

Government of Alberta ■

Infrastructure

Architectural and Engineering Consulting Services

VRAES Consultant Selection Guide

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1 INTRODUCTION

This guide was developed for consultants who are interested in providing architectural and engineering consulting services to Alberta Infrastructure (INFRA) and that would enter into a contract directly with INFRA. Information herein is provided about INFRA's procurement procedures, including:

- Procurement Environment
- Vendor Registry
- Consultant Selection Process
- Consultant Performance Evaluation Process

This guide was developed by INFRA in consultation with representatives of the Alberta Association of Architects (AAA) and the Consulting Engineers of Alberta (CEA) to ensure that INFRA's procurement of architectural and engineering services:

- i. complies with the British Columbia-Alberta Trade, Investment and Labour Mobility Agreement (TILMA);
- ii. complies with contract law obligations; and
- iii. demonstrates fair, open and transparent treatment of consultants wishing to do business with INFRA.

This guide describes three consultant selection processes:

- i. A sole source consultant selection process for consultant contracts with an estimated value under \$75,000. Generally, only consultants who have registered in the VRAES will be considered. (Refer to [Section 6.1, Sole Source Selection](#).)
- ii. A 3-step consultant short-listing and RFP process for consultant contracts with an estimated contract value of \$75,000 and over . Only consultants who have registered in VRAES will be considered. (Refer to [Section 6.2, Request for Proposals \(RFP\) Process](#).)
- iii. An open call for proposals from consultants for consultant contracts with an estimated value of over \$1,000,000 for multi-discipline consulting services (\$500,000 for single discipline). Consultants do not have to be registered in

VRAES to be considered. (Refer to [Section 6.4, Exceptions to the Consultant Selection Process.](#))

In early 2009, six orientation sessions were offered to architectural and engineering consultants. The questions and comments provided from the consultant orientation sessions were reviewed by INFRA and representatives of AAA and CEA. The VRAES process and this guide were refined accordingly.

INFRA and our AAA and CEA partners review the architectural and engineering consultant selection processes and related elements, such as the consultant performance evaluation process, as required and at least annually. This will ensure the needs of all parties are met and that any required improvements or refinements are identified.

[Section 5, Vendor Registry](#) and [Section 6, Consultant Selection Process](#) provide information on the management and use of the Vendor Registry for Architectural and Engineering Services (VRAES) and the architectural and engineering consultant selection process. [Section 7, Consultant Performance Evaluation Process](#) describes how consultant performance is evaluated throughout the term of the contract.

The VRAES is designed for architectural and engineering firms who wish to provide prime consulting services or otherwise contract directly with INFRA. The selection of all sub-consultants is at the discretion of the prime consultant.

The opportunity notices referred to are for building-related projects owned by the Province of Alberta (represented by INFRA) or managed by INFRA on another owner's behalf. The VRAES process does not apply to consulting services for infrastructure projects funded in whole or in part by INFRA but procured by the funded entities, such as School Boards, the Alberta Health Services Board, and post-secondary educational institutions.

2 DEFINITIONS

Architectural and Engineering (A&E) Consulting Services are those services for which INFRA wishes to retain an architectural or engineering firm registered with the Alberta Association of Architects or possessing a permit to practice with the Association of Professional Engineers, Geologists and Geophysicists of Alberta. The deliverables may or may not require a professional stamp.

Consultant is a provider, or a potential provider, of architectural or engineering services under contract directly with INFRA.

Expression of Interest (EOI) is a process and document used by INFRA to obtain information about the level of interest in a planned solicitation opportunity and may be used to short-list firms for a Request for Proposal (RFP) opportunity.

Opportunity Notice is a summary description of the planned project identifying the location, project description, and required A&E services; and is posted on VRAES for firms to review.

Proponent is a firm which intends to respond or responds to a Request for Proposals (RFP) by submitting a proposal.

Request for Proposal (RFP) is a document and a process used to solicit proposals (publicly or by invitation). Proposals are evaluated based on disclosed evaluation criteria.

Sole Source Selection is the selection of a firm without a competitive process. This is permitted for low contract value procurements; and for other than low contract value procurements in exceptional circumstances only.

Vendor is a provider, or a potential provider, of Architectural and Engineering (A&E) consulting services under contract directly with INFRA. “Vendor” is synonymous with “Consultant.”

Vendor Registry for Architectural and Engineering Services (VRAES) is an electronic inventory of consultants who have successfully met the vendor registration requirements for provision of Architectural and Engineering consulting services.

3 VRAES SUPPORT CONTACT INFORMATION

To obtain assistance regarding procurement and VRAES processes, please use the following email.

Procurement Support: infraprourement@gov.ab.ca

Or call the VRAES Business Administrator at (780) 415-0647.

To obtain technical assistance in using the VRAES system and to report system problems please use the following email.

