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Telephone: 902-424-7663
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Requisition# 10023975

See attached Request for Proposals regarding an Integrated Transportation Corridor Feasibility Study

Enquiry Contact: David Oxner, 902-424-7978, (see Section 2.10)

Facsimile and electronic bids **will not** be accepted for this RFP.

PRICES TO BE QUOTED TAX OUT ONLY

PLEASE COMPLETE THE UNIT, DELIVERY DATE, UNIT PRICE AND EXTENDED PRICE FIELDS

Item	Qty	Material	Delivery date	ALL PRICES MUST BE EXTENDED AND TOTALLED	
	Unit	Description		Unit Price	Extended Price
00001	1	Perf. unit	Integrated Trans Corridor Feasibility St		

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Item	Qty	Material	Delivery date	ALL PRICES MUST BE EXTENDED AND TOTTLED	
	Unit	Description		Unit Price	Extended Price

THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE TENDER ACCEPTANCE **TOTAL:**

BIDDING COMPANY: REPRESENTATIVE OF BIDDING COMPANY:

PRINT NAME:

PHONE#: FAX#: E-MAIL ADDRESS:

PO BOX: CITY: POSTAL CODE:

STREET: CITY: POSTAL CODE:

DELIVERY PROMISED: TERMS: FOB:

SIGNATURE:

All documents listed here can be found on our web site at www.gov.ns.ca/tenders/policy

If you do not have access to these documents via the Internet, please request a copy from Nova Scotia Procurement, 6176 Young St., PO Box 787, Halifax, NS B3J 2V2, phone (902)424-3333, fax (902)424-0622. Please request the document(s) by name.

NEED HELP? Suggestions and hints to help you reply to this tender are available from the above web page by selecting "Tendering Guides" then "Request for Quotations Completion Guide".

*******INSTRUCTIONS REGARDING THIS PURCHASE*******

By submitting a response to this tender, you acknowledge that you have read and complied with the applicable Nova Scotia Procurement documents. The following documents apply to this tender, and are available from the above web page by selecting "Terms & Conditions" then selecting the following:

- Atlantic Standard Terms and Conditions (revised April 1, 2007)
- Supplement - Request for Proposals (revised January 2005)

Requisition# 10023975

Procurement Services - Public Tenders Office
6176 Young Street, Suite 200
Halifax, Nova Scotia B3K 2A6
Telephone: (902) 424-3333

REQUEST FOR PROPOSALS (RFP)

60136059

Integrated Transportation Corridor: Phase 1 Feasibility Study

Department of Transportation & Infrastructure Renewal

Please Note:

- The complete tender document (20 sheets) is comprised of the 'Nova Scotia Request for Proposals' (NSRFP) form (2 sheets) and this RFP document (18 sheets). In the file that is downloadable from our public web site, the NSRFP form **always precedes** this RFP document. Please contact the Public Tenders Office if any sheets are missing.
- Financial information **must not** be reflected on the NSRFP form.
- Sections 3, 4 and 5 of this document must be completed and submitted with your bid.
- Any bids submitted via facsimile **are not** accepted.

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1. Department/Situation Overview

1.1. Department Responsibility

Transportation and Infrastructure Renewal (the Client) is an infrastructure department that:

- Provides services, direct or procured, to Nova Scotians and other government departments;
- Focuses on our clients;
- Is committed to safety, cost-effectiveness and quality; and
- Constructs, manages and maintains provincial highways, buildings and related infrastructure, and provide accommodation, property, corporate information technology and communications services to support sustainable economic growth and social well-being.

Transportation and Infrastructure Renewal also provides policy advice on provincial measures to support the transportation sector in Nova Scotia.

As part of this overall mandate and at the direction of the Premier, Minister, Deputy Minister and approval of Cabinet, the Department of Transportation & Infrastructure Renewal has been assigned the lead role in developing the Nova Scotia Gateway Strategy.

Nova Scotia has been a gateway to North America for 400 years. The economic growth of Asia is facilitating the development of a new all water service from Asia through the Suez Canal to North America. This represents a tremendous economic opportunity for Canada. As a secure port of entry to Canada and North America, the province is well positioned to expand its gateway role. The Government of Nova Scotia is positioning itself to facilitate the Province's development as a strategic North American gateway.

