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Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
PO Box 1408 , Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation 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 -
Western Region
P.O. Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Title - Sujet CSC Gates/Fence Repair-Replacement	
Solicitation No. - N° de l'invitation EW525-140541/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client CSC 20140451	Date 2013-07-16
GETS Reference No. - N° de référence de SEAG PW-\$PWZ-080-8570	
File No. - N° de dossier PWZ-3-36082 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-20	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Almonte, Cathleen	Buyer Id - Id de l'acheteur pwz080
Telephone No. - N° de téléphone (204) 984-6664 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EW525-140541/A

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

CSC 20140451

Amd. No. - N° de la modif.

001

File No. - N° du dossier

PWZ-3-36082

Buyer ID - Id de l'acheteur

pwz080

CCC No./N° CCC - FMS No/ N° VME

Amendment No. 001 is hereby issued to modify Solicitation No. EW525-140541/A as follows:

1. **INSERT:** the attached pdf document titled "*TOR - english*"

If your bid has already been forwarded and you wish to revise the same, this revision should reach the Bid Receiving Unit identified before the closing date. The bid number and closing date are to be clearly identified.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.



Architectural & Engineering Services **TERMS OF REFERENCE**



Replace Sally Port Gates and Fence repair/replacement

**For
Correctional Service Canada
Saskatchewan Penitentiary
Prince Albert, Saskatchewan
R.058018.001**

2013.03.08



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I PROJECT DESCRIPTION

I.1 GENERAL

I.1.1 PURPOSE

- .1 Public Works & Government Services Canada (PWGSC) requires the services of an architectural/engineering consulting firm, acting as prime consultant together with a multi-disciplinary team of sub-consultants for the provision of service required for this project.
 - .1 The purpose of the project is to:
 - .1 Replace malfunctioning Sally Port Gates providing principal secure entry to the Saskatchewan Penitentiary. Ensure efficient and reliable mechanical, electrical and security operation in all weather conditions and adherence to other design requirements as noted in this TOR.
 - .2 Incrementally repair/replace sections of the Security and Demarcation Fence.

I.1.2 THE PWGSC GENERAL PROCEDURES AND STANDARDS DOCUMENT (GP&S)

- .1 The TOR document must be used in conjunction with the GP&S, as the two documents are complimentary.
- .2 The TOR describes project-specific requirements, services and deliverables while the GP&S document outlines with minimum standards and procedures common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the TOR override the GP&S Document.

I.1.3 PROJECT INFORMATION

Project Information	
Project Title:	Replace Sally Port Gates and Repair/ selective fencing replacement
Project Address:	Saskatchewan Penitentiary, Prince Albert, Sk.
Contract Number:	
User Department:	Correctional Services Canada
PWGSC Project Management Officer:	Linda Kaminski
PWGSC Project Number:	R.058018.001
PWGSC Contracting Officer:	

I.2 BACKGROUND INFORMATION

I.2.1 NEED & GOALS

1. CSC has indicated a need to replace the three Sally Port Gates which provide access to the Saskatchewan Penitentiary as they are not functioning well and are unreliable.
2. CSC has indicated that they will require replacements for the gates. Additionally the gates are to be designed to prevent ramming and are to operate in all temperature conditions without freezing.
3. The current Security and Demarcation Fence requires selective repair or replacement. CSC wishes to have documents in place that will allow them to perform the repairs on an incremental basis as funds become available.
4. See sections 1.8 and section 4 which identify background reports on the gates and the fence.



I.2.2 USER DEPARTMENT

- .1 The User Department referred to throughout the TOR is Correctional Service Canada (CSC)
- .2 CSC Mission;
 - .1 CSC, as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.
- .3 The Institution;
 - .1 The Saskatchewan Penitentiary is a federal correctional institution located on the West side of Prince Albert on 15th street, just outside the city limits. It was built in 1911, houses over 600 inmates, and employs over 500 personnel.