Technical Support: INFRAS-application.support@gov.ab.ca

For questions regarding the Consultant Selection process or Consultant Performance Evaluation process, please contact David Milburn, Director, Procurement, Project Services Branch at david.milburn@gov.ab.ca or by phone at (780) 644-4732.

4 PROCUREMENT ENVIRONMENT

4.1 Trade Agreements

Architectural and engineering (A&E) consulting services fall within the scope of the Trade, Investment and Labour Mobility Agreement (TILMA); and the New West Partnership Trade Agreement (NWPTA). Both agreements require open and non-discriminatory access to procurements where the contract value is:

- \$10,000 or greater for goods;
- \$75,000 or greater for services; and,
- \$100,000 or greater for construction.

These trade agreements govern INFRA's procurement of A&E consulting services. The Province must publicly post procurement opportunities through the Alberta Purchasing Connection (APC) for procurements above the TILMA / NWPTA dollar thresholds.

4.2 Contract Law

Effective procurement in the public sector requires a balance between the principles of fair, open and transparent procurement; obligations imposed by law; and business considerations.

Under Canadian law, INFRA assumes the following obligations when undertaking a competitive consultant selection process:

- A duty of fairness to all proponents;
- A duty to disclose relevant information to all proponents;
- A duty to award the contract only to a compliant proponent.

4.3 Fair Treatment of Consultants

Consultant relationship management is an integral part of all phases of any procurement process. Therefore, fair treatment of consultants is an important consideration for INFRA from initial planning through to post-contract evaluation.

To ensure all consultants are treated in a fair and unbiased manner, INFRA has developed the following guidelines:

- In any procurement process, one INFRA representative will be designated as the contact person. This person will answer, or arrange to answer, all questions from consultants and may distribute the answers to all consultants who have expressed interest in the process.
- All consultants will receive identical information.
- Questions in writing will be accepted and answers will be given in writing to maintain an accurate record. If questions are received verbally by the contact person, both the question received and the answer provided will be recorded in writing.
- The requirements in the request for proposal (RFP) will be drafted to ensure that more than one consultant is able to qualify.
- Fair and consistent disclosure of INFRA information related to the procurement process ensures a fair and equal opportunity for consultants to participate.

Additionally, it is our Ministry's practice to make debriefings available to consultants upon request after a competitive procurement process.

- Debriefings are beneficial to all parties involved in a competitive procurement process.
- A debriefing provides an opportunity to explain to a proponent why their submission was not selected by referring to the procurement and the evaluation process. This may help the proponent better understand the process and provide enhanced proposals in the future.

5 VENDOR REGISTRY

INFRA manages and maintains a Vendor Registry for Architectural and Engineering Services (VRAES). <https://www.vraes.alberta.ca/Public/signin.aspx>

VRAES is an inventory of self-registered A&E consultant firms in Alberta, British Columbia and other locations—listed by defined project categories and other specific information required by INFRA. VRAES is used by INFRA’s project managers and procurement managers to short-list firms for RFPs, as well as for sole source selections.

Only consultants interested in providing prime consulting services, or otherwise contracting directly with INFRA, need to register. VRAES will only be used to select such consultants. It will not be used to select sub-consultants who do not have a direct contract with INFRA. The selection of sub-consultants will be at the discretion of the prime consultant.

Appendix 1 outlines the initial requirements for consultants to request access to VRAES. Eligible firms are each provided with a unique user ID and password to access VRAES.

5.1 VRAES Requirements

A & E consultants that wish to provide their services to INFRA must satisfy INFRA’s stated VRAES requirements. Consultants are required to submit and maintain the following information:

- Confirmation that the consultant is eligible to practice professionally in Alberta through a valid permit to practice with the Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA) or a valid registration with the Alberta Association of Architects (AAA).
- Corporate information.
- Information on key staff including their education, training, qualifications

and experience in those VRAES project categories and sub-categories selected by the consultant.

- Information on projects successfully completed by the organization in the project categories and sub-categories for which the consultant is registering.

If all requirements are met, the consultant will be registered as eligible to provide A&E consulting services in the applicable categories. Vendor registration will be prevented if incomplete information is provided. INFRA will request additional or corrected information to ensure successful registration and will notify the consultant once successful registration has been confirmed.

INFRA reserves the right to deny or suspend registration if information requirements are not met.

5.2 Opportunity to Register

An open call for vendor registration is posted on both the [Alberta Infrastructure](http://www.infrastructure.alberta.ca) web site at www.infrastructure.alberta.ca and on the [Alberta Purchasing Connection](http://www.purchasingconnection.com) (APC) web site at www.purchasingconnection.com

As well, the Consulting Engineers of Alberta, the Alberta Association of Architects, the Consulting Engineers of British Columbia and the Architectural Institute of British Columbia have been notified to inform their members of the vendor registration opportunity and requirements.

Consultants may self select those project categories for which they wish to register. (See Section 5.3 below). VRAES is designed to allow consultants to update their information at any time.

