

**! Please put your phone on MUTE !**

WELCOME

TILMA Consultant  
Selection Process

Alberta and  
British Columbia



Ministry of  
Transportation  
and Infrastructure

Date: March 2009

Alberta

# Alberta Transportation Procurement Process

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# Presentation Topics

1. Overview of TILMA
2. Pre-Qualification Process
3. Ranking List & Short Listing Processes
4. Request for Proposals (RFP) Process
5. Consultant Selection and Execution of Contract Process
6. Consultant Performance Evaluation Process

# 1. Overview of TILMA

- Agreement on trade, investment and labor mobility between AB and BC coming into effect April 1, 2009 for engineering and architectural services.

Applies to all sectors of the economy with the aim to:

- Eliminate barriers/restrictions
- Enhance competition/economic growth
- Increase opportunities and choice for workers, investors, consumers and businesses
- Reduce costs
- Etc.

# 1. Overview of TILMA

- TILMA and Procurement
- The intent is for a system that is:
  - Open and Competitive
  - Fair and Transparent
  - Provides best value to tax payers and stakeholders
- Provincial Government must be TILMA compliant if procurement is:
  - \$10,000 or greater for goods
  - \$75,000 or greater for services
  - \$100,000 or greater for construction
- Viable projects over \$75,000 can not be added to contracts via scope change.

# 1. Overview of TILMA

- TILMA Exceptions
  - “Where an unforeseeable situation of urgency exists and the goods, services and construction could not be obtained in time by means of open procurement procedures.”
  - “Where it can be demonstrated that only one supplier is able to meet the requirements of a procurement”
  - “In the absence of a receipt of any bids in response to a call for tenders.”
  - Aboriginal groups are exempt from TILMA

## 2. Pre-Qualification Process

- APC Call for Consultant Pre-Qualification can be found at:
  - <http://www.purchasingconnection.ca/>
- Information on Consultant Pre-Qualification on the Alberta Transportation website:
  - <http://www.transportation.alberta.ca/704.htm>
- To provide Prime Consultant services on Department projects (over \$75,000), the Consultant must satisfy qualification requirements:
  - corporate information, staff and applicable experience, information on similar projects;
  - must meet the years of experience requirements for both corporate and staff experience in delivering projects in addition to the education/training/registration requirements;
  - The consultant must have a safety Certificate of Recognition (COR) from the Alberta Construction Safety Association (ACSA);

## 2. Pre-Qualification Process

- Qualified consultants are required to re-confirm their intention to remain qualified every two years.
- Every 6 years, a full pre-qualification package will be required.
  - Qualification may be withdrawn if a consultant no longer meets the Department's standards for qualification, or if past performance on Department projects has not met the Department's standards for retaining qualification status.



## 2. Pre-Qualification Process

- Functional Planning (21 pre-qualified consultants)
- Highways (27 pre-qualified consultants)
- Bridges (32 pre-qualified consultants)
- Complex Projects (10 pre-qualified consultants).
- Water Management Projects (13 pre-qualified consultants);
- Geotechnical Projects (14 pre-qualified consultants);
- Environmental Projects (62 pre-qualified consultants).

### 3. Ranking List & Short Listing Processes

- Every 2-3 months the Department identifies projects for RFPs to be sent out within the next six months.
- A list of priority projects called a Project Ranking List is developed by the Department and sent to all pre-qualified consultants to “rank” projects (in the order of priority) for being invited on competitive RFPs.
- Consultants rate or “rank” their level of interest.
- From the information provided on the Project Ranking List and other criteria, a Short List of 3 pre-qualified consultants is developed for each project.

### 3. Ranking List & Short Listing Processes

- A short list of three consultants will be based on the following criteria:
  - ranking priority (35-45%);
  - past performance (25-35%);
  - relevant experience as it relates to the project (10-20%);
  - available capacity (10-20%);
- The top 3 weighted scores are shortlisted
- If there are less than three consultants “ranking” a particular project, additional consultants will be added to complete the 3-consultant Short List based on their current availability, workload, and past performance;

### 3. Ranking List & Short Listing Processes

- One-of-a-kind Short Listing Process
  - Used in cases where there is an urgency to get a consultant hired for a project and the next ranking list is some time away.
  - Over \$75K in fees.
  - Send Request for Interest (RFI) to all pre-qualified consultants
  - Short listing will be based on:
    - Past Performance rating (40% - 50%);
    - Relevant Experience (25% - 35%);
    - Available Capacity (25% - 35%).

