



Royal Canadian Mounted Police

Gendarmerie royale du Canada

**RETOURNER LES
SOUMISSIONS À:**

RETURN BIDS TO:

**Bid Receiving/Réception des
sousmissions**

Procurement & Materiel Management
RCMP "H" Division HQ
RCMP Mailstop # H-066
80 Garland Avenue
DARTMOUTH, Nova Scotia B3B 0J8

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**

Telephone No.

no de téléphone

Title-Sujet Architectural and Engineering Services: Small Detachment Design, RCMP Atlantic Region	
Solicitation No. - No. de l'invitation M4000-400135	Date 2013-06-27
Client Reference No. - No. De Référence du Client 0201400135	
Solicitation Closes - L'invitation prend fin at : 2:00 PM Atlantic Time on : 2013-08-07	
F.O.B. - F.A.B. Destination	
Address Enquiries to: - Adresser toutes questions à: Jennifer Legere	
Telephone No. - No de telephone 902-720-5108	Fax No. - N° de FAX: 902-426-7136
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 _____	
Signature	Date

THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT

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/ach-eng.jsp>), as well in Doing Business (Appendix D), as are to be replaced with the *Royal Canadian Mounted Police (RCMP)*.

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

- 1 The Royal Canadian Mountain Police (RCMP) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
- 2 This is a single phase selection process. The nature of the requirement and the anticipated limited number of response by the industry leads the RCMP to believe that this approach will not unduly force a large number of firms to expend an overall unreasonable amount of effort in response to the RCMP.
- 3 Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

1. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2013-04-25), 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
 - (e) the document entitled “Doing Business” “General Procedures and Standards”; and
 - (f) 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>) 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 10 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

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

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://https://www.achatsetventes-buyandsell.gc.ca/eng>

Supplier Registration Agent <http://https://www.achatsetventes-buyandsell.gc.ca/eng/sricontracts>

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 (2012-07-16), GC9 - Indemnification and Insurance Supplementary Conditions Agreement Particulars
 - (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:
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
 - (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference;
 - (h) the document entitled "Doing Business" "General Procedures and Standards";
 - (i) the document entitled "Security Requirement Check List";
 - (j) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENTS

Prior to award of any resulting Contract, the Bidder must hold a valid Reliability Status issued by RCMP Departmental Security.

Please see attached SRCL at Appendix E.

SC2 LANGUAGE REQUIREMENTS

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

SC3 SUPPLEMENTARY INSURANCE

Supplementary to what is required under GC 9 Indemnification and Insurance, the Consultant shall maintain the following supplementary insurance coverage:

1. Commercial General Liability shall have a limit of liability of not less than \$2,000,000.00 for any one occurrence or series of occurrences arising out of one cause, and shall have property damage deductible of not more than \$1,000.00 per occurrence.
2. Professional Liability shall have a limit of liability of not less than \$1,000,000.00 per claim.

SC4 CONSTRUCTION COST LIMIT

1. The Construction Cost Limit is \$4,000,000.00 (not including GST/HST).
2. In accordance with GC 3.11 Cost Control, throughout Project Development, the Construction Cost Estimate prepared by the Consultant shall not exceed the Construction Cost Limit as specified above. This disclosure of available funds does not commit Canada to pay Consultant fees based on such an amount.

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 SRE in the Request for Proposal.

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, in the provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland & Labrador.

I. Prime Consultant (Proponent -Architect):

Firm or Joint Venture Name:
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Key Individuals and provincial professional licensing status:

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II. Key Sub Consultants / Specialists:

Mechanical Engineer

Firm Name:
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Key Individuals and provincial professional licensing status:

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Structural Engineer

Firm Name:
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Key Individuals and provincial professional licensing status:

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Electrical Engineer

Firm Name:
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Key Individuals and provincial professional licensing status:

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Civil Engineer

Firm Name:
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Key Individuals and provincial professional licensing status:

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Landscape Architect

Firm Name:
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Key Individuals and provincial professional licensing status:

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Acoustic Consultant

Firm Name:

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Key Individuals and provincial professional licensing status:

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Sustainability Consultant

Firm Name:
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Key Individuals and provincial professional licensing status:

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APPENDIX B - DECLARATION FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:
(if different than street address)

City:

City:

Prov./Terr./State:

Prov./Terr./State:

Postal/ZIP Code:

Postal/ZIP Code:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

<p>Type of Organization:</p> <p>_____ Sole Proprietorship</p> <p>_____ Partnership</p> <p>_____ Corporation</p> <p>_____ Joint Venture</p>	<p>Size of Organization :</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), in which case a duly signed certificate of commitment is attached;
- (d) is subject to the FCP, and has a valid certificate number as follows:
_____ (e.g. has not been declared an ineligible contractor by HRSDC).