I.2.3 EXISTING CONDITIONS

- .1 The perimeter walls are built of concrete and brick, are approximately 28 feet tall, and encompass a rectangular area measuring approximately 890 feet by 1200 feet.
- .2 Three large gates allow access through the perimeter walls for vehicles, equipment, construction materials, personnel, etc.
- .3 One gate is a single-sliding-door style, and is located on the north end of the east wall. The other two gates are a double-sliding-door style and are identical models; one is located in the middle of the south wall, and the other is on the north end of the west wall.
- .4 Standard Machine of Saskatoon was retained to evaluate and provide recommendations on how to solve various maintenance problems with Saskatchewan Penitentiary's perimeter-wall gates.
- .5 Field inspection of the gates took place on August 9, 2012.
- .6 The three Sally Port Gates at the institution have been malfunctioning and freeze in winter climates. They require replacement and upgrade to their mechanical operation and electrical systems so that they operate reliably.
- .7 All existing interior fences and gates are constructed of chain link fencing material and metal posts.

I.2.4 CONSTRAINTS AND CHALLENGES

- .1 The Consultant will be required to become familiar with the project site and obtain local information as required.
- .2 The Consultant is required to obtain security clearances for all his/her firm's personnel as well as any sub-consultants to visit the project site for reasons, such as, site reviews, attendance for site design meetings, etc. Security clearance checks may include credit checks.
- .3 All site visits must be arranged through the Departmental Representative.
- .4 The work will be carried out during normal working hours, when the Institution is fully occupied and operational.
- .5 Environmental conditions must be kept under control during all phases of the work.
- .6 The project scope must be tailored to meet the User Department's budget. Diligent cost estimating and cost control is required.
- .7 Consultant's key personnel must be available to respond to emergencies within 4 hours.

I.2.5 HAZARDOUS MATERIALS

- .1 No hazardous materials have been identified at this site.

I.2.6 PROJECT DELIVERY APPROACH



- .1 This project will use a traditional design-bid-build approach.
- .2 It is anticipated that one tender package will be required for the sally port gates and one for the fencing portion of this project but not limited to:
 - .1 Architectural,
 - .2 Electrical and Mechanical, including security systems,
 - .3 Custom installations for the mechanical and electrical operations of the gates,
- .3 The Consultant shall prepare the tender package and ensure full co-ordination of the work of all disciplines.

I.3 SUMMARY OF DESIGN WORK

I.3.1 SITE RENOVATION WORK

- .1 This project requires civil and electrical/mechanical engineering design work to complete replacement and electrical upgrades and modernization to three Sally Port Gates. Confirming chain link fencing and gates repairs/replacement as per the CSC Assessment Report (see I.8.1.5)

I.4 OBJECTIVES

I.4.1 GENERAL GOALS

- .1 Ensure the design is efficient and cost effective considering both initial cost and operation & maintenance costs over a life cycle of 25 years.

I.4.2 DESIGN AND PERFORMANCE INTENT

- .1 Meet and exceed all applicable codes, laws, regulations and standards as per the GP&S document.
- .2 Responds to the operational and functional needs of the user Department, as identified in the CSC Technical Manual.
- .3 Achieves design excellence that will be recognized by the Architectural and Engineering industry.
- .4 Will endure and remain serviceable.
 - .1 Incorporating high quality materials into the design that are of a quality, durable and are constructed with the best workmanship possible.
 - .2 Employing advanced systems and technologies to support contemporary operating requirements with capacity for growth and change.
 - .3 Fully integrating all components and systems, including architectural, structural, mechanical, electrical, security and equipment designs, etc.
- .5 Provide a healthy and safe working environment that meets or exceeds all codes for fire, health, and life safety, including the Canada Labour Code, that fully supports optimum work productivity;
- .6 Fully integrate and optimize the performance of components and systems;
- .7 Be designed for ease of maintenance, with systems that can be accessed and easily repaired and / or replaced during the gates' life cycle;
- .8 Provide integration with User systems for security services.
- .9 The Sally Port Gates provide principal secure entry for vehicles including large pieces of equipment and tractor trailers delivering supplies and equipment at three locations to the internal secure operations of the Institution with the following performance intent;
 - .1 The gates are to have electrical and security connections fully coordinated with the Institution security operations.



