

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet A & G quais 97 & 98	
Solicitation No. - N° de l'invitation EE517-122525/A	Date 2012-06-19
Client Reference No. - N° de référence du client EE517-12-2525	
GETS Reference No. - N° de référence de SEAG PW-\$QCM-008-14681	
File No. - N° de dossier QCM-2-35102 (008)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-30	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rochette, Jean	Buyer Id - Id de l'acheteur qcm008
Telephone No. - N° de téléphone (418) 649-2834 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Base de Québec 101 boul. Champlain Québec, QC	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

TPSGC-PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT

REQUEST FOR PROPOSAL (RFP)

Title : CONSULTANT FOR THE REHABILITATION OF WHARF 97 AND 98

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The following is intended to clarify the general structure of the whole document.

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- SI6 Web Sites

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The nature of the services required and strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) issued by Public Works and Government Services Canada.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2011-05-16), General Instructions to Proponents (GI);
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business";
 - (e) the Security Requirements Check List (SRCL);
 - (f) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (g) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to jean.rochette@tpsgc-pwgsc.gc.ca, the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than 5 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the World Trade Organization - Agreement on Government Procurement (WTO-AGP).

SI5 SECURITY REQUIREMENT

1. This procurement contains a Security Requirement as described in the Supplementary Conditions, article SC1.
2. Foreign proponents shall contact the Contracting Authority for a specific Security clause before submitting their proposal.

SI6 - WEB SITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws.justice.gc.ca/en/E-5.401/index.html>

Federal Contractors Program (FCP)

<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws.justice.gc.ca/en/L-12.4/?noCookie>

Contracts Canada

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

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<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2011-05-16), GC1 - General Provisions
 - R1215D (2011-05-16), GC2 - Administration of the Contract
 - R1220D (2011-05-16), GC3 - Consultant Services
 - R1225D (2011-05-16), GC4 - Intellectual Property
 - R1230D (2011-05-16), GC5 - Terms of Payment
 - R1235D (2011-05-16), GC6 - Changes
 - R1240D (2011-05-16), GC7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2011-05-16), GC8 - Dispute Resolution
 - R1250D R1650D (2011-05-16), GC9 - Indemnification and Insurance
 - Supplementary Conditions
 - Agreement Particulars
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business";
 - (e) the Security Requirements Check List (SRCL);
 - (f) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (g) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>
3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
 - (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference;
 - (h) the document entitled "Doing Business";

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-
- (i) the document entitled "Security Requirement Check List" (SRCL);
 - (j) the proposal.

SUPPLEMENTARY CONDITIONS (SC)**SC1 SECURITY REQUIREMENTS**

The security clause will be issued soon under a Request for proposal amendment.

SC2 LANGUAGE REQUIREMENTS

Use the following in Agreements where the consultant must be capable to provide services in both official languages.

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

SC3 CHANGES TO CLAUSE R1210D (2011-05-16), GC 1 - General Provisions

Sections GC1.3 and GC1.4 are amended as follows:

Title and text of GC1.3 are deleted and the title "Not applicable" is inserted.

Text under subsection GC1.4.2 is deleted and replaced with "An assignment of the Agreement without such consent shall not relieve the Consultant or the assignee from any obligation under the Agreement, or impose any liability upon Canada."

SC4 OPTIONAL WORK

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Section Required Services of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before March 31, 2014 for the first wharf and March 31, 2015 for the second one by sending a written notice to the Contractor.

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AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

SUBMISSION REQUIREMENTS AND EVALUATION

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of the Selection Procedure' can be found in R1410T General Instructions to Proponents (GI3).

1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 80%	=	Technical Score (Points)
<u>Price Rating x 20%</u>	=	<u>Price Score (Points)</u>
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal:

Submit one (1) bound original plus five (5) bound copies of the proposal.

Paper size should be - 216mm x 279mm (8.5" x 11").

Minimum font size - 11 point Times or equal.

Minimum margins - 12 mm left, right, top, and bottom.

Double-sided submissions are preferred.

One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper.

279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts, etc., will be counted as two pages.

The order of the proposals should follow the order established in the Request for Proposal SRE section.

2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is **thirty (30) pages**.

The following are not part of the page limitation mentioned above:

Covering letter.

Consultant Team Identification (Appendix A).

Declaration/Certifications Form (Appendix B).

•Front page of the RFP.

•Front page of revision(s) to the RFP.

•Price Proposal Form (Appendix C).

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3.1.1 Consultant Team Identification

The consultant team to be identified must include the following:

- Proponent (prime consultant) - Marine Engineering (port structures).

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information required :

- Name of firm, key personnel to be assigned to the project.
- For the Prime Consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements.
- In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

3.1.2 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

3.2 RATED REQUIREMENTS

3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on similar projects.

The proponent shall demonstrate that in the past ten (10) years, he himself, or his key personnel have participated to different design and construction projects requiring a comprehensive continuum of services such as described in sections RS 1 to 7 (Required Services).

Select three (3) harbour structure projects comparable in terms of complexity to the project concerned in this RFP and described in the 'Project brief', undertaken and completed within the last ten (10) years.

Joint venture submissions are not to exceed the maximum number of projects. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Similarities and comparable aspects include, without limitation: sheet-pile systems and continuation of services during construction.

Projects presented are to be assessed with 80% of the overall evaluation applied to the design phase and 20% to the continuation of services during construction. (Refer to item 3.3 - Evaluation and rating)

Information that should be supplied

- Clearly indicate how this project is comparable/relevant to the requested project.
- Brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- Scope of services performed and objectives, constraints and deliverables, as well as dates at which prior services were rendered.
- Budget control and management - i.e., contract price & final construction cost - explain variation.
- Project schedule control and management - i.e., initial schedule and revised schedule - explain variation.
- Client references - name, address, phone and fax of client contact at working level - references may be checked.
- Names of key personnel responsible for project delivery.
- Awards received.

3.2.2 Achievements of Key Personnel on Projects

Demonstrate that the personnel identified as members of the proposed work team meet the essential requirements in terms of capacity, experience and qualifications to perform the full continuum of services listed in the Required Services (RS) section.

The key persons identified below are members of the proponent's personnel who will be called upon to perform the full continuum of services listed in the Required Services section (RS).

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Select three (3) harbour structure projects comparable, in terms of complexity, to the project concerned in the RFP and described in the 'Project brief' undertaken and completed within the last ten (10) years. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Similarities and comparable aspects include, without limitation: sheet-pile system and continuation of services during construction.

Projects submitted with respect to the key personnel (design engineers and project manager) shall be assessed with 80% of the overall evaluation applied to the design phase and 20% to the continuation of services during construction. (Refer to item 3.3 - Evaluation and rating)

Information that should be supplied for each key personnel

- Professional accreditation.
- Accomplishments/achievements/awards.
- Relevant experience, expertise, number of years experience.
- Role, responsibility and degree of involvement of individual in past projects.
- Client references - name, address, phone and fax of client contact at working level - references may be checked.

For each of the following key-person, demonstrate the experience acquired assuming same status and role in previous projects.

- **Project manager:** experience in the management of harbour structures.
- **Design team:** key personnel whose names will appear in the title blocks of the drawings:
 - ✓ Principal designer in charge of harbour structures
 - ✓ Designer to approve structural plans
 - ✓ Draftsman for structural drawings.
- **Supervisor in charge (senior technician):** experience as supervisor in charge of maritime work sites (excluding breakwater and dredging projects).
- **Assistant supervisor (junior technician):** experience in the role of junior supervisor, civil engineering.

NB: The principal designer may not approve the plans.

3.2.3 Achievements and experience of resource-persons (other than the persons listed in 3.2.2)

Resource-persons are the persons whose knowledge, experience or know-how could occasionally contribute to the project.

Describe the achievements and experience of the resource personnel that pertains to the project at hand.

Information that should be supplied for each resource-person:

- Professional accreditation.
- Achievements, awards (if any).
- Years of relevant experience.
- Title, role and responsibilities of the person in this project.
- Role, responsibility and degree of involvement in two (2) projects undertaken in the last ten (10) years. It is the proponent's responsibility to demonstrate the complexity of the projects referred to.

3.2.4 Understanding of the Project:

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied

- In your own words, explain the functional and technical requirements of project.
- Broader goals (federal image, sustainable development, sensitivities).
- The relationship between this assignment and any earlier studies completed for PWGSC.
- Design approach and methodology.
- Significant issues, challenges and constraints, including the risks and how your team's approach will apply to the issues and challenges at hand.
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project.

3.2.5 Scope of Services:

The proponent shall demonstrate his capability to perform the services, to meet the challenges and solve the constraints; to address the project issues and to provide a plan of action allowing to deliver a quality product to the client's requirements at all stages of the project. Submit scope of services briefly.

Information that should be supplied

- Scope of Services - detailed list of services.
- Work Plan - detailed breakdown of work tasks and deliverables.
- Project schedule - proposed major milestone schedule.
- Risk management strategy.

3.2.6 Management of Services

The Proponent should describe how he/she proposes to perform the services and meet the constraints, how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency, how the team will be organized and how it will fit in the existing structure of the firms; and should describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied

- Confirm the makeup of the full project team including the names of the consultant, sub-consultants and specialized personnel and their role on the project.
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable.
- Profiles of the key positions (specific assignments and responsibilities).
- Outline of an action plan of the services with implementation strategies and sequence of main activities.
- Reporting relationships.
- Communication strategies.
- Response time: demonstrate how the response time requirements will be met.

3.2.7 Design Philosophy / Approach / Methodology

The proponent should develop those aspects of the project considered to be a major challenge and which illustrate the design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach in solving design issues and to focus on the unique aspects of the current project.

Information that should be supplied

- Design Philosophy / Approach / Methodology.
- Describe the major challenges and how your team approach will be applied to those particular challenges.

3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following, to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	2.0	0 - 10	0 - 20

Achievements of Key Personnel on Projects -Project manager: - maximum 10 points - Design team ✓ Principal designer: 12 points ✓ Approval designer: 8 points ✓ Draftsperson: 2 points - Senior Technician (worksite monitoring): 7 points - Junior Technician: 1 point	4.0	0 - 10	0 - 40
Achievements and experience of resource-persons	0.2	0-10	0 - 2
Understanding of the Project	1.5	0 - 10	0 - 15
Scope of Services	0.8	0 - 10	0 - 8
Management of Services	0.8	0 - 10	0 - 8
Design Philosophy / Approach / Methodology	0.7	0 - 10	0 - 7
Technical Rating	10.0		0 - 100

Generic Evaluation Table

The PWGSC Evaluation Board will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

NON RESPONSIVE	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates expert understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses

	Proponent lacks qualifications and experience	Proponent does not have minimum qualifications and experience	Proponent has minimum qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers all components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this project's needs	Sample projects generally not related to this project's needs	Sample projects generally related to this project's needs	Sample projects directly related to this project's needs	Leads in sample projects directly related to this project's needs
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Minimum acceptable capability, should meet minimum performance	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

To be considered further, proponents **must** achieve a minimum Technical Rating of sixty (60) points out of the hundred (100) points available as specified above.

No further consideration will be given to proponents not achieving the pass mark of sixty (60) points.

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty (60) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

The lowest price proposal receives a Price Rating of 100.

The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.

On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	80	0 - 80
Price Rating	0 - 100	20	0 - 20
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, GI16 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

- ☐ Team Identification - see typical format in Appendix A
- ☐ Declaration/Certifications Form - completed and signed - form provided in Appendix B
- ☐ Proposal - one (1) original plus five (05) copies
- ☐ Front page of RFP
- ☐ Front page(s) of any solicitation amendment

In a separate envelope:

- ☐ Price Proposal form - one (1) completed and submitted in a separate envelope

PROJECT BRIEF

This Project Brief is divided into two sections:

Description of Project
Description of Services
 Project Administration
 Required Services
 Additional Services.

For standards relating to the service provisions herein please refer to the document "Doing Business with A&ES". The standards in "Doing Business with A&ES" must be adhered to in conjunction with this scope of services.

DESCRIPTION OF PROJECT

PD 1 PROJECT INFORMATION

Public Works and Government Services Canada (PWGSC) intends to retain a Prime Consultant engineering firm for the provision of the services required for this project.

- 1.1 PWGSC Project Title:** Project 1 : 97 Wharf Reconstruction
Project 2 : 98 Wharf Reconstruction
- 1.2 Location of the Project:** Canadian Coast Guard (Laurentian base)
101, Champlain Boulevard, Québec City, (Québec)
- 1.3 PWGSC Project Number(s):** R.052833.00 and R.052834.001
- 1.4 Client/User:** Fisheries and Oceans Canada-Real Property

PD 2 PROJECT IDENTIFICATION

2.1 Description

2.1.1 Introduction

Fisheries and Oceans Canada (DFO) assigned Public Works and Government Services Canada (PWGSC) to proceed to the competitive selection of a consulting expert who shall prepare drawings and specifications toward a call for tenders, provide resident worksite services and manage the contract for the reconstruction of wharves #97 & #98 at the Canadian Coast Guard (CCG) base in Québec City (Quai de la Reine).

2.1.2 Location and site considerations

Quai de la Reine is located at the Canadian Coast Guard (CCG) base in Québec City, 101 boulevard Champlain. The historic character of the premises shall be given consideration as well as restrictions relating to a tourist area and applicable City of Québec bylaws.

The level of activity on the Quai de la Reine premises is substantial and mostly due to the presence of vessels and related operations. Traffic by the occupants of the different buildings in the sector (buildings 400-500-600-700-800-900) as well as the handling of supplies and equipment in the compounds and hangars also contribute to increase the level of activity in the work zones. In addition, the layout of the installations make the premises relatively exiguous in terms of footprint which contributes to the complexity of the harbour operations.

Quai de la Reine is divided in several sections numbered 93 to 98; they extend over 580 meters in length, approximately. The numbering is ascending from north to south (some documents mention an East/West orientation with reference to the St. Lawrence River). The sectors concerned with this project are wharves 97 and 98 located at the southern end of Quai de la Reine. The edge of wharf 98 reaches across the helicopter hangar.

Approximate chainage of the sectors designated for reconstruction is as follows:

- Wharf 97: 0+423 to 0+568;
- Wharf 98: 0+568 to 0+672.

2.1.3 Role and purpose of Quai de la Reine

Quai de la Reine is the Canadian Coast Guard operations hub for the region. It is an essential asset for the search and rescue services, environmental and ice breaking interventions, marine safety, the vessel fleet and heliport, the storage and maintenance of navigational aids, and for all users of such facilities and services.

The quay is located near the heliport buildings (900) and the workshops (500) ; it is adjacent to the 47 feet long rescue boat mooring berth. In addition, Quai de la Reine is used by four (4) icebreakers and two (2) beaconage ships. A number of cruise ships also use the premises pursuant to a leasing agreement with the Québec Port Authority. Moreover, the dock is a service area for the onshore facilities supporting the Canadian Coast Guard programs such as navigational aids, vehicles, cranes, lift trucks, specialized rescue and pollution control equipment and kits.

Wharf 97

Given its length, Wharf 97 is used for docking the Canadian Coast Guard ships. Part of the surface is taken by buildings (administrative offices and repair shops), for the storage of buoys, and ship resupply

Service islands as well as buried services and fueling facilities with two (2) underground tanks (fuel and used oils) are also found in the wharf 97 work zones.

The work areas on wharf 97 include buried services and service islands.

Wharf 98

Wharf 98 includes a heliport and its landing/takeoff area as well as a hangar used for aircraft maintenance and service. In addition, wharf 98 includes a section designated under 'mooring berth' which includes smaller mooring stations. In this specific area, the average draught is less than on the wharf frontage.

The wharf 98 heliport is the site of frequent arrivals and departures of aircraft patrolling the Québec sector. This section of Quai de la Reine is also a transit zone toward two (2) other helicopter landing pads further south, as well as a storage area. It should be noted that an access barrier is located at the southern edge of wharf 98.

The work areas on wharf 98 include buried services and service islands

2.1.4 Description of existing structures

A plan view and an elevation drawing of wharves 97 and 98 are include on sheet no. 3 (Appendix H). All elevations are given with reference to hydrographic (chart) datum.

Wharf aprons (97 and 98) are reinforced concrete slabs.

2.1.4.1 Existing structure, wharf 97

Wharf 97 is located between chainage 0+423 and 0+539. The structure of the wharf was erected in 1958. It is composed of a steel sheet pile bulkhead rising to elevation 1,82 m, topped with a concrete wall stayed with a steel tieback system set in concrete anchor blocks. The elevation at the top of the wall is roughly 6,70 meters. Cross section S-9 on sheet no 6 (in Appendix H) depicts the existing structure of wharf 97.

2.1.4.2 Existing structures, wharf 98

Wharf 98 is located between chainage 0+539 and 0+672. It is a heterogeneous structure, meaning that several types of wharf structures are at hand.

The section of wharf 98 located between chainage 0+539 and 0+633 was constructed in 1958. The structure in that sector is as follows:

- a. Chainage 0+539 to 0+555: steel sheet pile bulkhead rising to elevation 1,82 m, topped with a concrete wall held with concrete anchor blocks. The top of the concrete wall reaches elevation 6,70 m approximately. Cross section S-9 on sheet no 6, presented in Appendix H, shows the existing structure which is identical to that of wharf 97.
- b. Chainage 0+555 to 0+593: steel sheet pile bulkhead rising to elevation 6,70 m, held with concrete anchor blocks. Cross sections S-10 and S-10b on sheet no 7, presented in Appendix H, show the existing structure.
- c. Chainage 0+593 à 0+605: steel sheet pile bulkhead rising to elevation 6,70 m, held at the top with steel tiebacks connected to a steel sheet pile wall located roughly 7 m away. Cross section S-10a on sheet no 7, presented in Appendix H, shows the existing structure.
- d. Chainage 0+605 to 0+621: steel sheet pile bulkhead rising to elevation 1,22 m, topped with a concrete wall stayed by tiebacks connected to a second steel sheet pile wall also topped by a (buried) concrete wall approximately 12 m from the face of the wharf. Elevation at the top of the concrete wall above the bulkhead is approximately 6,70 m. Cross section S-11 on sheet no 7, presented in Appendix H, shows the existing structure.
- e. Chainage 0+621 to 0+633: steel sheet pile bulkhead rising to elevation 1,82 m, topped with a concrete wall held by concrete anchor blocks. Elevation above the sheet piles is 6,70 m, approximately. Cross section S-9a on sheet no 7, presented in Appendix H, shows the existing structure which is identical to that of wharf 97.

