

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Regional Manager/Real Property
Contracting/PWGSC
Ontario Region, Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires
THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

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

Issuing Office - Bureau de distribution
Regional Manager/Real Property Contracting/PWGSC
Ontario Region, Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

Title - Sujet CFIA GTA Lab Expansion	
Solicitation No. - N° de l'invitation EQ754-141072/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client R.061999.001	Date 2013-11-13
GETS Reference No. - N° de référence de SEAG PW-\$PWL-042-1895	
File No. - N° de dossier PWL-3-36055 (042)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-18	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Correia-Reid, Vincent	Buyer Id - Id de l'acheteur pwl042
Telephone No. - N° de téléphone (416) 590-8259 ()	FAX No. - N° de FAX (416) 512-5862
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CFIA 2301 Midland Avenue Scarborough, ON	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EQ754-141072/A

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

R.061999.001

Amd. No. - N° de la modif.

001

File No. - N° du dossier

PWL-3-36055

Buyer ID - Id de l'acheteur

pw1042

CCC No./N° CCC - FMS No/ N° VME

AMENDMENT NO. 001

This amendment is being issued to replace the following document, which either did not upload correctly or in their entirety.:

Document: 'Doing Business with A&E Ontario Region', attached as Appendix D to the original solicitation.

Solicitation No. EQ734-141072/A

Project No. R.061999.001

Proponents are hereby instructed to:

Delete: In its entirety.

Insert: 'Doing Business with A&E Ontario Region', attached as Appendix D to this amendment.

All other terms and conditions of the solicitation remain the same.

Solicitation No. - N° de l'invitation

EQ754-141072/A

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

R.061999.001

Amd. No. - N° de la modif.

File No. - N° du dossier

PWL-3-36055

Buyer ID - Id de l'acheteur

pw1042

CCC No./N° CCC - FMS No./N° VME

APPENDIX D

DOING BUSINESS WITH A&E ONTARIO REGION

Appendix D

Doing Business with A&E

Ontario Region

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SECTION 1 GENERAL DESIGN, DOCUMENTATION AND SUBMISSION STANDARDS

1.1 Introduction

The purpose of this document is to help consultants perform their work while dealing with Ontario Region of PWGSC. It is intended to complement the requirements stated in the main body of the RFP, in particular in the Project Brief and the Required Services sections. This document elaborates on specific items that are particular to the Ontario Region, but in no way does it supersede the main clauses of the RFP.

1.2 Document Management

All project documents are to be electronically distributed to project stakeholders through the use of a commercially available, secure internet, web based browser software application system similar to PWGSC's current OPROMA system. Documents must be distributed in pdf format, with an e-mail notification system to stakeholders. Individual pdf files must not exceed 4MB. Version and document control features are required to enable review of previous documents issued. The document system must be managed and operated by the consultant, who shall control secure access rights to project stakeholders identified by the PWGSC Project Manager.

To obtain access to PWGSC's OPROMA system, request an account from the departmental representative.

1.3 Sustainability

Use sustainable design principles to achieve a minimum building performance rating of:

1. New construction projects are to meet the standards of LEED Gold.
2. Major renovation projects ($\pm 5M$ of construction cost) are to meet the standards of LEED Silver.
3. Heritage building projects are to follow the principles of sustainability described in the "Sustainable Heritage Guide" entitled "Applying Sustainability Principles and Practices to Heritage Buildings and Projects: A Guide for Property / Project Managers and Consultants".
4. For all other projects, the principles of sustainability shall be followed.

Comply with PWGSC- Strategic Framework for Sustainability in Buildings, April 1, 2012.

1.4 Drawings

The drawings are complementary to the specification. They should describe the extent of work. Do not rely on a mandatory site visit to complete the information. Notes such as "verify on site", "as instructed", "to be determined on site by Departmental Representative", will not generate accurate bids and may result in unnecessarily high bid prices. The drawings shall allow the Bidders to bid accurately and calculate all quantities. If quantities are impossible to show (i.e. cracks to be repaired) give a quantity for bid purposes.

Construction drawings should be strictly technical drawings, fully detailed and dimensioned, clearly and accurately drawn, complete with all necessary descriptive notes. On all drawings present the work to be done as clearly as possible. Draw details at sufficient scales to eliminate doubt as to the method of construction, materials and quantities required. Required sheet order: plans; elevations; main sections; and details. Avoid wasted space but ensure that sheets are not overcrowded or difficult to read.

Do not submit blank sheets in progress sets of drawings issued for review.

The terminology used should be consistent throughout the drawings and specification.

Design on a modular basis to take advantage of dimensional standardization and co-ordination.

Drawings have to be in metric only even if the project is to renovate an old building. Any references to imperial units will not be accepted.

Consultants MUST follow the "PWGSC CADD Standards" available electronically at:

- On the web, at: <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>
(this document refers to NCR contacts)

When prepared by Consultants, the final drawings (original) shall bear the Professional's seal and signature.

1.5 Standard Drawing Information

PWGSC will provide the following standard items to the consultants with respect to CADD

- AutoCAD format Borders (14 sizes)
- Site legend w/ symbols
- AutoCAD plotting ctb (colour table) files
- Graphic Bar Scales and North Arrow in AutoCAD format
- AutoCAD template files

1.6 Detail/Section Number

Use the 3-part "bubble" provided in the supplied borders to reference details, sections, etc. The 3-part "bubble" will contain the detail / section number, the number of the drawing where it is required and the number of the drawing where it is detailed. This pattern must be adhered to.

1.7 Presentation Requirements

Present drawings in sets comprising the applicable architectural, interior design, structural, mechanical, electrical, landscaping and civil drawings in that order. All drawings shall be of uniform standard size. Print with black lines on white paper. Staple or otherwise bind prints into sets. Where presentations exceed 20 sheets, the drawings for each discipline may be bound separately for convenience and ease of handling.

1.8 Title Sheets

Title sheets may be used at the Consultant's discretion, for design presentations or on large sets of Construction drawings.

1.9 Indices

Provide an index at the front of each set of drawings. Where a large number of sheets are involved, place the index on a title sheet or at the front of each set of the various disciplines. Include drawing indices in the specifications after the Table of Contents.

1.10 Legends

Provide a legend of symbols, abbreviations, references, etc., on the front sheet of each set of drawings or, in large sets of drawings, immediately after the title sheet and index sheets. Coordinate abbreviations and

acronyms with PWGSC Section 01 42 13.

1.11 Drawing Notes

Indicate all materials, systems and products on the drawings by means of numbered notes as follows:

Demolition Notes:	note number in a 7mm square box
Deconstruction Notes:	note number in a 7mm square box
Construction Notes:	note number in a 7mm diameter circle
Revision Notes:	note number in a 7mm triangle
Assembly Notes:	note number in a 10mm hexagon

adjacent to the appropriate location on the plan, section or detail with an arrow connecting the box, circle, triangle or hexagon to the specific material, system or product indicated on the drawing. Provide a list of drawing notes relating to the sequentially numbered notes on the right hand side of the drawing sheet adjacent to the title block. Minimum text size: 2mm. Do not repeat text that is already in the SACC or specification.

1.12 North Points

On all plans include a north point. Orient all plans in the same direction for easy cross referencing. Wherever possible, lay out plans so that the north point is at the top of the sheet.

1.13 Abbreviation Standards

Use text abbreviations with discretion to ensure that there will be no misunderstanding of the drawings. Follow abbreviation list provided as part of specification standards from the ftp site. Co-ordinate with PWGSC Section 01 42 13 Abbreviations and Acronyms.

1.14 Drawing Symbols

Follow generally accepted drawing conventions, understandable by the construction trades, if more symbols are required than are provided by PWGSC.