Please check the appropriate item above. Further information on the FCP is available on the HRSDC Web site : (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>)

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

APPENDIX B - DECLARATION FORM (CONT'D)

Project Title:

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. The completed form should be included with your Phase One Proposal.

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 _____

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:

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

A. PERCENTAGE FEE (R1230D, GC 5 - Terms of Payment)

Firm Percentage Fee of \$4,000,000.00 _____%

Indicative Estimate of Construction Cost (Class D): X \$ 4, 000, 000.00

ESTIMATED TOTAL PERCENTAGE FEE \$ _____
(TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES)

Payments will be made as specified in GC 5.4 Payments for Services.

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

.....
name signature

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

END OF PRICE PROPOSAL FORM

APPENDIX D
Doing Business

Appendix E
Security Requirements Check List

Submission Requirements and Evaluation (SRE)

Submission Requirements and Evaluation (SRE)

Bids MUST be submitted by the date, time and place as indicated on page 1.

Procurement & Material Management
RCMP "H" Division HQ
RCMP Mailstop # H-066
80 Garland Avenue
DARTMOUTH, Nova Scotia B3B 0J8

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to Royal Canadian Mounted Police will not be accepted.

The Bidder's name and return address, the solicitation number and the solicitation closing date and time should be clearly visible on the envelope or parcel containing the proposal. Proposals submitted in response to this RFP will not be returned."

1. GENERAL SUBMISSION REQUIREMENT

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 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.

2. SUBMITTAL REQUIREMENTS

2.1 Submit one (1) bound original plus four (4) bound copies of the proposal. Include, in a separate envelope, one (1) copy of the completed price proposal, attached as Annex C herein.

2.2 Maximum number of pages including text and graphics to be submitted for the rated requirements under SRE 4 is thirty (40) 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.

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) Architecture
- .2) Civil
- .3) Mechanical
- .4) Electrical
- .5) Structural
- .6) Landscape Architecture
- .7) Cost Consultant
- .8) Acoustic Consultant
- .9) Sustainability Consultant

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

3.3 DECLARATION FORM

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

3.4 MINIMUM SCORE

Proponents must achieve a minimum Criterion pass mark of 50%, and a minimum Technical Score of 510 points out of the 850 points available.

4. RATED REQUIREMENTS - TECHNICAL

(Maximum possible total points - 850)

4.1 PAST ACHIEVEMENTS ON PROJECTS (PROJECT TEAM)

(Maximum possible total points - 75)

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 a police detachment or other like secure facility. Submissions from joint ventures are, together, not to exceed the two projects.

The description **must** contain the following:

- .1) An explanation on how each listed past project is comparable/relevant to the requested project.
- .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.
- .3) An explanation of any variance in budget between the contract price & final construction cost, and how the variance was managed.
- .4) An explanation of any variance in project schedule control and management between the initial schedule and final completion date, and how the variance was managed.
- .5) Names of key personnel responsible for project delivery and their roles.

4.2 PAST ACHIEVEMENTS OF KEY SUB-CONSULTANTS AND SPECIALISTS

(Maximum possible total points - 75)

4.2.1 Describe the accomplishments, achievements and experience of the sub consultants or specialists, either as prime consultant or in a sub-consultant capacity on projects. Select two (2) projects undertaken to the construction completion stage, within the last five (5) years that have similarities to a police detachment or other like secure facility.

4.2.2 The description must contain the same information as that for the prime consultant achievements.

4.3 CLIENT REFERENCES ON PAST PROJECTS

(Maximum possible total point - 50)

4.3.1 Identify client reference for each project described in sections 4.1 and 4.2. Information that will be reviewed with client references:

- .1) Budget Management
- .2) Schedule Management
- .3) Communication/Collaborative team work.
- .4) Client Satisfaction.

4.3.2 Client reference information should contain:

- .1) Provide the names, address, phone, email and fax of client contacts at a working level. References

will be checked.

4.4 PAST ACHIEVEMENTS OF KEY PERSONNEL ON PROJECTS

(Maximum possible total points - 50)

4.4.1 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.

4.4.2 Information on each team member must contain:

- .1) Brief CV's of a maximum of two (2) senior project personnel of Prime Consultant's staff who will be assigned to this project.
- .2) Brief CV's of a maximum of two (2) project personnel of each sub/specialist Consultant's staff who will be assigned to this project.
- .3) Professional accreditation.
- .4) Relevant expertise, competence, number of years of experience.
- .5) Role, responsibility and degree of involvement on past relevant projects.
- .6) The extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the subject project.

4.5 UNDERSTANDING OF THE PROJECT

(Maximum possible total points - 175)

4.5.1 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.

