



**Request for Qualifications  
201807.1**

**Digital Media and Advanced  
Manufacturing and Prototyping  
Workshop**

**This RFQ may also be found on the Bayview Yards website  
at [www.bayviewyards.org](http://www.bayviewyards.org), and the Invest Ottawa website  
at [www.investottawa.ca](http://www.investottawa.ca)**

**Deadline for Intent to Respond: Wednesday, August 15, 2018 by 4PM EST  
Deadline for RFQ Proposal: Wednesday, September 12, 2018 by 4PM EST**

## 1 SUMMARY OF RFQ INTENT

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Bayview Yards is Ottawa's one-stop business acceleration shop, and the first entrepreneurial hub of its kind in Canada's National Capital Region. An epicenter for job creation, Bayview Yards serves as basecamp for some of Ottawa's greatest homegrown technology talent, capabilities and companies. It is the ultimate 'mashup' of technological, business and market capabilities that help entrepreneurs and firms to launch, grow and thrive. Leveraging \$38 million from the City of Ottawa, Province of Ontario and the Government of Canada, and more than \$1.3 million from founding sponsors, Bayview Yards brings together many organizations that provide services and support to entrepreneurs and firms.

This includes Invest Ottawa, anchor tenant and strategic partner, which delivers its economic development programs and works with fellow academic, public and private sector partners. Harnessing the power of these partnerships, Bayview Yards assembles many ingredients for commercial success under one roof. These include: incubation and meeting space; business programs, services and support; prototyping tools and technologies; market linkages; and access to investment. These offerings work together to accelerate business growth and success and stimulate new jobs and wealth creation in the Ottawa economy.

A key component of this innovation hub is Digital Media and Advanced Manufacturing and Prototyping Workshop ("DML/APW")

The DML/APW was made possible by funding from the Federal Development Agency for Southern Ontario (FedDev). The project consists of a digital media lab and an advanced manufacturing and prototyping workshop.

The initial funding secured for the lab and workshop will conclude December 31, 2018. Bayview Yards is taking this opportunity to review the business model and strategic direction for the project to maximize the utilization and impact of the assets (including the digital media and advanced manufacturing tools, technologies and equipment owned by Bayview Yards), and to integrate this project into the overall strategy of Bayview Yards and Invest Ottawa, anchor tenant and key strategic partner.

Bayview Yards is fully accountable for the delivery of services to clients as part of our overall offering. We are exploring the opportunity to engage a qualified, third-party vendor(s) to operate this facility, and deliver services to clients under a sub-contract.

This Request for Qualifications (RFQ) aims to:

- Provide an overview of the potential business model for the lab and workshop, the associated assets available, and the potential business opportunity for a prospective supplier (lab and workshop manager); and
- Determine whether there is sufficient interest in this prospective business opportunity to engage service providers on a contractual basis to partner with Bayview Yards in the management and operation of the DML/APW from 2019 onward, or to go forward with a general Request for Proposals (RFP).

Building on the Expressions of Intent received and outcomes of this RFQ evaluation process, Bayview Yards will develop a list of qualified suppliers that will be used for one or more future competitive solicitations and/or awards amongst the qualified suppliers.

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## **2 EXECUTIVE SUMMARY**

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Bayview Yards would like to partner with one or more service providers to implement a turn-key solution for the operation of the digital media lab and an advanced manufacturing and prototyping workshop located at 7 Bayview Road.

Reporting to a member of the Executive Leadership Team, the provider(s) will have the skills required to implement an operational plan; bring forward or develop a professional team; and deliver a broad range of digital media and/or prototyping services to clients across Eastern Ontario, including entrepreneurs, startups and SMEs.

Bayview Yards anticipates a business and operational model where the selected provider(s) would be contracted as an arms-length operator with a metrics-driven mandate. The value of the contract would be based on a negotiated proposal with performance incentives.

As a result of the FedDev Ontario funding received to date, Bayview Yards has procured approximately \$2.7M of specialized equipment for the digital media lab and workshop. It is anticipated the selected provider(s) will work with Bayview Yards to develop up to a three-year business and operational plan that includes capital additions and replacements to maintain current and relevant technological capabilities that address the needs of entrepreneurs, startups and firms served; and to ensure the long-term viability and sustainability of the lab and workshop.

The provider will report directly to a member of the Executive Leadership Team.