- .2 The new gates are to have safety mechanisms designed and built into them to prevent injury to persons and property.
- .3 The new gates are permitted to be constructed of chain link fence, but cannot allow visibility into the interior areas/ sally port areas of the Institution.
- .4 The gates are to have prevention against ability to ram them designed into the features.
- .5 The gates are to enable frequent and reliable daily operation.
- .6 The gates and all mechanical and electrical components are to be heavy duty, long lasting, durable, adjustable and easily serviceable and operate in all weather conditions without freezing. (be aware of existing conditions that have caused freezing and design to prevent similar condition).
- .7 The surrounding grounds and site are to drain water below gates to prevent accumulation and freezing.
- .8 Replacement and repairs of chain link fence to match existing material with the exception that current CSC standards for fencing must be met. This may mean an upgrade to certain details from what is currently used on site.

I.4.3 PROJECT DELIVERY

- .1 Deliver the project within the construction budget established during preliminary project approval.
- .2 Deliver the project within the key milestones and according to the detailed project schedule listed in this TOR.
- .3 Ensure that each Consultant team member understands the project requirements, for seamless delivery of the required services.

I.5 SUMMARY OF SERVICES AND QUALIFICATIONS

I.5.1 GENERAL SERVICES

- .1 The prime consultant will provide a full consulting team including the following consultant services and specialties:
 - .1 Professional Architectural Services;
 - .1 Correctional Facility Security specialist,
 - .2 Professional Engineering Services
 - .1 Structural Engineer
 - .2 Civil Engineering;
 - .3 Electrical Engineering;
 - .3 Commissioning;
 - .4 Geotechnical Engineer;
 - .5 Cost Estimating Specialist;

I.6 SCHEDULE

I.6.1 GENERAL

- .1 Deliver the project to be ready for occupancy in accordance with the project milestone listing identified below.
- .2 **Completion dates shown are relative to an assumed start date of 2013.11.05**
- .3 Prepare a Project Schedule, in accordance with the milestone list.

I.6.2 ANTICIPATED MILESTONE DATES



Project Phase	Milestone Completion Date
Consultant Contract Award	2013.04.05
Schematic Design	2 weeks
50% Design Package	2 weeks
99% Design Package	2 weeks
99% Design Package Review	1 week
Tender Ready Documents	1 week
RPC Tender Processing	1 week
Tender Closing	2 weeks
Tender Award	2 days
Construction Start	1 weeks
Substantial Completion	8 weeks
Commissioning complete and Acceptance	2 weeks
Project Closed	22 weeks

1.7 COST

1.7.1 CONSTRUCTION BUDGET

- The construction estimate does not include Project Management fees, administration costs, Consultant fees, Risk Allowance, Escalation or GST and is in 'Budget-Year (Current)' dollars. \$260,000.00

1.7.2 ESTIMATED CONSTRUCTION COST

- The estimated construction cost (excluding GST), is anticipated at this time to be as follows:

Estimated Construction Cost	Budget-Year \$
Construction Cost (Maximum)	\$ 240,000.00
Construction Contingency (Maximum)	\$ 20,000.00
	\$
Construction Budget at time of tender	\$ 260,000.00

1.8 EXISTING DOCUMENTATION

1.8.1 AVAILABLE FOR THE CONSULTANT

- Limited as-built drawings and Operation & Maintenance Manuals will be available on the project site and the Consultant will be responsible for verifying the accuracy of the information incorporated into the design.
- PWGSC GP&S Document,
- CSC Technical Manual,
- Evaluation of Perimeter Wall Gates by Standard Machine, dated September 11, 2012.
- Saskatchewan Penitentiary Security and Demarcation Fence Assessment by Berry Architecture Associates and East Lake Welding dated 2010.

1.8.2 DISCLAIMER



- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered, “as is” for the information of the Consultant.

1.9 CODES, ACTS, STANDARDS, REGULATIONS

1.9.1 GENERAL

- .1 A listing of Codes, Acts, Standards and Guidelines potentially applicable to this project are contained in the GP&S Document.
- .2 The Authorities Having Jurisdiction (AHJ) on this project are:
 - .1 The local AHJs;
 - .2 The Fire Protection Engineer of Labour Canada;
 - .3 Treasury Board of Canada.
- .3 The Consultant must identify, analyze and design the project in accordance with the requirements of all AHJs and all applicable Codes, Acts, Standards and Guidelines and Legislation.
 - .1 The applicability of various Codes, Acts, Standards and Guidelines listed in the GP&S document arise out of direct and indirect references in documents which apply to Federal buildings, such as the Canada Labour Code.
 - .2 The consultant team must be fully versed with the legislation and requirements that are unique to Federal Government buildings in Canada.
 - .3 The consultant team must be fully versed with the legislation and requirements that are unique to Federal Government projects tendered through Public Works & Government Services Canada.