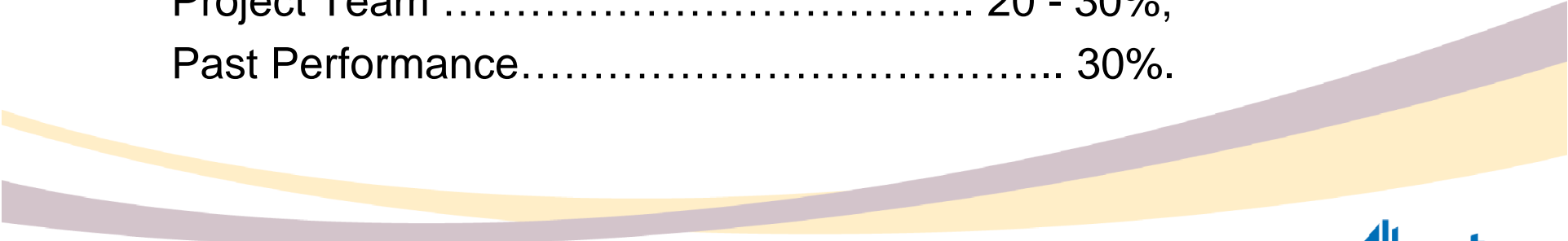
## 4. Request for Proposals (RFP) Process

- The Department prepares a “Terms of Reference” (TOR) for the project.
- A “Request for Proposal” (RFP) letter is prepared.
- The RFP letter and TOR are sent (together in one package) to the shortlisted consultants, requesting proposals for the project.

# 4. Request for Proposals (RFP) Process

Proposals are evaluated based on the following criteria and weighting:

Clarity and Presentation .....	0 - 10%;
Project Comprehension .....	10 - 30%;
Resource Budget .....	10 - 20%;
Project Control .....	5 - 10%;
Innovation .....	0 - 25%;
Organization .....	5 - 20%;
Project Team .....	20 - 30%;
Past Performance.....	30%.



## 5. Consultant Selection and Execution of Contract Process

- Proposals are evaluated/scored in accordance with the criteria and weighting as specified in the TOR.
- The selection committee is composed of 3 individuals:
  - Technical Standards
  - Region
  - Professional Services

## 5. Consultant Selection and Execution of Contract Process

- The proposal scoring the highest in the evaluation is selected as the preferred consultant and is recommended for award of the consulting services contract.
- The Department prepares the consulting services contract and coordinates the execution of the contract.
- Consultants have the opportunity for a selection debriefing post award.
- Sample CE Agreement.



## 6. Consultant Performance Evaluation Process

- Performance by consultants on projects over \$75,000 are evaluated and scored using the Consultant Performance Evaluation (CPE) form.
- Consultants are evaluated/scored in the following areas:
  - Innovation;
  - Deliverables;
  - Construction Supervision and Contract Administration;
  - Public Communication and Involvement;
  - Project Management;
  - Staff Performance.

## 6. Consultant Performance Evaluation Process

- Consultant performance is scored in these areas based on the following rating scale:

“1” - Doesn't meet criteria;

“2” - Partially meets criteria;

“3” - Meets criteria;

“4” - Moderately exceeds criteria;