Written confirmation of interest in this project must be received by Bayview Yards by the deadline indicated below.

As outlined in Part II – Rated Criteria, submissions must provide the following information:

- Company information
- Overview of company
- Overview of management team
- Competency and experience (years) in specific service areas
- Certifications earned
- Services currently provided
- Capacity to manage project
- References

For a respondent to be included on the final list, a minimum score of 80 must be achieved on the rated criteria. Service providers may express interest in the entire project; just the media lab; or just the manufacturing and prototyping workshop.

A respondent who is a single owner/operator with no employees may be approved as a qualified provider should they meet the rated criteria. The incumbent provider has been invited to participate in this RFQ process.

Please note: Bayview Yards will not evaluate pricing in this RFQ.

### **3 DML/APW PROJECT DESCRIPTION**

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#### **3.1 OVERVIEW**

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Bayview Yards is Ottawa's one-stop business acceleration shop, equipping our most promising entrepreneurs and technology firms with the technical, business and market capabilities they require to take on the world! It serves as a springboard for these ventures from start-up to scale-up, helping them to reduce risk, accelerate growth, and spur commercial success and economic development in our community.

Bayview Yards brings together innovators, entrepreneurs, industry leaders, investors and community members to:

- Harness creativity and imagination
- Explore, experiment and invent
- Learn, exchange and collaborate
- Develop, validate and translate new ideas into technologies, products and service
- Launch and grow successful technology companies of the future

It is the ultimate one-stop shop and 'mash-up' of technical, business and market capabilities, resources and expertise that helps technology entrepreneurs and companies launch, grow and thrive. Leveraging a host of partners, this powerful intersection brings together all the ingredients for commercial success under one roof.

These include:

- Incubation, collaboration and meeting space
- Market information
- Business acceleration and investment programs
- Tools and technologies for the design, manufacture, test and commercialization of new products
- Linkages to customers, investors and markets around the world,
- Training and events
- Functional business experts in IP, sales, marketing, finance, Human Resources, and Public Relations

And connect internationally to:

- Customers
- Investors

## **3.2 THE BAYVIEW YARDS ASSET BASE**

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### **Digital Media Lab**

Please reference Schedule 1.

### **Advanced Manufacturing and Prototyping Workshop**

Please reference Schedule 2.

## **3.3 REQUIRED SERVICES FOR DELIVERY**

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At the time of this RFQ release, the anticipated range of services for delivery in the Bayview Yards digital media lab and advanced manufacturing and prototyping workshop include:

- 3D printing
- Industrial design
- Graphic design for manufacturing
- Video/audio production
- Website development
- Project management
- CNC operations
- Machine shop/ woodworking shop operations
- User Interface (UI) design
- Product design and prototyping
- VR / AR development
- Advanced manufacturing/prototyping

## **3.4 RFQ PROCESS**

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This Request for Qualifications (RFQ) will drive Bayview Yards' pre-operational search for qualified service providers for future procurement opportunities for the digital media lab and advanced manufacturing and prototyping workshop and support the long-term evolution of these facilities.

Bayview Yards is mandated to ensure a competitive and fair process amongst current and potential suppliers. Following a comprehensive review of all submissions received through this RFQ, Bayview Yards may choose suppliers to proceed to the next step in this evaluation process. Depending upon the level of response to this RFQ, and the associated capabilities of prospective suppliers, Bayview Yards may ask respondent(s) to provide additional information on specific aspects of this project; or extend a formal invitation to submit a competitive proposal (RFP) for some or all of this project.

The RFQ will be released through MERX and promoted on the Invest Ottawa and Bayview Yards websites: [www.merx.com](http://www.merx.com) [www.investottawa.ca](http://www.investottawa.ca) [www.thebayviewyards.com](http://www.thebayviewyards.com)

### 3.5 PARTICIPATION IN RFQ

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Suppliers who would like to be considered as prospective suppliers for this RFQ are invited to confirm their **Intent to Respond** by email only to the **RFQ Coordinator by Wednesday, August 15<sup>th</sup>, 2018 by 4:00 PM EST:**

**RFQ Coordinator**

Richard Quigley  
Manager@thebayviewyards.com

Suppliers who fail to confirm their intent to respond by this date and time will not be considered for this RFQ, and no further opportunities to confirm will be provided.