2 REQUIRED SERVICES

2.1 GENERAL REQUIREMENTS

2.1.1 SERVICES

- .1 Schematic Design Report,
- .2 Design Service (Construction Documents at 50%, 99%, and tender ready stages. Review at 99% stage only),
- .3 Tender Service (Assistance during the Construction Contract Procurement Phase),
- .4 Construction Support Service (Contract Administration and site review services during the Construction Phase),
- .5 Commissioning services,
- .6 Post Construction Services.

2.2 PROJECT REVIEW AND APPROVAL

2.2.1 GENERAL

- .1 Comply with all applicable laws and regulatory requirements as required by the General Conditions of the Contract.

2.2.2 FEDERAL GOVERNMENT

- .1 The federal authorities having jurisdiction over this project are:
 - .1 HRSDC for fire prevention engineering services and life safety;
 - .1 The purpose of this review is fire protection, health and life safety,



- .2 Submission documents shall be in the following format: reports, drawings and specifications
- .3 Submission will be reviewed at schematic design phase, construction documents at 99% completion,
- .4 Expected turnaround time is 2 weeks, and
- .5 For each review, provide four submissions plus any follow-up submission.
- .2 Project delivery team approval
 - .1 This includes both the PWGSC Professional & Technical Team reviews and User approval.
 - .1 The purpose of these reviews is technical quality assurance.
 - .2 Submissions will be reviewed at construction documents phase 99% complete,
 - .3 Expected turnaround time is 2 weeks reviews.
 - .4 For each review, provide one submission plus any follow-up submissions.

2.3 SCHEMATIC DESIGN SERVICE

2.3.1 GENERAL

- .1 The Consultant Team will review and analyze all available project information, consult with the Departmental Representative, and deliver a comprehensive Schematic Design Report.
- .2 The Consultant must obtain written authorization from the Departmental Representative before proceeding with Construction Documents.

2.3.2 SCOPE & ACTIVITIES

- .1 The Consultant shall:
 - .1 Prepare a minimum of one (1) viable alternative option per sally port gate and areas of chain link fencing for each discipline to meet the functional and technical requirements for the project;
 - .1 Analyse and develop the option with regard to the project goals including cost and schedule,
 - .2 Develop the Design Option in sufficient detail to clearly indicate all key elements in the design, including, (but not limited) to details outlined herein.
 - .2 Update the budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost;
 - .1 Prepare a Class 'C' Cost Estimate for each option.
 - .3 The Departmental Representative, in concert with others shall select the preferred option to be further developed.

2.3.3 DELIVERABLES

- .1 The Consultant shall:
 - .1 Prepare and submit the Schematic Design Report, for review and acceptance by the Departmental Representative;
 - .1 Refer to the GP&S Document for contents and report content.

2.4 DESIGN SERVICES

2.4.1 GENERAL

- .1 The objective of this stage is to translate the Schematic Phase findings into construction drawings and specifications for the purpose of tendering.

2.4.2 SCOPE AND ACTIVITIES

- .1 Create construction documents in accordance with the General P&S Document,



- .1 Design according to the budget and schedule,
- .2 Update the cost estimates
- .2 The Consultant shall:
 - .1 Prepare a Class A cost estimate at the pre-tender phase, using 100% measured quantities;
 - .1 Provide a cost breakdown by trade for review of bids and comparison with the successful Contractor's cost breakdown.
 - .2 Advise Departmental Representative and resolve issues of the HRSDC Fire Protection Engineer or other governmental authority officials raise, and adjust Construction Documents as required;
 - .3 Provide written response to PWGSC comments at 99% ready completion review stage and integrate comments into final construction documents;
 - .4 Participate in the risk management process;

