

## Part D: Submission Forms



This Part D contains forms detailing the information that should be submitted with the Proposal, as detailed in Part B.

### Part D Contents:

This Part D contains the following forms:

- Appendix A – Certification Form
- Appendix B – Proposal Submission
- Appendix C – Pricing Form

## APPENDIX A – CERTIFICATION FORM



Proponents must complete all details requested in this Appendix A – Certification Form and include this completed form in the Proposal, as detailed under Section 6.1 (Mandatory Criteria) of Part B. No changes to this form must be made, except for completing the requested information in the spaces provided.

### 1. 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:                  |  |

### 2. Certification & Acknowledgement of RFP Process:

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

- a. 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 perform the Scope of Work detailed in Part A for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. 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 Town and us, the Proponent, and that no contractual obligations shall arise between the Town and us, the Proponent, until and unless we execute a written Contract with the Town.
- d. 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:
  - i. The Proponent has an unfair advantage or engages in conduct which may give it an unfair advantage.
  - ii. The Proponent has had access to confidential information of the Owner which is not available to other Proponents to this RFP.
  - iii. The Proponent has influence over an employee of the Owner 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.

3. Confirmation of Addenda Received:

We confirm receipt of all addenda that were issued by the Town up until the Closing Date and Time as acknowledged on the *Bids & Tenders* System at the time of submission.

4. 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:

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Signature of Proponent Representative

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Name of Proponent Representative

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Title of Proponent Representative

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Date

## APPENDIX C – PRICING FORM



Proposals must include this Appendix C – Pricing Form, with all pricing tables completed. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided. Price ranges are not accepted. If ranges are provided, the highest price will be used for evaluation purposes.

### 1. Pricing Basis:

Pricing entered into the tables of sections 2 and 3 below, shall be on the following basis:

- All Prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST which shall be itemized separately where indicated.
- Prices shall be for the entire Contract term.
- Pre-construction collaboration services will be based on hourly rates for each role defined in the scope of the RFP. Additionally, the Proponent is to provide the cost of their overhead, profit, fixed fee, general conditions costs, schedule as a static value during the pre-construction collaboration process.

### 2. Pre-Construction Collaboration Budget:

*Table C-1: Pre-Construction Collaboration Budget for Intake Pump Station*

| Name and Role                                                                               | Rate  | Hours | Budget |
|---------------------------------------------------------------------------------------------|-------|-------|--------|
|                                                                                             | \$ /h |       | \$     |
|                                                                                             | \$ /h |       | \$     |
|                                                                                             | \$ /h |       | \$     |
|                                                                                             | \$ /h |       | \$     |
| <b>Total Pre-Construction Collaboration Budget for Intake Pump Station (excluding GST):</b> |       |       | \$     |

### 3. Construction Budget and Costed Risk Register:

The Proponent shall provide a complete construction budget for evaluation into Table C-2. The base lump sum pricing should be inclusive of all work that, in the Proponent's experience, is required construct the project that isn't included else where in the Construction Budget.

The Proponent shall not embed risk or unknowns into the base price. Risk items shall be estimated and summarized in the recommended contingency column and supported by the costed risk register which will be scored as part of the non-monetary criteria.

*Table C-2: Intake Pump Station Construction Budget*

| Item                                              | Base Lump Sum Price |
|---------------------------------------------------|---------------------|
| Supply and Installation of Intake Pump Station    | \$                  |
| Recommended Contingency                           | \$                  |
| <b>Total Construction Budget (excluding GST):</b> | \$                  |

*Table C-3: Total Project Budget*

|                                                                    |    |
|--------------------------------------------------------------------|----|
| <b>Subtotal Pre-Construction Budget (Table C-1 Excluding GST):</b> | \$ |
| <b>Subtotal Construction Budget (Table C-2 Excluding GST):</b>     | \$ |
| <b>Total Project Budget</b>                                        | \$ |