



**Public Services and Procurement Canada
Departmental Oversight Branch**

**Block 2 Redevelopment Project
Project Management Support Services**

FAIRNESS MONITOR FINAL REPORT

March 9, 2018

Submitted to:
Director, Fairness Monitoring

Submitted by:
HKA Global (Canada), Inc.

Table of Contents

Introduction	2
Project Requirement	3
Attestation of Assurance	4
Scope and Objectives of the Fairness Monitor Assignment and Methodology	5
Fairness Monitor Specific Activities and Findings	6
Reference Documents	8

Introduction

As Fairness Monitor (FM), HKA Global (Canada), Inc. hereby submits its Fairness Monitor's Request for Proposal Report (FM RFP Report) pertaining to the competitive procurement process for Block 2 Redevelopment Project Management Support Services (PMSS). This competitive process is being undertaken by Public Services and Procurement Canada (PSPC) through Request for Proposal (RFP) Solicitation Number EP758-180979/A.

HKA Global (Canada), Inc. is an independent third party with respect to this activity.

We reviewed the information provided and observed all relevant activities.

We hereby submit our FM Final Report covering our activities chronologically from the initiation of FM activities on the umbrella Parliamentary Precinct Block 2 Redevelopment Project on August 30, 2017, through the review of a draft RFP, the issue of the RFP, the evaluation of proposals received and the selection of the recommended bidder.

This report includes our attestation of assurance, a summary of the scope and objectives of our assignment, and relevant observations from the activities undertaken.

Project Requirement

The Parliamentary Precinct Branch of PSPC has a requirement for real property project management support services to be provided by a highly experienced project leadership, management, and administration service provider for the Block 2 Redevelopment Project. Block 2 encompasses the lands and buildings bounded by Wellington Street, Sparks Street, Metcalfe Street, and O'Connor Street.

Development of Block 2 will provide interim Senate and House of Commons accommodation for the period when other facilities within the Parliamentary Precinct (Confederation Building, East Block, etc.) are undergoing renovations that are projected to start in 2025. The development of Block 2 will also provide for future (post-2030), long-term accommodation space for parliamentary related functions that are currently occupying lease space.

The PMSS contractor will provide the full range of project management support services including, but not limited to, the following:

- Comprehensive project leadership, management, and project administration services;
- Heritage conservation project leadership and management;
- Financial analysis;
- Cost planning and control;
- Schedule planning and control;
- Quality assurance management;
- Risk management;
- Contract management;
- Design, Construction, and Building Components and Connectivity (BCC) Management;
- Construction and BCC logistics co-ordination;
- Change order management;
- Project monitoring and reporting;
- Technical writing support;
- Documents and records management;
- Security requirements management; and
- Claims management.

Attestation of Assurance

The Fairness Monitor hereby provides the unqualified assurance statement which follows concerning the competitive procurement process for Block 2 Redevelopment – Project Management Support Services.

It is the professional opinion of the Fairness Monitor that the competitive procurement process that we observed was conducted in a fair, open, and transparent manner.

Note: For all references in this report concerning fairness-related comments being provided to project officials, it is confirmed that, as necessary, project officials provided clarification to the Fairness Monitor or took appropriate action to address the comments, and as a result, no fairness deficiencies were recorded.

Original signed by

Richard Fogarasi
Principal
HKA Global (Canada) Inc.
FM Contractor's Representative

Original signed by

Bruce Maynard P. Eng.
FM Team Leader

Original signed by

Peter Woods
FM Specialist

Scope and objectives of the Fairness Monitor assignment and methodology

The overall objective was to provide independent observation of the procurement process and to submit fairness related comments to project officials, as early as possible, so that appropriate action could be taken to address the comments before fairness was impacted. The Director, Fairness Monitoring would be advised of any fairness-related concerns that were not addressed promptly. At the conclusion of the procurement process an assurance statement as to its fairness would be provided.

To accomplish the objective, we undertook the following activities and, where applicable, provided fairness-related comments to the Contracting Authority:

- became familiar with the project governance structure;
- reviewed the RFP in draft and final form;
- reviewed all amendments to the RFP as well as questions submitted by proponents and answers provided;
- reviewed the procedures to be used for the evaluation of responses and the guidance provided to the evaluation teams;
- observed the evaluation of responses to the RFP and the application of the basis of selection to ensure that the specified evaluation and selection procedures and departmental policy were followed and consistently applied during the evaluation and contractor selection process; and
- observed the debriefing of bidders. (This activity will be reported on in an addendum to this report after any debriefings.)

Fairness Monitor specific activities and findings

Fairness Monitor summary of activities and findings on the Request for Proposal phase

On September 4, 2017 we reviewed a draft of the RFP and provided fairness related comments to the Contracting Authority. Appropriate action was taken by the Contracting Authority.