4.5.2 Information that must be provided includes:

- .1) Functional and technical requirements
- .2) Broader goals (federal image, intended results, sensitivities, etc.)
- .3) Significant issues, challenges and constraints for this specific Project.
- .4) Project schedule. Review schedule and assess risk management elements that may affect the project.
- .5) Cost planning and budgeting. Review cost information and assess risk management elements that may affect the project.
- .6) Construction phase services including closeout.

4.6 SCOPE OF SERVICES

(Maximum possible total points - 150)

4.6.1 The proponent is to demonstrate capability to perform the services and meet project challenges. The following information should be provided:

- .1) Scope of Services - detailed list of services that will likely be required on this project
- .2) Work Plan - example of a detailed breakdown of work tasks and deliverables
- .3) Project Schedule - example of a schedule, showing major milestones
- .4) Risk Management Strategy
- .5) Sustainable Development

4.7 MANAGEMENT OF SERVICES

(Maximum of total points 175)

4.7.1 The following information **must** be included:

- .1) Project management approach to working with the RCMP.
- .2) Understanding of RCMP management structure, Client Services Team environment, and working with governments in general.
- .3) Consultant Team's management structure and organization. Provide organization charts to explain:
 - 1) The Team's structure, including responsibilities and reporting relationships of the Consultant, Sub- Consultant and specialists. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-Consultant, this should be indicated here. Include Joint Venture plan if applicable.
 - .2) The roles, responsibilities and assignments of key personnel on the project.
 - .3) Indicate what backup support will be provided.
 - .4) An action plan of the services with implementation strategies and sequence of main activities (Work Breakdown Structure).
 - .5) Quality control techniques along with a defined design peer review structure and process.
 - .6) Cost control techniques.
 - .7) Communication strategies including how the response time requirements will be met as well as construction.

4.8 DESIGN APPROACH/METHODOLOGY

(Maximum possible total points - 100)

4.8.1 Elaborate on those aspects of the project considered being a major challenge to illustrate design approach/methodology. This is the opportunity to state the overall design philosophy of the team as well as its approach for resolving design issues and in particular, to focus on the unique aspects of the current project.

The information includes:

- .1) Design / Philosophy / Approach / Methodology
- .2) Past innovative and creative solutions offered, especially those that demonstrate a holistic

approach to that design.

3) Describe the major challenges and how the team approach will be applied to those particular challenges.

.4) Sustainable design strategies.

4.9 TECHNICAL EVALUATION AND RATING OF SOLICITATION

MANDATORY CRITERIA: MET - NOT MET

1. Technical & Price Proposals must be received in the bid receiving unit prior to the date and time indicated in the solicitation document

2. Submit a maximum of forty (40) pages no including price per SRE's - pages in excess of (40) will be removed.

3. Complete and Submit Team Identification Information

4. Complete and submit the signed Declaration form

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 no further consideration.

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 an RCMP Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Past Achievements on Projects (Project Team)	1.0	0-75	0-75
Past Achievements of Key Sub-Consultants and	1.0	0-75	0-75
Specialists Client Reference	1.0	0-50	0-50
Past Achievements of Key Personnel on Projects	1.0	0-50	0-50
Understanding of the Project	1.0	0-175	0-175
Scope of the Services	1.0	0-150	0-150
Management of Services	1.0	0-175	0-175
Design and construction, Philosophy / Approach / Methodology	1.0	0-100	0-100
Technical Rating (Total)			0-850

To be considered further, proponents Technical Submissions must achieve an individual criterion pass mark of 50%, and an overall Technical Score of 60% (Five hundred and ten (510) out of the total 850 available points).

No further consideration will be given to proponents submissions not achieving the minimum technical score(s).

5. RATED REQUIREMENTS - PRICE PROPOSAL

(Maximum possible points for Price Proposal - 150)

5.1 Refer to GI 7 (Proposal Price) and Price Proposal Form for pricing requirements.

5.2 Refer to GI 3 (Overview of Selection Procedure), item 3.2, and the following #5.4. 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 will be reduced for ranking purposes only by reducing the total actual bid price by a percentage equal to the total number of points assigned through evaluation of the bid.

5.4.1 The remaining price proposals are rated as follows:

The remaining price proposals are rated as follows:

- (a) The lowest price proposal receives a Price Rating of 150.
- (b) The second, third, fourth and fifth lowest prices receive Price Ratings of 120, 90, 60, and 30 respectively. All other price proposals receive a Price Rating of 0.
- (c) On the rare occasion where two (or more) price proposals are identical, these price proposals receive the same rating and the corresponding number of following ratings are skipped.