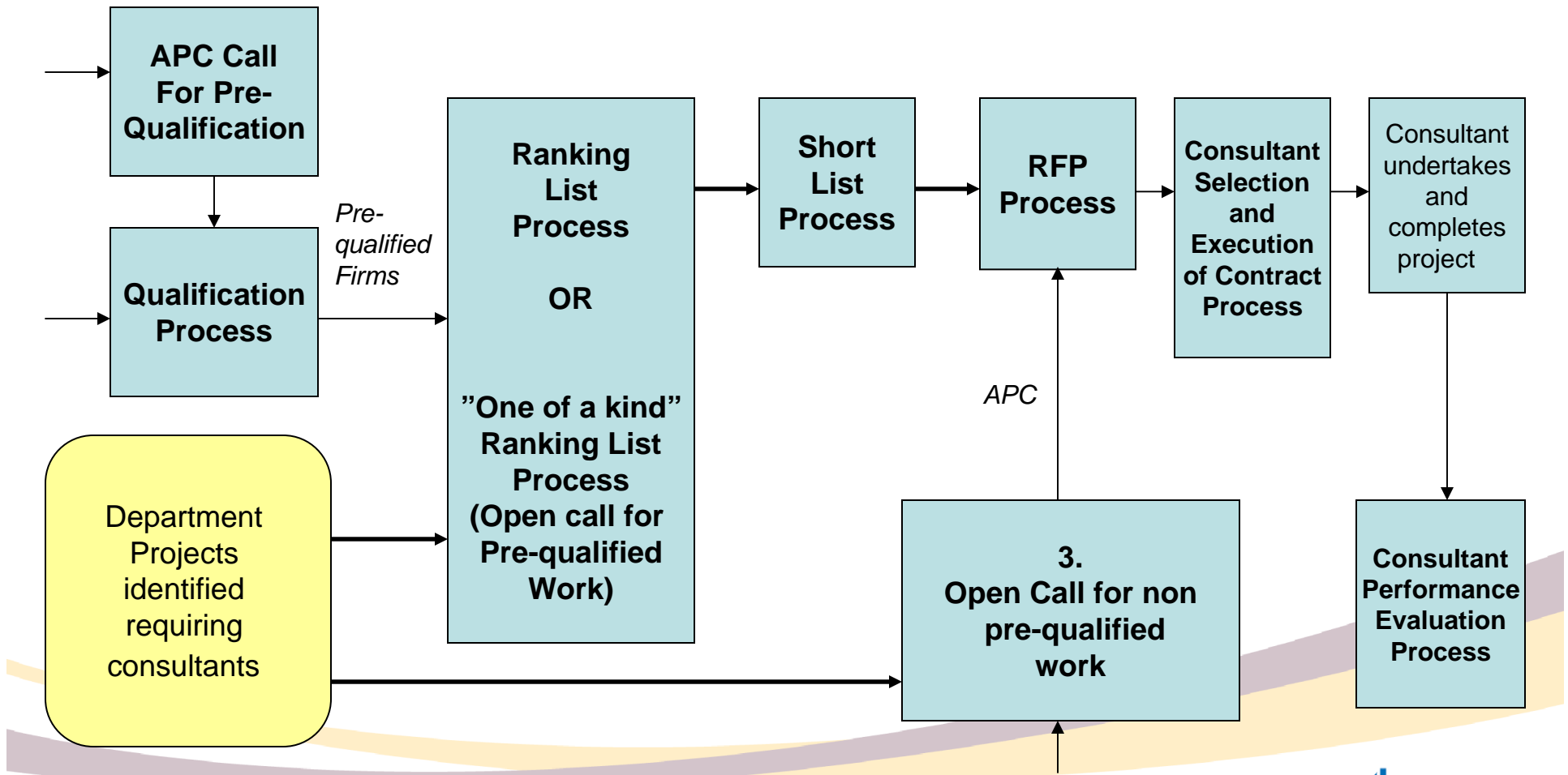
“5” - Substantially exceeds criteria.