On September 21, 2017 we reviewed the Invitation to Tender Notice (Document 1) that had been posted on buyandsell.gc.ca, providing public notice of the procurement and stating that the procurement was open to the 15 Supply Arrangement (SA) Holders under Supply Arrangement E60ZN-15TSPS which had qualified under Tier 4 for the following categories:

- Project Administrator for Real Property
- Project Manager for Real Property
- Project Leader for Real Property
- Project Planner for Real Property
- Financial/Cost Specialist for Real Property
- Claims Analyst

Further on September 21, 2017 we reviewed the RFP (Document 2) that had been released to the 15 SA Holders and we reviewed Amendment 1 to the RFP (Document 3) which amended the solicitation type from an Invitation to Tender to a Request for Proposal. On the same day, an Invitation to Tender notice had been posted on buyandsell.gc.ca that advised that the RFP had been released to the 15 SA Holders but did not include the RFP itself. No fairness deficiencies were identified.

Also on September 21, 2017 we reviewed a letter from an interested supplier which outlined a number of concerns with the RFP. Fairness related comments were provided to officials with respect to the supplier's concerns. On September 26, 2017 we were informed by project officials that the concerns would be addressed in upcoming RFP amendments.

On October 3, 2017 we reviewed Amendment 2 in draft form, on October 10, 2017 we reviewed Amendment 3 in draft form and on October 16, 2017 we reviewed Amendment 4 in draft form. We noted that the concerns described in the letter referred to in the previous paragraph had been addressed in these amendments. After the posting of each amendment we reviewed the amendments in final form (Documents 4, 5 and 6). No fairness deficiencies were identified.

On October 17, 2017 we reviewed Amendment 5 in draft form and on October 19, 2017 we reviewed Amendment 6 in draft form. No fairness deficiencies were identified. After released to SA Holders we reviewed both amendments in final form (Documents 7 and 8). No fairness deficiencies were identified.

While Amendments 1 to 4 had been posted on buyandsell.gc.ca, as well as released directly to the 15 SA Holders, Amendments 5 and 6 were only released directly to the SA Holders. We noted that it was not necessary to have posted Amendments 1 to 4 on buyandsell.gc.ca because as a limited tender it was only necessary to release RFP amendments directly to the source list of companies that had access to the RFP as SA Holders.

The RFP closed on October 24, 2017.

Fairness Monitor summary of activities and findings on the evaluation phase

On October 31, 2017 we observed the evaluation kick-off meeting at which the Contracting Authority briefed the members of the evaluation committee on their responsibilities, the evaluation process, and the evaluation rules. Copies of the proposals were distributed to the members of the committee. Fairness related comments were provided and appropriate action was taken.

On November 17, 2017 we observed the consensus evaluation of the two proposals received. Both proposals were evaluated and determined to be compliant and consensus scores were agreed to. After the technical evaluation was completed, we observed the opening of the financial proposals, the awarding of financial points by the formula provided in the RFP and the application of the basis of selection to select the recommended bidder. Fairness related comments were provided and appropriate action was taken.

The contract was awarded on February 14, 2018.

Reference Documents

The following documents are referenced by number in this report. These documents are available through the Block 2 Redevelopment project office.

No.	Document	Additional information
1	Tender Notice	Published on buyandsell.gc.ca dated September 18, 2017.
2	Request for Proposal	Released to Supply Arrangement (SA) Holders dated September 15, 2017.
3	Amendment 1 to RFP	Dated September 21, 2017, published on buyandsell.gc.ca and released to SA Holders.
4	Amendment 2 to RFP	Dated October 4, 2017, published on buyandsell.gc.ca and released to SA Holders.
5	Amendment 3 to RFP	Dated October 11, 2017, published on buyandsell.gc.ca and released to SA Holders.
6	Amendment 4 to RFP	Dated October 17, 2017, published on buyandsell.gc.ca and released to SA Holders.
7	Amendment 5 to RFP	Dated October 17, 2017 and released to SA Holders.
8	Amendment 6 to RFP	Dated October 19, 2017 and released to SA Holders.

ADDENDUM TO THE FINAL REPORT June 13, 2018

Addendum to Fairness Monitor Final Report, dated March 9, 2018 concerning the Block 2 Redevelopment Project Management Support Services

This addendum to the Fairness Monitor's Final Report covers the period following the conclusion of the evaluation phase and award of contract to the successful bidder.

On February 22, 2018 we reviewed two emails from the Contracting Authority that had been sent on February 14, 2018, one to the successful bidder and one to the unsuccessful bidder. The unsuccessful bidder was advised that it had not achieved the highest total score under the evaluation methodology described in the Request for Proposal. Each email offered to provide a debriefing if the bidder so requested within fifteen days. Neither bidder requested a debriefing. No fairness deficiencies were identified.

Fairness Monitor attestation of assurance

It is the professional opinion of the Fairness Monitor that the post evaluation activities, including notification of results, were conducted in a fair, open, and transparent manner. In this context, fairness is defined as decisions made objectively, free from bias, favouritism or influence, and conform to established rules.

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