### 3.6 BAYVIEW YARDS SITE VISIT

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Bayview Yards will invite all respondents that have submitted their Intent to Respond by the designated deadline to designate one representative to participate in a site visit the week of August 20<sup>th</sup>, 2018 (TBA). No other site visits are to be scheduled at this time.

### 3.7 RFQ SCHEDULE

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RFQ key dates are the following:

July 27, 2018	4:00 pm	RFQ published
August 15, 2018	4:00 pm	Deadline for submitting Intent to Respond
Week of August 20	TBA	Site visit to the DML/APW
August 29, 2018	4:00 pm	Deadline for questions
September 12, 2018	4:00 pm	Deadline for receiving proposal submission
September 28, 2018	4:00 pm	Bayview Yards notification of results

### 3.8 RFQ QUESTIONS /SUBMISSION DEADLINE

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All questions related to this RFQ must be submitted by Wednesday, August 29<sup>th</sup>, 2018 at 4:00 PM. Questions must be directed by email only to the RFP Coordinator.

**RFQ Coordinator**

Richard Quigley  
[Manager@thebayviewyards.com](mailto:Manager@thebayviewyards.com)

Please note: Bayview Yards will not receive or respond to questions by phone or in-person.

Service providers must ensure that the proposal is delivered in PDF format via email before the RFQ closing date: Wednesday, September 12<sup>h</sup>, 2018 at 4:00 PM.



## **3.9 RFQ TERMS AND CONDITIONS**

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### **3.9.1 Liabilities of Bayview Yards**

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This RFQ is a request for qualifications only for specific products/services offered by prospective suppliers for consideration by Bayview Yards. No contractual obligation whatsoever is guaranteed to arise with Bayview Yards from this RFQ process.

This RFQ does not commit Bayview Yards to pay any cost incurred in the preparation or submission of any response to this RFQ.

### **3.9.2 Evaluation**

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Service providers must achieve a minimum score of 80 to be considered as a potential supplier to this Bayview Yards project and move forward to explore negotiations on service offerings that address the Bayview Yards requirements identified in this RFQ.

### **3.9.3 Confidentiality & RFQ Ownership**

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This RFQ is both confidential and proprietary to Bayview Yards. Bayview Yards reserves the right to recall this RFQ in its entirety or in part at any time. Service providers agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of Bayview Yards.

Service providers shall not include or reference this RFQ in any publicity without prior written approval from Bayview Yards, which, if granted, shall be granted by the management of Bayview Yards. Service providers must accept all the foregoing terms and conditions without exception. All responses to the RFQ will become the property of Bayview Yards and will not be returned.

## 4 RFQ FORMAT

### 4.1 PART I – COMPANY INFORMATION

Information in Table 1 must be included at the beginning of the submission.

Table 1

RFQ Requirement	Information/Response
Legal Name	
Address	
Name and title of the officer of the corporation submitting this RFQ response	
<ul style="list-style-type: none"> <li>• Telephone number</li> <li>• Email address</li> <li>• Web page</li> </ul>	
Years of Operation	
Location: <ul style="list-style-type: none"> <li>• Corporate office</li> <li>• Local offices</li> <li>• Other office</li> </ul>	
Employees: <ul style="list-style-type: none"> <li>• Total number of employees</li> </ul> Number of employees and collective years of experience for: <ul style="list-style-type: none"> <li>• Digital media professionals</li> <li>• Advanced manufacturing professionals</li> <li>• Project management professionals</li> <li>• Sales and administration professionals</li> <li>• Support professions</li> </ul>	
What project management methodology does your company use for complex projects: (300 words)	

## COURS BAYVIEW YARDS

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RFQ Requirement	Information/Response
What is the lead time (months) you require to assemble an experienced team for this project?	_____
Will Bayview Yards have the ability to interview the proposed team leader?	Yes    No <input type="checkbox"/> <input type="checkbox"/>