## 6. Consultant Performance Evaluation Process

- Past Performance Rating of a consultant in a specific pre-qualification category is calculated from the CPE scores.
  - 60/30/10
  - New Consultants receive Provincial average
- Past Performance scores are then used in:
  - short list development
  - RFP proposal evaluation criteria

# Alberta Transportation Procurement Process

## Procurement Process Flowchart



# Information

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**Doing Business with Alberta Transportation**  
<http://www.transportation.alberta.ca/704.htm>

**Information on Open Call**  
<http://www.purchasingconnection.ca/>



# British Columbia RISP Consultant Selection

# Content of Presentation

- Why we have RISP ?
- RISP requirements
- RISP 3.0:
  - New on-line screens for  
TILMA RFEI office responses



# Why We Have RISP ?

- **RISP** stands for **R**egistration **I**dentification **S**election **P**erformance Evaluation
- RISP was introduced to implement a fair and objective consultant selection process after Ministry Technical & Professional were privatised 22 years ago
- Reduces time & costs for both the Ministry and Consultant



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# RISP Requirements

- Legal identity in BC
- Engineers must register with APEGBC
- Requires BCEID to access Govt Portal
- Firm registers each office in RISP
- Technical & Professional staff apply for RISP work categories within their field of expertise
- Office approved for categories of work & maximum preferred contract amount



# RISP 3.0

- Offices Pre-approved for Type of Work
- Office Capacity taken into account
- 1 office invited to respond to RFP < \$75K
- 3 offices to respond to RFP > \$75K
- Two Envelope Proposals



# RISP 3.0

- Over 400 BC consulting offices
- 234 selections in 2008 – high of 342 in 2005
- ~100 to 150 above \$75K and less than \$1M
- 20 fields of specialty – 200 work categories



# RISP 3.0

- Partial Listing by Specialty Field:
  - ✓ Design: 60 offices – 33 firms
  - ✓ Structural: 45 offices – 30 firms
  - ✓ Geotechnical: 101 offices – 66 firms
  - ✓ Environmental: 136 offices – 111 firms



# RISP 3.0

- Current RISP selection algorithm will still apply for work < \$75,000
- Changes for work > \$75,000
  - ✓ Use past performance ratings
  - ✓ Introduce TILMA on-line RFEI step in the selection
  - ✓ Drop bonus point, penalty point, pending point
  - ✓ Drop geographical preferences for BC & Alberta offices
  - ✓ Drop stacking order according to last award date and the work in progress pending count



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# RISP 3.0

- Content & Process of TILMA on-line RFEI:
  - Sent only to firms registered for the project's category of work
  - Firms must complete the RFEI form which is divided in five parts
    - ✓ Firm's ability to meet the schedule
    - ✓ Firm's experience relevant to the specific RFEI project
    - ✓ Project team members' experiences relevant to the specific RFEI project
    - ✓ The team's methodology to address the project's specific engineering and technical challenges
    - ✓ The firm's management procedures for the various specialists and sub-consultants on the multi-disciplinary team



# RISP 3.0

- Performance Evaluation
  - Use last three relevant past performances
  - Use Neutral Rating of 3.0 for new offices
  - Weighting formulae used on the last three performance ratings:
    - ✓ More recent work weighed more heavily
    - ✓ Greater dollar value work weight more heavily



# RISP 3.0

- Communication started in early 2009 includes:
  - ✓ Advertise on the BC Bid Internet Site
  - ✓ Advertise in Trade Journals
  - ✓ Notice on public portion of RISP site
  - ✓ Train Ministry staff & consultants on the new TILMA – RISP process and the new on-line software
  - ✓ Train Ministry staff & consultants on the improved Performance Evaluation Method (in the Fall)



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# Advertisement

– Switch to  
RISP 3.0 Live  
on April 1<sup>st</sup>,  
2009

## Procurement of Engineering, Technical and Environmental Consulting Services for the British Columbia Ministry of Transportation and Infrastructure

In the context of the Trade, Investment and Labour Mobility Agreement (TILMA) signed between the provinces of British Columbia and Alberta, the Ministry is revising its consultant registration and selection system for compliance to the new rules.

Consultants interested in providing engineering, technical and environmental advice and services for Ministry of Transportation and Infrastructure projects in British Columbia are invited to visit the ministry's RISP Web site to register.

More information is available on the British Columbia Ministry of Transportation and Infrastructure RISP consultant registry web site at:

**<http://www.th.gov.bc.ca/erisp/home.htm>**

Click the TILMA Information link on the bottom of the screen.