1.15 Drawing Scale

For all drawings, including details, provide a graphic scale for each drawing and detail. PDF files shall be created to full plotted scale.

1.16 As-Built and Record Information

As-built information is received from the Contractor. It contains drawings, specifications, shop drawings, submittals, samples, etc. It is noted as such by the Contractor.

Record drawings and specifications are updated originals prepared by the Consultants based on the information supplied by the Contractor in the as-built.

1.17 Shop Drawing Submittal Log

Fill in and submit the PWGSC Ontario Region Shop Drawing Submittal Log with each application for payment. Shop Drawing Submittal Log is available in MS Excel from the PWGSC OPRIMA system.

1.18 Tender Documents Format

All tender documents will be submitted by the consultant in the tender document files native electronic format as well as .pdf format, as follows:

PDF Properties:

1. Each pdf file must be of a uniform and standard pdf paper size within the contents of each file.

Drawings:

1. Each drawing is to be converted to a pdf file. One (1) drawing per file.
2. The file shall be named with the drawing number and then the title of the drawing from the drawing title block (e.g. A01 - Architectural Cover Page)

Specifications:

1. The complete Project Specification is to be converted to one PDF file, with a PDF page size of 8.5" x 11", portrait orientation. One (1) PDF per complete project specification, all Divisions. The file shall be named with the project number and then the word Specification (e.g. R.123456.001 Specification).
2. Where tables or schedules within the Specification do not conform to the 8.5" x 11" format, they are to be converted to PDF files of the appropriate sheet size and included in the submission as appendices. Identify such files as appendices in the Specification Table of Contents.
3. Any amendments shall be converted to a PDF file. Text should be converted into one file. Drawings shall be one drawing per PDF file. The name for each text file shall be "Amendment Number #." The name for each amendment drawing file shall be "Amendment Number # - Drawing XXX" (where XXX is the name of the drawing).

Creation of CD/DVDs (when specifically requested):

1. The files above shall be burned onto CD/DVD(s).
2. When the pdfs are burned onto the CD/DVD, folders shall be created. The folders will be "Drawings", "Specifications", and "Amendments". The Plans and Specifications - Table of Contents PDF will reside at the uppermost level with the three folders.
3. CD/DVDs should be labeled with the following information:
 - a) Description from the Drawing Title Block
 - b) Project Number
 - c) Solicitation Number
 - d) "Original Solicitation" OR "Amendment # X"
 - e) Number of CDs in this grouping (e.g. 1 of 3)

1.19 Principles of PWGSC Contract Documents

PWGSC's contract documents are based on common public procurement principles. PWGSC does not use Canadian Construction Document Committee (CCDC) documents. The terms and conditions are prepared and issued by PWGSC as well as other related bidding and contractual documents.

For information, the clauses are available on the following web sites: SACC at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

and the CAD standards at <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html> Any questions should be directed to the Project Manager.

1.20 Quality Assurance

Consultants are required to undertake their own quality control process and must review, correct and coordinate (between disciplines) their documents before sending them to PWGSC.

Submissions of the project manual that do not comply with the RFP design and submission requirements, and/or are not compliant to the current codes and standards may be subject to written complaints to the consultant's licensing and accreditation bodies such as the, OAA, AC (formerly RAIC), PEO, CIQS, AATO, OACETT, CSC - Construction Specifications Canada, consultant's liability insurance carrier, etc.

1.21 Fit-up Standards

The design for general-purpose office space accommodation for all Government of Canada departments or agencies is to follow and conform to the latest Fit-Up Standards including the selection of systems, materials, furnishings and equipment. Obtain the latest version of the "Government of Canada Workplace 2.0 Fit-Up Standards" from the PWGSC Project Manager.

Note that the breakdown of the cost estimate at each stage of delivery should reflect the funding accountabilities for the components of an accommodation project as described in the "A3.3 Fit-Up Components and Funding Accountabilities" chart in the "Government of Canada Workplace 2.0 Fit-Up Standards", i.e. Base building cost vs. Fit-Up Standard cost vs. other cost.

1.22 Heritage Value

The Treasury Board Heritage Building Policy states "Departments must manage buildings they administer so as to conserve their heritage character throughout their life cycles." Any modification considered to a Government of Canada building or site should value its architectural character, no matter how old or how new the building or site may be.

For a federal (Government of Canada) building that is designated as classified or recognized by the Federal Heritage Building Review Office (FHBRO), implement the project following a conservation approach based on accepted principles and practices as described in the "Standards and Guidelines for the Conservation of Historic Places in Canada."

1.23 Barrier Free Design for Disabled

Design buildings and grounds to make them accessible and usable by disabled persons, unless otherwise required in the Project Brief. Conform to CAN/CSA-B651-04(R2010), including making buildings and other facilities accessible to persons with a range of physical, sensory and cognitive disabilities. Adhere to specific client requirements as directed, and Correctional Service Canada (CSC) policy on accessibility for CSC projects.

Also conform to Treasury Board of Canada Secretariat Accessibility Standard for Real Property, web link: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12044§ion=text>

1.24 Minimum Codes and Standards

The most stringent requirements of the following codes and standards shall apply:

National Building Code of Canada.
National Fire Code of Canada.
National Plumbing Code of Canada.

Canada Labour Code Part II (Occupational Safety and Health).
Fire Commissioner of Canada Standards.
Federal Boiler Emission Regulations.
Federal Environment Code of Practices.
PWGSC Federal Office Building Standards.
Treasury Board of Canada Secretariat Standards and Directives.
Canadian Electrical Code.
Canadian Standards Association Specifications, Standards and Guidelines.
ANSI, ASHRAE, ASTM, AWMAC, FM, MPI, TSSA, ULC etc. Standards, Guidelines and Handbooks.
Model National Energy Code of Canada for Buildings.
Provincial Codes, Municipal Codes/By-Laws and Utility Authority Codes.

Additional codes and standards are detailed in the Sections for specific disciplines.

1.25 Operating Costs

Operating costs must be kept to a minimum and reflect the projected operating costs in the Cost Plan. This is to be achieved by compliance with the Energy Budget, selection of materials and equipment, requiring the minimum of operating personnel, and building finishes for easy maintenance, etc..

SECTION 2 ARCHITECTURAL DESIGN

2.1 Review

All designs must be reviewed by the Department and conform to the requirements of the Project Brief.

2.2 Principles

The Department expects the Consultant to maintain a high standard of architectural design, based upon recognized contemporary design principles. All design elements, planning, architectural, engineering and landscaping, must be fully co-ordinated, and consistent in adherence to good design principles.

2.3 Economy

Design strictly within the budget and in accordance with sound investment economics and operating and maintenance expenditures.

Design for the optimum ratio of net usable space to outside gross areas.

2.4 Flexibility

Design for maximum flexibility in immediate and future use of space. Where possible, devise a building grid with column spacing, fenestration and service runs suited to flexible interior space arrangements.

2.5 Future Extension

Design for future extension as determined by the Departmental Representative and ensure that permanent spaces, such as service rooms and duct spaces, etc., are sized for future additional capacity.

2.6 Quality

Quality of materials and construction methods shall be commensurate with the type of building and the budget. Avoid experimental materials. Take into account the total life-cycling of the building.

2.7 Regulations

Design shall comply with applicable Federal, Provincial and Municipal regulations and codes. In case of conflict, the most stringent requirements apply.

2.8 Design

The Department expects imaginative design and good aesthetic expression throughout all projects. Design shall be compatible with adjacent buildings, or with the existing building in extension work.

2.9 Required Space

Provide all rooms required to within 10% of the approved areas. Deviation from this requirement may entail redesign.