**4.2 PART II – RATED CRITERIA**

Criteria	RFQ Value	Rated Criteria: Please indicate compliance in this template and provide a detailed response to questions (in order as presented below) in a separate, accompanying document.	Compliant (Respondent to Complete)
1	20	<p>Given the project scope outlined in this Bayview Yards RFQ, can your company assign an experienced team that is well equipped to perform the operations and deliver services in the following selected project areas?</p> <ul style="list-style-type: none"> <li>○ Digital Media</li> <li>○ Advanced Manufacturing/Prototyping</li> <li>○ All</li> </ul> <p>Please provide detailed company description and overview of capabilities and capacity of your company to assign a team and management of the areas indicated as “Yes”.</p>	<p><b>Yes</b>   <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/></p> <p><input type="checkbox"/>   <input type="checkbox"/></p> <p><input type="checkbox"/>   <input type="checkbox"/></p>
2	25	<p>The Bayview Yards Digital Media Lab and Advanced Manufacturing and Prototyping Workshop manages many parallel activities and client projects simultaneously, all of which must be completed with quality, on budget and in a timely manner.</p> <p>Can your company supply and manage multiple teams working in parallel to meet these client and operational requirements in a timely fashion?</p> <ul style="list-style-type: none"> <li>a. A skilled Project Manager who will effectively lead and coordinate the staff scheduling, project management, milestones and completions is a mandatory position on the Supplier Team. Please include a detailed resume of the proposed Project Manager for this project.</li> </ul>	<p><b>Yes</b>   <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/></p>
3	15	<p>This is a multi-year, long-term project.</p> <p>Can your company commit to staff this project with the required professionals (with the desired competencies and experience) for a minimum of 24 consecutive months?</p> <ul style="list-style-type: none"> <li>a. Please provide detailed resumes that outline the capabilities, level of experience, and available capacity of other team members who will contribute to the delivery of services on this project (specifically those associated with the areas indicated as “Yes” in criteria 1.) Please identify all professional certifications of team members.</li> <li>b. Please provide up to three case studies or examples of like projects managed (scope, scale, complexity).</li> </ul>	<p><b>Yes</b>   <b>No</b></p> <p><input type="checkbox"/>   <input type="checkbox"/></p>

**COURS BAYVIEW YARDS**

4	20	<p>This project has a complex scope and requires consistent, high quality coordination and communication between the selected service provider and Bayview Yards.</p> <p>Please provide a description of the project methodology, communication strategies and productivity tools used to manage projects.</p>																											
5	20	<p>Does your company have the necessary skills to manage the following service offerings?</p> <p>3D Printing</p> <p>Industrial Design</p> <p>Graphic Design for manufacturing</p> <p>Video/audio production</p> <p>Website development</p> <p>CNC operation</p> <p>3D Printing</p> <p>UI Design</p> <p>Product Design</p> <p>VR / AR Development</p> <p>Other (Specify):</p> <p>Please provide a detailed description of services you can provide, including any other services you feel are relevant for success in a project as described by this RFQ.</p>	<table border="0"> <thead> <tr> <th data-bbox="1328 506 1393 537"><b>Yes</b></th> <th data-bbox="1425 506 1471 537"><b>No</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="1341 579 1373 611"><input type="checkbox"/></td> <td data-bbox="1425 579 1458 611"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 638 1373 669"><input type="checkbox"/></td> <td data-bbox="1425 638 1458 669"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 697 1373 728"><input type="checkbox"/></td> <td data-bbox="1425 697 1458 728"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 756 1373 787"><input type="checkbox"/></td> <td data-bbox="1425 756 1458 787"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 814 1373 846"><input type="checkbox"/></td> <td data-bbox="1425 814 1458 846"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 873 1373 905"><input type="checkbox"/></td> <td data-bbox="1425 873 1458 905"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 932 1373 963"><input type="checkbox"/></td> <td data-bbox="1425 932 1458 963"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 991 1373 1022"><input type="checkbox"/></td> <td data-bbox="1425 991 1458 1022"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 1050 1373 1081"><input type="checkbox"/></td> <td data-bbox="1425 1050 1458 1081"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 1108 1373 1140"><input type="checkbox"/></td> <td data-bbox="1425 1108 1458 1140"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 1167 1373 1199"><input type="checkbox"/></td> <td data-bbox="1425 1167 1458 1199"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="1341 1226 1373 1257"><input type="checkbox"/></td> <td data-bbox="1425 1226 1458 1257"><input type="checkbox"/></td> </tr> </tbody> </table>	<b>Yes</b>	<b>No</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## SCHEDULE 1 – ASSETS – Digital Media Lab