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

6. FINAL SELECTION

6.1 SELECTION PROCEDURE

Refer to GI 3 of the General Instructions to Proponents (R1410T) 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:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Proposal	0-850	85	0-850

Price Proposal	0-150	15	0-150
Total Score		100	0-1000

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 be 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 actual 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.

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, signed and submitted in a separate envelope.

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:

- .1) The Solicitation Number
- .2) The name of the project
- .3) The closing date and time for receipt of proposals
- .4) The name and address of the Proponent Firm
- .5) The name and phone number of the Proponent's prime contact person.
- .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 Four (4) copies of:

- Technical Proposal
- Team Identification - Annex D
- Signed Declaration Form - Annex E

Envelope 2: One signed copy of the Price Proposal Form, Annex C attached.

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REQUIRED SERVICES

1 GENERAL INFORMATION

1.1 PROJECT NARRATIVE

The purpose of this project is to design and construct a new consolidated detachment facility to meet the RCMP program requirements. These new facilities will be constructed on sites purchased by the RCMP in the Atlantic Region to include Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland, and Labrador.

The starting point is anticipated to be Ingonish Nova Scotia, located in the Eastern portion of Cape Breton. All rights with regards to the re use design are to remain the property of the RCMP for reuse within the Atlantic Region. The RCMP reserves the right to substitute another site for the starting point, including but not limited to sites in Newfoundland, such as Twillingate or Whitbourne.

The primary purpose of this project will be to replace the ageing accommodations that the RCMP currently occupy. It has been determined that the first locations to place this operation will be in Ingonish Nova Scotia. The successful proponent will be provided with a concept floor plan and related RCMP technical information for each room type identified on the conceptual floor plan. The final design is to be completed in such a manner that the cell component can be added or removed from the plan for detachments not requiring the cell component. The final design must have the ability to be easily expanded in the cell and administration areas.

As the sites may be larger in size than required, only the area required to properly situate the proposed buildings with allowance for future expansion and associated parking will form part of the scope of this project. The developed area should not exceed three (3) acres in total.

A concept space analysis has been completed for the facility per the standards of the Government of Canada and the Royal Canadian Mounted Police. The analysis identifies a requirement for a facility that is approximately 507 square metres in size, and a requirement for a detached storage facility of approximately 68 m² in size which is to form part of the design. The property is to have two driveways which are to wrap around the property with parking at the front for visitors and parking at the rear for operational and staff vehicles. Site services will be municipal where available or well and septic in remote areas which will in all likelihood be typical for these detachments.

1.2 INTRODUCTION

The RCMP requires the services of an Architectural and Engineering firm to provide the services for the design and construction, including tender ready documents, for a re-use design of a consolidated detachment of approximately 510 square meters as well as a 70 square meter storage facility to meet the Atlantic Region identified program requirements for small detachments.

1.2.1 Ownership of Designs, Reports, Property, etc.

All designs, technical reports, photographs, drawings, plans, specifications, models, prototypes, patterns, and samples produced by the Consultants in the performance of the work shall vest in and remain the property of Canada. All other property produced or acquired by the Consultant in any manner in connection with the work and the cost of which is paid by Canada shall vest in and remain the property of Canada. The consultant shall account fully to the Minister in respect of the foregoing in such manner as the Minister shall direct.

1.1.2 Ownership of Inventions

Unless otherwise provided in the Contract, all technical information inventions, methods and processes conceived or developed or first actually reduced or practice in carrying out the Contract shall be the property of Canada and shall be fully and promptly disclosed in writing to Canada by the Consultant. The Consultant shall have no rights in and to the same, except such rights therein as may be granted by Canada, and shall not apply for any patent in regard thereto without Canada's written consent. The Consultant shall not, without the written consent of Canada , divulge or use such technical information, inventions, methods, and processes other than in carrying out of the work and, in particular, shall not sell, other than to Canada, any articles or things embodying such technical information, inventions, methods, and processes or grant any license to manufacture such articles or things without the written consent of Canada.

1.3 CONSTRAINTS AND CHALLENGES

- 1.3.1 Design the new facility to an equivalency of LEED Silver and/or, demonstration of surpassing the model national energy code by 50%. (Not Seeking Certification)
- 1.3.2 RCMP Contractor Reliability Security Clearances will be required by all personal working on this project.
- 1.3.3 Budget control and management is of significant importance in the completion of this project. Utilization of innovative design to reduce the overall cost of the project is critical and design options provided by the consultant team will be challenged to ensure economies and efficiencies are identified.

1.4 PROJECT INFORMATION

- 1.4.1 Project Title: Architectural and Engineering Design and Construction Services – New Detachment Facilities.
- 1.4.2 Project Location: Atlantic Region.
- 1.4.3 Project Number: RP- 1-131-11
- 1.4.4 Scope: Design to meet the requirements of the functional program and contract administration for the construction of a new detachment facility.