All information submitted to the registry will be handled consistent with the requirements of [*Section 33.c of the Alberta Freedom of Information and Protection of Privacy Act*](#).

5.3 Vendor Categories and Sub-Categories

▪ **Architectural**

Commercial: Office Buildings (New / Renovate)

Commercial: Light Industrial (New / Renovate)

Institutional: Correctional (New / Renovate)

Institutional: Health Care Facilities (New / Renovate)

Institutional: Schools (New / Renovate)

▪ **Interior Design**

▪ **Planning, Programming & Feasibility Studies**

Feasibility Studies

Functional Programming

Land Use

Site Plans

Urban & Rural Design

▪ **Facility Evaluations**

Facility Audits

▪ **Building Envelopes/Building Science**

Ergonomics

Inspections/Investigations

Preliminary/Final Design

Repair/Restoration

Roofing & Waterproofing

Walls & Cladding

Windows

▪ **Municipal and Civil Engineering**

Storm Water Management

Wastewater Collection, Treatment & Disposal

Water Supply, Treatment & Distribution

Parking Lot

Site Road and Walkway Construction

Site Design and Construction

▪ **Environmental Engineering**

Air Quality Management

Environmental Assessments

Environmental Remediation

Groundwater Resources/Hydrogeology

Industrial Hygiene and Safety

Laboratory and Treatability Studies

Mould Studies

Record of Site Condition

Risk Assessment

Solid/Hazardous Materials Management

Underground Storage Tank Management

▪ **Electrical Engineering**

Alarm & Security Systems

Building Systems

Energy Conservation

Illumination & Lighting

Motors & Generators

Power Transmission & Distribution

Electric Power Generation – Hydroelectric

Solar Energy

▪ **Geotechnical, Materials Testing and Inspection**

Earth Structures

Foundations

Laboratory Testing

Materials Testing

Site Investigations

- **Mechanical Engineering**
 - Boiler Replacements
 - Building Control Systems (BMCS)
 - Fire Protection Systems
 - General
 - Heating, Ventilation & Air Conditioning
 - Plumbing & Piping
- **Structural Engineering**
 - Commercial
 - Foundations
 - Industrial Inspections & Investigations
 - Institutional
 - Parking Facilities
 - Tunnels

5.4 Updating/Reconfirmation of Registered Information

Consultants who are already registered in a specific category should regularly update their information to ensure that any significant changes in staff, project experience and the organization are noted. Consultants are especially encouraged to update their information prior to submitting an expression of interest in response to an opportunity notice.

5.5 Suspension from VRAES

Registered vendors will be suspended if they no longer meet INFRA's requirements for vendor registration (i.e., no longer eligible to practice as a member of AAA or APEGGA). They may also be suspended if their past performance in providing services to INFRA does not meet INFRA's standards. Past performance is determined through INFRA's [Consultant Performance Evaluation Process](#) (*Section 7 of this Guide*).

6 CONSULTANT SELECTION PROCESS

INFRA uses different processes to select consultants, dependent primarily on the consultants estimated contract value.

6.1 Sole Source Selection Process

A direct award (sole source) process is generally used for procuring A&E consulting services with an estimated value of less than \$75,000. Generally, only consultants who have registered in the VRAES will be considered. INFRA may, by exception, retain a firm not registered in the VRAES when, for example, INFRA is aware of an un-registered firm that has specialized services or qualifications to address unique project requirements.

The following guidelines normally apply to sole source selections:

1. Develop a detailed statement of requirements (terms of reference) for the services to be provided.
2. Consider firms based on their qualifications, as submitted through the VRAES, related to the project requirements and past performance.
3. Select the best qualified firm.
4. Request the best qualified firm to submit a proposal.
5. Negotiate terms of the consulting services contract, including a fair and reasonable fee, with the selected firm.
6. Make a recommendation to a delegated departmental authority level in accordance with the Expenditure Officer Authority Guidelines, for approval to enter into a contract with the selected firm. Delegated approvals are monitored by INFRA's Contracts Review Committee on a regular basis.
7. Sign a formal contract.

A competitive selection process may, by exception, also be used for contracts with an estimated value of less than \$75,000. In these cases, the formal RFP process is used.

6.2 Request for Proposals (RFP) Process

INFRA has developed a 3-step RFP process to select consultants for most contracts with an estimated value of \$75,000 or greater (also refer to [Section 6.4 Exceptions to the Consultant Selection Process](#)):

- I. Advertise opportunities
- II. Short-list firms
- III. Issue RFPs to short-listed firm

I. Advertise Opportunities:

INFRA identifies up-coming opportunities with a summary description of the planned project and required A&E consulting services. Electronic notification of the opportunity is sent to firms registered in the VRAES within the vendor category(s) or sub-category(s) applicable to the opportunity notice. A notice is posted on Alberta Purchasing Connection notifying firms to access VRAES to view the opportunity notice.

