

Request for proposals: Environmental scan on the role the engineering profession and engineering regulation in relation to climate change

Date Issued: March 3, 2025

Interest Disclosure and Question Period Deadline: March 17, 2025

Proposal Submission Deadline: March 30, 2025

Questions concerning this RFP should be directed to:

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1. Statement of purpose

Engineers Canada is seeking proposals from firms or individual consultants (“**Bidders**”) to develop an environmental scan on the role of the engineering profession and engineering regulation in relation to climate change, including a comparative analysis on the impact of climate change on engineering practice versus other professions (the “**Project**”). The Project will be developed through a phased, consultation-based approach, with an anticipated completion date of October 2025.

Successful completion of the Project will entail three key deliverables, developed with the support of Engineers Canada staff and in consultation with Project interest holders, including the Canadian engineering regulators:

- The development of an outline for an environmental scan, to be reviewed by interest holders and revised according to their recommendations;
- The creation of an environmental scan, to be reviewed by interest holders, and revised according to their recommendations; this is intended to inform Engineers Canada’s strategic direction “Realizing our role in sustainability”.
- Either as part of the scan or a standalone document, a comparative analysis on the impact of climate change on engineering practice in relation to other similar regulated professions.

2. Background information

2.1. Engineers Canada background

Engineers Canada upholds the honour, integrity, and interests of the engineering profession by supporting consistent high standards in the regulation of engineering, encouraging the growth of the profession in Canada, and inspiring public confidence. For over 80 years, we have worked on behalf of the provincial and territorial associations that regulate engineering practice and license the country’s 300,000 members of the engineering profession.

Our work is focussed on ten (10) core purposes, as established by Engineers Canada’s members, the engineering regulators:

1. Accrediting undergraduate engineering programs.
2. Facilitating and fostering working relationships between and among the regulators.
3. Providing services and tools that enable the assessment of engineering qualifications, foster excellence in engineering practice and regulation, and facilitate mobility of practitioners within Canada.
4. Offering national programs.
5. Advocating to the federal government.
6. Actively monitoring, researching, and advising on changes and advances that impact the Canadian regulatory environment and the engineering profession.
7. Managing risks and opportunities associated with mobility of work and practitioners internationally.

8. Fostering recognition of the value and contribution of the profession to society and sparking interest in the next generation of professionals.
9. Promoting diversity and inclusivity in the profession that reflects Canadian society.
10. Protecting any word(s), mark, design, slogan, or logo, or any literary, or other work, as the case may be, pertaining to the engineering profession or to its objects.

2.2. Background to develop an environmental scan on the engineering profession and regulation in relation to climate change

The national [Guideline on the code of ethics](#) states that above all other professional obligations, engineers are responsible for holding paramount the safety, health, and welfare of the public and the protection of the environment. Sustainable development arguably has a critical role to play in protection of the public and the environment, but regulators have been cautious about overstepping their authority in this area, finding it difficult to enforce against anything beyond the most immediate and visible environmental impacts of engineering work (i.e. through the prevention of environmental catastrophe). Large scale and collective impacts of engineering work (e.g. on the global climate) have largely fallen outside of what regulators feel it is appropriate or possible to enforce.

In light of these challenges, the Board of Engineers Canada has identified “Realizing our role in sustainability” as a key element of its [current strategic plan](#). As Canada’s national association of engineering regulators, Engineers Canada has a central role in supporting the country’s 12 engineering regulators in their work to protect the public. The challenge with regards to sustainability is twofold. First, regulators can only enforce existing codes and standards, which are determined by legislative authorities or members of the profession itself (i.e. through self-regulation). Second, regulators are in many cases unable to embark on advocacy-related work to advance codes and standards, as it can be interpreted as overstepping their mandated authority.

The Project, then, constitutes the first phase of a larger effort to clarify if and how Engineers Canada could support and advocate for sustainable practices in engineering regulation, and by extension within in the profession itself. Engineers Canada is well positioned, for example, to support the regulators through outreach programs, guideline development, government relations, advocacy strategy, and regulatory research. Following the completion of the scan, it will be used to inform a 2026 regulator conference that helps regulators, and by extension Engineers Canada, clarify their role and direction in relation to climate change.