The current structure of the wharf located between chainages 0+633 and 0+672 was constructed in 1971. In that section, the structure is as follows:

- a. Chainage 0+633 to 0+665: steel sheet pile bulkhead rising to elevation 1,22 m, topped by a cantilever buttressed concrete wall and held by concrete anchor blocks. Elevation at the top of the concrete wall is approximately 6,70 m. A concrete floor, the top of which is at elevation 2,36 m, rests on steel piles. Cross section S-12 on sheet no 8 and cross section S-16 on sheet no 9 presented in Appendix H, show the existing structure.

- b. Chainage 0+665 to 0+672: steel sheet pile bulkhead rising to elevation 6,70 m, held by concrete anchor blocks. Cross sections S-13 and S-13a on sheet no 8 presented in Appendix H, show the existing structure.

It should be noted that the riprap blanket protecting the shoreline is set against the wharf between chainage 0+654 to 0+672.

2.1.5 History of work and technical investigations (Quai de la Reine)

Quai de la Reine in Québec City has undergone several reconstruction programs, some of which were substantial. Wharf 96 was reconstructed in 2006 and the tendering plans and specifications for the reconstruction of wharf 95 are now complete. For both wharves (95 & 96) the solution includes a combination steel pile and sheetpiling bulkhead with a reinforced concrete apron on top. No major repair was conducted on wharves 97 and 98. However, the replacement of waler tie-bolts was carried out in part of the north wall of the mooring berth (chainage 0+556.4 to 0+568). A follow-up on this issue was carried out in September 2011 during a structural expertise based on data gathered by divers.

Both a geotechnical site investigation and a characterization of the environment were carried out for wharf 98. Similar studies (geotechnical and environmental) are well under way for wharf 97 and completion is expected in the summer of 2012.

The environmental review will be performed by PWGSC concurrently with this mandate. The section concerning environmental issues and statements provides more information in this regard.

A study on archaeological potential was carried out. An archaeological inventory is recommended.

2.1.6 Current structural conditions

Several structural assessments were carried out in the past few years. It appears that the carrying capacity of wharf 97 is unknown. As a result, access to wharf 97 was barred. A st and the Prime Consultant shall determine the actual load carrying capacity of the structure (wharf 97). A study of carrying capacity at Whard 97 is underway and results will be announced later .

With respect to wharf 98, the issue with waler tie-bolts jeopardises the bearing capacity in the mooring berth sector. It is clear that anchor bolts in the lower waler of the steel sheet pile were ruptured, that is, in the north and south wall sheet piles of the wharf 98 basin (there are two double member courses on this face). Analyses confirm that the bolts were overtaxed beyond their capacity. It is believed that bolt ruptures were caused by secondary forces applied by the earth load onto walers without any vertical support, in conjunction with loss of strength due to corrosion.

For safety reasons and in order to prevent any risk of a complete dislodgment of the sheetpiling at the lower waler, a 10 m wide barricade zone was established behind the north and south walls of the wharf 98 basin (mooring berth).

Between chainage 0+558,4 m and 0+593 m, the 2011 inspection report mentions that if current conditions are maintained, subject to an annual inspection designed to ensure that the condition is stable, the west wall should remain functional for at least five (5) years based on a maximum evenly distributed load of 10 kPa. Surveys also confirm no occurrence of tie-rod rupture in this wall or any other type of damage.

The mooring berth section in sheet piles is not significantly affected by corrosion.

Subsurface inspections covering the wharf sectors identified for reconstruction were performed in 2006, 2007, 2009 and 2011, and a genuine structural analysis was carried out in 2000. Several types of damage were identified and are recorded in the reference reports.

2.1.7 Description of intended work

2.1.7.1 General

Chainages of the wharves identified for reconstruction are modified in order to take into account the interference of the tieback/anchor blocks at the boundary line of the wharves.

Work to be performed in the framework of this project at the CCG base is as follows:

- 1- Project 1: Reconstruction of wharf 97: 0+423 to 0+568
- 2- Project 2: Reconstruction of wharf 98: 0+568 to 0+672
- 3- For both wharves: integration of surface drainage on the concept proposed in Appendix H. A detailed design plans and specifications is to produce and integrate the design documents Wharves.

An archaeological inventory shall be performed before any construction work is undertaken. Provide for archaeological monitoring during construction.

For more information and details, refer to the RS (Required Services) section, Scope of Services.

Both projects are illustrated in the proposed concept presented in Appendix H (S1 to S6) and is subject to validation by the Prime Consultant following the granting of the contract.

All the engineering required in the project shall comply with the most complete, up-to-date and recognised references in the discipline.

Following the concept currently under consideration, **which will necessarily be validated by the consulting expert selected**, the existing wharf will be demolished in part and replaced with a new combination wall system (steel piles-sheetpiling) erected at a minimal distance of the existing face and a deck in reinforced concrete.

The new wharf configuration shall be designed for the characteristics of design ships and available draught. It shall take into account the findings of the geotechnical investigations and the environmental features and characterizations. The outline of the demolition remains to be determined according to the type and geometry of the new structure to be implanted. During demolition activities, provisions shall be taken to accommodate the relative fragility of the overall structure, including the uncertain stability of the underlying timber cribwork.

The reconstruction concepts and the Contractor's work processes shall take into account these constraints as well as service continuation during construction.

The top of the wharf shall be a reinforced concrete slab on ground.

Sloping of the deck shall ensure efficient drainage of the entire area affected by the construction while taking into account the activities conducted by the Canadian Coast Guard, the adjacent wharf surfaces and any applicable regulations pertaining to the situation at hand.

Demolition of the wharf surface and front, and excavation of the underlying space in the sector identified for reconstruction shall be performed with care since the exact location of buried services remains unknown. During excavation, special care should be taken in the establishment of temporary support measures to prevent reoccurrence of known soil subsidence and instability in the sector as well as sinkage at the front of the hangar which were recorded during annual follow-ups. Annual monitoring of deformations in buildings 500 and 900 showed that they were subject to distortions in recent years. Incidentally, the geotechnical investigation report sets out recommendations pertaining to the situation and requires the intervention of an expert in the field. During demolition of the wharf decks, pay special attention to the existing underground used oil tanks.

The complex of problems related to settlement shall be carefully analysed, including the possibility of allowing sufficient wait time between concreting and backfilling.

Work involved in the wharf 98 reconstruction project shall include the addition of doors on the north and south sides of the helipad hangar. Temporary access to the workshops shall be provided as well.

Proceed to an archaeological inventory before work inception and provide for archaeological monitoring during construction.

2.1.7.2 Wharf accessories and services

Finishing work on the wharves shall include:

- Installation of a concrete wheelguard (curb) to match the existing.
- Installation of fenders.
- Installation of mooring bollards.
- Installation of ladders, electrical services, and potable water supply as presently available on the wharf.
- Communications.
- Installation of fire hydrants and service islands.
- Marking and signposting of maneuvering areas, traffic zones and storage sectors.

2.1.7.3 Lighting

This project does not include work on lighting systems.

2.1.7.4 Cathodic protection

Installation of a cathodic protection system will be the object of a subsequent mandate. However, the installation of the required infrastructure (conduits, pullpits, etc.) shall be provided in the framework of this mandate. The Prime Consultant shall hire the services of a specialised sub-consultant to determine the required infrastructure. Costs related to the services of the cathodic protection sub-consultant for inclusion in the plans and specifications shall be included in the flat consulting fees.

2.1.7.5 Archaeological potential and historic character

An archaeological potential study recommend to do an archaeological inventory in order to gather the information and data in support of accurate recommendations as to whether continuous archaeological monitoring (or spot checks) is required during excavation activities in the sectors concerned.

The call for tender documents shall underline the work areas concerned with archaeological digs. The consulting expert shall propose a measurement method for work stoppage contingencies involved with archaeological monitoring during construction. Costs incurred for the archaeological services shall be paid from the Disbursement for Services budget described in Appendix C of the RFP (Request for Proposals), along with the laboratory services required for quality assurance purposes.

2.1.7.6 Design criteria toward the performance of the projects

- a) Elevation above the wharf: +6.5 m above chart datum.
- b) Location of the facade: The new wall shall be constructed at the front of the existing wall
- c) Design load:
 - uniformly distributed load of 25 Kpa
 - live or traveling load equal to that of a CL-625 truck referred to in CAN/CSA-S6-06
 - concentrated or point load equal to the reaction of a 100-ton self-propelled crane, stabilized.
- d) Seismic risks: consider a 2% probability of exceedence in 50 years.

e) Required useful life: 30 years (whithout cathodic protection).

f) Required water depth (relative to chart datum):

- at the front of wharves 97 and 98: -10 m
- in the identified wharf 98 mooring berth: -4 m.

g) Rate of corrosion

Sheet piles (outer surface):

- above the tidal range: 0.10 mm/year
- within the tidal range: 0.20 mm/year
- below the tidal range: 0.10 mm/year

Walers and tie-rods:

0.10 mm/year (adjusted according to the location of the tie-rods).

h) Dredging: no dredging of the sea bed is required in this project except a cleaning of the corridor in which the proposed steel pile-sheetpiling wall will be driven and the excavation of the identified mooring berth to -4.00 m relative to chart datum.

i) Design ships (vessels)

Ships (icebreakers)	Pierre-Radisson	Des Groseillers
Overall length	98,15 m	98,15 m
Width	19,15 m	19,84 m
Draught	7,16 m	7,16 m
Gross register tonnage	5 775 t	6 098 t

2.2 Cost

Total indicative estimate (class 'D') of construction costs was established by Genivar. Costs to be envisaged for the purpose of the proposal are as follows (in constant dollars):

Wharf 97: 18 000 000 \$, excl. PST

Wharf 98: 7 000 000 \$, excl. PST.

2.3 Schedule

The Prime Consultant shall conduct the project and meet all the quality, budget and timeline requirements. Although the mandate of the Prime Consultant is global, the projects concerning wharves 97 and 98 shall be dealt with separately with respect to the plans and specifications as well as in the performance of the construction work. After the contract is awarded to the Prime Consultant, a written confirmation issued by the Departmental Representative will indicate which wharf start the design. Likewise, the tendering process for construction will be launched separately for wharves 97 and 98 subject to the availability of project funding.

The overall project should be performed according to the provisional timetable presented which may be reviewed according to contract award dates. The terms or periods between the different steps or phases remain unchanged. Dates shown are that of document presentations (taking holidays into account):

The confirmation of the choice of wharf (97 or 98) by which the design will begin two weeks after the date of contract award. The design of the other wharf will commence following the delivery of plans and specifications developed in 66% of the first wharf. The construction of the two wharves will be the one after the other. The beginnig of the construction work on the site of the first wharf should not be later than May 31 2014 and the beginnig of the construction work of the second wharf should not be later than May 31 2015.

Delivery dates of the various steps are déterminées according to the date of the previous step is added
auquelle the duration of the step.

Wharf 98

- Designation of the Prime Consultant 10 August 2012 ⁽¹⁾
- Confirmation to begin the design 0
- RS1 5 weeks
- RS2 (where applicable, take into account
any additional investigations) 5 weeks
- RS3 5 weeks
- RS4
 - ✓ Plans and specifications at 33% and class "C" cost estimate 5 weeks
 - ✓ Plans and specifications at 66% and class "B" cost estimate 12 weeks
 - ✓ Plans and specifications at 99% and class "A" cost estimate 10 weeks
 - ✓ Plans and specifications at 100% and class "A" cost estimate 4 weeks
- Call for tenders and granting of the construction contract 16 weeks
- Substantial completion of work 45 weeks
- Work completion 5 weeks

Wharf 97

- Designation of the Prime Consultant 10 August 2012 ⁽¹⁾
- Confirmation to begin the design 0
- RS1 5 weeks
- RS2 (take complementary investigations into account
where appropriate) 5 weeks
- RS3 5 weeks
- RS4
 - ✓ Plans and specifications at 33% and class "C" cost estimate 5 weeks
 - ✓ Plans and specifications at 66% and class "B" cost estimate 12 weeks
 - ✓ Plans and specifications at 99% and class "A" cost estimate 10 weeks
 - ✓ Plans and specifications at 100% and class "A" cost estimate 4 weeks
- Call for tenders and granting of the construction contract 16 weeks
- Substantial completion of work 60 weeks
- Work completion 5 weeks

⁽¹⁾ The dates are estimated and conditional to the choice of the first wharf of which the construction work will begin.

PD 3 PROJECT HISTORY

Wharves 97 and 98 at Quai de la Reine in Québec City are located in sector displaying the following features that the Prime Consultant must take into consideration in the preparation of plans and specifications:

- Archaeological potential of the site
- Site located near existing buildings
- Site located in an urban and touristic area
- Several stakeholders operating on the site
- Continuation of services during construction.

PD 4 AVAILABLE DOCUMENTS

4.1 Documentation - available to all proponents

1- Reports

- Quai de la Reine : Geotechnical investigation and environmental characterization, Wharf 98-LVM-October 2010
- Structural assesment- Quai de la Reine- Tecslut & De Curtis, 2000 (expert report)

2-Drawings

- General layout
- Concept-Surface drainage
- Bathymetric survey Sections 96, 97 et 98- Febuary 2011

4.2 Access to documentation for Proponents

Documents are available for consultation at our offices: Public Works and Government Services Canada, Champlain Harbour Station, 1550 rue d'Eatimauville, Québec. Qc. Suppliers shall take an appointment with the contract authority.

- Reconstruction des quais 97 et 98 - Rapport d'estimation des coûts (classe D), Génivar, mars 2011.
- Travaux au hangar d'hélicoptère lors de la reconstruction des quais 97 et 98 - Rapport d'estimation des coûts (classe D), mars 2011
- Rapports d'inspection sous-marine :Extrait du rapport Hydrotech 2000
- Étude de potentiel archéologique - Quai de la Reine # 97 # 98-Patrimoine- EXPERTS

PD 5 PROGRAM

Not applicable

PD 6 PROJECT OBJECTIVES

Object: Develop project objectives

The project aims to provide the Client with viable, sustainable and safe harbour facilities while minimizing the impact of construction activities on both the environment and the continuation of services. The project shall be carried out in compliance with all applicable codes, within schedule and budget, and to strict quality standards.

6.1 Quality

6.1.1 Design Principles - General

The Departmental representative expects the Consultant to maintain a high standard of structural design, based upon recognized contemporary design principles. All design elements, planning, engineering must be fully co-ordinated, and consistent in adherence to good design principles.

The project is to be implemented in an environmentally responsible manner.

Quality of materials and construction methods shall be commensurate with harbour structures and the budget. Avoid experimental materials. Take into account the total life-cycling of the harbour structure

The character, massing, scale, materials of this project will be compatible with its surrounding context.

6.1.2 Design Principles - Specific

Typical Elements

- Reconstruction of an existing wharf / maritime & harbour project in an archeological site.

-
- Projects requiring enhanced coordination and communications for maintaining activities throughout the construction period.
 - Presence of buildings in the area of work

6.2 Sustainable Development

The Canadian Federal Government has begun a series of initiatives to ensure that sustainable development principles are built into the policy of all federal organizations. Public Works and Government Services Canada (PWGSC), like all federal departments, is required to uphold a Sustainable Development Strategy (SDS). Real Property Services Branch of PWGSC has developed a Strategy Plan that sets out principles, goals and actions for integrating sustainable development principles into policies and operations. The Branch has established the following sustainable development goals under the issues of management, leadership and operation.

6.3 Waste Management

The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which Real Property Services (RPS) is bound, provides directions on the undertaking of non-hazardous solid waste management actions for CRD projects. The protocol is designed to meet the requirements of federal and provincial policies and the objectives of the RPS Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in CRD projects.

When possible, encourage the reuse of materials generated by demolition as fill.

6.4 Code Compliance

Codes, regulations, by laws and decisions of authorities having jurisdiction (AHJ) will be observed. In cases of overlap, the most stringent will apply. The Prime Consultant shall identify other jurisdictions appropriate to the project.

6.5 Risk Management

A risk management strategy is crucial for PWGSC Project Management and integrates project planning into procurement planning. All the stakeholders of a project will be an integral part of the risk management strategy, culminating in an integrated product team. Specific services required for project delivery are outlined in Required Services (RS).

The consultant must provide a written report on project risks and before going to tender. See "Doing Business with A&ES" for "Definitions" and "Checklist" of risk management.

6.6 Health and Safety

Public Works and Government Services Canada (PWGSC) recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.

In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

PD 7 ISSUES

7.1 Major Cost Issues

Effective cost estimating and cost control is of critical importance and shall be provided by professional quantity surveyors. The class 'C' and class 'B' cost estimates shall be submitted in elemental cost analysis format. The standard of acceptance for this format is the current issue of the elemental cost analysis format issued by the Canadian Institute of Quantity Surveyors.

The class 'A' cost estimate shall be submitted in trade cost breakdown format. Cost estimates shall have a summary plus full back-up showing items of work, quantities, unit prices and amounts.

7.2 Major Time Issues

The Prime Consultant must be aware of the importance of time issues for both the design phase and the construction and monitoring phase of the project. This concern is all the more critical since the project schedule and the risks involved with delays are closely related to the project's inherent issues.

These include the Canadian Coast Guard ships will relocate during construction, and therefore any delay will have a financial impact.

7.3 Continuation of services (maintaining activities and operations)

Continued services must be provided throughout the construction period in order to minimize interference with users' activities. It is the contractor's responsibility to implement the measures deemed necessary and sufficient for uninterrupted user activities. Collaboration and co-ordination must prevail between the contractor and all users. The relevant requirements in the drawings and specifications shall convey a strict liability to perform and the contractor shall propose and obtain from PWGSC and the client (DFO) the advance approval of continued service measures he will deem appropriate. Given this requirement and in view of the conditions inherent to the site (access, tides, weather, ice, seasonal services, etc.), it is expected that the contractor will from time to time need to work outside regular hours (evening, night, weekend).

The Work requires extensive planning in conjunction with maintenance operations. It is also the Prime Consultant's responsibility to contemplate all the means required to plan and perform the work in order to ensure that users may continue their activities and operations outside and near the work zone.