2.10 Ancillary Space

Provide washrooms, janitor's rooms, furnace rooms, electrical panel and transformer rooms, storage

rooms, freight and garbage holding areas, duct spaces and other building service space not specifically listed in the Project Brief, but essential to the efficient operation of the building.

2.11 Fit-up Standards

In accordance with Section 1.

2.12 Heritage Value

In accordance with Section 1.

2.13 Barrier Free Design for Disabled

In accordance with Section 1.

2.14 Colour Schemes

All colour schemes require PWGSC approval. Submit schemes in duplicate well in advance and so as not to delay the work of the Contractor. Colour schemes should include all surfaces and materials to be coloured on site, plus any items provided with a colour finish or texture during prefabrication. Indicate any untreated or natural-finish surfaces contributing to the overall aesthetic appearance of the project. To fully illustrate the scheme, provide PWGSC with actual samples (colour chips, material samples, etc.) of interior finishes that are to be installed. Revise the scheme if necessary to obtain final PWGSC approval. Ensure that the Contractor carries out the approved scheme. One copy of the approved scheme will be retained by PWGSC for verification of the final results on site.

2.15 Codes and Standards

In accordance with Section 1.

SECTION 4 SPECIFICATION BRIEF

4.1 Purpose of Section

The purpose of this document is to state specification policy and to provide a framework, format and reference information to assist the specifier in developing the project specifications. It gives additional detail to the information in the NPMS Specification Brief.

4.2 Definition

A specification is a written instruction describing type and quality of materials, products, equipment and fixtures; quality of workmanship; methods of fabrication, installation and erection; standards, test and code requirements; and specific sizes of materials. By contrast, the construction drawings present quantities of work and materials, dimensions, locations, form and building details, and show the scope of work.

4.3 Legal Status

Specifications are part of the legal contract between the Contractor and the Owner. They provide the basis for accepting or rejecting workmanship or products on site.

4.4 Division 00 - General Instructions to Bidders, General Conditions, Etc.

Read and understand the applicable General Instructions to Bidders, General Conditions and other related Division 00 contact documents listed in 4.14.

The SACC Manual references for Division 00 are available on the internet at:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R> or
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rese-eng.jsp>

Construction Contract Administration Forms are available at:
http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html
for federal government employees; and

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>
for the public.

See the document entitled "Construction Contract Administration Forms Real Property Contracting".

4.5 National Master Specification

The National Master Specification (NMS) is a bilingual (English and French) database of master construction specification sections which is owned and managed by PWGSC. It was created in 1975 as a joint effort between several Government of Canada departments and Construction Specifications Canada. The text consists of wording likely to be required for a wide range of construction and/or renovation projects.

In preparing project specifications, the Consultant shall use the latest release of the NMS amended by PWGSC Ontario Region to the maximum extent to which it is applicable, as per PWGSC RPB Real Property Branch Policy on the Use of the National Master Specification NMS 2012 formerly Departmental Policy 039/2001-05-01, TB Minute 732202, subject to the Consultant's overriding responsibility for the final content of the project specification. Use PWGSC Ontario Region amended NMS sections and PWGSC Ontario Region Master Specifications: Architectural, Structural, Mechanical and Civil Minor Works and In-

House specification masters available by downloading from PWGSC's OPROMA system. The Consultant shall edit, assign new section numbers, amend, and supplement the PWGSC Ontario Region Amended NMS as the Consultant deems necessary to produce an appropriate project specification free from conflict and ambiguity, i.e. new sections not presently included in the NMS database. The Consultant shall be responsible for the cost of processing the project specifications in NMS Professional Specification Editing Software or MS Word using the Consultant's own or sub-contracted typing/word processing facilities.

The Consultant shall be responsible for all proofreading. Both the NMS and PWGSC Ontario Region Master Specifications follow CSC/CSI MasterFormat 2012 numbering. As of January 2005, the NMS renumbered the entire database in line with MasterFormat 2004 and now MasterFormat 2012 which uses 6, 8 and 10 digit section numbers instead of the previous 5 digit numbers, consisting of two numbers, a hard or connecting space, two more numbers, a hard or connecting space and two more numbers (for example, 01 11 00 instead of 01110). MasterFormat 2012, 2011, 2010 and 2004 divides the work into 50 divisions instead of the previous 16 divisions. In March 2007 the NMS began including 8 digit section numbers, consisting of two numbers, a hard or connecting space, two more numbers, a hard or connecting space, two more numbers, a period and two more numbers (for example, 01 11 00.01).

The Consultant is responsible for obtaining from any authorized supplier, the NMS User's Guide, and an updated version of the NMS specification sections that the Consultant requires in preparing the project specification. Use of the NMS system shall not relieve the Consultant of the responsibility for conforming to the approved time schedule.

4.6 Regional Guide Specifications

The Centre of Expertise, in some regions, maintains abridged versions of some NMS specifications and a number of other short form guide specifications for materials and equipment not covered by the NMS. These are available from the regional Specifications Offices.

The Consultant shall obtain the region's amended version of Division 01, which also includes requirements particular to the Region. The Consultant shall ensure that the Regional requirements of Division 01 sections appropriate to the project are incorporated into the appropriate NMS Division 01 sections. The PWGSC amended Division 01 sections already contain these revisions. Other regional abridged and short form specifications may be used at the Consultant's or the department's option. These are available from PWGSC's OPROMA system.

As in the case with the NMS, the Consultant shall be entirely responsible for project specification accuracy, applicability of content, completeness, and correctness, whether or not prepared using the abridged or short form guide specifications referred to herein. This includes using reference standards designations, dates, titles and technical content current as of the date of bidding. Consult the various standards writing organizations web sites.

4.7 Specification Organization

Section Titles, Numbers and Format: Since its inception, the NMS structure has been and continues to be based on the "MasterFormat 2012" Master List of Section Titles and Numbers and SectionFormat 2008 which are jointly produced by the Construction Specifications Institution of the United States and Construction Specifications Canada. The 2012 NMS is currently based on MasterFormat 2012.(50 Divisions, 6 and 8 digit Section Numbers).

Type of Section: Narrowscope sections describing single units of work are preferred for more complex work; Broadscope sections may be more suitable for less complex work.

Format: Use the NMS wide page or 1/3 - 2/3 format consistently throughout the specification.

4.8 Specifying Materials

The practice of specifying actual brand names, trade names, model numbers, etc., is against departmental policy except for very special circumstances. Some NMS sections incorporate trade names. For PWGSC delete the trade names from the NMS. The method of specifying materials and the use of trade names shall be as stated hereunder, and in the following order of preference:

.1 Specify by using recognized standards such as those produced by CGA, CGSB, CSA, and ULC, or by trade associations such as AWI/AWMAC/WI, CRCA, MPI and TTMAC. Use Canadian standards wherever possible.

.2 Where CGSB Qualified Product Lists are available that identify materials that meet requirements of relevant CGSB Standards, specify to restrict supply of materials to those on such lists.

.3 Current lists are available from: Canadian General Standards Board Sales Centre,
OTTAWA, Ontario K1A 1G6
Telephone: (613) 941-8703
Fax: (613) 941-8705

.4 Where no standards exist, specify by a non-restrictive, non-trade name "prescription" specification or by a "required performance" specification.

.5 Where no standards exist and where a suitable non-restrictive, non-trade name "prescription" specification or a "required performance" specification cannot be developed, specify by trade name. Include all trade names available under WTO, NAFTA and other trade agreements, of materials acceptable for the purpose intended, and in the case of equipment, identify by model number. The name, telephone number and web site of the manufacturer and distributor must also be included.