Reporting to the Deputy Minister, the Executive Director Gateway Initiative, will:

- Champion the Province's Transportation Gateway initiative;
- Act as the Departmental focal point in advancing the Gateway Initiative; and
- Interact with senior officials in the public and private sectors on gateway-related matters.

The Executive Director's mandate is to position the Government of Nova Scotia to play a strategic role in Nova Scotia's development as a major international transportation gateway through the development of a gateway strategy and action plan and effective collaboration and engagement with key stakeholders.

1.2. Background and Situation Overview

1.2.1 Gateway Concept

Strengthening Nova Scotia's position in the competitive world of international commerce is a priority for the Government of Nova Scotia. Nova Scotia has a major opportunity to take advantage of its geographic location as a gateway to North America to become a hub of the world transportation network.

Nova Scotia has the closest mainland North American seaports to Europe and, by way of the Suez Canal, to much of South and East Asia. Congestion on the west coast of North America and the Panama Canal, combined with projections of substantial container cargo growth over the next ten years and beyond, make the Suez Canal route from Asia to Nova Scotia a candidate for capturing a significant share of rapidly growing volumes of international container traffic.

A fundamental shift is taking place in the global economy with Asia (principally, China and India) occupying an increasingly central role in world trade. Trade between North America and Asia is growing at an unprecedented rate and is expected to continue to do so for the foreseeable future.

While the impact of rising fuel prices is being felt around the world, the economies of scale inherent in the cargo shipping industry continue to provide an efficient means of getting goods to market.

Proximity to markets, deep, ice-free waters, and excellent rail, truck, marine, and air connections give Nova Scotia competitive advantages over most other east coast North America ports when it comes to international container traffic.

Nova Scotia's development as a strategic international marine gateway will benefit the province, the Atlantic Region and the country as a whole.

Nova Scotia is a partner with the other Atlantic Provinces and the federal government in the development of an Atlantic Gateway, focusing on strategies that foster development and exploitation of the transportation systems within the Atlantic region that are key to Canada's most important opportunities and challenges in international trade. All agree that Halifax, as Canada's third largest container port, is a major component of an Atlantic Gateway.

Significant groundwork has been undertaken to position Nova Scotia to exploit the opportunity presented by changing international trade patterns.

1.2.2 Private Sector-Led

Although Gateway efforts have been, and will continue to be, spearheaded by non-governmental transportation service providers and their clients who rely on them as an important link in the global supply chain, government has an important support role to play in assisting businesses and organizations to realize the full potential of the Gateway opportunity and providing a conducive economic environment.

1.2.3 Improving Halifax's Competitiveness

As a discretionary port of call for container ships, due to the small population base of Atlantic Canada, Nova Scotia ports need to ensure all parts of our global supply chain move marine containers more efficiently than competing ports along the North American East Coast. As supply chain incremental costs are frequently a factor in routing choices, it is also important that the costs of moving goods through Nova Scotia ports do not disadvantage their competitiveness.

One impediment to efficient container operations in Halifax is truck access to the Halterm Container Terminal in the South End of Halifax, and additional nearby port facilities. Currently, container trucks travel through downtown city streets (Hollis Street inbound and Lower Water Street outbound) and navigate through city

traffic and pedestrians. Additionally, container trucks sit at busy city traffic intersections idling, using valuable time and fuel, while emitting significant levels of greenhouse gases. There is also concern that potential growth of the transload¹ industry sector will result in increased volumes of truck traffic on downtown Halifax streets, posing additional concerns related to public safety, street degradation, noise, air quality and aesthetics.

Halterm Container Terminal is directly connected to the main Canadian National (CN) rail line, which provides a completely grade –separated route off the Halifax peninsula through a rail corridor (the corridor) which is the subject of this proposal. For purposes of this proposal, the corridor is that portion of the CN main line between the Kempt Road overpass and Halterm, shown as “the rail cut” in figure 1. CN owns the corridor.

¹“Transload” facilities specialize in the transfer of cargo from foreign to domestic containers for the purpose delivery to local markets.