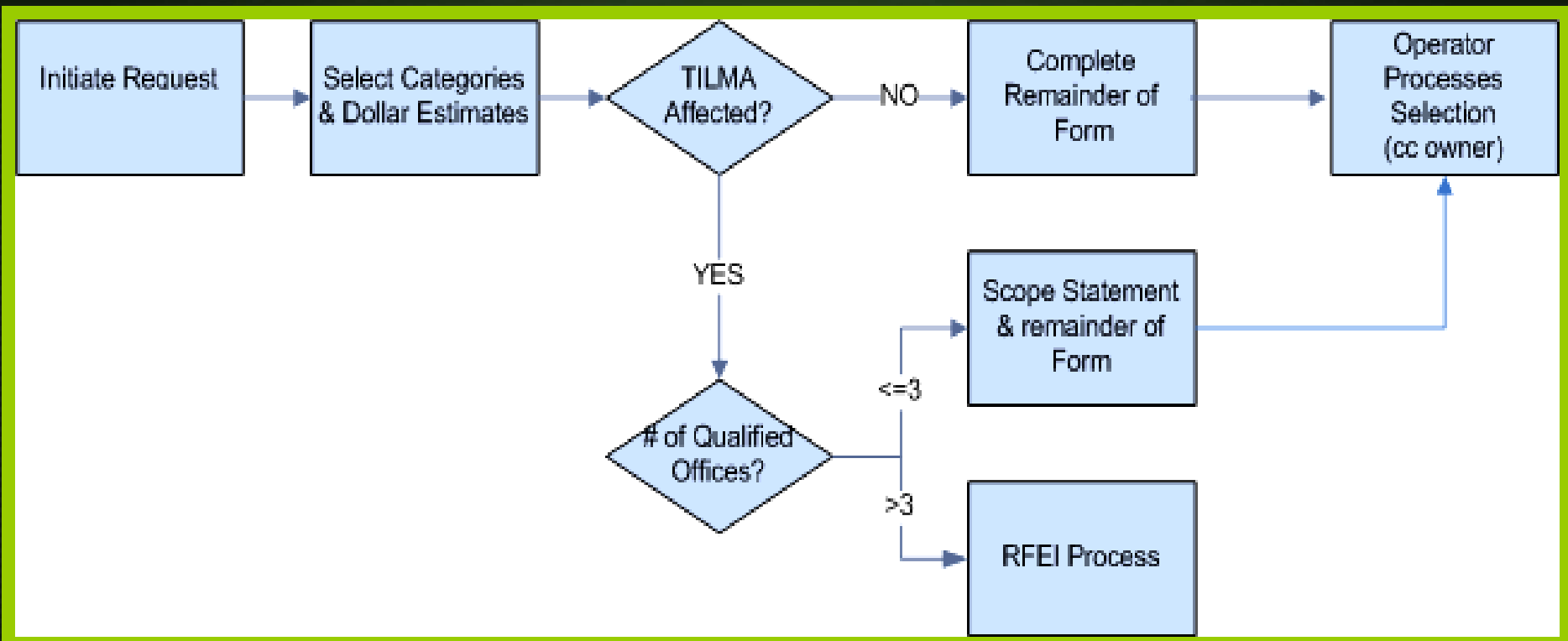
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and Infrastructure



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# Initiation of Selections

## ■ Workflow for selection process



# Office Invitation

The screenshot shows an Outlook window with the following details:

- Title Bar:** RISP - You're Office 123456-Some Company Consultants Ltd. has qualified to respond to RFEI 62352-...
- Menu Bar:** File, Edit, View, Insert, Format, Tools, Table, Window, Help
- Toolbar:** Includes icons for Send, Attach, Reply, Reply All, Forward, Print, and other standard email functions. The status bar shows 100% zoom and Read mode.
- Header Fields:**
  - To...**: [Empty]
  - Cc...**: [Empty]
  - Subject:** RISP - You're Office 123456-Some Company Consultants Ltd. has qualified to respond to RFEI 62352-Some Example Project Title
- Body Content:**

This is an automated notification from the Ministry of Transportation's System. You're office has qualified to respond to an RFEI with a submission.