Work to include:

- 1.4.4.1 New re-use design options to meet functional requirements
- 1.4.4.2 Completion of Tender Documents for first site.
- 1.4.4.3 Construction Administration and Commissioning.
- 1.4.4.4 Post Warranty Inspection.

2 PROJECT OBJECTIVES

2.1 PROJECT DELIVERY APPROACH

- 2.1.1 The tendering of this requirement will be an open tender on the Government Electronic Tendering Site (GETS/MERX/BuyandSell), administered by the RCMP.

2.2 OBJECTIVES

2.2.1 Objective One: Functional Performance

2.2.1.1 Provide a building that responds to the operational needs of the RCMP functions.

2.2.1.2 Achieve:

1) New detachment facility that provide functional, responsive and efficient workspace in keeping with current RCMP functional program, the RCMP and Treasury Board standards.

2) Healthy working environments that fully support optimum work productivity.

3) Easy to use and adaptable systems and technologies to support contemporary operating requirements with capacity for growth and change.

4) Effective and continuous physical security for the occupants in the conduct of their business including but not limited to access control and CCTV systems.

5) Design to be in keeping with barrier free design.

6) Effective and efficient office landscape furniture plan, utilizing approved suppliers from the Government of Canada's National Master Standing Offer Agreement, fully coordinated with the Mechanical and Electrical disciplines.

2.2.2. Objective Two: Design Quality and Character

2.2.2.1 Provide a building that will effectively and appropriately serve the RCMP and their operations.

2.2.2.2 Achieve:

1) Design excellence, use of quality materials and precise execution respecting the climate where the buildings will be located.

2) A building that reflects the importance and nature of the functions it serves.

2.2.3 Objective Three: Building Performance

2.2.3.1 Provide a building and systems that will enable long-term efficient and cost effective life cycle performance.

2.2.3.2 Achieve:

1) A building that embodies sustainable design and application principles and is implemented in an environmentally responsible manner.

- 2) Healthy and safe environments that meet or exceed all codes for fire, health, and life safety.
- 3) A building that fully integrates all components and systems (architectural, structural, mechanical, electrical, security).
- 4) Fabric and systems that are of a high quality; designed in response to sound building science, life cycle cost effectiveness, ease of maintenance with accessible parts for servicing and constructed with the best workmanship possible.
- 5) Systems that can be accessed and easily repaired and/or replaced in the building life cycle, as required.
- 6) A building that will be design to achieve the equivalent of a LEED Silver rating and/or will exceed the model National Energy Code by at least 50%. The RCMP will not be seeking LEED certification for this project.

2.2.4 Objective Four: Project Delivery

2.2.4.1 Deliver the project utilizing best practices in support of the RCMP needs, respecting the approved scope, quality, budget and schedule.

2.2.4.2 Achieve:

- 1) A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life.
- 2) An integrated and focused Consultant team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP.
- 3) Rigorous quality assurance reviews during the design and construction phases. As part of the design reviews include documented peer reviews.
- 4) A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
- 5) An experienced and well seasoned Project professional that shall be responsible for the production and delivery of all documents, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
- 6) Professional conduct in all phases of the project, employing best practices for budget, schedule, quality, and scope management.
- 7) A continuous risk identification and management program employing effective methodologies to ensure construction safety as well as claims avoidance.
- 8) Rigorous cost planning with estimates updated at each phase of the design.

9) Continuous and comprehensive documentation of the project at all stages of the project implementation,

10) Continuity of key personnel and maintain a dedicated working team for the life of the project.

2.3 SCOPE OF WORK

2.3.1 Overview

2.3.1.1 *Phase I* - Review of conceptual floor plans and the current RCMP functional program consultant to provide 3 concepts for consideration by the RCMP for the provision of a new re use design for a small detachment facility, ensuring optimal use of the site and consideration for future growth. Concepts should include options roof and exterior designs that can be easily reproduce in all areas in the Atlantic Region.

Phase II - Design and completion of Tender and construction Documents based upon approved recommendations from Phase I for the first site to receive the new detachment.

Phase III – *Construction Administration and commissioning services including a 10 month warranty inspection.*

2.3.2 Architectural, Interior Design

2.3.2.1 Design to provide new detachment accommodations in response to the functional space program for a facility that will be approximately 510 square meters in size. Additionally, there is a requirement for a detached storage building that will encompass a space of approximately 70 square meters. Services to include all professional expertise required to fully complete the design, specifications, and construction management for this project. Geotechnical services shall be identified in the fee proposal and charged as a disbursement to the project.

Office Furniture Layout including workstations etc.

Develop the site to ensure proper optimization of building footprint to site size ratio, ensuring that the parking requirements identified are accommodated as well as future expansion capabilities for the cell and administration areas.

