# APPENDIX A – PROPONENT SUBMISSION FORM

Proponents to include the details requested in this Appendix A, as detailed in Part B, The RFP Process.

## Proponent Details:

|  |  |
| --- | --- |
| Full Legal Name of Proponent: |  |
| Other “DBA” Names the Proponent Uses: |  |
| Registered Address: |  |
| Proponent Contact Person Name & Title: |  |
| Contact Person Phone No.: |  |
| Contact Person Email: |  |

## Certification & Acknowledgement of RFP Process:

By signing this Appendix A – Proponent Submission Form, we the Proponent, certify and acknowledge the following:

* 1. We have carefully read and examined this RFP document, including all Parts and Appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We are able to provide the Services detailed in Part A for the pricing submitted in this Proposal.
	2. We certify that the statements made in this Proposal are true and submitted in good faith.
	3. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as ‘Contract A’) between the District and us, the Proponent, and that no contractual obligations shall arise between the District and us, the Proponent, until and unless we execute a written Contract with the District.
	4. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest and we understand that a conflict of interest would include the following situations:
		1. The Proponent has an unfair advantage or engages in conduct which may give it an unfair advantage;
		2. The Proponent has had access to confidential information of the District which is not available to other Proponents to this RFP.
		3. The Proponent has influence over an employee of the District who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Proponent an unfair advantage or preferential treatment.

## Confirmation of Addenda Received:

We confirm receipt of the following addenda that were issued by the District up until the Closing Date and Time:

|  |  |
| --- | --- |
| **Addendum #** | **Issued on Date:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Certification Signature:

The Proponent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Proponent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# APPENDIX B – PRICING FORM

Proposals to include this form, as well as a Task Fee Schedule Breakdown in a format of your choice.

## Pricing Basis:

Pricing entered into the tables of section 2 below, shall be on the following basis:

1. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes, except the GST which shall be itemized separately where indicated.
2. The Total Lump Sum Contract Price is all-inclusive and includes for all labour, materials, supplies, site visits, travel, overheads, profit, insurance, expenses, disbursements, and all other costs and fees necessary to deliver the Services outlined in Part A.

## Fixed Lump Sum Prices for the Services:

For completion of all Services detailed in Part A, the Vendor will be compensated the Fixed Lump Sum Prices as indicated below. Proponents should indicate which categories they are able to include in their report and provide lump sum pricing for both the ‘Required’ and ‘Optional Value-Added’ categories identified below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Scope Level** | **Category** | **Number of Units** | **Price** |
| Required | Design Services to Convert Water Treatment Plant from Chlorine Gas to Sodium Hypochlorite | 1 | $ |
| **TOTAL FIXED LUMP SUM CONTRACT PRICE:** | - | **$** |
| GST: | - | $ |
| Optional Value-Added | Describe:  |  | $ |
| Describe: |  | $ |
| Describe: |  | $ |
| **TOTAL OF OPTIONAL VALUE-ADDED ITEMS:** | - | **$** |
| GST: | - | $ |
| Hourly | Hourly rate for other additional services | 1hr | $ |

## Task Fee Schedule Breakdown

Proposals should include a Task Fee Schedule Breakdown provided with this Appendix B. This Task Fee Schedule Breakdown can be in a format of the Proponent’s choosing and should detail the following in order for the District to be able to evaluate the level of effort included in the Proponent’s proposal:

* Detail of personnel, hours, and the hourly rate for labour required to complete the Deliverables
* Detail of all expenses and disbursements required to complete the Deliverables

The total(s) of the Task Fee Schedule Breakdown must match the pricing submitted in section 1 of this Appendix B.

# APPENDIX C – RATED CRITERIA FORM

Proposals should include the following sections in this order, with all requested details and supporting documents, either on this form or in a format of your choice.

## Proponent Profile:

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| --- |
| In this section, please provide a brief profile of your firm, including a description of the history and areas of expertise of the firm. Discuss your experience in relevant fields, expanse of other related experience, and strengths relevant to these assignments. Include a narrative as to why the firm is well-suited and best qualified to perform these particular services. If your firm has multiple locations, please identify the corporate head office and any local offices that may be involved in project delivery and coordination. |
|  |

## Proposed Team:

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| --- |
| In this section, provide the details of the proposed team members that will deliver the Services. Proposals should identify the manager who the Proponent has appointed to lead the Proponent’s project team and who will be the main contact for the District.  |

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member Name: | Position: | Employee or Subcontractor: | Brief Description Provided: |
|  | Project Manager/Main Contact  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |

|  |
| --- |
| Please provide a brief description of each proposed team member describing their responsibilities, qualifications, and relevant experience.  |
|  |

## Approach & Methodology:

|  |
| --- |
| It is the expectation of the District that the Proposal will include a detailed “Approach & Methodology” section that clearly outlines the approach that the Successful Proponent will plan to take to complete the Project.In this section, please:* Describe your understanding of the assignment, as well as the potential issues and challenges to be addressed.
* Describe the methodology that you would use to complete this assignment.
* Outline your intended approach to the work, including your approach to communicating with the District and managing your workload on other commitments.
* Describe all relevant tasks, meetings, milestones, and deliverables required to complete this assignment.
* Describe how you will ensure that the work will be completed on time and within budget.
* Describe any innovative or value-added services that you propose pursuant to Part A, Section 3 – Innovation and Value-Added Services.
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|  |

## Schedule:

|  |
| --- |
| In this section, please provide a schedule, preferably in a Gantt chart format, that reflects your proposed work plan and details the following for key milestones, deliverables and activities:1. Start and completion dates
2. Sequence / work breakdown
3. Number of days of work
 |
|  |

## Experience & References:

|  |
| --- |
| In this section, in a format similar to the tables below, Proponents should provide details on three (3) projects completed in the last five (5) years which are the most relevant and similar to the Services. Proponents should note that the District may contact the client to provide a reference on the experience listed and may amend scoring in the evaluation based on the client’s feedback. Positive references will impact scoring positively, and poor or negative references will impact scoring negatively and may be grounds for rejection of a Proposal. Additionally, the District may consider information regarding the integrity and reliability of a Proponent’s services from parties other than those provided in a Proponent’s proposal, including the District’s own experience with the Proponent. |

|  |
| --- |
| **Project Experience #1** |
| Client Name: |  |
| Contact Name: |  |
| Contact Phone Number: |  |
| Contact Email: |  |
| Dates Work Undertaken: |  |
| Brief Description of Project and Services Proponent Performed: |  |

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| --- |
| **Project Experience #2** |
| Client Name: |  |
| Contact Name: |  |
| Contact Phone Number: |  |
| Contact Email: |  |
| Dates Work Undertaken: |  |
| Brief Description of Project and Services Proponent Performed: |  |

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| **Project Experience #3** |
| Client Name: |  |
| Contact Name: |  |
| Contact Phone Number: |  |
| Contact Email: |  |
| Dates Work Undertaken: |  |
| Brief Description of Project and Services Proponent Performed: |  |