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800, rue Burrard, 2e étage
Vancouver, B.C.
Vancouver
British Columbia
V6Z 0B9
Bid Fax: (604) 775-9381

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Departmental Individual Standing Offer (DISO)

Offre à commandes individuelle du département(OCID)

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of the
Offer remain the same.

Ce document est par la présente révisé; sauf indication
contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada -
Pacific Region
800 Burrard Street, 12th floor
800, rue Burrard, 12e étage
Vancouver, B.C.
V6Z 0B9
British C

Title - Sujet Structural Engineering SOA		
Solicitation No. - N° de l'invitation EZ899-133642/A		Date 2013-06-26
Client Reference No. - N° de référence du client		Amendment No. - N° modif. 001
File No. - N° de dossier TPV-3-36035 (019)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$TPV-019-7029		
Date of Original Request for Standing Offer		2013-06-13
Date de la demande de l'offre à commandes originale		
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-26		Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
Address Enquiries to: - Adresser toutes questions à: Ngan, Ken (TPV)		Buyer Id - Id de l'acheteur tpv019
Telephone No. - N° de téléphone (604) 658-2755 ()	FAX No. - N° de FAX (604) 775-6633	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC - Various Locations, BC and The Yukon		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

EZ899-133642/A

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

Amd. No. - N° de la modif.

001

File No. - N° du dossier

TPV-3-36035

Buyer ID - Id de l'acheteur

tpv019

CCC No./N° CCC - FMS No/ N° VME

Please find Addendum No. 1 attached.

All other Terms and Conditions remain unchanged.

This Amendment No. 001 (Addendum No. 1) is raised to include the “Required Services” document that did not upload correctly in the original solicitation document.

REQUIRED SERVICES (RS)

RS 1 Introduction

- RS 1.1 General Objectives
- RS 1.2 Roles and Responsibilities
- RS 1.3 Coordination with PWGSC
- RS 1.4 Project Response Time Requirements

RS 2 Scope of Services

- RS 2.1 Required Services
 - RS 2.1.1 Investigation and Report
 - RS 2.1.2 Building/Structure Condition Report
 - RS 2.1.3 Analysis of Project Scope of Work
 - RS 2.1.4 Design Concept
 - RS 2.1.5 Design Development
 - RS 2.1.6 Construction Documents, Pre-Tender Construction Cost Estimate and Project Schedule
 - RS 2.1.7 Tender Call, Bid Evaluation and Construction Contract Award
 - RS 2.1.8 Construction and Contract Administration
 - RS 2.1.9 Post-Construction Warranty Review

REQUIRED SERVICES (RS)

RS 1 INTRODUCTION

RS 1.1 GENERAL OBJECTIVES

- 1.The services will support of the PWGSC Pacific Region Real Property Services Branch. Individual call-ups will include one or more of the Required Services listed in RS 2 related to structural and seismic engineering for buildings and short span bridges.
- 2.Services must be complete and identify all major issues that will have a significant impact on the project.
- 3.Incorporate sustainable design principles in project solutions.
- 4.For any or all of the Required Services listed in RS 2 the *Consultant* may be required to:
 - A) Attend/Chair project status meetings during the life of the project and prepare and distribute minutes in a timely fashion.
 - B) Submit project progress reports.
- 5.When client requested changes alter the scope of work or add to the cost of the project, and/or the cost of services, request approval of the Departmental Representative prior to incorporation in the design.
- 6.Unless otherwise indicated following or in the Call-Up, provide five(5) paper copies of all deliverables plus one electronic version and PDF copy using MS Word NMS format for specifications, and AutoCADD. 2012 dwg or later for drawings.
- 7.All documents (drawings, specifications and estimates) are to be produced in accordance with Appendix C “Doing Business with A&ES” and at project delivery stage as described in each individual Call-up.
- 8.The schedule for the delivery of services will be determined at the time of each individual Call-up.

RS 1.2 ROLES AND RESPONSIBILITIES

RS 1.2.1 DEPARTMENTAL REPRESENTATIVE

1.The PWGSC *Departmental Representative* or assigned *Departmental Representative*, as determined on a project by project basis, has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document.

RS 1.2.2 CONSULTANT

1.Be responsible for gathering and identifying the needs of the client department and incorporating those needs into the required project deliverables.

2.Establish and maintain, throughout the duration of each project, a team capable of effectively delivering the services described in this document.

3.Deliver the project within the time frame and assigned budget in accordance with the approved plan.

4.Upon execution of the *Consultant* Call-Up, be responsible for producing all work described in the call-up document, in a conscientious and professional manner.

5.Coordinate project requirements with any base building renovation work that may be underway.

RS 1.3 COORDINATION WITH PWGSC

1.Carry out services in accordance with approved documents and directions given by the *Departmental Representative*.

2.Correspond only with the *Departmental Representative* at the times and in the manner dictated by the *Departmental Representative*. Do not communicate with the client department unless so authorized in writing by the *Departmental Representative*.

3.Ensure all communications carry the PWGSC's Project Title, Project Number and File Number.

