

**MINUTES OF BIDDERS CONFERENCE**

**SOLICITATION NO. EQ734-123167/A**

**PUBLIC WORKS AND GOVERNMENT SERVICES CANADA**

**GENERAL PURPOSE BUILDINGS  
GENERIC IN / GENERIC OUT (GI/GO)**

**DATE: 01 August 2012**

**TIME: 11:00 AM**

**FEDERAL GOVERNMENT REPRESENTATIVES IN ATTENDANCE:**

**Correctional Services Canada (CSC)**

Ed Burley, CSC Project Leader

**Public Works and Government Services Canada (PWGSC)**

Karen Durnford-McIntosh, PWGSC Project Manager

Jim Cowieson, Team Leader

**AGENDA**

**Introductions** – Karen Durnford-McIntosh (PWGSC)

Circulation of Attendance Record

Review of Request for Proposal

- Solicitation Requirements - Karen Durnford-McIntosh (PWGSC)
- Procurement Timelines - Jim Cowieson (PWGSC)
- Project Brief - Ed Burley (CSC)

**CLARIFICATIONS**

Clarification 1: All technical questions are to be submitted in writing to Sheila Dhanna, Supply Specialist identified on the front of the solicitation document.

Clarification 2: Site Services documents will be posted on MERX by Friday 03 August 2012.

Clarification 3: All bids are to be delivered to 4900 Yonge Street, Toronto, Ontario by the closing date and time specified on the front page of the solicitation document.

Clarification 4: There will be reviews by HRSDC.

Clarification 5: Construction barriers are to be reviewed site by site.

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#### QUESTIONS

Question 1: Are the bathrooms required to be barrier free?

Response: Bathrooms are not required to be barrier free.

Question 2: Was the Fence addendum meant to replace original fence specification?

Response: Yes.

Question 3: When is award of the contract anticipated?

Response: The tender closing is currently 16 August 2012, the technical evaluation will take approximately 3 weeks, therefore we anticipate the contract award to be within the first or second week of September 2012. Provided there are no further bid period extensions.

Question 4: Will PWGSC provide the elevations?

Response: The elevations are indicated on the Site Services Plans.

Question 5: What is the intended purpose of the storage space? i.e. will there be combustibles?

Response: There is no requirement for the storage of Combustibles, the space is intended to be used as a staff building.

Question 6: Does the 8 month completion period include design or is the 8 month completion period just applicable to the construction?

Response: The 8 months completion period is inclusive of design and construction as this is a Design-Build project.

Question 7: Is the 8 month completion firm or can bidders propose alternate completion timelines? Will the bid be disqualified?

Response: No alternate completion timelines will be accepted, any bid offering an alternate timeline will be disqualified.

Question 8: What is the scheduled design review and how long will they take?

Response: The design review will be 33% - 66% - 99%. It will take 2 weeks for each review to be completed.

## MINUTES OF BIDDERS CONFERENCE

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Question 9: Are building Permits required?

Response: Yes. There are a number of sites involved in this project therefore the contractor will have to involve multiple townships.

Question 10: How frequent will Construction meetings take place?

Response: Construction meetings will be every 2 weeks. This is flexible due to the number of site. GC can propose alternatives schedule

Question 11: What systems are currently in place?

Response: The systems are typically Delta or Delco.

Question 12: What fire alarm systems do we require integration with?

Response: Typically the systems are Seimens.

Question 13: What is the energy Target?

Response: The energy target is 1000 M joules. The facility runs on the hours of a typical school.

Question 14: Are road relocation's part of this requirement.

Response: Road relocation's are part of the requirement. Road work is to be completed to Ontario Provincial Standard design. Roads must accommodate fire trucks.

Question 15: Is paving part of this requirement?

Response: If damage is done to paving due to any work such as installing drainage, the paving is to be repaired. Joyceville institution specifically calls for a new parking lot and this is to be included in the contract price and not the unit price table.

Question 16: Are we required to complete hook ups back to existing facilities?

Response: Hook ups back to utilities in existing facilities are required and to be included.

Question 17: Are there any photos of the site available?

Response: The Correctional Services Canada site provides an aerial photo image of the Institution. If there are photos required please submit requests, PWGSC will accommodate where possible.

## **MINUTES OF BIDDERS CONFERENCE**

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Question 18: What are the access hours for the General Purpose buildings located inside the perimeter of the Institution (GI Buildings)? Are contractors permitted to stay later?

Response: Access (identified in the specifications) is typically 7:30 am to 3:30- 4:00 PM . Plan for potential access and departure delays due to the requirement to Sign in and out and tool check in and check out. If there is a need to work later a request must be made in writing no later than 72 hours before the required date.

Question 19: What is the size of the Salty Port Gate for equipment access?

Response: The Gate access is large enough for Fire Truck and smaller crane access.

Question 20: What is the access permitted for the General Purpose building located outside the perimeter of the Institution (GO Building).

Response: The GO buildings outside of the Institution perimeter will be the General Contractor's own construction site weekend and extended work hours are available. Although the GO building is on the Federal reserve it is less restrictive than the GI building.

Question 21: Is there room for trailers at all sites?

Response: Yes. Staging areas are identified within the specifications/drawings.

Question 22: How long and who needs security clearances completed.

Response: All staff require CPIC clearances, this generally takes 2 weeks. Please prioritize your staffing needs when you submit for security clearance.

### **CLOSING REMARKS**

Reminder, the Mandatory Site Visit will be held at 1:00 PM today at Millhaven Institution.

Copies of the minutes will be posted on MERX for all vendors who requested a bid solicitation document.

