



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

RETOURNER LES SOUMISSIONS

A:

RETURN BIDS TO:

**Bid Receiving/Réception des
sousmissions:**

Procurement and Contracting Services
73 Leikin Drive,
Visitor Center - Building M1
Mailstop # 15
Ottawa, ON K1A 0R2
Attn: **Sonya Dupont (613) 843-3798**

**Request for a Standing Offer
Demande d'offre à commandes**

National Master Standing Offer
(NMSO)
Offre à commandes maître nationale
(OCMN)

RCMP hereby requests a Standing Offer on behalf of the Identified Users herein.

GRC autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

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

**Telephone No.
no de téléphone:**

Title-Sujet	
RCMP National Architectural and Engineering Services	
Solicitation No. - No. de l'invitation	Date
201303206	2013-10-28
Client Reference No. - No. De Référence du Client	
201303206	
Solicitation Closes - L'invitation prend fin	
at	02:00pm EDT
on	Monday, December 9th, 2013
F.O.B. - F.A.B.	
See Herein Voir aux présentes	
Address Enquiries to: - Adresser toutes questions à:	
Eric Glynn A/Manager – Special Projects Procurement and Contracting – RCMP Email: eric.glynn@rcmp-grc.gc.ca	
Telephone No. - No de téléphone	Fax No. - N° de FAX:
613-843-5533	613-825-0082
Destination of Goods and Services: Destinations des biens et services:	
** Various RCMP Divisions across Canada	
Delivery Required - Livraison exigée:	Delivery Offered - Livraison proposée
See Herein Voir aux présentes	See Herein Voir aux présentes
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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

The RCMP requires the services of Architectural and Engineering professionals in three (3) Disciplines (Architecture, Mechanical and Electrical Engineering, and Civil and Structural Engineering) to provide project planning, facility design, cost estimating, construction supervision, commissioning, and technical investigations. The selected consultants shall provide the range of services identified in **Annex “A” – Statement of Work** of this document for commissions in three (3) RCMP Regions (Atlantic, Northwest, and Pacific).

Offerors shall be licensed or eligible to be licensed to practice in any or all of the Regions identified above, and in **Annex “A” – Statement of Work**. Firms should be able to demonstrate successful delivery of these services for a broad variety of projects over the last five (5) years. In general, the firm and its personnel will be evaluated on the basis of their capabilities, their approach and methodology to providing those services, the quality of their relevant experience in this area, as well as the cost of the provision of the services.

It is the RCMP's intention to authorize a maximum of twenty-seven (27) Standing Offers (three (3) per Discipline, for each Region); each for a period of three (3) years from the date of issuing the Standing Offers and with two (2) optional periods of one (1) year each. The total dollar value of all Standing Offers is estimated to be \$50,000,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$1,500,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; The RCMP will issue call-ups only when the specific services to be provided under the Standing Offer are needed.

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

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca . You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca .

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this RFSO is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this RFSO, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01 – Code of Conduct and Certification – Offer of 2006 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty (120) days

2. Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to RCMP will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **TBD**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

5. Limitation of Submission

Offerors may only submit one (1) proposal per combination of Discipline/Region. As there are three (3) Disciplines, and three (3) Regions, a maximum of nine (9) proposals may be submitted by an Offeror reflecting every combination of Discipline/Region. The following grid identifies a potential scenario for an Offeror with expertise in all Disciplines, and licensed to perform Work in each Region, who submitted the maximum (nine (9) proposals), and where they ranked for each submission. The firm is identified as "Offeror A" for reference:

<u>"Offeror A" Submissions</u>	Atlantic Region	Northwest Region	Pacific Region
Architecture	**3rd ranked firm	**1st ranked firm	4 th ranked firm
Mechanical and Electrical Engineering	**1st ranked firm	Non-compliant	**2nd ranked firm
Civil and Structural Engineering	4 th ranked firm	**3rd ranked firm	Non-compliant

**As a result of the above evaluation rankings, "Offeror A" will receive a Standing Offer in the Region, and Discipline where they ranked in the top 3. "Offeror A" will also have the Right of First Refusal in the

Northwest Region for Architecture Services and the Atlantic Region for Mechanical and Electrical Engineering Services.

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an offer together on a requirement. Offerors who submit an offer as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- a. the name of each member of the joint venture;
- b. the Procurement Business Number of each member of the joint venture;
- c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- d. the name of the joint venture, if applicable.

If the information is not clearly provided in the offer, the Offeror must provide the information on request from the Standing Offer Authority.

The offer and any resulting standing offer must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSO and any resulting standing offer. If a standing offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any contract resulting from a call-up against the standing offer.

6. Legal Capacity

The Offeror must have the legal capacity to contract. If the Offeror is a sole proprietorship, a partnership or a corporate body, the Offeror must provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to offerors submitting an offer as a joint venture.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (three (3) hard copies) (and one (1) soft copy on DVD/CD)

Section II: Financial Offer (one (1) hard copy) (and one (1) soft copy on DVD/CD)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with **Annex “C” – Financial Offer**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

See **Annex “D” – Evaluation Criteria**.

1.2 Financial Evaluation

See **Annex “C” – Financial Offer**

2. Basis of Selection

2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, an Offer must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.

3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive Offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive Offer will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive Offer, the technical merit score and the pricing score will be added to determine its combined rating.
7. In each previously identified Discipline and Region, responsive Offers with the **three (3)** highest combined rating of technical merit and price will be recommended for award of a Standing Offer.

The table below illustrates an example where all three Offers are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

	Offeror 1	Offeror 2	Offeror 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating	84.17	73.15	77.70
Overall Rating	1 st	3 rd	2 nd

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Offerors must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any *Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above?

YES () **NO** ()

If so, the Offeror must provide the following information:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () **NO** ()

If so, the Offeror must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.3 Status and Availability of Resources

- b. Ensure that all persons working onsite hold a valid Reliability Status Security Clearance issued by RCMP Departmental Security.

NOTE: The proposed resource(s) must be able to obtain an RCMP security clearance at the level of Reliability Status issued by the Personnel Security Unit (PSU) in order to provide services under the Standing Offer.

2. Insurance Requirements

The successful Offeror shall be required to obtain and maintain Professional Liability and Comprehensive General insurance coverage in accordance with the requirements set out elsewhere in the RFSO documents.

No insurance requirement stipulated in the RFSO documents should be construed as limiting any insurance required by federal, provincial or municipal law. Neither should it limit any coverage which the successful Offeror and other members of the consultant team may consider to be necessary for their own protection or to fulfill their obligations.

By virtue of submission of a proposal, the Offeror certifies that the Offeror and the other members of the consultant team as may be applicable are capable of obtaining, and will obtain and maintain liability insurance in accordance with the requirements set out in the proposal documents.

3. Licensing Requirements

Consultant team members and key personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the province of the work.

By virtue of submission of a proposal, the Offeror certifies that the Offeror's consultant team and key personnel are in compliance with the requirements of paragraph 1 above. The Offeror acknowledges that the RCMP reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with **Annex "A" – Statement of Work**.

2. Security Requirement

The Contractor is required to be security cleared at the level of Reliability Status as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this Standing Offer and resulting contract(s) are issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 Code of Conduct and Certifications – Standing Offer of 2005 referenced above is amended as follows:

Delete subsection 11.4 in its entirety.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance and in addition to the reporting requirements detailed in **Annex “A” – Statement of Work**. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **thirty (30) calendar days** after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The initial period for making call-ups against the Standing Offer is from date of Standing Offer issuance ending three (3) years later.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Eric Glynn
Title: A/Manager – Special Projects
Organization: RCMP
Address: 73 Leikin Drive, M1, 4th Fl, Ottawa, ON, K1A 0R2
Telephone: 613-843-5533
Facsimile: 613-825-0082
E-mail: eric.glynn@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Standing Offer Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Client Office Representative:

The Client Office Representative is:

Name: TBD
Title: TBD
Organization: TBD
Address: TBD
Telephone: TBD
Facsimile: TBD
E-mail: TBD

The Client Office Representative will assist with the coordination of efforts on behalf of the Standing Offer Authority, the Project Authority for any resulting Call-up, and the Offeror's Representative.

5.3 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.4 Offeror's Representative

Name: **TBD**
Title: **TBD**
Organization: **TBD**
Address: **TBD**
Telephone: **TBD**
Facsimile: **TBD**
E-mail: **TBD**

6. Identified Users

There will be numerous Identified Users authorized to make call-ups against the Standing Offer. Each User; however, must receive written approval by the Standing Offer Authority prior to becoming an Identified User.

7. Call-up Procedures

Services will be called-up as follows:

- a) The Project Authority will establish the scope of services, identified under **Annex “F” – Availability Confirmation Form**, to be performed. For each individual Call-Up, consultants will be considered using a Right of First Refusal for the respective Discipline and Region of Work to be carried out.
- b) The Consultant will be provided the scope of services, in the form of **Annex “F” – Availability Confirmation Form**, and will submit a proposal to the Project Authority within **five (5) calendar days** in accordance with the fixed hourly rates established under the Standing Offer. The Consultant’s proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services, as well as an estimate of proposed disbursements, if applicable.
- c) A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upper limit will be established in accordance with the hourly rate(s) established in the Standing Offer.