4.Advise the *Departmental Representative* of any changes, that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. Detail the extent and reasons for the changes and obtain written approval before proceeding.

RS 1.4 PROJECT RESPONSE TIME REQUIREMENTS

1.It is a requirement of all projects covered under this Request for Standing Offer that the prime *Consultant* and their proposed *Sub-consultants* should be personally available to attend meetings and respond to inquiries within half (½) a day of the *Departmental Representative's* request, in the locality of the place of the work from the date of the award of the *Consultant* call-up until final inspection and turnover.

2.The *Consultant* must be able to demonstrate the availability of adequate resources within their proposed team(s) to deliver the scope of services outlined in this Request for Standing Offer in a timely fashion.

RS 2 SCOPE OF SERVICES

RS 2.1 Required Services

1.Call-ups may include any or all of the following services. Specific services will be identified in each call-up:

- (a) Investigation and Report (include Seismic Investigation/Study).
- (b) Building Condition Report (include Pedestrian bridges)
- (c) Analysis of Project Scope of Work
- (d) Design Concept
- (e) Design Development
- (f) Construction Documents, Pre-Tender Construction Cost Estimate and Project Schedule
- (g) Tender Call, Bid Evaluation and Construction Contract Award
- (h) Construction and Contract Administration
- (i) Post-Construction Warranty Review
- (j) Commissioning

RS 2.1.1 Investigation and Report

1.Prepare the report which includes the results of site investigations and review of the project. Detail location and capacity of existing mechanical and electrical systems. Identify all deficiencies, potentials and constraints with the existing systems.

2.Prepare reports recommending alternative remedial measures for existing Structural elements; functional and Code Standards deficiencies and the associated cost and schedule implications of each option.

RS 2.1.2 Building Condition Report

1. Investigate and assess various building design problems and deficiencies that affect the asset in the market; including, but not limited to, compliance with the latest edition/revision of current building and fire codes, compliance with local building by-laws; effective age and remaining economic life of the building fabric, and proposed/required major repairs.

The intent of Building Condition Report (BCR) is to identify the capital improvement requirements necessary to maintain the asset at a Class "B" level throughout and at the end of the 25-year planning horizon (unless, the asset is already Class "A").

RS 2.1.3 Analysis of Project Scope of Work

1. Analyze the Project Brief and communicate any noted problems or the need for more information, clarification or direction.

2. Visit the site to perform surveys and obtain local information applicable to the design. This includes verifying or preparing as-built records as necessary.

3. Subject to applicable security restrictions, the *Consultant* will be given access to existing plans, survey notes, design notes, specifications or reports that will aid in the work. All such documents must be returned on termination of the contract.

RS 2.1.4 Design Concept

(a) Submit the design concept documents in sufficient detail to illustrate the design concept and to demonstrate compliance with the Project requirements;

(b) Submit a preliminary Construction Cost Estimate, Cost Plan and Project Schedule to confirm the feasibility of the Project, and

(c) Provide copies of all design concept documents in the type and number specified in RS 1.1.

(d) Develop alternative solutions which accommodate the Client User Program, respond to the existing building (if any) and its surrounding context and adhere to the project budget. Drawings will include analytical diagrams, schematic bubble diagrams, plans, elevations, and sections. Perspective sketches may be requested.

(e) Provide option analysis (with minimum of three (3) options) complete with life cycle cost analysis.

RS 2.1.5 Design Development

After acceptance of the design concept documents, prepare and:

- (a) Refine the approved Conceptual Design Option to a level of detail which will facilitate Class C cost estimates, design review and discussions with the Client Department.
Drawings will include designs of all spaces and delineate all materials and techniques.
Drawing type will include plans, elevations, sections and perspectives.
- (b) Submit the design development documents in sufficient detail to define the size, intent and character of the entire Project;
- (c) Submit an updated Construction Cost Estimate based on the design development documents, and an updated Cost Plan and Project Schedule; and
- (d) Provide copies of all design development documents in the type and number specified in RS 1.1.

RS 2.1.6 Construction Documents, Pre-Tender Construction Cost Estimate and Project Schedule

1. After acceptance of the design development documents, prepare and;
 - (a) Submit for review the construction documents detailing the requirements for the construction of the Project at each stage of production as specified;
 - (b) Submit an updated Cost Plan including a Construction Cost Estimate and Project Schedule at each specified stage of production;
 - (c) Provide copies of all construction documents submitted, in the type and number specified in RS 1.1.
2. Prepare a Class A Construction Cost Estimate based on the approved construction documents, together with a breakdown thereof, and an updated Project Schedule.

RS 2.1.7 Tender Call, Bid Evaluation and Construction Contract Award

1. **Tender Call**
Provide one (1) complete hard copy set of the approved working drawings on mylar or similar material, suitable for reproduction, and two (2) sets of the approved specifications, one set to be suitable for reproduction and the other set to be properly bound and covered. In addition to the electronic MS Word and Autocad files, provide the complete construction documents in NMS Adobe pdf format. Tender drawings and specifications are to be signed and sealed.