### **PRESENTATIONS**

See attached Presentations

- Generic Inside Building / Generic Outside Building
- General Purpose Buildings, Various CSC Institutions

Respect

Excellence

Integrity

Leadership



# General Purpose Buildings, Various CSC Institutions Bidder's Conference

**Public Works & Government Services Canada**  
**Kingston, Ontario**  
**August 1, 2012**

Solicitation Number: EQ734-123167/A



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Canada

# Introduction

Corrections Services Canada (CSC)

Ed Burley, CSC Project Leader

Public Works and Government Services Canada (PWGSC)

Karen Durnford-McIntosh, PWGSC Project Manager

Sheila Dhanna, Supply Specialist



# AGENDA

- Introduction – Karen Durnford-McIntosh(PWGSC)
- Circulation of Attendance Record
- Review of Request for Proposal
  - Solicitation Requirements
  - Procurement Timelines
  - Project Brief – Ed Burley (CSC)
- Questions / Clarifications
- Closing Remarks
- Site Visit – at Millhaven



# Review of the Request for Proposal

 The Government of Canada is now providing funding so that potential suppliers can access electronic documentation relating to federal opportunities on the Government Electronic Tendering Service (GETS) free of charge. GETS supports the federal government's sustainable development practices as it encourages moving procurement from a paper-based to an expanded electronic service.

GC Documents may not be redistributed, in whole or in part, in any form or by any means without the prior written permission of the Minister of the Department of Public Works and Government Services, except to the extent permitted by the Copyright Act.

Associated Components: [None](#) Document Request List: N/A

## Various Locations, ON. Generic Support Buildings

### Header

Reference Number	PW-SP/WL-003-1706
Solicitation Number	E0734-123167/A
Organization Name	Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada
Source ID	PD/DP/GC-10077.02
Associated Components	Yes

### Dates

Published	2012-03-30
Revised	2012-07-26
Closing	2012-08-16 02:00 PM Eastern Daylight Saving Time EDT

### Details

Category	Construction Services
GSINS	5129B: CONSTRUCTION OF OTHER BUILDINGS
Region of Delivery	Ontario
Region of Opportunity	
Agreement Type	NAFTA/AIT/Canada-Peru FTA/Canada-Colombia FTA
Tender Type	Notice of Proposed Procurement (NPP)
Estimated Value	
Solicitation Method	

### Notice Description

**Various Locations, ON. Generic Support Buildings**

Trade Agreement: NAFTA/AIT/Canada-Peru FTA/Canada-Colombia FTA  
 Tendering Procedures: All interested suppliers may submit a bid  
 Attachment: YES (MERX) Electronic  
 Competitive Procurement Strategy: Best Overall Proposal  
 Comprehensive Land Claim Agreement: No  
 Nature of Requirements:

E0734-123167/A  
 Dhanita, Sheila  
 Telephone No. - (416) 512-5855 ( )  
 Fax No. - (416) 512-5852

Various Locations, Ontario. Correctional Service Canada.  
 (Bath, Beaver Creek, Fenbrook, Joyceville, Milhaven and Warkworth) Institutions. Design Build of Generic Support Buildings.  
 Project No: R.056399.001

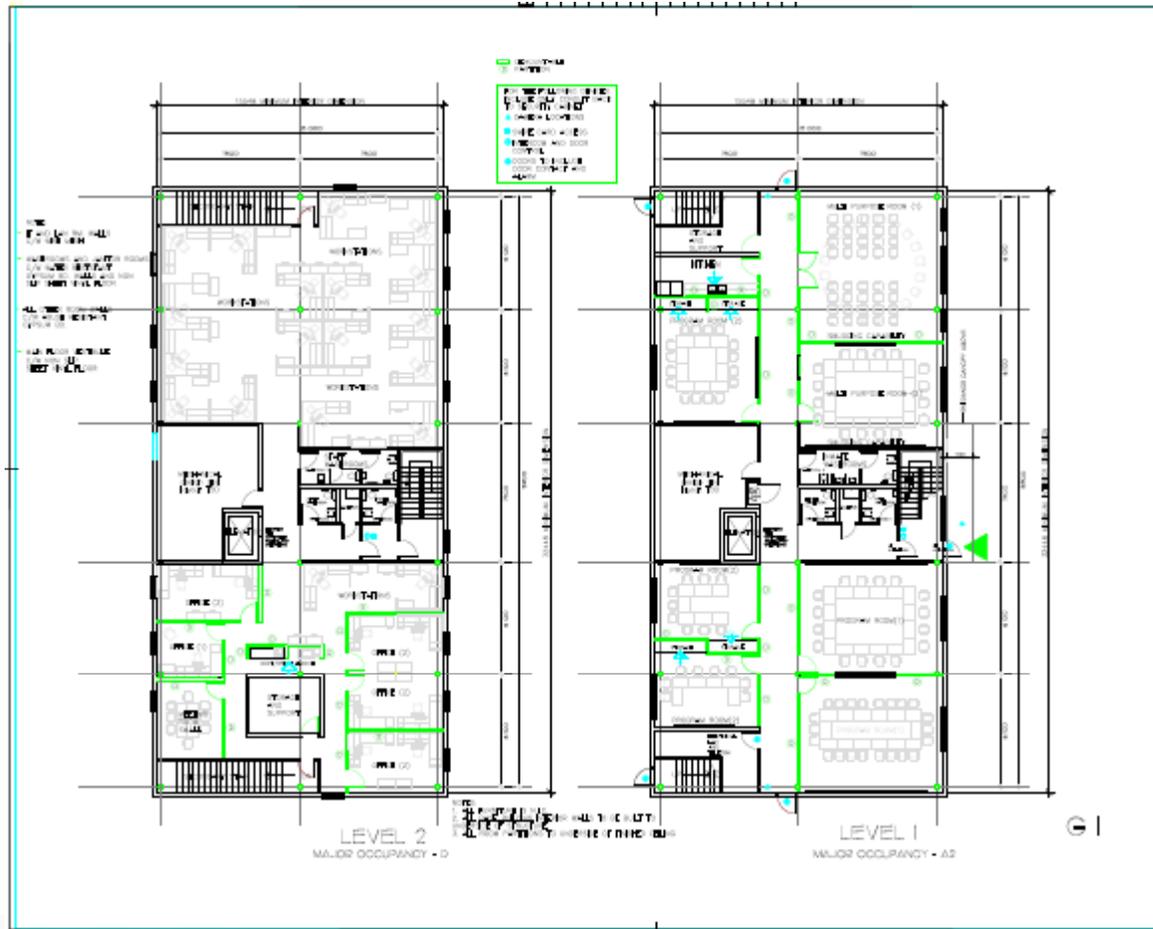
**Requirement**

Public Works and Government Services Canada (PWGSC) has a requirement for a qualified Turnkey (Design-Build) Bidders to deliver New Generic Support Buildings at Bath, Beaver Creek, Fenbrook, Joyceville, Milhaven and Warkworth Institutions, in Ontario Region.