2. Requirements for Phase 1 – Feasibility Assessment

The Client requires the services of a consultant to make recommendations regarding the feasibility of using a roadway in the CN rail corridor as an alternative to routing for trucks serving Halterm and nearby port facilities, and the possibility for other types of vehicle such as emergency and transit vehicles. The consultant's report (the Study) will result in a feasibility assessment that consists of the following components:

- Review and build on previous reports and studies on the transportation options relating to the corridor;
- Identify roadway configuration and traffic options for the corridor, and evaluate them using the criteria set out in section 2.2 below;
- Undertake consultations with stakeholders (CN, Halterm, HRM, HPA) on adapting the corridor for roadway configurations;
- Prepare a high-level cost-benefit analysis of the corridor roadway configuration options identified;
- On the basis of the evaluation and the cost-benefit analysis, assess the feasibility of implementing the most beneficial configuration.
- If, in the opinion of the consultant, the project is feasible, provide a description of the resulting infrastructure project, including proposed conceptual design and preliminary costing.

2.1 Project Scope and Time-Frames

The primary focus of the Study will be on potential uses for the corridor to eliminate the movement of container traffic by truck through downtown Halifax.

The transportation system requirements for moving Halifax container traffic are evolving. The Study will focus on the anticipated developments over the next five-year period, and will specifically examine whether any options for corridor use would be both technically feasible and compatible with maintaining the competitive position of the port within that period.

In order to properly meet the objectives set in this RFP, the Study must also analyze the interrelation of the proposed uses of the corridor with the development of other facilities, in addition to Halterm, serving the Port of Halifax, and the other port-related nodes, including (but not necessarily limited to):

- The Ceres Terminal;
- The Halifax CN Intermodal Terminal (HIT);
- Existing trans-loading facilities, particularly those in the Burnside Business Park; and
- Proposed trans-load and distribution centres, particularly the Burnside Distripark.

These elements are also identified in Figure 1.

It is also essential the Study evaluate the options for connecting any proposed new transportation infrastructure in the corridor to existing road system (and rail system, if relevant), and the impact on the existing road and/or rail system, and how a proposed corridor would integrate into the National Highway System by facilitating the movement of goods from the terminals to destinations within and outside of the Province.

The term of the contract is for a period of three to four months (90 days to 120) with an anticipated end date of January 30, 2009. The consultant will submit a work plan within seven (7) days of the date of the project award. Based on the winning submission, these project timelines can be amended or altered with the agreement of both parties. The Client proposes the following timeline:

November 21, 2008:	Consultant selected
November 24, 2008:	Consultant begins work
December 15, 2008:	Progress update
January 19, 2009:	Draft study received by client
January 30, 2009:	Final document received

Proponents, as part of their proposal, are to submit a project plan that describes their process and project time lines.

2.2 Basic Requirements: Phase 1 - Feasibility Assessment

2.2.1 Previous Studies

There have been at least three studies either on or relating to the use of the corridor since 2004:

Railway Cut Investigation Study (February 2004);

Halifax Inland Terminal and Truck Options Study (January, 2006); and

Atlantic Gateway Distripark Final Report (March 2008).

Copies of these studies can be obtained by contacting David Oxner.

Where feasible and appropriate, this Study will build on this earlier work.