Firms interested in a particular opportunity are asked to submit an Expression of Interest (EOI) form for that opportunity notice, which should:

- List up to 3 key individuals within their firm who are currently in a prime consultant leadership role.
- List up to 5 Referenced Projects that are relevant to the Opportunity Notice.
- Describe why their firm should be short-listed to receive the RFP for this project. *The RFP document is not available to firm's during the Expression of Interest phase.*

Information provided on the EOI Form must be specific to the Opportunity Notice, available in the firm's profile in VRAES. Firms may also address any innovative or new technology on the EOI Form that they have in place that would be relevant to the Opportunity Notice.

Typically 2 weeks will be provided for firms to submit an EOI in response to an opportunity notice. Firms are encouraged to review and update their VRAES information prior to submitting an EOI.

II. Short-Listing:

From the EOI form and the firm’s information in the VRAES, INFRA, represented by a project manager and procurement manager/specialist (and other technical advisors, as required) develops a short-list of the 3 best scoring firms, using the following process:

- All firms expressing an interest in an opportunity are ranked based on the highest combined scores for criteria in Part A and Part B as noted in Figure 1 below.
- The top 3 firms are contacted to confirm their interest and availability. If one or more of these firms is unable to respond to the RFP, the next highest ranked firm on the list is contacted, until 3 firms have been confirmed for the RFP response.

Figure 1: Short-Listing Criteria Selection

A Previous Experience and Qualifications Scoring value = 100	B Past Performance Scoring value = 100
<ul style="list-style-type: none"> • Has the firm previously completed similar projects? 	<ul style="list-style-type: none"> • Evaluation of the firms past performance on similar projects.
<ul style="list-style-type: none"> • How recent is the firm’s experience related to the relevant project? 	<ul style="list-style-type: none"> • Evaluation of the firm’s ability and efforts to stay within the project budget.
<ul style="list-style-type: none"> • Does the firm demonstrate relevant specialty knowledge? 	<ul style="list-style-type: none"> • Evaluation of the firm’s ability and efforts to stay within the project schedule.

If there are less than 3 interested, qualified, and available firms, INFRA may:

- issue an RFP to only those 1 or 2 firms;
- add other interested, qualified, and available firms to the list who did not initially submit an EOI; or
- issue a publicly advertised, open RFP.

III. Issue RFPs:

The short-listed firms will be invited to respond to a Request for Proposal, which includes:

- a description of project (scale, scope, timing),
- evaluation criteria,
- the deadline for proposal submission, and
- contact information.

i. RFP Evaluation Criteria

The project manager and procurement establish the evaluation criteria, which are stated in the RFP.

Each criterion is assigned a score within the ranges noted. The total scoring/points must total 100.

Where '0' value represents the low end of the score range, the criterion is optional, based on the judgment of the project manager and procurement.

The following criteria and scoring ranges will generally be used by INFRA in the RFP evaluation process:

Project comprehension (5 - 30)

- Main design considerations
- Quality of analysis and demonstrated understanding of the project
- Identification of special needs or considerations

Proposed work methodologies (5 - 25)

- Priorities, sequences, team coordination, project organization
- Design philosophy
- Project management systems (scope, time, costs, quality, etc.)
- Services and deliverables, quality management systems

Proposed prime consultant and sub-consultant team (10 - 50)

- Prime consultant's and sub-consultants' directly related experience; qualified staff and their experience.

Fee proposal (20)

- Consultant fee proposal
- The 20 point score specified for the fee is established by departmental policy, representing 20% of the scoring points for A&E consulting services.

Innovation (0 - 25)

- New or improved methods required by the project or proposed by the consultant to achieve the required results (e.g. Leadership in Energy and Environmental Design—LEED—Green Building Rating System™ adoption of sustainable green building and development practices at the Platinum level).
- Innovative Design philosophy

Experience and past performance record (10 - 50)

- Similar projects
- Scope, budget and schedule targets met
- Client satisfaction; other project participants (e.g. sub-consultants) satisfaction
- Quality of deliverables
- Responsiveness to project related requests

The criteria and maximum possible evaluation score for each criterion are stated in the RFP. It is possible for the project manager and procurement manager to add more criteria due to special circumstances and to adjust the rating score accordingly.

Note: a two-envelope process is used; one envelope contains the proposal submission, excluding any fee-related information; the second envelope contains the fee proposal. The fee proposal envelope is opened and evaluated after the evaluation of the qualifications-related information in all proposals has been completed.