7.4 Archaeological potential and historic character

An archaeological potential study is included in the reference documents. A mandate to perform an archaeological inventory is included in the Prime Consultant's assignment with an objective to outline the areas containing vestiges, which would require archaeological monitoring. The tendering documents shall indicate the work areas concerned. The Prime Consultant shall propose a measurement method to manage work stoppages caused by archaeological monitoring during construction.

7.5 Buried tanks

The sector concerned with this mandate includes oil facilities (tanks, pipes, conduits, etc.). Include and provide protection and/or relocation measures during construction.

7.6 Environment

In addition to rules and regulations usually prescribed in the specifications, specific environmental requirements must be factored in during the design, planning and construction phases, especially with

regard to the protection of fish habitats. The relevant requirements will be identified in light of the applicable regulations pursuant, without limitation, to the Fisheries Act.

The Prime Consultant shall obtain from PWGSC the required alleviation measures and any other directives (anticipated or) issued by the Department of Fisheries and Oceans and he shall include them in the drawings and specifications before the construction tender call is launched. The environmental assessment screening process will be conducted by PWGSC in light of the preliminary and final design of the structures on a parallel course to this mandate.

7.7 Health and safety

In compliance with paragraph 6.6 above and without limiting the generality of the foregoing, the Prime Consultant shall design and specify the safety measures required at all times and until work completion to ensure worksite safety, the security of the infrastructures, and the safety of users and the public.

7.8 Local conditions

The site is exposed to weather conditions that may be severe at times (tides and high tides of autumn) and to ice in winter which are likely to affect adversely or complicate access to the wharf and carrying out the work.

Further, the alignment of the wharves, the dense land occupancy of adjacent buildings and the general narrowness of the federal property confer very little space on land for the movement and operation of vehicles such as trucks, cranes and other heavy equipment that must either transit or operate on the wharf. The Prime Consultant shall therefore take this fact into account in preparing his drawings and specifications, especially where the contractor needs to obtain in advance the required permits and authorizations for site layout (performance of the work, storage and handling of materials, temporary office and services, etc.).

With due regard for the contractor's construction methods, the Prime Consultant should nevertheless enquire early on the feasibility of conducting construction activities from marine equipment (barges) in whole or in part.

PD 8 CONSULTANT SERVICES

The consultant team for this project must be capable of providing the following services:

- Marine engineering (harbour structures)
- Civil engineering
- Geotechnical
- Archeology.

DESCRIPTION OF SERVICES

PA 1 PROJECT ADMINISTRATION

INTENT

The following administrative requirements apply during all phases of project delivery.

NB: For the sake of conciseness in this document, the expression "project" means the reconstruction of wharves 97 or 98. The description of required services (RS) is applicable to both wharf 97 and wharf 98. Where services are specific to one or the other facility, such services are clearly mentioned.

1.1 PWGSC Project Management

The Project Manager assigned to the project is the Departmental Representative.

The Project Manager is the Departmental representative directly concerned with the project and responsible for its progress. The Project Manager is the liaison between the Prime Consultant, Public Works and Government Services Canada, and other client Departments.

Public Works and Government Services Canada administers the project and exercises continuing control over the Prime Consultant's work during all phases of development. Unless directed otherwise by the Project Manager, the Prime Consultant obtains all Federal requirements and approvals necessary for the work.

1.2 General Project Deliverables

Where deliverables and submissions include summaries, reports, drawings, plans or schedules, three (3) hard copies shall be provided, and two (2) copies shall be provided in electronic format unless otherwise specified. Electronic files shall be provided in PDF format in addition to the original formats (DWG, Word, Excel, MS-Project, etc.).

The number of required hard copies for construction plans and specifications is ten (10) copies.

1.3 Lines of Communication

Unless otherwise arranged with Project Manager, the Prime Consultant shall communicate with the Project Manager only. There shall be no direct official contact between client Departments and the Prime Consultant.

During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and makes the contract award.

1.4 Media

The consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Project Manager.

1.5 Meetings

Only the first meeting (launch) shall be called by the PWGSC project manager. The Prime Consultant shall thereafter convene the other meetings (note 1) during the project preparation phase. All the members of the Prime Consultant's project team shall attend, as well as the client's representatives:

- from the client Department
- Public Works and Government Services Canada
- the consulting experts
- users affected by project activities.

The Prime Consultant shall attend the meetings, record the items discussed and decisions taken, and draft and distribute the minutes of the meetings within seven (7) days following each meeting.

NOTE 1

- **Design phase:**
Eight (8) meetings are scheduled at the PWGSC offices in Québec City for each wharf
- **Construction phase:**

Meetings to be held at the worksite and average one (1) job meeting every three (3) weeks throughout the duration of the project.

Wharf 97: 20 meetings

Wharf 98: 14 meetings.

1.6 Response Time

It is a requirement of this project that the key personnel of the successful proponent and sub-consultant or specialized firms be personally available to attend meeting or respond to inquiries within three (3) days.

1.7 Submissions, Reviews and Approvals

The Prime Consultant shall submit the project documents to PWGSC as follows:

- Presentation format: oral presentation of report(s), drawings and specifications, cost estimates and work implementation schedule with screen projection.
- Presentation schedule: presentations shall be examined at every step of the design (RS1, RS2, RS3, 33%, 66%, 99%, and final presentation).
- Submission of presentation documents to PWGSC and DFO: one (1) week ahead of meeting date.
- Number of presentations: seven (7).

Work in progress is to be reviewed by the Project Manager at different stages as follows:

Chart of Reviews and Approvals	PWGSC		DFO	
	R	A	R	A
RS1 Analysis of Project Brief				
Project Scope of Services Report		x		x
RS2 Design Concept				
Design Options	x		x	
Recommended Design Option		x		x
Class 'D' Estimate(s)		x		x
RS3 Design Development				
Design Development Documents		x	x	
Class 'C' Estimate(s)		x		x
RS4 Construction Documents / Tender Call				
33% Construction Drawings		x	x	
66% Construction Drawings and Specifications		x	x	
99% Construction Drawings and Specifications		x	x	
Class 'B' Estimate(s)		x		x
Class 'A' Estimate(s)		x		x
Final Tender Documents		x	x	

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EE517-122525/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm008

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EE517-12-2525

QCM-2-35102

R = Review

A = Approval

1.8 Official Languages

This project requires services in both official languages. Refer to the Supplementary Condition section of this Request for Proposal document entitled "Language Requirements".

REQUIRED SERVICES

RS 1 ANALYSIS OF PROJECT REQUIREMENTS

1.1 INTENT

The purpose of this stage is to ensure the Prime Consultant has reviewed and integrated all the project requirements, identified and evaluated conflicts or problems; the he has provided alternative strategies, presented and received approval on a Project scope, delivery process, schedule and estimate required to deliver a cohesive quality project. This approved deliverable will become the Project Scope of Services and will be utilized throughout the project to guide the delivery.

1.2 GENERAL

Scope and Activities

- Visit the site and adjacent structures, and assess the availability and capacity for the services required in this project.
- Attend the project launch meeting.
- Analyze the impact of work on existing buildings
- Analyse the project's program and requirements.
- Examine all the drawings, reports, studies and surveys provided by the Departmental representative relative to the project at hand.
- Meet with ALL the stakeholders who pursue activities on Quai de la Reine that are likely to have an impact on the flow of work.
- Examine and comment the report on the concept proposed toward reconstruction of the wharves (cf. DP4-Available Documents).
- **Wharf 98**-Analyse and comment the report concerning the addition of a hangar door (cf. DP4-Available Documents), by considering the deformations of the building 900
- Analyse the feasibility and impact of implementing the concept concerning surface water drainage (cf. DP4-Available Documents).
- Identify the various reference documents needed to perform the design.
- Establish the need for further studies and complementary surveys.
- Perform all surveys and inspections required to update one's knowledge of the structures' condition toward project design (includes materials, equipment and labour).
- Establish the list of required/missing documents and request them from the Departmental representative.
- Gather all documentation likely to be useful toward the definition and development of the project (construction background, current conditions of the structures, data on the utilization of the sites and their working loads, etc.).
- Review, validate, supplement and finalize the project brief, presentation and parameters.
- Study, examine and assess the options likely to be envisaged to maintain ongoing services at Quai de la Reine and minimize construction impacts (continuation of services).
- Study, examine and assess the sustainable development strategies likely to be applied in the framework of the project.
- Explore and examine different construction and implementation schedule options and outline their impact or consequence on the activities at Quai de la Reine and on budget planning.
- Review the proposed project schedule and assess whether all phases and stages can be performed as planned.
- Review the budget/cost planning in order to assess whether they are realistic and whether such planning can be adhered to.

- Determine and verify all AHJ (authorities having jurisdiction) involved in or concerned with the project.
- Establish a list of all applicable codes, regulations and standards.
- Examine any and all elements likely to have a bearing on the environment, including aspects of the project governed by the CEAA (Canadian Environmental Assessment Act).
- Follow-up on PWGSC comments.

1.3 DELIVERABLES

Comprehensive summary of the project requirements/program demonstrating understanding of the scope of work, including:

- Report on elements of existing basic systems pertaining to the wharves and buildings, including their current condition, any anomaly, and expected useful life.
- Review report concerning the proposed concept toward reconstruction of the wharves.
- List of commented options aimed at maintaining the operations at Quai de la Reine.
- List of work implementation options (schedule) and cost planning of the project—confirmed and/or readjusted.
- If need be, list of additional studies and surveys.
- List of the design criteria.
- Comprehensive list of the existing literature (documentation).
- List of applicable codes, regulations and standards.
- Identification in writing of any problem, discrepancies and/or any other information (hypothetical or perceived) for the benefit of the Project Manager.

RS 2 DESIGN CONCEPT

2.1 INTENT

To translate the project requirements into space perimeters. To explore design options and analyze them against previously identified priorities and program objectives. Out of this process, one option will be recommended to proceed to Design Development.

2.2 GENERAL

Scope and Activities

- Perform the complementary studies and surveys approved by the Departmental Representative. Any complementary studies and surveys are paid for by PWGSC from the "Disbursement for Services" budget.
- Perform an archaeological inventory as recommended in the archaeological potential study (cf. DP4-Available Documents). Costs involved for the archaeology firm are borne by PWGSC from the "Disbursement for Services" budget.
- For **Wharf 98**, analyse whether it is feasible to preserve the existing wall with a new/improved fastening system over a 30-year horizon.
- For **Wharf 98**, analyse whether it is feasible to build the walls of the identified mooring berth inside the confines of the existing wharf/dock while preserving the existing mooring capacity.
- Submit viable and feasible design options.
- Analyse each proposed solution with respect to project objectives, cost and schedule.
- Recommend one option subject to further development and include all the supporting literature and technical rationale.
- Examine and propose a strategy to manage demolition materials in view of maximising reuse in the project or recycling.
- Study and propose strategy to manage excavation materials (both clean and contaminated) in the perspective of costs, scheduling, off-site storage area, and heterogeneity of the backfill materials.
- Updated timeline of the overall project (explain discrepancies if any).

- Coordinate all disciplines and trades involved.

2.3 DETAILS

2.3.1 Structural drawings

- Proposed structural systems, including the related construction methods, descriptive sketches, etc., as well as a copy of the on-site investigation report on which the design is based.
- Site layout (plan) showing the location of the proposed structures, their orientation, main access points, traffic/travel lanes/corridors, and continuation of services.
- Elevation and cross-section sketches showing the basic conceptual/design approach/basis.

2.4 DELIVERABLES

Provide the following:

- Report on the complementary studies and surveys, including any comments.
- Report on the archaeological inventory.
- Presentation of the engineering design, including the design notes.
- Drafting/drawings of the design study process.
- Report describing the options proposed as well as the recommended solution.
- Validated class 'D' estimate.
- Report on schedule deviations and recommended corrective measures or updated timeline.
- Review report on the possibility/feasibility of preserving the Wharf 98 wall with a new/improved fastening system.
- Review report on the possibility/feasibility of constructing the walls of the identified mooring berth at Wharf 98 within the confines of the existing dock.
- Report on the management of demolition materials.
- Report on the management of excavation materials, both clean and contaminated.
- Report analyzing the impact of work on existing buildings.

RS 3 DESIGN DEVELOPMENT

3.1 INTENT

To further develop one of the options presented at the Design Concept stage. The Design Development documents consist of drawings and other documents to describe the size and character of the entire project as to structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

3.2 GENERAL

Scope and Activities:

- Obtain the Project Manager's written authorisation to develop one of the proposed options prepared in the Design Study.

-
- Where modifications are required, provide all the data and information (documentation) in support of any such required change, analyse the impacts and effects of said modifications on all the components of the project, and resubmit the documents for approval.
 - Develop and clarify the object of the concept studies for each discipline in terms of design.
 - Review project feasibility and provide an opinion on the construction processes and duration.
 - Based on all the information and data available at this stage, prepare a schedule of control points (events) for consideration, and pay special attention to the repercussions on the users' activities in and around Quai de la Reine.
 - Identify any particular methods (i.e., scheduling of the work).
 - Update the project schedule.
 - Update the work/project estimates.
 - Examine on an ongoing basis all the municipal bylaws and regulations, codes and standards pertaining to the project.
 - Provide a list and summaries (briefs) of all NMS specification sections to be used. Submit a specification abstract or synopsis for all systems, and main elements and equipment concerned. Include the manufacturers' documentation on the main elements and equipment proposed for the purpose of this project.
 - Coordinate all the disciplines and trades involved.

3.3 DETAILS

Scope and Activities

3.3.1 Layout drawings

Plans showing the work zones, including traffic and operational travel paths of the equipment brought to bear on Quai de la Reine.

3.3.2 Structural Drawings

- Site layout showing both the accepted option and the existing structures.
- Elevation and cross sectional views of the different structures.
- Cross sectional details of any special characteristic or design feature which, at this stage, require some form of graphic representation or explanation.
- Drawings to depict the proposed structural elements, the type of foundation, the construction materials as well as any other relevant and/or unusual feature proposed.

3.4 DELIVERABLES

- General layout (key plan) showing current condition of the facility before construction.
- General layout showing the structures after construction.
- Two (2) or three (3) sections of each type of structure.
- Demolition plan.
- Elevation and cross sectional views.
- Temporary support (falsework) of the existing structures near the work zones.
- All structural, civil, and marine/harbour engineering details as required to determine the selection of materials.
- Table of contents of the plans and specifications.
- Class 'C' estimate of the construction cost.
- Preliminary construction schedule.
- Project file describing in detail all the project underlying assumptions (concepts) and the rationale behind every significant decision.

RS 4 CONSTRUCTION DOCUMENTS

4.1 INTENT

To prepare drawings and specifications setting forth in detail the requirements for the construction and final cost estimate of the project.

33% indicates 33% completeness of all technical working documents.

66% indicates substantial technical development of the project - well advanced architectural and engineering plans, details, schedules and specifications.

99% is the submission of complete Construction Documents ready for tender call.

Final Submission incorporates all revisions required in the 99% version and is intended to provide PWGSC with complete construction documents for tender call.

4.2 GENERAL

Activities are similar at all three stages. Completeness of the project development should reflect the stage of a submission.

Scope and Activities

Obtain Project Manager's approval for Design Development submissions (33%, 66%, 99% and final).

Confirm format of drawings and specifications.

Clarify special procedures (i.e. phased construction).

Submit drawings and specifications at the required stages. (33%, 66%, 99%).

Provide written response to all review comments and incorporate them into Construction Documents where required.

Advise as to the progress of cost estimates and submit updated cost estimates as the project develops.

Update the project schedule.

Prepare a Class 'B' estimate at 66%.

Prepare a final Class 'A' estimate.

Review and approve materials and construction processes & specifications to meet sustainable development objectives.

Develop a plan of risk management for carrying out the work.

4.3 DETAILS

Scope and Activities

4.3.1 Technical and Production Meetings

Production of construction documents will be reviewed during the meetings arranged by Prime Consultant.

Representatives from client Department(s) and PWGSC support staff will be present as arranged by the Project Manager.

Prime Consultant shall ensure that his staff and the sub-consultant representatives attend the technical and production meetings as required.

Prime Consultant shall arrange for all necessary data, progress prints, etc.

Prime Consultant shall prepare minutes of the meetings and distribute copies to all participants.

4.3.2 Progress Review

As work progresses on construction drawings, submit drawings, schedules, details, pertinent design data and updated Cost Plan and Project Schedule as required.

Calculations submitted shall not necessarily be reviewed. They are required for record purposes and in certain instances to assist in the understanding and interpretation of designs. Calculations shall be submitted in a format that is legible, neat and easily understandable.

Specifications and an index of specifications: the specifications shall consist of typed and edited PWGSC amended NMS sections, PWGSC in-house master specs sections, and NMS sections.

4.4 DELIVERABLES

Deliverables are similar at all three stages; completeness of the project development should reflect the stage of a submission.

4.4.1 Presentation at 33%, 66% and 99 %

- Complete specifications and construction drawings.
- One (1) copy of the design criteria, studies, etc., required by PWGSC Technical Services for archiving and final verification purposes.
- One (1) copy of the updated cost plan and project schedule.

4.4.2 Final Submission

This submission incorporates all revisions required by the review of the 99% submission. Provide the following:

- Complete set of signed and sealed construction drawings (originals), for tender.
- Complete sets of signed and sealed specifications.
- Class 'A' construction cost estimate(s).
- Bid schedule/form.
- Construction schedule in MS-Project format.
- Project risk management plan/program.
- List of shop drawings to be submitted by the contractor (submit this list before the launch meeting with the contractor).
- Quality assurance laboratory assignments during construction (submit this item before the launch meeting with the contractor).

As a safeguard against loss of or damage to the originals, retain a complete set of drawings in reproducible form and one copy of specifications.

RS 5 TENDER CALL, BID EVALUATION & CONSTRUCTION CONTRACT AWARD

5.1 INTENT

To obtain and evaluate bids from qualified contractors to construct the project as per the Tender Documents. To award the construction contract according to government regulations, including Federal Rules for Bid Depositories.

5.2 GENERAL

Scope and Activities

Attend tenderers briefing meeting(s).

Prepare addenda based on questions arising in such meetings for issue by the Project Manager.