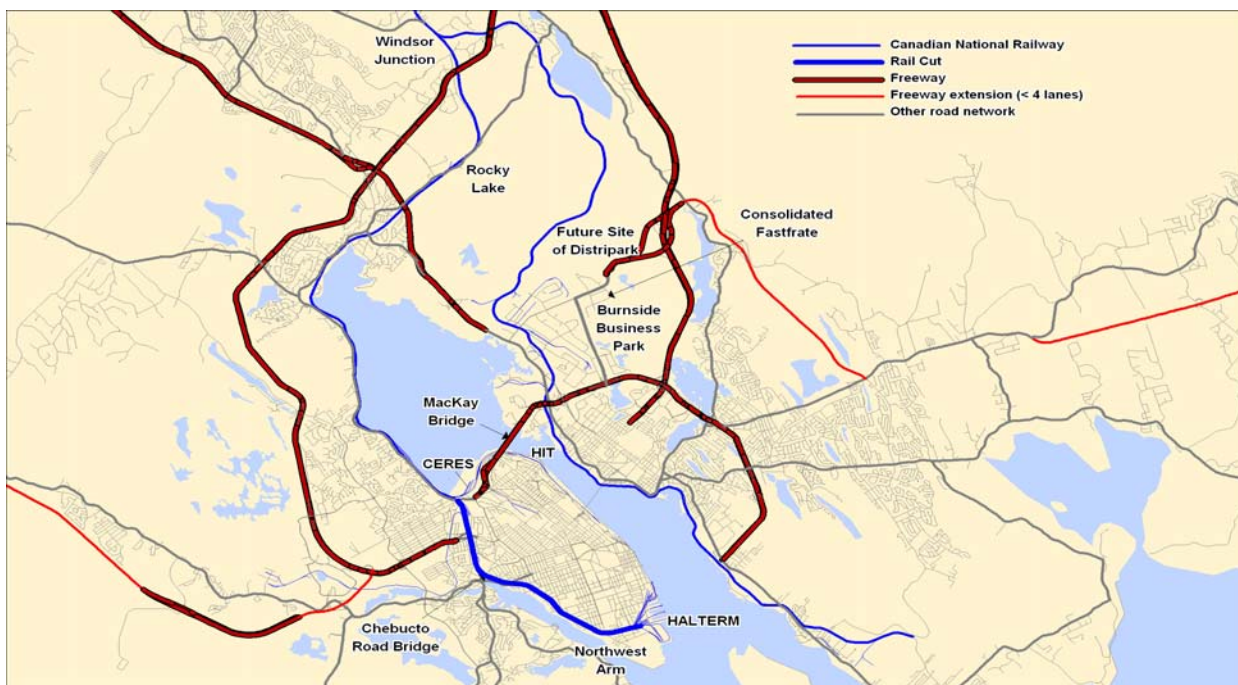


Figure 1: Current roadway and rail configurations in Halifax Regional Municipality

2.2.2 Traffic Data

It is essential the Study describe current port-related truck traffic flows on the Halifax peninsula, together with data on the growth of that traffic over the last five years. The Study will also include an assessment of the factors that will contribute to growth of that traffic over the next five years, and forecasts for same. Identifying current and potential future bottlenecks for the present routes according to the traffic forecasts, as well as identifying potential bottlenecks that could be created by the re-routing of truck traffic into the corridor with new entry and exit points is also required. The study is expected to make recommendations that will address the identified potential corridor bottleneck issues to ensure that the overall traffic flow is optimal.

An estimate of downtown travel times for current Halterm truck traffic is also necessary, and the identification of current or future bottlenecks according to traffic forecasts. The Study must also assess current and anticipated levels of rail (freight and passenger) activity in the corridor.

As the Study is expected to consider the impact of new uses for the corridor on the other port-related facilities in Halifax, the Study should, where relevant, take into account the current and anticipated traffic flows between the other port facilities (i.e. in addition to Halterm) and current and anticipated modal transfer points.

2.2.3 Detailed Technical Requirements

The Study will evaluate the costs and benefits of both from an environmental and a transportation system efficiency point of view.

The evaluation factors would include:

- **Container freight system:** The container freight system impacts, including the impacts on container terminals, shippers and shipping lines, existing and proposed intermodal and transload centres, and other port traffic. Ideally, this option should deliver system-wide benefits, and should not impose significant new system costs and explore the potential efficiencies in the movement of container freight, including improved travel times, more efficient movement from the surface transportation modes to the port and vice versa;
- **GHG Emissions:** The environmental impacts, including potential reductions in greenhouse gas emissions and fuel consumption;
- **Greenway:** The feasibility of providing green spaces and the potential use of the multi-modal corridor by pedestrians, cycling and other modes of active transportation. This may involve covering sections of the corridor.
- **Transit:** The potential impact on public transit, downtown parking and peninsular congestion associated with using the corridor as a commuter bus route;
- **Emergency Vehicles:** The impact of a direct and more secure route for emergency vehicles;
- **Corridor traffic:** The number of vehicles (i.e. truck, transit, and emergency, depending on the analysis) expected to use the corridor and estimate the volume of usage according to day or night.
- **Downtown congestion:** The volume of trucks serving Halterm currently transiting the downtown, and the potential for re-routing them into the corridor, including
 - The congestion improvement benefits on traffic flows through the downtown corridor currently used by Halterm and other south end port facilities;
 - The National Highway System designation applies to Hollis and Lower Water Street due to their connections to Halterm Container Terminal. The consultant needs to comment on what impact moving traffic off of these two streets will have on their designation and whether it

could be transferred to the transportation corridor.

