



**Royal Canadian Mounted Police  
Gendarmerie royale du Canada**

**RETOURNER LES SOUMISSIONS A:  
RETURN BIDS TO:**

**Bid Receiving/Réception des  
sousmissions**

Procurement & Contracting Services  
Northwest Region  
Place 123  
Room 203, 12315 Stony Plain Road  
Edmonton, AB T5N 3Y8

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Royal Canadian Mounted  
Police

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  
therefore.

Proposition aux: Gendarmerie royale du  
Canada. Nous offrons par la présente de  
vendre à Sa Majesté I 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 – Commentaries**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Contractor's Legal Business Name**

Business Address:

Telephone#: Fax#:

GST# or SIN# or Business#:

**Issuing Office - Bureau de distribution**

Procurement & Contracting Services  
Northwest Region  
Place 123  
Room 203, 12315 Stony Plain Road  
Edmonton, AB T5N 3Y8

Title-Sujet: Architectural & Engineering Design for Winnipeg RCMP Air Hanger Renovation Project	
Solicitation No. - No. de l'invitation M5000-4-0596/A	Date 29 <sup>th</sup> May 2013
GETS Reference No. - No. de Référence de SEAG <b>269327</b>	
Client Reference No. - No. De Référence du Client n/a	
Solicitation Closes - L'invitation prend fin at - à 02:00 pm 27 <sup>th</sup> June, 2013 MDST	
F.O.B. - F.A.B. Destination	
Address Enquiries to: - Adresser toutes questions à: Cyndi Ryan Senior Contracting Officer <a href="mailto:Cyndi.ryan@rcmp-grc.gc.ca">Cyndi.ryan@rcmp-grc.gc.ca</a>	
Telephone No. - No de téléphone 780-341-3034	Fax No. - N° de FAX: 780-454-4523
Bid Receiving Unit See Herein	
Delivery Required - Livraison exigée: See Herein	Delivery Offered - Livraison proposée
Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
Name	Title
Signature	Date
(Please sign and return cover page with bid proposal)	



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**Contract/Contrat No.:** M5000-4-0596/A

## **REQUEST FOR PROPOSAL (RFP)**

All references to the Department of Public Works & Government Services Canada (PWGSC) in the 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>), as well in Doing Business (Appendix D), are to be replaced with the *Royal Canadian Mounted Police (RCMP)*.



## TABLE OF CONTENTS

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

Front Page

Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Proposal Documents
- SI3 Questions or request for clarifications
- SI4 Canada's Trade Agreements
- SI5 Security Requirement
- SI6 Web Sites

Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

- SC1 Validity of Bid
- SC2 Electronic Deliverables
- SC3 Security Requirements
- SC4 Health and Safety

Agreement Particulars

Team Identification Format (Appendix A)

Declaration Form (Appendix B)

Price Proposal Form (Appendix C)

Doing Business (Appendix D)

Security Requirements Check List (Appendix E)

Submission Requirements and Evaluation (Appendix F)

Project Brief / Terms of Reference (Appendix G)

Drawings (Appendix H) – not applicable

Health and Safety (Appendix I)



## **SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)**

### **SI1 INTRODUCTION**

- 1 The Royal Canadian Mountain Police (RCMP) requires renovations to the Winnipeg Air Hanger as per the enclosed Project Brief.

### **SI2 PROPOSAL DOCUMENTS**

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



**SI3    QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP Page 1 as early as possible. Enquiries should be received no later than seven (7) 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 not subject to the provisions of any Trade Agreements.

**SI5    SECURITY REQUIREMENT**

- 1      This procurement contains a Security Requirement as described in the Supplementary Conditions.
- 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

<http://www.achatsetventes-buyandsell.gc.ca/eng>

Supplier Registration Agent

<http://www.achatsetventes-buyandsell.gc.ca/eng/sricontacts>

Consultant Performance Evaluation Report Form

<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 (2013-04-25), GC1 - General Provisions
    - R1215D (2011-05-16), GC2 - Administration of the Contract
    - R1220D (2011-05-16), GC3 - Consultant Services
    - R1225D (2012-07-16), GC4 - Intellectual Property
    - R1230D (2012-07-16), 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 (2012-07-16), GC8 - Dispute Resolution
    - R1250D R1650D (2012-07-16), GC9 - Indemnification and Insurance
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled "Doing Business" "General Procedures and Standards";
  - (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 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:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>



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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" "General Procedures and Standards";
  - (i) the document entitled "Security Requirement Check List";
  - (j) the proposal.





## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 VALIDITY OF BIDS**

1. Any proposal must remain open for acceptance for a period of no less than one hundred and twenty (120) days after the closing date of the RFP.

### **SC2 ELECTRONIC DELIVERABLES**

1. Electronic Version of Drawings and Specifications:

Electronic true copy of the final submission drawings and specifications on one or multiple CD-ROM in Manual on Directory Structure and Naming Convention Standard for Construction Tender Documents on CD-ROM attached at.

The PDF files should to the greatest extent possible be derived from the native software in which they were created and must not have any password protection and printing restrictions. A reference guide providing basic information on the conversion of construction drawings in PDF is available at.

The electronic true copy of drawings and specifications is for tendering purposes only and do not require to be signed and sealed. The original signed and sealed hard copy of drawings and specifications submitted under the Required Services in the Project Brief will be the version used by the successful contractor for construction and building permit purposes. It is recommended that the hard copy submission be printed from the PDF version to eliminate any possibility of conflicts between the hard copy set and the electronic version.

2. Electronic Version of Addenda:

Addenda, where needed, in electronic format (PDF) without password protection and printing restrictions.

3. EDCDS PDF Checklist

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

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



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- 3.7 When converting Divisions of the Specifications to PDF format check the page count of each Division to ensure it matches the Table of Contents page count
- 3.8 All Specification pages **MUST** be 8 ½ x 11 inches (21.587 cm x 27.937 cm). All pages contained in each PDF file **MUST** have the same physical size
- 3.9 Any pages exceeding 8 ½ x 11 inches are treated by EDCDS as if they are Drawings, therefore, **MUST** be converted into individual PDF files. To ensure they pass QA they should be placed in the Drawings folder
- 3.10 Ensure that the paper size selected in Adobe when Drawing files are being converted to PDF format is the same size as the original. ie 24 x 30 inches (using smaller page sizes may affect the quality and the ability to read the drawing(s) when plotted).