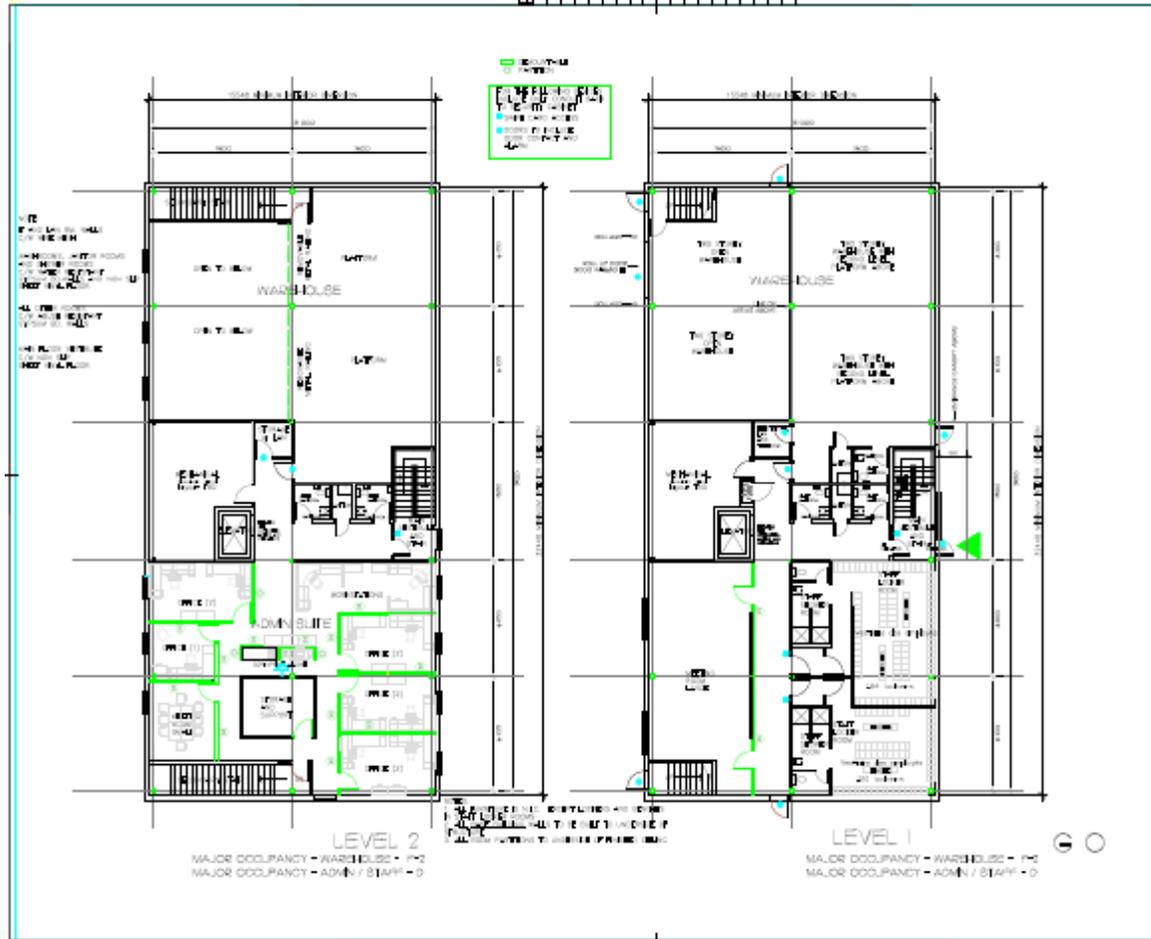
The objective of this RFP is to retain an individual Contractor or joint Venture to provide the complete design-build (turnkey) work for 9 buildings at six sites, at Bath, Beaver Creek, Fenbrook, Joyceville, Milhaven and Warkworth Institutions. Utilizing a turnkey service delivery methodology, a full range of professional consultant and contractor services will be required during both the design and construction phases of the project. The work consists of but is not limited to the design and construction of the four buildings, including site work and service connections. The Project requires design and execution for multiple disciplines carefully coordinated with on-going Institutions operations.