The Consultant will be authorized in writing by the Standing Offer Authority, or Identified User to proceed with the services by issuance of a Call-up against the Standing Offer.

Any proposed changes to the scope of work are to be discussed with the Project Authority but any resulting changes can only be authorized by an amendment issued by the Standing Offer Authority, or Identified User.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using either form PWGSC-TPSGC 942, a Call-up Against a Standing Offer, or an electronic version of either of these forms.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer issued by Identified Users must not exceed **\$500,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

Requirements exceeding **\$500,000.00 up to \$1,500,000.00** (Goods and Services Tax or Harmonized Sales Tax included) would need to be issued by the Standing Offer Authority (as identified under Section 5.1).

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the 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) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2013-06-27), General Conditions – Higher Complexity – Services;
- e) Annex “A” – Statement of Work;

- f) Annex “C” – Basis of Payment;
- g) Annex “B” – Security Requirement Check List;
- h) the Offeror's offer dated **TBD**.

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **TBD**.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

2.2 Supplemental General Conditions – Real Property

The following Real Property Supplemental General Conditions apply to and form part of the Contract:

- R1225D (2012-07-16), General Conditions (4) - Intellectual Property
- R1240D (2011-05-16), General Conditions (7) - Taking the Services Out of the Consultant's Hands, Suspension or Termination
- R1250D (2012-07-16), General Conditions (9) - Indemnification and Insurance (> \$1M Insurance required)
- R1650D (2012-07-16), General Conditions (9) - Indemnification and Insurance (> \$250K Insurance required)

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

3.2 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

4. Payment

4.1 Basis of Payment

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract and resulting Option Periods. Customs duties are included and Applicable Taxes are extra.

(1) Architecture:

Category of Personnel:	<u>Initial SO Period:</u>	<u>SO Option Period 1:</u>	<u>SO Option Period 2:</u>
	Firm Hourly Rate:	Firm Hourly Rate:	Firm Hourly Rate:
Partners and/or Principles	\$ _____	\$ _____	\$ _____
Senior Resource	\$ _____	\$ _____	\$ _____
Intermediate Resource	\$ _____	\$ _____	\$ _____
Junior Resource	\$ _____	\$ _____	\$ _____
Administrative Resource	\$ _____	\$ _____	\$ _____
Cost Specialist	\$ _____	\$ _____	\$ _____

(2) Mechanical and Electrical Engineering:

Category of Personnel:	<u>Initial SO Period:</u>	<u>SO Option Period 1:</u>	<u>SO Option Period 2:</u>
	Firm Hourly Rate:	Firm Hourly Rate:	Firm Hourly Rate:
Partners and/or Principles	\$ _____	\$ _____	\$ _____
Senior Resource	\$ _____	\$ _____	\$ _____
Intermediate Resource	\$ _____	\$ _____	\$ _____
Junior Resource	\$ _____	\$ _____	\$ _____
Administrative Resource	\$ _____	\$ _____	\$ _____
Cost Specialist	\$ _____	\$ _____	\$ _____

(3) Civil and Structural Engineering:

Category of Personnel:	<u>Initial SO Period:</u>	<u>SO Option Period 1:</u>	<u>SO Option Period 2:</u>
	Firm Hourly Rate:	Firm Hourly Rate:	Firm Hourly Rate:
Partners and/or Principles	\$ _____	\$ _____	\$ _____
Senior Resource	\$ _____	\$ _____	\$ _____
Intermediate Resource	\$ _____	\$ _____	\$ _____
Junior Resource	\$ _____	\$ _____	\$ _____
Administrative Resource	\$ _____	\$ _____	\$ _____
Cost Specialist	\$ _____	\$ _____	\$ _____

Total Estimated Cost: **\$ TBD** (Applicable Taxes extra.)

Travel and Living Expenses

Firms are advised that any travel time and travel-related expenses associated with the delivery of services within a 100 km radius of the place of Work are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 100 km radius, travel-related expenses will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

IMPORTANT: Travel Expenses will be calculated starting from the Contractor's proposed Billing Address (as required from Mandatory Criteria (M5) of Annex "D" – Evaluation Criteria of the RFSO.)

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost: **\$ TBD** (Applicable Taxes extra.)

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: **\$ TBD** (Applicable Taxes extra.)

Total Estimated Cost **\$ TBD** (Applicable Taxes extra.)

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the

Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100% percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

4.4 Fee Arrangement for Services

1. The fee to be paid to the Consultant for the Services pursuant to any resulting Call-up shall be determined by one or more of the following methods:
 - a. Fixed Fee: The fixed fee will be established by multiplying the applicable hourly rate(s) by the number of hours, negotiated and agreed to by the Project Authority and the Consultant.
 - b. Time Based Fee to an Upset Limit: An upset limit will be established by the Project Authority, and the Consultant will be paid for actual work performed using the applicable hourly rate(s) for such work.
2. The maximum amount(s) that applies (apply) to the Services to be carried out at the fixed hourly rates shall be specified in any resulting Call-up, which shall not be exceeded without the prior authorization of the Project Authority with the approval of Canada.

4.5 Suspension Costs

1. During a period of suspension of the Services pursuant to GC 7.2, the Consultant shall minimize all costs and expenses relating to the Services that may occur during the suspension period.
2. Within fourteen (14) days of notice of such suspension, the Consultant shall submit to the Project Authority a schedule of costs and expenses, if any, that the Consultant expects to incur during the period of suspension, and for which the Consultant will request reimbursement.
3. Payment shall be made to the Consultant for those costs and expenses that, in the opinion of Canada, are substantiated as having been reasonably incurred during the suspension period.

4.6 Termination Costs

1. In the event of termination of the Agreement pursuant to GC 7.3, Canada shall pay, and the Consultant shall accept in full settlement, an amount based on these Terms of Payment, for Services satisfactorily performed and any reasonable costs and expenses incurred to terminate the contract.
2. Within fourteen (14) days of notice of such termination, the Consultant shall submit to the Project Authority a schedule of costs and expenses reasonably incurred. The Consultant must ensure that it has mitigated its costs to the best of its ability.
3. Payment shall be made to the Consultant for those costs and expenses that in the opinion of Canada are substantiated as having been reasonably incurred after the date of termination.
4. The Consultant has no claim for damages, compensation, loss of profit, lost of opportunity, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by Canada under GC7.3 Termination.

4.7 Disbursements

1. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
 - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Project Brief;
 - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
 - c. courier and delivery charges for deliverables specified in the Project Brief;
 - d. plotting;
 - e. presentation material;
 - f. parking fees;
 - g. taxi charges;
 - h. travel time;
 - i. travel expenses; and
 - j. local project office.
2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Consultant at actual cost:
 - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Project Brief;
 - b. transportation costs for material samples and models additional to that specified in the Project Brief;

- c. project related travel and accommodation additional to that specified in the Project Brief shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
 - d. other disbursements made with the prior approval and authorization of the Project Authority.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Project Authority.

5. Invoicing Instructions

1. For prompt processing of invoices, include the following information on each invoice for payment:
- a. RCMP Contract number;
 - b. RCMP Project number;
 - c. Invoicing period with dates;
 - d. Work done to justify invoice (short narrative) for services provided
 - e. Summary of costs as follows:

Amount this invoice	(1)	Fees + GST/HST = Total
Total previous invoices	(2)	Fees + GST/HST = Total
Total invoiced to date	(1+2) = (3)	Fees + GST/HST = Total
Agreed fees	(4)	Fees + GST/HST = Total
Amount to complete	(4-3) = (5)	Fees + GST/HST = Total
% Services completed	(6)	

- f. Authorized consultant signatures and the date.
2. Include with each invoice for authorized disbursements, receipt of original invoices (or legible copies if originals cannot be supplied) for all items claimed.

Annex “A” – Statement of Work

Title:

National Architectural and Engineering Services

Introduction and Background:

The Royal Canadian Mounted Police (RCMP) provides federal policing services to all Canadians and policing services under contract to eight (8) provinces, the three (3) territories, more than 370 municipalities and Aboriginal communities, and to three (3) international airports. The RCMP has a broad portfolio of fixed infrastructure that is dispersed in over 800 locations across Canada to discharge its mandate. It manages and funds projects to replace, expand, modify, and maintain its facilities to ensure that they can meet its operational needs.

The RCMP has an ongoing mandate to complete pre-design, design, construction, and other technical services for various RCMP construction and maintenance projects across Canada. Typically the total costs of these construction and maintenance projects will be between \$1,000,000.00 and \$8,000,000.00 (including fees and applicable taxes).

Purpose and Objective:

The RCMP has a requirement for the provision of various Architectural and Engineering Services that may be necessary to complete pre-design, design, construction, and other technical services for the various construction and maintenance projects across Canada. The RCMP will qualify consultants capable of providing these services necessary to support the various assignments within the designated Regions across Canada.