2.3.3 Civil Engineering

2.3.3.1 All applicable civil elements to deliver this project. Elements include but not limited to site services, site grading, storm water run-off and collection systems.

2.3.4 Structural Engineering

2.3.4.1 All applicable structural elements for the design.

2.3.5 Mechanical Engineering

2.3.5.1 All applicable mechanical systems for the operation of a detachment facility.

2.3.6 Electrical Engineering

2.3.6.1 All applicable electrical systems for the operation of a detachment facility including but not limited to structured wiring, furniture, security systems, CCTV etc.

2.3.7 Landscape Architect

2.3.7.1 Complete design of site finishes, planting and landscape furnishings.

2.4 PROJECT BUDGET

2.4.1 Indicative Cost Estimate for construction is \$4,000,000.00 for construction only; not including risk, design fees or HST but includes design and construction contingencies. This budget is based on a Class "D" estimate.

2.5 PROJECT DELIVERY APPROACH

2.5.1 This project will use a Traditional, design - single tender - build approach. The consultant will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to Design Development, Construction documents, tendering and Construction administration. The consultant will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to construction administration and inspections.

2.5.2 All work to be managed in conjunction with the RCMP.

2.6 DESIGN QUALITY

2.6.1 The Prime Consultant is responsible for controlling quality throughout the life of the project. As part of the design quality assurance process the Prime Consultant will be responsible for coordinating peer reviews for each discipline. Peer reviews will be completed by all disciplines and documented with follow up responses and included in each design submission.

2.7 PROJECT SCHEDULE

2.7.1 Schedule

<u>Stage</u>	<u>Anticipated Completion Date</u>
Award of Consultant Contract	August, 2013
Present Design Options	September, 2013
33% Construction Drawings	November, 2013
Tender Documents	April, 2014
Tender Award	May, 2014
Construction Completion (Including Seasonal Deficiencies)	May 2015

2.8 PROPOSAL PRICE

- 2.8.1 The Consultant is requested to provide a fixed price for this project, excluding disbursements based on this briefing document. The proposed price for the services (proposal price) shall not include any amount for HST and the contract amount will not be amended due to variances in construction tender prices.
- 2.8.2 Proposal price and basis of payment forms are attached to this project brief. Consultant is required to fill out and submit to the Project Manager.

2.9 INVOICING

- 2.9.1 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.
- 2.9.2 All invoices shall be sent to the Project Manager for his review and processing.
- 2.9.3 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.

3 CONSULTANT SERVICE REQUIREMENTS

- 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 design and tender ready stage to 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.
 - 3.1.1.3 Construction Administration and Post Warranty Inspection
- 3.1.2 Summary Scope of Services
 - 3.1.2.1 Review Project Program and preliminary design information
 - 3.1.2.2 Prepare a final Design Development Report based on the approved Schematic Design, complete with outline specifications, including peer review reports and Class "C" estimate.
 - 3.1.2.3 Conduct peer reviews and submit reports throughout design.
 - 3.1.2.4 Prepare a fully co-ordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes and Class "A" cost estimate.
 - 3.1.2.5 Prepare specifications using National Master Specification (NMS) program including Division1.

3.1.2.6 Provide assistance during the tendering process including preparation of addenda and review tender results.

3.1.2.7 Provide contract administration services.

3.1.2.8 Recommend cost effective “Green Construction Materials”, Methods and Practices that can be incorporated into the project without significant impact on the project budget.

3.1.2.9 Identify Commissioning activities through standard Testing, Adjusting and Balancing protocols, while working with RCMP and their representatives.

3.1.2.10 Provide contract administration services including commissioning and warranty inspections.

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 to the completion of the tender stage of the project as well as 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 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. The services will be administered in distinct stages, as follows:

3.3.1.2.1 Design Development

3.3.1.2.2 Construction Documents

3.3.1.2.3 Tender Call, Bid Evaluation and Construction Contract Award.

3.3.1.2.4 Construction and contract Administration including Commissioning.

3.3.1.2.5 Post Construction Services.

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 the Project Manager's 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 resubmitting for acceptance at the Consultant's cost.

3.4.4 Design Meetings

3.4.4.1 The Project Manager shall arrange meetings generally throughout the design and tendering stages of the project, for all members of the project team. Project meetings will normally occur every month, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.

3.4.4.2 Meetings will normally be held at the offices of the Prime Consultant.

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 sign non disclosure documents for RCMP protected material, if applicable.

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.

3.5 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 as further outlined below.

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

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) Respond to comments provided by the RCMP as part of its' review of the Design Development Report.

