th>Description</th>
<th>Weight per sub-criteria</th>
<th>Total weight per criteria</th>
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<tbody>
<tr>
<td>6.2</td>
<td>Contractor Team</td>
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<tr>
<td>6.2.1</td>
<td>Organization of Contractor Team</td>
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<tr>
<td>6.2.2</td>
<td>Experience of Builder’s Key Personnel</td>
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<tr>
<td></td>
<td>• Overall Project Manager</td>
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<tr>
<td></td>
<td>• Project Supervisor / Superintendent</td>
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<td>2</td>
</tr>
<tr>
<td></td>
<td>• Quality Manager</td>
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<td></td>
<td>• Commissioning Agent</td>
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<td>• Health and Safety Co-ordinator</td>
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<td>• Structural</td>
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<td>• Mechanical</td>
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<td></td>
<td>• Civil</td>
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<tr>
<td></td>
<td>• Sustainable Design / LEED®</td>
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<td></td>
<td>• NBCC 2005</td>
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<td>• NFPA Codes 13 and 409</td>
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<td>• High Expansion Foam Systems</td>
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<td>Experience in Constructing Facilities Under Design-Build Scenarios</td>
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<td></td>
<td>• Project B1</td>
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<td>• Project B2</td>
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<td><strong>TOTAL SCORE</strong></td>
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# APPENDIX A – ACHIEVEMENTS OF CONTRACTOR TEAM

<table>
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<tr>
<th>Firm Name: ___________________________</th>
<th>Builder or Design Discipline: ______________</th>
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<tbody>
<tr>
<td>Project Name: _________________________</td>
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<tr>
<td>Project Location: _____________________</td>
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<tr>
<td>Project Owner: _________________________</td>
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</tbody>
</table>

The firm was participating on a:
- Design/Bid/Build project as:  □ Prime Contractor/Consultant  □ Sub-Contractor/Consultant
  OR
- Draw-Build /Design-Build project as: □ Builder  □ Owner’s Consultant  □ Builder’s Consultant

**Project Description:**

<table>
<thead>
<tr>
<th>Initial Consultant Cost $___________</th>
<th>Final Consultant Cost $__________________</th>
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<tbody>
<tr>
<td>Estimated Completion Date (Mo/Yr):</td>
<td>Actual Completion Date (Mo/Yr): ___________</td>
</tr>
<tr>
<td>Construction Award Value: ___________</td>
<td>Final Construction Value: _________________</td>
</tr>
</tbody>
</table>

Reasons for budget/schedule variation (if applicable):

Joint Venture □ Yes □ No  If yes, degree of responsibility _____ %

**Firm's Responsibility on the Project:**

---

**Relevance of the Project:**

---

**Reference's Name, Phone Number and E-mail:**

---

This form may be expanded to a maximum of two (2) pages for each project submitted.
APPENDIX B - ADMINISTRATIVE FORM

TO: Defence Construction Canada
   Constitution Square
   350 Albert Street, 19th Floor
   Ottawa, ON K1A 0K3

We hereby present our Statement of Qualifications in accordance with the requirements of the Request for Qualifications document for your consideration in the selection of a Contractor for this work.

We recognize that the purpose of the Request for Qualifications is to ensure that the firm awarded a contract for this work has the experience and capability to deliver the work.

We understand that the information submitted herewith shall be treated as confidential and will be used only for the purpose of determining our firm’s capabilities and capacity to carry out the work.

We further understand that information submitted herewith is subject to verification and that additional pertinent information may be obtained, if required, from references named, or requested, herein. We hereby consent to these sources providing this information.

We clearly understand that failure to provide the information and documentation requested in the Request for Qualifications document might result in the rejection of our submission.

We are aware that the information contained in our Statement of Qualifications is to be presented clearly and concisely and that it should be pertinent and provided in the context to this particular project.

Name of Proponent Firm: ______________________________________________________________

Signature of Authorized Signing Officer(s): ________________________________________________

Contact Name(s): ____________________________  Position (s) _______________________

Address: ____________________________________  Fax No.: __________________________

                                              Tel No.: __________________________

                                              E-mail: __________________________