

MEMORIAL TO THE VICTIMS OF COMMUNISM

CANADA, A LAND OF REFUGE

DESIGN COMPETITION – PHASE 1
REQUEST FOR QUALIFICATIONS



Memorial to the Victims of Communism

Canada, a Land of Refuge

PHASE 1

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION	2
1.1 INTRODUCTION	2
1.2 PARTICIPANTS	2
1.3 OVERVIEW	3
1.4 PROJECT VISION GOALS AND OBJECTIVES	3
1.5 LOCATION	5
1.6 SCHEDULE / KEY DATES	9
1.7 BUDGET	9
PART 2 – DESIGN COMPETITION PROCESS	10
2.1 GENERAL APPROACH	10
2.2 MEMBERS OF THE JURY OF EXPERTS	11
2.3 SUBMISSION REQUIREMENTS AND EVALUATION PHASE 1	11
2.4 REQUEST FOR PROPOSAL, PHASE 2	12
PART 3 - INSTRUCTIONS TO PROPONENTS	14
3.1 CLOSING DATE	14
3.2 SUBMISSION RECEIVING / RETURN ADDRESS	14
3.3 ENQUIRIES	14
3.4 CONTRACTING AUTHORITY	14
PART 4 - EVALUATION	15
4.0 CHECKLIST AND TEMPLATES FOR SUBMISSION FOR PHASE 1	15
4.1 MANDATORY REQUIREMENTS	15
4.2 RATED CRITERIA	16
4.3 BASIS OF SELECTION	19
PART 5 – CERTIFICATIONS	20
5.1 INTEGRITY PROVISIONS - ASSOCIATED INFORMATION	20
5.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - SUBMISSION CERTIFICATION	20
5.3 FORMER PUBLIC SERVANT (FPS) - CERTIFICATION	20
PART 6 - GENERAL INSTRUCTIONS	22
6.1 INTEGRITY PROVISIONS - SUBMISSION	22
6.2 DEFINITIONS	25
6.3 COMPOSITION OF CONSULTANT TEAM	26
6.4 SUBMISSION OF SUBMISSION	26
6.5 LATE SUBMISSIONS	27
6.6 REVISION OF SUBMISSION	27
6.7 DEBRIEFING	27
6.8 SUBMISSION COSTS	27
6.9 CONFLICT OF INTEREST - UNFAIR ADVANTAGE	27
6.10 LIMITATION OF LIABILITY	28
6.11 LICENSING REQUIREMENTS	28
6.12 PROCUREMENT BUSINESS NUMBER	28
6.13 JOINT VENTURE	28
6.14 LEGAL CAPACITY	29
ANNEXES	
ANNEX A: CHECKLIST AND TEMPLATES	
ANNEX B: JURY OF EXPERTS BIOGRAPHICAL INFORMATION	

PART 1 – GENERAL INFORMATION

1.1 INTRODUCTION

The Department of Canadian Heritage (PCH), is inviting Proponents consisting of teams of professional artists and architects, landscape architects (and other urban design professionals) to submit Submissions detailing their credentials and examples of prior work for the first part of a two-phase competition to design and build a national monument entitled Memorial to the Victims of Communism – Canada, a Land of Refuge, in Canada’s Capital.

Hundreds of thousands of Canadians first arrived, or are descendants of persons who came to Canada, as refugees fleeing Communist regimes. Over 8 million Canadians trace their roots – and many their own lives – to countries that lived or live under communism. The memorial will create awareness of the reality of life under communism and pay tribute to the over 100 million people worldwide who perished or suffered under Communist tyranny.

Monuments are an essential part of our national landscape and serve as important markers for events and people that make up the diverse fabric of our nation. Prominently located on Confederation Boulevard near the Supreme Court of Canada with views of the Peace Tower, this new Capital landmark will be a lasting tribute to the hardship endured by so many individuals and the freedom that Canada brought them.

Canada is therefore seeking Proponents to create a moving and thought-provoking monument that will be a testament to the courage of all victims and to those who risked everything to reach our borders in the hope of finding freedom, regaining their dignity and building a new future.

1.2 PARTICIPANTS

Tribute to Liberty (TTL), established in 2008, is a Canadian charity whose mission is to establish a Canadian memorial to commemorate the victims of Communism. TTL is governed by an eight member volunteer board of directors who represent key ethno-cultural communities in Canada affected by Communism.

Canadian Heritage (PCH) is the federal department responsible for new national commemorative works in Canada’s Capital Region. PCH is managing this monument project on behalf of TTL. PCH oversees policies and programs that promote Canadian content, foster cultural participation, active citizenship and participation in Canada’s civic life, and strengthen connections among Canadians.

The National Capital Commission (NCC) is responsible for planning, as well as taking part in the development, conservation and improvement of Canada’s Capital Region. NCC will also be responsible, in its entirety, of the procurement process of Phase 2 of the Project.

Public Works Government Services Canada (PWGSC) is responsible only of the procurement process of Phase 1 of the Project.

1.3 OVERVIEW

- This is a design competition open to Proponents made up of two to three Design Team members composed of professional, practising artists, architects, landscape architects and/or other urban design professionals.
- This is the first phase (Phase 1) of a two-phase competition: the first phase will evaluate qualifications of all Proponents and shortlist a maximum of six Proponents as Qualified Proponents; the second phase will invite Qualified Proponents to develop concepts.
- The successful Proponent in Phase 2 (Phase 2) will be awarded a contract to detail all the design work and prepare associated plans and specifications, fabricate any artistic elements, and ensure follow-ups during the construction and installation phases of the project. All site work will be undertaken by the NCC.
- The total all-inclusive budget for this Project is **\$1,950,000 (including applicable taxes)**.
- A Jury of Experts — composed of design professionals, stakeholders, and content specialists — has been assembled for this competition. The Jury of Experts will provide advice to the Minister of Canadian Heritage, as the minister responsible for commemorative monuments in the National Capital Region, and the Minister of Multiculturalism who, will be responsible for the final selection of the Successful Proponent.
- The unveiling of major monument elements is planned for late **summer 2015**.

1.4 PROJECT VISION GOALS AND OBJECTIVES

Vision

The memorial will be a solemn place inviting all visitors to reflect on the impact of communism and on the meaning of oppression and freedom. It will also serve to remind all of the core Canadian values that unite us and that such values must continue to be vigilantly protected and defended. It will be a place to recall and commemorate the suffering and tragedies of others (including, for many Canadians, their own ancestors) living under communist regimes but also a place to be grateful for those values that Canada stands for, the absence of which makes life under communist rule inhuman.

Over 100 million people worldwide, in countries on almost every continent, have perished under communist tyranny. It is estimated that a quarter of all Canadians have been impacted by communism and their story has for too long gone untold. For many, Canada was and continues to be a beacon of hope, a safe harbour and a land of freedom.