# Project Brief – GI Floor plan



# Project Brief – GO Floor plan

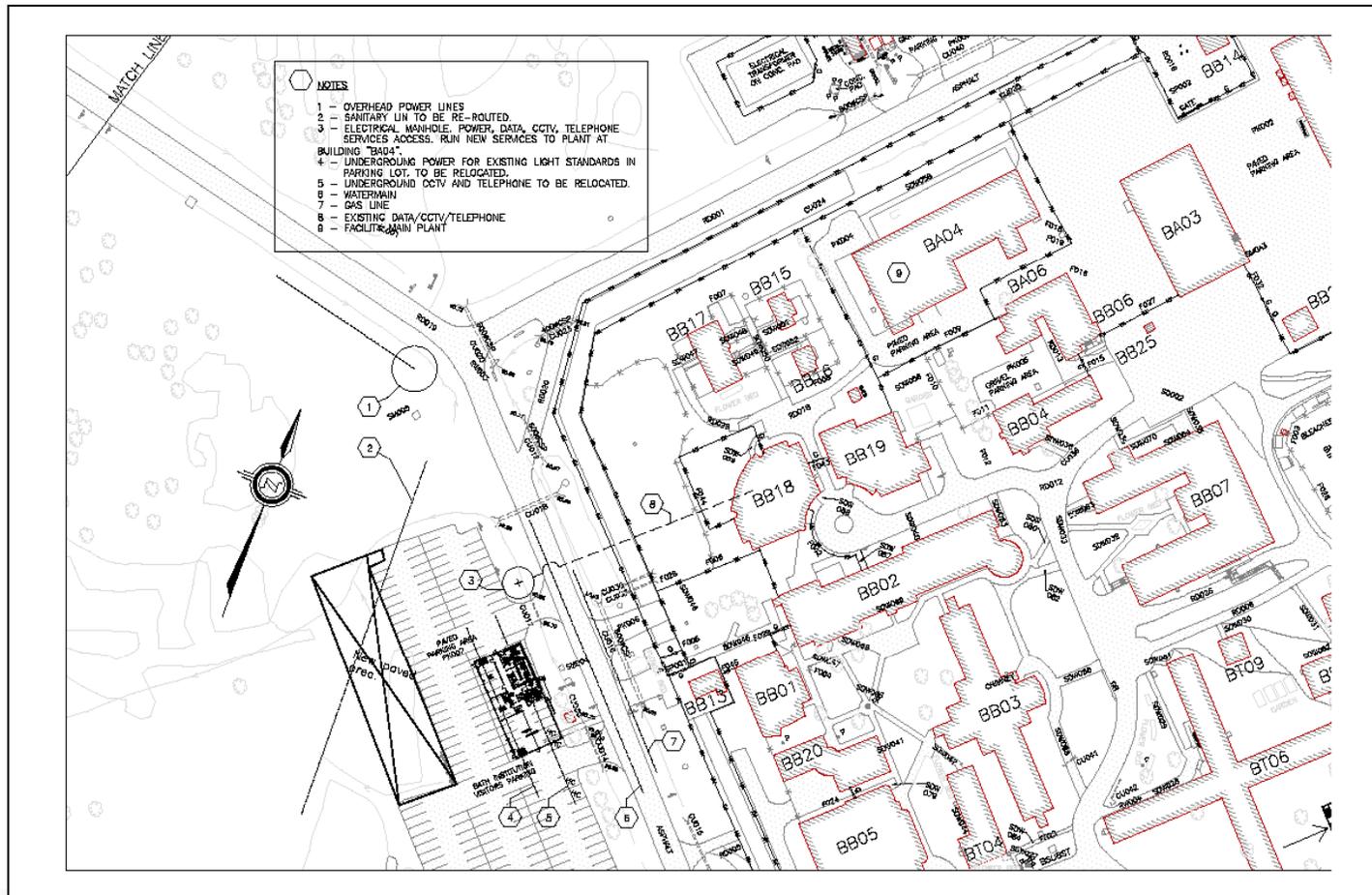


# Closing Remarks

- Copies of the minutes will be sent to all those present at the conference and all vendors who requested a bid solicitation document.
- Questions or requests for clarification during the solicitation period must be submitted in writing as early as possible to Sheila Dhanna, PWGSC, Supply Specialist (as identified on the front page of the RFP). Enquiries should be received no later than 5 working days prior to the closing date. Enquiries received after that date may not be able to be answered prior to the closing date of the solicitation.
- **Solicitation Closes at 02:00 PM on 2012-08-16.**