Provide the Project Manager with all information required by tenderers to fully interpret the

Construction Documents. The Project Manager will issue the addenda to all participants.

Keep full notes of all inquiries during the bidding period and submit same to Project Manager at the end, for PWGSC records.

Assist in tender evaluation by providing advice on the following:

Completeness of tender documents in all respects.

Technical aspects of the tenders.

Effect of alternatives and qualifications which may have been included in the tender.

Tenderers' capability to undertake the full scope of work.

Availability of adequate equipment to carry out the work.

If PWGSC decides to re-tender the project, provide advice and assistance to the Project Manager.

Revise and amend, at your cost, the construction documents to bring the cost of the work within the limits stipulated.

Examine and report on any cost and schedule impact created by the issue of tender / contract addenda.

5.3 DELIVERABLES

Originals of drawings and specifications.

Electronic copies of drawings and specifications.

Addenda where needed.

Changes to the documents, if re-tendering is necessary, including updated cost estimate or schedule.

RS 6 CONSTRUCTION AND CONTRACT ADMINISTRATION

6.1 INTENT

To implement the project in compliance with the Contract Documents and to direct and monitor all necessary or requested changes to the scope of work during construction.

6.2 GENERAL

Scope and Activities

During the implementation of the project, act on PWGSC's behalf to the extent provided in this document.

Carry out the review of the work at intervals appropriate to determine if the work is in conformity with the Contract Documents.

Keep PWGSC informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review.

Ensure compliance with Commissioning Plan, update plan as necessary.

Determine the amounts owing to the Contractor based on the progress of the work and certify payments to the contractor.

Act as interpreter of the requirements of the Contract Documents.

Provide cost advice during construction.

Advise the Project Manager of all potential changes to scope for the duration of the implementation.

Review the Contractor's submittals.

Prepare and justify change orders for issue by the Department Representative.

Indicate any changes or material/equipment substitutions on Record Documents.

During the twelve (12) month warranty period investigate all defects and alleged defects and issue to the instructions contractor.

Prepare and post Systems Operating Instructions.

Finalize Systems Operations Manual.

Conduct a final warranty review.

6.3 DETAILS

Scope and Activities

6.3.1 Construction Meetings

Immediately after contract award arrange a briefing meeting with the contractor and the Departmental representative. Prepare minutes of the meeting and distribute copies to all participants and to other persons agreed upon with the Project Manager.

Call job meetings as frequently as required, commencing with the construction briefing meeting.

The meetings should include the job superintendent, Inspector of Construction, main

sub-subcontractors, affected sub-consultants and Government Services representatives as necessary. Prepare minutes of the meeting and distribute copies to all participants. The Project Manager may invite client Departments to attend any of these meetings.

6.3.2 Project Schedule

Obtain Project Schedule with detailed commissioning component shown separately, as soon as possible after contract award and ensure proper distribution.

Monitor the approved construction schedule, take necessary steps to ensure that the schedule is maintained and submit a detailed report to the Departmental representative concerning any delays.

Keep accurate records of causes of delays.

Make every effort to assist the contractor to avoid delays.

6.3.3 Time Extensions

Only the Departmental representative may approve any request for Time Extensions. Approval will be issued in writing by the Project Manager.

6.3.4 Cost Breakdown

Obtain from the contractor detail cost breakdown on standard PWGSC form and submit to the Departmental representative with the first Progress Claim.

6.3.5 Sub-contractor Changes

The Contractor is required to use the sub-contractors listed on the tender form unless a change is authorized by the Departmental representative. Changes are only considered when they involve no increase in cost. Review all requests for changes of sub-contractors, and submit recommendations to the Project Manager.

When sub-contractors have not been listed on the Tender Form, obtain the list from contractors not later than 10 working days after date of award.

6.3.6 Labour Requirements

The contractor is bound by the Contract to maintain competent and suitable workmen on the project and to comply with the Canada Department of Labour - Labour Conditions. Inform the Departmental representative of any labour situations that appear to require corrective action by the Departmental representative.

The Prime Consultant shall ensure that a copy of the Labour Conditions for the Contract is posted in a conspicuous place on site.

6.3.7 Bylaw Compliance

Ensure that construction complies with applicable bylaws and regulations.

Matters pertaining to the Department of Labour shall be referred to the Project Manager.

6.3.8 Construction Safety

All construction projects that are occupied by Federal employees during construction are subject to the Canada Occupational Safety and Health Act and Regulations as administered by Health and Welfare Canada.

Fire safety provisions during construction must comply with FCC standards 301 and 302, administered by the Fire Commissioner Canada.

In addition to the above, the contractor must comply with the provincial and municipal safety laws and regulations, and with any instructions issued by the officers of these authorities having jurisdiction relating to construction safety.

Ensure the contractor is mandated to provide all required coordination, isolation, protection and reinstatement of the fire protection and suppression systems throughout construction. Notify the Property Manager each time the fire protection and suppression systems are bypassed and advise

of estimated reinstatement time. Ensure the contractor is mandated to provide Watchman Service as defined in FC 301 and by the Fire Commissioner.

6.3.9 Site Visits

Provide non-resident construction inspection services. Ensure compliance with contract documents.

Provide services of qualified personnel who are fully knowledgeable with technical and administrative requirements of the project.

Establish a written understanding with contractors as to what stages or aspect of the work are to be inspected prior to being covered up.

Assess quality of work and identify in writing to the Contractor and to the Departmental representative all defects and deficiencies observed at time of such inspections.

Inspect materials and prefabricated assemblies and components at their source or assembly plant, as necessary for the progress of the project.

Any directions, clarifications or deficiency list shall be issued in writing to PWGSC.

6.3.10 Clarifications

Provide clarifications on Plans and Specifications or site conditions, as required in order that project not be delayed.

6.3.11 Progress Reports

Report to the Departmental representative regularly on the progress of the work. Submit weekly reports.

6.3.12 Work Measurement

If work is based on unit prices, measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.

When Contemplated Change Notice is to be issued based on Unit Prices, keep accurate account of the work. Record dimensions and quantities.

6.3.13 Detail Drawings

Provide for the Departmental representative's information any additional detail drawings as and when required to properly clarify or interpret the contract documents.

6.3.14 Shop Drawings

On completion of project forward three copies of reviewed shop drawings to the Departmental representative. Ensure that shop drawings include the project number and are recorded in sequence.

Verify the number of copies of shop drawings required. Consider additional copies for Clients' departmental review.

Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the contractor and stamped: "reviewed" by the Prime Consultant before return to the contractor.

Expedite the processing of Shop Drawings.

6.3.15 Inspection and Testing

Prior to tender, provide Departmental representative with recommended list of tests to be undertaken, including on site and factory testing.

Ensure all testing is detailed within commissioning plan.

When Contract is awarded, assist Departmental Representative in briefing testing firm on required services, distribution of reports, communication lines, etc.

Review all test reports and take necessary action with contractor when work fails to comply with contract.

Immediately notify Project Manager when tests fail to meet project requirements and when corrective work will affect schedule.

Assist Departmental Representative in evaluating testing firm's invoices for services performed.

6.3.16 Training

Prior to tender, provide Departmental representative with recommended list of training to be undertaken.

Ensure all training is detailed within the commissioning plan.

6.3.17 Construction Changes (change orders)

The Prime Consultant does not have authority to change the work or the price of the Contract. Changes which affect cost or design concept must be approved by the Departmental representative.

Upon Departmental representative approval obtain quotations from the contractor in detail.

Review prices and forward promptly recommendations to the Departmental representative.

The Departmental representative will issue Prime Consultant-prepared Change Orders to the contractor, with copy to Prime Consultant.

All changes, including those not affecting the cost of the project, will be covered by Change Orders.

The practice of "trade offs" is not allowed.

6.3.18 Contractor's Progress Claims

Each month the contractor submits a progress claim for work and materials as required in the Construction Contract.

The claims are made by completing the following forms, where applicable:

Request for Construction Payment.

Cost Breakdown for Unit and/or combined Price Contract.

Cost Breakdown for Fixed Price Contract.

Statutory Declaration Progress Claim.

Review and sign designated forms and promptly forward claims to the Departmental representative for processing.

Submit with each progress claim:

Updated schedule of the progress of the work.

Photographs of the progress of the work.

6.3.19 Materials On Site

The contractor may claim for payment of material on site but not incorporated in work.

Material must be stored in a secure place designated by the Departmental representative.

Detailed list of materials with supplier's invoice showing price of each item must accompany claim.

Prime Consultant shall check and verify the list.

Items shall be listed separately on the Detail Sheet after the break-down list and total.

As material is incorporated in the work the cost must be added to the appropriate Detail item and removed from the material list.

6.3.20 Acceptance Board

Inform the Departmental representative when satisfied that the project is substantially completed.

The Prime Consultant shall ensure that his representative, his sub-consultant representative,

Resident On-Site Reviewer, Contractor and major sub-trade representatives shall form part of the Project Acceptance Board and attend all meetings as organized by the Departmental representative.

6.3.21 Interim Inspection

The Acceptance Board shall inspect the work and list all unacceptable and incomplete work on a designated form. The Board shall accept the project from the contractor subject to the deficiencies and uncompleted work listed and priced.

6.3.22 Interim Certificates

Payment requires completion and signing, by the parties concerned, of the following documents:

Interim Certificate of Completion.

Cost Breakdown for Fixed Price Contract.

Cost Breakdown for Unit or Combined Price Contract.

Inspection and Acceptance.

Statutory Declaration Interim Certificate of Completion.

Workmen's Compensation Board Certificate.

Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Departmental representative for processing.

6.3.23 Wharf occupation

The Departmental representative or client Department may occupy the wharf after the date of acceptance of the building by the Acceptance Board. The acceptance date is normally that of the Interim Certificate issued to the Contractor. As of the acceptance date, the Contractor may cancel the Contract Insurance, and the Departmental representative or client Department (as the case may be) assumes responsibility for:

Security of the work(s).

Fuel and utility charges.

Proper operation and use of equipment installed in the project.

General maintenance and cleaning of the work(s).

Maintenance of the site (except any landscaping maintenance covered by the contract).

6.3.24 Operation and Maintenance Data Manual

Operation and Maintenance Data Manual: four (4) sets of each volume produced by the contractor in accordance with Section 01 78 00 of project specification and verified for completeness, relevance and format by the Architectural, Mechanical and Electrical consultants and submitted to PWGSC Project Manager prior to interim acceptance or actual start of operation and instruction period, whichever occurs sooner. The contractor shall retain one copy of each volume for his record and use during the instruction period.

6.3.25 Instruction of Operating Personnel

Make arrangements and ensure that the Departmental representative operating personnel is properly instructed on the operation of all services and systems using the final manuals as reference.

Prime Consultant to provide training sessions, as required, on the subject of design intent and systems operations. Utilize Systems operations manual for training sessions.

6.3.26 Keys

Ensure that all keys and safe combinations are delivered to the Departmental representative and/or the client Department as applicable.

6.3.27 Final Inspection

Inform the Departmental representative when satisfied that all work under the Contract has been completed, including the deficiency items. Inspection and Acceptance as a result of the Interim Inspection: the Departmental representative reconvenes the Acceptance Board which makes a final inspection of the project. If everything is satisfactory the Board makes final acceptance of the project from the Contractor.

6.3.28 Final Certificate

The final payment requires completion and signing, by the parties concerned, of the following documents:

Final Certificate of Completion.

Cost Breakdown for Fixed Price Contract.

Inspection and Acceptance.

Statutory Declaration Final Certificate of Completion.

Cost Breakdown for Unit and/or Combined Price Contract.

Workmen's Compensation Clearance Certificate.

Hydro Certificate.

Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Departmental representative for processing.

6.3.29 Take-over

The official take-over of the project, or parts of the project, from the contractor is established by the PWGSC Project Team which includes the Prime Consultant and the client Department. The date of Interim Certificate of Completion and the Final Certificate of Completion signifies commencement of the 12 month warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.

Provide Departmental representative with original copy of contractors' warranties for all materials and work covered by an extended warranty or guarantee, according to the conditions of the specifications. Verify their completeness and extent of coverage.

6.3.30 As-Built and Record Drawings and Specifications

Following the take-over, obtain as-built marked-up hard copy from the contractor:

Show significant deviations in construction from the original Contract drawings, including changes shown on Post-Contract Drawings, changes resulting from Change Orders or from On Site Instructions.

Check and verify all as-built records for completeness and accuracy and submit to PWGSC.

Produce Record Drawings by incorporating As-Built information into project drawings.

Submit Record Drawings and Specifications in number and format required by the Prime Consultant Agreement within [8] weeks of final acceptance.

Provide a complete set of final shop drawings.

6.4 DELIVERABLES

Written reports from site visits including persons involved.

Written reports on the progress of the work and the cost of the project at the end of each month.

Additional detail drawings when required to clarify, interpret or supplement the Construction Documents.

Post contract drawings.

Interim or Final certificates.

Debrief of Commissioning Activities.

As built records.

Warranty deficiency list.

Report on Final Warranty Review.

RS 7 COMMISSIONING THE FACILITY

Not applicable.

RS 8 RISK MANAGEMENT

The Prime Consultant is to provide support to the Project Manager in identifying risks throughout the project life cycle.

See "Doing Business with A&ES" for Risk Management "Definitions" and "Checklist".

Risk Management Process

Identify risk events based on past experience and using proposed checklist or other available lists. Qualify/quantify probability of risk event (Low, Medium, High) and their impact (Low, Medium, High).

Prioritize risk events (i.e. concentrate efforts on risk events with High probability and Medium to High impact).

Develop risk response (i.e. evaluate alternatives for mitigation; this is the real added-value of risk management), and

Implement risk mitigation measures.

ADDITIONAL SERVICES

AS 1 BILINGUAL CONSTRUCTION DOCUMENTS

Construction Documents in both official languages as required.

Bilingual Requirements

The Prime Consultant shall prepare all construction documents in Canada's two official languages.

The languages are considered equal in status; neither is considered to be a translation of the other.

The Prime Consultant shall be responsible for the accuracy and completeness of translations and the consistency of documents.

It is standard practice to produce a single set of drawings (originals) on which written information is shown in both languages and separate written documents for each language for tendering, record drawings, operating and maintenance documentation.

AS 2 RESIDENT SITE SERVICES DURING CONSTRUCTION

Resident Services During Construction

2.1 Description of Services

The purpose of the Resident Site services is to ensure the presence the Prime Consultant's full-time representative on site to inspect, co-ordinate and monitor all aspects of the work during the construction of the facility, and liaise with the contractor, Public Works And Government Services Canada and other agencies as appropriate to the work. More than one person may be required to suit the hours of construction.

The Consultant Resident Site representative is responsible for providing full time (including overtime) resident inspection for all aspects of the project, maintaining daily records of all construction work placed. He is to ensure constant communication amongst the PWGSC Property Manager, the Project Manager, design agencies, contractor, Regional Fire Commissioner and the Provincial Department of Labour.

The Consultant Resident Site representative shall:

- be directly responsible to the Prime Consultant.
- become thoroughly familiar with the Contract documents, the National Building Code of Canada and all Fire Commissioner of Canada Standards for Construction operations (incl. FCC No. 301 dated June 1982 and the Standard for Welding and Cutting FCC No. 302 dated June 1982); he shall also be aware of all provincial and municipal standards for the health and safety of construction workers.
- become thoroughly familiar with the requirements of the Project Brief and project responsibilities of others which relate to services.

2.2 Specific Duties and Responsibilities

Provide full time resident inspection, co-ordination and monitoring during the construction work and be responsible to the Prime Consultant. In addition, the Departmental Representative may delegate additional responsibilities subject to Prime Consultant's agreement.

Maintain daily records of all construction work placed and ensure constant communication amongst PWGSC Property Manager, the Project Manager, the Regional Fire Commissioner, the Prime Consultant, the contractor, the appropriate PWGSC Departmental Representative and consultants.

Co-ordinate and direct an assistant as approved by PWGSC.

In case of emergencies, the Consultant Resident Site representative is empowered to stop the work, or give orders to protect the safety of the workers or Crown property.

2.3 Inspection and Reporting

The Consultant Resident Site representative shall inspect all phases of the work in progress for the purpose of bringing to the attention of the contractor, after checking with the Prime Consultant, and Departmental Representative any discrepancies between the work, the contract documents and accepted construction procedures. He shall keep a daily log of such inspections and shall issue a weekly written report to the Prime Consultant, both for distribution, in the form directed. The Resident Site representative shall make any other reports or surveys as may be requested by the Project Manager through the Prime Consultant.

2.4 Interpretation of the Contract Documents

Interpretation of the contract documents shall be the responsibility of the Prime Consultant. The Prime Consultant may, however, have the Resident Site representative provide him with information regarding job conditions and may require him to relay day-to-day instructions to the contractor.

It shall be the duty of the Resident Site representative to assist the Prime Consultant and further inform the Prime Consultant of any anticipated problems which may delay the progress of the work. The method of relaying such information shall be determined by the Prime Consultant.

2.5 Changes in the Work

The Resident Site representative shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract except as delegated by the Departmental Representative.

The Prime Consultant may call upon the Resident Site representative to assist in the evaluation of changes in the work, where a knowledge of job conditions is required.

2.6 Communication & Liaison

The Resident Site representative shall

Convey the Prime Consultant's instructions regarding the required standards of workmanship to the contractor(s).

Specifications: confer and obtain guidance on these findings with the Prime Consultant; the matter is then to be brought to the attention of the contractor's superintendent. Although informal discussions with sub-trade superintendents are usually permissible (but only with the agreement of the contractor), the Resident Site representative should not deal directly with foremen or tradesmen, or interfere with the progress of the work.

Communicate formally with the contractor via memorandum form only. When this form is issued, the Resident Site representative must immediately file copies with PWGSC and the Prime Consultant.

Contact the Prime Consultant immediately when it is apparent that information or action is required of the Prime Consultant, e.g. general instructions, clarifications, sample of shop drawing approvals, requisitions, contemplated change orders, site instructions, details, drawings, etc.

Accompany PWGSC representatives on inspections and report to the Prime Consultant requirements, comments or instructions of the PWGSC's forces. Note that the Resident Site

representative should encourage such requirements, comments or instructions to be provided to him in writing.

Consider and evaluate any suggestions or modifications to the documents advanced by the contractor and immediately report these to the Prime Consultant with comments.