The contents of this Statement of Work (SOW) should provide consultants with sufficient information to assess the nature of the services and deliverables that may be called-up pursuant to any resulting Standing Offer, so that they are able to formulate a detailed proposal in response to the related Request for Standing Offer. Only consultants capable of fulfilling services in a designated Region will be considered for issuance of a Standing Offer. See Section “**Location of Work**” for list of applicable Regions.

The RCMP may issue Call-ups against any resulting Standing Offer on an “as and when required basis” to fulfill requirements as they arise. When the services required cannot be described adequately in the Call-Up form, a Call-Up Statement of Work describing the project, services, deliverables, schedule, budget, and other requirements necessary to deliver the Services, will be attached to the Call-Up. This template can be found within **Annex “F”– Availability Confirmation Form**, under “Statement of Work for Call-Up”.

Scope of Work:

The Primary Consultant (an Architect, a Mechanical/Electrical Engineer, or a Civil/Structural Engineer) will be identified at time of Call-up issuance and will be responsible to provide and coordinate personnel, and sub-consultants, qualified in each Discipline, to complete the services specified in the Call-up. The three (3) Disciplines are as follows:

1. Architecture;
2. Mechanical and Electrical Engineering; and,
3. Civil and Structural Engineering;

Level of Resource: (Consultant and Sub-Consultant)

Senior Resource – must have a minimum of ten (10) years demonstrated experience providing services related to the Discipline which they are being proposed.

Intermediate Resource – must have a minimum of five (5) years demonstrated experience providing services related to the Discipline which they are being proposed.

Junior Resource – must have a minimum of two (2) years demonstrated experience providing services related to the Discipline which they are being proposed.

Location of Work:

As previously stated, only consultants capable of fulfilling services within an entire Region will be considered for issuance of a Standing Offer. The Regions where Work may be required are broken down in the following table:

RCMP Region:	RCMP Division:	Province:
Atlantic Region	B Division	Newfoundland
	H Division	Nova Scotia
	J Division	New Brunswick
	L Division	Prince Edward Island
Northwest Region	D Division	Manitoba
	F Division	Saskatchewan
	K Division	Alberta
Pacific Region	E Division	British Columbia
	M Division	Yukon Territories (not including CLCA areas)

NOTE: A maximum of twenty-seven (27) Standing Offers may be issued as a result of this process (three (3) for each of the three (3) Disciplines within each of the three (3) Regions).

General Requirements:

The roles and responsibilities of the stakeholders and participants will be defined as necessary by the Project Authority.

1. Scope of the Services:
 - a. Prior to proceeding with the services specified in any resulting Call-up, advise the Project Authority of any existing problems, additional information, or clarification necessary to deliver the services specified.
 - b. Do not proceed with any Service that is outside of the scope specified in the Call-up unless authorized in writing by the Project Authority.
 - c. Refer to the Project Authority for any request for changes to the scope of the services specified or the functionality, schedule or cost of the project. Do not proceed unless authorized to do so in writing by the Project Authority.

2. Communications:
 - a. All formal and informal communications are to be directed to the Project Authority. The Project Authority may authorise direct informal communications between the consultants and other stakeholders, as necessary.

- b. All RCMP site visits are to be coordinated with the Project Authority at least five (5) working days in advance.
 - c. All media inquiries related to the RCMP in general or any matter pursuant to the resulting Call-up or Standing Offer shall be referred to the Project Authority without comment.
3. Meetings:
- a. The consultant will prepare and distribute minutes of all meetings. Draft minutes are to be distributed to all participants for comments within five (5) working days and the final version within ten (10) working days of the meeting.
4. Security Requirements:
- a. All consultants and sub-consultants who will require access to sensitive government information and assets will require a security clearance issued by the necessary departmental Personnel Screening Unit (PSU).
 - b. The consultant will ensure that all protected and classified information is safeguarded and distributed only to personnel with the appropriate clearances and only as required to perform the services. The consultant and sub-consultants are expected to protect the documents and information in their care and to which they have access through appropriate administrative and physical measures.
5. Reporting:
- a. Submit a monthly progress report until the completion of the services specified in any resulting Call-up. The report is to be submitted electronically within seven (7) calendar days after the end of the month. A monthly progress report will include, but not be limited to the following:
 - i. A narrative summary of the progress realised during the month;
 - ii. Percentage completion of the various services specified in any resulting Call-up;
 - iii. Estimated budget for the required services specified in any resulting Call-up;
 - iv. Updated schedule of activities and deliverables;
 - v. A list of issues and risks that could have scope, cost, and or schedule impacts; and,
 - vi. A list of key action items for resolution by the RCMP that may have an impact on the Consultant's schedule, and a log of the issues that have been resolved.
6. Deliverables:

The following section describes the various services that may be specified in any resulting Call-Up, their primary objectives, the range of tasks typically required, and most importantly, the deliverables. This section of the SOW must be read in conjunction with the resulting Call-up for project specific direction. These services are as follows:

- A. Analysis of Scope of Work;
- B. Functional Programming;
- C. Concept Design;
- D. Design Development;
- E. Construction Documents;
- F. Translation of Construction Documents;
- G. Services during the Tendering;
- H. Services during Construction;
- I. Construction Contract Administration;

- J. Commissioning;
- K. Post-Construction and Project Close-Out Services;
- L. Third-Party Review of Plans and Specifications;
- M. Maintenance Projects Construction Documents; and,
- N. Various Technical Investigations.

A. Analysis of Scope of Work:

Objective:

To provide the consultant with available RCMP information, the project background, its objectives, and specific direction from both, the Project Authority and applicable Identified User in order to deliver the required services and for the consultant to explain how he intends to carry out the services, to present a draft work plan, and seek necessary clarification.

Tasks:

- Meet key RCMP stakeholders and consultant's personnel at the project site or at an appropriate location and participate in the administrative and technical briefing by the RCMP's Project Authority; and,
- Participate in any necessary site visit.

Deliverables:

1. A report outlining the consultant's understanding of the project's objectives and scope; the consultant's services delivery strategy, work plan, and schedule.
2. A Project Schedule and Budget Assessment, including the feasibility of the construction budget for the project, a Cost Control Plan, and the security control measures related to the delivery of the services.

B. Functional Programming:

Objective:

To define the project requirements, space requirements, space adjacencies, the technical requirements, and other parameters that must be integrated into the project.

Tasks:

- Review the operational requirements and facility technical needs of the RCMP with the appropriate stakeholders, including security, communication, and IT requirements that will have to be integrated into the project;
- Review the applicable RCMP and Treasury Board Policies;
- Conduct a site analysis to assess the availability and adequacy of site services, utilities, access, drainage, site development opportunities and constraints;
- Assess the condition and suitability of existing space and buildings that is to be incorporated into the project;
- Assess the condition of existing furniture and building fixtures that are to be re-used and incorporated into the project;
- Gather the necessary data to develop the functional space program, adjacency matrices, and room data sheets; and,

- Identify the security requirement, communication and IT and factors that will influence the design of the facility.

Deliverables:

1. A Site Analysis Report.
2. Functional Space Program Report including an adjacency matrix and room data sheets, security, communications, and IT facility requirements.
3. Updated consultant services work plan and schedule.
4. Updated Project Schedule and Budget Assessment, including the feasibility of the construction budget for the project.
5. Preliminary Project Risk Assessment.

C. Concept Design:

Objective:

To develop up to three (3) architectural concept options, with the appropriate supporting structural, mechanical, electrical, civil, and site development options.

Tasks:

- Prepare three (3) high level feasible architectural concept options that meet the project requirements. Complete a comparative evaluation of the options and formulate the consultant's recommendations of the preferred option considering the project's objectives and requirements;
- Develop the structural, mechanical, electrical, civil and site development options;
- Prepare an analysis of the capital costs, operating and maintenance costs, code analysis, accessibility analysis, sustainable design assessment, security analysis to inform decision on the preferred option; and,
- Two (2) meetings with RCMP stakeholders to present the concept options and discuss the options, with which, the RCMP's Project Authority confirms approval of the preferred concept option.

Deliverables:

1. A Concept Design Report containing: schematics and a brief summary of the architectural, structural, mechanical, electrical and civil options presented and rejected; a summary of the option analysis and the rationale for the selection; a site analysis; preliminary code review; and preliminary security assessment.
2. A report of the consultant's recommendations on the construction implementation strategy.
3. Indicative cost estimates (Class C).
4. Updated Project Schedule.
5. Updated Project Risk Assessment Plan.
6. List of significant issues that need to be resolved for the Design Development stage.

D. Design Development:

Objective:

To make the major decisions in all the Disciplines and develop the selected concept option into an acceptable coordinated technical solution.

Tasks:

- Develop the technical solution for the selected concept option and for all Disciplines;
- Revise and update the sustainable development and LEED assessment of the design;
- Revise and update the cost estimates;
- Develop outlines of the Operations and Maintenance Manual; and,
- Prepare a design development presentation and hold a meeting with the RCMP.