**SC3 HEALTH AND SAFETY - see requirements contained in Annex I**

**SC4 PERSONNEL SECURITY**

The Contractor **MUST**:

- a) Provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative, for each person working on this project if requested. This information will be used for security clearance purposes. Fingerprinting may be required. This information must be provided within (3) three days of request
- b) Ensure that all persons who will have access to RCMP Protected Information, hold a valid RCMP Reliability Status Security Clearance issued by the RCMP Departmental Security Unit as indicated in the attached Security Requirement Checklist – attached as Appendix E (SRCL – Form TSB/SCT 350-103(2004/12)).



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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.



**APPENDIX A - TEAM IDENTIFICATION FORMAT**

For details on this format, please see Submission Requirements and Evaluation in the Request for Proposal found in Appendix F.

The prime consultant and other members of the 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 -Architect):**

Firm or Joint Venture Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....

**II. Key Sub Consultants / Specialists:**

**Structural Engineer**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....



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**Mechanical Engineer**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....

**Electrical Engineer**

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....

**(List others as applicable to the project)**



**APPENDIX B - DECLARATION FORM**

**Project Title:** Architectural & Engineering Design Services for the Winnipeg Air Hanger occupied by the RCMP

**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:**

<p><b>Type of Organization:</b></p> <p>_____ Sole Proprietorship</p> <p>_____ Partnership</p> <p>_____ Corporation</p> <p>_____ Joint Venture</p>	<p><b>Size of Organization :</b></p> <p>Number of Employees _____</p> <p>Graduate Architects/Professional Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p> <p>Other _____</p>
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## APPENDIX B - DECLARATION FORM (CONT'D)

### Federal Contractors Program (FCP) - Certification

Pursuant to GI 11, 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);
- (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 :

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



**APPENDIX B - DECLARATION FORM (CONT'D)**

**Project Title:** Architectural & Engineering Design Services for the Winnipeg Air Hanger occupied by the RCMP

**Name of Proponent:**

**This Declaration forms part of the proposal. Failure to include such representation and warranty with the proposal by executing the signature block below will render the proposal as non-responsive**

**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.

**Name (print):** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**GST #:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

During proposal evaluation period, the RCMP contact will be with the above named person.





**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, RCMP 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: Architectural & Engineering Design Services for the Gypsumville Detachment Project**

**Name of Proponent:**

\_\_\_\_\_

**The following will form part of the evaluation process:**

\_\_\_\_\_

**REQUIRED SERVICES – Architectural, Mechanical, Structural and Electrical**

**TOTAL FIXED FEE (R1230D, GC 5 - Terms of Payment) :**

<b>FIRM FIXED FEE</b>	
Services	Fixed Fee
Design Development	\$ _____
Construction Documents 33%	\$ _____
Construction Documents 66%	\$ _____
Construction Documents 99%	\$ _____
Tender Documents	\$ _____
Maximum Fixed Fee	\$ _____



## APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

### THE FOLLOWING WILL NOT FORM PART OF THE EVALUATION PROCESS

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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.

#### i.e. OTHER ADDITIONAL SERVICES

#### DISBURSEMENTS

At cost without allowance for mark-up or profit, supported by invoices/receipts – As found in clause R1230, GC 5 – Terms of Payment, section GC 5.12.

**Note:** When items are mentioned as part of the Project Brief they cannot be claimed as part of the Disbursements. Example: If travel (including site visits) is part of the requirement mentioned within the Project Brief than your Fixed Fees must take into consideration all costs associated to provide that service - travel would not be paid through the Disbursements and bidders should not list them here. Travel could only be claimed if not listed within the Project Brief.

**However,** the RCMP will make every effort to fly in the consultant with the force plane to each of the locations. If this cannot be arranged then the consultant will be reimbursed at cost without allowance for mark-up or profit, supported by invoices/receipts their travel costs.

#### R1230D GC 5.12. (2011-05-16) Disbursements

1. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following cost shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately:
  - a) reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Project Brief;
  - b) standard office expenses such as any photocopying, computer costs, internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
  - c) courier and delivery charges for deliverables specified in the Project Brief;
  - d) plotting;



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- e) presentation material;
  - f) parking fees;
  - g) taxi charges;
  - h) travel time;
  - i) travel expenses; and
  - j) local project office
2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Departmental Representative, shall be reimbursed to the Consultant at actual cost:
- a) reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Project Brief;
  - b) transportation costs for material samples and models additional to that specified in the Project Brief;
  - c) project related travel and accommodation additional to that specified in the Project Brief shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive; and
  - d) other disbursements made with the prior approval and authorization of the Departmental Representative.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Departmental Representative.

(specify and enter limit)	
	\$
	\$
	\$
Maximum Amount for Disbursements	





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**APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

Staff - For the administration of the Contract, Hourly Rate increases for staff are to be documented to the RCMP for approval.

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



**APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

**Signature of Consultant or Joint Venture Consultants.**

**The Consultant agrees** to provide ALL services requested in the Request For Proposal. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....  
name signature  
.....  
title

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

.....  
name signature  
.....  
title

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



## **APPENDIX D – DOING BUSINESS**

Attached is the document “Doing Business”.

The document “Doing Business” is to be referenced along with the Project Brief – Annex G.



## APPENDIX E – SECURITY REQUIREMENT CHECK LIST

The SRCL “Security Requirement Check List” which is used by the Government of Canada – all Department and Agencies – to determine the level of security required for each project being completed will be provided at a later date during the RFP process – showing as an additional document.

**NOTE: The RCMP Departmental Security Branch had determined that the level of security that is required for this project is to be set at “Facility Access with Escort” – Design Team will require clearance to access RCMP protected information.**

If awarded a contract, your firm will be required to complete all Security Forms that may be requested by the RCMP Project Manager.





## APPENDIX F – SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

### F.1. GENERAL SUBMISSION REQUIREMENTS

#### 1.1 FORMAT

The following format should be implemented when preparing the proposal:

- 1.1.1 Paper size - 216mm x 279mm (8.5" x 11").
- 1.1.2 Minimum font size - 10 point Times or equal.
- 1.1.3 Minimum margins - 12 mm left, right, top, and bottom.
- 1.1.4 Double-sided submissions are preferred.
- 1.1.5 One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper.
- 1.1.6 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.

#### 1.2 ORDER

The order of the proposals should follow the order established in the RFP. ***A Deduction of 50 points from the technical score will be applied should this not occur.***

#### 1.3 ELECTRONIC TRANSMISSIONS

Due to the nature of this solicitation, complete hard copies of the technical proposal as well as the price proposal (in separate envelope), along with supporting information, are required to allow a proper evaluation to be conducted. Electronic transmission of the proposal by such means as electronic mail or facsimile is not considered to be practical, and therefore will not be accepted.

Revisions to proposals may be sent electronically.