- **Exit/Entry Points:** The potential impact on traffic and roadways near the exit/entry points of the corridor and any modifications that might need to be considered. The Client suggests Highway 102, via Dutch Village Road, is the preferred Exit/Entry point, but recognizes that other possibilities may emerge through the Study analysis.
- **Tourism:** The impact on tourism, particularly in the downtown waterfront areas
- **Urban planning:** the impact on the urban environment envisaged by “HRM by Design” an urban design policy initiative being undertaken by Halifax Regional Municipality;
- **Neighbourhoods:** Any and all potential impacts on residents, neighbourhoods and businesses whether:
 - located directly abutting the corridor;
 - located on current truck routes; or,
 - located off the peninsula dependent on truck route analysis.
- **Noise:** The impact of noise emission along the corridor resulting from multi-modal usage, including an assessment of the use of noise abatement measures such as barriers. The consultant will also consider the potential for reduced noise levels on downtown city streets and provide an assessment or conclusion. The study will address issues arising from the impact on property owners affected by the construction of an integrated transportation corridor, such as the possibility of the necessity to acquire property, noise buffers, etc.
- **Seasonal/Maintenance:** Seasonal maintenance issues, including snow and ice removal as well as other safety and maintenance issues and provide recommendations as to best practises;
- **Road Safety:** The Study will take special care to ensure the analysis of the roadway option includes a precise examination of all vehicle, rail, transit and highway safety and related issues associated with the operation of truck, rail and possibly transit and/or emergency vehicle traffic in the space available. The Study must demonstrate that the expert opinion of vehicle, rail, transit and highway safety regulators and operators has been sought and is reflected in the analysis.
- **Tolling:** The Study will evaluate the potential for tolling the corridor; i.e. what would the impact be on the users of the corridor, who would administer and collect a toll, and how would the collected tolls be used (i.e. for maintenance).
- **Technical Issues:** With regard to the number of lanes and the technical problems of sharing the space, the Study will examine the technical issues associated with the possible configurations (building on the 2004 study), and determine which is the most practical option for moving the anticipated volumes, first, for truck and rail traffic, and then for transit and/or emergency traffic in addition to the truck and rail traffic already identified.
- **Infrastructure Conceptual Design and Preliminary Costing:** The Study will describe the infrastructure required to implement this option; and provide a preliminary estimate of the costs of implementing it.

2.3 Experience

It is critical the consultant and/or any affiliated team members are able to demonstrate in the submission, based on past experience:

- Extensive knowledge and experience in transportation analysis projects is required
- Expertise knowledge in identifying and analyzing traffic flows
- Expertise in projects where integration of more than one form or mode of transportation were contemplated, planned or implemented

- Expertise with rail and highway design features, including safety and various provincial and federal regulatory requirements
- Strong project management skills
- Experience in extensive research and analysis and relating the outcomes to conclusions and recommendations for senior management

The consultant must be able to demonstrate experience with the requirements identified in RFP.

2.4 Constraints

Regarding contracts dealing with personal information: The Province of Nova Scotia is required to comply with the Personal Information International Disclosure Protection Act (S.N.S. 2006, c.3). The Act creates obligations for the Province of Nova Scotia and its services providers when personal information is collected, used or disclosed. Requirements include limiting storage, access and disclosure of personal information to Canada, except as necessary or otherwise required by law. For more information regarding this act, please visit: <http://www.gov.ns.ca/legislature/legc/statutes/persinfo.htm>

2.5 Departmental Responsibilities

The Client for this initiative will be the Nova Scotia Department of Transportation and Infrastructure Renewal (TIR) and the Department will serve as the Consultant's day-to-day contact on the initiative. A Steering Committee(s) will be established to assist in guiding this initiative and in making recommendations to as an appropriate course of action.

2.6 Assessment of Contractor Performance and Deliverables

Completion of work according to work plan and time lines agreed to by contractor and TIR.