- ProJet 660 and kit - full color 3D printer
- DittoPro 3D Printers and Filaments (6)
- Markforged 3D Printer
- Sandisk64GB Extreme ProCast
- Blackmagic URSA Mini VidCam 4.6K;
- Blackmagic URSA Viewfinder;
- BM Design Video Assist S/N;
- Acer laptops for new staff (6)
- Stenstorp N (quant 6)
- Solidworks software
- Cameras (8)
- Canon Eos Mar IV, Canon macro lens, flash, lens protector and 128gb SD card
- iPad Air 2 128gb
- Matterport 3D Camera
- Formlabs printer, wash station, cure system
- Canon EF 70-200MM F2.8 Lens
- Bowens XMS500 UM/SB 2 head kit
- Nikon Keymission 170 POV 8MP;
- Sony A7SIII and accessories
- Bekant sit stand (4 quant)
- Software- Microsoft HoloLens Development Edition
- ASUS ROG copper style Laptop7.3 inch
- Canon 35mm prime
- Intel Core i7 6850K Broadwell - E six-go processor Gen 6
- Zotac GeForce GTX 1080 Amp Edition 8G
- Philips 55" HD touch display with built in android
- Acer Predator G9-591-74KN Gaming Notebook NX.Q05AA.001, 15.6" FHD 1920x1080 intel i7-6700HQ
- Toshiba 65I621u (2)
- Ghost Pro 4K Notebook, 15.6" UHD+4K IPS, 256GB SSD (LPMS009074)
- Display screens for DML - various
- MacBook
- Camera lighting kit for DML
- Camera equipment: umbrellas, lens, back up batteries, mic, muff for mic, lens protector and small mobile light source
- Acer Predator Helio 300 gaming notebook 17.3"
- Mavic Drone

- Solar Panels (14)
- Atoch C2S Cfast SSD solution for blackmagic
- Mac Mini
- Nikon Keymission 170 POV
- Nikon Keymission 360POV
- 1 HTC Vive VR headset
- ASUS laptop
- Microsoft surface pro tablet
- Audio Technica Pro 88W-13-829 LAV Mic (464JAM013)
- DJI OSMO 4K Camera W/3 Axis Gimbal (569DJI015)
- VR goggles
- Sharp - LC 32LB481C (3)
- Toshiba TV (2)
- Dell LED 23" Touch Screen (2)
- Crane 3-Axis Gimbal for Mirrorless camera
- Battery charger
- microphone for 4kCam
- Magic Bullet Suite
- Plural Eyes 4-D
- Monitors for DML (2)
- BenQ Computer monitor
- Software Octane Plugin for Blender
- Switronix pb70-bmcc 14.8 V battery pack
- Acer Aspire (1 )
- H6 Handy Recorder 24-bit/96khz
- Triman Camera Tripod (1)
- 1 Canon MF624cw
- Toshiba 32L22OU only
- Insignia 32 inch TV
- Autodesk software

- **SCHEDULE 2 – ASSETS – Makerspace**

- Waterjet
- Fortus printer
- CNC router
- HP 3D scanner and accessories
- TIG welder
- Bandsaw 7" x 12
- Planer 20" Spiral Cutterhead
- Scroll Saw
- circuit board making machine and accessories
- 1 75-550 MI drill press
- 1 band saw
- 1 drill press
- 1 dust collector
- 3HP PCS w36 Pro Fence
- Saw Stop Professional Cabinet Saw
- Laguna Revo 1836 Lathe
- Vortec adjustable cold air gun (quant 1)
- Dumont Combination Keyway Broach Set Collard (1)
- kbc 18PC Collet Set (1);
- 1 Jountex(sp) heli-coil head
- Plasma cutter
- Compressor 80G 2Stage Castiron
- Computer for Industrial Design
- MIG Welder MM211 120/240v (1)
- Acer Predator Laptop
- Quant 3: MC WIDEBASE
- Prusa i3 MK3 3D printer. Prusa i3 MK3 Multi Material kit
- Computer and mouse for MS tech
- Cutters and collets for XYZ
- Bosch 18v EC Hammer Drill/impact combo
- Lenox 26PC Big Daddy Hole Saw Kit;
- Roll brake shear
- Piston Post Set, 2 Boring Turning and Facing Holders
- Table lift hyd rapidlift
- Belt sander
- 1 - Bosch Miter Saw for Makerspace



## COURS BAYVIEW YARDS

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- Tilting table
- 10" Skillsaw
- Pallet lift
- Mobile Innovation POD 1 – prototype
- Mobile Innovation POD 2