Deliverables:

1. A design development meeting and a report containing: a design development narrative, drawings for all Disciplines, outline specification, summary calculations, updated building code review, energy analysis, and Sustainable Development/LEED assessment.
2. Updated recommendation on the construction implementation strategy.
3. Substantive cost estimates (Class B).
4. Updated Project Schedule.
5. Updated Project Risk Assessment Plan.

E. Construction Documents:

Objective:

To complete the development of the drawings and specifications into a complete, coherent and coordinated package that is suitable for tendering.

Tasks:

- Prepare the drawings and specifications. Submit to the Project Authority for review at 33%, 66%, and 99% progress. The Project Authority will submit its comments to the consultant within fifteen (15) working days;
- Hold a progress review meeting with the RCMP at each progress stage;
- Revise and update the sustainable development and LEED assessment of the design;
- Revise and update the cost estimates; and,
- Develop outlines of the Operations and Maintenance Manual.

Deliverables:

1. A final construction document report consisting of signed and sealed final drawings and specifications ready for tender and construction, final code review, energy analysis, sustainable development/LEED, and pre-tender (updated substantive) cost estimates (Class B).
2. Updated Project Schedule.
3. Updated Project Risk Assessment Plan.

F. Translation of Construction Documents:

Objective:

To provide translated final drawings and specifications, as and when required, by Government of Canada Policy.

Tasks:

- Retain the services of a qualified translator or translation firm with experience in translating construction terminology, drawings and specifications; and,
- Integrate the translation and editing activities at each stage of the development of the construction documents.

Deliverables:

1. Signed and sealed bilingual drawings and specifications ready for tender and construction.

G. Services during the Tendering:

Objective:

To provide assistance to the RCMP in order to address technical issues relating to the construction documents prepared by the consultant during tender and assist in evaluating Offers received.

Tasks:

- Attend bidders' conference and or site visit, as necessary;
- Review and formulate recommendations on questions and requests for clarifications received from Offerors;
- Prepare addenda to the drawings and specifications;
- Assess the technical, cost, and schedule implications of the issues that arise during tender;
- Assist in evaluating alternative materials, equipment, systems, or methods proposed by Offerors; and,
- Assist the RCMP in evaluating the Offers received.

Deliverables:

1. A Tender Report, which includes; minutes of bidders' conferences, a summary of key decisions, clarifications, addenda, and amendments issued to the Offerors, and an assessment of the cost, schedule, risk implications of the issues that arose during the tender, and recommendations to address the issues.

H. Services during Construction:

Objective:

To ensure that the construction of the project complies with the contract documents and that the consultant discharges his professional obligations.

Tasks:

- Conduct bi-weekly walk through site visits to review the construction of the project;
- Maintain a library of annotated digital photos illustrating progress, quality, and issues at various stages of the project;
- Attend site meetings during construction;
- Issue revisions and clarifications to the plans and specifications, supplementary details and sketches to ensure the design intent is conveyed, as well as, respond to questions related to the design intent;
- Maintain a log and review sub-consultant submittals;

- Review sub-consultant's alternative product submission and formulate a recommendation to the Owner's Representative;
- Prepare the Contemplated Change Notice for design changes;
- Review sub-consultant Financial Offers for Contemplated Change Notices and formulate recommendations to the Project Authority;
- Review the Commission Plan, and participate in the commissioning to assist in resolve technical issues that arise during the commissioning phase;
- Conduct a project inspection and prepare a deficiency list for the Certificate of Substantial Performance;
- Conduct a project inspection prior to the issuance of a Final Certificate of Completion; and,
- Conduct a warranty inspection prior to the end of the warranty period and identify any resulting issues.

Deliverables:

1. Bi-weekly visit reports, minutes of meetings, and a log of issues and their resolution.
2. Bi-weekly submittals status report.
3. Bi-weekly status report on CCNs and sub-consultant responses.
4. Deficiency list reports.
5. Final construction report summarizing the project's administration, scope, cost, schedule, quality, dispute resolution, and key issues that arose during the execution of the project.

I. Construction Contract Administration:

Objective:

To act as the RCMP's agent in administering and supervising the construction contract from contract award to approximately one (1) year after the issuance of the Final Certificate of Completion.

Tasks:

- Familiarise with the project, the contract documents, and the project's primary stakeholders;
- Plan, coordinate, and chair a pre-commencement meeting with the designated General Contractor and RCMP stakeholders;
- Obtain all mandatory pre-commencement documents from the designated General Contractor, and ensure that each requirement under the documents are met;
- Review the sub-consultant's Construction Safety Plan;
- Review the sub-consultant's Quality Control Plan;
- Prepare an inspection and testing plan identifying the requirements for inspection and testing support necessary to oversee the execution of the project, and assist the RCMP with defining and acquiring specialised inspection and testing services;
- Carry out the inspection and testing plan and prepare reports;
- Maintain a library of annotated digital photos illustrating progress, quality, and issues at various stages of the project;
- Obtain the designated General Contractor's schedule and cost breakdown. (These must be acceptable prior to the submission of the first progress claim);

- Convene and chair site meetings with the designated General Contractor, at least on a bi-weekly basis;
- Maintain daily project diary consigning key information related to the activities of the sub-consultants, the resources on site, weather conditions, communications, directions issued, submittals received, and detail any significant incidents;
- Instruct the sub-consultants formally to rectify any work, material, and, or equipment that do not comply with the project requirements;
- Receive, coordinate, and document the review of submittals;
- Receive, review and recommend the sub-consultant's progress payments;
- Prepare and oversee the execution of the Commissioning Plan;
- Carry out a formal inspection in preparation for the issuance of the Certificate of Interim Completion and another formal inspection of the issuance of the Final Certificate of Completion; and,
- Participate in informal and formal resolution of project disputes.

Deliverables:

1. Agenda and minutes of all site meetings, and minutes of other meetings.
2. Correspondence file and log.
3. Historical issue log.
4. A project diary.
5. Monthly project and financial status report, and cash flow forecasts.
6. Submittals status report.
7. CCNs status report.
8. Testing and inspection plan and reports.
9. Construction photos.
10. Directives issued.
11. Commissioning Plan and report.
12. Deficiency lists.
13. Recommendations for progress payments, and release of holdback.
14. Final construction report summarizing the project's history, administration, scope, cost, schedule, quality, dispute resolution, and key issues that arose during the execution of the project.

J. Commissioning:

Objective:

To ensure and verify that the building's systems and their components are installed, adjusted, and perform as intended by the design and the project, in every mode of operation (day, night, season, failure) and that the RCMP has received the training necessary to operate it efficiently.

Tasks:

- Familiarise with the project, the design, the project documents, shop drawings and product information submitted;
- Develop a Commissioning Plan, identifying the roles and responsibilities of the Design Consultant, the designated General Contractor, sub-consultants, Contract Administrator, and the RCMP. The Commissioning Plan and its execution are to conform to CSA Z320-11;

- Develop a systematic approach for the sub-consultant to verify and certify that they have installed components and systems as specified, and that all testing specified in the project documents have been completed and witnessed, with which, all non-conformances must be documented and presented to the Project Authority;
- Develop a systematic approach to witness and verify that the individual system tests specified in the project documents;
- Develop a systematic approach to verify the performance of individual systems and the dynamic testing and adjustment of all systems operating together, including the building envelope, mechanical, electrical, fire alarm, communications, and others as may be appropriate;
- Develop an approach for seasonal commissioning of the project where appropriate; and,
- Develop a familiarisation training plan intended for the project's facility manager/operator, maintenance staff, security staff, and the occupants.

Deliverables:

1. A Commissioning Plan.
2. A Final Commissioning Report containing the commissioning plan, schedule, minutes of meetings, warranties, static testing and verification reports for all Disciplines and trades, seasonal performance testing reports, balancing reports, and issues log.
3. Training plan and orientation documents for the project's facility manager/operator, maintenance staff, security staff, and the occupants.

K. Post-construction and Project Close-out services:

Objective:

To ensure that warranty obligations are discharged and that key project events and issues are documented.

Tasks:

- Review deficiencies that may be warranty issues with the Project Authority;
- Conduct a walk through site visit to document warranty issues at least thirty (30) days prior to the expiration of the warranty period; and,
- Review the project's history, events, and issues, interview key stakeholders and gather key documents that are necessary to draft the final construction report.

Deliverables:

1. Inspection report and a validated warranty deficiency list.
2. A Recommendation to the Project Authority when the project security can be released.
3. Final construction report summarizing the project's history, administration, scope, cost, schedule, quality, change orders, quality assurance, delays, dispute resolution, and key issues that arose during the execution of the project.

L. Third-Party Review of Plans and Specifications:

Objective:

To review other consultant progress submissions on behalf of the RCMP.

Tasks:

- Familiarisation with the project, its objectives, and the RCMP requirements;
- Review the plans and specifications progress submissions;
- Determine that the submission meets the requirements for that deliverable pursuant to the SOW of the sub-consultants;
- Review the submission in general to ensure that the project's objectives and operational requirements have been met and that the design complies with government and RCMP policies and standards;
- Conduct a general review to ensure that the plans and specifications are adequate for tendering and that the project is constructible; and,
- Participate in review meetings with the RCMP.