2.7 Reporting Requirements and Procedures

The Contractor will:

- Meet, in Halifax, Nova Scotia, with the Committee to review the project activities and time lines;
- Keep the contact person updated on progress as necessary (minimally, weekly by phone);
- Provide the Committee with bi-weekly written updates, a minimum of eight copies required. Updates will be required upon the completion of the following study milestones:
 - Stakeholder consultations
 - Traffic data analysis
 - Configuration feasibility assessment
 - Draft final report table of contents
 - Final report
- Provide a presentation of the final report, in PowerPoint format.

David Oxner, Project Manager, will be the primary contact for the contractor.

2.8 Project Management

The Project Manager is expected to represent the supplier and deal with any concerns of the department as the work progresses and to provide resolution for any outstanding issues. The Project Manager is also expected to provide regular status reports and preliminary summaries of activities.

2.9 Special Conditions

Progress billings for work performed will be submitted to the Department on a milestone basis, and will include a breakdown of hours worked during the period supported by time sheets.

All deliverables (interim and final work products) will remain the exclusive property of the Department of Transportation & Infrastructure Renewal.

Vendors should disclose any potential conflicts of interest or restrictions that may arise related to the delivery of these services detailed in this request for proposals.

2.10 Enquiry Contacts

Proponents requiring further information on this Request for Proposals should contact:

<i>For the User</i>	<i>For Procurement</i>
David Oxner Executive Director, Gateway Initiative P.O. Box 186 Halifax, NS B3J 2N2 Phone: (902) 424-7978 Fax: (902) 424-2014 e-mail: oxnerdb@gov.ns.ca	Sheila Bourque Senior Procurement Consultant 6176 Young Street, Suite 200 Halifax, NS B3J 2V2 Phone: (902) 424-7663 Fax: (902) 424-0780 e-mail: bourqusl@gov.ns.ca

All enquiries are to be directed to the person(s), or his/her designate(s) named above. Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed to all proponents at the Province's option.

2.11 Contract

The standard legal contract that applies to services is available at:
http://www.gov.ns.ca/tenders/policy/htm_files/contract.htm

This document will always be updated (as a part of the award process) to include the vendor name, contact information, applicable schedules, etc. The following schedules would be included as part of the contract:

Schedule A

will be updated to reference the tender documents (including addenda) and the Proposal submitted by the successful supplier, and may be expanded to reference any correspondence or clarifications.

Schedule B

will be updated to describe the payment/invoicing schedule and the project work plan (if any).

Proponents who require any alteration to this standard agreement must indicate the specific changes required in their response, and the extent of the deviations from the standard contract will be taken into account when evaluating proposals. Proponents requesting multiple, major changes to the proposed contract risk having their score reduced, or being disqualified, so amendment requests should reflect vital changes only.

2.12 Business Registration

Nova Scotia law requires all businesses operating within the Province of Nova Scotia (NS) to register with the NS 'Registry of Joint Stock Companies' (RJSC) with some exceptions for New Brunswick (NB) suppliers who are registered with the NB 'Corporate Affairs Registry' (CAR). Further details are available from Service Nova Scotia and Municipal Relations, online at <http://www.gov.ns.ca/snsmr/rjsc> via the link 'Who Needs to Register?'

The contract that emerges from this RFP will be prepared using the **same name** as that reflected in the suppliers' RJSC or CAR business registration. However, suppliers often undergo name changes, mergers or acquisitions that require an update to business registration records. Furthermore, while the status of a proponent's registration does not prevent the submission of a proposal in response to this RFP, if your bid is selected during the evaluation for the awarding of a contract, the award cannot be made if your business is not registered as noted above or if the business has a business registration that is not in good standing (i.e. any status other than 'active').

Therefore, please address **one (1)** of the following as part of your proposal:

1. Include in your proposal your business registration profile, as obtained in the public domain from RJSC or CAR Web sites. This profile should **clearly** state: (i) the **company's legal name** as appropriate for using in a potential contract, (ii) the **business registration number** (iii) the current status of registration at the time of your proposal submission. If your registration is not in good standing, describe plan to correct this.