6.3 VRAES Process Time Line

Figure 2 - Estimated Time* Line for Contracts over \$75,000

Opportunity Notice and Short-Listing Phase				RFP Phase			Contract Awarded	
Opportunity Notice created by Project Manager and forwarded to Procurement	Interested Firms Submit an Expression of Interest Form	Evaluation and Short-Listing of EOI responses	Short-Listed Firms Contacted	RFP Prepared and issued to Short-Listed Firms	Proposal Submission Period	Review and Evaluation of Proposals	CRC Approval and Contract Award	Work Begins
On going	1 - 2 weeks	1 week	1-2 days	1 day	2 -4 weeks	1 week	1 week	1 week
Registered Vendors with 'ACCEPTED' status & matching categories receive email notification of Opportunity Notice Posting	Interested Firms respond by submitting the Expression of Interest Form		Short-listed Firms are contacted to confirm interest in receiving the RFP document		RFP Closing	Recommendation for Award	Review and Approve Award Recommendation	Work Begins

* The time lines noted above are the maximum estimated for each step. Time lines and schedules for each step could vary depending on the complexity or uniqueness of the project.

6.4 Exceptions to the Consultant Selection Process

The following are exceptions to the consultant selection process.

- **A&E Consulting Services for large or specialized projects**

For larger, more complex or specialized projects (e.g. services not covered by INFRA project categories), INFRA will typically issue a publicly advertised open call for RFP's on APC. Alternatively, INFRA may issue a publicly advertised Request for Qualifications (RFQ) on APC, followed by an invitational RFP to short-listed firms.

As a guide, A&E consulting services with an estimated value greater than \$1,000,000 (for a multi-discipline contract) or \$500,000 (for a single discipline contract, e.g. mechanical or electrical) will be considered for a publicly advertised open call.

- **Open calls for proposals**

INFRA may, at its sole discretion and based on unique or exceptional project requirements, use a publicly advertised open call RFP process for contracts of any value.

- **Sole source selections over \$75,000**

The use of sole source selection for contracts with an estimated value of \$75,000 or greater must be in compliance with TILMA. Situations where sole source selection is permitted include:

- When it can be demonstrated that only one vendor is able to meet the requirements of a procurement;
- When an unforeseeable situation of urgency exists and services could not be obtained in time by means of open procurement procedures;
- When an open, competitive RFP could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest; or
- In the absence of receipt of any expressions of interest or proposals in response to an open competitive procurement process.

6.5 Irregularities

- As per [Section 6.2.1](#) firm's are to only provide the following on the Expression of Interest form:
 - List up to 3 key individuals within their firm who are currently in a prime consultant leadership role, and
 - List up to 5 Referenced Projects that are relevant to the Opportunity Notice.
- Should firms list additional names of individuals or reference projects, only the first 3 names of the key individuals and the first 5 referenced projects listed on the EOI form will be used in the short-listing evaluation.
- Should a firm provide any names of key individuals or any reference projects which are not in VRAES:
 - That information will not be used in the evaluation process;
 - The firm will be contacted and informed to upload the information for future EOI opportunities;
 - The firm will not be permitted to submit the information past the close date of the current Opportunity Notice.

7 CONSULTANT PERFORMANCE EVALUATIONS

7.1 Overview

The purpose of the consultant performance evaluation is to provide an objective, standardized approach to measuring and documenting consultant progress and performance on contracted projects.

The consultant performance evaluation process will be used by INFRA to evaluate and score consultant performance for Architectural and Engineering Consultants where the consultant's contract value is equal to or greater than \$75,000; and for all consultants where the consultants contract value is equal to or greater than \$1,000,000.

For each project, the consultant's performance will be rated on the criteria mutually agreed upon by INFRA and the Consultant at project start-up.

Issues identified during the consultants contract should be provided in writing to the Consultant by INFRA and attached to the signed copy of the performance evaluation form. Both the Consultant and INFRA retain a copy.

Issues identified must be factors that were within the Consultants scope of responsibility and not related to factors out of the Consultants control (ie: variances in budget or funding by INFRA; economic impact of resources for the project - labour, materials; Acts of God; performance issues of INFRA representatives; etc).

INFRA will have final ruling on the consultant performance evaluation score at end of the project. The Consultant is provided opportunity to add comments to the performance evaluation form.

Should a Consultant wish to formally follow up on an unsatisfactory evaluation result, the Appeals Process will be followed.

Performance evaluation scores and comments will be maintained in an electronic database within INFRA. Secure access provided to authorized users internal to INFRA.

Consultant Performance Evaluations may be used for future evaluation of a firm in other short listing processes where the project is similar in scope. Consultant performance evaluations will also support the VRAES consultant short-listing selection process.

Firms will be provided a final signed copy of the consultant performance evaluation form for their records.

Firms may use completed consultant performance evaluations as 'references' for other projects.

Firms can request additional copies of their Consultant Performance Evaluation by contacting Alberta Infrastructure VRAES Business Administrator by email at infraprocurement@gov.ab.ca

Requests must be made by the person who is registered as the primary contact for the firm on the VRAES Site.

Consultant performance evaluations will be retained for a period of 3 years and then archived. Archiving is done in order to maintain a level of competitiveness and allow for current information to be submitted for evaluations.