Whatever its rhetorical promise, the reality of communism has invariably resulted in the pervasive penetration of the state into all levels of civil society, reducing almost everyone to a daily struggle, inflicting suffering, physical oppression, deprivation and psychological abuse. While these regimes

were and are still imposed on masses of people, they are carried out by focusing on removing individual worth and destroying families, communities and history.

Canada's Memorial to the Victims of Communism will be a tribute to liberty, a testament to those who risked everything to reach our borders in the hope of regaining their dignity, their freedom and their lives, and a message to the world that Canada "condemns crimes against humanity, and that we will forever and always be a stalwart champion for freedom, democracy, human rights and the rule of law" (The Right Hon. Stephen Harper, P.C., M.P., Prime Minister of Canada, Black Ribbon Day, 2012)

Goal

To honour all victims of communism by bringing their suffering into the public's consciousness and to memorialize the experience of millions of Canadians, their families and friends, with an emphasis on those who found refuge in Canada and who were provided with an opportunity to live in a free and democratic country and to contribute to Canada's (and their own) long-term prosperity.

Project Objectives

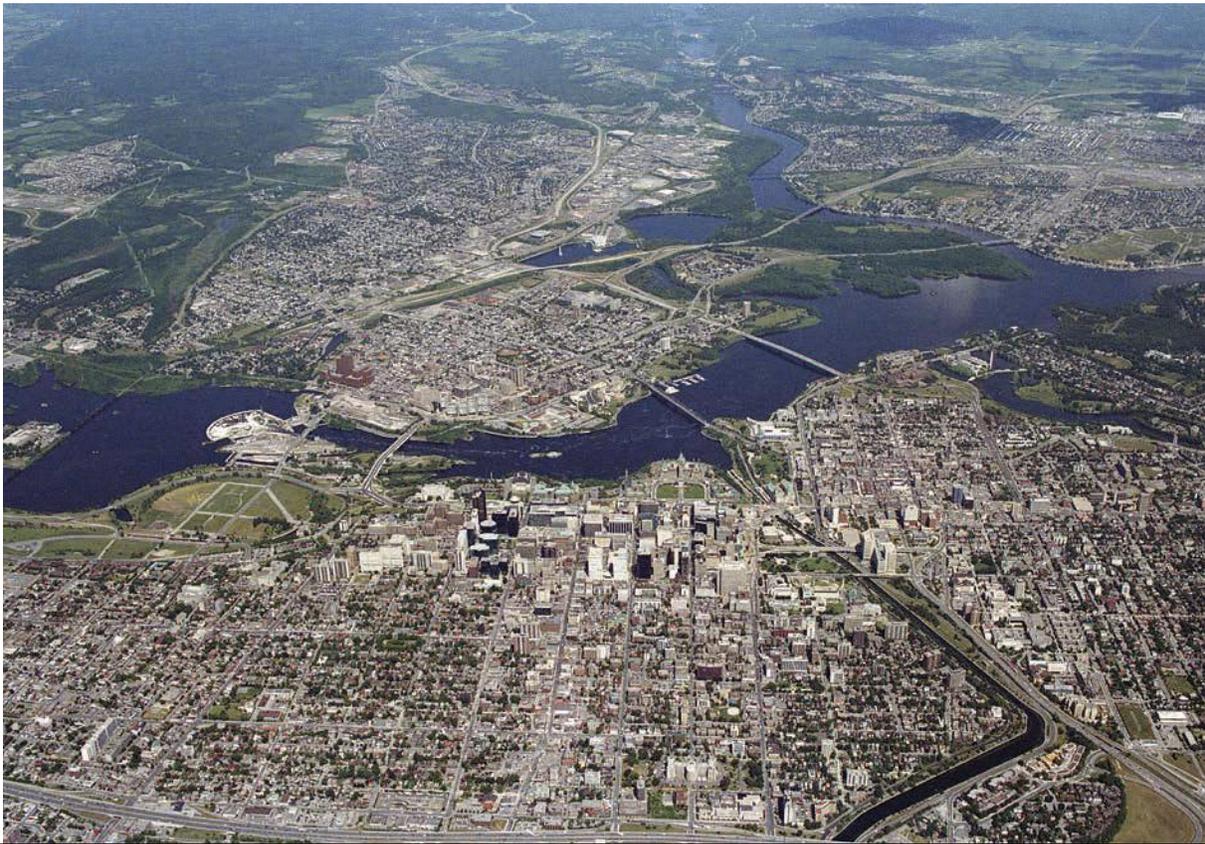
To erect an evocative and enduring memorial that:

- is a place of meaning for victims and their families and a gathering place for communities commemorating their suffering under communism or protesting the ongoing suffering of those still living under communist rule;
- raises Canadian and international awareness of the ravages of the communist ideology; and
- becomes an iconic landmark and contributes to the visitor's experience of the Capital.

1.5 LOCATION

CANADA'S CAPITAL REGION

As a meeting place for all Canadians that expresses Canadian values and identity, Canada's Capital Region is rich in symbols and meaning. The National Capital core area hosts many of the nation's most important political and cultural institutions, as well as a rich diversity of significant monuments and national symbols. They reflect, celebrate and commemorate people, events and achievements that have significance and value for our country. All monuments, regardless of their commemorative theme, often become a permanent influential element in the urban landscape, capable of shaping the civic realm by uniting history, territory and collective memory. In this respect, the *Memorial to the Victims of Communism – Canada, a Land of Refuge* will greatly enrich the visitor experience of the Capital and will become an enduring symbol.



Bird's eye view of Core area of the Capital

CONFEDERATION BOULEVARD, IN THE HEART OF CANADA'S CAPITAL REGION

Confederation Boulevard is the Capital's ceremonial route linking many of the national attractions and symbols through a unified and distinctive aesthetic approach. This discovery route is located within the Capital's core area, and encircles the downtown areas of the cities of Ottawa and Gatineau on both sides of the river. The primary focus of beautification and commemorative interventions extends beyond the edges of Confederation Boulevard. It includes physical links, entry routes, as well as visual and symbolic relationships within the Capital core. The site for this memorial is located on Confederation Boulevard within the Parliamentary Precinct. The memorial's highly prominent location will ensure good visibility by thousands of visitors and residents in the core area of Canada's Capital.



Plan view of Confederation Boulevard

SITE

- The site selected for the *Memorial to the Victims of Communism - Canada, a Land of Refuge* is along Confederation Boulevard immediately to the southwest of the Supreme Court of Canada, and besides the building housing Library and Archives Canada. The northern edge is defined by an industrial heating plant and a parking lot used by parliamentarians and staff of the Parliamentary Precinct. The site is the property of Public Works and Government Services Canada (PWGSC).