Deliverables:

1. Minutes of meetings related to the third-party review.
2. A letter report indicating whether the submission met the requirements for the deliverable; whether the plans and specifications are adequate for tendering and construction; organised comments, questions, clarifications for the other consultant to address in the subsequent submission, as well as a record of how these were addressed.

M. Maintenance Projects Construction Documents:

Objective:

To develop coherent and coordinated drawings and specifications for facility maintenance projects that are suitable for tendering and construction.

Tasks:

- Participate in a project familiarisation meeting with the Project Authority;
- Conduct a site visit and obtain the site information and measurements necessary;
- Prepare the drawings and specifications and submit to the Project Authority for review at 66% progress, with which, the RCMP will provide comments within fifteen (15) working days;
- Hold a progress meeting with the RCMP after the 66% submission; and,
- Prepare a cost estimate.

Deliverables:

1. Signed and sealed final drawings and specifications ready for tender and construction.
2. Final code review, energy analysis, sustainable development/LEED assessments
3. Pre-tender (updated substantive) cost estimates (Class B).
4. Updated Project schedule.

N. Various Technical investigations:

Objective:

To investigate infrastructure problems or issues, identify the roots causes, and related factors

Tasks:

- As agreed with the Project Authority.

Deliverables:

1. A formal report documenting the problem or issue, data and information gathered analysis, conclusions, and recommendations.

Technical Requirements:

1. General documentation:

- a. Digital copies of correspondence will be in a recent version MS Office (Word, Excel), or Adobe Acrobat. Project Schedules in MS Project.
- b. Construction Documents prepared pursuant to this Standing Offer will have to be provided in a PDF format saved on a CD-ROM and the files organised using a consistent directory structure and naming conventions for electronic tendering. The Project Authority will provide this information.

2. Drawings:

- a. All drawings produced for construction or maintenance of RCMP facilities will be digital format and conform to CSA B78.3 and the RCMP's National CADD Standards. A hard copy or a link will be provided in **Annex "F" – Availability Confirmation Form (ACF)**.

3. Specifications:

- a. All specifications produced will use the National Master Specification (NMS) edited by the consultant in accordance with the NMS User's Guide.
- b. Use the NMS 1/3-2/3 page format.
- c. The narrow scope sections of the NMS are to be used.
- d. Specify equipment and materials consistent with government policy: specify using an appropriate standard, where one does not exist, use a non-restrictive performance specification or a prescriptive specification.
- e. Sole sourcing or restrictive specifications are not to be used, unless justified by exceptional circumstances. Instances of sole sourcing in specifications require the authorisation of the Project Authority. These situations typically occur when only one specific material or equipment will fulfil the requirement, where specific materials are required to match existing materials, where compatible equipment or components are required to be integrated in an existing system, or in an emergency.
- f. Ensure that the latest version of standards referenced in the Specifications.

4. Estimates:

- a. An "Indicative Estimate" (Class D): is based on complete project requirements and an outline of the potential solution or on the concept stage of the design. It is intended primarily to assess the options under consideration and investment planning. Develop Indicative Cost Estimates using the Canadian Institute of Quantity Surveyors elemental cost analysis format using unit costs for each element that are appropriate for the nature of the project and its location. The expected level of accuracy of this estimate is +/- 20%, therefore should require a contingency allowance (scope, design, schedule), of 20% or less.
- b. A "Substantive Estimate" (Class B): is based on the design development drawings and specifications. It is intended to provide a realistic project cost objective for its approval. Develop Indicative Cost Estimates using the Canadian Institute of Quantity Surveyors elemental cost analysis and trade divisional format. Provide documentation and backup for the

estimates. The expected level of accuracy of this estimate is +/- 10%, therefore should require a contingency allowance of 10% or less.

- c. A Pre-Tender (Class A) estimate is based on the construction documents. Develop Indicative Cost Estimates using the Canadian Institute of Quantity Surveyors elemental cost analysis and trade divisional format. Provide documentation and backup for the estimates. The expected level of accuracy of this estimate is +/- 5%, therefore should require a design contingency allowance of 5% or less. It should represent the median of the Offers received for the project.
- d. The Project Authority will indicated specific Sustainable Development and Leadership in Energy Environmental Design (LEED) objectives the project is to achieve.

RCMP's Roles and Responsibilities:

1. The RCMP assumes the overall project management responsibilities, management and direction of the consultant's work, and when and where required, securing departmental and government approvals necessary to proceed with each project.
2. The RCMP Standing Offer Authority or Identified User will be responsible to tender, award, manage, and administer each resulting Standing Offer, and its corresponding Call-ups.
3. The RCMP will provide the consultant access to information that is available and pertinent such as drawings, reports, notes and correspondence that will assist the consultant in completing the work specified in each resulting Call-up. The consultant will be responsible to verify the accuracy of the information provided and inform the Project Authority of any potential discrepancies. All information and documents will be returned to the RCMP once the consultant's work is finalized.
4. The RCMP will review the consultant's work and deliverables to ensure that the project's objectives and operational requirements have been met, and that the deliverables comply with government and RCMP policies and standards. Where construction plans and specifications are prepared, the RCMP will conduct a general review to ensure that these are adequate for tendering and that the project is constructible. The RCMP will not review the consultant's plans and specifications in detail for technical adequacy, accuracy, completeness, and coordination.
5. The Project Authority will provide, in a timely manner, written decisions and instructions, including acceptances and approvals relating to the services provided by the consultant. No acceptance or approval by the Project Authority, whether expressed or implied, shall be deemed to relieve the consultant of the professional or technical responsibility for the services provided by the consultant.

Consultant's Roles and Responsibilities:

1. The Consultant shall perform the services specified in any resulting Call-up, in accordance with the corresponding resulting Standing Offer, including the provisions herein.
2. The Consultant shall be registered or certified by the necessary authorities having jurisdiction in the Province or Territory where the project or services are to be undertaken, as required by the "nature of the work" specified in the resulting Call-up.
3. The Consultant shall manage and coordinate the work of his personnel and sub-consultants.
4. The Consultant shall ensure that his personnel and sub-consultants have the appropriate security clearances specified in the resulting Call-up and implement the document safeguarding measures necessary to deliver the services specified.
5. The Consultant shall be responsible to obtain and verify all necessary site information.
6. The Consultant shall be responsible for the completeness and accuracy of the services specified in any resulting Call-up. These responsibilities shall not be negated by RCMP's review/approval process.

Annex "B" – Security Requirement Checklist (SRCL)



Contract Number / Numéro du contrat 2013 0 3206
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP		2. Branch or Directorate / Direction générale ou Direction Corporate Management	
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBD - Qualified Architectural Consultants from a RFSO		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail Provide a range of Architectural Services to support various RCMP construction and maintenance projects as well as related technical services on an as and when required basis pursuant to a Standing Offer Agreement within the topographic area defined by RCMP's various Divisions within Canada <i>* Each DIVER will require its own specific SRCL to reflect its specific requirements</i>			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÉS SECRET <input type="checkbox"/>	NATO TOP SECRET <input type="checkbox"/>	TRÉS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÉS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÉS SECRET <input type="checkbox"/>	TRÉS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified



8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS *Document safeguarding maybe required and will be addressed on each specific SRCL which is called up against this SRCL.*

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

201303204

Security Classification / Classification de sécurité
Unclassified

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisiées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRIS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Informations / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Classification / Classification de sécurité
Unclassified

Canada

Annex “C” – Financial Offer

Offeror (Consultants), Sub-Consultants, and Region Identification:

Offeror Firm or Joint Venture Name: _____

Offeror (Consultant) Discipline: (Identify ONLY one (1) with an “x”)

- (1) Architecture
- (2) Mechanical and Electrical Engineering
- (3) Civil and Structural Engineering

(Sub-Consultant) Disciplines: (Identify the other two (2) with an “x”)

- (1) Architecture
- (2) Mechanical and Electrical Engineering
- (3) Civil and Structural Engineering

Proposed Region: (Identify ONLY one (1) with an “x”)

- Atlantic
- Northwestern
- Pacific

Address: _____

Billing Address (if different from above): _____

Contact Person: _____

Phone number: (____) ____ - ____ Fax number: (____) ____ - ____

Email: _____@_____

Instructions to Offeror:

1. Complete Financial Offer form and submit in a separate sealed envelope as per Submission Instructions of the RFSO with the Offeror's name, Solicitation Number, and "Financial Offer Form" typed on the outside.
2. Financial Offers are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Offerors are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Offerors must provide an hourly rate for each

listed position (Consultant and Sub-Consultants). In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.

5. The Offeror shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of the Standing Offer.
6. The single fixed hourly rate identified for each category of personnel of each consultant and sub-consultants shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.
7. Travel and Living Expenses: Firms are advised that any travel time and travel-related expenses associated with the delivery of services within a 100 km radius of the place of Work are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 100 km radius, travel-related expenses will be paid (with prior approval of the Project Authority) in accordance with current Treasury Board Policy.
8. Firm hourly rates for each category are to be provided in column B, D and F for each of the three (3) Category Tables (below) and are then multiplied by the weight factor in column A (For Evaluation Purposes ONLY).
9. In the Summary table, Category Totals for each Discipline are to be entered in column A and then multiplied by the weight factor % in column B (For Evaluation Purposes ONLY). In the event that a mathematical error occurs in carrying over the totals, the RCMP will correct the totals to ensure the fairness of the Proposals.