OR

2. Alternately, if your company is currently not registered in NS or NB, describe plan to become registered.

If the proponent is an individual whose proposal is submitted under his/her own personal name, as shown in the NSRFP form and in the proposal, a business registration is not required. In this case only, please disregard the requirements in this section.

2.13 Additional Phases of Work

Depending on the outcome of the Phase One feasibility study, a separate RFP for Phase Two work may be issued consisting of in-depth project design and costing.

If the above-noted phase of work is required, the Province reserves the right to amend any contract that may emerge from this RFP to complete the next phase of this project. The Province also reserves the right to issue a subsequent tender to address the above-noted phase. The decision whether to amend an existing contract or to issue a subsequent tender is at the sole discretion of the Province.

2.14 Sustainability

While sustainable development is not be the primary goal of this RSO it is important for the proponents to know exactly how important it is to the Province of Nova Scotia.

Describe what measures your company has taken in this regard and describe a project you've consulted on that incorporates the principles of sustainability. This description may be provided in hardcopy or via the web.

3 Evaluation Criteria

The following criteria, shown in order of importance, form the basis upon which evaluation of proposals will be made.

3.1 Mandatory Criteria

Proposals not meeting the following mandatory criteria, or not clearly demonstrating that these are met in a substantially unaltered form will receive no further consideration during the evaluation process.

- All information requested in this RFP must be provided.
- All proposals must be submitted in Canadian dollars (CDN) exclusive of all taxes
- The proponent must be able to demonstrate experience with the requirements identified in Section 2.

3.2 Desirable Criteria

The following criteria will be evaluated for all proposals that satisfy the mandatory criteria. Items marked with an asterisk(*) are critical, and a minimum score of **70%** on each of these factors must be achieved in order for a Proposal to be considered compliant. Please include this table in your proposal and insert references to the appropriate pages or sections of your Proposal that deal with each factor under evaluation.

Factor	Weight	Reference Proposal Page/Section
Project Understanding * <ul style="list-style-type: none">• Demonstrated understanding of the assignment• Understanding of the rationale, goals, and objectives of the project• Demonstrated understanding of the technical requirements of the project.• Demonstrated understanding of project's potential issues and challenges	20	
Approach & Suitability of Process Proposed * <ul style="list-style-type: none">• Project plan that addresses all components of the tender, including each of the technical requirements.• Approach to the assignment, including a description of the steps to be covered to do the requested work demonstrating creativity and achievement of outcome	20	

<p>Demonstrated plan to meet desired completion date of January 30, 2009</p> <p>Proposed realistic schedule of work identifying main activities, time required and plan to complete requirements within proposed timeframe</p>	20	
<p>Team Proposed *</p> <ul style="list-style-type: none"> • Project team's experience, team size & suitability, availability of additional resources • Project teams working knowledge of the transportation sector 	15	
<p>Cost of Proposal</p> <p>See section 3.3 for proposal cost evaluation</p>	15	
<p>References *</p> <ul style="list-style-type: none"> • Extent of previous experience • Similarity of previous experience to this type of project • Clients' overall satisfaction with proponent's expertise/results • Adherence to interim / final deadlines, Quality of work received 	10	
<p>Sustainability</p>	5	
<p>Contract</p> <p>Extent and impact of deviations requested from the standard contract.</p> <p><i>If the proponent submits the contract as requested they will be awarded 0 points. If however they want to materially change the contract, points would be deducted based on the impact of the changes</i></p>	0	
<p>NSRFP Form</p> <p>The NSRFP form is included, and has been completed and signed.</p> <p><i>If so, a maximum value of 0 will be assigned. Otherwise, points may be deducted.</i></p>	0	

At the discretion of the evaluation team a short list of companies deemed to have substantial value will be established.

3.3 Evaluation of Cost

Cost will be evaluated as follows:

From the short list, the proposal with the lowest cost will receive the maximum score of 15 points. Remaining cost scores will be determined using the following formula:

$$\frac{\text{Lowest Proposal Cost}}{\text{Proponents Proposal Cost}} \times 15 = \text{Proponents Cost Submission Score}$$

3.4 Presentation

The Department reserves the right to invite Proponents for a one hour presentation and interview. Scoring criteria for the presentation and interview will be provided with the invitation. In the event of a tie score after the interview, the Proposal with the lowest price will be recommended.