The site is adjacent to the Supreme Court of Canada that holds a symbolic primacy and visual dominance within the Judicial precinct.

- This site was selected due to its prominence and benefits from close proximity and thematic links to the Supreme Court of Canada, the Peace Tower, Parliament Hill and Library and Archives Canada. The design of the commemoration will inevitably be influenced by the surrounding architectures and heritage materials used in the nearby federal buildings.
- The site is a grassed area measuring approximately 5,000 m², planted with deciduous trees and conifers mostly along the perimeter. The particular topography of the site is composed of a crescent-shaped hill on the south side. This mound partly isolates the site from Confederation Boulevard.
- The site will be used to host events and/or ceremonies, such as Black Ribbon Day, an annual international day of remembrance for the victims of Communism in Europe.



Photos of the site

1.6 SCHEDULE / KEY DATES

An estimated and anticipated schedule is provided below to assist the Proponents in planning for this Project. Given the scope and magnitude of this Project, this schedule is subject to change, in which case Canada will not be bound by these timeframes of dates indicated.

Phase I — Request for Qualifications

Jury of Experts review and evaluation period	May 5 - 12, 2014
Notification of Qualified Proponents	By end of May, 2014

Phase II — Request for Proposals

Site meeting for Qualified Proponents, Q&A session	June 4, 2014
Presentation of design concept to Jury of Experts	August 21, 2014
Public viewing of design concepts	August 21, 2014
Jury of Experts review and evaluation period	August 22, 2014
Contract Award	Early September, 2014

Phase III — Design Development/Implementation

Detailed design development, plans and specs	September – December, 2014
Substantial completion of monument and unveiling of major monument elements	Late Summer, 2015

1.7 BUDGET

1.7.1 The total all-inclusive budget for this Project will be **\$1,950,000** (inclusive of applicable taxes), which includes, but is not limited to, all costs for the creation of the monument, including the Successful Proponent's contract, artist fees, and the fabrication of artistic elements, the construction of the monument and its landscape integration.

1.7.2 The Successful Proponent will be awarded a contract estimated at \$255,000 (inclusive of applicable taxes) which will include all fees and costs associated with design development, preparation of the final plans and specifications, involvement of other specialized professionals (Support Design Team) follow-ups on the construction site, and possible design modifications if required to respect the budgetary envelope. Please note that the contract will require the submission of construction drawings stamped by a structural engineer certified in the province of Ontario. The successful Proponent will be responsible for the design of the entire site, including all landscaping.

1.7.3 A travel allocation, not included in the estimated contract value mentioned in 1.7.2, will be included in the contract to be negotiated with the successful Proponent prior to the awarding of the contract in Phase 2.

1.7.4 Within the all-inclusive budget for the Project, Canada may, at its sole discretion, also award a separate contract to the artist in the Design Team of the Successful Proponent for the fabrication of artistic elements. A third party will be responsible for managing the implementation and construction phase within the project budget limits.

PART 2 – DESIGN COMPETITION PROCESS

2.1 GENERAL APPROACH

2.1.1 Phase 1— Request for Qualifications (RFQ)

During Phase 1:

- Proponents must assemble a Design Team, composed of artist and architects, landscape architects and/or another urban design professional.
- Proponents must submit a Submission detailing their Design Team’s qualifications and explaining their interest in the Project, as further described in Part 4 – Evaluation.
- The Jury of Experts will evaluate the Proponent’s Submission.
- The Proponent must demonstrate that it meets all the mandatory requirements defined in Part 4 of this document by providing all the required information.
- The Jury of Experts will recommend up to six responsive Submissions to the Minister of Canadian Heritage and the Minister of Multiculturalism, who will jointly be responsible for the final selection of the Qualified Proponents. Canada reserves the right to verify the information and references submitted.

2.1.2 Phase 2— Request for Proposals (RFP)

During Phase 2:

- Qualified Proponents will be invited to develop a concept based on a detailed RFP, prepare a maquette and present their monument design to the Jury of Experts on August 21, 2014.
- Qualified Proponents will need to provide a comprehensive and informed budget and ensure that their concept proposal can be built and installed within the identified overall budget and timelines.
- Any support team members will need to be identified at this stage.
- The Jury of Experts will provide advice to the Minister of Canadian Heritage, as the minister responsible for commemorative monuments in the National Capital Region, and the Minister of Multiculturalism who, will jointly be responsible for the final selection of the Successful Proponent.
 - Experts in conservation, engineering and costing will review the Qualified Proponents design concepts contained in their Proposals and provide technical comments to the Jury of Experts.
 - The Jury of Experts will also receive comments from the NCC’s Advisory Committee on Planning, Design and Realty (ACPDR) before it makes its recommendations to the Ministers. For more information on the ACPDR, please visit <http://www.ncc-ccn.gc.ca/about-ncc/corporate-advisory-special-committees>.

During Phase 2, the Qualified Proponents must:

- Attend a site visit and debriefing in Ottawa on or around June 4, 2014 (dates to be confirmed at the start of Phase 2) to explore the site and its context and hear a presentation about the Project. Qualified Proponents will also have the opportunity to ask questions about the Project, the process and the site.

- Conceive a unique and compelling design for the national monument *Memorial to the Victims of Communism – Canada, a Land of Refuge*, in keeping with the Project vision and objectives.
- Prepare a written Proposal outlining their concept and demonstrating its feasibility, and create a maquette and presentation materials.
- Bring their materials to Ottawa and present their design to the Jury of Experts on or around August 21, 2014 (dates to be confirmed at the start of Phase 2).
- Attend a public viewing on the evening of August 21, 2014 (dates to be confirmed at the start of Phase 2) where all of the Qualified Proponents' concepts will be showcased to the general public.

To be eligible to submit a Proposal for Phase 2, Proponents must first be selected as a Qualified Proponent by Canada at Phase 1.

Should Canada be of the opinion, at its sole and absolute discretion, that there be, or there is, an insufficient number of Qualified Proponents after Phase 1 to permit a competition in Phase 2, Canada reserves the right to cancel Phase 2, or to modify the requirements and re-publish the Request for Qualifications of Phase 1 using the same or a different approach.

2.2 MEMBERS OF THE JURY OF EXPERTS

A Jury of Experts composed of renowned design professionals, stakeholders and content specialists, has been assembled for this competition. The members of the Jury of Experts are:

- Shirley Blumberg, architect
- David Frum, author
- Maria Gabankova, artist
- Ludwik Klimkowski, Chair, Tribute to Liberty
- Michael J. Lewis, art and architecture historian
- Phuong T.V. Ngo, lawyer
- Peter F. Smith, landscape architect

(See Annex B for more details on Jury of Experts members.)

