

Request for Supplier Qualifications – Doc5572034849
Part 8 – Response Content

1.0 Response Content

Responses are expected to address the RFSQ content requirements as outlined herein, and should be well ordered, detailed and comprehensive. Clarity of language, adherence to suggested structuring, and adequate accessible documentation is essential to the City's ability to conduct a thorough evaluation. The City is interested in Responses that demonstrate efficiency and value for money. General marketing and promotional material will not be reviewed or considered.

For ease of evaluation, Respondents are encouraged to download and fill-out the Excel File named "Respondent's Part 8 Technical Response" and thereafter attach/upload it within the appropriate section in Part 8 in the on-line system.

No cost information shall be included in the body of the Response content portion of the Bid or it will be rejected.

The Response should contain the following items:

1.1. Introduction and Executive Summary

- 1.1.1. The Respondent should provide an introduction and summary of the key features of the Response.

1.2. Respondent Profile

- 1.2.1. To permit the Respondent to be evaluated fully as a viable and sound enterprise, include the following information with respect to the Respondent, and if applicable, for each consortium member.

a) Respondent should provide its **company profile and history**, including the following information:

1. Date company started
2. Products and/or services offered related to Architectural and Engineering Services
3. Total number of employees, preferably at least 15
4. Major clients, preferably public sector clients

b) If applicable, Respondent should also provide the following:

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1. a profile and summary of corporate history of any parents or subsidiaries and affiliates and the nature of the Respondent's relationship to them (i.e., research, financing and so on).

2. If the Respondent is a member of a consortium, provide a description of the relationship(s) between consortium members. Please note Section 2 of Part 3 – RFSQ Process Terms and Conditions regarding consortiums and the requirement that there be a single Respondent

c) Respondent should also provide a copy of the Respondent's and if applicable for each consortium member, Corporate Profile Report(s) (Ontario), or equivalent official record issued by the appropriate government authority. This should be uploaded within the appropriate section in Part 8 in the on-line system

1.2.2. Commitment to Diversity:

a) The Respondent should demonstrate its commitment to diversity by providing a company-approved Supplier diversity policy that details the Respondent's commitment to an active supplier diversity program. This policy may demonstrate its commitment to diversity by, but not limited to:

1. describing the Respondent's commitment to providing equitable access to subcontracting opportunities for diverse suppliers and demonstrated results of the policy;

2. describing the Respondent's commitment to a pro-active employment diversity program, including providing the company approved employee diversity policy and demonstrated results of the policy.

b) If the Respondent is certified by a Supplier Diversity Organization, the Respondent should provide evidence of such certification. This should be uploaded within the appropriate section in Part 8 in the on-line system

1.2.3. In alignment with our commitment to supporting Canadian businesses and the Canadian economy, Responses will be evaluated with preference given to Canadian Suppliers (refer to Part 2, Section 1.7). Responses will be evaluated based on:

a) Canadian Content: Responses that include goods, materials, or services sourced or manufactured in Canada will be given preference.

b) Economic Benefit to Canada: Respondents that contribute to job creation, investment, and economic development within Canada may receive preference.

Respondents are encouraged to provide detailed information on their Canadian operations, workforce, and sourcing practices as part of their proposal.

1.3. Experience and Qualifications of the Respondent

It is important that the work be undertaken by a Respondent who can demonstrate specific knowledge of, and experience in performing similar work for projects of comparable nature, size and scope.

Please note that where the skills/expertise/experience are being provided by a subcontractor or other legal entity apart from the Respondent, a Response that does not include the information requested in this Subsection 1.3 for each such subcontractor or other entity will not be awarded full marks during the evaluation process.

In particular, the Respondent should demonstrate the following:

1.3.1. Experience of the Respondent by providing three (3) projects with construction value at least \$200,000 per project, for the following scope:

- a) **Project 1: Plumbing** – replace/install new sanitary line, fix drain leakage, replace broken pipe
- b) **Project 2: HVAC/Electrical** – Replace/install chiller or boiler, radiator, thermostats
- c) **Project 3: Architectural/Structural** – Building new ramp to make accessibility compliant, building envelope and interior finishes

1.3.2. Respondents should submit the following information per Project.

- a) Project Name
- b) Project Location
- c) Project Description/Scope
- d) Construction Value
- e) Date of Completion
- f) Describe variance in percentage, if any, from Project Construction Value at Tender to Project Construction Value at Completion
- g) Describe variance in percentage, if any, from Project Construction Duration at Tender to Project Construction Duration at Completion

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h) Identify any project issues, mitigations and lessons learned.