Ensure that PWGSC and the Prime Consultant are notified promptly when key pieces and/or components of materials and equipment are delivered so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

The Resident Site representative will investigate, schedule and approve in writing, all temporary or permanent connections into any of the buildings' systems prior to the work being done. He shall provide advanced forecasts and advise the PWGSC Property Manager of any interruption of normal building services with a minimum 24 hours notice prior to the work being undertaken, where this work cannot be done during the silent hours.

2.7 Daily Log

The Resident Site representative shall keep a daily log recording, including:

Weather conditions, particularly unusual weather relative to construction activities in progress.

Major material and equipment deliveries.

Daily activities and major work done.

Start, stop or completion of activities.

Presence of inspection and testing firms, tests taken, results, etc.

Unusual site conditions experienced.

Significant developments, remarks, etc.

Special visitors on site.

Authorities given contractor to undertake certain or hazardous works.

Environmental incident.

Reports, instructions from Appropriate Authorities Response Actions.

Note: The log is the personal property of the Resident Site representative. Copies of the log book, certified as copies, are to be provided to PWGSC and Prime Consultant at the end of the project.

2.8 Weekly Records

The Resident Site representative shall prepare weekly reports for the Prime Consultant in the form directed:

Progress relative to schedule.

Major activities commencing or completed during the week, and main activities now in progress.

Major deliveries of materials and/or equipment.

Difficulties which may cause delays in completion.

Materials and labour needed immediately.

Cost estimates of work completed and materials delivered (cost plus contracts).

Outstanding information or action required by Prime Consultant or PWGSC.

Work force.

Weather.

Remarks;

Accidents on site.

Life safety or building hazards caused by the work, the contractor or his agents.

2.9 Site Records

The Resident Site representative shall maintain orderly and updated files at the site for the use of the PWGSC, Prime Consultant and himself as follows:

Contract and Tender Documents.

Approved Shop Drawings.

Approved Samples.

Samples.

Site Instructions.

Contemplated Change Orders.

Change Orders.

Memoranda.

Test and Deficiency Reports.

Correspondence and Minutes of Meeting.

Names, addresses, telephone numbers of Client Representatives, Prime Consultant and all contractors, sub-trades key personnel associated with the contract, including home telephone numbers in case of emergencies.

In addition, the Resident Site representative shall maintain an updated progress schedule.

A reproduction of the original contract drawings shall be carefully preserved and shall be kept marked up to date with all addenda, change orders, site instructions, details, as-built conditions, etc., issued subsequent to the award of the contract.

2.10 Inspection of the Work

The Resident Site representative shall make on site observations and spot checks of the work to determine whether the work, materials and equipment conform with the contract documents and supplementary conditions. The Site Consultant's representative shall advise the contractor of any deficiencies or unapproved deviations via memorandum and report immediately to the Prime Consultant and PWGSC Representative any of these on which the contractor is tardy or refuses to correct.

The Resident Site representative shall arrange for the Sub-Consultants to make the periodic inspections required by the Prime Consultant's contract, and for these inspections to be made timely with respect to the progress of the work.

The Resident Site representative shall also report if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.

The Resident Site representative shall assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the PWGSC and Prime Consultant's representatives.

The Resident Site representative shall be responsible for the measurement of all work to be done on a unit-cost basis.

2.11 Site Meetings

The Resident Site representative shall attend all job-site meetings.

2.12 Inspection and Testing

The Resident Site representative must see that the tests and inspections required by the Contract documents are conducted, and should observe these tests and report the results in the daily log.

The Prime Consultant should be notified if the test results do not meet the specified requirements, or if the contractor does not have tests undertaken as required.

2.13 Emergencies

In the case of emergency where safety of persons or property is concerned, or work is endangered by the actions of the contractor or the elements, to safeguard the interests of PWGSC, the Resident Site representative shall give immediate written notice to the contractor of the possible hazard. He shall further, if necessary, stop the work or give orders for remedial work, and contact the Prime Consultant immediately for further instruction.

2.14 Limitations

The Resident Site representative shall not:

- Authorize deviations from the contract documents.

- Conduct tests.

- Approve shop drawings or samples.

- Advise the user-client in any matter without obtaining guidance from the Prime Consultant.

- Accept any work or portions of the building.

- Enter into the area of responsibility of the contractor's field superintendent.

- Stop the work unless convinced that an emergency exists as noted above.

2.15 Hazardous Construction Operations

It is the duty of the Resident Site representative to examine all site conditions and methods to be used by the contractor undertaking hazardous operations.

Give written authority to undertake hazardous operations to the contractor when fully satisfied that all necessary precautions and acts have been taken by the contractor to safeguard the life safety of the workers and building occupants and Crown property. Such written authority shall be countersigned by the contractor to acknowledge that the latter is aware of the Resident Site representative's instructions and requirements and both parties will retain copies of the authority document signed mutually by them.

The Resident Site representative shall inspect the areas where hazardous work is under way to ensure that the contractor is maintaining the agreed safety standards. Any infraction to such standards may result in the Resident Site representative stopping the work. All infractions, or work stoppages ordered shall be reported in writing and verbally to the Prime Consultant and PWGSC Construction Supervisor.

2.16 Site Security

Special precautions must be taken at all times to prevent unauthorized entry of the site of work. The Resident Site representative is to ensure that all contractor-made openings and means of access are firmly secured when the contractor leaves the site.

The Resident Site representative will liaise closely with the Prime Consultant and PWGSC Representative on all security and/or safety problems that may arise due to the contractor's operations.

APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE 3.1.1 in the Request For Proposal.

Members of the prime consultant and members of Sub Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Firm or Joint Venture Name:

.....

.....

Key Individuals and provincial professional licensing status :

Name	No OIQ
.....
.....
.....
.....
.....
.....

II. Key Sub Consultants / Specialists (if applicable) :

Firm Name :

.....

.....

Key Individuals and provincial professional licensing status and :

Name	No OIQ
.....
.....
.....
.....
.....
.....

Copy from the above for other required disciplines.

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address
(if different than street address)

City:

City:

Prov./Terr./State:

Prov./Terr./State:

Postal/ZIP Code:

Postal/ZIP Code:

Telephone Number:()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
--	---

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Federal Contractors Program (FCP) - Certification

Pursuant to GI 12, The Proponent must complete the following certification.

1. The Proponent, or, if the Proponent is a joint venture the member of the joint venture, certifies its status with FCP, as follows:

The Proponent or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada,
- (b) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- (c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Please check the appropriate item above. Further information on the FCP is available on the HRSDC Web site.

2. If the Proponent does not fall within the exceptions enumerated in 1. (a) or (b), or does not have a valid certificate number confirming its adherence to the FCP, the Proponent must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant (FPS) - Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, proponents must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Proponent a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**Work Force Reduction Program**

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a proposal, the Proponent certifies that the information submitted by the Proponent in response to the above requirements is accurate and complete.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**Name of Proponent:****DECLARATION:**

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

.....
name

.....
signature

.....
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
name

.....
signature

.....
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
name

.....
signature

.....
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

During proposal evaluation period, PWGSC contact will be with the following person:_____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will so inform the Proponent and provide the Proponent with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.

APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include GST/HST.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title:

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

- ♦ **Fixed Fee** (R1230D (2011-05-16), GC 5 - Terms of Payment)

SERVICES

FIXED FEE

Wharf 97 :

RS1 to RS4 including meetings :

\$.....

RS5 to RS 6 :

- Tender call and Contract administration (Optional work) \$.....
- Meeting during construction phase (20 meetings) (Optional work) + \$.....

FIXED FEES FOR WHARF 97 (FFRS)

\$.....

Wharf 98 :

RS1 to RS4 including meetings :

\$.....

RS5 to RS 6 :

- Tender call and Contract administration (Optional work) \$.....
- Meeting during construction phase (14 meetings) (Optional work) + \$.....

FIXED FEES FOR WHARF 98 (FFRS)

\$.....

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

♦ **Time Based Fees** (R1230D (2011-05-16), GC 5 - Terms of Payment)

Resident Site Services * (Optional work)	ESTIMATED HOURS Column A	HOURLY RATES** Column B	TIME BASED FEE Columns Ax B
Wharf 97			
Senior technician. Based on a 40 regular hour average week X 50 weeks	2000\$\$
Based on a 20 overtime hour average week X 50 weeks	1000\$\$
Junior technician. Based on a 40 regular hour average week X 45 weeks	1800\$\$
Based on a 10 overtime hour average week X 45 weeks	450\$\$
Wharf 98			
Senior technician. Based on a 40 regular hour average week X 30 weeks	1200\$\$
Based on a 20 overtime hour average week X 30 weeks	600\$\$
Junior technician. Based on a 40 regular hour average week X 25 weeks	1000\$\$
Based on a 10 overtime hour average week X 25 weeks	250\$\$
MAXIMUM TIME BASED FEES			
Wharf 97 (TFRS)			\$.....
Wharf 98 (TFRS)			\$.....

Note : This additional service shall be submitted to and approved beforehand by the project manager, including fees and disbursements estimates. Payable time for the supervision personnel will only include the hours worked on the site and keeping in mind the construction duration may be shorter or longer than herein estimated.

* Payment will be based on actual hours spent. Travel time and/or expenses have to be included in these fees and will not be reimbursed separately.

** All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.

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MAXIMUM FEE FOR REQUIRED SERVICES

Wharf 97 (FFRS + TFRS)

.....\$

Wharf 98 (FFRS + TFRS)

+\$

TOTAL MAXIMUM FEE FOR REQUIRED SERVICES (RS)

.....\$

ADDITIONAL SERVICES**AS1 Bilingual documents - Fixed Fee (R1230D (2011-05-16), GC 5 - Terms of Payment)****SERVICES****FIXED FEE**Wharf 97 :

AS1 bilingual construction documents

\$.....

FIXED FEES FOR WHARF 97 (FFAS)

\$.....

Wharf 98 :

AS1 bilingual construction documents

\$.....

FIXED FEES FOR WHARF 97 (FFAS)

\$.....

AS2-Disbursements for resident site services (Optional)

Disbursements shall belong to the project and may not include normal operation costs of the Consultant's business. Unless prior authorization is obtained from the Department representative, the amounts payable shall not exceed the amount indicated in the section entitled « Particularités de l'entente » herein included.

For the purposes of the proposal, the total duration of construction is estimated at 50 weeks x 6 days/week and 30 weeks x 6 days/week respectively for wharf 97 and wharf 98 spread according to the Contractor's execution schedule.

AS2-1 Wharf 97 :

Senior Technician, frais de pension:

300 days (estimated) x _____ \$ (fixed) = (estimated total) _____ \$

Junior Technician, frais de pension:

270 days (estimated) x _____ \$ (fixed) = (estimated total) _____ \$

Site Equipment:

300 days (estimated) x _____ \$ (fixed) = (estimated total) _____ \$

Sub-total AS2-1 (Wharf 97) (DAS)**(estimated total) _____ \$**

AS2-1 Wharf 98 :

Senior Technician, frais de pension:

180 days (estimated) x _____ \$ (fixed) = (estimated total) _____ \$

Junior Technician, frais de pension:

150 days (estimated) x _____ \$ (fixed) = (estimated total) _____ \$

Site Equipment:

180 days (estimated) x _____ \$ (fixed) = (estimated total) _____ \$

Sub-total AS2-1 (Wharf 98) (DAS)**(estimated total) _____ \$**

NOTE : In addition, the Consultant shall give thought to the following hypotheses :

1. Plant (implements, etc.) means one (1) vehicle including motor vehicle registration, insurance, fuel and maintenance at the disposal of the supervisors, the necessary surveying tools and equipment, computer with scanner, printer and stationary, digital camera and cellular phone. All personal protection equipment used by the Consultant's employees shall be furnished by the Consultant and are included in the Plant item. Any other equipment shall be submitted to and approved beforehand by the project manager.
2. A total of 300 days (50 weeks x 6 days/week) for the wharf 97 and 180 days (30 weeks x 6 days/week) for the wharf 98 for the personal protection, computer and electronics, survey and others needed by the supervision personnel during construction.
3. Boarding costs for the supervision personnel: payable for each day over the duration of construction according to the Contractor's execution schedule on site. Boarding costs include: the cost of travel and travel time to and from CCG base, boarding, meals and incidental expenses.
4. Any extended leave of worksite supervisors, i.e., more than seven (7) consecutive days, is subject to the project manager's approval regarding effectively payable disbursements regardless of the reason for this absence (interruption of work, temporary shutdown of worksite or other).

MAXIMUM AMOUNT FOR ADDITIONAL SERVICES :**Wharf 97 (FFAS + DSA)**

.....\$

Wharf 98 (HFAS + DSA)**+\$****TOTAL MAXIMUM AMOUNT FOR ADDITIONAL SERVICES (AS) :****.....\$**

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TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

TOTAL MAXIMUM FEE FOR REQUIRED SERVICES (RS)\$

TOTAL MAXIMUM AMOUNT FOR ADDITIONAL SERVICES (AS) : +\$

TOTAL COST FOR EVALUATION PURPOSES

.....\$

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APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

OTHER ADDITIONAL SERVICES

DISBURSEMENTS

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2011-05-16), GC 5 - Terms of Payment, section GC5.12 Disbursements:

Disbursements related to the quality assurance of work such as On-site testing or tests carried out at the quarry, the laboratory, in-plant or elsewhere and submarine surveys, shall be effected by the Consultant who shall be responsible for the co-ordination and administration of the contract until payment by the Departmental Representative, including of the latter expenses at cost without mark-up.

Wharf 97 : \$220,000

Wharf 98 : + \$150,000

MAXIMUM AMOUNT FOR DISBURSEMENTS : \$370,000

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APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

Principals	
Name	\$ per hour
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

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APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

Staff	
Name / Position	\$ per hour
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END OF PRICE PROPOSAL FORM

Doing Business

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Appendices

Appendix 'A'	Checklist for the Submission of Construction Documents
Appendix 'B'	Sample Addendum Format
Appendix 'C'	Sample Index for Drawings and Specifications
Appendix 'D'	User Manual on Directory Structure and Naming Conventions Standards for Construction Tender Documents on CDROM, dated May 2005
Appendix 'E'	Basic Reference Guide on Converting Construction Drawings into Portable Document Format (PDF), dated May 2005

SECTION 1 INTRODUCTION

This document must be used in conjunction with the Terms of Reference (TOR), as the two documents are complimentary. The TOR describes project-specific requirements while this document deals with information common to all projects. In case of a conflict between the two documents, the requirements of the TOR override this document.

SECTION 2 PWGSC NATIONAL CADD STANDARD

Drawings shall be in accordance with PWGSC National CADD Standards and Canadian Standards Association (CSA) B78.3.

Refer to:

<http://www.tpsgc-pwgsc.gc.ca/cadd-standards/text/index-e.html>

The above link is subject to change. The Consultant shall check with the Project Manager to ensure that the link and related information are current and relevant with regards to PWGSC National CADD Standards.

SECTION 3 GUIDE TO PREPARATION OF CONSTRUCTION DOCUMENTS FOR PWGSC

1 Purpose

This document provides direction in the preparation of construction contract documents (namely specifications, drawings and addenda) for Public Works and Government Services Canada (PWGSC).

Drawings, specifications and addenda must be complete and clear, so that a contractor can prepare a bid without guesswork. Standard practice for the preparation of construction contract documents requires that:

- drawings are the graphic means of showing work to be done, as they depict shape, dimension, location, quantity of materials and relationship between building components.
- specifications are written descriptions of materials and construction processes in relation to quality, colour, pattern, performance and characteristics of materials, installation and quality of work requirements.
- Addenda are changes to the construction contract documents or tendering procedures, issued during the tendering process.

2 Principles of PWGSC Contract Documents

PWGSC's contract documents are based on common public procurement principles. PWGSC does not use Canadian Construction Document Committee (CCDC) documents.

The terms and conditions are prepared and issued by PWGSC as well as other related bidding and contractual documents. For information, the clauses are available on the following web site: <http://sacc.pwgsc.gc.ca/sacc/query-e.jsp>. Any questions should be directed to the Project Manager.

3 Quality Assurance

Consultants are required to undertake their own quality control process and must review, correct and coordinate (between disciplines) their documents before sending them to PWGSC.

SPECIFICATIONS

1 National Master Specification

The National Master Specification (NMS) is a master construction specification available in both official languages, which is divided into 48 Divisions and used for a wide range of construction and/or renovation projects. In preparing project specifications, the Consultant must use the current edition of the NMS in accordance with the "NMS User's Guide".

The Consultant retains overriding responsibility for content and shall edit, amend and supplement the NMS as deemed necessary to produce an appropriate project specification free from conflict and ambiguity.

2 Specification Organization

Narrowscope sections describing single units of work are preferred for more complex work, however, broadscope sections may be more suitable for less complex work. Use either the NMS 1/3 - 2/3 page format or the Construction Specifications Canada full-page format.

Start each Section on a new page and show Project Number, Section Title, Section Number and Page Number on each page. Specification date, project title, and consultant's name are not to be indicated.

3 Terminology

Use the term "Departmental Representative" instead of Engineer, PWGSC, Owner, Consultant or Architect. "Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to" or "equivalent to", "to be determined on site by "Departmental Representative", should not be indicated in the specifications as this promotes inaccurate and inflated bids. Specifications must permit bidders to calculate all quantities and bid accurately. If quantities are impossible to identify (i.e. cracks to be repaired) give an estimated quantity for bid purposes (unit prices). Ensure that the terminology used throughout the specifications is consistent and does not contradict the applicable standard construction contract documents.

4 Dimensions

Dimensions are to be in metric only (no dual dimensioning).

5 Standards

As references in the NMS may not be up to date, it is the responsibility of the consultant to ensure that the project specification uses the latest applicable edition of all references quoted. The following is a list of some of the Internet websites which provide the most current publications of standards for reference in the construction specification document.

- CSA standards: <http://www.csa.ca>
- CGSB standards: <http://www.pwgsc.gc.ca/cgsb>



- ANSI standards: <http://www.ansi.org>
- ASTM Standards: <http://www.astm.org>
- ULC standards: <http://www.ulc.ca>
- General reference of standards: <http://www.cssinfo.com>

The NMS website (www.pwgsc.gc.ca/nms) also links to other documents references in the NMS under its "Links" feature.