3. Scope of work

The successful Bidder (the “**Consultant**”) will be required to develop and deliver two major pieces of work, with the guidance and support of Engineers Canada staff and in consultation key with stakeholders. These are to be delivered over a 4-to-6-month timeline:

1. **Prepare an outline of an environmental scan, noting methodology and inputs (e.g. interviews, literature review, or regulator discussions). (May 15, 2025)**

It is policy of the Engineers Canada Board that the organization's work involves a substantial input and consultation process with Canada's twelve (12) engineering regulators and, as needed, key engineering stakeholders (for example, industry experts).

Prior to research and writing of the Project, an outline will be developed by the Consultant and distributed by Engineers Canada staff for consultation. Feedback from the consultation will be compiled by Engineers Canada staff, and this will be used by the Consultant to finalize the approach to be taken in the scan.

The **intended outcome** of this requirement is to gather key information required for the successful development of the environmental scan.

The **deliverable** is a finalized outline of the environmental scan.

2. Create the environmental scan, as informed by the outline and consultation. (October 1, 2025)

Information gathered from the outline consultation, as well as any relevant inputs requiring staff support, will be used by the Consultant to develop the Project. The writing phase may involve a round of revisions, as required by the staff team.

The **intended outcome** of the scan is to inform future work on the strategic direction "Realizing our role in sustainability".

The **deliverable** is the environmental scan.

3. Either as part of the scan or a standalone document, conduct a comparative analysis of the impact of climate change on engineering practice in relation to other similar regulated professions. (October 1, 2025)

Information gathered during the environmental scan development will be used by the Consultant to develop a comparative analysis.

The **intended outcome** of the comparative analysis is to determine if engineering practice is disproportionately impacted by climate change and the degree to which engineering, in relation to similar professions, is prepared to meet the present and future challenges of climate change.

The **deliverable** is a comparative analysis.

4. Budget

Proposals should include the entire Project cost capped at maximum \$30,000 plus taxes.

5. RFP submission & evaluation process

5.1.Submission schedule

The following is a list of key events from Request for Proposal (RFP) issuance through to Notice of Award. The dates are subject to change by Engineers Canada, at its sole discretion.

No.	Description	Key Dates
1	Issue RFP	March 3, 2025
2	Interest disclosure and Bidder meeting request deadline	March 17, 2025
3	Bidder meetings (see section 5.2)	March 24, 2023
4	Proposal Submission Deadline	16:00 EST on March 31, 2025
5	Evaluation of proposals, including reference checks	April 1 to 11, 2025
6	Notice of Award issued (subject to negotiation of Service Agreement)	April 14, 2025

5.2.Bidder meetings

There will be an opportunity for prospective Bidders to meet individually with Engineers Canada staff for a question-and-answer session the week of March 24, 2025. While these meetings are not mandatory, they provide an opportunity for Bidders and Engineers Canada staff to meet prior to proposal evaluation. If you wish to participate, please contact the person identified in section 5.3 (Inquiries) to schedule a meeting. Bidders are requested to limit meeting participants to two (2) people per Bidder entity.

Questions must be submitted twenty-four (24) hours prior to a Bidder meeting. Questions raised at the Bidders meeting will be collated and distributed to all Bidders who have expressed interest in submitting a proposal.

5.3.Inquiries

Questions concerning this RFP or the Bidders meeting may be directed by email to Ryan Melsom, Manager, Qualifications and CEQB Secretary at Ryan.Melsom@engineerscanada.ca.

5.4.Proposal Evaluation

5.4.1. Evaluation Process

Upon the closing of the Proposal Submission Deadline, Engineers Canada will evaluate proposals in accordance with the following process:

Stage 1: Initial Assessment

All proposals received by Engineers Canada will initially be assessed by the staff team and any other individuals(s) that are deemed necessary.

The assessment of each proposal will be based on the contents of the Bidders' written proposal and any statements provided in writing, if needed, in response to requests for clarification made by Engineers Canada. Staff will ensure compliance with the stated mandatory requirements and will score each proposal, in accordance with section 5.4.4 (Scoring Legend).

Stage 2: Interviews and Reference Checks

Following staff's initial assessment of the proposals, the 1-2 highest scoring Bidders may be contacted to conduct interviews and further confirm their ability and fit to provide the required services and deliverables. The references of the top-scoring Bidders may also be contacted at this stage.