Note to Offeror:

1. All Financial Offer envelopes corresponding to responsive Offers which have achieved an overall score of 70% in the rated requirements and the pass mark of seventy (70) points are opened upon completion of the technical evaluation. When there are three or more responsive proposals per Discipline, and per Region, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals for each Discipline, for each Region are received.
2. All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and will receive no further consideration.

****IMPORTANT**:**

For Instructions 4-6 above, an Offeror will decide which Discipline and Region they are submitting a Financial Offer against. Financial Offers for each Discipline and each Region will be evaluated identically, BUT independently from the other two (2) Disciplines and Regions. (ie. All Offerors submitting a proposal for the Architecture Discipline and Atlantic Region will be evaluated against each other, but not against submissions for the Northwest and Pacific Regions, and not against the Mechanical and Electrical Engineering, or the Civil and Structural Engineering Disciplines).

Offerors may not submit more than one (1) proposal for the same Discipline and Region, but may choose to submit a separate proposal for another Discipline and/or Region. (ie. A maximum of nine (9) proposals may be submitted by an Offeror reflecting every combination of Discipline/Region.

(1) Architecture:

Category of Personnel:	Weight Factor %:	Initial SO Period: Firm Hourly Rate:	A x B	SO Option Period 1: Firm Hourly Rate:	A x D	SO Option Period 2: Firm Hourly Rate:	A x F
Column	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Partners or Principals	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Senior Resource	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Intermediate Resource	25	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Junior Resource	15	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Administrative Resource	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cost Specialist	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sub-Total:			\$ _____		\$ _____		\$ _____
Multiplied by:			66%		17%		17%
Category Total: (Evaluation Purposes ONLY)			\$ _____	+	\$ _____	+	\$ _____
							(1)
							= \$ _____

(2) Mechanical and Electrical Engineering:

Category of Personnel:	Weight Factor %:	Initial SO Period: Firm Hourly Rate:	A x B	SO Option Period 1: Firm Hourly Rate:	A x D	SO Option Period 2: Firm Hourly Rate:	A x F
Column	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Partners or Principals	10	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Senior Resource	40	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Intermediate Resource	25	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Junior Resource	15	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Administrative Resource	5	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Cost Specialist	5	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Sub-Total:			\$_____		\$_____		\$_____
Multiplied by:			66%		17%		17%
Category Total: (Evaluation Purposes ONLY)			\$_____	+	\$_____	+	\$_____
							(2)
							= \$_____

(3) Civil and Structural Engineering:

Category of Personnel:	Weight Factor %:	Initial SO Period: Firm Hourly Rate:	A x B	SO Option Period 1: Firm Hourly Rate:	A x D	SO Option Period 2: Firm Hourly Rate:	A x F
Column	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Partners or Principals	10	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Senior Resource	40	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Intermediate Resource	25	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Junior Resource	15	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Administrative Resource	5	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Cost Specialist	5	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Sub-Total:			\$_____		\$_____		\$_____
Multiplied by:			66%		17%		17%
Category Total: (Evaluation Purposes ONLY)			\$_____	+	\$_____	+	\$_____
							(3)
							= \$_____

Category of Personnel:	Category Total: (A)	Weight Factor: (B)	Total: A x B
Architecture	(1) = \$ _____	34	\$ _____
Mechanical and Electrical Engineering	(2) = \$ _____	33	\$ _____
Civil and Structural Engineering	(3) = \$ _____	33	\$ _____
Grand Total: (For Evaluation Purposes ONLY)		100	\$ _____

Signature of Offeror Representative or Joint Venture Representative:

signature

signature

capacity

capacity

signature

signature

capacity

capacity

Annex “D” – Evaluation Criteria

Interpretation of Personnel Requirement by the Evaluation Team:

1. The statements and requirements in this article apply to the Mandatory personnel information.
2. To demonstrate the experience of personnel (i.e. resources), the Offeror must provide complete project details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Offeror is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Offeror is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
5. The Offeror is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - a. "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - b. "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - c. "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as “within the past sixty (60) months” are used mean “within the sixty (60) preceding the closing date of the RFP”. In the event that the RFP closing date is changed after the initial publication of the RFP, the Offeror may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
7. Phrases such as “experience working as a Manager” (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFP.
8. Phrases such as “experience ... dealing with matters related to the Statement of Work” mean that the experience must match, to the satisfaction of the evaluation team, the

nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

Instructions to Offerors for responding to mandatory criteria:

1. From the dates in month/year; Offerors are encouraged to calculate the number of months and insert the total number of months in brackets; example: January 2006 to March 2006 (3 months).
2. To demonstrate Corporate experience, as per (insert relevant mandatories), the Offeror must provide Contract Summaries. Each Contract Summary must include the following details:
 - a. Name of client organization;
 - b. Project name, including project contact name and phone number of person Offeror reported to from client organization (correct up-to-date contact info must be given for verification purposes);
 - c. Contract Period;
 - d. Description of tasks and responsibilities that Offeror completed; and,
 - e. Relevancy to the scope of work outlined in the SOW.
3. To demonstrate Resource experience, as per the Proposed Resource(s) must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the mandatory evaluation.

Note to Offerors: Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section is omitted from the Offer, it will be set aside without further consideration and the Offer will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the Offer non-responsive and will be set aside without further consideration.

Offeror Instructions: The Offeror is requested to respond to the Evaluation Criteria using the table formats below.

The Offeror must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the contractor's response (where applicable). Complete details demonstrating how a Offeror meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

MANDATORY REQUIREMENTS

At bid closing time, the Offeror must :

- a) comply with the following Mandatory Requirements; and
- b) provide the necessary documentation to support compliance.

Any Offer which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration. Each requirement should be addressed separately.

Corporate – Mandatory Requirements:

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Offeror must have a minimum of five (5) years demonstrated project experience providing services within their proposed Discipline.		
M2	The Offeror must have a minimum of five (5) years demonstrated project experience performing services with project teams (Consultants and Sub-Consultants) comprised of representatives from each of the three (3) RFSO Disciplines.		
M3	The Offeror must demonstrate that they have carried out a minimum of two (2) projects that meet both of the following criteria: <ul style="list-style-type: none"> • The Offeror was identified as the Project Lead; • The overall project value for services was a minimum of \$250K CAD. (\$ value may not include any related Construction cost). 		
M4	The Offeror must identify the entire proposed project team by completing Annex “E” – Team Identification Form.		
M5	The Offeror must identify a Billing Address as a starting point from which Travel Expenses will be calculated for the duration of the Contract, and subsequent Option Periods.		

Resources – Mandatory Requirements:

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross
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			reference to resource resume as applicable)
M6	In relation to M4, the Offerors Senior, Intermediate, and Junior Resources must be licensed to provide services of the Discipline and Region for which they are being proposed and to the full extent that may be required by Canadian provincial or territorial law.		
M7	The Offeror's proposed Senior, Intermediate, and Junior Resources must possess a university degree or college diploma, from an educational institution recognized by Canada, in the Discipline for which they are being proposed.		
M8	The Offeror's proposed resources must demonstrate the minimum years of project experience as specified within Annex "A" – Statement of Work. (ie. Senior, Intermediate, and/or Junior)		
M9	The Offeror's proposed Administrative Resource must have a minimum of two (2) years demonstrated experience providing administrative support services.		
M10	The Offeror's proposed Cost Specialist must have a minimum of five (5) years demonstrated experience providing cost analysis and scheduling.		