### F.2. SUBMITTAL REQUIREMENTS

- 2.1 Submit one (1) bound original plus three (3) bound copies of the proposal. Include, in a separate envelope, one (1) copy of the completed price proposal, attached as Appendix "C" herein, to the address listed on the front page of this proposal.
- 2.2 Maximum number of pages including text and graphics to be submitted for the rated requirements under SRE 4 is thirty (30) pages.
- 2.3 The following contents are not included as part of the maximum page limitation noted in 2.2.:



- 2.3.1 Covering letter (optional - contents not evaluated)
- 2.3.2 Completed Consultant Team Identification Form; and
- 2.3.3 Completed and signed Declaration Form
- 2.3.4 Front page of the RFP Solicitation
- 2.3.5 Front page of revision(s) to the RFP
- 2.3.6 Price Proposal

**2.4 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 RCMP Evaluation Board members for evaluation**

### F.3. MANDATORY REQUIREMENTS

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

#### 3.1 CONSULTANT TEAM

3.1.1 The proponent's consultant team must include EXPERTISE in:

- .1) Architectural
- .2) Structural
- .3) Mechanical
- .4) Electrical

#### 3.2 TEAM IDENTIFICATION

The proponent must identify the name of the Proponent firm, and any key Sub-Consultant firms, Key Specialists and key personnel, if applicable, to be assigned to the project, along with their licensing and/or professional affiliation(s).

#### 3.3 DECLARATION FORM

Proponents must complete, sign and submit the Declaration Form, provided in Appendix "B" attached.

#### 3.4 MINIMUM SCORE

Proponents must achieve a minimum Criterion pass mark of 50% in each category, however an overall 60% must be achieved to pass the technical – this means a minimum Technical Score of 240 points out of 400 points available.



**F.4. RATED REQUIREMENTS – TECHNICAL** (Maximum possible total points - 400)

**4.1 PAST ACHIEVEMENTS ON PROJECTS (PROJECT TEAM)**

**(Maximum possible total points - 100)**

4.1.1 Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects. Select two (2) projects undertaken to the construction completion stage, within the last five (5) years that have similarities to residential housing or police detachment or other like facility. Submissions from joint ventures are, together, not to exceed the two projects.

4.1.2 The description should contain the following:

- 4.1.2.1 An explanation on how each listed past project is comparable/relevant to the requested project.
- 4.1.2.2 A brief description and intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges and resolutions.
- 4.1.2.3 An explanation of any budget variance between contract price and final construction cost. How was variance managed.
- 4.1.2.4 An explanation of any variance in the project schedule control and management between the initial schedule and final completion date. How was variance managed.
- 4.1.2.5 Names of key personnel responsible for project delivery.

**4.2 PAST ACHIEVEMENTS OF KEY SUB-CONSULTANTS AND SPECIALISTS**

**(Maximum possible total points - 100)**

4.2.1. 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.

4.2.2. Information on each team member should contain:

- 4.2.2.1 An explanation on how each listed past project is comparable/relevant to the requested project.
- 4.2.2.2 A brief description and intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges and resolutions.



- 4.2.2.3 An explanation of any budget variance between contract price and final construction cost. How was variance managed.
- 4.2.2.4 An explanation of any variance in the project schedule control and management between the initial schedule and final completion date. How was variance managed.
- 4.2.2.5 Names of key personnel responsible for project delivery.

#### **4.3 PAST ACHIEVEMENTS OF KEY PERSONNEL ON PROJECTS**

##### **(Maximum possible total points - 75)**

- 4.3.1. 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.
- 4.3.2. Information on each team member should contain:
  - 4.3.2.1 Brief CV of one (1) senior project personnel of the prime Consultants Staff who will be assigned to this project.
  - 4.3.2.2 Brief CV of one (1) project personnel of each sub/specialist Consultant's staff who will be assigned to this project.
  - 4.3.2.3 Copies of Professional Accreditation.
  - 4.3.2.4 Relevant experience, expertise, competence and number of years of experience will be taken into account as part of the evaluation process for each of the key personnel.
  - 4.3.2.5 A description which outlines the extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the subject project..

#### **4.4 UNDERSTANDING OF THE PROJECT**

##### **(Maximum possible total points - 125)**

- 4.4.1 The proponent is to demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.
- 4.4.2 Information that should be provided includes:



- 4.4.2.1 Functional and technical requirements, demonstrating awareness of the goals of the project.
- 4.4.2.2 Significant issues, challenges and constraints for this specific project.
- 4.4.2.3 Project schedule. Review schedule and assess risk management elements that may affect the project.
- 4.4.2.4 Cost planning and budgeting. Review cost information and assess risk management elements that may affect the project.

**4.5 TECHNICAL EVALUATION AND RATING OF SOLICITATION MANDATORY CRITERIA:**

		<b>Met/Not Met</b>
4.5.1	Technical & Price Proposals must be received in the bid receiving unit prior to the date and time indicated in the solicitation document	
4.5.2	Submit a maximum of thirty (30) pages per SRE's - pages in excess of (30) will be removed	
4.5.3	Complete and Submit Team Identification Information	
4.5.4	Complete and Submit the signed declaration form	
4.5.5	Complete, sign and submit the Price Proposal form in a separate envelope. All price proposals which are greater than 25% above the average price will cause their respective complete proposals to be set aside and receive not further consideration.	
4.5.6	Achieve an individual criterion pass mark of 50% and an overall pass mark of 60%.	

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



<b>Criterion</b>	<b>Weight Factor</b>	<b>Rating</b>	<b>Weighted Rating</b>
Past Achievements on Projects (Prime Consultants Project Team)	equal	0-100	0-100
Past Achievements of Key Sub-Consultants & Specialists	Equal	0-100	0-100
Past Achievements of Key Personnel on Project	equal	0-75	0-75
Understanding of the Project	equal	0-125	0-125
Technical Rating (Total)	equal	0-400	0-400

***To be considered further, proponents must achieve an individual criterion pass mark of 50% and an overall Technical Score of 60% (240 out of the total 400 available points. No further consideration will be given to proponents submissions not achieving the minimum technical score(s).***

**F. 5. RATED REQUIREMENTS - THE PRICE PROPOSAL**

**(Maximum possible points for Price Proposal - 100)**

- 5.1** Refer to GI 7 General Instructions R1210T found in the SACC Clauses and Price Proposal Form for pricing requirements.
- 5.2** Refer to GI 3 General Instructions R1210T found in the SACC Clauses for Price Proposal rating formula.
- 5.3** All price proposals which are greater than 25 percent above the average price will cause their respective complete proposals to be set aside and receive no further consideration.