3.5.3.1.2 Regulatory:

- A) Review, develop and prepare:
 - a) Detailed Building code analysis
 - b) Detailed Fire and life safety strategy, including consultation with the Fire Protection Engineer's office with Labour Canada.
 - c) Detailed Standards analysis
 - d) Detailed Canada Labour Code Part II analysis.

3.5.3.1.3 Building Design

Refine and prepare detailed concepts for exterior look including roofing, parking, and site layouts.

- a) Three (3) preliminary concept designs for consideration by the RCMP, which will demonstrate acceptable response to the Functional Space Program and building site.
- b) Detailed design drawings, including floor plans, exterior elevations, building sections, wall sections, special details etc.
- c) Interior design, including interior elevations, stairs, washrooms, services space, interior finishes, special millwork, etc.
- d) Substructure plans, including foundations, framing, etc.
- e) Shell, including superstructure, exterior enclosure, roofing, etc.
- f) Services, including plumbing, HVAC, fire protection, electrical, telecommunications, physical and protective security, CCTV systems etc.
- g) Commissioning activities plan.
- h) Determination of cost effective green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget.

3.5.3.1.4 Budget, Schedule and Risk Analysis

A) Prepare Updated:

a) Budget and Class “C” estimate schedule

b) 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% and 99%. 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

a) Detailed building code analysis

b) Detailed fire and life safety strategy

c) Detailed standard analysis

d) Detailed Canada Labour Code Part II 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) Each discipline shall conduct peer reviews for submissions (33%, 66%, 99% and Final) and submit peer review report identifying comments and responses.
- E) Provide written response to all review comments and incorporate them into the Construction Documents.
- F) Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
- G) Update project schedule
- H) Prepare a final Class “A” estimate
- I) 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 peer review reports.
- 3.6.5.1.4 Submit written response to the RCMP on review comments made at Design Development Stage
- 3.6.5.1.5 Submit drawings and specification to HRDC, Labour Program, Fire Protection Engineering Services for their review.
- 3.6.5.1.6 Specifications
 - A) 66% edited with all pertinent sections including sections on Structural, Mechanical and Electrical components.
 - B) Confirm review of General Conditions of Contract and coordinate with Division 1.
 - C) Commissioning Activities outline and specification
 - D) Provide a list of the required component verification sheets, and system test procedures required for this project.

3.6.5.1.7 Architectural

- A) Cover sheet with list of drawings
- B) Site Plan
- C) Roof Plan
- D) Floor Plans
- E) Furniture plan
- F) Reflected ceiling Plan
- G) Exterior and Interior Elevations
- H) Building and Wall Sections
- I) Large Scale Detail Drawings
- J) Door Schedule
- K) Hardware Schedule
- L) Room finish schedule
- M) Millwork details including memorabilia wall/Trophy case.

3.6.5.1.8 Structural

- A) Foundation Details
- B) Roof Plans
- C) Floor Plans
- D) General Notes including
 - * Design code used
 - * Design loads
 - * Strength and grades of concrete, masonry, steel and/or other materials
- E) Structural elements
- F) Welding requirements
- G) Schedule for steel beams, lintels, etc.
- H) Co-ordination with Architectural, Mechanical and Electrical drawings.

3.6.5.1.9 Mechanical

- A) Roof Plan
- B) Floor Plans
- 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 mechanical and transformer rooms, Include cross sections of mechanical duct-work and piping in mechanical room and other congested areas
- F) Identify mechanical components either on schedule shown on drawings, or in specification.
- G) Complete diffuser locations
- H) Complete control specification at 66% stage including sequences of operation of all mechanical systems.
- I) Mechanical control schematics, sequence of operation for each mechanical system, electrical control schematics, D.C. input/output points schedule.
- J) Testing, Adjusting and Balancing Plan
- K) Co-ordination with Architectural, Civil, Structural and Electrical drawings.

3.6.5.1.10 Electrical

- A) Roof Plan
- B) Floor Plans
- 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
- I) Co-ordination with Architectural, Structural and Mechanical drawings

3.6.5.1.11 Civil

- A) Site Plan
- B) Grading Plan
- C) Building Service Plan
- D) Grading Plan Sections
- E) Water, Sanitary, Storm Line Profiles

F) Details

3.6.5.1.12 Landscape

A) Planting Plan

B) Irrigation Plan if applicable

C) Planting Details

3.6.6 99% Submission Deliverables

3.6.6.1 Comments applicable to all ASME Disciplines:

3.6.6.1.1 Submit written response to RCMP review comments made at 66% stage

3.6.6.1.2 Submit written peer review reports.

3.6.6.1.3 All working drawings and specifications -fully completed and coordinated with AMES drawings and with the Specs

3.6.6.1.4 All drawings and specs to be signed and sealed

3.6.6.1.5 Submit the completed commissioning plan include maintenance schedule.

3.6.6.1.6 Submit one copy of update Cost Plan, Class "A" (+/- 5%) project cost estimate

3.6.6.1.7 Submit one copy of updated project schedule

3.6.6.1.8 Submit drawings and spec to HRDC, Labour Program Fire Protection Engineering Services for approval.

3.6.6.1.9 Specifications:

A) 99% edited specifications

3.6.6.2 Architectural and Interior Design

A) Complete set of 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 color schedules, including textures, sheens, super graphics, color chips and material samples.