6 Specifying Materials

The practice of specifying actual brand names, model numbers, etc., is against departmental policy except for special circumstances. The method of specifying materials shall be by using recognized standards such as those produced by Canadian Gas Association (CGA), Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), and Underwriters' Laboratories of Canada (ULC), or by trade associations such as Canadian Roofing Contractors' Association (CRCA) and Terrazzo, Tile, Marble Association of Canada (TTMAC). Canadian standards should be used wherever possible.

If the above method cannot be used and where no standards exist, specify by a non-restrictive, non-trade name "prescription" or "performance" specifications.

In exceptional or justifiable circumstances or if no standards exist and when a suitable non-restrictive, non-trade name "prescription" or "performance" specification cannot be developed, specify by trade name. Include all known materials acceptable for the purpose intended, and in the case of equipment, identify by type and model number.

Acceptable Materials: set up the paragraph format as follows:

Acceptable Materials:

1. ABC Co. Model [_____].
2. DEF Co. Model [_____].
3. GHI Co. Model [_____].

Alternative materials to those specified may be considered during the solicitation period, however, the onus will be on the Consultant to review and evaluate all requests for approval of alternative materials.

The term "Acceptable Manufacturers" should not be used, as this restricts competition and does not ensure the actual material or product will be acceptable. A list of words and phrases that should be avoided is included in the NMS User's Guide.

Sole Sourcing: Sole sourcing for materials and work can be used for proprietary systems (ie. fire alarm systems, EMCS systems). **Substantiation and/or justification will be required.**

Wording for the sole source of work should be in Part 1 as:

"Designated Contractor

- .1 Hire the services of [_____] to do the work of this section."



Wording for the sole source of EMCS systems should be in Part 1 as

“Designated Contractor

- .1 Hire the services of [] or its authorized representative to complete the work of all EMCS sections.”

and in Part 2 as “Materials

- .1 There is an existing [] system presently installed in the building. All materials must be selected to ensure compatibility with the existing [] system.

Wording for the sole source of materials (ie. fire alarm systems) should be in Part 2 as:

“Acceptable materials

- .1 The only acceptable materials are [] .”

Prior to including sole source materials and/or work, the Consultant should contact the Project Manager to obtain the approval for the sole sourcing.

7 Unit Prices

Unit prices are used where the quantity can only be estimated (eg. earth work) and the approval of the Project Manager must be sought in advance of their use.

Use the following wording:

[The work for this section] or [define the specific work if required, e.g. rock excavation] will be paid based on the actual quantities measured on site and the unit prices stated in the Bid and Acceptance Form.

In each applicable NMS section, replace paragraph title "Measurement for Payment" with "Unit Prices".

Sample of Unit Price Table:

The Unit Price Table designates the Work to which a Unit Price Arrangement applies.

- (a) The Price per Unit and the Estimated Total Price must be entered for each Item listed.
- (b) Work included in each item is as described in the referenced specification section.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Price per Unit GST/HST extra	Estimated Total Price GST / HST extra
TOTAL ESTIMATED AMOUNT						
Transfer amount to subparagraph 1)(b) of BA03						

8 Cash Allowances

Construction contract documents should be complete and contain all of the requirements for the



contractual work. Cash allowances are to be used only under exceptional circumstances (ie. utility companies, municipalities), where no other method of specifying is appropriate. Obtain approval from the Project Manager in advance to include cash allowances and then use "Section 01 21 00 - Allowances" of the NMS to specify the criteria.

9 Warranties

It is the practice of PWGSC to have a 12 month warranty and to avoid extending warranties for more than 24 months. When necessary to extend beyond the 12 month warranty period provided for in the General Conditions of the contract, use the following wording in Part 1 of the applicable technical sections, under the heading "Extended Warranty":

- "For the work of this Section [____], the 12 month warranty period is extended to 24 months.
- Where the extended warranty is intended to apply to a particular part of a specification section modify the above as follows: "For [____] the 12 month ... [____] months."

Delete all references to manufacturers' guarantees.

10 Scope of Work

No paragraphs noted as "Scope of Work" are to be included.

11 Summary and Section Includes in Part -1 General of Section

Do not use "Summary" and "Section Includes."

12 Related Sections

In every section of the specification at 1.1 "Related Sections": coordinate the list of related sections and appendices. Ensure co-ordination among the sections of the specification and ensure not to reference any section or appendices which do not exist.

13 Index

List all the plans and specification sections with correct number of pages, section names and correct drawing titles in the format shown in Appendix A.

14 Regional Guide

The Consultant should contact the Project Manager to obtain the region's requirements for Division 01 or other short form specifications as might be appropriate. For example, it is required in the National Capital Region that regional Section 01 00 10 - General Instructions be used on all projects.

15 Health and Safety

It is required that all project specifications include "Section 01 35 29.06 - Health and Safety Requirements." Confirm with the Project Manager to determine if there are any instructions to meet regional requirements.

16 Designated Substances Report

Include “Section 01 14 25 - Designated Substances Report”

17 Subsurface Investigation Reports

Subsurface Investigation Report(s) are to be included after Section 31 and the following paragraph should be added to Section 31:

Subsurface investigation report(s)

- .1 Subsurface investigation report(s) are included in the specification following this section.

When the Project Manager determines that it is not practical to include the subsurface investigation report(s), alternate instructions will be provided.

Where tender documents are to be issued in both official languages, the subsurface investigation report(s) shall be issued in both languages.

In addition to the provision of the Subsurface Investigation Report, the foundation information required by the National Building Code of Canada 2005 (Division C, Part 2, 2.2.4.6) shall be included on foundation drawings.

18 Experience and Qualifications

Remove experience and qualification requirements from specification sections.

19 Prequalification and Pre-award submissions

Do not include in the specification any mandatory contractor and/or subcontractor prequalification or pre-award submission requirements that could become a contract award condition. If a prequalification process or a pre-award submission is required, contact the Project Manager.

There should be no references to certificates, transcripts or license numbers of a trade or subcontractor being included with the bid.

20 Contracting Issues

Specifications describe the workmanship and quality of the work. Contracting issues should not appear in the specifications. Division 00 of the NMS is not used for PWGSC projects.

Remove all references within the specifications, to the following:

- General Instructions to Bidders
- General Conditions
- CCDC documents
- Priority of documents
- Security clauses
- Terms of payment or holdback
- Tendering process
- Bonding requirements
- Insurance requirements

- Alternative and separate pricing
- Site visit (Mandatory or Optional)
- Release of Lien and deficiency holdbacks

DRAWINGS

1 Title Blocks

Use PWGSC title block for drawings and sketches (including addenda).

2 Dimensions

Dimensions are to be in metric only (no dual dimensioning).

3 Trade Names

Trade names on drawings are not acceptable. Refer to SECTION 3, SPECIFICATIONS, 6.0 Specifying Materials for specifying materials by trade name.

4 Specification Notes

No specification type notes are to appear on any drawing.

5 Terminology

Use the term "Departmental Representative" instead of Engineer, PWGSC, Owner, Consultant or Architect. "Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to" or "equivalent to", "to be determined on site by "Departmental Representative", should not be indicated in the specifications as this promotes inaccurate and inflated bids. Specifications must permit bidders to calculate all quantities and bid accurately. If quantities are impossible to identify (i.e. cracks to be repaired) give an estimated quantity for bid purposes (unit prices). Ensure that the terminology used throughout the specifications is consistent and does not contradict the applicable standard construction contract documents.

6 Information to be included

Drawings should show the quantity and configuration of the project, the dimensions and details of how it is constructed. There should be no references to future work and no any information that will be changed by future addenda. The scope of work should be clearly detailed and elements not in contract should be eliminated or kept to an absolute minimum.

7 Drawing Numbers: Number drawings in sets according to the type of drawing and the discipline involved as follows (The requirements of SECTION 2 PWGSC NATIONAL CADD STANDARD will supercede these requirements, where warranted).

During the Design Phase of the project each submission and review must be noted on the Notes block of the drawing title, but at the time of construction document preparation, all revision notes should be removed.

Discipline	Drawing
Demolition	D1, D2, etc.
Architectural	A1, A2, etc.
Civil	C1, C2, etc.
Landscaping	L1, L2, etc.
Mechanical	M1, M2, etc.
Electrical	E1, E2, etc.
Structural	S1, S2, etc.
Interior Design	ID1, ID2, etc.

- 8 Presentation Requirements:** Present drawings in sets comprising the applicable demolition, architectural, structural, mechanical and electrical drawings in that order. All drawings should be of uniform standard size.
- 9 Prints:** Print with black lines on white paper. Blue prints are acceptable for document submissions at 33%, 66% and 99% stages. Confirm with Project Manager the size of prints to be provided for review purposes.
- 10 Binding:** Staple or otherwise bind prints into sets. Where presentations exceed 20 sheets, the drawings for each discipline may be bound separately for convenience and ease of handling.
- 11 Legends:** Provide a legend of symbols, abbreviations, references, etc., on the front sheet of each set of drawings or, in large sets of drawings, immediately after the title sheet and index sheets.
- 12 Schedules:** Where schedules occupy entire sheets, locate them next to the plan sheets or at the back of each set of drawings for convenient reference. See *CGSB 33-GP-7 Architectural Drawing Practices for schedule arrangements*.
- 13 North Points:** On all plans include a north point. Orient all plans in the same direction for easy cross-referencing. Wherever possible, lay out plans so that the north point is at the top of the sheet.
- 14 Drawing Symbols:** Follow generally accepted drawing conventions, understandable by the construction trades, and in accordance with PWGSC publications.

ADDENDA

1 Format

Prepare addenda using the format shown in Appendix B. No signature type information is to appear.

Every page of the addendum (including attachments) must be numbered consecutively. All pages must have the PWGSC project number and the appropriate addendum number. Sketches shall appear in the PWGSC format, stamped and signed.

No Consultant information (name, address, phone #, consultant project # etc.) should appear in the addendum or its attachments (except on sketches).

2 Content

Each item should refer to an existing paragraph of the specification or note/detail on the drawings. The clarification style is not acceptable.

DOCUMENTATION

Translation

When required, all documentation included in the construction contract documents shall be in both official languages.

Ensure that English and French documents are equal in all respects. There can be no statement that one version takes precedence over the other.

Consultant shall provide:

- Per construction document submission, a completed and signed Checklist for the Submission of Construction Documents. See Appendix 'A'.
- Specification: originals printed one side on 216 mm x 280 mm white bond paper.
- Index: as per Appendix 'C'
- Addenda (if required): as per Appendix 'B' (to be issued by PWGSC).
- Drawings: reproducible originals, sealed and signed by the design authority.
- Tender information:
 - Including a description of all units and estimated quantities to be included in unit price table.
 - Including a list of significant trades including costs. PWGSC will then determine which trades, if any, will be tendered through the Bid Depository.
 - Government Electronic Tendering System (MERX): Consultants to provide an electronic true copy of the final documents (specifications and drawings) on one or multiple CD-ROM in Portable Document Format (PDF) without password protection and printing restrictions. The electronic copy of drawings and

specifications is for bidding purposes only and do not require to be signed and sealed. See Appendix 'D' and Appendix 'E'.

PWGSC shall provide:

- General and Special Instructions to Bidders
- Bid and Acceptance Form
- Standard Construction Contract Documents

SECTION 4 CLASSES OF CONSTRUCTION COST ESTIMATES USED BY PWGSC

DESCRIPTION OF THE CLASSES OF ESTIMATES USED BY PWGSC FOR CONSTRUCTION COSTING OF BUILDINGS PROJECTS

Class 'D' (Indicative) Estimate:

Based upon a comprehensive statement of requirements, and an outline of potential solutions, this estimate is to provide an indication of the final project cost, and allow for ranking all the options being considered.

Submit Class D cost estimates in elemental cost analysis format latest edition issued by the Canadian Institute of Quantity Surveyors with cost per m² for current industry statistical data for the appropriate building type and location. Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.

The level of accuracy of a class D cost estimate shall be such that no more than a 20% contingency allowance is required.

Class 'C' Estimate:

Based on a comprehensive list of requirements and assumptions, including a full description of the preferred schematic design option, construction/design experience, and market conditions. This estimate must be sufficient for making the correct investment decision.

Submit Class C cost estimates in elemental cost analysis format latest edition issued by the Canadian Institute of Quantity Surveyors with cost per m² for current industry statistical data for the appropriate building type and location. Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.

The level of accuracy of a class C cost estimate shall be such that no more than a 15% contingency allowance is required.

Class 'B' (Substantive) Estimate:

Based on design development drawings and outline specifications, which include the design of all major systems and subsystems, as well as the results of all site/installation investigations. This estimate must provide for the establishment of realistic cost objectives and be sufficient to obtain effective project approval.

Submit Class B cost estimates in elemental cost analysis format latest edition issued by the Canadian Institute of Quantity Surveyors. Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.



The level of accuracy of a class B cost estimate shall be such that no more than a 10% design contingency allowance is required.

Class 'A' (Pre-Tender) Estimate:

Based on completed construction drawings and specifications prepared prior to calling competitive tenders. This estimate must be sufficient to allow a detailed reconciliation/negotiation with any contractor's tender.

Submit Class A cost estimates in both elemental cost analysis format and trade divisional format latest edition issued by the Canadian Institute of Quantity Surveyors. Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.

The level of accuracy of a class A cost estimate shall be such that no more than a 5% design contingency allowance is required.

SECTION 5 TIME MANAGEMENT

1 Time Management, Planning, and Control

The Time Management, Planning, and Control Specialist (scheduler) shall provide a Project Planning and Control System (Control System) for Planning, Scheduling, Progress Monitoring and Reporting and a Time Management, Planning, and Control Report (Progress Report). It is required that a fully qualified and experienced Scheduler play a major role in providing services in the development and monitoring of the project schedule.

The scheduler will follow good industry practices for schedule development and maintenance as recognized by the Project Management Institute (PMI).

PWGSC presently utilizes the Primavera Suite software and MicroSoft Project for its current Control Systems and any software used by the consultant should be fully integrated with these, using one of the many commercially available software packages.

1.1 Schedule Design

Project Schedules are used as a guide for execution of the project as well as to communicate to the project team when activities are to happen, based on network techniques using Critical Path Method (CPM).

When building a Control System you must consider:

1. The level of detail required for control and reporting;
2. The reporting cycle- monthly and what is identified in the Terms of Reference, but also includes Exception Reports;
3. That the duration must be in days;
4. What is required for reporting in the Project Teams Communications Plan and
5. The nomenclature and coding structure for naming and reporting requirements of activities, schedules and reports.

1.2 Schedule Development

For purposes of monitoring and reporting of project progress and ease of schedule review it is important to maintain a standard for all schedules and reports starting with the Work Breakdown Structure (WBS), identification of Milestones, naming of activities as well as schedule outputs and paper sizing and orientation.

Work Breakdown Structure

When developing the schedule the consultant needs to use PWGSC standards and practices. Two basic requirements are the National Project Management System (NPMS) and a Work Breakdown Structure (WBS), structured supporting the NPMS (Levels 1-4).

The WBS is as follows:

- Level 1 Project Title (NPMS)
- Level 2 Project Stage (NPMS)
- Level 3 Project Phase (NPMS)
- Level 4 Processes to meet Deliverables/Control Points Milestones (NPMS)
- Level 5 Sub-Processes and Deliverables in support of Level 4
- Level 6 Discrete activities. (Work Package)

Not all the Stages, Phases and Processes in the NPMS will be required on all the projects, however the structure remains the same.

Major and Minor Milestones

The Major Milestones are standard Deliverables and Control Points within NPMS and are required in all schedule development. These Milestones will be used in Management Reporting within PWGSC as well as used for monitoring project progress using Variance Analysis. The Minor milestones are process deliverables (Level 4) or sub-process deliverables (level 5) also used in Variance Analysis.

Each Milestone will also be assigned appropriate coding for Status Reporting and Management Reporting.

Milestones must have zero duration and are used for measuring project progress.

Milestones may also be external constraints such as the completion of an activity, exterior to the project, affecting the project.

Activities

All activities will need to be developed based on Project Objectives, Project Scope, Major and Minor Milestones, meetings with the project team and the scheduler's full understanding of the project and its processes.

Subdivide the elements down into smaller more manageable pieces that organize and define the total scope of work in Levels 5-6 that can be scheduled, costed, monitored and controlled. This process will develop the Activity List for the project.

Each activity is a discrete element of work and is the responsibility of one person to perform.

Each activity will describe the work to be performed using a verb and noun combination (i.e. Review Design Development Report).

Activities should not have durations longer than 2 update cycles, with exception of activities not yet defined in a "Rolling Wave".

Each activity will be assigned at WBS level 6 and appropriately coded for Status Reporting and Management Reporting.

These elements will become activities, interdependently linked in Project Schedules.

Project Logic

Once the WBS, Milestones and Activity List have been developed the activities and milestones can be linked in a logical manner starting with a Project Start Milestone. Every activity and milestone must be linked in a logical manner using either a Finish to Start (FS), Finish to Finish (FF), Start to Start (SS) or Start to Finish (SF) relationship. There can be no open-ended activities or milestones.

A Finish to Start (FS) is the preferred relationship.

When developing relationships avoid the use of lags and constraints in place of activities and logic.

Activity Duration

The activity duration (in days) is the estimated length of time it will take to accomplish a task.

Consideration needs to be taken in how many resources are needed and are available, to accomplish any activity. (Example: availability of Framers during a "Housing Boom".) Other factors are the type or skill level of the available resources, available hours of work, weather etc.

There will be several types of lists and schedules produced from this process, which will form part of the Progress Report.

Activity List

An Activity List identifies all activities including milestones required to complete the whole project.

Milestone List

A Milestone List identifies all project Major and Minor milestones.

Master Schedule

A Master Schedule is a schedule used for reporting to management at WBS level 4 and 5 that identifies the major activities and milestones derived from the detailed schedule. Cash Flow projections can be assigned at WBS level 5 for monitoring the Spending Plan.

Detailed Project Schedule

A Detailed Project Schedule is a schedule in reasonable detail (down to WBS Level 6 and 7) for progress monitoring and control, this will ensure that the schedule shall be in sufficient detail to ensure adequate planning and control.