.6 Obtain written approval from the Departmental Representative's designated PWGSC Project Manager before: adding or deleting from list of trade names specified in NMS sections or PWGSC master specifications; specifying trade names in lieu of "prescription" or "performance" method used in NMS sections; or specifying trade names when writing "custom" (not NMS) sections.

Additionally, use trade names:

- Where only one specific material will fulfill the exact requirements of the project.
- Where specific materials are required to match existing materials.
- On projects of a special nature due to an unusual function or timing requirement such as emergency repairs.

List all trade names of materials acceptable for the purpose and make reference to the Instructions to Bidders for the method of approving alternative materials. Where trade names are specified in an 'Acceptable material' sub-paragraph following the complete generic performance criteria specification, list all available WTO, NAFTA and other trade agreements (not just Canadian) manufacturer's, their model numbers, the distributors and the complete telephone numbers including area code, fax number and website.

The Consultant shall read and apply the trade agreement clauses applicable to the project which are listed in the NAFTA article 1007 Technical Specifications, the WTO article VI Technical Specifications, and in the Agreement on Internal Trade Chapter 4 - General Rules Article 401: Reciprocal Non-Discrimination.

On certain projects, trade names or manufacturers' numbers may be included in the Hardware Section, as specifically instructed in writing by the RCMP Security Engineering Branch or Correctional Service Canada. Use the following format as a sub paragraph following the performance criteria paragraphs. Set up trade name acceptable material specifications as follows:

Acceptable Material:

1. ABC Co. Model [____], manufactured by 123 Inc. 416-555-1234 fax 416-555-2234 www.123.com, distributed by 456 Inc 416-555-5678 fax 416-555-5566 www.456.com.
2. DEF Co. Model [____], manufactured by 123 Inc. 416-555-1234 fax 416-555-2234 www.123.com, distributed by 456 Inc 416-555-5678 fax 416-555-5566 www.456.com.
3. GHI Co. Model [____], manufactured by 123 Inc. 416-555-1234 fax 416-555-2234 www.123.com, distributed by 456 Inc 416-555-5678 fax 416-555-5566 www.456.com.
4. Alternative Materials: Approved by amendment in accordance with Instructions to Bidders. (Or instead of this wording with each list of trade names, include the following in Part 1 of Specification Sections in which trade names appear "Acceptable Materials: Where materials are specified by trade name refer to the General Instructions to Bidders for procedure to be followed in applying for approval; SACC Manual Clause ID R2410T for G14 Approval of Alternative Materials, or, SACC Manual Clause ID R2710T for G16 Approval of Alternative Materials.")

The reference to the General Instructions to Bidders in the above examples is necessary to remove any suggestion of partiality and to ensure that all suppliers are aware of the provision for alternative proposals during the tendering period. Do not use such phrases as "or equal", "similar to", "equivalent to", "to match" to provide for alternative materials. Use language identified in the NMS User's Guide.

Identify material as in product literature. Specific types and model numbers are required.

Do not use variations on above methods of specifying by trade name. One example is use of the phrase "Acceptable Manufacturers".

While this establishes the names of manufacturers who are acceptable it does not ensure that the actual material involved will be acceptable. Moreover, it does not allow for competition because there is no tie-in with the Instructions to Tenderers which deal only with alternative "materials".

4.9 Standards

The following is a partial list of internet websites that may be used to check for the most current publications of standards that might be referenced in the construction specification document.

AA: www.aluminum.org
AAMA: www.aamanet.org
AMCA: www.amca.org
ANSI: www.ansi.org
API: www.techstreet.com/info/api.html#hist
ARI: www.ari.org
ASHRAE: www.ashrae.org
ASME: www.asme.org
ASTM: www.astm.org
AWMAC: www.awmac.com
BIFMA: www.bifma.com
CGA: www.cga.ca
CGSB: www.pwgsc.gc.ca/cgsb/home/estore-e.html
CRCA: www.roofingcanada.com
CSA: www.csa.ca
CSDMA: www.csdma.org
EIA: www.eia.org
IEEE: www.ieee.ca
ISA: www.isa.org
ISO: www.iso.ch

OPSS and OPSD: <http://www.raqsa.mto.gov.on.ca/techpubs/ops.nsf/OPSHomepage>
MIA: www.marble-institute.com
MPI: www.specifypaint.com
NAAMM: www.naamm.org
NEMA: www.nema.org/
NFPA: www.nfpa.org/catalog/catalog_home.asp?cookie%5Ftest=1
NLGA: www.nlga.org
NSSN: www.nssn.org
SAE: www.sae.org
SCC: www.scc.ca/indexe.html
SMACNA: www.smacna.org
SSPC: www.sspc.org
TIA: www.tiaonline.org
TTMAC: www.ttmac.com
ULC: www.ulc.ca/standards
UL: www.ul.com

General reference of standards: www.cssinfo.com/search.html and www.techstreet.com

For metal manufacturers: www.retailsource.com/index.html

For other website addresses of industry trade and manufacturer associations, use internet advanced searches.

Standards within NMS sections are not always the most current. The responsibility to ensure that the latest standards current as of the date of bidding are used remains the responsibility of the consultant; include current standard designation, date, title and technical content.

The NMS Secretariat can also be reached on the web at www.nms-ddn.ca

4.10 Canadian Materials

Specify Canadian materials to the fullest extent procurable, consistent with proper economy and the expeditious carrying out of the work. Consider km from raw material source and fabricated product source to project. Coordinate with latest LEED and Green Globes requirements, the PWGSC Green Policy and any client's green policy.

4.11 Cash Allowances

Construction contract documents should be complete and contain all of the requirements for contractual work. Cash allowances are to be used only under exceptional circumstances (i.e. utility companies) where no other method of specifying is appropriate. Obtain the Departmental Representative's designated PWGSC Project Manager's approval to use cash allowances. Use Section 01 21 00 Allowances (formerly section 01210 in MasterFormat 1995) of the NMS to specify cash allowances.

Refer to Section 6 Risk Management and Sections 11 and 12 Cost Planning and Control.

4.12 Extended Warranties

It is the policy of PWGSC's Real Property Contracting Directorate (RPCD) to avoid extending warranties more than 24 months. Where it is necessary to extend the twelve month warranty period provided for in the General Conditions of the Contract, use the following wording in Part 1 of the applicable technical sections, under the heading "Warranty":

1. "For the work of this Section [] the 12 months warranty period prescribed in General Conditions GC.13 Warranty and Rectification of Defects in Work is extended to 24 months."

2. Where the extended warranty is intended to apply to a particular part of a specification section modify the above as follows: "For [insulating glass units] the 12 month ... [] months."

Parts of the work for which extended warranties may be required are those, such as roofing and waterproofing, in which, based on past performance, defects are likely to appear after the twelve month warranty period provided for in the General Conditions.

4.13 Terminology

Use the term "Departmental Representative" instead of PWGSC, Engineer, Owner, Consultant or Architect. Departmental Representative means the officer or employee of Her Majesty who is designated pursuant to the Bid and Acceptance Form and includes a person specially authorized by the Departmental Representative to perform, on the Departmental Representative's behalf, any of the Departmental Representative's functions under the contract and is so designated in writing to the Contractor. Wherever options: [Engineer], [Architect], [Consultant], [Owner], [Design Builder], [Departmental Representative] appears in NMS Sections, select the words "Departmental Representative". Use metric units.

The terminology used shall be consistent throughout the drawings and specifications.

4.14 Specification Documentation

Front and Back Cover: by Department.

Amendments (if required): by Consultant. Department to provide format, and to sign and distribute.

Special amendments: by Department, copies of the current special amendments are available from the regional Specifications Section.

Instructions to Bidders: by Department.