On request:

- (a) Provide the information required for interpretation and clarification of the construction

documents;

(b) Assist in the evaluation and approval of equivalent alternative materials, methods and systems;

(c) Assist with the preparation of addenda;

(d) Attend job or site showings as required.

2. Bid Evaluation and Construction Contract Award

The *Departmental Representative* shall be responsible for assembling and issuing tender documents and arranging for the receipt of tenders and awarding of the Construction Contract.

On request:

(a) Review and evaluate the bids received for the construction of the Project, and advise on their relative merits;

(b) Provide information to support price negotiations.

RS 2.1.8 Construction and Contract Administration

1. Construction Schedule

(a) As soon as practical after the award of the Construction Contract, request from the *Contractor* a detailed construction schedule, and after review for conformity with the Project Schedule, forward two (2) copies of the construction schedule;

(b) Monitor and report the progress of the construction;

(c) Notify regarding any known and anticipated delays which may affect the completion date of the Project, and keep accurate records of the causes of delays.

The *Departmental Representative* shall evaluate all requests from the *Contractor* for time extensions, and shall issue directions to the *Contractor* and the *Consultant*.

2. Construction Meetings

(a) Advise the *Contractor* to hold and attend construction meetings as required by the Construction Contract;

(b) Advise regarding the dates and times of the proposed meetings;

(c) Attend all such meetings;

(d) Maintain a record of the proceedings of such meetings and provide copy thereof.

3. Clarification and Interpretation

Provide clarification and interpretation of the construction documents in written or graphic form, to the *Contractor* for the proper execution and progress of the construction as and when necessary.

4. Shop Drawings

(a) Specify in the construction documents the shop drawings that are to be submitted by

the *Contractor*;

(b) Review in a timely manner the shop drawings provided by the *Contractor* to determine conformity with the general concept and intent of the construction documents and indicate to the *Contractor* such conformance with the general concept or lack thereof;

(c) Provide one (1) copy when such conformity is confirmed.

5. Testing and Inspection

(a) Recommend the need for, and review, test reports of materials or construction;

(b) Recommend quality assurance testing to be undertaken during construction, evaluate the results and advise accordingly;

(c) request the *Contractor* to take remedial action when observed material or construction fails to comply with the requirements of the Construction Contract, and advise accordingly;

(d) Specify in the construction documents product and performance testing to be undertaken by the *Contractor*.

6. Site Visits

(a) Make visits to the site to determine, on an adequate sampling basis, whether this work is in conformity with the construction documents;

(b) Record and report on the progress, non-conformities and deficiencies observed during each site visit, and provide the *Contractor* with written progress reports and lists of deficiencies observed;

(c) Recommend the action to be taken.

7. Changes to Construction Contract

(a) Submit all requests and recommendations for changes to the Construction Contract and their implications for approval;

(b) Obtain quotations from the *Contractor* for contemplated changes, review the prices for acceptability, assess the effect on construction progress, and submit recommendations.

(c) The *Departmental Representative* shall issue Change Orders for all approved changes.

8. *Contractor's* Progress Claims

(a) Request from the *Contractor* a cost breakdown of the Construction Contract Award Price in detail appropriate to the size and complexity of the Project, or as may otherwise be specified in the Construction Contract, and submit the cost breakdown prior to the *Contractor's* first progress claim;

(b) Examine progress claims in a timely manner and, if acceptable, certify the progress claims for work completed and materials delivered pursuant to the Construction Contract, and submit for approval and processing; and

(c) If the construction is based on unit prices, measure and record the quantities of labour, materials and equipment involved for the purpose of certifying progress claims.

9. Interim Completion of the Project

(a) Review the construction with the *Departmental Representative* and the *Contractor*, and record all unacceptable and incomplete work detected;

(b) Request, review for completeness and submit all operation and maintenance manuals or items to be provided by the *Contractor*, in accordance with the Construction Contract;

(c) Prepare and submit for approval, and as a basis for payment to the *Contractor*, an Interim Certificate of Completion as required by the Construction Contract, together with supporting documents properly signed and certified.

10. As-built and Record Drawings

Before issuance of the Final Certificate of Completion:

(a) Provide three paper sets and three electronic disk sets of record drawings;

(b) Verify that record drawings incorporate all recorded changes to the original working drawings based on as-built prints, drawings and other information provided by the *Contractor*, together with change orders and site instructions;

(c) Verify that record drawings are labelled “Record”, dated and signed by the *Consultant*;

(d) Provide a marked-up copy of the specifications recording changes related thereto.

11. Final Completion of the Project

(a) Advise when the construction has been completed in general conformity with the Construction Contract;

(b) Make a final review of the construction with the *Departmental Representative* and the *Contractor* and, if satisfactory, prepare and submit for approval and final payment to the *Contractor*, a Final Certificate of Completion as required by the Construction Contract, together with supporting documents properly signed and certified, including manufacturers’ and suppliers’ warranties.

RS 2.1.9 Post-Construction Warranty Review

(a) If requested, review any defects during the *Contractor’s* warranty period;

