



SUBMISSION FORM F – RATED CRITERIA

Proponents shall provide the information required in this Submission Form as part of Stage II Rated Criteria. During this stage, GBC will evaluate the Rated Criteria to determine each Proponent's score based on the following criteria. Below is an overview of the categories and weightings for the Rated Criteria of this RFP.

Proponents shall structure their Proposals as instructed in Submission Form F - Rated Criteria noting item number, title, and indexed and/or tabbed accordingly. Failure to provide the required information in an attachment with responses to the questions may result in receiving zero points for the corresponding section at the discretion of the GBC.

ITEM NO.	RATED CRITERIA	Weighting (Points)
1	Corporate Profile	5
2	Relevant Project Experience	20
3	Proposed Team (Experience and Qualifications)	20
4	Deliverables, Approach, Quality, Methodology and Work Plan	25
5	Scheduling	30
	TOTAL	100



1. Corporate Profile

5 points

- 1.1. Provide a brief profile of your firm, the sub-design consultant, and the project team, including a description of the history and areas of expertise. (1 point) 1 page max
- 1.2. Discuss the resources and services available, experience in relevant fields, expanse of other related experience, and pertinent strengths to these assignments. (2 points) 1 page max
- 1.3. Include a narrative of why the firm is well-suited and best qualified to perform these services. (2 points) 1 page max

2. Relevant Project Experience

20 points

- 2.1. Provide a detailed description of the **three (3) similar projects** submitted in Submission Form B – Experience and Reference form. (6.6 points for each project)
 - Please include information that demonstrates how each example in the above question is relevant to this opportunity.
 - Selected projects should demonstrate the capability of the team to undertake and successfully deliver all aspects of the required services.

3. Proposed Team (Experience and Qualifications)

20 points

- 3.1. Provide resumes for the entire project team; the resumes must include the following key personnel, as per below:
 - a) Principal or Senior Partner; (2.5 points)
 - b) Project Manager; (7.5 points)
 - c) Site Supervisor (7.5 points)
 - d) Project Coordinator (2.5 points)

The individuals above should be or have, at a minimum, the following certifications:

- Health and Safety Awareness (O. Reg. 297/13)
- Working at Heights (O. Reg. 297/13 and O. Reg. 213/91)
- WHMIS (O. Reg. 860)

The proposed teams will be evaluated holistically, and each resume will be evaluated using the criteria below.

Each resume shall be at most two (2) pages; any additional pages will not be considered. Each resume must include a brief narrative on why the Proponent selected the provided staff member. Proponents' submissions will be evaluated based on a combination of the following:

- i. Past and current roles and specific responsibilities (beyond a list of completed projects);
- ii. Education and training;
- iii. Likely level of interaction with each staff person (i.e., daily, weekly, monthly, as needed, etc.).
- iv. Relevant project experience
- v. Total years of industry experience; and
- vi. Relevant licenses and certifications (copies may be requested before award).



4. Deliverables, Approach, Quality, Methodology and Work Plan

25 points

- 4.1. Describe your understanding of the assignment and the potential issues and challenges to be addressed. (6 points)
- 4.2. Outline your methodology, including your approach to communicating with GBC and your ability to start the work immediately upon award. (6 points)
- 4.3. Describe your dispute resolution process to address any items that arise. (6 points)
- 4.4. Describe your approach to mitigating supply chain issues, utilization of resources (i.e., ability to increase resources as necessary to meet project deadlines) (7 points)

5. Scheduling

30 points

- 5.1. Provide a detailed schedule (Gantt Chart) reflecting the proposed work plan to meet the required timelines and milestones. (20 points)

The Gantt chart shall include but not be limited to:

- a) Start date;
 - b) End date;
 - c) Critical path;
 - d) Milestones; and
 - e) Key activities.
- 5.2. Describe the procedures to monitor and update the work schedule monthly to reflect actual progress and required adjustments to keep on target. (5 points)
 - 5.3. Provide a detailed workplan and describe how you will ensure the work is completed on time and within budget. (5 points)

[END OF SUBMISSION FORM F]