Bid and Acceptance Form: by Department.

Standard Construction Contract Documents for Major Works: by Department, consisting of:

General Instructions to Bidders, SACC Manual Clause ID R2710T

Bid and Acceptance Form,

GC1 General Provisions, SACC Manual Clause ID R2810D

GC2 Administration of the Contract, SACC Manual Clause ID R2820D

GC3 Execution and Control of the Work, SACC Manual Clause ID R2830D

GC4 Protective Measures, SACC Manual Clause ID R2840D

GC5 Terms of Payment, SACC Manual Clause ID R2850D

GC6 Delays and Changes in the Work, SACC Manual Clause ID R2860D

GC7 Default, Suspension or Termination of the Contract, SACC Manual Clause ID R2870D

GC8 Dispute Resolution – Arbitration (Generally for Contracts between \$100,000 and \$5,000,000), SACC Manual Clause ID R2880D

GC8 Dispute Resolution – Mediation (Generally for Contracts greater than \$5,000,000), SACC Manual Clause ID R2882D

GC9 Contract Security, SACC Manual Clause ID R2890D

GC10 Insurance, SACC Manual Clause ID R2900D

Insurance Terms, SACC Manual Clause ID R2910D

Fair Wages and Hours of Labour - Labour Conditions, SACC Manual Clause ID R2940D (formerly R0203D Labour Conditions "D")

Allowable Costs for Contract Changes Under GC6.4.1, SACC Manual Clause ID R2950D and for Minor Works: by Department, consisting of:

General Instructions to Bidders under \$100,000, SACC Manual Clause ID R2410T
Bid and Acceptance Form,

GC1 General Provisions, SACC Manual Clause ID R2810D

GC2 Administration of the Contract, SACC Manual Clause ID R2820D

GC3 Execution and Control of the Work, SACC Manual Clause ID R2830D

GC4 Protective Measures, SACC Manual Clause ID R2840D

GC5 Terms of Payment under \$100,000, SACC Manual Clause ID R2550D

GC6 Delays and Changes in the Work, SACC Manual Clause ID R2860D

GC7 Default, Suspension or Termination of the Contract, SACC Manual Clause ID R2870D

GC8 Dispute Resolution (Generally for Contracts under \$100,000), SACC Manual Clause ID R2884D

GC9 Insurance under \$100,000, SACC Manual Clause ID R2590D

Fair Wages and Hours of Labour - Labour Conditions SACC Manual Clause ID R2940D (formerly R0203D Labour Conditions "D")

Allowable Costs for Contract Changes Under GC6.4.1, SACC Manual Clause ID R2950D

The SACC Manual references for Division 00 are available on the internet at <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang+eng&sec0=5&sec1=R>

Documents listed are incorporated by reference only. The SACC Manual references for Division 00 are available on the internet as specified in clause 4.4.

New Terms:

- The term "Canada" shall henceforth be used in place of "Her Majesty", "Minister" and "Engineer".
- The term "Departmental Representative" is defined as the person exercising the roles and attributes of Canada under the contract and replaces the term "Engineer".
- The term "Certificate of Substantial Performance" replaces the term "Interim Certificate of Completion".
- The term "Certificate of Completion" replaces "Final Certificate of Completion".

List of Contents, Index of Specification and Divisions 01 to 50 (MasterFormat 2012) (formerly 01 to 16 under MasterFormat 95) and Drawings: by Consultant based on attached examples.

4.15 Typing Format

Refer to the NMS for approved wide page and 1/3-2/3 page format and numbering method. Use consistent format throughout the project specification. Print on 216 mm x 280 mm (8-1/2" x 11") white bond paper, 11 or 12 point TT Courier New font. Do not use smaller fonts as they are not legible.

Every page shall have the Project Number, the Section title, the six digit Section number, the page number and the project date. Obtain sample from the specification reviewer before proceeding with specifications. The header and/or footer shall not show the consultant's name and address, the project title or the project street address.

The Consultant shall hand over specifications in both hard paper copy and soft electronic copy compatible with **NMSEdit Professional version 3.01.03A** or **MS Word 2010** and **PDF** on CD/DVD/USB or secure electronic file transfer server of the project specifications, title page, amendments, etc. Verify the software version currently in use at PWGSC on award of consulting contract. Submit small drawings, i.e.

abbreviations, room, colour, door and hardware schedules, notes, unit price tables when applicable, etc. in MS Excel/MS Word or Lotus 123 as per PWGSC Ontario Region electronic masters.

4.16 Electronic File Sharing

PWGSC Ontario Region master specifications and PWGSC Ontario Region amended NMS sections are available to copy to your computer from PWGSC's OPROMA system.

All specifications are provided in NMSEdit, rtf and pdf formats.

Download the Master Specifications to create your master library. These master specifications are to be used to create your project specification document.

4.17 Printing and Binding

The Department is responsible for printing and binding. Provide Department with one sided, camera ready paper original of specification. In NMS Professional with 11 point font, use binding margins 0.75 Left and 0.75 right and page width of 6.74. With 12 point font use binding margins 0.50 Left and 0.50 right. Ensure pdf files have the correct binding margins for two sided printing.

4.18 Bidding Information

Instructions to Bidders: Provide Department with a list of significant trades including costs. The Department will then determine which trades, if any, will be tendered through the Bid Depository.

Bid and Acceptance Form: Provide Department with a list of unit, separate, and alternative prices to be included.

Amendments: Provide Department with amendment in Departmental format in MS Word and pdf. The term Addenda was discontinued in June 2007. This terminology is currently under review.

4.19 PWGSC Ontario Region Master Specifications

The PWGSC Ontario Region Master Specifications and Ontario Region amended NMS master specifications are available by downloading from PWGSC's OPROMA system (4.16). These .spp specifications are only compatible with **NMSEdit Professional v3.01.03A** or later specification processing software and the **rtf** version for **MS Word** is somewhat compatible with other word processing software. Verify software version currently in use at PWGSC on award of consulting contract. Masters are also provided in **pdf**.

PWGSC Ontario Region will supply small drawing masters, i.e., abbreviations, room, colour, door and hardware schedules, notes, etc. in Lotus 123 and MS Excel/Word.

Contact PWGSC Ontario Region, Senior Specification Officer, Cathy Ferren-Palmer at 416-512-5971 or by email at Cathy.Ferren-Palmer@pwgsc-tpsgc.gc.ca or Dan Covey at 416-512-5942 or by email at Dan.Covey@pwgsc-tpsgc.gc.ca. Files are stored in NMS Professional specification writing software, rtf, pdf, and are not available in any other word processing formats. You can save the specifications in other formats but you must submit your projects specifications to PWGSC Ontario Region in file formats compatible with NMS Professional as a *.spp file, rtf or MS Word doc/docx.

4.20 Fixed/Stipulated Price Contract - Lump Sum

Use the 'Bid and Acceptance Form - Lump Sum'. Delete all "Measurement for Payment", "Measurement Procedures" and "Payment Procedures" paragraphs from Heavy Civil Engineering sections of NMS, if such sections are used with other sections of NMS for Lump Sum Contracts.

4.21 Unit Price Contract

Use the 'Bid and Acceptance Form - Unit Price'. The majority of Heavy Civil engineering projects are tendered as Unit Price Contracts. To accommodate this, the Heavy Civil sections of the NMS include unit price measurements under Part 1 of each section in "Measurement Procedures".

The remaining sections of the NMS and PWGSC Ontario Region in-house masters are written for fixed price contracts and therefore do not include "Measurement and Payment" clauses. When combining both systems in a project, ensure only one method of payment is specified.