2.3 SUBMISSION REQUIREMENTS AND EVALUATION PHASE 1

2.3.1 Evaluation of Submissions

The Submissions of all Proponents will be reviewed and evaluated, using the Mandatory Requirements and the Rated Criteria, by the members of the Jury of Experts, who will recommend up to six Submissions to the Ministers. While the evaluation of the Rated Criteria by the members of the Jury of Experts will be based on their subjective opinion, each Submission must objectively meet the Mandatory Requirements to be recommended to the Ministers.

The Ministers may accept or reject any, or all, Submissions which meet the Mandatory Requirements.

Following completion of the evaluation process for Phase 1, Canada will send notices to Proponents individually by email to notify them of the result of the evaluation as it pertains to their Submission.

Upon the completion of the evaluation process for Phase 1, Canada will retain the submissions from Proponents for its records.

2.3.2 Phase 1 Submission Format

In order to facilitate the evaluation of Submissions, Proponents must adhere to the following instructions:

- Submit 3 hard copies and 1 soft copy (in PDF format) on CD or USB key.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that Proponents follow the format instructions described below in the preparation of their Submission:

- (a) use 216 mm x 279 mm (8.5 x 11 inch) paper;
- (b) should be in colour;
- (c) soft copy document should not be more than 20 megabytes in size and;
- (d) label the electronic copy and the PDF format file using the Proponent's legal name (for example, Architect ABC.PDF).

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Proponents should:

- 1) use 216 mm x 279 mm (8.5 x 11 inch) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content.

2.4 REQUEST FOR PROPOSAL, PHASE 2

2.4.1 Admissibility

Only those Qualified Proponents in Phase 1 will be eligible to submit a proposal in Phase 2.

2.4.2 Proposal and Contract Documents

NCC will be responsible, in its entirety, of the RFP for Phase 2. Phase 2 Request for Proposals documents will consist, but not be limited to, the following:

Program and Design Guidelines
Competition Requirements

2.4.3 Honorarium and Travel Reimbursements

Canada

- Will not provide any compensation to Proponents for participating in this RFQ solicitation process (Phase 1); and

- Intends to offer an honorarium of \$10,000 (including applicable taxes) to Qualified Proponents who participate in the RFP solicitation process (Phase 2) and who submit a *bona fide* compliant Proposal. The details of the timing of payment are to be set out in the RFP.
- Will reimburse Qualified Proponents who participate in the RFP solicitation process (Phase 2) and who submit a *bona fide* compliant Proposal, their authorized travel and living expenses reasonably and properly incurred in the preparation of Phase 2 Proposal, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" up to a maximum of \$4,000 including applicable taxes. A maximum of 2 trips to Ottawa for up to 2 team members will be authorized. All payments are subject to government audit.

PART 3 - INSTRUCTIONS TO PROPONENTS

3.1 CLOSING DATE

The closing date for this RFQ (RFQ Closing Date) is May 2, 2014, 2:00 pm (EDT).

3.2 SUBMISSION RECEIVING / RETURN ADDRESS

A Submission by facsimile or electronic means WILL NOT BE ACCEPTED, also refer to section 6.4. In order to be considered, Submissions shall be submitted to:

Public Works and Government Services Canada
Bid Receiving Unit
Place du Portage, Phase III
Main Lobby Core 0A1
11 Laurier Street
Gatineau, Québec
K1A 0S5.

3.3 ENQUIRIES

Questions or requests for clarification during the RFQ solicitation period must be submitted in writing to the Contracting Authority named on this RFQ as early as possible. Enquiries should be received no later than 7 working days prior to the RFQ Closing Date. Enquiries received after 7 days prior to the RFQ Closing Date may not be answered prior to the RFQ Closing Date.

To ensure the integrity of the procurement process, enquiries and other communications regarding the RFQ must be directed only to the Contracting Authority identified in the RFQ. Failure to comply with this requirement may result in the Submission being declared non-responsive.

To ensure consistency and quality of information provided to Proponents, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS).

3.4 CONTRACTING AUTHORITY

The Contracting Authority for this RFQ is:

Josianne Courteau
Public Works and Government Services Canada
Real Property Contracting Directorate
3C2, 11 Laurier Street, Place du Portage, Phase III
Gatineau, Québec K1A 0S5
E-mail: Josianne.courteau@tpsgc-pwgsc.gc.ca
Facsimile: (819) 956-8335

PART 4 - EVALUATION

4.0 CHECKLIST AND TEMPLATES FOR SUBMISSION FOR PHASE 1

The checklist and templates included in Annex A will serve as a quick reference tool for the Proponent's use only. The use of the checklist and templates may prevent, but does not guarantee, omission of any mandatory documents/information, which could render the Submission non-responsive. Canada neither represents nor warrants that the said checklist covers all of the requirements of this RFQ.

4.1 MANDATORY REQUIREMENTS

Failure to meet the Mandatory Requirements will render the Submission non-responsive and no further evaluation will be carried out.

Proponents will be required to carry over the members of their Design Team identified in their Phase 1 Submission to Phase 2.

Mandatory Criteria (MC)		
Number	Mandatory Criterion	Cross-reference to proposal
MC1	The Proponent's Design Team must be composed of a minimum of two (2) individuals and must not exceed a maximum of three (3) individuals, of which: a) A minimum of one (1) individual is an artist; and, b) A minimum of one (1) individual is an architect <u>or</u> a landscape architect;	
MC2	The Proponent's Design Team architect and/or landscape architect identified as resources for MC1 above need to be licensed, or be eligible to be licensed, to provide the necessary professional services to the full extent that may be required by provincial law in the province of Ontario.	