**5.4** The remaining price proposals are rated as follows:

- a) The lowest evaluated price proposal receives a Price Rating of 250.
- b) The second, third, fourth and fifth lowest evaluated prices receive Price Ratings of 200, 150, 100, and 50 respectively. All other evaluated price proposals receive a Price Rating of 0.
- c) On the rare occasion where two (or more) evaluated price proposals are identical, these price proposals receive the same rating and the corresponding number of following ratings are skipped.
- d) The evaluated Price Rating is multiplied by a predetermined percentage factor to establish a Price Score.

**5.5** No reference to cost is to be included in the Technical portion of the submission.

**F.6. FINAL SELECTION**

**6.1 SELECTION PROCEDURE**

Refer to GI 2 of the General Instructions R1210T found in the SACC Clauses for an overview of the Evaluation and Selection Procedure.

**6.2 MAXIMUM POSSIBLE TOTAL POINTS**

Total Scores will be established in accordance with the following:

<b>Rating</b>	<b>Possible Range</b>	<b>% of Total Score</b>	<b>Score (Points)</b>
Technical Proposal	0-400	80	0-400
Price Proposal	0-100	20	0-100
Total Score	0-500	100	0-500

**6.3 RECOMMENDATION**

The proponent receiving the highest Total Score combined (see 6.2 above) is the first entity that the Evaluation Board will recommend being approached in order to finalize details of an agreement for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be recommended.



## **6.4 RIGHTS OF CANADA**

Canada reserves the right to:

- a) reject any or all bids received in response to the bid solicitation
- b) enter into negotiations with bidders on any or all aspects of their bids
- c) accept any bid in whole or in part without negotiations
- d) cancel the bid solicitation at any time
- e) reissue the bid solicitation
- f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- g) negotiate with the sole responsive Bidder to ensure best value to Canada.

## **F.7. PROPOSAL SUBMISSION REQUIREMENTS - CHECKLIST**

- 7.1** 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.

Technical Submission:

Proposal - one (1) signed original plus four (4) copies  
Front page of RFP - completed and signed  
Declaration Form - completed and signed  
Team Identification Form - completed  
Front page(s) of any solicitation amendment - acknowledged and signed

In a separate envelope:

Price Proposal form - one (1) completed and signed

- 7.2** Proponents may choose to introduce their submissions with a cover letter, but the contents of the letter will not be evaluated as part of the submission.

### **7.3 GENERAL REQUIREMENTS**

**7.3.1** Front page of the RFP Solicitation, and the front page of any Solicitation Amendments, completed and signed.

**7.3.2** Clearly indicate on the cover of the envelope:

- 7.3.2.1** the Solicitation Number
- 7.3.2.2** the name of the project





**Royal Canadian Mounted Police  
Gendarmerie royale du Canada**

Government  
of Canada

Gouvernement  
du Canada

**Contract/Contrat No.:** M5000-4-0596/A

- 7.3.2.3 the closing date and time for receipt of proposals
  - 7.3.2.4 the name and address of the Proponent Firm
  - 7.3.2.5 the name and phone number of the Proponent's prime contact person.
  - 7.3.2.6 the content (Technical Proposal or Price Proposal)
- 7.3.3 The Proposal must be submitted in TWO (2) Separate Envelopes and must include:

Envelope 1: The original plus Three (3) copies of:

- Technical Proposal
- Team Identification
- Signed Declaration

Envelope 2: One signed copy of the Price Proposal Form

**Submit bids via Courier only to:**

Royal Canadian Mounted Police  
Procurement and Contracting  
Place 123  
Room 203, 12315 Stony Plain Road  
Edmonton, AB T5N 3Y8

Fax amendments only to: (780) 454-4523

Bids are to be directed only to the bid receiving address specified above. Royal Canadian Mounted Police (RCMP) will NOT assume responsibility for bids directed to any other location.

***NOTE: Canada Post Priority Courier is not considered a Courier in this instance because mail is not delivered by Canada Post to this location. Please ensure that you are using another Courier provider***



## **APPENDIX G - Project Brief / Terms of Reference**

### **G.1. INTRODUCTION**

#### **1.1 INTRODUCTION**

The RCMP requires Architectural and Engineering Services for Renovations at it's Winnipeg Air Hangar. The RCMP is inviting fee proposals from Prime Consultant Architectural firms to provide design and construction contract document preparation services for the renovation project, as well as Project Management Services during the Construction Phase. Tender documents shall be completed by September 10<sup>th</sup>, 2013. All firms shall be licensed to practice in the Province of Manitoba.

#### **1.2. PROJECT INFORMATION**

- 1.2.1 The project title is: Architectural & Engineering Design Services for the Winnipeg Air Hanger occupied by the RCMP
- 1.2.2 Project Location: Winnipeg, Manitoba
- 1.2.3 The RCMP Project Leader is: To be announced upon award
- 1.2.4 The project No: IO# 205147



1.2.5 Scope:

Develop an additional 30 sq m (approx..) of mezzanine space, to accommodate the relocation of the storage room/kitchen, develop the original storage room/kitchen

In addition to the above design:

- Replacement of the hangar radiant heating system equipment
- Hangar area lighting upgrade
- Retrofit the roof with 2 ply asphalt system
- Repairs to ceiling area caused by the mezzanine space construction
- Repainting of the exterior metal siding
- Miscellaneous Mechanical/Electrical Upgrades: Domestic water service backflow prevention; combustion air intake for generator; interlock between exhaust fan/generator; combustion air for gas fired unit heater; replace old gas fired workshop unit heater with electric; replace older hangar gas unit heater with the same, rectify venting on newer hangar gas unit heater, add exhaust fan to workshop, replace two furnaces, correct fire damper installation; replace one (1) older A/C condensing unit.



1.2.6 Required Site Inspections:

Architectural, Mechanical and Electrical on-site inspections are required at and will be included in the Fee Proposal:

- Pre Design Inspection
  - Architectural, Mechanical and Electrical
- Rough-in Inspection
- Substantial Completion
  - Architectural, Mechanical and Electrical
- 10 Month Warranty – Architectural ONLY
  - Other site inspections required by the RCMP are to be paid for as a separate disbursements to the contract

1.2.7 Required Design Meetings:

Architectural, Mechanical and Electrical design requirement meetings are required at the Architect's office and will be included in the Fee Proposal:

- Pre Design
- Two (2) Design Review Meetings

## **G.2. PROJECT OBJECTIVES**

### **2.1 PROJECT DELIVERY APPROACH**

- 2.1.1 This project will use a traditional design single tender, build approach. A consultant will be retained by the RCMP and report directly to the RCMP Departmental Representative to coordinate all services related to Design development, Construction Documents tendering and Construction Administration. A contractor will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to construction.