Unless otherwise instructed by the Departmental Representative's designated PWGSC Project Manager, contracts for heavy civil engineering are written on the Unit Price basis and Payment Procedures paragraphs apply. Add the Measurement and Payment paragraphs to the remaining sections when combining with Heavy Civil Engineering sections.

4.22 Combined Lump Sum and Unit Price Contract

Use the 'Bid and Acceptance Form - Combined Price' when a portion of the work involves unit prices. The unit price table should only be used for labour, tooling or materials when the quantity cannot be accurately determined prior to execution of the work. The unit price table is not to be used to obtain a cost breakdown for lump sum work.

4.23 Fire Protection Policies and Standards

Consult and comply with the Federal Fire Protection and Standards and Other Documents as published by Human Resources and Skills Development Canada. Documents can be found at:
http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/index.shtml

4.24 Designated Substances

For existing buildings and all sites, include the Designated Substances Survey report results in Division 01. Edit the project site conditions list extensively in Section 01 35 29.06. Save the Designated Substances Survey as a separate pdf. If hardcopy is included in the project manual, bind into the specification as an appendix. This will satisfy the requirements of the Occupational Health and Safety Act and Regulations for Construction Projects, Revised Statutes of Ontario 1990, Chapter O.1 as amended, O. Reg. 213/91 as amended and O. Reg. 490/09, Designated Substances.

4.25 WHMIS

Comply with the requirements of the Workplace Hazardous Materials Information Systems (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and the provision of material safety data sheets acceptable to Labour Canada.

4.26 PCB Disposal

Comply with Ontario Regulation 309. Use PWGSC amended NMS specification Section 02 84 00 Management of Toxic Waste.

4.27 Environmental Requirements

Comply with Federal and Provincial Acts, Codes, Regulations, Guidelines and Codes of Practice including but not limited to:

- CEPA - Canadian Environmental Protection Act 1988.
- Federal Halocarbon Regulations 2003 and EPAM.
- Guidelines for Emissions from Commercial/Industrial Boilers and Process Heaters; Code of Practice for the Reduction of CFC Emissions from Refrigeration and Air Conditioning Systems 1990; New Source Performance Standards for Stationary Combustion Turbines 1990; CEPA Guidelines for Storage Tanks Containing Petroleum Products 1992; CCME Code of Practice for UST Systems Containing Petroleum Products 1989.
- FA - Fisheries Act.
- TDGA - Transportation of Dangerous Goods Act.
- NWPA - Navigable Waters Protection Act.
- MBCA - Migratory Birds Convention Act.
- PCPA - Pest Control Products Act.
- IRIA - International River Improvements Act.
- ECOLOGO - Environment Canada, Environmental Choice Program, Guidelines and Certified Products Lists.

4.28 Waste Disposal

Comply with waste reduction plans, recycling, reuse, sale to reuse stores, etc. as specified in PWGSC Ontario Region masters. Co-ordinate section 01 11 01 with 02 42 92 in MasterFormat 2012 for minor works and sections 01 74 20 etc. in MasterFormat 2012 with 02 42 92, 02 42 93 and 02 41 Series and 02 42 Series sections in MasterFormat 2012 for major works.

Use deconstruction rather than demolition to the maximum extent possible. The goal is to divert 90 to 95% of deconstruction, demolition and construction waste from landfill. Carefully deconstructed items shall be reused, recycled, sold to reuse stores, factory refurbished, etc. in accordance with the waste reduction workplan.

Specify as many details as possible of the waste reduction workplan in the Contract Documents. Do not leave it up to the Contractor to decide. Where the destination of products is known, specify where the material is going with name, complete street address, phone number and email address. Refer to PWGSC Ontario Region Sections 02 41 19 and 02 42 92 Deconstruction of Structures for detailed deconstruction specs, and Section 02 42 93 Deconstruction and Waste Products Workplan Summary.

4.29 Door Hardware

Door hardware shall be specified and scheduled using the ANSI/BHMA numbers and symbols for type, grade, function, finish, etc. in accordance with PWGSC specifications, NMS specifications, and the Door and Hardware Institute - DHI "Sequence and Format for the Hardware Schedule, June 1984". Use the Lotus 123 or MS Excel/Word small drawing files listed above. Other formats WILL NOT be accepted. Project files must be compatible with our storage and retrieval systems such as DM/EDRM.

Do not use trade names and/or manufacturer's model numbers in the hardware specifications or schedules unless directed to do so IN WRITING by the Departmental Representative for specialty hardware items.

4.30 Epoxy Coatings

Use PWGSC Ontario Region Section 09 96 00 for all epoxy and urethane floor, wall and ceiling coatings.

4.31 Painting

Specify paints using the MPI - Master Painters Institute, Architectural Painting Specification Manual, latest edition plus amendments.

Lead paint: use PWGSC amended NMS Sections 02 83 10, 02 83 11, 02 83 12, 02 83 15 or 02 83 20.

Repainting of heavy civil structures/bridges, etc., use Section 09 97 17 with MOT and SSPC/NACE standards.

4.32 Sealants

Use PWGSC Section 07 90 00 Joint Sealing and Lotus 123 or MS Excel spreadsheet. Specify Environmental Choice Program, Ecologo sealants. Use SWRI validated sealants to the maximum extent possible.

4.33 Asbestos Abatement

Comply with Ontario Regulations 278/05 for asbestos abatement and Regulation 309 to transport, deliver and deposit asbestos waste. Use PWGSC amended NMS Sections 02 82 00.01, 02 82 01.02 and 02 82 00.03 (formerly 02 82 10, 02 82 11 or 02 82 12) as required. It shall be the responsibility of the Consultant to verify that the specifications have been prepared in accordance with the Doing Business With A&E.

4.34 Projects with a 33%, 66% and 100% Submission

33% Submission: submit hard copy to Departmental Representative for:

- List of Contents for all divisions and sections in this project.

66% Submission: submit hard copy and electronic copy to the Departmental Representative for:

- List of Contents for all divisions, Division 01 sections and a rough edit of specialty sections, such as, Asbestos Abatement, Guano Removal, Removal and Disposal of Underground Fuel Oil Tanks, Lead Paint Removal, Finish Hardware, Epoxy Flooring and Automatic Controls.
- One hard copy and one pdf of the Designated Substances Survey Report.
- One copy of draft Hardware Schedule, Door and Frame Schedule, and Door and Frame Types.
- One hard copy of window calculations from AAMA/WDMA/CSA-101/I.S.2/A440-08, North American Fenestration Standard/Specification for Windows, Doors and Unit Skylights and AAMA/WDMA/CSA-101/I.S.2/ A440S1-09, Canadian Supplement to AAMA/WDMA/CSA- 101/I.S.2/A440-08, North American Fenestration Standard/Specification for Windows, Doors and Unit Skylights - Figure A.1 Checklist for Selecting Performance Levels for Windows, Doors, and Unit Skylights, revised July 2009.

100% Submission: submit hard copy and electronic copy compatible with NMS EDIT PROFESSIONAL or MS Word or rtf and in PDF format (one NMS Professional spp or MS Word doc/docx or rtf and one pdf for whole spec) to the Departmental Representative for:

- Final Specification Title Sheet, List of Contents and all specification sections.