1.3 Schedule Review and Approval

Once the scheduler has identified and properly coded all the activities; put them into a logical order and then determined the appropriate durations. The scheduler can then analyze the schedule to see if the milestone dates meet the contractual requirements and then adjust the schedule accordingly by changing durations, resource leveling or changing logic.

When the schedule has been satisfactorily prepared the scheduler can present the detailed schedule to the Project Team for approval and be Baselined. There may be several iterations before the schedule meets with the Project Teams agreement and the contractual requirements.

The final agreed version must be copied and saved as the Baseline to monitor variances for reporting purposes.

1.4 Schedule Monitoring and Control

Once Baselined the schedule can be better monitored, controlled and reports can be produced.

Monitoring is performed by, comparing the baseline activities % complete and milestone dates to the actual and forecast dates to identify the variance and record any potential delays, outstanding issues and concerns and provide options for dealing with any serious planning and scheduling issues in report form.

Analyze and report from early start sequence on all activities due to start, underway, or finished for the complete project.

There will be several reports generated from the analysis of the baseline schedule and will form part of the Time Management Report in the Required Services Sections (RS)

Progress Reports

A Progress Report reflects the progress of each activity to the date of the report, any logic changes, both historic and planned, projections of progress and completion the actual start and finish dates of all activities being monitored.

The Progress Report includes:

A Narrative Report, detailing the work performed to date, comparing work progress to planned, and presenting current forecasts. This report should summarize the progress to date, explaining current and possible deviations and delays and the required actions to resolve delays and problems with respect to the Detail Schedule, and Critical Paths.

Narrative reporting begins with a statement on the general status of the project followed by a summarization of delays, potential problems and project status criticality, any potential delays, outstanding issues and concerns and options for dealing with any serious planning and scheduling issues.

A Variance Report, with supporting schedule documentation, detailing the work performed to date, comparing work progress to planned. This report should summarize the progress to date, explaining all causes of deviations and delays and the required actions to resolve delays and problems with respect to the Detail Schedule, and Critical Paths.

A Criticality Report identifying all activities and milestones with negative, zero and up to five days Total Float used as a first sort for ready identification of the critical, or near critical paths through the entire project.

Included in the Progress Report as attachments are: WBS chart, Activity Lists, Milestone Lists, Master Schedules, Detailed Project Schedule

Exception Report

The Scheduler is to provide continuous monitoring and control, timely identification and early warning of all unforeseen or critical issues that affect or potentially affect the project.

If unforeseen or critical issues arise, the Scheduler will advise the Project Manager and submit proposed alternative solutions in the form of an Exception Report.

An Exception Report will include sufficient description and detail to clearly identify:

1. Scope Change: Identifying the nature, reason and total impact of all identified and potential project scope changes affecting the project.
2. Delays and accelerations: Identifying the nature, the reason and the total impact of all identified and potential duration variations.
3. Options Enabling a Return to the project baseline: Identifying the nature and potential effects of all identified options proposed to return the project within baselined duration.

1.5 Standard Submissions

At each submission or deliverable stage provide a complete and updated Progress Report, the contents of each report will vary with requirements and at each project phase. Typically a Progress Report has:

1. Executive Summary;
2. Narrative Report;
3. Variances Report;
4. Criticality Report;
5. Exception Report (as required)
6. Work Breakdown Structure Chart;
7. Activity List;
8. Milestone List;
9. Master Schedule with Cash Flow Projections;
10. Detail Project Schedule (Network Diagram or Bar Charts);

1.6 Schedule Outputs and Reporting Formats

The sheet sizing and orientation is more a suggestion that a role, changes to the paper format may vary to accommodate the information and column information required.

Progress Reports

Paper Size: Letter

Paper Format: Portrait

Title Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Body Text: Narratives for each report to match other reports generated in the D.S.S.

Variance Report Columns: Activity ID, Activity Name, Planned Finish, Revised Finish, Variance, Activity % Complete,

Criticality Report Columns: Activity ID, Activity Name, Duration, Start, Finish, Activity % Complete, Total Float.

Exception Reports

Paper Size: Letter

Paper Format: Portrait

Title Format: Project Title; Report Type; Print Date; Data Date; Revision

Body Text: Narrative to match other reports generated in the D.S.S.

Paper Size: Letter

Paper Format: Landscape

Title Format: Project Title; Report Type; Print Date; Data Date; Revision

Columns: Activity ID, Activity Name, Duration, Remaining Duration, Start, Finish, Total Float.

Work Breakdown Structure (indent tree):

Paper Size: Letter

Paper Format: Portrait

Columns: WBS Code, WBS Name, Duration, Cost estimate, start and finish dates.

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Activity Lists

Paper Size: Letter

Paper Format: Portrait

Columns: Activity ID, Activity Name, Start, Finish, Predecessor, Successor.

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Sort with Early Start, then Early Finish, then Activity ID and with the WBS.

Milestone Lists

Paper Size: Letter
Paper Format: Portrait
Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block
Columns: Activity ID, Activity Name, Start, Finish.

Sort with Early Start, then Early Finish, then Activity ID and without the WBS.

Master Schedule (Bar Chart)

Paper Size: 11X17
Paper Format: Landscape
Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,
Total Float.

Sort with Early Start, then Early Finish, then Activity ID and with the WBS.

Detailed Project Schedules (Bar Chart)

Paper Size: 11X17
Paper Format: Landscape
Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,
Total Float.

Sort with Early Start, then Early Finish, then Activity ID and with the WBS.

APPENDIX 'A' - Checklist for the Submission of Construction Documents to PWGSC

Last updated April 22, 2008

Date:			
Project Title:		Project Location:	
Project Number:		Contract Number:	
Consultant's Name:		PWGSC Project Manager:	
Review Stage:			
66%	99%	100%	

Item	Verified by:	Comments:	Action by:
Specifications:			
1 National Master Specifications			
1a The current edition of the NMS has been used.			
2 Specification Organization			
2a Either the NMS 1/3 - 2/3 page format or the Construction Specifications Canada full page format is used.			
2b Each Section starts on a new page and the Project Number, Section Title, Section Number and Page Number show on each page.			
2c Specification date and consultant's name are not indicated.			
3 Terminology			
3a The term Departmental Representative is used instead of Engineer, PWGSC, Owner, Consultant or Architect.			
3b Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to", "equivalent to" and "to be determined on site by" are not used.			
4 Dimensions			
4a Dimensions are provided in metric			

only.			
5 Standards			
5a The latest edition of all references quoted is used.			
6 Specifications Materials			
6a The method of specifying materials uses recognized standards. Actual brand names and model numbers are not specified.			
6b Identify if non-restrictive, non-trade name “prescription” or “performance” specifications are used.			
6c Indicate if a list of acceptable materials have been used.			
6d The term “Acceptable Manufacturers” is not used.			
6e Indicate if sole sourcing has been used.			
7 Unit Prices			
7a Unit prices are used only for work that is difficult to estimate.			
8 Cash Allowances			
8a Indicate if cash allowances have been used.			
9 Warranties			
9a Indicate if warranties extend more than a 12 or 24 months period.			
9b Manufacturers guarantees are not indicated.			
10 Scope of Work			
10 No paragraphs noted as “Scope of Work” are included.			
11 Summary and Section Includes			
11a In part 1 of section, paragraphs “Summary” and “Section Includes” are not used.			
12 Related Sections			
12a The list of related sections and appendices are coordinated.			
13 Index			
13a The index shows a complete list of plans and specification sections with the correct number of pages and correct drawing titles and section names.			
14 Regional Guide Specifications			

14a General Instructions is included (Section 01 00 10 in the NCA).			
15 Health and Safety			
15a Section 01 35 29.06 - Health and Safety Requirements is included.			
16 Designated Substances Report			
16 a Section 01 14 25 - Designated Substances Report is included.			
17 Subsurface Investigation Reports			
17a Subsurface Investigation Reports are included in Division 31.			
18 Experience and qualifications			
18a Experience and qualification requirements do not appear in the specification sections			
19 Pre-qualifications			
19a There are no mandatory contractor and/or subcontractor pre-qualification requirements or references to certificates, transcripts or license numbers of a trade or subcontractor being included in the bid.			
20 Contracting Issues			
20a Contracting issues do not appear in the specifications.			
20b Division 00 of the NMS is not used.			
21 Quality Issues			
21a There are no specification clauses with square brackets “[]” or lines “__” indicating that the document is incomplete or missing information.			

Item	Verified by:	Comments:	Action By:
Drawings:			
1 Title Blocks			
1a The PWGSC title block is used.			
2 Dimensions			
2a Dimensions are provided in metric only.			
3 Trade Names			
3a Trade names are not used.			
4 Specification Notes			
4a There is no specification type notes.			
5 Terminology			
5a The term Departmental Representative is used instead of Engineer, PWGSC, Owner, Consultant or Architect.			
5b Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to", "equivalent to" and "to be determined on site by" are not used.			
6 Information to be included			
6a The project quantity and configuration, dimensions and construction details are included.			
6b References to future work and elements not in contract do not appear or are kept to an absolute minimum and clearly marked.			



I confirm that the plans and specifications have been thoroughly reviewed and that the items listed above have been addressed or incorporated. I acknowledge and accept that by signing certifying that all items noted above have been addressed, should it be found during the tendering of these documents or implementation of the project, that the items above were not properly addressed, my firm will be responsible to resolve all related issues at my firm's expense and may receive an unsatisfactory consultant performance evaluation which could have an impact on my firm's ability to obtain work from PWGSC in the future.

Consultant's Representative: _____

Firm name: _____

Signature: _____ Date: _____

APPENDIX 'B' - Sample of Addendum

Last updated April 22, 2008

ADDENDUM No. _____

Project Number: _____

The following changes in the bid documents are effective immediately. This addendum will form part of the contract documents

DRAWINGS

SPEC NOTE: indicate drawing number and title, then list changes or indicate revision number and date, and re-issue drawing with addendum.

- 1 A1 Architectural
- .1

SPECIFICATIONS

SPEC NOTE: indicate section number and title.

- 1 Section 01 00 10 - General Instructions

SPEC NOTE: list all changes (i.e. delete, add or change) by article or paragraph

- .1 Delete article (xx) entirely.
 - .2 Refer to paragraph (xx.x) and change ...
- 2 Section 23 05 00 - Common Work Results - Mechanical
- .1 Add new article (x) as follows:

APPENDIX 'C' - Sample of Index
 Last updated April 22, 2008

Project No: _____

Index
Page 1 of _____

DRAWINGS AND SPECIFICATIONS

DRAWINGS:

SPEC NOTE: List all Drawings by number and title.

- C-1 Civil
- L-1 Landscaping
- A-1 Architectural
- S-1 Structural
- M-1 Mechanical
- E-1 Electrical

SPECIFICATIONS:

SPEC NOTE: List all Divisions, Sections (by number and title) and number of pages.

<u>DIVISION</u>	<u>SECTION</u>	<u>NO. OF PAGES</u>
DIVISION 01	01 00 10 - General Instructions.....XX
	01 14 25 - Designated Substances Report.....XX
	01 35 30 - Health and Safety.....XX
DIVISION 23	23 xx xx	
DIVISION 26	26 xx xx	

APPENDIX 'D'

USER MANUAL ON DIRECTORY STRUCTURE AND NAMING CONVENTION STANDARDS FOR CONSTRUCTION TENDER DOCUMENTS ON CD ROM

Issued by:

Real Property Contracting Directorate

PWGSC

May 2005

Last Updated: June 3, 2008

Version 1.0

PREFACE

The Government of Canada (GoC) has committed to move towards an electronic environment for the majority of the services it offers. This covers the advertisement and distribution of contract opportunities, including construction solicitations. As a result, it is necessary to obtain a copy of construction drawings and specifications (in PDF format **without** password protection) on one or multiple CD-ROM to facilitate for the GoC the transfer of the construction drawings and specifications electronically to the Government Electronic Tendering System (GETS).

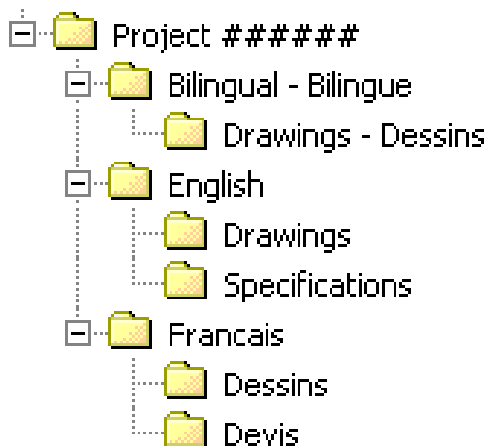
There is therefore a need to adopt a common directory structure and file-naming convention to ensure that the information made available to contractors electronically and in hard (printed) copy is in accordance with the sequence adopted in the real property industries, both for design and construction. This manual defines the standard to be followed by both consultants and print shops at time of formatting and organizing the information, whether drawings and specifications are created by scanning print documents or saved as PDF files from the native software (AutoCAD, NMS Edit, MS-Word, etc...) in which these were created.

It is important to note that the procedure described in this manual is not an indication that consultants are relieved from following the established standards for the production of drawings and specifications. The sole purpose of this manual is to provide a standard for the organization and naming of the electronic files that will be recorded on CD-ROM.

1. DIRECTORY STRUCTURE

1.1 1st, 2nd and 3rd Tier Sub-Folders

Each CD-ROM, whether it is for the original solicitation (tender call) or for an amendment (addendum), must have the applicable elements of the following high-level Directory Structure created:



The following important points are to be noted about the Directory Structure:

- The “*Project #####*” folder is considered the 1st Tier of the Directory Structure where *#####* represents each digit of the Project Number. The Project Number must always be used to name the 1st Tier folder and it is always required. Free text can be added following the Project Number, to include such things as a brief description or the project title;
- The “*Bilingual - Bilingue*”, “*English*” and “*Français*” folders are considered the 2nd Tier of the Directory Structure. The folders of the 2nd Tier **cannot** be given any other names since GETS uses these names for validation purposes. At least one of the “*Bilingual - Bilingue*”, “*English*” and “*Français*” folders is always required, and these must always have one of the applicable sub-folders of the 3rd Tier;
- The “*Drawings - Dessins*”, “*Drawings*”, “*Specifications*”, “*Dessins*” and “*Devis*” folders are considered the 3rd Tier of the Directory Structure. The folders of the 3rd Tier **cannot** be given any other names since GETS also uses these names for validation purposes. There must be always at least one of the applicable 3rd Tier folder in each document.

IMPORTANT: The applicable elements of the Directory Structure (1st, 2nd and 3rd Tier folders) are always required and cannot be modified.

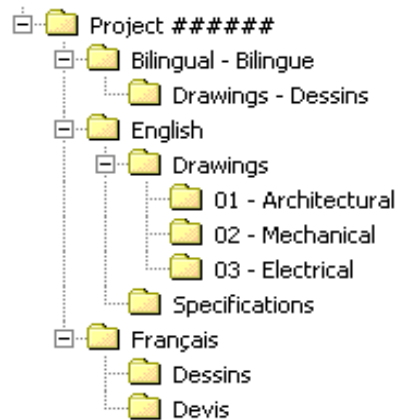
1.2 4th Tier Sub-Folders for Drawings

The “*Drawings – Dessins*”, “*Drawings*” and “*Dessins*” folders must have 4th Tier sub-folders created to reflect the various disciplines of the set of drawings.

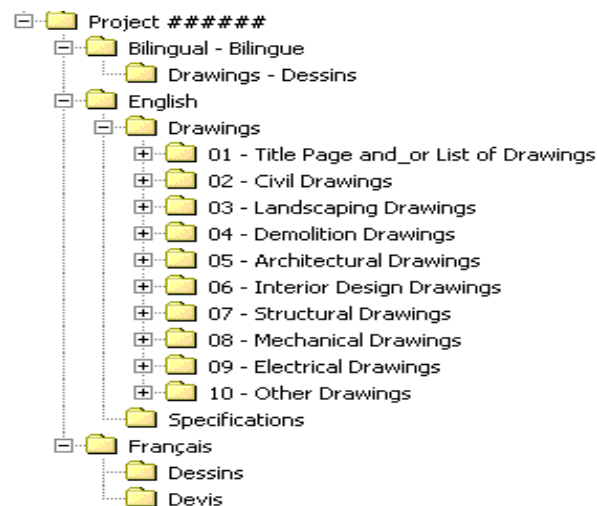
Because the order of appearance of the sub-folders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the sub-folders in the “*Drawings – Dessins*”, “*Drawings*” and “*Dessins*” folders.

Note: The first sub-folder must be always reserved for the Title Page and/or the List of Drawings unless the first drawing of the set is an actual numbered discipline drawing.

Examples of 4th Tier sub-folders for drawings:



or



1.2.1 Naming Convention

The 4th Tier sub-folders for drawings must adhere to the following standard naming convention.

For the “*Drawings*” and “*Dessins*” folders:

- Y

Where:

= A two digit number ranging from 01 to 99 (leading zeros must be included)

Y = The title of the folder

Example: 03 – Mechanical

For the “*Drawings - Dessins*” folder:

- Y - Z

Where:

= A two digit number ranging from 01 to 99 (leading zeros must be included)

Y = The English title of the folder

Z = The French title of the folder

Example: 04 - Electrical - Électricité

It should be noted that the numbering of the 4th Tier sub-folders is for sorting purposes only and is not tied to a specific discipline. For example, “*Architectural*” could be numbered 05 for a project where there is four other disciplines before “*Architectural*” in the set of drawings or 01 in another project where it’s the first discipline appearing in the set.

It is essential to ensure that the order of the drawings on the CD-ROM be exactly the same as in the hard copy set. GETS will sort each drawing for both screen display and printing as per the following rules:

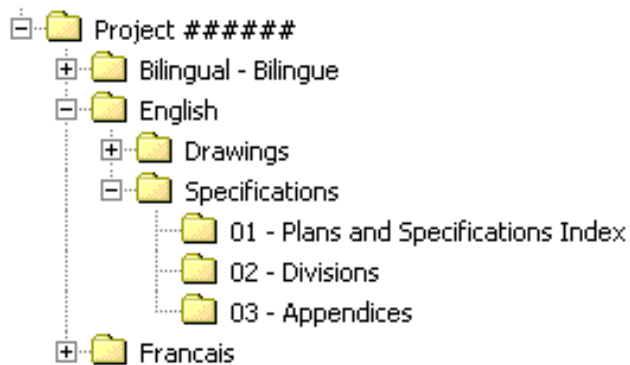
- The alphanumerical sorting is done on an ascending order;
- The alphanumerical order of the sub-folders determines the order of appearance on the screen as well as the order of printing (as an example: all the drawing PDF files in the 01 sub-folder will be printed in alphanumerical order before the drawings in the 02 sub-folder etc...);
- Each drawing PDF file within each sub-folder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Drawing A001 will be printed before Drawing A002, Drawing M02 before Drawing M03, etc...).