2.1.2. The process will be an Open tender on MERX, administered by the RCMP.

## 2.2 SCOPE OF WORK:

### 2.2.1 Overview:

2.2.1.1 Review/confirm existing Air Hangar site / as-built conditions with regards to the future mezzanine space development / renovations

### 2.2.2 Architectural and Interior Design

2.2.2.1 Design the new mezzanine floor space for the storage and kitchen area and renovations to the existing space to accommodate the office area expansion

2.2.2.2 Design the new roof system

2.2.2.3 Design the new hangar radiant heating equipment replacement

2.2.2.4 Design the new hangar lighting upgrade

2.2.2.5 Miscellaneous work items as described in scope area

### 2.2.3 Structural Engineering

2.2.3.1 All applicable structural elements for the mezzanine floor space expansion to accommodate the relocation of the storage room and kitchen

2.2.3.2 All applicable structural elements for the new room system

### 2.2.4 Mechanical Engineering

2.2.4.1 All applicable mechanical/plumbing systems for the function of the new mezzanine floor space which includes the relocation of the storage room/kitchen and office space expansion

2.2.4.2 All mechanical systems pertaining to the hangar radiant heating system equipment replacement

2.2.4.3 All mechanical upgrades including the addition of water service backflow prevention, generator combustion air duct, storage room unit heater combustion air duct, exhaust fan/generator interlock, workshop gas fired unit heater replacement with electric, hangar gas unit heater replacement; newer hangar unit heater vent replacement; addition of a workshop exhaust fan, two new high efficiency furnaces and one new A/C condensing unit



**2.2.5 Electrical Engineering**

2.2.5.1 All applicable electrical systems for the function of the newly created mezzanine floor space and expanded office area. Work to include LAN/ comm/ emergency lighting, exit lighting, power, lighting, fire alarm devices

2.2.5.2 All applicable electrical systems for new mechanical equipment installations mentioned previously in mechanical engineering area

2.2.5.3 All applicable electrical pertaining to the hangar area lighting upgrade from high bay fixtures to 6 lamp T5HO fluorescent high bay fixtures and replacement of the existing exterior light fixtures

**2.3 PROJECT BUDGET**

2.3.1 Indicative Cost Estimates for construction is \$500,000.00 not including design fees or GST. The budget is based on a Class “D” estimate.

**2.4 PROJECT SCHEDULE**

2.4.1 Schedule

<u>2.4.1.1 Stage</u>	<u>Completion Date</u>
Award of Consultant Contract	July 2 <sup>nd</sup> , 2013
Submit all required forms and documentation identified under Security Requirements, items 3.4.5.1.1, 3.4.5.1.2 and 3.4.5.1.3	July 16 <sup>th</sup> , 2013
Design Development	July 30 <sup>th</sup> , 2013
Construction Documents 33%	August 13 <sup>th</sup> , 2013
Construction Documents 99%	August 27 <sup>th</sup> , 2013
Tender Documents	September 10 <sup>th</sup> , 2013

**2.5 PROPOSAL PRICE**

2.5.1 The Consultant is required to provide a fixed fee price for this project based on the briefing document. The proposed price for the services (proposal price) shall not include any amount for GST, but will include a cost for disbursements.



- 2.5.2 Proposal price and basis of payment forms are attached to this project brief. Consultant is required to fill out and submit to the Bid Receiving Unit.

## **2.6 INVOICING**

- 2.6.1 The Consultant is permitted to invoice on a monthly basis. Each invoice should be accompanied by an accounting of available reimbursable expenses to the date of the invoice and shall be accompanied by photocopies of receipts and invoices with invoiced items relating to the project being highlighted.
- 2.6.2 All invoices shall be sent to the Project Manager for his review and processing.
- 2.6.3 The Consultant's last invoice shall be marked "Final". This will result in closing of the contract and deletion of any further opportunity to invoice.

## **G.3. CONSULTANT SERVICE REQUIREMENTS**

### **3.1 CONSULTANT SERVICE RESPONSIBILITIES**

- 3.1.1 The Consultant will be responsible for providing and coordinating full professional Architectural and Engineering services required, from the Design Development Services Stage to the Completion of the Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:
- 3.1.1.1 Architectural and Engineering Services
  - 3.1.1.2 Budget and Schedule Management Services
- 3.1.2 Summary Scope of Services
- 3.1.2.1 Review Project Program and review Design Layout as provided
  - 3.1.2.2 Prepare a final Design Development Report based on the approved Schematic, complete with outline specifications and Class "B" estimate.
  - 3.1.2.3 Prepare a fully coordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes, including a Class "A" cost estimate
  - 3.1.2.4 Prepare specifications using National Master Specification (NMS)
  - 3.1.2.5 Provide assistance during the tendering process including preparation of addenda and review tender results



- 3.1.2.6 Provide identified contract administration services and construction quality control services
- 3.1.2.7 Recommend cost effective “Green Construction Materials”, Methods and Practices that can be incorporated into the project without significant impact on the project budget
- 3.1.2.8 Prepare Commissioning Plan and direct the Commissioning Process
- 3.1.2.9 Prepare Maintenance Manuals including maintenance schedule as-built drawings and specifications
- 3.1.2.10 Provide warranty services
- 3.1.2.11 Participate in post construction evaluation sessions

### **3.2 CONSULTANT TEAM RESPONSIBILITIES**

#### **3.2.1 Prime Consultant**

3.2.1.1 The Prime Consultant is completely responsible for providing and coordinating the work of all professional disciplines (Architectural and Engineering Consultant Services) required, from the Design Services Stage through to the Post Construction Stage of the project.

#### **3.2.2 Consultant Team**

- 3.2.2.1 The Prime Consultant and their personnel including Sub-Consultants comprise the Consultant Design Team (Consultant Team)
- 3.2.2.2 The Consultant Team will be required to maintain its expertise for the duration of the project
- 3.2.2.3 The Consultant Team shall be comprised of qualified professional and technical expertise with extensive relevant capable of providing the services identified and required for this project

### **3.3 GENERAL SERVICE REQUIREMENTS**

#### **3.3.1 Overview**

- 3.3.1.1 The RCMP will act as the Project Manager during all phases of design and during the construction of the project
- 3.3.1.2 Under the leadership of the Consultant, the Consultant team will be required to deliver integrated professional services, in accordance with the requirements set forth in this brief as follows:

- 3.3.1.2.1 Design Development
- 3.3.1.2.2 Construction Documents





- 3.3.1.2.3 Tender Call
- 3.3.1.2.4 Construction and Contract Administration
- 3.3.1.2.5 Post Construction Warranty Services

3.3.1.3 The outline of deliverables and process, as presented in this brief, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches which may be suggested by the Consultant for consideration by the Project Manager and conditions of the Agreement and all the requirements of the project brief.