4.2 RATED CRITERIA

Rated Criteria (RC)							
Number							
RC1	<p><u>Information that should be supplied:</u> The Proponent should provide a letter (recommended 2 pages maximum in length, single sided, on 8 ½" X 11" paper) describing the Design Team’s interest in the project, their understanding of the requirement, the team structure and its work relationships, and the strengths and motivation the Design Team members will bring to the Project.</p>						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Rated Criterion</th> <th style="text-align: center;">Rated Guide</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>a) The Proponent’s <u>Design Team</u> demonstrates an understanding of the current project’s requirements, including the project’s subject matter, scope, importance, and sensitivities. (Maximum 10 points)</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Lacks complete or almost complete understanding of the requirement (2 points); • Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements (4 points); • Demonstrates a good understanding of the requirements (6 points); • Demonstrates a very good understanding of the requirements (8 points); • Demonstrates an excellent understanding of the requirements (10 points). </td> </tr> <tr> <td style="vertical-align: top;"> <p>b) The Proponent’s <u>Design Team</u> identifies the necessary resources, their work relationships and demonstrates motivation in fulfilling this project’s requirement. (Maximum 10 points)</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Weaknesses have been identified that cannot be corrected (2 points); • It is generally doubtful that the weaknesses can be corrected (4 points); • The weaknesses identified can be corrected (6 points); • No significant weaknesses have been identified (8 points); • No apparent weaknesses (10 points). </td> </tr> </tbody> </table>	Rated Criterion	Rated Guide	<p>a) The Proponent’s <u>Design Team</u> demonstrates an understanding of the current project’s requirements, including the project’s subject matter, scope, importance, and sensitivities. (Maximum 10 points)</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Lacks complete or almost complete understanding of the requirement (2 points); • Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements (4 points); • Demonstrates a good understanding of the requirements (6 points); • Demonstrates a very good understanding of the requirements (8 points); • Demonstrates an excellent understanding of the requirements (10 points). 	<p>b) The Proponent’s <u>Design Team</u> identifies the necessary resources, their work relationships and demonstrates motivation in fulfilling this project’s requirement. (Maximum 10 points)</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Weaknesses have been identified that cannot be corrected (2 points); • It is generally doubtful that the weaknesses can be corrected (4 points); • The weaknesses identified can be corrected (6 points); • No significant weaknesses have been identified (8 points); • No apparent weaknesses (10 points).
Rated Criterion	Rated Guide						
<p>a) The Proponent’s <u>Design Team</u> demonstrates an understanding of the current project’s requirements, including the project’s subject matter, scope, importance, and sensitivities. (Maximum 10 points)</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Lacks complete or almost complete understanding of the requirement (2 points); • Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements (4 points); • Demonstrates a good understanding of the requirements (6 points); • Demonstrates a very good understanding of the requirements (8 points); • Demonstrates an excellent understanding of the requirements (10 points). 						
<p>b) The Proponent’s <u>Design Team</u> identifies the necessary resources, their work relationships and demonstrates motivation in fulfilling this project’s requirement. (Maximum 10 points)</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Weaknesses have been identified that cannot be corrected (2 points); • It is generally doubtful that the weaknesses can be corrected (4 points); • The weaknesses identified can be corrected (6 points); • No significant weaknesses have been identified (8 points); • No apparent weaknesses (10 points). 						

<p>RC2</p>	<p><u>Information that should be supplied:</u></p> <p>A maximum of six (6)* comparable projects descriptions, previously completed by at least one the Proponent’s Design Team member, should be provided. Each description should be provided on a single page (8 ½” X 11” paper), with the top half of the page addressing elements a) to g), below, and the bottom half addressing element h). Each of the Proponent’s Design Team members must have worked on a minimum of one (1) of the projects submitted. The following should be provided for each project description:</p> <ul style="list-style-type: none"> a) Project title; b) A brief description of the project, including its location and the year it was completed; c) The initial overall project budget (at contract award) and the completed overall project budget (at completion) (explanations must be provided if the budgets are not the same); d) The requested project completion date (at contract award) and the final completion date (explanations must be provided if the dates are not the same); e) The Proponent’s Design Team member(s) role(s) in the project; f) The client’s information: name & contact information; g) Awards received (if applicable); and, h) Photographs of the projects. <p>* Maximum of 6 projects will be evaluated. The projects will be evaluated in order of presentation. Proposed project summaries above the 'maximum' will not be evaluated.</p>	
	<p>Rated Criterion</p>	<p>Rated Guide</p>
	<p>a) The Proponent’s <u>Design Team members</u> has previous work experience, where projects were of quality, respected the project’s requirement and budget and were compliant in respecting the schedules and deadlines. (Maximum 25 points)</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Sample projects did not respect the elements requested (5 points); • Sample projects generally respected most of the elements requested (10 points); • Sample projects generally respected the elements requested (15 points); • Sample projects respected all elements requested (20 points); • Sample projects respected all elements requested and demonstrated best practices (25 points).
	<p>b) The Proponent’s Design Team <u>members</u> demonstrate excellence in design, quality of</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Proponent’s Design Team members do not

	<p>thought and creativity through previous work completed. (Maximum 25 points)</p>	<p>demonstrate elements sought in previous work completed (5 points);</p> <ul style="list-style-type: none"> • Proponent’s Design Team members lack most of the elements sought in previous work completed (10 points); • Proponent’s Design Team members lack some of the elements sought in previous work completed (15 points); • Proponent’s Design Team members demonstrate the necessary elements sought in previous work completed (20 points); • Proponent’s Design Team members surpass expectations for elements anticipated to be found in previous work completed (25 points);
--	--	--

RC3	<p><u>Information that should be supplied:</u> The Proponent should provide an abbreviated one page CV for each Design Team member identified in MC1. CVs should be submitted single sided, on 8 ½” X 11” paper.</p>	
	Rated Criterion	Rated Guide
	<p>a) The Proponent’s Design Team <u>members</u> demonstrate that they possess the necessary qualifications and professional experience to fulfill the goals associated with such a project. (Maximum 30 points)</p>	<ul style="list-style-type: none"> • Did not submit information that could be evaluated (0 points); • Proponent’s Design Team members do not possess the necessary qualifications and experience (6 points); • Proponent’s Design Team members lack most of the necessary qualifications and experience (12 points); • Proponent’s Design Team members lack some of the necessary qualifications and experience (18 points); • Proponent’s Design Team members have an acceptable level of qualifications and experience (24 points); • Proponent’s Design Team members are highly qualified and experienced (30 points);

4.3 BASIS OF SELECTION

The Submissions of all Proponents will be reviewed and evaluated, using the Mandatory Requirements and the Rated Criteria, by the members of the Jury of Experts, who will recommend up to six responsive Submissions to the Ministers.

While the evaluation of the Rated Criteria by the members of the Jury of Experts will be based on their subjective opinion, each Submission must objectively meet the Mandatory Requirements to be recommended to the Ministers. Therefore, to be declared responsive, a Submission must meet all Mandatory Requirements.

Up to six responsive Submissions with the highest number of points will be qualified.

The Ministers may accept or reject any, or all, Submissions which meet the Mandatory Requirements.