2.4.3 DELIVERABLES

- .1 99% complete Construction Documents, fully coordinated as if ready for tender.
 - .1 This submission incorporates all revisions required by the review of the previous submission.
 - .2 The Consultant shall submit documents to the PWGSC Departmental Representative.
 - .3 The submittal shall include:
 - .1 A Class "A" Estimate
 - .2 Construction Drawings
 - .1 Drawings should reflect 99% completeness with a complete design without any unfinished details.
 - .3 Complete Specifications.
 - .1 Specifications to be complete with all Sections and thoroughly coordinated with the Drawings.
 - .4 Respond to PWGSC written comments of previous submittal.
- .2 Final (100%) Construction Documents ready for tendering.
 - .1 This submission incorporates all revisions required by the review of the previous submission.
 - .2 The Consultant shall submit documents to the Departmental Representative, HRSDC, local municipality, or any other Authority having jurisdiction:
 - .3 The submittal shall include:
 - .1 Signed and sealed documents.
 - .2 An updated Class 'A' cost estimate.
 - .3 Construction Drawings & Specifications
 - .1 As per the General P&S Document.
 - .4 Response to PWGSC written comments of previous submittal
 - .4 The Consultant must confirm in writing that:
 - .1 The checklist in the GP&S Document has been reviewed in concert with the requirements of the Consultant Agreement; and
 - .2 A full review and coordination of the Contract Documents are complete and in accordance with professional standard of care.

2.5 TENDER SERVICES



2.5.1 GENERAL

- .1 The object of this phase is to support the Departmental Representative with the tender.
- .2 The Contract Authority for this project is the Real Property Contracting branch (RPC) of PWGSC.

2.5.2 SCOPE AND ACTIVITIES

- .1 When requested, the Consultant will be required to;
 - .1 Provide the Departmental Representative with information required by bidders to interpret construction documents.
 - .2 Attend pre-tender site visits,
 - .3 During Bid Review and Analysis, assist the Departmental Representative, as required, by analyzing and reconciling any differences between pre-tender estimates and submitted bids.
 - .1 Attend bidders meetings, as required;
 - .2 Provide Departmental Representative with information required by bidders to interpret construction documents
 - .3 Prepare explanations, and addenda in response to all questions within two (2) business days during the bidding period and submit to Departmental Representative,
 - .4 If PWGSC decides to re-tender the project, or any specific tender package, provide full services to the Departmental Representative
 - .5 Assist in bid evaluation by advising on completeness of tender documents, technical aspects of bids, the bidder's capability to do the work, and, availability of equipment to do the work and
 - .6 Submit to the Departmental Representative, one reproducible and one electronic copy of the complete tender documents including addenda for all tender packages;
 - .1 Indicate "Issued for Construction" on the documents, along with the date.
 - .4 For Cost services:
 - .1 During the tender period, report on cost impacts of addenda;
 - .1 Incorporate the results into the final pre-tender estimate (both elemental and trade versions), prior to receipt of bids.
 - .2 During Bid Review and Analysis, assist the Departmental Representative, as required, by analyzing and reconciling any differences between pre-tender estimates and submitted bids.
 - .3 During negotiation, provide cost information as needed for bid negotiation and enter into the negotiations if requested.
 - .4 Reconcile, if necessary, both the elemental and trade estimates, in detail, with the agreed contract sum.
 - .1 These estimates will be used by the Construction Team during the construction phase.

2.6 CONSTRUCTION SUPPORT SERVICE

2.6.1 GENERAL

- .1 The object of this phase is to support the Departmental Representative with the construction phase and ensure the quality, budget and schedule of the project.

2.6.2 SCOPE AND ACTIVITIES

- .1 The Consultant shall:
 - .1 Authorize special tests, inspections and minor works that do not impact project cost and schedule,