4. Proposal Content and Response Guidelines

In order to receive full consideration during evaluation, proposals should include the following:

4.1 Copies Required

A complete proposal is comprised of the following elements:

- **One (1) NSRFP form.** One original of this form **should be completed, signed and included in your proposal**, see Section 3.1 and 3.2 for the consequences of not doing so. The business name provided under 'BIDDING COMPANY' on page 2 of the NSRFP form should be the same name as that reflected on your company's business registration profile (see Section 2.12)
- **One (1) Original.** The original should be left unbound and clearly marked ORIGINAL on the title page. It will be retained by Procurement Services as the official record of each submission received.
- **Eight (8) Copies.** One of the copies should be left unbound. All copies shall be clearly marked COPY on the title page. Proposals without the correct number of copies may be rejected.
- The Original and all Copies should be **identical** (excluding any obvious differences in labelling, as noted above). If discrepancies between these items are discovered during the evaluation or during the life of any contract that emerges from this RFP, the **Original retained by Procurement Services** shall be taken as the correct version and the proponent will be advised accordingly.

4.2 Subcontractors

Attach a list of any subcontractors (name, address, services provided) who are proposed for work on this project. The absence of such a list will be taken to mean that only "own resources" will be used.

4.3 References

Attach three references for any work of a similar nature done by your firm in the past 3 years. Provide a contact name and phone number, and also a fax number and e-mail address where available.

4.4 Comparable Experience

Outline the nature of any projects that you have been involved with that you feel would be comparable to this project. Describe any similarities to or differences from this project.

4.5 Personnel Profiles

Identify all personnel who will be assigned to the project who will contribute to (i) the routine management and/or (ii) the performance of the required services, and submit their detailed resumes. These resumes should be structured to emphasize the relevant qualifications and experience of these individuals in successfully completed projects of a similar size and scope to those required by this RFP. Each resume should include two project or account references where the proposed individual has served in a similar role. Include:

- Name of client organization
- Name, title, telephone number and e-mail of a client reference contact
- Brief description of the scope, complexity, dates and duration of the project
- The role the proposed individual played in the referenced project.

5. Proposal Pricing

5.1 Summary of Estimated Cost

Please note: All proposals must be submitted in Canadian dollars (CDN) exclusive of all taxes

Item	Cost (CDN)
Project Management	\$
Direct Consulting & Study Effort	\$
Report Preparation	\$
Secretarial Support Costs	\$
Travel Expenses	\$
Boarding Expenses	\$
Other (please specify)	\$
GRAND TOTAL	\$

5.2 Per Diem Rates

Identify the names of all persons who will contribute to (i) the routine management and/or (ii) the performance of the required services, their position, and their per diem rate.

Please note:

- Per Diem rates are based on a 7 hour work day.
- Do not include Taxes in Per Diem rates.

Name	Position	Per Diem Rate
a)		\$
b)		\$
c)		\$
d)		\$
e)		\$
f)		\$

6. Proponent Checklist

- This checklist has been provided solely for the convenience of the proponent. Its use is not mandatory and it does not have to be returned with the proposal.
- The requirements of the RFP have been read and understood by everyone involved in putting together the proposal.
- The NSRFP form that is a part of the RFP has been signed and included with the Proposal documents.
- The proposal explicitly addresses everything asked for in the RFP.
- The proposal meets all the mandatory requirements of the RFP.
- Qualified Nova Scotia based products and services have been identified as an element of the proposal offering.
- The proposal clearly identifies the proponent, the project, and the RFP number.
- The proponent's name and the RFP number appear on the proposal envelope.
- The appropriate number of copies of the proposal have been made.
- No financial information is reflected on the NSRFP form
- Every care has been taken to ensure the proponent's complete submission is at the closing location in plenty of time. Late proposals are not accepted and are returned to the proponent unopened.
- As discussed in section 2.12, if the proponent is a business and not an individual, the proponent's business registration profile is included. In addition, every effort has been taken to ensure that the business is (or soon will be) registered, and/or that the business registration is (or soon will be) in good standing. In cases where no business registration exists or it is not in good standing, the proponent's plans to correct the situation are described.