PART 5 – CERTIFICATIONS

5.1 INTEGRITY PROVISIONS - ASSOCIATED INFORMATION

By submitting a Submission, the Proponent certifies that the Proponent and its Affiliates are in compliance with the provisions as stated in Part 6 - General Instructions, Section 6.1 Integrity Provisions - Submission. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - SUBMISSION CERTIFICATION

By submitting a Submission, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

Canada will have the right to declare a Submission non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.3 FORMER PUBLIC SERVANT (FPS) - CERTIFICATION

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Proponents must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of Submissions is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the Submission non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

PART 6 - GENERAL INSTRUCTIONS

6.1 INTEGRITY PROVISIONS - SUBMISSION

1. Proponents must comply with the [Code of Conduct for Procurement](#). In addition, Proponents must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitations and resulting contracts, and submit bids as well as enter into contracts only if they will fulfill all obligations of the contract.
2. By submitting a Submission, Proponents confirm that they understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be awarded a contract. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found by Canada to be untrue in any respect, at the time of contract award. If it is determined, after contract award, that the Proponent made a false declaration, Canada will, following a notice period, have the right to terminate the contract for default. The Proponent will be required to diligently maintain up-to-date the information requested. The Proponent and any of the Proponent's Affiliates will also be required to remain free and clear of any acts or convictions specified in these Integrity Provisions during the period of any contract resulting from this bid solicitation.
3. *Affiliates*
For the purpose of these Integrity Provisions, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies, and subsidiaries, whether partly or wholly-owned, as well as individuals, and directors, are Proponent's Affiliates if:
 - a. directly or indirectly either one controls or has the power to control the other, or
 - b. a third party has the power to control both.Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in these Integrity Provisions which has the same or similar management, ownership, or principal employees, as the case may be.
4. Proponents who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Proponent. Proponents bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. Proponents bidding as societies, firms, or partnerships do not need to provide lists of names.
If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.
Canada may, at any time, request that the Proponent provide properly completed and signed

consent forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.

5. The Proponent must diligently inform Canada in writing of any changes affecting the list of names of directors during this procurement process as well as during the contract period. The Proponent must also, when requested, provide Canada with properly completed and signed consent forms.
6. By submitting a bid, the Proponent certifies that it is aware, and that its Affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Proponent, including the information relating to the acts or convictions specified in these Integrity Provisions, through independent research, use of any government resources or by contacting third parties.
7. By submitting a bid, the Proponent certifies that neither the Proponent nor any of the Proponent's Affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Contract if the payment of the fee would require the individual to file a return under section 5 of the [Lobbying Act](#).
8. *Time Period*
The Time Period is 10 years and is measured from the date of the conviction or from the date of the conditional or absolute discharge.
In addition, for a conviction under paragraphs a. or b. of subsection 9, following the 10-year period, a pardon or a record suspension must have been obtained, or capacities must have been restored by the Governor in Council. The Proponent must therefore provide with its bid or promptly afterwards a copy of confirming documentation from an official source for its certification to be found true by Canada for the purpose of these Integrity Provisions. If the documentation has not been received by the time the evaluation of bids is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply within the time frame specified will render the bid non-responsive.
9. By submitting a bid, the Proponent certifies that neither the Proponent nor any of the Proponent's Affiliates have been convicted of an offence or received a conditional or an absolute discharge under any of the following provisions, unless the time period, as defined in the Time Period subsection, has elapsed:
 - a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
 - b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#), or
 - c. section 119 (*Bribery of judicial officers, etc*), section 120 (*Bribery of officers*), section 346 (*Extortion*), sections 366 to 368 (*Forgery and other offences resembling forgery*),

- section 382 (*Fraudulent manipulation of stock exchange transactions*), section 382.1 (*Prohibited insider trading*), section 397 (*Falsification of books and documents*), section 422 (*Criminal breach of contract*), section 426 (*Secret commissions*), section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#), or
- d. section 45 (*Conspiracies, agreements or arrangements between competitors*), section 46 (*Foreign directives*), section 47 (*Bid rigging*), section 49 (*Agreements or arrangements of federal financial institutions*), section 52 (*False or misleading representation*), section 53 (*Deceptive notice of winning a prize*) of the [Competition Act](#), or
- e. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
- f. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
- g. section 3 (*Bribing a foreign public official*), section 4 (*Accounting*), or section 5 (*Offence committed outside Canada*) of the [Corruption of Foreign Public Officials Act](#), or
- h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#).

The Proponent also certifies that no one convicted under any of the provisions under a. or b. are to receive any benefit under a contract resulting from this bid solicitation, unless a pardon or a record suspension has been obtained or capacities restored by the Governor in Council, as defined in the Time Period subsection.

10. *Foreign Offences*

The Proponent also certifies that, within a period, as defined in the Time Period subsection, neither the Proponent nor any of the Proponent's Affiliates have been convicted of or have received a conditional or an absolute discharge, under any foreign offence that Canada deems to be of similar constitutive elements to the offences listed in these Integrity Provisions. Canada will also consider foreign measures declared by Canada to be similar in nature to the Canadian pardon, record suspension, or restoration of capacities by the Governor in Council.

11. *Sub-consultants*

The Proponent must ensure that subcontracts include Integrity Provisions no less favourable to Canada than those imposed in the resulting contract.

12. *Preventive measures associated with the Time Period*

In cases where the period (as defined in the Time Period subsection), for a conviction, or a conditional or an absolute discharge of the Proponent or any of the Proponent's Affiliates has elapsed, then the Proponent must also certify for itself and for its Affiliates that measures have been diligently put in place in order to avoid the reoccurrence of such convictions or reprehensible actions.

13. *Public Interest Exception*

Proponents understand that Canada may enter into contract with a Proponent, where the Proponent or the Proponent's Affiliates have been convicted of or have received a conditional or an absolute discharge for an offence specified in these Integrity Provisions, when required to do so by law or legal proceedings, or when Canada in its sole discretion considers it necessary to the public interest for reasons which include, but are not limited to:

- no one else is capable of performing the contract;
- emergency;
- national security;
- health and safety;
- economic harm.

If all bids are found non-responsive for reason of a listed relevant conviction or act, then Canada may invoke the public interest exception, as described in the paragraph above. In such cases, only bids containing a declaration concerning a relevant offence or act will be further considered. Canada may also elect to procure outside of the present process. In all cases, Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

14. *Non-application*

For governments, as well as entities controlled by a government, including Crown corporations, the present Integrity Provisions are reduced to complying with article 750 of the [Criminal Code](#), the [Government Contracts Regulations](#) and the [Code of Conduct for Procurement](#).

6.2 DEFINITIONS

1. In this Request for Qualifications (RFQ), the following words or phrases have the corresponding meaning.

"Applicable Taxes": The Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

"Bid" includes *Submission and Proposal*, and refers to the response by the Proponents or the Qualified Proponents to the RFQ and the RFP.

"Bid solicitations" includes the RFQ and the RFP.

"Canada" means Her Majesty the Queen in right of Canada, as represented by the Minister of Public Works and Government Services.

"Consultant Team" and "Design Team" means the team of consultants, specialists and sub-consultants, including the Proponent, proposed by the Proponent to perform the services required.

"Key Personnel" and "Support Team Member" means Staff of the Proponent, sub-consultants and specialists proposed to be assigned to this Project.

