

Statement of work Space Review Project 2013/2014

1.0 Background:

The Canadian Grain Commission (CGC) is a federal government agency which operates under the authority of the *Canada Grain Act* (<http://laws-lois.justice.gc.ca/PDF/G-10.pdf>). The head office is located in Winnipeg, Manitoba – central to the grain industry. The CGC reports to Parliament through the Minister of Agriculture and Agri-Food Canada.

The Government introduced amendments to the *Canada Grain Act* (CGA) through the *Jobs and Growth Act, 2012*. The changes to the CGA streamline the operations of the CGC and remove services that are no longer mandated. Amendments to the CGA come into force on August 1, 2013. As a consequence of these changes, the CGC is required to streamline its workforce and modify existing spaces to reflect the reduction to the workforce.

Primarily, this reduction in staff requires the CGC to reduce its space footprint at the Head Office, located at 303 Main Street, by Fall 2014. Space occupied in various CGC offices across the country will also need to be redesigned to reflect the new work environment standards.

The CGC therefore requires ongoing engineering, architectural and design services to modernize the physical aspects of the workspace to meet the changing needs of the workforce, in response to the 2012 amendments to the Canada Grain Act.

2.0 Objectives:

The CGC requires the services of an engineering and architectural Firm or Consultant to provide design and planning services on an “as and when requested” basis, to be authorized via individual “Task Authorizations”.

The objective of this contract is to reduce the CGC’s space allocation at 303 Main Street, by eliminating the space occupied by one existing floor to better reflect the current workforce requirements. On an ongoing basis, the design services and space planning options required will vary, dependant on location and need, while respecting the existing structure and whenever possible, conforming to Government of Canada Workplace 2.0 Standards.

3.0 Business Environment:

Working hours (for site accessibility):

The CGC's Head Office is located in Winnipeg, and the business hours may vary by division but are generally in operation between 8:00 a.m. – 4:00 p.m. CST.

There are also Regional offices located in Vancouver, BC and Montreal, QC with the same business hours as Head Office, (8:00 a.m. – 4:00 p.m. EST or PST). However, some Industry Services staff, owing to the fact that they must be present at train and boat unloads, work shift work or may be on-call. In Vancouver, staff may be working around the clock - 24 hours a day and 7 days a week.

The CGC also has staff in 11 locations across Canada:

- Baie-Comeau, QC
- Thunder Bay, ON
- Port Cartier, QC
- Québec, QC
- Chatham, ON
- Churchill, MB
- Saskatoon, SK
- Calgary, AB
- Weyburn, SK
- Prince Rupert, BC
- Pembina Highway, Winnipeg, MB

The business hours of operation for these locations are all 8:00 a.m. – 4:00 p.m., local time.

The CGC works in a Microsoft Windows XP environment (may upgrade to Windows 7 during the course of the project), and uses the Windows-based suite of software (i.e. Word, Excel, Powerpoint and Outlook).

4.0 Scope of Work

Over the course of the contract, the CGC will require services, inclusive of, but not limited to:

- Design services – i.e. designing new work spaces or reconfiguring existing ones;

- Physical space planning – i.e reviewing current staffing levels and new work requirements at Head Office (and other CGC locations) and providing plans for best, most efficient use of space.
- Interior design services – i.e. designing new work spaces or reconfiguring existing ones;
- Production of detailed design drawings;
- Production of working drawings;
- Assistance in preparation of a Statement of Work to hire contractors to implement any/all chosen designs;
- Assistance with preparation and documentation for Request for Proposal(s) to set up contracts with appropriate contractors.

Additionally, it is expected that the above-noted services are to be billed on a per-hour basis. The CGC requires a Work Breakdown/Fee Proposal that should include, at minimum, the fees per hour for the following consultants:

- Senior Interior Designer
- Senior Architectural Technologist and Engineering Professional
- Senior Architect

If the bidder proposes any other consultants to be used, the fees per hour must be included for these as well. Each proposed resource must be identified by name.

The consultant/firm will be working with a CGC project lead throughout this process to determine timeframes and services required. As stated above, the CGC's Head Office is at 303 Main Street in Winnipeg, MB and since the majority of the work related to this project will take place there, preference will be given to firms/consultants located in Winnipeg or within a 50km radius.

The successful vendor must obtain a Government of Canada company security clearance prior to being awarded the contract. All individuals assigned to this contract must obtain and hold a valid Government of Canada Reliability Status within 30 days of award of this contract.

5.0 Software

The contractor will create all electronic documents for this project using Microsoft Office software, or software that is compatible with the version utilized by the CGC. All drawings, pictures, illustrations, flow charts and graphics for use by either internal

or external audiences must be provided in hard copy and in a digital format (i.e. Autocad format and .pdf), created using industry-standard software.

6.0 Timeframe

The resulting Contract will be for a period of one year from date of contract award, with the option to renew for two additional one-year extensions.

7.0 Budget & Payment Schedule

The budget for Year 1 of this project shall not exceed a maximum of \$200,000 (which must include all expenses, travel and GST/HST as applicable).

In consideration of the Contractor satisfactorily completing the deliverables under its obligations of the ensuing Contract, the Contractor will provide an invoice (itemized by Resource name/position and Hours worked) for the CGC by the 7th of each month, on an ongoing monthly basis, for actual work completed during the previous month.