RATED REQUIREMENTS

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

Corporate – Rated Requirements:

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p>In addition to M1, the Offeror should have more than five (5) years demonstrated experience providing services within their proposed Discipline.</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • > 5 to 6 years = 5 points • > 6 to 7 years = 10 points • > 7 to 8 years = 15 points 	20		

	<ul style="list-style-type: none"> • > 8 years = 20 points 			
R2	<p>In addition to M2, the Offeror should have more than five (5) years demonstrated project experience leading project teams comprised of members from each of the three (3) RFSO Disciplines.</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • > 5 to 6 years = 5 points • > 6 to 7 years = 10 points • > 7 to 8 years = 15 points • > 8 years = 20 points 	20		
R3	<p>The Offeror should provide demonstrated project experience performing services within their proposed Discipline for local, (including aboriginal policing), provincial and/or national law enforcement in Canada within the five (5) years of RFSO posting date.</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • No projects = 0 points • At least one (1) project = 5 points 	5		
R4	<p>The Offeror should provide demonstrated project experience performing services within their proposed Discipline with an overall project value greater than \$250K CAD (\$ value may not include any related Construction cost).</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • > \$250K to \$500K = 2 points • > \$500K to \$750K = 4 points • > \$750K to \$1M = 6 points • > \$1M to \$1.5M = 8 points • > \$1.5M = 10 points 	10		
R5	<p>In relation to M5, the Offeror will be allocated points based on the identified Billing Address being located within close proximity to Halifax, Nova Scotia.</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • > 500 KMs = 0 points • > 400 to 500 KMs = 5 points • > 300 to 400 KMs = 10 points • = 200 to 300 KMs = 15 points 	20		

	<ul style="list-style-type: none"> • Less than 200 KMs = 20 points <p>OR</p> <p>In relation to M5, the Offeror will be allocated points based on the identified Billing Address being located within close proximity to either Edmonton, Alberta or Winnipeg, Manitoba or Regina, Saskatchewan.</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • > 500 KMs = 0 points • > 400 to 500 KMs = 5 points • > 300 to 400 KMs = 10 points • = 200 to 300 KMs = 15 points • Less than 200 KMs = 20 points <p>OR</p> <p>In relation to M5, the Offeror will be allocated points based on the identified Billing Address being located within close proximity to Vancouver, British Columbia.</p> <p>Allocation of points:</p> <ul style="list-style-type: none"> • > 500 KMs = 0 points • > 400 to 500 KMs = 5 points • > 300 to 400 KMs = 10 points • = 200 to 300 KMs = 15 points • Less than 200 KMs = 20 points 			
R6	<p>The Offeror should demonstrate their understanding and capability to perform the services and address any potential challenges.</p> <p><u>Scope of Services</u> – The Offeror should provide a detailed list of services that will likely be required to perform any resulting project under this overall requirement.</p> <p><u>Project Schedule</u> – The Offeror should provide an example of a project schedule, detailing major milestones, critical path elements, and associated timelines with respect to any resulting project under this overall requirement.</p> <p><u>Risk Management Strategy</u> – The Offeror</p>	25		

<p>should provide a detailed Risk Management Strategy that may be implemented during the course of any resulting project under this overall requirement.</p> <p>Allocation of points:</p> <p>** The Table below will be used to assess this Rated Requirement.</p>			
	Pass Mark :	Max Score:	Total Score:
	70	100	_____

The following “Table will be used to assess Rated Requirement – **R6** above:

0%	Information provided does not address the rated criteria. The Offeror receives 0% for the available points for this element.
20%	Information provided demonstrates a minimal understanding and capability to perform the services and address any potential challenges that are relevant to the elements of the rated criteria. The Offeror receives 20% of the available points for this element.
40%	Information provided demonstrates some understanding and capability to perform the services and address any potential challenges that are relevant to the elements of the rated criteria but is not sufficient to receive a pass mark. The Offeror receives 40% of the available points for this element.
60%	Information provided demonstrates an understanding and capability to perform the services and address any potential challenges that are relevant for most, but not all of the elements of the rated criteria. The Offeror receives 60% of the available points for this element.
80%	Information provided demonstrates an understanding and capability to perform the services and address any potential challenges that are relevant to all of the elements of the rated criteria with very few omissions identified. The Offeror receives 80% of the available points for this element.
100%	Information provided clearly demonstrates a complete understanding and capability to perform the services and address any potential challenges that are relevant to the rated criteria. The Offeror receives 100% of the available points for this element.

Annex “E” – Team Identification Form

The Offeror’s resources and sub-consultant resources 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.

1. Offeror:

Offeror Firm or Joint Venture Name: _____

Offeror Discipline: (CHECKMARK the correct one)

- (1) Architecture
- (2) Mechanical and Electrical Engineering
- (3) Civil and Structural Engineering

Key Individuals and applicable provincial professional licensing status:

Senior Resource	_____	_____
Intermediate Resource	_____	_____
Junior Resource	_____	_____
Administrative Resource	_____	_____
Cost Specialist	_____	_____

2. Sub-Consultant #1:

Sub-Consultant #1 Firm or Joint Venture Name:: _____

Sub-Consultant #1 Discipline: (CHECKMARK the correct one)

- (1) Architecture
- (2) Mechanical and Electrical Engineering
- (3) Civil and Structural Engineering

Key Individuals and applicable provincial professional licensing status:

Senior Resource	_____	_____
Intermediate Resource	_____	_____
Junior Resource	_____	_____
Administrative Resource	_____	_____
Cost Specialist	_____	_____

3. Sub-Consultant #2:

Sub-Consultant #2 Firm or Joint Venture Name: _____

Sub-Consultant #2 Discipline: (CHECKMARK the correct one)

- (1) Architecture
- (2) Mechanical and Electrical Engineering
- (3) Civil and Structural Engineering

Key Individuals and applicable provincial professional licensing status:

Senior Resource	_____	_____
Intermediate Resource	_____	_____
Junior Resource	_____	_____
Administrative Resource	_____	_____
Cost Specialist	_____	_____

Annex “F”– Availability Confirmation Form

Call-ups Against a Standing Offer

Required by the

Royal Canadian Mounted Police (RCMP)

This Availability Confirmation Form (ACF) is being used to require an Offeror to submit résumé(s), licenses, and qualifications of a team of consultant(s) and sub-consultants who will perform the services, as specified herein.

By using the “Right of First Refusal” methodology, as stipulated in the corresponding Request for Standing Offer (RFSO), Offerors will be requested to submit résumé(s), licenses, and qualifications in the order in which they ranked for the required Discipline. A Call-up may be issued by using this methodology.

This ACF constitutes a response, when completed by an Offeror and provided to the RCMP. All terms and conditions of the SO under which the requirement falls apply and are incorporated into this ACF by reference.

Availability Confirmation Form	
Date of Issuance: [RCMP to Insert]	Identified user: RCMP
Date Response due: [RCMP to Insert]	SO No.: [RCMP to Insert]
A General Information	
1. Identified User:	
Name:	_____ [RCMP to Insert] _____
Address:	_____ [RCMP to Insert] _____
Telephone:	_____ [RCMP to Insert] _____
Facsimile:	_____ [RCMP to Insert] _____
E-mail:	_____ [RCMP to Insert] _____
2. Project Authority:	
Name:	_____ [RCMP to Insert] _____
Address:	_____ [RCMP to Insert] _____
Telephone:	_____ [RCMP to Insert] _____
Facsimile:	_____ [RCMP to Insert] _____
E-mail:	_____ [RCMP to Insert] _____
B Requirement Summary	
1. Statement of Work for Call-up	

1. **Project Description:** *[Provide a general description of the project, its location, type of facilities to be constructed/repared and project characteristics, etc.]*
2. **Background:** *[Provide information that will help the consultant understand the project, its context, the need, the intended outcomes, the operational deficiency being addressed, the operational capability being enabled, etc.]*
3. **Constraints and Challenges:** *[Describe any restrictions related to site access, use of personal electronic devices, planning and development constraints, planning for future expansion, operational constraints anticipated during construction, critical interfaces, etc.]*
4. **Project Delivery Approach:** *[Generally, the approach will be a conventional design-bid-build construction contract with a lump sum basis of payment (or unit price, combination lump sum and unit price) with contract documents prepared by the consultant, contracting and contract administration by the RCMP, furnishing and furniture acquired by the RCMP and provided as Government Furnished Equipment.]*
5. **Scope of Services and Deliverables Required:** *[Refer to the service description in the SOW and where necessary modify the service to suit actual needs]*
6. **Schedule:** *[The overall project planning milestones and the milestones for the consultant's work.]*
7. **Budgets:** *[The overall project cost with a high level breakdown.]*
8. **Project Team:** *[The names or positions of the key project stakeholders as well as their roles and responsibilities with respect to defining, executing, monitoring the project and the Consultant's services]*
9. **Summary of the Deliverables:** *[Edit as necessary]*

Description:	Frequency:	Format:	Objective:
Recurring Submissions:			
Minutes of meetings	Ad hoc	Electronic	Review & Record
Monthly Progress Report	Monthly	Electronic	Review & Record
Analysis of the Scope of Work:			
Report: Scope of Work	Once	Electronic	Review & Record
Functional Programming:			
Site Analysis Report	1 Draft & 1 Final	Electronic	Review & Record
Functional Space Program Report	1 Draft & 1 Final	Electronic	Review & Record
Updated Work Plan and Schedule	Once	Electronic	Review & Record

Updated Project Schedule, Budget	Once	MS Project, Electronic	Review & Discuss
Preliminary Project Risk Assessment	1 Draft & 1 Final	Electronic	Review & Record
Concept Design:			
Concept Design Presentation	1 Draft & 1 Final	Electronic	Review & Discuss
Concept Design Report	1 Draft & 1 Final	Electronic	Review & Approve
Construction Implementation Strategy	1 Draft & 1 Final	Electronic	Review & Approve
Indicative Cost Estimates (Class C)	1 Draft & 1 Final	Electronic	Review & Record
Updated Project Schedule	Once	Electronic	Review & Record
Updated Project Risk Assessment	Once	Electronic	Review & Record
Significant Issues to be resolved for Design Development	Once	Electronic	Review & Record
Design Development:			
Design Development Report	1 Draft & 1 Final	Electronic	Review & Discuss
Updated Construction Implementation Strategy	Once	Electronic	Review & Record
Substantive Cost Estimates (Class B)	1 Draft & 1 Final	Electronic	Review & Record
Updated Project Schedule	Once	MS Project, Electronic	Review & Record
Project Risk Management Plan	1 Draft & 1 Final	Electronic	Review & Record
Construction Documents:			
33% Progress Submission	Once	Hard-Copy	Review & Discuss
66% Progress Submission	Once	Hard-Copy	Review & Discuss
99% Progress Submission	Once	Hard-Copy	Review & Discuss
Construction Documents	Once	PDF, AutoCad Electronic	Tender
Pre-tender Cost Estimates	Once	Electronic	Review & Record
Updated Project Schedule	Once	MS Project, Electronic	Review & Record
Updated Project Risk Management Plan	Once	Electronic	Review & Record