3.3.2 The Consultant shall perform the following services, in accordance with the terms:

- 3.3.2.1 Standard of Care
- 3.3.2.2 Budget and Schedule Management Services
- 3.3.2.3 Project information, Decisions, Approaches & Approvals
- 3.3.2.4 Change in Services
- 3.3.2.5 Code, By-Laws, Licenses, Permits
- 3.3.2.6 Provision of Staff and Sub-Consultant Services
- 3.3.2.7 Commissioning:
  - 3.3.2.7.1 Preparation of Commissioning Plan, which outlines the systematic approach to testing, adjusting, balancing and verifying the system performance in accordance with the design intent and related testing and verification forms

### **3.4 PROJECT ADMINISTRATION REQUIREMENT**

3.4.1 Lines of Communication

- 3.4.1.1 Unless otherwise directed by the Project Manager, the Consultant shall communicate with the Project Manager only
- 3.4.1.2 During construction tender call, the RCMP conducts all correspondence and makes the contract award

3.4.2 General Deliverables

- 3.4.2.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, three (3) originals shall be provided to the Project Manager in paper format along with two (2) in electronic format, unless otherwise specified



3.4.2.2 Acceptable electronic format shall mean

3.4.2.2.1 Deliverables;

- |                                |                      |
|--------------------------------|----------------------|
| A) Written reports and studies | Word, WP or PDF      |
| B) Spreadsheets and budgets    | Quattro Pro or Excel |
| C) Schedules                   | Microsoft Project    |
| D) Drawings                    | Auto CADD and        |
| PDF E) Specifications          | Word or WP & PDF     |
| F) Monthly Reports             | Quattro Pro or       |
| Excel                          |                      |

3.4.3 Acceptance of Consultant Deliverables

3.4.3.1 While the RCMP acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the RCMP to review the work. The RCMP reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain Project Manager acceptance during each of the project stages.

3.4.3.2 Acceptance indicates that, based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract

3.4.3.3 The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If progress design development of technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and re-submitting for acceptance at the Consultant's cost

3.4.4 Design Meetings

3.4.4.1 The Project Manager shall arrange meetings throughout the design and tendering stages of the project, for all members of the project team.

3.4.4.2 Meetings will normally be held at the offices of the RCMP.

3.4.4.3 The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting



### 3.4.5 Security Requirements

3.4.5.1 The Consultant Team including the Sub-consultants will be required to:

3.4.5.1.1 complete and submit all security clearance forms  
3.4.5.1.2 attain and provide copies of the following documents

- a) driver's license
- b) birth certificate

3.4.5.1.3 if born outside of Canada, attain and provide copies of one of the following:

- a) Permanent Residence Card for Canada
- b) Canada Citizenship Card
- c) Immigration papers (certificate of landing)
- d) valid work permit for Canada

3.4.5.2 The Consultant shall distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

3.4.5.3 The Consultant and design team members are expected to reasonably protect the documents in their care and the information to which they have access, including sanitizing the tender ready documents.

3.4.5.4 The Consultant Team including Sub-consultants will be required to sign disclosure documents for the RCMP protected material, if applicable.

## 3.5 DESIGN DEVELOPMENT SERVICES

### 3.5.1 General Requirements

3.5.1.1 The objectives of the Design Development stage is to review the design layout proposed in the enclosed attachment

### 3.5.2 Responsibilities of the RCMP

3.5.2.1 The RCMP shall:

- 3.5.2.1.1 Organize meetings for the entire project team
- 3.5.2.1.2 Review and provide a report on the Consultant's Design Development Report
- 3.5.2.1.3 Review revisions and consultants rebuttal to the RCMP Quality Assurance report



- 3.5.2.1.4 Review and accept the final Design Development Report
- 3.5.2.1.5 Authorize the Consultant to proceed to Construction Documents

### 3.5.3 Responsibilities of the Consultant Team

3.5.3.1 The Consultant Team scope and activities shall include but are not limited to the following:

- 3.5.3.1.1 Administrative:
  - a) Attend all information exchange/ team meetings
  - b) Record, prepare and distribute Minutes of the meeting.
- 3.5.3.1.2 Regulatory:
  - a) Review, develop and prepare:
    - i) Detailed Building code analysis
    - ii) Detailed Fire and life safety strategy, including consultation with the Fire Protection Engineer's office of Labour Canada
    - iii) Detailed Standards analysis
- 3.5.3.1.3 Building Design:
  - a) For all applicable areas impacted by design and/or construction refine and prepare detailed:
    - i) Detailed design drawings, including site plan, floor plans, exterior elevations, building sections, wall sections, special detail etc.
    - ii) Interior design, including interior elevations, stairs, washrooms, service space, interior finishes, and special millwork, etc.
    - iii) Substructure plans, including foundations,



- basement, unique conditions, etc.
- iv) Shell, including superstructure, exterior enclosure, roofing, etc.
- v) Services, including plumbing, H VAC, fire protection, electrical, telecommunications, building automation, etc
- vi) Commissioning plan
- vii) Determination of cost effective green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget
- viii) Outline specifications, including identification of all building systems, components and finishes, catalogue cuts and sustainable procurement strategies
- ix) Design sketched indicating different interior design options showing equipment, furniture, signage, colour boards, etc.

**3.5.3.1.4 Budget, Schedule and Risk Analysis**

- a) Prepare Updated:
  - i) Budget and Class “A” estimate schedule
  - ii) Project schedule modifications, including allowances for reviews and approvals for each stage of the project life cycle

**3.6 CONSTRUCTION DOCUMENT SERVICES**

**3.6.1 General Requirements**

3.6.1.1 The objective of the Construction Document Stage is to prepare tender ready drawings and specifications, setting



forth in detail all the requirements for the construction of the project along with a final (Class A) cost estimate

3.6.1.2 The Consultant must obtain written authorization from the Project Manager before proceeding with Construction Documents

### 3.6.2 Responsibilities of the RCMP

3.6.2.1 The RCMP shall:

- 3.6.2.1.1 Review and comment on preliminary consultant submissions
- 3.6.2.1.2 Respond to questions from the Consultant Team as required
- 3.6.2.1.3 Review revisions and consultant rebuttal to the RCMP quality assurance report
- 3.6.2.1.4 Review and accept the final Construction Document progress at 33%, 66%, 99% and Final. Formally accept documents ready for Tender.