No increases in the total liability of the CGC resulting from modifications, delays or otherwise will be authorized or paid to the Contractor unless these changes have been approved by the Project Lead in writing by an approved amendment to the specific Task Authorization, and **in advance** of the modifications to be invoiced. Any such approved changes which will be invoiced as an additional cost must first be itemized in a written quote which will be integrated into the Task Authorization by the Project Authority and signed by both Parties before the work may proceed.

7.1 Payment Schedule

CGC shall make payments according to the following :

Design and Planning Services		All-Inclusive per diem rate, minus GST (in Cdn \$)
Resource Name(s)		Initial Contract Period
1	Contract – Year 1	
1a	Senior Interior Designer	\$
1b	Senior Architect Technologist	\$
1c	Senior Architect	\$

Design and Planning Services		All-Inclusive per diem rate, minus GST (in Cdn \$)
Resource Name(s)		Option Period 1
2	Option Period One (Year Two)- (dates to be added upon Contract award)	
2a	Senior Interior Designer	\$
2b	Senior Architect Technologist	\$
2c	Senior Architect	\$

Design and Planning Services		All-Inclusive per diem rate, minus GST (in Cdn \$)
Resource Name(s)		Option Period 2
1	Option Period Two (Year Three) - (dates to be added upon Contract award)	
1a	Senior Interior Designer	\$
1b	Senior Architect Technologist	\$
1c	Senior Architect	\$

8.0 Travel

For the purposes of this contract all work will be completed at the CGC's Headquarters which is located in Winnipeg. Travel and associated expenses for work performed in Winnipeg will not be paid separately and are to be included in the firm prices for professional fees. In the instance that travel outside of Winnipeg is required, the CGC will be responsible for booking travel on the firm's behalf, and consultants will be bound to the Treasury Board's Travel Directive.

9.0 Security Requirements

The successful vendor must obtain a Government of Canada company security clearance prior to being awarded the contract. All individuals assigned to this contract must obtain and hold a valid Government of Canada Reliability Status within 30 days of award of this contract.

10.0 Mandatory Criteria

The Mandatory Criteria which **must** be met in order to be further evaluated by Point-Rated Criteria for each Bidder are:

- 10.1 The Proposed firm/consultant must have *significant and *recent experience in providing architectural and design services to the Government of Canada (*significant and *recent is described as two or more projects within the last five years).
- 10.2 The Proposed firm/consultant must have significant experience in managing projects and balancing design, budget, and schedule. (to be clearly demonstrated on applicable Resource's resume).
- 10.3 The Proposed firm must provide a lead project manager with an Architecture degree from a recognized University. (to be clearly demonstrated on applicable Resource's resume).
- 10.4 The successful vendor must obtain a Government of Canada company security clearance prior to being awarded the contract. All individuals assigned to this contract must obtain and hold a valid Government of Canada Reliability Status within 30 days of award of this contract.
- 10.5 The Proposed Firm/consultant must be located in Winnipeg or within 50 km radius to Winnipeg.

11.0 Point-rated Assessment Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. A bidder must obtain an overall minimum pass mark of 70%.

The Point-rated assessment criteria for this Statement of Work are as follows:

11.1 Understanding of the work required (25 points)

- Demonstrate a knowledge of the Federal Government's Space Allocation Standards, specifically the Workplace 2.0 Standard;
- Demonstrate an understanding of the requirements and of the scope and objectives of this project; and
- Demonstrate an understanding of the challenges possibly encountered in a project of this magnitude.

11.2 Work Breakdown/Fee Proposal (35 points)

For each service listed in the Scope of Work, demonstrate:

- Logical explanation of tasks required to be completed for each service;

- Details on communication and coordination provided for each service when called up.
- Explanation of deliverables for each service (i.e. what documents are produced and in what format).
- Details on team composition, the responsibilities and expected efforts per task by team leader.
- Fee breakdown for each team member.

11.3 Qualification and Experience of the Firm and proposed project team members (40 points)

- Project experience, subject matter relevance, quality and timelines of delivery, size of projects, size of project teams
- The bidder must submit contract information for reference verification from the clients of two (2) major projects (preferably for the Government of Canada).
- Demonstrated availability of proposed project team members (including back-up capacity) throughout the project duration
- Previous experience of each proposed project team member.
- Distribution of project time for each team member based on individual experience levels.

12.0 Basis of Selection

To be considered responsive, a proposal must:

- Meet **all** of the Mandatory Criteria of this Statement of Work;
- Obtain a minimum pass mark of 70% for each of the above-noted criteria;
- Obtain a minimum overall pass mark of 70/100 or 70%.

Selection of the successful bidder shall be determined on the ratio of technical merit 60% and cost per hour 40% to determine the best value. The highest technically scored proposal is allocated the maximum points of 75 and the other technical proposals will be prorated accordingly. The Bidder with the most points (technical merit and cost) will be considered as the proposal that best represents project requirements.

Applicable Documents:

Workplace 2.0:

<http://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mt-wp-eng.html>

National Project Management System:

<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>

Treasury Board Travel Directive

<http://www.njc-cnm.gc.ca/directive/index.php?sid=90&hl=1&lang=eng>

Appendix A

CGC Style Guide

*Interim copy available via the CGC website, at:

<http://inonet.grainscanada.gc.ca/Publications/styleguide/styleguide.PDF>

An update is currently underway.

If you can not access this guide, a PDF copy may be e-mailed upon request to the Contract Authority.