

Part D: Submission Forms



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

1. 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:

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

APPENDIX B – PROPOSAL SUBMISSION



Proposals must include, in a format of your choice, the details requested in this Appendix B – Proposal Submission.

RATED CRITERIA	PROPOSAL CONTENT
Project Plan and Methodology Weight: 30%	- Describe actions that will be taken to foster a team approach with the consultants, subcontractors, and other members of the Owner's team, including the Proponent's approach to collaborative project delivery methodologies. - Demonstrate a clear understanding of the project requirements by describing the key issues as understood by the Proponent and outline plans for addressing them. - Describe the capabilities and management qualifications in terms of methods, approach, and tools the proponent intends to deploy in fulfilling project scope and requirements. - Based on your experience on similar projects provide a schedule outlining specific dates for key activities and deliverables required for completion of the work. Identify significant work items, showing the order in which the proponent proposes to carry out the work. - Describe any potential value-added solutions that the Proponent can offer to the Owner within the scope of this RFP. Identify the scope of any proposed innovative ideas along with a quantified effect on the project budget and/or schedule.
Quality of Project Construction Budget and Risk Register Weight: 30%	- Proponents are to quantify the project construction budget based on the design information in this RFP, which is at approximately 50%. Provide sufficient information to support the budget. - Proponents should include a base price to complete the project and a recommended contingency for each and item (and any others not shown explicitly in the budget table) to cover details that will be determined during the pre-construction collaboration process and to cover project risks or unknowns that could arise before or during construction based on the Proponent's experience and assessment of the project scope. - The contingencies provided should be supported by a costed risk register that provides rationale and context for the basis of the contingencies. - Proponents must submit their proposed budget according to the formatted table below, and the base price is to be defined on the expectation that construction begins as indicated in Part A. The construction of the project is dependent on the final design, and any regulatory approvals or agreements required for that design.

RFP# 24-137 - Design Assist and Construction Services for Foothills Okotoks Regional Water Project – Pipeline Phases 2, 3, and 5

	• The Quality of Project Construction Budget and Risk Register will be evaluated for its detail and completeness as it relates to the Proponent's understanding of the Project and Risk Register. It will also be partially evaluated by comparing the base price and recommended contingency with current market rates for this type of work and with other proponents.
Experience and Qualification of Project Team Weight: 25%	• Provide a project organization chart of the core project team including the roles and specific responsibilities of each team member. Provide resumes for key project personnel as an attachment. • Identify key project personnel and the percentage of their time that will be allocated to the project: the person who will assume responsibility for managing the project, key technical personnel, Quality Control lead, scheduling specialist, and other key roles as applicable. • Provide up to three (3) client references that have been engaged in a relevant and comparable project with your proposed team. With each reference provide: ○ Name of the organization; ○ Contact person's name and title; ○ Telephone number; and ○ E-mail address. • Provide any information about the unique or specialized value that your firm can bring to the Owner. • Describe and provide examples from past projects where the Proponent has employed innovative construction techniques and approaches that have provided additional value to clients. The Town reserves the right at their absolute discretion to contact or not contact the references.

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

Name and Role	Rate	Hours	Budget
	\$ /h		\$
	\$ /h		\$
	\$ /h		\$
	\$ /h		\$
	\$ /h		\$
	\$ /h		\$
Total Pre-Construction Collaboration Budget (excluding GST):			\$

3. Construction Budget and Costed Risk Register:

The Proponent shall provide a complete construction budget for evaluation based into Table C-2 and C-3. The base lump sum pricing should be inclusive of all work that, in the Proponent's experience, is required to construct the project that isn't included elsewhere 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.

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Table C-2: Phase 2 Construction Budget

Item	Units	Est. Quantity	Base Lump Sum Price	Recommended Contingency	Total
1. General Work (mobilization/ demobilization/ traffic management/ etc.)	ls	1	\$	\$	\$
2. Supply and Installation of 550mm HDPE DR11 Watermain (including fittings and restoration work).	lm	6,600	\$	\$	\$
3. Air Release Valves	ea	6	\$	\$	\$
4. Blow Off Structures	ea	7	\$	\$	\$
5. Pig Launch and Retrieval Stations	ea	1	\$	\$	\$
6. Road Crossings (increased cost on top of Supply and Installation of Watermain)	ea	5	\$	\$	\$
7. Access and Driveway Crossings (increased cost on top of Supply and Installation of Watermain)	ea	19	\$	\$	\$
8. Testing and Commissioning (including pressure testing, post-construction pigging, and disinfection)	ls	1	\$	\$	\$
Construction Budget Phase 2 (excluding GST):					\$

Table C-3: Phase 3 Construction Budget

Item	Unit	Est. Quantity	Base Lump Sum Price	Recommended Contingency	Total
1. General Work (mobilization/ demobilization/ traffic management/ etc.)	ls	1	\$	\$	\$
2. Supply and Installation of 550mm HDPE DR11 Watermain (including fittings and restoration work).	lm	6,000	\$	\$	\$
3. Air Release Valves	ea	7	\$	\$	\$
4. Blow Off Structures	ea	5	\$	\$	\$
5. Pig Launch and Retrieval Stations	ea	1			
6. Road Crossings (increased cost on top of Supply and Installation of Watermain)	ea	5	\$	\$	\$
7. Access and Driveway Crossings (increased cost on top of Supply and Installation of Watermain)	ea	19	\$	\$	\$
8. Testing and Commissioning (including pressure testing, post-construction pigging, and disinfection)	ls	1	\$	\$	\$
Construction Budget Phase 3 (excluding GST):					\$

Table C-4: Total Project Budget

Subtotal Pre-Construction Budget (Table C-1 Excluding GST):	\$
Construction Budget Phase 2 (Table C-2 Excluding GST):	\$
Construction Budget Phase 3 (Table C-3 Excluding GST):	\$
Total Construction Budget (Sum of totals from C-1, C-2, C-3 excl. GST)	\$