Once this assessment is complete, Engineers Canada will proceed to select and notify the successful Bidder, by issuing a Notice of Award.

5.4.2. Mandatory Requirements

Engineers Canada has several requirements that are deemed mandatory when submitting a response to this RFP. The following criteria have been identified as mandatory:

- Proposals must be received prior to the Proposal Submission Deadline;
- Proposals must indicate that the Bidder is able to deliver the services and complete the Project within the stated timelines;
- Proposals must include the information requested in section 5.4.5 (Proposal Evaluation) of this RFP; and
- Proposals must clearly state the total Project cost, including all fees and expenses, in Canadian funds.

Proposals which fail, in the sole discretion of Engineers Canada, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. However, Engineers Canada reserves the right to waive any mandatory requirements if it deems fit and appropriate to meet the interests of and provide best value to Engineers Canada. This clause should be interpreted solely for the benefit of Engineers Canada and not for the benefit of the Bidders.

5.4.3. Scoring

Proposals will be evaluated and scored by Engineers Canada, using predetermined criteria to determine which proposal potentially provides the best value. Scoring of proposals and evaluation comments are confidential and will not be disclosed.

In terms of relative importance, each criterion is given a pre-assigned weight, as outlined in section 5.4.5 (Proposal Evaluation), by which each proposal will be evaluated. Each criterion is rated on a scale of 0 to 10 (see section 5.4.4 (Scoring Legend), below). Each criterion's rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score, which represents the overall degree of satisfaction for the respective submission.

5.4.4. Scoring Legend

0 Points Deficient	1-3 Points Poor	4-6 Points Fair	7-8 Points Good	9-10 Points Excellent
The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal fails to meet the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal barely meets the requirements of the applicable scoring criteria in a suitable and documented manner.	The proposal reasonably demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.	The proposal fully demonstrates that the requirements of the applicable scoring criteria are met in a documented and suitable manner.
The proposal fails to demonstrate that the Project will be performed in an acceptable manner.	The proposal reveals significant weaknesses that could result in unacceptable shortcomings in performance of the Project.	The proposal reveals weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the Project.	The proposal reveals minor weaknesses that should not significantly impact performance of the Project.	There are no apparent weaknesses.

5.4.5. Proposal evaluation

The proposals will be evaluated as follows:

No.	Scoring Criteria	Weight	Points	Total Points
1	Mandatory requirements (section 5.4.2)		Elimination	
2	Qualifications and relevant experience	40		
3	Approach and methodology	40		
4	Fees and expenses	15		
5	Quality of submission	5		
Total		100		

To confirm the above criteria, Bidders must include with their proposal, at a minimum, the following supporting information:

Qualifications and relevant experience:

- Detail your experience developing research projects, papers, guidelines, and/or standards in support of regulation of professions in Canada;
- Detail your experience working within Canada’s complex regulatory environment (e.g. multiple jurisdictions, differing provincial and territorial legislation);
- Describe any relevant experience pertaining to sustainability, climate change, or related research areas;

Approach and methodology:

- Describe how you will approach the Project;
- Describe your understanding of the Project requirements and deliverables;
- Describe the process you would follow to develop the scan, as identified as the second deliverable in section 3 (Scope of work).
- Identify any expected challenges for this Project and the proposed mitigation strategies;
- Provide a detailed work plan, with timelines.

Fees and expenses:

- Outline your proposed costs and fee schedule.

In addition to the above, Bidders must supply the name, email address, and phone number of two (2) recent clients (within the past 24 months) who have received services similar to those requested in this RFP and who may be contacted as references. Include a short description of the work performed, including how it was similar to this Project.

Engineers Canada will communicate with the winning Bidder throughout this Project in English. All proposals must therefore be submitted in English.

5.4.6. Confidentiality

Proposals and information submitted by Bidders will be treated as proprietary, held confidential, and used only for evaluating the ability of the Bidder to handle the Project. The details of any proposals will be shared only with the persons involved in the Project evaluation process.