### 3.6.3 Responsibilities of the Consultant Team

3.6.3.1 The Consultant Team Scope and activities shall include but are not limited to the following:

- 3.6.3.1.1 Regulatory:
  - a) Complete
    - i) Detailed building code analysis
    - ii) Detailed fire and life safety strategy
    - iii) Detailed standard analysis
- 3.6.3.1.2 Scope and Activities
  - a) Obtain acceptance for submissions (33%, 66%, 99% and Final)
  - b) Confirm format of drawings and specifications
  - c) Submit drawings and specifications at the required stages (33%, 66%, 99% and Final)
  - d) Provide written response to all review comments and incorporate them into the Construction Documents



- e) Prepare and submit a Class “B” Estimate and submit at the 33% drawings and specifications stage
- f) Update project schedule
- g) Prepare a final Class “A” estimate
- h) Review and approve material, construction processes and specifications to meet sustainable development.

#### 3.6.4 General Deliverables

3.6.4.1 Deliverables identified are typical for most projects, but must be customized by the Consultant for specific requirements of the project.

3.6.4.2 Completeness of work should reflect the stage of submission.

3.6.4.3 Aspects to be included (but not limited to) are identified below for each submission stage.

#### 3.6.5 33% Submission Stage Deliverables

3.6.5.1 Comment applicable to all ASME disciplines:

- 3.6.5.1.1 Submit updated cost estimates (Class “B”)
- 3.6.5.1.2 Submit updated project implementation schedule
- 3.6.5.1.3 Submit written response to the RCMP on review comments made at Design Development Stage
- 3.6.5.1.4 Submit drawings and specification to HRDC, Labour program Fire Protection Engineering Services for their review
- 3.6.5.1.5 Specifications
  - a) 33% edited with all pertinent sections including sections on Mechanical and Electrical
  - b) Confirm review of General Conditions of Contract and coordinate with Division 1
  - c) Detailed Commissioning Plan and specification
  - d) Provide a list of the required commissioning component verification sheets, and commissioning system test procedures required for this project



- 3.6.5.1.6 Architectural and Interior Design
- a) Cover Sheet with list of drawings
  - b) Floor Plan
  - c) Reflected Ceiling Plan
  - d) Large Scale Detail Drawings
  - e) Door Schedule
  - f) Hardware Schedule
  - g) Room Finish Schedule
  - h) Millwork Details
- 3.6.5.1.7 Mechanical
- a) Floor Plan
  - b) Advanced development of mechanical systems
  - c) Identify mechanical equipment in the different area
  - d) Show all major duct-work and piping, sized and shown on drawings including layout of all major mechanical and transformer rooms, include cross sections of mechanical duct-work and piping in mechanical room and other congested areas
  - e) Complete diffuser locations
  - f) Complete control specification at 33% stage including sequences of operation of all mechanical systems
  - g) Testing, Adjusting and Balancing plan
  - h) Coordination with Architectural and Electrical drawings
- 3.6.5.1.8 Electrical
- a) Floor Plan
  - b) Lighting layout, showing circuits, switching information, fixture types
  - c) Power and system layout showing circuits and panel locations
  - d) Communication system layout and diagrams
  - e) Single line diagrams
  - f) Co-ordination with Architectural, Structural and Mechanical Drawings





### 3.6.6 66% Submission Stage Deliverables

#### 3.6.6.1 Comment applicable to all ASME disciplines:

- 3.6.6.1.1 Confirm / Revise Class "B" estimates
- 3.6.6.1.2 Submit updated project implementation schedule
- 3.6.6.1.3 Submit written response to the RCMP on review comments made at 33% Stage
- 3.6.6.1.4 Submit drawings and specification to HRDC, Labour program Fire Protection Engineering Services for their review
- 3.6.6.1.5 Specifications
  - a) 66% edited with all pertinent sections including sections on Mechanical and Electrical
  - b) Confirm review of General Conditions of Contract and coordinate with Division 1
  - c) Detailed Commissioning Plan and specification
  - d) Provide a list of the required commissioning component verification sheets, and commissioning system test procedures required for this project
- 3.6.6.1.6 Architectural and Interior Design
  - a) Cover sheet with list of drawings
  - b) Site Plan
  - c) Roof Plan
  - d) Floor Plan
  - e) Reflected Ceiling
  - f) Exterior Elevations
  - g) Wall Sections
  - h) Large Scale Detail Drawings
  - l) Door Schedule
  - j) Hardware Schedule
  - k) Room Finish
  - l) Millwork Details



3.6.6.1.7

Structural

- a) Roof
- b) Floor
- c) General Notes including:
  - i) Design code used
  - ii) Design loads
  - iii) Strength and grades of concrete, masonry, steel and/or other materials
- d) Structural elements
- e) Welding requirements
- f) Schedule for columns, beams, lintels, etc.
- g) Co-ordination with Architectural, mechanical and Electrical drawings

3.6.6.1.8

Mechanical

- a) Roof
- b) Floor
- c) Advanced development of mechanical systems
- d) Identify mechanical equipment in the different areas
- e) Show all major duct-work and piping, sized and shown on drawings including layout of all major mechanical and transformer rooms, include cross sections of mechanical duct-work and piping in mechanical room
- f) Identify mechanical components either on schedule shown on drawings, or specification
- g) Complete diffuser locations
- h) Complete control specification at 66% stage including sequences of operation of all mechanical systems
- l) Testing, Adjusting and Balancing Plan
- i) Co-ordination with Architectural and Electrical drawings



- 3.6.6.1.9 Electrical
- a) Roof
  - b) Floor
  - c) Lighting layout, showing circuits, switching information, fixture types
  - d) Power and system layout showing circuits and panel locations
  - e) Electrical Room equipment layout
  - f) Communication system layout and diagrams
  - g) Light fixture cuts
  - h) Single line diagrams
  - l) Co-ordination with Architectural, Structural and Mechanical Drawings

3.6.7 99% Submission Deliverables

3.6.7.1 Comments applicable to all ASME Disciplines:

- 3.6.7.1.1 Submit written response to RCMP review on comments made at 66% stage
- 3.6.7.1.2 All working drawings and specifications -fully completed and coordinated with ASME drawings/ the Specs
- 3.6.7.1.3 All drawings and specs to be signed and sealed
- 3.6.7.1.4 Submit the completed commissioning plan include maintenance schedule
- 3.6.7.1.5 Submit one copy of update Cost Plan, Class "A" (+/- 5%) project cost estimate
- 3.6.7.1.6 Submit one copy of updated project schedule
- 3.6.7.1.7 Submit drawings and spec to HRSDC ,Labour program Fire Protection Engineering Services for approval
- 3.6.7.1.8 Specifications:
  - a) 99% edited specifications
- 3.6.7.1.9 Architectural and Interior Design
  - a) Complete set of co-coordinated construction drawings suitable for tender call, including all details of