- .1 Provide the Departmental Representative with all material specifications, mixes and test results for future maintenance by PWGSC and CSC Share all project information with PWGSC.
- .2 All material specifications, mixes and test results shall be turned over to the Departmental Representative for future maintenance by PWGSC and others
- .2 Review shop drawings and provide three (3) copies to the Departmental Representative
- .2 For Site Visits
 - .1 Provide as required to fulfil the Consultant's professional obligations to monitor the construction activities throughout the construction period and keep Departmental Representative informed of work progress,
 - .1 Reject unsatisfactory work,
 - .2 Provide written reports.
- .3 For Construction & contract administration
 - .1 Interpret contract documents as required and provide any additional drawings or specifications required to clarify, interpret or supplement Construction Documents,
 - .2 Furnish supplemental instructions to the Contractor with reasonable promptness or in accordance with a schedule for such instructions agreed to by PWGSC and the Contractor,
 - .3 Review and comment on various documents such as Contractor's Progress Claims and updated schedules,
 - .4 Offer timely technical advice time on all disputes and claims between PWGSC and the Contractor,
 - .5 Determine the amounts owing to the Contractor based on work progress, and certify payments to the Contractor and
 - .6 Provide Certificate of Substantial Completion,
- .2 Assist the Departmental Representative to prepare Certificate of Substantial Completion and provide sign-off,
- .3 Arrange construction meetings, update Master Schedule,
- .4 Authorize special tests,
- .4 For cost services:
 - .1 Assist the Construction team with cost management advice, if requested;
 - .2 Evaluate change orders; claims, work completed and cash flow.
- .5 For Scheduling Services:
 - .1 Review contractor's monthly schedule report; report findings and recommendations to the PWGSC for further discussion with the Contractor.
- .6 For Changes to the work:
 - .1 Assist the Departmental Representative to prepare CCN's and COs, to be issued by the Departmental Representative.
- .7 Assist the Departmental Representative to prepare Certificate of Final Completion and provide sign-off.

2.7 COMMISSIONING PHASE

2.7.1 GENERAL SERVICES

- .1 Provide fully integrated and comprehensive commissioning for the project in accordance with the requirements in the GP&S document.
- .2 The project will be accepted and the Certificate of Substantial Completion will be issued only after:



- .1 Successful completion of integrated systems tests, life safety support systems tests and after meeting all requirements of the authority having jurisdiction,
- .2 All test certificates, commissioning reports and commissioning documentation have been approved by the Departmental Representative.
- .3 See the GP&S Document for a full list of required Commissioning services and deliverables during the various project phases.

2.8 POST CONSTRUCTION SERVICE

2.8.1 DELIVERABLES

- .1 Warranty Deficiency List,
- .2 Final Certificate,
- .3 As-Built and Record Drawings and As-Built Specifications,
- .4 Comments to O&M Manual,
- .5 Signed final Commissioning Manual,
- .6 Sign-off on Warranty.

2.8.2 PROJECT CLOSE-OUT SERVICES

- .1 Before handing over the project to PWGSC, the Consultant shall:
 - .1 Revise documentation to reflect all changes, revisions and adjustments after completion of commissioning
 - .1 Prepare record drawings and specifications based on Contractor's as-builts;
 - .2 Prepare and submit Final Certificate of Completion, Post-occupancy inspection report and final records Project Plan.

2.8.3 PROJECT EVALUATION SERVICES

- .1 The Consultant shall:
 - .1 Participate in Lessons Learned workshops if requested
 - .2 Develop an occupant's comments/complaints audit system to track problems that may occur after occupancy
 - .3 Prepare and submit an integrated Commissioning, Operation and Evaluation Report to the Departmental Representative

2.8.4 WARRANTY SERVICES

- .1 The Consultant shall:
 - .1 Monitor and certify rectification of deficiencies before expiry of warranties
 - .2 Monitor environmental and life safety system checks to be carried out by Contractor/O&M staff before expiration of warranties
 - .3 Participate in warranty inspections with Departmental Representative and Contractor
 - .4 Provide warranty deficiency list,
 - .5 Provide Final Warranty Review report.

3 PROJECT ADMINISTRATION

3.1 GENERAL REQUIREMENTS

3.1.1 PWGSC PROCEDURES AND STANDARDS

- .1 In addition to adhering to the general project administration requirements contained in section 2 of the GP&S document, the Consultant shall comply with the project specific requirements in this section.