4.35 Projects with a 50% and 100% Submission

50% Submission: submit hard copy to Departmental Representative for:

- List of Contents for all divisions and sections in this project, Division 01 sections and a rough edit of specialty sections, such as, Asbestos Abatement, Guano Removal, Removal and Disposal of Underground Fuel Oil Tanks, Lead Paint Removal, Finish Hardware, Epoxy Flooring and Automatic Controls. (one NMS Professional spp or MS Word doc/docx or rtf and one pdf for whole spec)

- One hard copy and one pdf of the Designated Substances Survey Report.
- One copy of draft Hardware Schedule, Door and Frame Schedule, and Door and Frame Types.
- One hard copy of window calculations from AAMA/WDMA/CSA-101/I.S.2/A440-08, North American Fenestration Standard/Specification for Windows, Doors and Unit Skylights and AAMA/WDMA/CSA-101/I.S.2/A440S1-09, Canadian Supplement to AAMA/WDMA/CSA- 101/I.S.2/A440-05, North American Fenestration Standard/Specification for Windows, Doors and Unit Skylights - Figure A.1 Checklist for Selecting Performance Levels for Windows, Doors, and Unit Skylights, revised July 2009.

100% Submission: submit hard copy and electronic copy compatible with NMS EDIT PROFESSIONAL or MS Word or rtf and in PDF format (one NMS Professional spp or MS Word doc/docx or rtf and one pdf for whole spec) to the Departmental Representative for:

- Final Specification Title Sheet, List of Contents and all specification sections.

4.36 As-Built and Record Specifications

Submit paper copy and electronic copy compatible with NMS EDIT PROFESSIONAL or MS Word or rtf and in PDF format to the Departmental Representative of as-built and record specifications. (one NMS Professional spp or MS Word doc/docx or rtf and one pdf for whole spec)

4.37 Specification List of Contents Example

SPECIFICATIONS: Note that NMS Edit Professional or MS Word macros create the list of contents.

<u>DIVISION</u>	<u>SECTION</u>	<u>NO. OF PAGES</u>
<u>DIVISION 01 - GENERAL REQUIREMENTS</u>		
01 11 00	SUMMARY OF WORK.....	15
<u>DIVISION 02...</u>	List all Sections and number of pages.	
<u>DIVISION 03...</u>		
<u>DIVISION 04...</u>		
<u>DIVISION 05...</u>		

...continue to DIVISION 50 The List of Contents is generated automatically by NMS Professional or MS Word macros.

4.38 Quality Assurance/Quality Control and Non-Compliant Documents

Submissions of the project manual that do not comply with the RFP design and submission requirements including Appendix D - Doing Business with A&E Ontario Region Section 4 Specification Brief, and/or are not compliant to the current codes and standards may be subject to written complaints to the consultant's licensing and accreditation bodies such as the, OAA, AC (formerly RAIC), PEO, CIQS, AATO, OACETT, CSC - Construction Specifications Canada, consultant's liability insurance carrier, etc.

Consultants shall submit the names and qualifications of all specification writers in each discipline that have worked on the project, including the total number of hours each individual has charged to the project.

SECTION 6 RISK MANAGEMENT

The Consultant will provide the necessary information required by the Departmental Representative to create and update the Risk Management Plan throughout the project.

6.1 Definitions

Procurement Plan:

Formal submission for approval to enter into a contract and composed of a (1) cost estimate of the requirement (including cash allowances, and design, estimating and inflation allowances), (2) a contingency and, (3) an anticipated amendment amount.

Allowances:

Additional resources included in an estimate to cover the cost of known but undefined requirements for an individual activity, work item, account or sub account: design allowance, estimating allowance, inflation allowance and other allowances specifically identified are part of a cost estimate

Cash Allowances:

A specific amount to be used for specific work item or service.

- Cash Allowance Construction: additional resources included in an estimate to cover the cost of known but undefined requirements whose probability of occurrence is high. This allowance is specifically identified in a cost estimate.
- Cash Allowance Consultant: additional services included in an estimate to cover the cost of known but undefined requirements whose probability of occurrence is high. This allowance is specifically identified in a cost estimate.

Risk Allowance:

Anticipated monetary value of risk events, due to the complexity of the project, market conditions, competitiveness, and timing of project; contingencies are likely to happen and do not form part of cost estimates.

Anticipated Amendments:

This is basically the pre-authorization of amending authority to a certain level. Individual contract amendments within this authority must still be approved by the appropriate level of contracting authority.

The total amount of the Anticipated Amendment to a project cost estimate is determined as the summation of the Expected Monetary Value of risk events reasonably expected to occur during the life cycle of a project.

Risk Management:

The art and science of identifying, analyzing, and responding to risk factors throughout the life of a project and in the best interests of its objectives. (PMBOK)

Risk Event:

A discrete occurrence that may effect the project for better or worse (i.e. late delivery of a piece of equipment is a "risk event" that may cause a schedule delay).

Probability:

The likelihood that an event will occur (i.e. Low, Medium, High).

Impact:

The result of the occurrence of an event on the project either positive or negative. (i.e. a schedule delay as a result of late delivery of a piece of equipment may have a high negative impact on a project; increased access to a construction site due to early departure of occupants in an office space may have a positive impact on a project).

The Impact of individual Risk Events can be qualified as low, medium, high or quantified in terms of time, cost (immediate cost or in-service cost (O&M)) or performance.

High risk*: A project (or element of a project) may be assessed as high risk if one or more hazards exist in a significant way and, unless mitigated, would result in probable failure to achieve project objectives.

Medium risk*: A project (or element of a project) may be assessed as medium risk if some hazards exist but have been mitigated to the point that allocated resources and focused risk management planning should prevent significant negative effect on the attainment of project objectives.

Low risk*: A project (or element of a project) should be assessed as low risk if hazards do not exist or have been reduced to the point where routine project management control should be capable of preventing any negative effect on the attainment of project objectives.

*per Treasury Board Secretariat Manuals Chapter 2-2 Project Management

EMV: Expected monetary value of risk event (i.e. cost or saving to the project if risk event occurs)

6.2 Risk Management Checklist

Probability, impact, overall risk, risk response and risk allowance are to be determined for each item listed below which is applicable to the project. Applicable items will be identified by the Departmental Representative.

Resources External to Project Management Team

- Planning Resources and Performance
 - errors and omissions
 - low accuracy of estimates (allowances)
 - data inadequacies
 - level of liability insurance
 - potential for misinterpretation / misunderstanding of documents
 - planning inexperience
- Construction Resources Required & Performance
 - level of liability insurance
 - design versus execution methods
 - suitability of execution methods to design
 - commissioning issues (start up / turnover difficulties)
 - contractor construction strategy
 - reputation of contractor
 - contractor financial stability
 - contractor inexperience
 - resources obtained less qualified than desired
 - availability / suitability / performance of resource

Project Scope Delivery

- Delivery of Specified Requirement
 - accuracy of client requirements in terms of cost/ schedule / performance / quality and ability to interface with existing environment
 - conflicting client priorities
 - low level of client knowledge
 - Y2K compliance
- Unstated Client Requirements
 - completeness of client requirements in terms of cost/ schedule / performance / quality and ability to interface with existing environment
 - restricted working conditions
 - opportunities for changes / positive impact
- Stakeholder Requirements, Stated and Unstated
 - low involvement of user groups in scope of definition
 - interface with existing systems
 - restricted working conditions
 - operational needs

Site / Asset / Building Actual Conditions

- Actual Physical Environment
 - availability / accuracy of as built documentation and existing condition reports
 - high variability / low stability of soils
 - potential for soil contamination
 - presence of hazardous materials
 - availability / access to site
 - presence of other contractors on site
 - climate (winter conditions, rain, wind, water levels)

Government / PWGSC / Client / Context

- Impact on Adjacent Areas Actual
 - impact on adjacent areas (land / tenants/ traffic / operations)
- Impact from External Sources
 - legal lawsuits, patent rights, licensing, etc.
 - political impacts including visibility of project
 - social sensibilities
 - potential strikes
 - market risks
 - bad press (media coverage)
- Impact from Unanticipated Regulatory Change
 - environmental legislation and environmental screening
 - potential changes to Acts, Codes and Regulations
 - municipal building / occupancy permit issues
- Procedures Known
 - suitability of tender documents
 - suitability of contracting method
 - delays in tendering process
 - client internal coordination
 - change order process

Plan Approval / Design Reviews

- approvals may be required from Client, PWGSC, Treasury Board, FHBRO, Fire Commissioner, Police, Emergency Services, Municipalities, Cities, etc.
 - absence of Investment Analysis
 - unstable / changing client organization
 - heritage building issues
 - health and safety issues
 - potential for “hold orders”
 - design review delays (client / PWGSC / TBS / other)
 - approval delays (client / PWGSC / TBS / other)

SECTION 8 STRUCTURAL DESIGN GENERAL REQUIREMENTS

8.1 General

All design criteria shall be in accordance with the current edition of the National Building Code of Canada, its supplements and the relevant Canadian Standards Association Standards. If local or municipal codes and by-laws are more stringent they shall take precedence.