"Ministers" means the Minister of Canadian Heritage and the Minister of Multiculturalism, who will jointly be responsible for the final selection of the Qualified Proponents and the Successful Proponent.

"Proponent" and "Proponents" means the person, persons, entity or entities (or, in the case of a joint venture, the persons or entities) which submit a Submission in response to the RFQ.

"Qualified Proponent" and *"Qualified Proponents"* means the Proponents selected by the Ministers through Phase 1 to participate in Phase 2. *"Proponent"* and *"Proponents"* means the person or entity (or, in the case of a joint venture, the persons or entities) which submits a Submission to the RFQ.

"Project" means the project for the design and construction of a national monument entitled "Memorial to the Victims of Communism – Canada, a Land of Refuge", in Canada's national capital.

"RFQ Closing Date" means the time and date indicated in Section 3.1 of this RFQ, which time and date is reproduced on the first page of this document. In case of discrepancy between the two, the time and date indicated in Section 3.1 of this RFQ prevails.

"Submission" and "Submissions" means the documents submitted by Proponent and the Proponents in response to the RFQ.

"Successful Proponent" means the Qualified Proponent selected by the Ministers through Phase 2.

6.3 COMPOSITION OF CONSULTANT TEAM

By submitting a Submission, the Proponent represents and warrants that the entities and persons proposed in the Submission to perform the required services will be the entities and persons that will perform the services in the fulfillment of the project under any contractual arrangement arising from submission of the Submission. If the Proponent has proposed any person in fulfillment of the project who is not an employee of the Proponent, the Proponent warrants that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the services to be performed.

6.4 SUBMISSION OF SUBMISSION

1. Canada requires that each Submission, at closing date and time or upon request from the Contracting Authority, be signed by the Proponent or by an authorized representative of the Proponent. If a Submission is submitted by a joint venture, it must be in accordance with section 5.13.
2. It is the Proponent's responsibility to:
 - a. submit a Phase 1 Submission, duly completed, **in the format requested**, on or before the closing date and time set for Phase 1 Submissions;
 - b. send its Submission only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of this RFQ;
 - c. obtain clarification of the requirements contained in the RFQ, if necessary, before submitting a Submission;
 - d. ensure that the Proponent's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the Submission; and
 - e. provide a comprehensive and sufficiently detailed Submission that will permit a complete evaluation in accordance with the criteria set out in this RFQ.
3. Timely and correct delivery of Submission to the office designated for receipt of Submissions is the sole responsibility of the Proponent. Canada will not assume or have transferred to it

those responsibilities. All risks and consequences of incorrect delivery of Submissions are the responsibility of the Proponent.

4. Submissions and supporting information may be submitted in either English or French.
5. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. During Phase 1 Canada will post all amendments using GETS. It is the sole responsibility of the Proponent to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Proponent's part nor for notification services offered by a third party.

6.5 LATE SUBMISSIONS

Submissions delivered after the RFQ Closing Date and time will be returned unopened.

6.6 REVISION OF SUBMISSION

A Submission submitted may be amended by letter or facsimile provided the revision is received at the office designated for the receipt of Submissions, on or before the date and time set for the receipt of Submissions. The revision must be on the Proponent's letterhead or bear a signature that identifies the Proponent, and must clearly identify the change(s) to be applied to the original Submission. The revision must also include the information identified in 5.4 2(d).

6.7 DEBRIEFING

Should a Proponent desire a debriefing, the Proponent should contact the Contracting Authority within 15 working days of the notification of the results and after Phase 2 contract award. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

6.8 SUBMISSION COSTS

No payment will be made for costs incurred in the preparation and submission of a Submission in response to the Request for Qualifications (Phase 1). Costs associated with preparing and submitting a Submission, as well as any costs incurred by the Proponent associated with the evaluation of the Submission, are the sole responsibility of the Proponent.

6.9 CONFLICT OF INTEREST - UNFAIR ADVANTAGE

1. In order to protect the integrity of the procurement process, Proponents are advised that Canada may reject a Submission in the following circumstances:
 - a. if the Proponent, any of its sub-contractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Proponent, any of its sub-contractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other Proponents and that would, in Canada's opinion, give or appear to give the Proponent an unfair advantage.

2. The experience acquired by a Proponent who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Proponent remains however subject to the criteria established above.
3. Where Canada intends to reject a Submission under this section, the Contracting Authority will inform the Proponent and provide the Proponent an opportunity to make representations before making a final decision. Proponents who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a Submission, the Proponent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Proponent acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

6.10 LIMITATION OF LIABILITY

Except as expressly and specifically permitted in this RFQ, no Proponent or Qualified Proponent shall have any claim for any compensation of any kind whatsoever in relation to this RFQ, or any aspect of the procurement process, and by submitting a Submission each Proponent shall be deemed to have agreed that it has no claim.

6.11 LICENSING REQUIREMENTS

1. Consultant Team members and Key Personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the Province or Territory in which the project is located.
2. By virtue of submission of a Submission, the Proponent certifies that the Proponent's Consultant Team and Key Personnel are in compliance with the requirements of subsection 1 above. The Proponent acknowledges that Canada reserves the right to verify any information in this regard and that false or erroneous certification may result in the Submission being declared non-responsive.

6.12 PROCUREMENT BUSINESS NUMBER

Proponents are required to have a Procurement Business Number (PBN) before contract award. Proponents may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, Proponents may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.13 JOINT VENTURE

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Proponents who submit a Submission as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.

2. If the information is not clearly provided in the Submission, the Proponent must provide the information on request from the Contracting Authority.
3. The Submission and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFQ and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

6.14 LEGAL CAPACITY

The Proponent must have the legal capacity to contract. If the Proponent is a sole proprietorship, a partnership or a corporate body, the Proponent must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Proponents submitting a Submission as a joint venture.

ANNEX A
CHECKLIST AND TEMPLATES

Checklist

- Mandatory Criteria:** Annex A - General information

- Rated Criteria 1:** The Proponent should provide a letter (recommended 2 pages maximum, single sided, on 8 ½" X 11" paper) describing the Design Team's interest in the project, their understanding of the requirement, the team structure and its work relationships, and the strengths and motivation Design Team members will bring to the Project.

- Rated Criteria 2:** Annex A - Comparable Projects Template: A maximum of six (6) comparable projects descriptions, previously completed by at least one of the Proponent's Design Team member, should be provided. Each description should be provided on a single page (8 ½" X 11" paper), with the top half of the page addressing elements a) to g), and the bottom half addressing element h). Each of the Proponent's Design Team members must have worked on a minimum of one (1) of the projects submitted.

- Rated Criteria 3:** The Proponent should provide an abbreviated one page CV for each design team member identified in MC1. CVs should be submitted single sided, on 8 ½" X 11" paper.