Archived evaluations may be used if more recent than any of a firm's external referenced projects that were submitted in response to an EOI.

Completed Interim and Final evaluations are to be sent to Director, Procurement, Project Services Branch, Capital Projects Division.

7.2 Performance Criteria and Scoring

For each project, consultant performance evaluations are based on 5 key performance criteria and additional performance considerations related to the consultants contract for project.

At the beginning of the project, INFRA Project Manager and the consultant will meet to review the key performance evaluation criteria and the approach to rating consultant performance on the following:

- ♦ Quality of Design
- ♦ Quality of Deliverables
- ♦ Quality of Administration / Management
- ♦ Time Management
- ♦ Cost Management

As part of the project start up activities the consultant and project manager will mutually agree upon the evaluation criteria and scoring for each of the key evaluation criteria as well as the frequency of the evaluations.

Performance criteria will be determined based on the complexity and scope of each project.

If a key criterion is not applicable it will be assigned a weighting score of “0”. The remaining key criterion weighting are adjusted so that the final score in the Consultant Performance Evaluation Summary is always equal 100.

Additional performance considerations (sub-criteria) are reviewed and revised to ensure they reflect the consultants deliverables for the project.

7.3 Evaluation Phases

- .1 Performance evaluations are conducted in 2 phases:
 - Interim Evaluation(s)
 - Final Evaluation

7.4 Interim Performance Evaluations

- ♦ Multiple Interim Performance Evaluations may be conducted depending on the type and length of the project.
- ♦ For construction projects, interim evaluations can be done at any time but at a minimum, one interim evaluation must be done at completion of the Construction Tendering Phase. (Construction Tendering includes Pre-design, Schematic Design, Design Development, Construction Documents, and Bidding).
- ♦ Conducting multiple interim evaluations identifies any potential issues and provides a means of formal communication between the Consultant and INFRA, allowing for INFRA to take any corrective action if necessary.
- ♦ To ensure an objective evaluation is conducted, INFRA and the Consultant must consider any mitigating factors that may have occurred that were out of the Consultant's control and that may have bearing on the Consultant's performance.
- ♦ Interim Evaluations will be archived when the final performance evaluation is completed.

7.5 Final Performance Evaluation

- ♦ Final Performance evaluation (Construction Interim Acceptance /Substantial Performance Phase) is the completion of the construction project, or

At completion of the consultant's scope of work/service if no tendering is required. (Completed at end of contract close out).

- ♦ Final evaluation score will take precedence over an Interim Performance Evaluation.

7.6 Appeal Process

INFRA has established the following appeal process for consultants:

- .1 Any appeal of a Consultant Performance Evaluation score shall be submitted in writing by the consultant to the Director of Procurement.
- .2 For Consultant Performance Evaluations, the appeal is to be submitted within ten (10) days of receiving the final signed copy of the performance evaluation.
- .3 Within two (2) weeks of receiving the written appeal, the Director of Procurement will provide a response to the firm.
- .4 The Director of Procurement will contact the Project Manager, Director of the Project Manager, and Consultant, and others involved in the project to gather information before issuing a response back to the Consultant.

The Consultant and INFRA shall make bona fide efforts to resolve the issue.
- .5 Should attempts to resolve the appeal with through the Director of Procurement fail, then the appeal shall be referred to:
 - Executive Director, Project Services Branch, Capital Projects Division, Alberta Infrastructure; and if necessary
 - Chair of Alberta Infrastructure's Contracts Review Committee. The decision of the Contracts Review Committee shall be final.

7.7 Consultant Performance Evaluation Form

A draft version of the Consultant Performance Evaluation form must be included in the Request for Proposal documents for all Architectural and Engineering consultants with a contract value of \$75,000 or greater; and for all consultants with a contract value of \$1,000,000 or greater.

The Consultant Performance Evaluation form is in a template format and should be modified to reflect the consultants requirements for each project.

The maximum possible score must equal '100'. Should a key criteria not be relevant, the score for that criteria is assigned a '0' and the remaining criteria adjusted to equal '100'.

See below for an example of the Consultant Performance Evaluation form.

7.8 Draft Consultant Performance Evaluation Form

CONTRACT INFORMATION	
Contract Number:	Contract Term:
Consultant Firm:	
Prime Consultant Contact Name:	
Telephone:	Email:
Contract Title/Description/Location:	
Project Categories / Sub-categories:	
Sub – Consultant(s):	
Project Manager:	
Interim Performance Evaluation Date: <i>(End of Construction Tendering Phase)</i>	
Final Performance Evaluation Date: <i>(At Construction Interim Acceptance /Substantial Performance)</i>	

Performance Evaluation Criteria	Maximum Possible Score	Interim Evaluation Score	Final Evaluation Score
Quality of Design	20		
Quality of Deliverables	20		
Quality of Administration/Management	20		
Time Management	20		
Cost Management	20		
Total Score	100		

Signatures below acknowledge that INFRA and the Consultant have discussed the performance evaluation results and scores as indicated above.