1.3.3. In order to receive full marks, Respondent should be able to:

- a) Provide all requested information under Sections 1.3.1 and 1.3.2
- b) Demonstrate that their Projects meet the required scope and construction value.
- c) Demonstrate that their Projects have reached Substantial Performance within the last five (5) years.

1.3.4. Reference Check

- a) For the purpose of evaluating/validating Respondent's experience and track record of success, Respondent should also provide the following the Reference Contact Information per Project.
 - 1. Client's company name,
 - 2. Name, position, email address and telephone number of two (2) contact persons.
- b) In providing references, Respondents agree that the City can contact the individuals provided as part of the evaluation process. The City will make its own arrangements in contacting the references. Substitution of references will not be permitted after the close of the RFSQ.
- c) The City's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the City or other related Agencies, Boards or Commissions of the City.

1.4. Proposed Staff Team and Resources

It is important that the work be undertaken by a team who can demonstrate specific knowledge of, and experience in performing similar work for projects of comparable nature, size and scope as described in Part 5 – RFSQ Particulars.

It is important that key project individuals (i.e. major areas of responsibility) be named, with accompanying indication of guaranteed availability. Continuity of key personnel will be required, with a contractual obligation for substitutions only with full written approval of the City.

1.4.1 In particular, the Respondent should provide the following:

- a) A **list of staff/personnel** (and all the staff of subconsultants) proposed by the Respondent

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1. The list should include, but not limited, to the following staff:
 - i. Architect
 - ii. Structural Engineer
 - iii. Mechanical Engineer
 - iv. Electrical Engineer
 - v. Project Manager
 - vi. Project Coordinator
 - vii. Contract Administrator
 - viii. Commissioning Consultant

*Respondents can propose the same individual for more than one (1) role.

2. The following information should also be included:
 - i. name,
 - ii. firm name (if not employed by the Respondent),
 - iii. professional qualifications; educational background
 - iv. related project experience
 - v. duties and responsibilities on this project.

3. In order to receive full marks, Respondent should be able to demonstrate the following: Proposed Staff Team's experience with managing projects of similar size and complexity.

b) Include **strategies and individuals (back-ups)** that can fulfill the roles and responsibilities for any unforeseen events requiring replacement of team members.

1. For back-ups, Respondent should also provide information required under Section 1.4.1.a.2

c) The Respondent should upload/attach the following within the appropriate section in Part 8 in the on-line system:

1. **Organization chart:** The Respondent should provide its proposed organization chart for the team showing the individuals identified in Section 1.4.1.a, their role or function, team structure and reporting relationships. The Respondent should also provide the name of the executive to which the Project Manager and project team will report.

2. **Signed consent forms**, authorizing the disclosure of personal information to the City, or its designated agent(s), for any resumes that are submitted; however, the Respondent will accept all liability if signed consent forms and resumes are not disclosed to the City.

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1.5. Proposed Project Solution

The Supplier should provide a complete description of its proposed solution to the City's requirements for the following:

1.5.1 Design Services

In order to receive full marks, Respondent should be able to demonstrate the following:

- a) Respondent's proposed processes and tools for selecting and managing diverse teams, focusing on the leadership role of the architect, designers and lead engineers in each discipline, including approach to meetings;
- b) Respondent's approach to innovation and value-engineering. Respondent's contribution during the design and throughout the development of construction documents.
- c) Respondent's approach to managing small capital building upgrades- How drawing and specification coordination, forward planning, and system review will help anticipate and resolve issues prior to construction.

1.5.2 Client Relationship Management

In order to receive full marks, Respondent should be able to demonstrate the following:

- a) Respondent's plan for client relationship management for the project and how Respondent will manage the City's expectations.
- b) Respondent's anticipated interactions and engagement methods with City stakeholders and suppliers.

1.5.3 Cost, Time and Scope Management

In order to receive full marks, Respondent should be able to demonstrate the following:

- a) Respondent's plan to effectively manage project scope, cost, and schedule to ensure successful delivery of small capital and emergency projects, including:
 - 1. A clear methodology for defining, monitoring, and controlling project scope, including processes for managing scope changes and minimizing scope creep
 - 2. An approach to cost management, including budgeting, cost estimating, cost tracking, and mitigation strategies for cost overruns

3. A schedule management approach, including development of timelines, identification of critical path activities, and strategies to mitigate delays

4. Examples of tools, reporting practices, and controls used to track progress and maintain alignment with project objectives

1.5.4 Quality and Risk Management

In order to receive full marks, Respondent should be able to demonstrate the following:

a) Respondent's approach and methodology for Quality Assurance (QA) / Quality Control (QC) Management System including audits, QA/QC accountability, control and review of nonconformities and their correction and corrective and preventative action plans.

b) Respondent's methodology for identifying, evaluating, monitoring, reporting and communicating risks throughout the project lifecycle