3.1.2 COMMUNICATION



- .1 If any communication with the User Departments results in the need for any change to the Project scope of work, quality, cost or schedule, the Consultant shall inform the Departmental Representative, and seek direction, before taking any action.
- .2 The Departmental Representative will arrange for the CM Consultant to obtain access to the PWGSC secure shared document management site (Buzzsaw).
- .3 Correspondence
 - .1 All correspondence from the Consultant shall be distributed as directed by the Departmental Representative.
 - .2 There shall be no correspondence between occupants or users of the facility and the Consultant unless directed by the Departmental Representative.
 - .3 All correspondence must carry the Contract name/number, PWGSC Project title, PWGSC Project number and File number and a date (i.e. Month/Day/Year).
 - .4 Automatic date fields shall not be used except when preceded by the text "Printed on:"
- .4 The Consultant shall:
 - .1 Develop a communication and correspondence protocol, submit to the Departmental Representative for review and acceptance prior to implementation and incorporate it into the Project Procedures Manual.
 - .1 Account for the involvement of all Stakeholders in this protocol.
 - .2 Direct communication and correspondence between members of the PWGSC Project Team, the Contractor and the User Departments on routine matters as may be required to enable the project to proceed in a timely and efficient manner.
 - .1 However, no communication shall alter the terms of the project scope, budget or schedules unless directed in writing by the Departmental Representative.

3.1.3 MEETINGS

- .1 The Departmental Representative will arrange meetings, bi-weekly, throughout the project.
- .2 Meetings will normally be held at the Saskatchewan Penitentiary Institution, in the offices of CSC.
- .3 When urgent problem-solving meetings are required, the Consultant shall be available to attend such meetings in Prince Albert within one working day notice.
- .4 The key personnel of the prime Consultant and sub-consultants or specialist firms must be available to attend meetings or respond to inquiries within half a working day

3.1.4 CONSULTANT RESPONSIBILITIES

- .1 It is a requirement of this project that the key personnel of the Consultant are personally available to attend meetings or respond to inquiries promptly.
- .2 During the project, the Consultant's Key Personnel shall be:
 - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
 - .2 Able to respond to emergencies within one (1) hour, including those occurring during off-hours and on weekends/ holidays
- .3 On occasion, there may be urgent, problem-solving meetings.
 - .1 The Consultant must be available to attend such meetings in Prince Albert within twenty four (24) business hours.

3.1.5 SUBMISSIONS TO PWGSC

- .1 Where submissions to PWGSC include summaries, reports, network diagrams, drawings, plans, specifications or finish schedules, submit one (1) original to the Departmental Representative in electronic format, unless otherwise directed in writing.
- .2 Electronic format:
 - .1 The electronic deliverables shall be provided using Microsoft applications.



- .2 Alternatively, the Consultant may submit all work in Adobe Acrobat *.pdf format except for Network Diagrams which must be submitted in their original electronic format.

3.2 ROLES AND RESPONSIBILITIES

3.2.1 CONSULTANT

- .1 The “Consultant Team” must be eligible to work in the province of Saskatchewan.
- .2 The “Consultant shall:
 - .1 During the design phases:
 - .1 Attend meetings,
 - .2 Record the issues and decisions,
 - .3 Prepare and distribute minutes within two working days of the meeting,
 - .4 Ensure all meetings are green i.e. using electronic documents or double -sided hard copies and
 - .5 Ensure sub-consultants attend required meetings.
 - .2 During the construction phase:
 - .1 Attend meetings and provide site inspection services
 - .2 Ensure sub-consultants provide site inspection services and attend required meetings.

3.2.2 PWGSC

- .1 PWGSC will:
 - .1 Organize QA reviews at 99% stages through the construction document stage, as required;
 - .2 Facilitate discussions between the main stakeholders of the overall project including PWGSC, the Consultant Team, and User Department stakeholders

3.2.3 THE PWGSC TEAM

- .1 The PWGSC Project Manager is the Departmental Representative and is responsible for conveying all resultant CSC requirements to the Consultant
- .2 PWGSC Professional & Technical Resources Team assists the Project Manager.
- .3 The PWGSC Commissioning Specialist:
 - .1 Ensures the Commissioning process is appropriate.
 - .2 May witness verification of Systems and Integrated Systems Testing
 - .3 Participates in warranty reviews

3.2.4 USER DEPARTMENT

- .1 CSC, as the User Department’s Representative is responsible for the interests of the User Department, in collaboration with the PWGSC Departmental Representative.
 - .1 Unless directed otherwise, all communications with the User Department are through the PWGSC Departmental Representative.

3.3 PROJECT REVIEW AND APPROVAL

3.3.1 GENERAL

- .1 In addition to the review procedures outlined in the GP&S document, the Consultant shall ensure that design submissions are provided as required below.