- building envelope, interiors and elemental finishing schedule
- b) Provide final code review
- c) One copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples
- d) Complete coordination with Structural, Mechanical and Electrical drawings to provide 99% completion

#### 3.6.7.2 Structural

- a) Complete set of coordinated construction drawings, including details, sections, plans and schedules
- b) Information on drawings must fully comply with code, standards and project brief

#### 3.6.7.3 Mechanical

- a) Complete set of coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system, ventilation system. Heating and plumbing systems, air conditioning systems and control specifications
- b) Complete coordination with other disciplines to provide 99% completion

#### 3.6.7.4 Electrical

- a) Complete set of coordinated construction drawings suitable for tender call, including lighting, power, communications, security and control specifications
- b) Complete coordination with other disciplines to provide 99% completion



### 3.6.8 100% Submission Stage - Final Tender Documents

Applies to all ASME disciplines.

- 3.6.8.1 All drawings and specifications, 100% reviewed and co-ordinated for tender call
- 3.6.8.2 All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections
- 3.6.8.3 Submit updated project implementation schedule
- 3.6.8.4 Incorporate RCMP comments made at the 99% stage, either in the documents if time allows, or as an Addendum during the tendering period
- 3.6.8.5 Revised Class "A" level cost estimate, if required
- 3.6.8.6 Submit original reproducible drawings and specifications signed and sealed, for tendering purposes as well as a set of digitized specifications in PDF book marked by section and drawing files in PDF and AutoCADD, on CD or by email, as requested by the Project Manager
- 3.6.8.7 Submit and obtain formal acceptance on plans and specifications required by the Inspection Authorities before tender call

## 3.7 SUBMISSIONS, REVIEW AND APPROVAL PROCESS

### 3.7.1 Submissions:

- 3.7.1.1 Provide all required submissions, either to, or as directed by the Project Manager
- 3.7.1.2 Provide required sets of Construction Drawings and Specifications to the Project Manager for review at the 99% submission stage
- 3.7.1.3 Provide one original set of Construction Drawings and Specifications to the Project Manager ready for tender
- 3.7.1.4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance



3.7.1.5 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief

- a) RCMP Design Review
- b) Other Authorities having Jurisdiction Review

#### **G.4. TENDERING SERVICES**

##### 4.1 General Requirements

4.1.1 The RCMP will undertake public tendering of the Project

4.1.2 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:

- a) Document Interpretation
- b) Addenda

#### **G.5. CONSTRUCTION ADMINISTRATION SERVICES**

##### 5.1 General

5.1.1 The Consultant shall perform the following services in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:

- a) Construction Safety
- b) Project Schedule Monitoring and Advisement
- c) Budget/ Cash Flow reported monthly in RCMP Format
- d) Shop Drawings reviews
- e) Site Instruction
- f) Periodic Inspections
- g) Construction Changes
- h) Interim Inspection
- i) Final inspection
- j) Building Occupation
- k) Record (As-built) Drawings and Specification
- l) Warranty Inspection



## 5.2 Construction Project Meetings

5.2.1 The RCMP Project Manager shall arrange meetings as deemed suitable, throughout the entire construction period, for all members of the project team to attend, including representatives from:

- a) End-users
- b) Prime Consultant
- c) Prime Consultant's Sub-Consultants as determined by the Project Manager
- d) Contractor and their Sub-contractors

5.2.2 The Consultant shall record the issues and decisions and prepare and distribute minutes to all the attendees within two (2) working days of the meeting

5.2.3. The Prime Consultant and their proposed Sub/Specialist Consultants, should be personally available to attend all design and construction meetings and respond to inquiries within two (2) working days of the Project Manager's request, in the locality of the place of the work, from the date of the award of the Consultant's contract, until final inspection and turnover

5.2.4 Review previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded

5.2.5 Meetings will normally be held on site, at the Contractor's site office

5.2.6 The Consultant shall attend meetings, cooperate and coordinate with the Contractor, who shall record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting

5.2.7 The Consultant shall include in the contract documents, for provision by the Contractor, requirements for a meeting room of sufficient size, appropriate furniture and equipment, to hold Project meetings

## 5.3 Commissioning

5.3.1 Direct the commissioning process to ensure compliance with the project brief and the approved commissioning plan



- 5.3.2 Ensure that all systems have been properly verified, balanced etc, in compliance with the Commissioning Plan, prior to occupancy
- 5.3.3 Submit three (3) copies of the completed Maintenance Manuals and Maintenance Schedule to the Project Manager
- 5.3.4 Ensure that all required training and operating system demonstrations have been properly conducted and completed

## **G.6. POST CONSTRUCTION SERVICES**

### 6.1 General

- 6.1.1 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all requirements of this RFP:

- 6.1.1.1 10 Month Warranty Inspection





**APPENDIX H – DRAWINGS**

Not applicable.



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## **APPENDIX I – HEALTH & SAFETY**

Employer/Principal Contractor: *For Work in the Province of Manitoba.*

### **1. EMPLOYER / PRIME CONTRACTOR**

#### **2.1 During the Design Stage**

1.1.1 The Consultant shall, where the Consultant is working on Federal property and is in control of the work site (no Federal presence or construction contractor), for the purposes of the Occupational Health and Safety Act, Manitoba, and for the duration of the Work of the Contract:

1.1.1.1 act as the Employer, where the Consultant is the only employer on the work site, in accordance with the Authority Having Jurisdiction;

1.1.1.2 accepts the role of Prime Contractor, where there are two or more employers (including sub-consultants) involved in work at the same time and space of the work site, in accordance with the Authority of Having Jurisdiction; and

#### **2.2 During the Construction Stage**

1.2.1 The Consultant shall, for the purposes of the Occupational and Safety Act, Manitoba, and for the duration of the Work of the Contract, agree, without limiting the General Conditions 0220DA, to accept that the Construction Contractor is the Prime Contractor, and to conform to that Contractor's Site Specific Health and Safety Plan.

### **2. WCB**

2.1. The recommended Proponent shall provide to the Contracting Authority, prior to Contract award:

2.1.1 a Statement of Injury Cost Supplement and a Workers Compensation Board Premium Rate Statement

2.1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).

2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next highest ranked responsive Proponent.