# Site Drawing – Bath GO

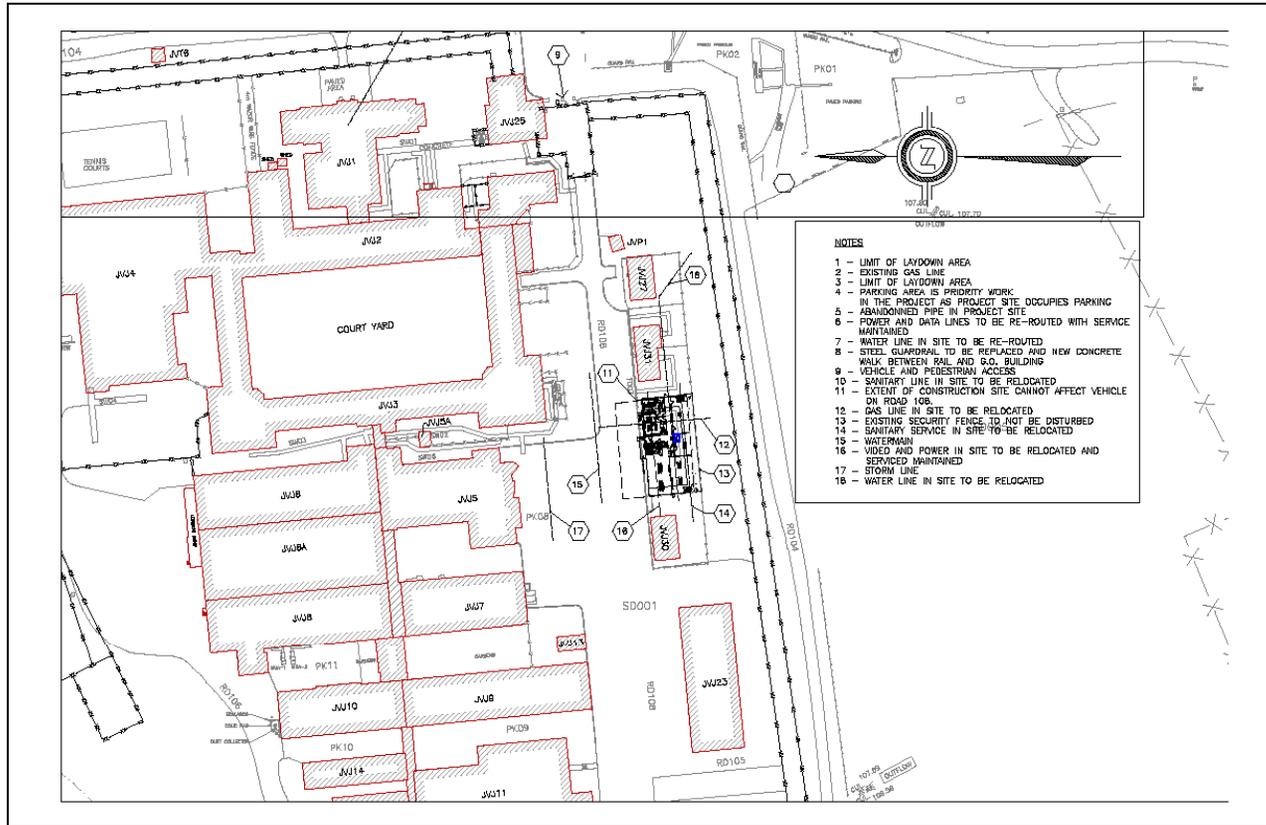




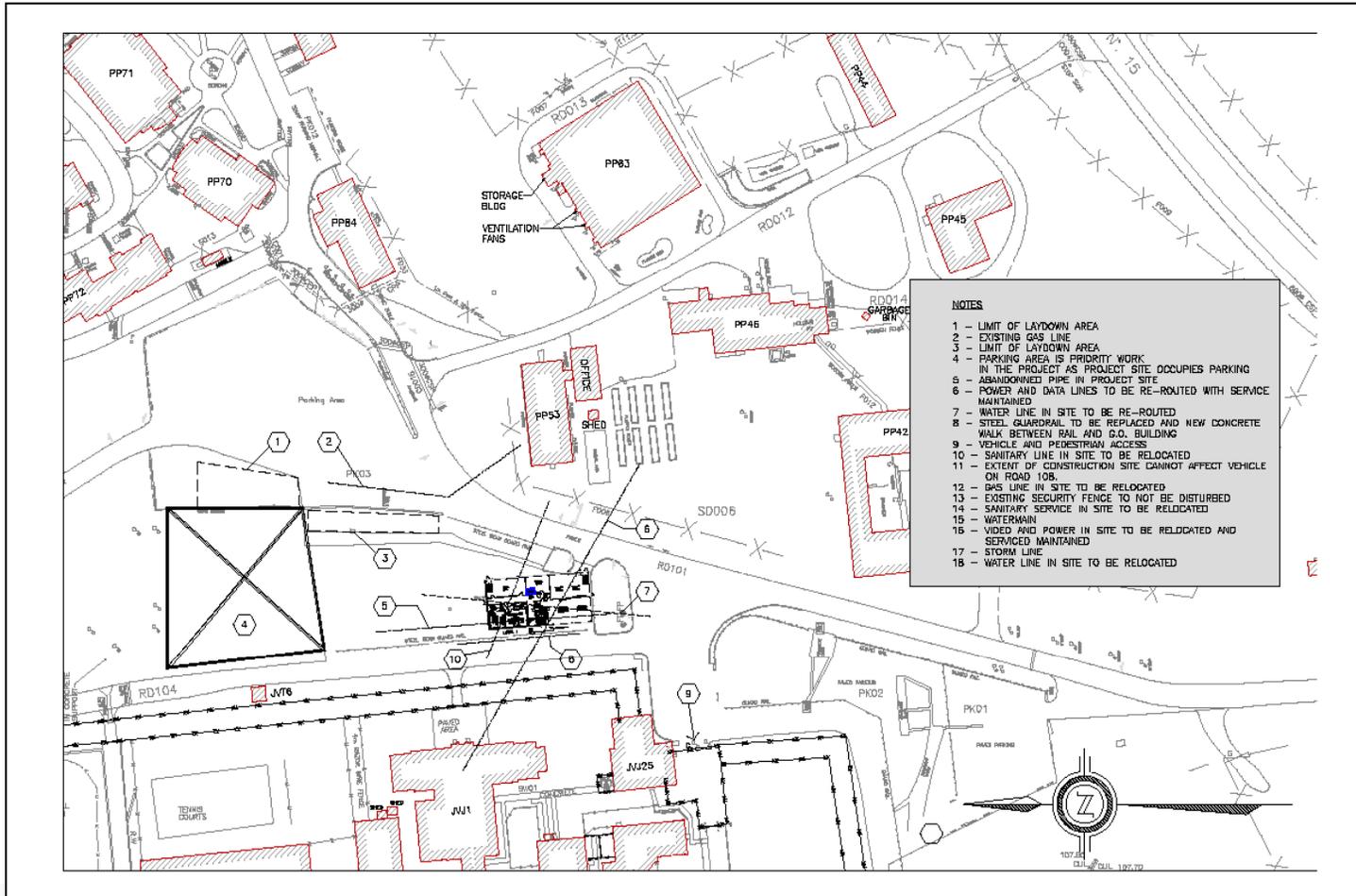




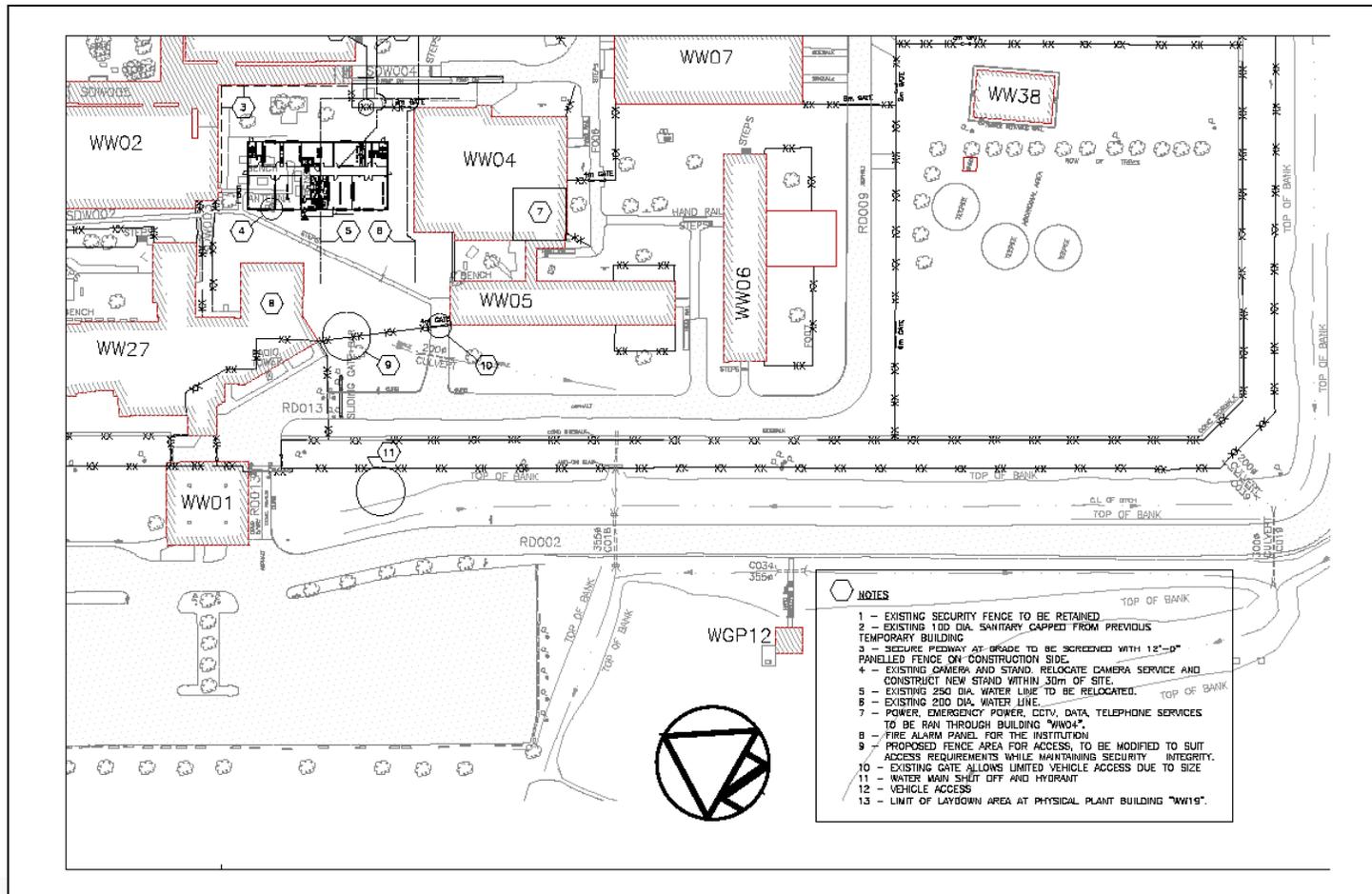
# Site Drawing Joyceville GI



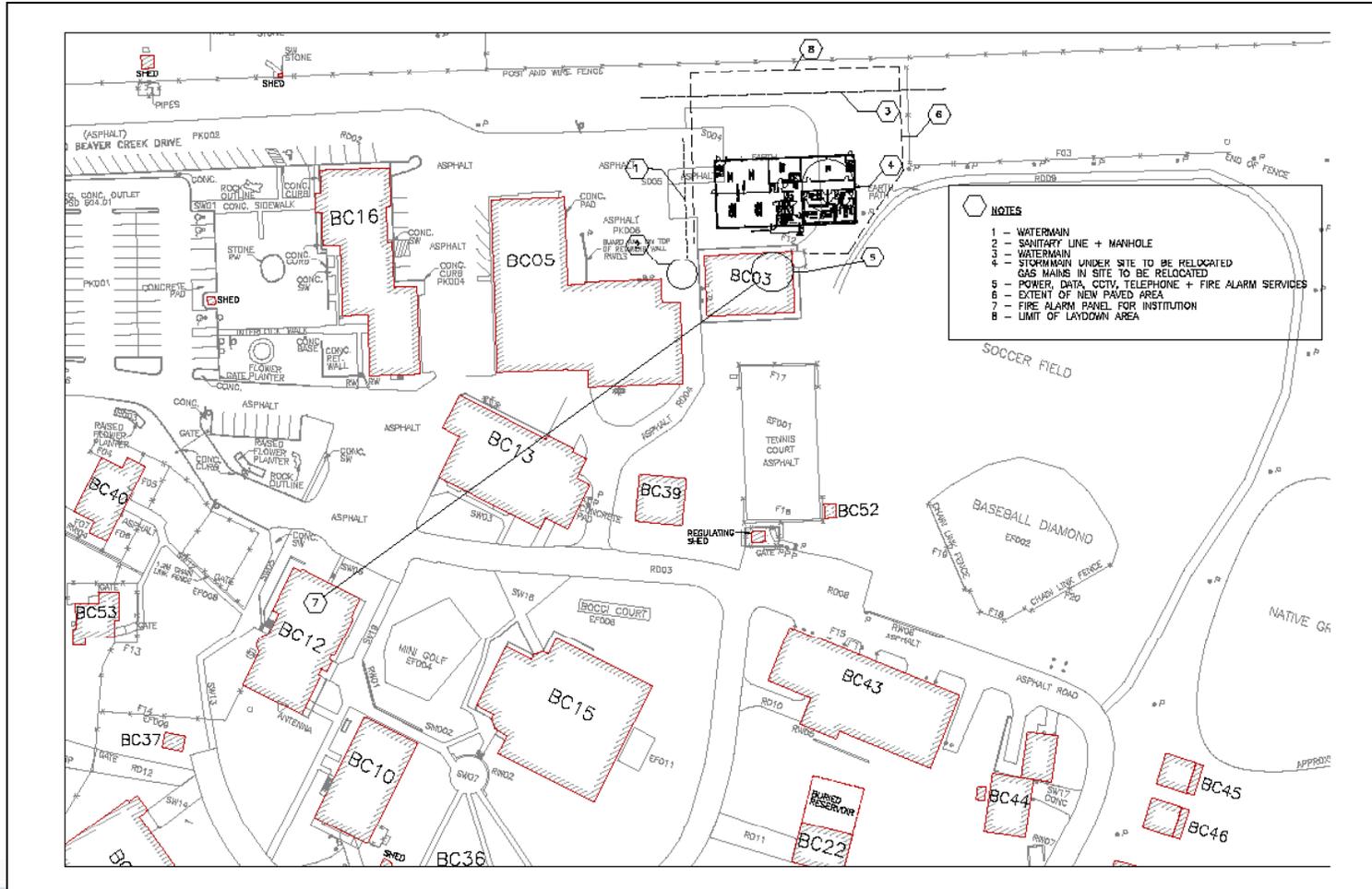
# Site Drawing – Joyceville GO



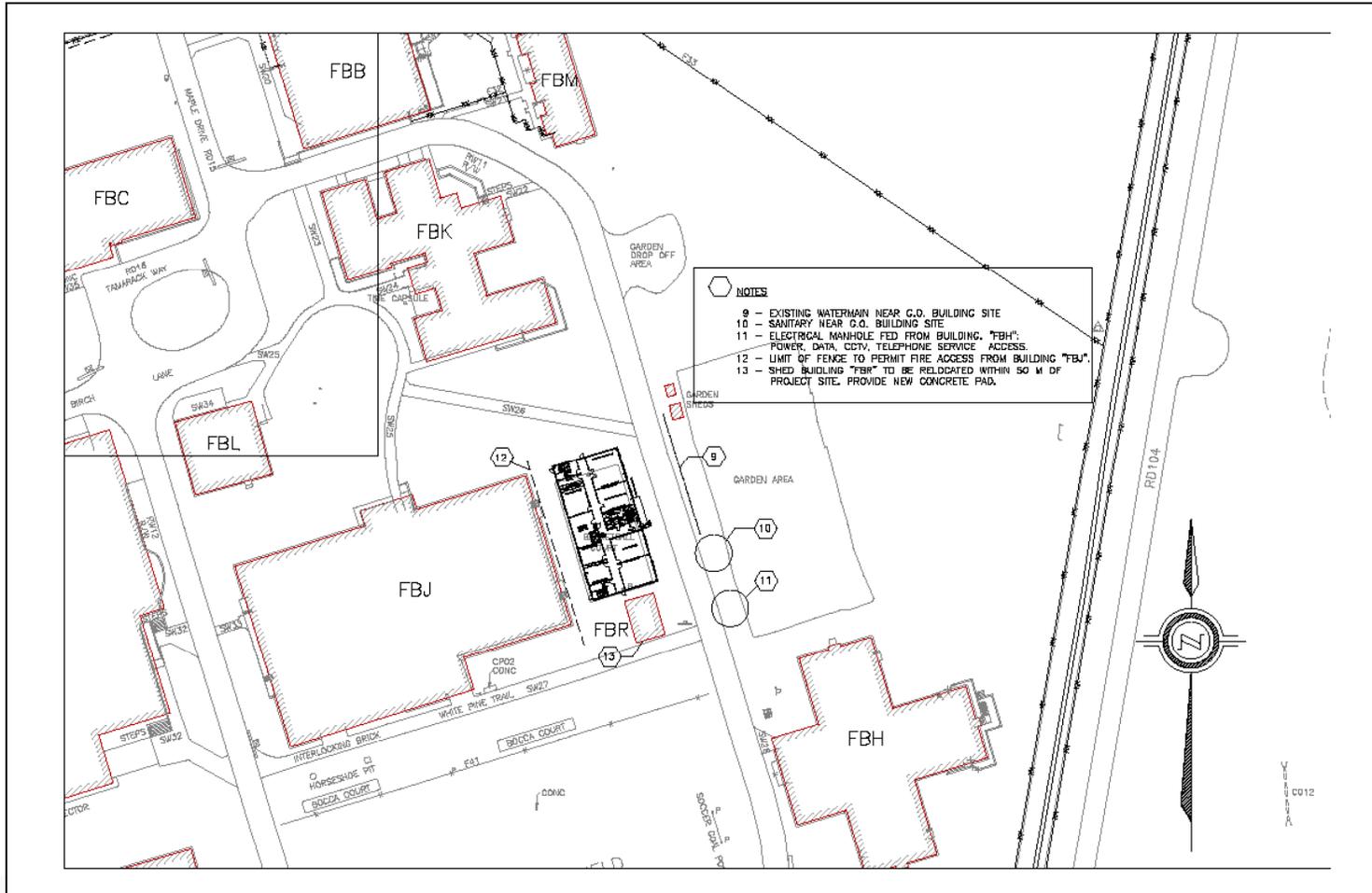
# Site Drawing – Warkworth GI



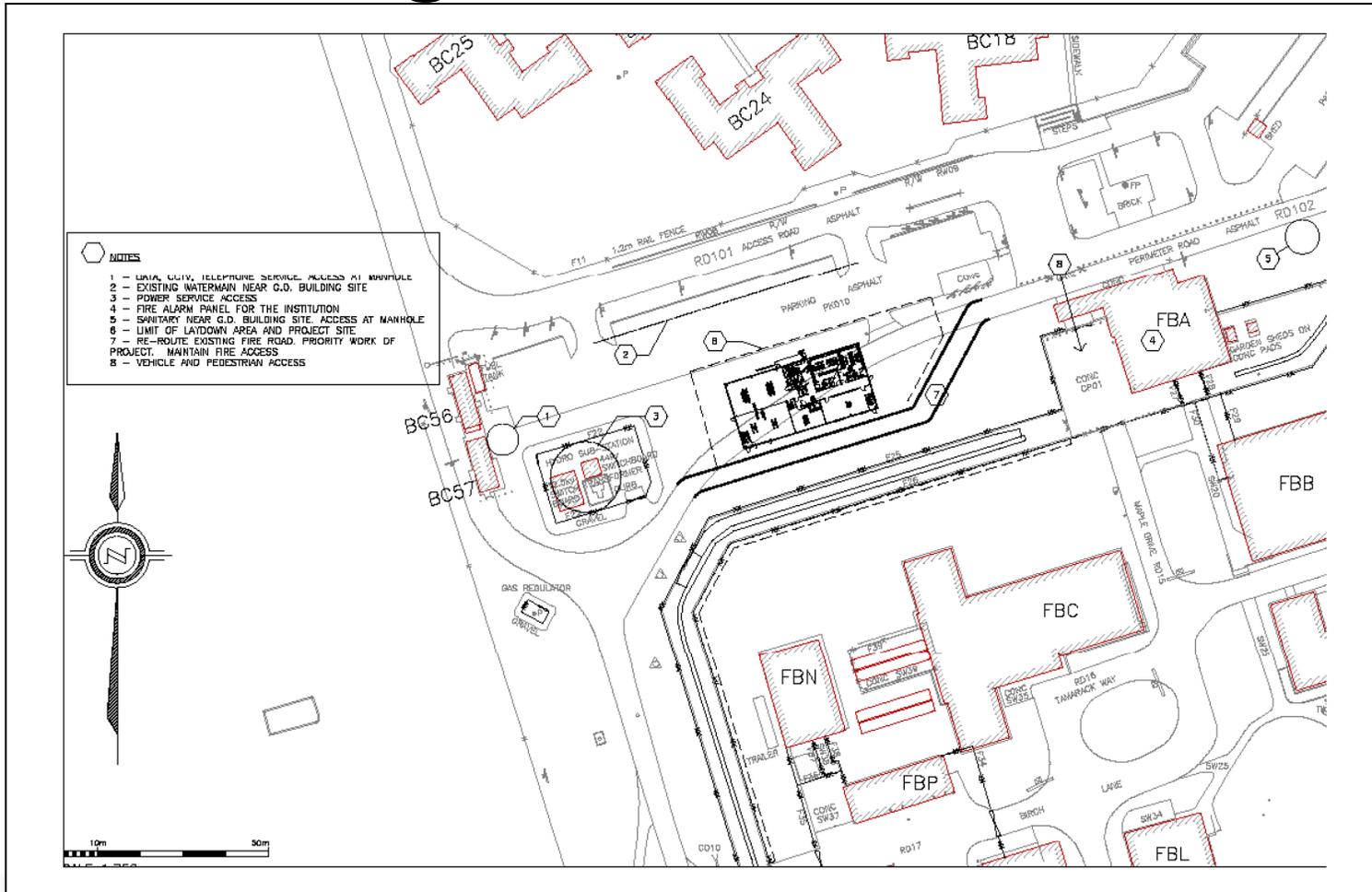
# Site Drawing – Beaver Creek GO



# Site Drawing – Fenbrook GI



# Site Drawing – Fenbrook GO



## SITE VISIT INSTRUCTIONS

The site visit is to provide potential bidders with an opportunity to view and assess aspects of the work that cannot be adequately described in performance specifications.

The site visit is not intended to be a questions and answers period. If questions are raised during the the site visit the bidder is to be instructed to direct all questions to the Contracting Officer in writing.

Although there are no formal Minutes of the site visit, any clarifications, or changes in specifications, resulting from the site visit will result in the original bid solicitation being amended to reflect these changes or clarifications.