6. RFP terms and conditions

6.1.Process conditions

This RFP is not an offer by Engineers Canada to any person, and no contract of any kind whatsoever (including, without limitation, no “Contract A”) is formed between Engineers Canada and any Bidder upon the submission of a proposal in response to it. For greater certainty, nothing in this RFP, including without limitation, the use of mandatory language, language reserving rights to Engineers Canada, or other language that might, but for this clause, be indicative of contractual intention, is intended by Engineers Canada to indicate an intention to be contractually bound to any Bidder in any manner whatsoever. Engineers Canada retains the right, in its absolute discretion, to consider and analyze the proposals, negotiate with any Bidder at any time, select a preferred Bidder, or enter a service contract with a Bidder. Without limiting the foregoing, since this clause precludes Contract A, none of the usual Contract A terms apply, and Engineers Canada may:

- Reject or accept any proposal, whether or not complete, and whether or not it contains all the required information;
- Require clarification of any proposal;
- Request additional information on any proposal;
- Reject any or all proposals without any obligation, or any compensation or reimbursement to the Bidders;
- Refuse to enter into a service contract with any of the Bidders;

- Re-advertise for new submissions, or call for tenders for this work or for work of a similar nature.

Engineers Canada may, in its sole discretion, independently verify any information in any proposal. The proposals submitted by Bidders must be offers made in good faith, and Engineers Canada reserves the right to make a choice from the various proposals, or not choose any. Engineers Canada shall not be obligated in any manner until a written agreement relating to an approved proposal has been duly executed.

6.2.Competitive process

With the issuance of this RFP, Engineers Canada is making a business opportunity available to Bidders having the experience, competence, and managerial sophistication to enter into a service contract to complete the work.

6.3.Proposal revisions

All proposal revisions must be received by Engineers Canada prior to the Proposal Submission Deadline stated in Section 5 (RFP Submission & Evaluation Process), above.

6.4.Cost of preparing proposals

Bidders are solely responsible for all costs they incur in preparing and submitting proposals.

6.5.Clarification of proposal

Engineers Canada reserves the right, but does not have an obligation, to request clarification of a proposal or request further information from any or all Bidders. In addition, if, in the opinion of Engineers Canada, any proposal contains a minor defect or irregularity or fails in some way to comply with any requirement of the RFP in a way that, in the opinion of Engineers Canada can be remedied without providing an unfair advantage to one or more Bidders, the Engineers Canada Contact Person may request rectification from the Bidder(s).

Engineers Canada, upon receipt of appropriate clarification and/or rectification, may waive the minor defect or irregularity and accept the Bidder. Failure by a Bidder to provide a written response that, in the opinion of Engineers Canada, properly clarifies or rectifies its proposal, within the time specified in the request for clarification or rectification, may result in disqualification of the proposal.

6.6.Acceptance of RFP conditions

Receipt of a proposal by Engineers Canada will be considered acceptance by the Bidder of the RFP terms and conditions, and will be incorporated in the Bidder's proposal.

6.7.Negotiation delay

If a written agreement cannot be concluded within fifteen (15) business days of notification to the designated Bidder, Engineers Canada may, in its sole discretion, terminate negotiations with that Bidder and either negotiate a service agreement with another Bidder of its choice or choose to terminate the RFP process and not enter into a contract with any of the Bidders.

6.8.Notification of success

A written Notice of Award shall be the only valid form of notification of success in response to this RFP.

6.9.Reservation of rights

Engineers Canada reserves the right, in its sole discretion, to:

- modify, cancel or suspend the selection process, or any or all stages of the selection process, including before or after provision of a Notice of Award, at any time for any reason;
- accept or reject any proposal based on the evaluation criteria in section 5, above, as determined in the sole discretion of Engineers Canada;
- not accept any proposal; and
- reject or disqualify all or any proposal without any obligation, compensation, or reimbursement to any Bidder.

6.10. Limitation of damage

Each Bidder, by submitting a proposal, agrees that:

- In the event any or all proposals are rejected or disqualified, or the Project or selection process is modified, suspended or cancelled for any reason, neither Engineers Canada, nor its employees, agents, officers, or directors will be liable under any circumstances for any claim, or to reimburse or compensate any person in any manner whatsoever, including but not limited to costs of preparation of the proposal, loss of anticipated profits, loss of opportunity, or for any other matter; and
- The Bidder waives any claim for loss of profits or loss of opportunity if : (i) the Bidder is rejected or disqualified or is not successful in the selection process; (ii) the selection process for the project is suspended, cancelled or modified at any time; or (iii) cancellation occurs per the above.

6.11. Proposal Documents

All documents submitted by Bidders will become the property of Engineers Canada.