Translation of Construction Documents:			
Translated Construction Documents	Once	PDF, AutoCad, Electronic	Tender
Services during Tendering:			
Addenda, revised drawings	Ad hoc	Hard-Copy, PDF, AutoCad, Electronic	Tender
Tender Report	Once	Electronic	Review & Record
Services During Construction:			
Minutes of meetings	Every 2 weeks	Electronic	Review & Record
Visit Report	Every 2 weeks	Electronic	Review & Record
Issue log	Every 2 weeks	Electronic	Review & Record
Submittals Status Report	Every 2 weeks	Electronic	Review & Record
CCN Status Report	Every 2 weeks	Electronic	Review & Record
Deficiency Lists	Every 2 weeks	Electronic	Record
Final Report	1 Draft & 1 Final	Electronic	Review & Record
Construction Contract Administration:			
Agenda and Minutes of Site Meetings	Every 2 weeks	Electronic	Review & Record
Correspondence log and file	Ad hoc	Electronic	Review & Record
Testing and Inspection Plan	1 Draft & 1 Final	Electronic	Review & Discuss
Commissioning Plan	1 Draft & 1 Final	Electronic	Review & Discuss
Issue Log	Ad hoc	Electronic	Review & Record
Project Diary	Daily	Electronic	Review & Record
Contract and Financial Status Report and Cash Flow Forecasts	Monthly	Electronic	Review & Record
Submittals Status Report	Every 2 weeks	Electronic	Review & Record
CCN Status Report	Every 2 weeks	Electronic	Review & Record
Testing and Inspection Reports	Ad hoc	Electronic	Record
Construction photos	Weekly	Electronic	Progress, Claims
Site Directives Log	Weekly	Electronic	Review & Record
Commissioning Report	1 Draft & 1 Final	Electronic	Record
Deficiency Lists	Ad hoc	Electronic	Record

Recommendation for Contractor's Progress Payment	Monthly	Electronic	Review & Record
Recommendation for release of holdback	Once	Electronic	Record
Final Construction Report	1 Draft & 1 Final	Electronic	Review & Record
Commissioning:			
Commissioning Plan	1 Draft & 1 Final	Electronic	Review & Discuss
Commissioning Report	1 Draft & 1 Final	Electronic	Review & Record
User Training and Orientation	1 Draft & 1 Final	Electronic	Review & Discuss
Post-construction and Project Close-out Services:			
Inspection Report and Deficiency List	Ad-hoc	PDF, Electronic	Record
Final Construction report	1 Draft & 1 Final	Electronic	Review & Record
Third-Party Review of Plans and Specification:			
Minutes of Meetings	Ad hoc	Electronic	Review & Record
Letter report and comments	Ad hoc	Electronic	Record
Maintenance Project Construction Documents:			
66% Progress Submission	Once	Hard-Copy	Review & Discuss
Construction Documents	Once	PDF, AutoCad, Electronic	Tender
Pre-tender Estimate	Once	Electronic	Review & Record
Project Schedule	Once	Electronic	Review & Record
Various Assessments required	Ad hoc	Electronic	Review & Record
Technical Investigations:			
Report	1 Draft & 1 Final	Electronic	Review & Record

10. Summary of Meetings [\[Edit as necessary\]](#)

Description:	Frequency:
Recurring Meetings:	
Consultant/RCMP Coordination Meetings	Monthly
Analysis of the Scope of Work:	

Administrative and Technical Briefing	Once
Site Visit	Once
Functional Programming:	
Stakeholder meetings	Ad-hoc
Site visit	Ad-hoc
Concept Design:	
Concept Presentation and Meetings	Twice
Design Development:	
Design Development Meeting	Twice
Construction Documents:	
33% Progress Review Meeting	Once
66% Progress Review Meeting	Once
99% Progress Review Meeting	Once
Services During Tender:	
Bidders' Conference	Once
Bid evaluation meeting	Ad-hoc
Services During Construction:	
Walk Through Site Visits	Every 2 weeks
Site Meetings	Ad-hoc
Interim Certificate of Completion Inspection	Ad-hoc
Final Certificate of Completion Inspection	Once
Warranty Inspection	Ad-hoc
Construction Contract Administration:	
Pre-commencement meeting	Once
Site Meetings	Ad-hoc
Commissioning:	
Project familiarization meeting	Ad-hoc
Commissioning Coordination Meetings	Ad-hoc
Post-construction and Project Close-out Services:	
Deficiency Review Meeting with users and occupants	Once
Third Party Review of Plans and Specification:	
Project Familiarization Meeting	Once
Submission Review Meeting	Once per submission

Maintenance Projects Construction Documents:				
Project Familiarization Meeting			Once	
Progress Meeting (66%)			Once	
Technical Investigations:				
Project Familiarization Meeting			Once	
2. Basis of Payment:				
<input type="checkbox"/> Firm Price or <input checked="" type="checkbox"/> Firm Hourly Price or <input type="checkbox"/> Ceiling Price or <input type="checkbox"/> Limitation of Expenditures				
3. Contract Period:				
a. Initial Contract Period	From:	Date of Call-up	To:	[RCMP to Insert]
4. Language requirement:				
<input type="checkbox"/> French <input checked="" type="checkbox"/> English				
5. Work Location:	[RCMP to Insert]			
6. Travel Requirement:	[RCMP to Insert]			
7. RCMP Security Requirement: [RCMP to Check off which applies]				
<input type="checkbox"/> Facility Access <input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> No Security required				
C OFFEROR'S RESPONSE INFORMATION:				
1. Offeror's signature and contact information:				
The Offeror has identified the following individual as their representative for administrative matters relating to the Contract in accordance with the Standing Offer.				
Name:	_____ [Offeror to Insert] _____			
Address:	_____ [Offeror to Insert] _____			
Telephone:	_____ [Offeror to Insert] _____			
Facsimile:	_____ [Offeror to Insert] _____			

E-mail: _____ **[Offeror to Insert]** _____

The Offeror has identified the following individual as their representative for technical matters relating to the Contract, in accordance with the Standing Offer.

Name: _____ **[Offeror to Insert]** _____

Address: _____ **[Offeror to Insert]** _____

Telephone: _____ **[Offeror to Insert]** _____

Facsimile: _____ **[Offeror to Insert]** _____

E-mail: _____ **[Offeror to Insert]** _____

Language Capability:

The Offeror certifies that it has the language capability required to perform the Work, as stipulated in Section 4. Language requirement of this form.

Education and Experience:

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its Offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting contract.

2. Mandatory Requirements:

NOTE: Any replacement of the resources proposed in the RFSO Bid Submission will be evaluated against each applicable Mandatory Criteria identified in the RFSO. Replacement resources must meet each applicable criterion to be considered for this resulting Call-up.

For Sub-Consultants (SC), the following Mandatory Criteria must be met for each proposed resource:

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
SC-M1	The Sub-Consultant's proposed Senior, Intermediate, and Junior Resources must be licensed to provide services of the Discipline and Region which they are being proposed and to the full extent that may be required by Canadian provincial or territorial law.		
SC-M2	The Sub-Consultant's proposed Senior, Intermediate, and Junior Resources must possess a university degree or college diploma, from an educational institution recognized by Canada, in the Discipline which they are being proposed.		

SC-M3	The Sub-Consultant's proposed resources must demonstrate the minimum years of project experience as specified within Annex "A" – Statement of Work. (ie. Senior, Intermediate, and/or Junior)		
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3. The Offeror:

Is submitting a response to this ACF.

Is not submitting a response to this ACF for the following reason:

- No qualified consultant is available
- Not in best interest of company
- Potential Conflict of Interest exists
- Other: _____

5. The Offeror's Proposed Call-up Basis of Payment

			Call-up Period Contract Award to [RCMP to Insert]	
		(A)	(B)	(C)
Consultant and/or Sub-Consultant Category:	Name of Proposed Consultants and/or Sub Consultants:	Total Estimated Number of Cumulative Hours:	Firm Hourly Rate (as per Standing Offer)	Total Cost (A X B)
[Offeror to Insert]	_____	[Offeror to Insert]	\$ _____	\$ _____
[Offeror to add more resources as necessary, and as per Standing Offer)	_____	[Offeror to Insert]	\$ _____	\$ _____
Total Estimated Cost:				\$ _____