Project Manager Signature	Date
Consultant Signature	Date
Alberta Infrastructure - Director / Area Manager Signature	Date

Score Rating Legend:	
0 – 5 = Does not meet expectations	
6 – 10 = Meets few expectations	
11 – 16 = Meets most or all expectations	
17– 20 = Exceeds expectations	
1. QUALITY OF DESIGN	
This is the rating of the Quality of the Design for the project. Give consideration to elements such as the following:	Score:
<ul style="list-style-type: none"> • Understands the overall project objectives and constraints. • Provides clear, firm and substantiated recommendations for the project. • Provides an effective functional and technical concept for the project; includes requirements that consider flexibility and expansion; physical and non-physical requirements, image, site, geography, function, etc. • Provides a design that is functional for users (efficiency, safety, comfort and convenience, ease of operation, and maintenance including engineering and architectural support elements/services). • Utilizes current or leading edge building science and engineering technology; equipment and construction systems. • Proposes creative and innovative design solution(s). • Incorporates effective and appropriate environmental stewardship. • Demonstrates judgment in balancing between use of new technology vs. reliance on proven technology. • Demonstrates thoroughness and logical approach to problem analysis and exploration of alternatives. • Demonstrates responsiveness to INFRA / Client regarding input on the project. 	
Project Manager Comments:	
Consultant Comments:	

2. QUALITY OF DELIVERABLES	
<p>This is the rating of the Quality of the Deliverables related to the project requirements and the Firm’s services. Consultant deliverables are concise, complete, accurate, and provide an appropriate level of detail. Give consideration to elements such as the following:</p> <ul style="list-style-type: none"> • Pre-Design <ul style="list-style-type: none"> ○ Studies: Site Evaluation / Comparative studies of prospective sites. ○ Reports: Geotechnical / Environmental/ Surveyor. • Schematic Design <ul style="list-style-type: none"> ○ Provides scale and character design documents of the project and describes functional relationships of each part of the project. (ie: Site plan, Diagrams, Floor Plans, Elevations, Outline Specs). ○ Reviews applicable Statutes, Codes, Regulations, and By-laws. • Design Development <ul style="list-style-type: none"> ○ Provides design development documents, drawings & other documents appropriate to the size of the project. • Construction Documents <ul style="list-style-type: none"> ○ Specifications, including those prepared by sub-consultants, are prepared using current Alberta Infrastructure Master Specification Sections (where applicable) and in accordance with the ‘Specification Preparation Instructions for Alberta Infrastructure Construction Contracts’. ○ Specifications and Drawings, including those prepared by sub-consultants, are prepared in accordance with ‘Alberta Infrastructure Standards for Consultant Deliverables for Building Projects’. • Issues accurate specifications and drawings: <ul style="list-style-type: none"> ○ Resulting in limited number of addenda issued during bidding phase. ○ Issues addenda during the bidding phase that are clear, concise, properly referencing the specifications document and/or drawings, and follows INFRA’s format and process for addenda. • Issues accurate specifications and drawings: <ul style="list-style-type: none"> ○ Resulting in limited number of change orders during construction phase due to errors and omissions. 	<p>Score:</p>
<p>Project Manager Comments:</p>	
<p>Consultant Comments:</p>	

3. QUALITY OF ADMINISTRATION / MANAGEMENT	
<p>This is the rating of how the project was administered including the project delivery and overall consultant services. The extent to which the Firm takes charge of and effectively manages the work has a direct effect on the inputs required of the Client. Give consideration to elements such as the following:</p>	Score:
<ul style="list-style-type: none"> • Applies initiative, judgment and attentiveness in providing services. • Provides a clear and specific response to INFRA’s requests. • Demonstrates responsiveness to requests for clarification or information as appropriate. • Appropriately represents INFRA within their scope and responsibility of the project. • Considers and includes all aspects of the process (technical issues addressed, recognizes approval authorities, follows INFRA procedures, etc). • Works cooperatively with INFRA, and others as designated throughout the project. • Demonstrates consistent and thorough management of consultant and sub-consultant team (leadership, efficiency, fairness, ensuring proper levels of service). • Maintains adequate resources to meet the demands of the contract, including qualified staff, with the required tools/resources for the required tasks. • Provides proficient construction contract administration (accurate, organized, effective, practical, adherence to policies related to contracts). • Coordinates companies performing inspection and testing services. • Coordinates prefabrication of components off site as required. • Thorough and expedient review of shop drawings / submission reviews following INFRA’s stated format. • Proactively coordinates activities that may impact or interfere with the project within the scope of responsibility. • Puts in place appropriate risk management strategies related to the success of the project. • Provides reporting that is clear, concise, and effective. • Appropriately limits involvement of INFRA in the management of sub-consultants. • Provides accessibility to senior management, when required. 	
<p>Project Manager Comments:</p> 	
<p>Consultant Comments:</p> 	