Service correctionnel  
Canada

Correctional Service  
Canada



LA SÉCURITÉ,  
LA DIGNITÉ  
ET LE RESPECT  
POUR TOUS

SAFETY, RESPECT  
AND DIGNITY  
FOR ALL

# Generic Inside Building (GI) Generic Outside Building (GO)

*A National Project in the Ontario Region*

Canada



# CSC Representative

- Edward Burley
- Construction Project Leader | Chef de projets de construction  
Facilities Branch | Direction des installations  
Corporate Services | Services corporatifs  
Correctional Service Canada | Service correctionnel  
Canada  
Kingston Regional HQ  
[burleyey@csc-scc.gc.ca](mailto:burleyey@csc-scc.gc.ca)  
Telephone | Téléphone 613-539-1841  
Government of Canada | Gouvernement du Canada



# Correctional Service Canada (CSC) Values Statement

We promote an ethical work environment through five key reciprocal values:

Respect, Fairness, Professionalism, Inclusiveness, and Accountability

We see the values as reciprocal — “What I expect of others, they should expect of me” — and consistent with our historical values.

They are applicable to all staff as we work with each other, our stakeholders, the public with whom we interact, and offenders.



# Generic Inside Building Function

The GI building is a 1000.0 M<sup>2</sup> two storey building with the initial design of two distinct Functional Zones.

- The Program Zone: This zone is generally considered to be an Inmate area and is located on the ground level and will have general inmate access as scheduled. This area may include program rooms, inmate group offices, meeting rooms, storage and other support functions.
- The Administration Zone: This zone is generally considered to be a staff area and is located on the second level of the building and has limited inmate access. The area will support various staff functions including offices, open cubicles, meeting rooms, storage as well as support functions such as washrooms, kitchenettes, copy and fax centres.





# Generic Outside Building Function

The GO building is a 1000.0 M<sup>2</sup> two storey building with the initial design of three distinct Functional Zones.

- The Storage Zone: This zone is generally considered to be an open warehouse area and is located on one side of the support functions and covers space on both the ground and second level. This area includes a ground level receiving area, two storey open storage and one storey high storage areas on both ground floor and in platform storage on the second level.
- The Administration Zone: This zone is generally considered to be a staff area and is located on the second level of the building and has limited access. The area will support various staff functions including offices, open cubicles, meeting room, storage as well as support functions such as washrooms, copy and fax centers.
- The Support Zone: This zone is an area of support functions for the staff of the institution. This includes locker rooms, change rooms, and a large meeting room.



# GO Floor Plan