62352-Some Example Project Title

Submission Deadline:  
2009-02-08
- Callout Box:** A red-bordered box highlights the text: **Logon RISP To view the RFEI 443 – Some Example Project Title**

# Example Of Office's RFEI Inbox Displaying List Of Invites

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[RSP220 - RFEI Opportunitie...](#)
Response Opportunities

The following is a list of all RFEI opportunities that your office has been invited to respond to.  
 For more information on RFEI's please consult the  [RFEI manual](#).

ID	Project Title	Due Date	RFEI Status	Office Response	Decision Status			
443	Some Example Project Title	2009-02-08	Open	New	Not Started	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	<a href="#">Respond</a>
293	Test Q&A and Addenda	2009-01-31	Expired	No Response	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	
387	Test 800 900 Screens	2009-01-29	Expired	Submitted	Short Listed	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	<a href="#">Review</a>
380	No more BC Ferries; Crazy Big Bridge Vic ...	2009-01-29	Expired	No Response	Complete	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	
283	Screen Capture Selection	2009-01-29	Expired	Submitted	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	<a href="#">Review</a>
284	No more BC Ferries; Crazy Big Bridge Vic ...	2009-01-19	Expired	Submitted	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	<a href="#">Review</a>
252	Big Big Contract Major Work	2009-01-18	Expired	Submitted	Short Listed	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	<a href="#">Review</a>
157	Jstorey's Selection Request	2009-01-10	Expired	No Response	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	
150	Jstorey's Selection Request	2009-01-08	Expired	No Response	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	
159	Eric Test "Response" Button	2009-01-05	Expired	Submitted	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	<a href="#">Review</a>
109	Jstorey's Selection Request	2008-12-05	Expired	No Response	In Progress	<a href="#">Read RFEI</a>	<a href="#">Q&amp;A/Addenda</a>	

# Response Introduction

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## RSP240 Response Introduction

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### RFEI 443

---

Project Name: Some Example Project Title

The following RFEI consists of 3 sections:

- Appendix A (Assignment Scope)
- Appendix B (Company Information, Engineering Categories, Performance History, Scoring Matrix)
- Appendix C (Questionnaire Consisting of 5 Questions)

You will be walked through the process.

[Start](#)

# Project Scope

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## RSP240 Appendix A

---

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### Appendix A - Project Scope

Below are the RFEI details for RFEI 443, Some Example Project Title.

#### Project Scope

This is an example assignement scope statement... example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement. Example assignement scope statement.

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## RSP240 Appendix B

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### Appendix B - Scoring

Project Name: Some Example Project Title

#### i Ministry Contact Requirements

RISP Main Office ID: 123456

Legal Entity Name: Some Company Consultants Ltd.

#### ii Consulting Contract Work Categories

95-15 PROJECT MANAGEMENT SERVICES - LARGE

15-21 SIEVE ANALYSIS & CRUSHER CTRL > \$300,000

#### iii Performance Rating ?

10 out of 30

#### iv Scoring Matrix

Question Type	Weight
PP Past Performance	-30 to 30
Q1 Schedule & Final Delivery Deadline	Pass/Fail
Q2 Firm's Experience Relevant to the Project.	40
Q3 Project Team's Experience Relevant to the Project Composition of Team & Team Mem	50
Q4 Meet the Project's Physical Site Specified Criteria As Outlined in Appendix A.	5
Q5 Other Project Criteria (e.g. subcontracting) As outlined in Appendix A.	5
<b>Total: 100</b>	

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# Availability

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## RSP240 Appendix C Q1

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### Appendix C

Project Name: Some Example Project Title

### Question 1 - Availability

Based on your current commitments, are you confident that you have the capacity to satisfy this project's schedule as specified in Appendix A (project scope)?

Yes  No

If you respond "No" you will not be considered for this project. Any time before the RFEI Response Close Date, you may return to this page, select "Yes" and create your RFEI Response.