3.3.2 FEDERAL GOVERNMENT

- .1 Federal authorities having jurisdiction over this project are:
 - .1 Public Works and Government Services Canada;



- .1 Contracting authority and project delivery;
- .2 HRSDC, for fire prevention engineering services and life safety;
- .3 CSC, for functional design, IT and security systems;
- .4 PWGSC, for technical and quality assurance.

4 APPENDICES

4.1 APPENDIX 1 GP&S DOCUMENT

4.1.1 PWGSC GENERAL PROCEDURES AND STANDARDS

4.2 APPENDIX 2 STANDARD MACHINE REPORT

4.2.1 SASKATCHEWAN PENITENTIARY EVALUATION OF PERIMETER WALL GATES

4.2.2 EVALUATION REPORT BY BERRY ARCHITECTURE ASSOCIATES AND EAST LAKE WELDING, SASKATCHEWAN PENITENTIARY SECURITY AND DEMARCATION FENCE ASSESSMENT

4.3 APPENDIX 3 CSC TECHNICAL REQUIREMENTS

4.3.1 CSC TECHNICAL MANUAL



3.2.2 TPSGC

- .1 TPSGC se chargera de ce qui suit :
 - .1 Organiser des examens de Questions et réponses aux étapes d'achèvement à 99 % du processus d'élaboration des documents de construction, selon les besoins.
 - .2 Faciliter les discussions entre les principaux intervenants du projet d'ensemble, y compris TPSGC, l'équipe de l'expert-conseil et les intéressés aux Ministères utilisateurs.

3.2.3 ÉQUIPE DE TPSGC

- .1 Le gestionnaire de projet de TPSGC est le représentant du Ministère et est responsable de la transmission de toutes les exigences subséquentes de SCC à l'expert-conseil.
- .2 L'équipe de ressources professionnelles et techniques de TPSGC appuie le gestionnaire de projet.
- .3 Le spécialiste de la mise en service de TPSGC :
 - .1 Veille à ce que le processus de mise en service soit adéquat.
 - .2 Peut assister à la vérification des essais du système et des systèmes intégrés.
 - .3 Participe à la revue des éléments couverts par la garantie

3.2.4 SERVICE UTILISATEUR

- .1 SCC, en tant que représentant du ministère utilisateur, est responsable des intérêts du ministère utilisateur, en collaboration avec le représentant de TPSGC.
 - .1 Sauf indication contraire, toutes les communications avec le ministère utilisateur doivent passer par le représentant de TPSGC.

3.3 EXAMEN ET APPROBATION DU PROJET

3.3.1 GÉNÉRALITÉS

- .1 En plus des procédures d'examen énoncées dans le document sur les normes et procédures générales, l'expert-conseil doit veiller à ce que les présentations schématiques soient effectuées conformément à ce qui suit.

3.3.2 GOUVERNEMENT FÉDÉRAL

- .1 Les autorités fédérales compétentes pour ce projet sont :
 - .1 Travaux publics et Services gouvernementaux Canada
 - .1 Pouvoir de passation des contrats et réalisation des projets
 - .2 RHDCC, pour ce qui est des services d'ingénierie visant la protection incendie et la sécurité des personnes
 - .3 SCC, pour ce qui est de la conception fonctionnelle, la TI et les systèmes de sécurité
 - .4 TPSGC pour ce qui est de l'assurance de l'aspect technique et de la qualité.

4 ANNEXES

4.1 APPENDICE 1 – DOCUMENT SUR LES NORMES ET PROCÉDURES GÉNÉRALES

4.1.1 NORMES ET PROCÉDURES GÉNÉRALES DE TPSGC

4.2 APPENDICE 2 – RAPPORT DE STANDARD MACHINE

4.2.1 ÉVALUATION DES PORTES DU MUR D'ENCEINTE DU PÉNITENCIER DE LA SASKATCHEWAN

4.2.2 RAPPORT D'ÉVALUATION DE LA CLÔTURE DE SÉCURITÉ ET DE DÉMARCATIION DU PÉNITENCIER DE LA SASKATCHEWAN PAR BERRY ARCHITECTURE ASSOCIATES ET EAST LAKE WELDING



4.3 APPENDICE 3 – EXIGENCES TECHNIQUES DE SCC

4.3.1 MANUEL TECHNIQUE DE SCC