**ANNEX A
CHECKLIST AND TEMPLATES**

General Information

Name of the Artist:

Street Address:

City:

Prov./Terr./State:

Postal/ZIP Code:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization

Sole Proprietorship Partnership Corporation Joint Venture

Name of the architect or landscape architect:

Street Address:

City:

Prov./Terr./State:

Postal/ZIP Code:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Is the architect or landscape architect is licensed, or is eligible to be licensed, to provide the necessary professional services to the full extent that may be required by provincial law in the province of Ontario:

Yes__ No__

Type of Organization

Sole Proprietorship Partnership Corporation Joint Venture

Name of the team member #3 (if applicable):

Street Address:

City:

Prov./Terr./State:

Postal/ZIP Code:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization

Sole Proprietorship Partnership Corporation Joint Venture

**ANNEX A
CHECKLIST AND TEMPLATES**

Comparable Projects Template

Project Description *(Rated Criteria 2 a) to g)*

Project Title:	
Brief Description including location and year of completion	
Initial Project Budget	\$
Budget at Completion (explain discrepancy if required)	\$
Completion date /at contract award & actual final date (explain discrepancy of required)	
Design Team member(s) role(s) in project	
Client Name and Contact Information	
Awards Received (if applicable)	

Photographs of the project *(Rated Criteria 2 h)*

ANNEX B

JURY OF EXPERTS BIOGRAPHICAL INFORMATION

Shirley Blumberg, Architect

Shirley Blumberg is a founding partner of the Toronto architectural firm KPMB. One of her recently completed projects, the Centre for International Governance Innovation (CIGI) in Waterloo, Ontario, has been recognized for the quality of its architectural and urban design contribution to the city.

Shirley has contributed to numerous projects that engage heritage context, notably King James Place, the Design Exchange, Canada's National Ballet School and the Gardiner Museum renewal, the latter two widely acclaimed as key projects in Toronto's Cultural Renaissance.

Currently she is partner-in-charge of the renovation and expansion of 20 Washington Road at Princeton University, the new Remail Art Gallery of Saskatchewan in Saskatoon, and the Global Centre for Pluralism for the Aga Khan in Ottawa and the Ronald O. Perelman Center for Political Science and Economics at the University of Pennsylvania.

She is the recipient of numerous prestigious awards.

David Frum, Author

David is a contributing editor at The Atlantic and a CNN contributor. He is the author of eight books, including most recently the e-book WHY ROMNEY LOST and his novel, PATRIOTS. In 2001-2002, Frum served as speechwriter and special assistant to President George W. Bush; in 2007-2008, as senior adviser to the Rudy Giuliani presidential campaign. He is a member of the board of directors of the following groups: the Republican Jewish Coalition, Smart Approaches to Marijuana, the US think tank R Street and the UK think tank Policy Exchange.

Maria Gabankova, Artist

Maria Gabankova was born and grew up in former Czechoslovakia, in a family of dissident artists, Antonia and Joseph Gabanek (a political prisoner under Communism). Following the Soviet led invasion of Czechoslovakia in 1968 the family immigrated to Canada. In addition to apprenticing with her parents, Maria studied art at Ostrava art school, University of B.C. Vancouver School of Art and The Art Students League of New York. She has exhibited extensively in North America and Europe and her art works are represented in private and public art collections. She is a professor at the Ontario College of Art and Design University in Toronto.

Gabankova uses the human figure as a metaphor to interpret relevant contemporary philosophical and spiritual issues. Through the themes of displacement, dehumanisation and absurdity her expressive figures search for hope, meaning and faith. Portraiture holds a special focus in her practise with an impressive record of commissioned portraits which include many distinguished Canadians such as Honourable Ch. Meyer, former Minister of Agriculture, as well as well-known figures of Czech and Slovak cultural scene, including novelist J. Skvorecky and composer O. Morawetz.

Maria lives with her husband Ales Brezina, a journalist, who was a Charter 77 signatory and a political prisoner during 1970s.

Ludwik Klimkowski, Board Chair, Tribute to Liberty

Ludwik Klimkowski is the President of Moneyweb Financial, a financial planning and investment service that keeps you informed and enables you to identify opportunities to protect and enhance your assets. He is a Certified Financial Planner and is widely recognized as a specialist in investment portfolio design and risk management with more than 20 years of experience.

Ludwik is a dedicated volunteer. He currently serves as a Chair of Tribute to Liberty, is the Vice-President of Canadian Polish Congress for Canadian Affairs, Advisory Council Member of the International Holocaust Remembrance Alliance and proudly assists many other charitable organizations.

He was awarded the Queens Diamond Jubilee Medal in 2012 in recognition of his substantial contributions and accomplishments in service to Canada.

Ludwik was born in Warsaw, Poland. Since his student years at the University of Warsaw, he has lived in Paris, France, London, UK and in our capital city of Ottawa.

Michael J. Lewis, Art and Architecture Historian

Michael Lewis is currently a professor of American art and architecture at Williams College in Williamstown, Ma. His research expertise is in architectural theory; utopian and communal societies; the meaning of monuments; and the problem of creativity and collaboration. He is a contributor to numerous publications as well as an author of a number of books including; Frank Furness: Architecture and the Violent Mind (2001), The Gothic Revival (2002), and American Art and Architecture (2006). Michael is currently writing City of Refuge: the Other Utopia under the auspices of a Guggenheim Fellowship

Michael is also the recipient of numerous awards

Phuong T.V.Ngo, Advocate

Phuong Ngo is a partner at the firm Gowlings and works in the Ottawa office. She practises in the areas of civil and administrative litigation, with an emphasis in health law and government procurement. Phuong is an advocate in the Ontario Court and the Federal Court of Canada. She completed her studies at Carleton University and the University of Ottawa, and practises in both official languages.

Phuong's family arrived in Canada in 1975 after fleeing Communist Vietnam. She has been an active member of Vietnamese community organizations in Canada and an advocate for human rights and democracy in Vietnam. Since 2011, Phuong has been a Trustee on the Board of Trustees of the Canadian Museum of Immigration at Pier 21.

Peter Fletcher Smith, Landscape Architect

Peter Smith is a partner in the Toronto firm DTAH, which provides services in urban design, landscape architecture and architecture. He is a landscape architect with extensive planning and built-work experience across the province. Peter has been involved in recent commemorations in the National Capital including the Peacekeeping Monument, Canadian Firefighters Memorial and the Canadian Navy Monument. For these projects, he prepared urban design guidelines and also served as jurist or professional advisor. For the National Capital Commission, Peter recently completed the Confederation Boulevard Guidelines - Design, Maintenance and Management.

Many of the projects Peter has been involved in have won prestigious professional awards.