1.3 4th Tier Sub-Folders for Specifications

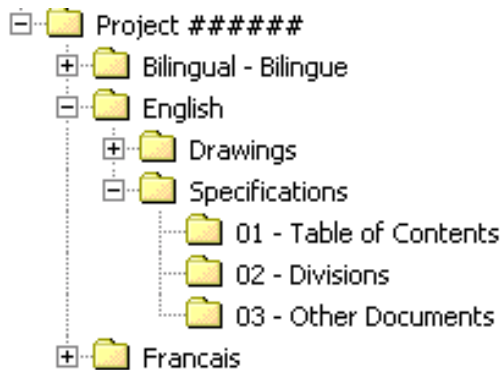
The “*Specifications*” and “*Devis*” folders must have 4th Tier sub-folders created to reflect the various elements of the specifications.

Because the order of appearance of the sub-folders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the sub-folders in the “*Specifications*” and “*Devis*” folders.

Examples of 4th Tier sub-folders for specifications:



or



1.3.1 Naming Convention

The 4th Tier sub-folders for specifications must adhere to the following standard naming convention.

For the “*Specifications*” and “*Devis*” folders:
- Y



Where:

= A two digit number ranging from 01 to 99 (leading zeros must be included)

Y = The title of the folder

Example: 02 – Divisions

It should be noted that the numbering of the 4th Tier sub-folders is for sorting purposes only and is not tied to an element of the specifications.

It is essential to ensure that the order of the elements of the specifications on the CD-ROM be exactly the same as in the hard copy. GETS will sort each element of the specifications for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order;
- The alphanumerical order of the sub-folders determines the order of appearance on the screen as well as the order of printing (as an example: all the specifications PDF files in the 01 sub-folder will be printed, in alphanumerical order before the PDF files in the 02 sub-folder, etc...);
- Each specifications PDF file within each sub-folder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Division 01 will be printed before Division 02, 01 - Appendix A before 02 - Appendix B, etc...).

2. NAMING CONVENTION FOR PDF FILES

Each drawing, specifications division or other document that are part of the tender documents must be converted in PDF format (without password protection) in accordance with the following standard naming convention and each PDF file must be located in the appropriate sub-folder of the Directory Structure.

2.1 Drawings

Each drawing must be a **separate single page** PDF file. The naming convention of each drawing must be:

X### - Y

Where:

X = The letter or letters from the drawing title block ("A" for Architectural or "ID" for Interior Design for example) associated with the discipline

= The drawing number from the drawing title block (one to three digits)

Y = The drawing name from the drawing title block (for bilingual drawings, the name in both English and French is to appear)

Example: A001 - First Floor Details

Each drawing that will be located in the appropriate discipline 4th Tier sub-folders must be named with the same letter (“A” for Architectural Drawings for example) and be numbered. The drawing number used to name the PDF file must match as much as possible the drawing number of the actual drawing (the exception being when leading zeros are required).

The following important points about drawings are to be noted:

- The drawing PDF files within each sub-folder are sorted alphanumerically for both displaying and printing. If there are more than 9 drawings in a particular discipline the numbering must use at least two numerical digits (i.e. A01 instead of A1) in order to avoid displaying drawing A10 between A1 and A2. The same rule applies when there are more than 99 drawings per discipline i.e. three digits instead of two must be used for the numbering (for example M003 instead of M03);
- If drawing PDF files are included in the “*Bilingual - Bilingue*” folder, these cannot be included as well in the “*English*” and/or “*Français*” folders;
- If drawings not associated with a particular discipline are not numbered (Title Page or List of Drawings for example), these will be sorted alphabetically. While this does not represent a problem if there is only one drawing in the sub-folder, it could disrupt the order when there are two or more drawings. If the alphabetical order of the drawings name does not represent the order on the hard copy set, the drawings are to be named as per the following standard convention when converted in PDF format to ensure proper display and printing order.

- Y

Where:

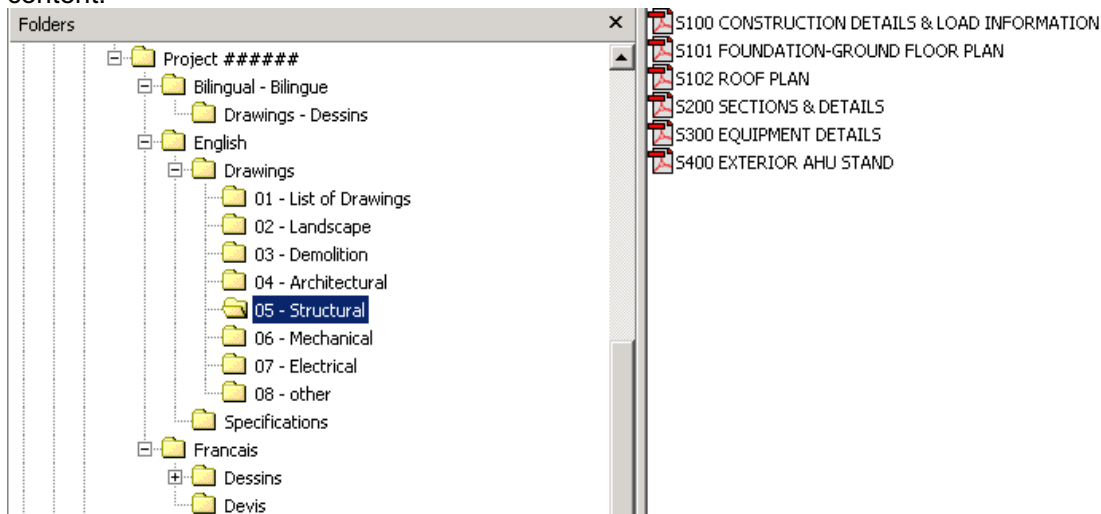
= A two digit number ranging from 01 to 99 (leading zeros must be included)

Y = The name of the drawing

Example: 01 - Title Page
 02 - List of Drawings

If numbers are not used in the PDF files name, “*List of Drawings*” will be displayed before “*Title Page*” because “L” comes before “T” in the alphabet.

Example of a 4th Tier Drawings sub-folder's content:



2.2. Specifications

Each Specifications Division must be a separate PDF file and all pages contained in each PDF file must have the same physical size (height, width). The Plans and Specifications Index must also be a separate PDF file. If there are other documents that are part of the Specifications (e.g. Appendix or other) these are to be separate PDF files as well.

2.2.1 Documents other than Specifications Divisions

Because PDF files within the Specifications sub-folders are sorted alphanumerically (in ascending order) for both on screen display and printing order, all files that appear in folders other than the "Divisions" sub-folder must be named using a number:

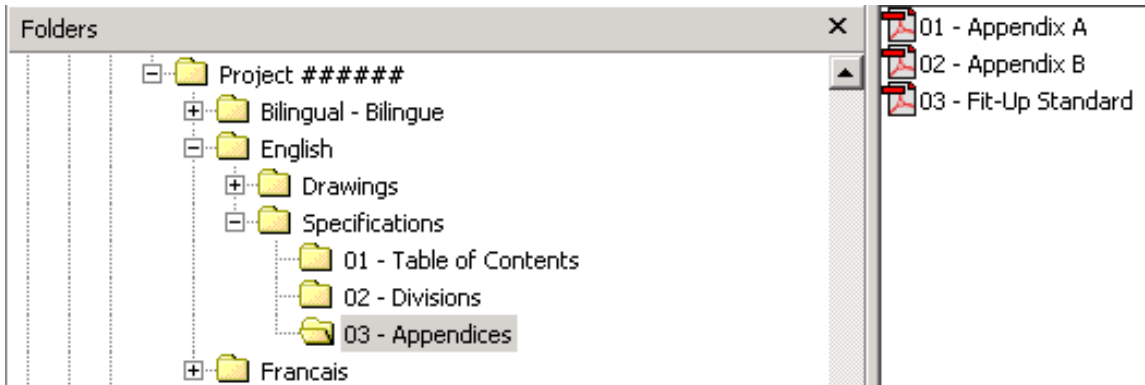
- Y

Where:

= Two digit number ranging from 01 to 99 with leading zeros required
Y = Name of the document

Example: 01 - Plans and Specifications Index

Example of a sub-folder content (sub-folder other than “Divisions”):



2.2.2 Specifications Divisions

The Specifications Divisions must be named as follows:

Division ## - Y

Where:

Division ## = The actual word “Division” followed by a space and a two digit number ranging from 01 to 99 (with leading zeros required)

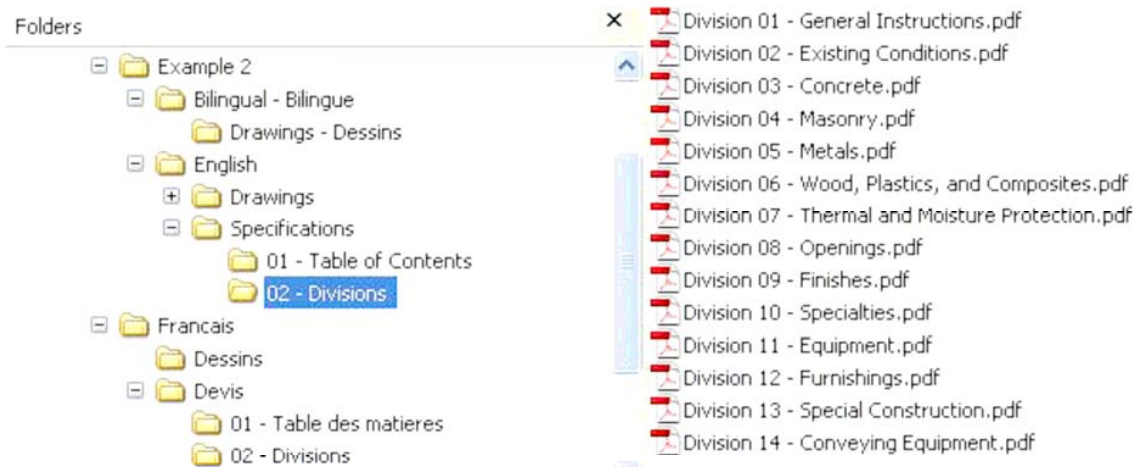
Y = Name of the Specifications Division as per **CSC/CSI MasterFormat™**

Example: Division 05 – Metals

The following important point about specifications is to be noted:

- The Numbering of the Divisions **cannot** be altered from **CSC/CSI MasterFormat™** even if some Divisions are not used in a given project. For example, Division 05 will always remain Division 05 even if Division 04 is not used for a given project.

Example of a “Divisions” sub-folder content:



3. CD-ROM LABEL

Each CD-ROM is to be labeled with the following information:

Project *Number* / *Numéro de projet*
 Project *Title* / *Titre du projet*
 Documents for Tender / Documents pour appel d'offres
 CD *X* of/de *X*

Example:

Project 123456 / Projet 123456
 Repair Alexandra Bridge / Réparation du pont Alexandra
 Documents for Tender / Documents pour appel d'offres
 CD 1 of/de 1

APPENDIX 'E'

BASIC REFERENCE GUIDE ON CONVERTING CONSTRUCTION DRAWINGS INTO PORTABLE DOCUMENT FORMAT (PDF)

Issued by:
Real Property Contracting Directorate
PWGSC

May 2005 Last Updated: May 3, 2005

Version 1.0

PREFACE

Portable Document Format (PDF) is the standard format for documents that are posted on the Government Electronic Tendering System (GETS). There is therefore a need to obtain from architectural and engineering consultants an electronic copy of drawings and specifications in PDF for tendering Government of Canada (GoC) construction projects.

In order to have the highest quality in term of resolution and printing, consultants should to the greatest extent possible have the PDF drawing and specification files derived from the native software in which they were created. Scanning is permissible but only in special circumstances, for example when there is no electronic version of a drawing being included in a construction tender package.

The purpose of this document is to provide basic information on the conversion of Computer Aided Design and Drafting (CADD) drawings in PDF. Creating a PDF file from a CADD drawing is a relatively simple process once all the necessary configurations and settings are in place. It actually should not take any longer than it would take to create a plot file or to send a drawing to a printer. The information in this guide is not intended to cover all technical aspects of the conversion, which can be done using various methods, but rather to highlight important points about the process and file settings. The conversion of specifications is not covered in this basic reference guide since it does not require any special configuration or setting.

The information provided in this basic reference guide is not an indication that consultants are relieved from following the established standards for the production of drawings and specifications. The sole purpose of this guide is to provide basic information on the PDF conversion process bearing in mind that additional detailed technical information is available from the various software manufacturers.

1. PRINTER DRIVERS

Adobe Acrobat provides two different printer drivers that are able to convert CADD drawing into PDF format, Acrobat PDF Writer and Acrobat Distiller. Before creating a PDF file from a CADD drawing, a choice must be made as to which one will be used.

Acrobat PDF Writer is a non-PostScript printer driver that works best with documents that don't contain complex graphics

Acrobat Distiller is a PostScript printer driver that works best with documents that contain PostScript fills, Encapsulated PostScript (EPS) graphics, or other complex elements.

It is recommended that Acrobat Distiller be used to create PDF file of architectural and engineering drawings due to their size and complex graphical nature.

2. PRINTER CONFIGURATION

Before converting a CADD drawing to PDF, an Acrobat printer configuration file for the PDF paper size needs to be created. This function can be done in the CADD software rather than using a custom paper size defined for the Acrobat distiller feature. The recommended method is to add a PostScript Adobe plotter in the CADD software and making the necessary setting in terms of media source and size, scale and orientation. The configuration can then be re-used to simplify the conversion process for future files that use the same page size.

As an alternative, although not recommended, a custom-defined size can be created in Acrobat Distiller in the *properties* menu.

3. CREATING PDF FILES

Once the printer configuration has been done in the CADD software, open up Acrobat Distiller and make the necessary settings in the *preferences* and *job options* sub-menu. Ensure that the page size match the sheet size selected in the CADD software to create the file. Particular settings can be saved under different names for future use.

With the Acrobat Distiller application open, ensure the required sheet size is displayed in the *job options* window. Then it is simply a matter of bringing the CADD file into the Acrobat Distiller creation box.

A progress bar will show during the conversion and the newly converted PDF file should open up and be displayed for verification.

4. PDF FILES SETTINGS

4.1 Security

Adobe Acrobat contains security features that can be used to secure the files by restricting any changes to the files. However, since the files will be posted on GETS and will be used for printing copies, the files **must not** be password protected and **must** allow printing.



4.2 Drawing Orientation

The final PDF drawing files must be displayed on the screen in the same direction that the users are intended to view them. This can be achieved by adjusting the setup of the plotter. If the drawing is not oriented properly after the conversion, it can be rotated manually within Adobe Acrobat.

4.3 Font Type

In order to avoid any problems during the conversion and to minimize the potential for font display errors, the fonts used for the production of construction drawings must be *PostScript* or *True Type* fonts.

4.4 Resolution

Since the PDF files will be used for printing, it is important that a proper resolution be selected. It is recommended to select 600 dots per inch (dpi).

4.5 Scale

When choosing the Plot scale in Adobe, it is important to choose the 1:1 scale to ensure the integrity of the scale from which the drawings were created in the CADD software.

5. SCANNING

Scanning is not recommended and should be done only when the drawing is not available electronically. When scanning a drawing, it is important that it be done in real size (scale 1:1) to ensure that the scale remains intact in subsequent printing. It is recommended that each scanned drawing be opened and verified to ensure that the resolution, scale and border are of an acceptable quality.

6. FINAL CHECKLIST

When the drawing file has gone through the PDF conversion, it is recommended to open it and verify the following:

- That the sheet size displayed is what was intended to be created (the size is viewable in the lower left corner of the drawing).
- That the orientation of the sheet is correct.
- That the line types, line weights and fonts match the CADD drawing.
- That the PDF file is in black and white.
- That each drawing is a single PDF file.
- That the PDF file is not password protected and printable.

If all the items are verified, the PDF file is useable

7. ADDITIONAL INFORMATION

For more information about the creation of PostScript and EPS files please refer to the User's Guide of the CADD software being used to produce the drawings. For more information about creating PDF file please refer to the Acrobat Distiller User's Guide and/or visit the Adobe Web site at www.adobe.com.



**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Ministère des Pêches et Océans Canada		2. Branch or Directorate / Direction générale ou Direction BIESS
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Reconstruction des sections 97 et 98 du quai de la Reine. Des besoins de surveillance en résidence (2 personnes) sont requis durant toute la durée des travaux		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No
Non ☐ Yes
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non ☐ Yes
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No
Non ☐ Yes
Oui

If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No
Non ☐ Yes
Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non ☐ Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No
Non ☐ Yes
Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non ☐ Yes
Oui



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

ROD LAPIERRE

Title - Titre

CHEF, gestion des
actifs et des projets

Signature

Telephone no. - N° de téléphone

(418) 648-3819

Facsimile - Télécopieur

(418) 648-4470

E-mail address - Adresse courriel

rodolphe.lapierre@dfo-
mpo.gc.ca

Date

01/04/2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

CAROLE Leclerc

Title - Titre

Agent régional, Sécurité

Signature

Telephone no. - N° de téléphone

(418) 648-5968

Facsimile - Télécopieur

(418) 648-3333

E-mail address - Adresse courriel

carole.leclerc@dfo-mpo.gc.ca

Date

2012-05-18

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

JEAN ROCHETTE

Title - Titre

SPECIALISTE DE
L'APPROVISIONNEMENT

Signature

Telephone no. - N° de téléphone

(418) 648-2834

Facsimile - Télécopieur

(418) 648-2209

E-mail address - Adresse courriel

jean.rochette@tps-gc-pwgsc.gc.ca

Date

2012-06-09

17. Contracting Security Authority / Autorisé contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

() - -

Facsimile - Télécopieur

() - -

E-mail address - Adresse courriel

Date