D) Complete coordination with Structural, Mechanical and Electrical drawings to provide 99% completion.

3.6.6.3 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.

3.6.6.4 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 achieve 99% completion.

3.6.6.5 Electrical

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

3.6.6.6 Civil

- A) Complete set of coordinated construction drawings suitable for tender call including excavation, grading, building services, storm water removal, parking and paving specifications, etc.
- B) Complete coordination with other disciplines to achieve 99% completion.

3.6.6.7 Landscape

- A) Complete set of coordinated construction drawings suitable for tender call including planting and irrigation specifications.
- B) Complete coordination with other disciplines to achieve 99% completion.

3.6.7 100% Submission Stage - Final Tender Documents

Applies to all ASME disciplines.

- 3.6.7.1 All drawings and specifications, 100% reviewed and coordinated for tender call
- 3.6.7.2 All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections.
- 3.6.7.3 Submit updated project implementation schedule.
- 3.6.7.4 Incorporate RCMP comments made at the 99% stage, either in the documents themselves if time allows, or as an Addendum during the tendering period.
- 3.6.7.5 Revised Class "A" level cost estimate, if required
- 3.6.7.6 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, signed and sealed, on CD or by email, as requested by the Project Manager.

3.6.7.7 Submit and obtain formal acceptance on plans and specifications required by the Inspection Authorities before tender call.

3.6.7.8 Provide Proposed LEED scorecard (Silver)

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 33%, 66% 99% submission stages.

3.7.1.3 Provide three original set of Construction Drawings and Specifications including electronic copies in PDF and AutoCAD 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) Peer Design Review

C) Other Authorities having Jurisdiction Review.

4 TENDERING SERVICES

4.1 GENERAL REQUIREMENTS

4.1.1 Either the RCMP or PWGSC 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

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) Monthly construction progress and quality assurance reports

- D) Shop Drawings
- 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 Inspections 10 and 12 month

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 Subcontractors

It is expected that there will be a minimum of 14 on-site construction project meetings and no more than 18 meetings on site. References to site would normally mean the Ingonish location. Conference calls will be coordinated as required to review project status and work through challenges and issues.

5.2.2 The Consultant shall include in the contract documents the requirement for the Contractor to attend the meetings and conference calls. The **“consultant”** shall record the issues and decisions and prepare and distribute minutes to all the attendees within (2) two 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 (1) 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 at the construction site.

- 5.2.6 The Consultant shall attend meetings and conference calls, 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 Establish Design Criteria, functional and operational requirements, if not already established in the RFP or Project Brief. The intent is to design, check and verify that all building systems are functioning to the design specifications, including documentation.
- 5.3.2 Prepare a preliminary Commissioning Activities plan.
- 5.3.3 Direct and monitor the testing adjusting and balancing processes to ensure compliance with the project brief and the approved commissioning plan.
- 5.3.4 Plan the performance verification (PV) activities, processes and their output, including development of project-specific:
 - 1. Installation / Start-up Check Lists
 - 2. Product Information (PI) Report Forms and Performance Verification (PV) Report Forms, and
 - 3. Design data to PI and PV report forms
- 5.3.5 Prepare a Training plan.
- 5.3.6 Identify Contractor and subcontractor PV and testing responsibilities,
- 5.3.7 Review shop drawings and product data and accompanying Product Information (PI) as completed by the Contractor,
- 5.3.8 Ensure that all systems have been properly verified, balanced etc. in compliance with the Performance Specifications and Commissioning Plan, prior to occupancy including the provision of the commissioning manual.
- 5.3.9 Submit three (3) hard copies and one (1) electronic copy of the completed Maintenance Manuals, Maintenance Schedule, and commissioning manual to the Project Manager.
- 5.3.10 Ensure that all required training and operating system demonstrations have been properly conducted and completed.
- 5.3.11 Identify and verify the rectification of all outstanding deficiencies,
- 5.3.12 Assist in the resolution of all issues relating to commissioning,
- 5.3.13 Prepare "as-built" documentation (plans and specifications) as described elsewhere in the RFP or Project Brief,
- 5.3.14 Recommend acceptance of the completed project,

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

6.1.1.2 Ten-Month Warranty Inspection.

6.1.1.3 Final Warranty Inspection.