4. TIME MANAGEMENT	
<p>This is the rating of time planning and schedule control during the life of the project. Thought must be given to conditions beyond the Firm's control including INFRA/Contractor/Client Performance. Give consideration to elements such as the following:</p> <ul style="list-style-type: none"> • Provides on-schedule delivery of services at every stage. • Timeliness in: <ul style="list-style-type: none"> ○ Estimating and cost monitoring. ○ Response to INFRA's request(s) to update tender documents during development stage. ○ Preparation of tender documents for release. ○ Preparation of addenda, if required during the tendering phase. ○ Shop drawings / submission reviews. • Timeliness in review of progress claims. • Demonstrates ability to develop and maintain time management plan. • Responsiveness to factors that affect the schedule. • Communicates schedule changes appropriately. • Efficiently conducts meetings; adhering to agenda and time frames. 	Score:
<p>Project Manager Comments:</p>	
<p>Consultant Comments:</p>	

5. COST MANAGEMENT	
<p>This is the rating of the quality of cost planning and cost control during the life of the project. Some cost controls may be out of the area of responsibility of the consultant, revise as required. Give consideration to elements such as the following:</p>	Score
<ul style="list-style-type: none"> • Manages consultant’s fees for scope of services. • Manages reasonable, direct, non-salary expenses (reimbursable expenses). • Demonstrates effort in management of the design within INFRA’s approved project budget. • Evaluates consultant’s pre-tender estimate vs. bid submission amounts. • Demonstrates use of value engineering to design decisions. • Appropriately balances cost between building elements (e.g. building envelope, mechanical and electrical systems, structural framing architectural features, etc.). • Materials selections and details conducive to efficient construction and good life-cycle performance/economics. • Manages claims/ change orders submitted by the contractor or others in connection with the Work. • Evaluates (report) final construction contract cost vs. consultant pre-tender estimate (project cost growth; change orders due to drawings or specifications; error and omissions; other factors). • Effectively manages the construction contingency. 	
<p>Project Manager Comments:</p> 	
<p>Consultant Comments:</p> 	

Forward a signed copy to Director, Procurement - Infrastructure upon completion of Interim and Final Performance Evaluations.

8 ACKNOWLEDGMENTS

We would like to express our sincere gratitude and appreciation to our partners, Consulting Engineers of Alberta (CEA), Alberta Association of Architects (AAA) representatives, and Consulting Architects of Alberta (CAA).

CEA: Wendy Cooper, Jeff DiBattista, Don Chambers, Naseem Bashir

AAA: Peter Bull, Jan Pierzchajo

CAA: Peter Bull, Barbara Bruce, Jan Pierzchajo

Their on going assistance, guidance and active participation in the creation and refinement of the Architectural and Engineering Consultant Selection process, the vendor registry (VRAES); and the Consultant Performance Evaluation Process has been and continues to be invaluable.

APPENDICES

Appendix 1: VRAES – Request Access to VRAES

To request access to VRAES and obtain a User ID and Password:

1. Launch the VRAES application at
<https://www.vraes.alberta.ca/Public/signin.aspx>
2. Select: New Registrants click [here](#) to request a User ID
3. **Accept** the Terms and Conditions. If you do not accept the Terms and Conditions, you will not be able to proceed with the initial registration process.
4. Enter **Contact Information**. This person will be the ***main contact*** for your firm and who will have access to VRAES for your firm.
5. Enter **Firm Information**.
6. Enter valid **APPEGA permit to practice and/or AAA registration numbers**.
7. Enter **Firm Address**.
8. ***SCROLL*** to the bottom of the screen and **Submit** to INFRA.

Within approximately three business days a VRAES username (user ID) and password will be assigned and provided by email to the contact name entered in 4. above.

Only 1 user ID and password is allowed per firm. Firms may share the user ID and password to others within their firm to allow access to the VRAES, if they so wish to do so.

Once a User ID and Password have been assigned, Log into the VRAES and refer to the VRAES – User Guide for detailed information and instructions for completing registration.

Note: Passwords will expire every 60 days as per GOA Security Protocol. You will receive an email notification to reset your password prior to the 60 day period.

Appendix 2: VRAES – User Guide

The VRAES User Guide is available to firms on the VRAES site once they have been assigned a User ID and Password and have logged into the VRAES.

The VRAES User Guide is designed to support firms as they use the VRAES to complete their registration and to maintain their data after registration. The User Guide is broken into detailed sections to support the firms in all aspects of their VRAES usage:

- Description of the System Functionality
- VRAES registration Process and Flowchart
- Completing Registration and using VRAES
- Support and Troubleshooting
- Frequently Asked Questions (FAQ's)
- Reference Documents
- Glossary of Terms