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# Firms Experience

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Start Scope Scoring Availability  
Firm's Exp Add Members Physical Site Other Submit

Project Name: Some Example Project Title

## Appendix C Question 2 - Firms Experience

You may include up to five recent project experiences. These projects should be of similar scope and include similar challenges to that of this RFEI (as per appendix A). Please be sure to briefly describe what makes the projects you include similar to this one.

Projects Currently Included (total: 1) ?

Project Title	Company Name	Project Location	Year		
1. Project 1	Some Company	Somewhere	2000	Details/Edit	Remove

Add New Project Experience

Select from Previous Project Experiences: ?

Project Title	Company Name	Project Location	Year		
1. Project 1	Big Eng. Firm	Region 3		Details	Select

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# Team Members and Sub-Consultants

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Firm's Exp
**Add Members**
Physical Site
Other
Submit

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### Appendix C Question 3 - Team Members and Sub-Consultants

Project Name: Some Example Project Title

#### Part A - Team Members ?

Based on the project scope outlined in Appendix A, indicate up to 10 key staff that you expect to be part of the assignment team. Include up to 3 relevant experiences per resource. Part A Team members must be approved registered staff in RISP for the category or categories listed in Appendix B.

**Team Members Currently Included (total: 2)**

	Member Name	Role	Number of Experiences	Manage	
1.	Joe Smithy	Project Manager	2	<a href="#">Edit</a>	<a href="#">Remove</a>
2.	Jane Doe	Resource	0	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add New Member](#)

#### Part B Team Members - Sub-Consultants and Other Specialists ?

Optional - include up to 3 other sub-consultants and other specialists whose specialties are other than those of the RISP categories listed in Appendix B, ii. Include up to 3 experiences per resource.

**Sub-Consultants Currently Included (total: 1)**

	Member Name	Role	Number of Experiences	Manage	
1.	Joe Smith	Subcontractor	0	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add New Member](#)

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# Physical Site Criteria

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## RSP244 Appendix C Q4

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### Appendix C Question 4 - Physical Site Criteria

Project Name: Some Example Project Title.

In the box below, provide information about your firm's ability to handle the project's specific criteria (engineering, technical and environmental challenges) as outlined in Appendix A). Indicate how your firm managed similar situations in the past and if it involved sub-consultants.

Max 100 words.

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# Other Project Criteria

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RSP244 Appendix C Q 5

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## Appendix C Question 5 - - Methodology

Project Name: Some Example Project Title.

Provide in the box below information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in appendix A (by using examples of similar projects that your firm worked on in the past). Indicate if it involved engineering or technical specialists (staff or sub consultants) in work categories other than those listed in appendix B

Max 100 words.

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# Response Review and Submit

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## RSP244 Response Review

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## Appendix C Response Review and Submit

Your RFEI Response must be submitted in order for it to be evaluated.

[Save / Submit](#)

### Summary

Below is Eba Engineering Consultants Ltd.'s response to RFEI # 443 Some Example Project Title

[Question 2](#)

[Question 3](#)

[Question 4](#)

[Question 5](#)

#### Question 2: Firm's Experience

<b>Project Title:</b>	Project 1	<b>Approx. Billing Cost:</b>	200000
<b>Company Name:</b>	Some Company	<b>Approx. Capital Cost:</b>	500000
<b>Project Location:</b>	Somewhere	<b>Year:</b>	2000
<b>Description:</b>	Project experience description.		

[Save / Submit](#)

# Post a Question

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**Questions**

Addenda

Q&A / Addenda -Questions 

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# Post a Question *(Continued)*

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**Q&A / Addenda**

Post your question in the text area below.  
Questions must be under 100 words.

**Question:**

Regarding the assignment scope what does...  
example question, example question, example |  
question.

[Post Question](#) [Cancel](#)



# Post a Question *(Continued)*

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RSP222 - Q&A / Addenda

Question successfully posted.

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- Questions**
- Addenda

Q&A / Addenda -Questions

[Post Question](#)

<b>Question 1</b>	<b>Asked On: 2009-02-05</b>
Regarding the assignment scope what does... example question, example question, example question.	
Response	
Response Pending	

[Post Question](#)



# Questions?



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RISP Web: <http://www.th.gov.bc.ca/erisp/home.htm>