For material properties (both physical and chemical), methods of fabrication, tests, etc. reference should be made to the latest editions of CSA the Canadian Standards Association Standards and CGSB the Canadian General Standards Board Specifications, give the standard number and date of the issue, etc.

8.2 Design

The Consultant shall discuss design loads with Public Works and Government Services Canada Structural Engineers before formulating his proposals.

The Consultant shall submit structural system proposals for consideration and review by Public Works and Government Services Canada. These proposals shall contain the following information:

- General description of the building.
- Design loads.
- Comparative cost analysis of several alternative structural systems, comprising superstructure and foundations.
- Recommended structural systems, compatible with the other systems proposed, i.e., architectural, mechanical, electrical, etc.

Prior to commencement of working drawings, the Consultant shall submit for consideration by Government Services the following data:

- Design and location of expansion joints with temperature ranges, etc. as assumed.
- Design criteria for basement and retaining wall.
- Methods of shoring for excavations.
- Provisions for interfacing for phased construction projects.
- Other relevant information as necessary.

Government Services Structural Engineers may require the submission of detailed analysis and design of any structural components, with sufficient time allowed for their review and approval before their inclusion on the drawings.

The Consultant shall submit at the completion of the design, a legible set of neatly bound notes with contents indexed. These notes shall provide the detailed analysis and design of all the significant aspects of the structure including the following.

- Design criteria and assumptions.
- Design live loads and dead loads throughout the structure, in adequate detail to permit the check of individual areas.
- Column, elevator core and footing design gravity loads throughout the building, including separation of dead loads, live loads and reduced live loads.
- Footing loads.
- Lateral forces and lateral forces analysis.
- Torsion analysis.
- Aspects of the design, other than those listed above, which Government Services or the Consultant would place in any especially important category.

8.3 Soils Investigation

A preliminary soils report will be prepared for PWGSC and copies will be made available as soon as they are ready. PWGSC will require the structural consultant to establish what additional soil testing information is required immediately after approval of the concept design. The consultant shall arrange for final soils investigator acceptable to the Department. The cost will be borne by the Department.

The soil consultant's recommendations, discussions, considerations, requirements and conclusions shall be submitted separately from soil data.

Drawings and diagrams forming part of soil data shall not exceed 216 mm x 279 mm in size or multiples thereof.

8.4 Live Loads

Floor areas to be used for General Office purposes, whether open-landscaped or divided by moveable partitions, shall be designed for a uniformly distributed live load of 3 kPa plus a uniformly distributed 1 kPa moveable partition allowance.

In the design of any floor slab, beams or girders, the 3 kPa uniformly distributed live load shall not be modified by reduction factors based on tributary area.

In the calculation of live loads on columns, no reduction factor for tributary area shall be applied to the uniformly distributed live load, for the top two office floors of multi-storey buildings.

Basement, main floor, corridors, assembly areas and fire refuge areas shall be designed for a uniformly distributed live load of 5 kPa.

Normal file registry areas shall be designed for a uniformly distributed live load of 5 kPa.

Mechanical equipment rooms and storage areas shall be designed for a minimum of 7.5 kPa.

For roof snow loading, Wind Exposure Factor shall be taken as 1.0.

8.5 Structural Drawings

Drawings shall be fully dimensioned. Weighted lines shall be employed and sections shall be cross-referenced, using the "PWGSC CADD Standards".

The following drawings shall be provided:

- Foundation plan.
- Floor and Roof Framing Plans.
- Column schedules containing the following information:
 - Datums as noted on structural plans.
 - Column loads at footings (dead and live).
 - Column sizes.
 - Vertical reinforcement, ties, dowels, etc.
 - Baseplate and anchor bolt details.
 - Size and footings.
- Live loads, partition, ceiling, floor finish and mechanical equipment allowances.
- Type of waterproofing and details to show effectiveness of same.
- General notes, including:

Design Codes used.

- Lateral forces.
- Allowable bearing pressures.

8.6 Testing and Inspection

A resident engineer (Departmental Representative) may be appointed and paid by PWGSC to ensure that the structure is built in accordance with Plans and Specifications and to maintain records of the blow counts for each pile (if applicable).

A testing company will be engaged and paid for by PWGSC for testing concrete, soils compaction, pile load tests (if applicable) and structural steel work (e.g. bolting, welding, etc.)

The structural consultant will be expected to make periodic visits to the site, as later agreed with the Departmental Representative.

8.7 As-Built and Record Information

In accordance with Section 1.

SECTION 9 MECHANICAL DESIGN

9.1 General

Read and understand the applicable General Conditions listed in Section 4.

This section stipulates the standards for design of building HVAC, fire protection, and plumbing systems.

Provide systems to meet the design requirement with least annual owning and operating cost.

Mechanical systems shall be compatible and co-ordinated with the architectural, structural, electrical and other project systems.

Systems and equipment shall be fail-safe consistent with required reliability of service.

Provide heating, ventilation and air conditioning systems that:

- Have the flexibility and capacity required to meet the requirements of intended use of space after the premises have been occupied.
- Have individual temperature controls and start/stop schedules for each room and each zone which have unique load variations and occupied hours.
- Have the capability of introduction of 100% outside air to permit flushing out the building, dilution of contaminants, and use of "free cooling" for energy conservation.

Provide plumbing systems in compliance with the National Plumbing Code and Ontario Plumbing Code.

Provide fire protection systems to meet the requirements of the Fire Commissioner of Canada Standards, the National Fire Code and Canada Labour Code.

9.2 Project Specifics

Refer to the Project Brief.

The Consultant shall review the operational requirements and applicable code requirements.

The Consultant shall develop alternative schemes with sufficient documentation to support the recommended systems and equipment for providing mechanical services to meet the requirements.

For office renovation projects, the Consultant shall review existing mechanical installation and documentation. Assess, evaluate, and make recommendations, for the upgrade of existing mechanical systems to accommodate new office layout.

9.3 System Applications

In accordance with project requirements, justify system selection and its design on the basis of performance, service and maintenance, and the total owning and operating cost.

Systems shall be capable of automatically maintaining space comfort conditions for all building load variations during the heating and cooling seasons.

Use outdoor air as free cooling source whenever economically feasible.

Avoid recirculation of exhaust air with outside air by properly locating intakes and outlets.

Use heat recovery systems for all air exhausted when such measures prove to be economical, as determined by life cycle costing.

9.4 Building Loads and Energy Estimates

Building load calculations and energy estimates shall be carried out using a computerized load and energy simulation program. This shall be a commercially available program and approved for use by PWGSC. Refer to Required Services (RS) sections for additional requirements.

The energy analysis program shall simulate all energy consumed in the building on a hourly basis for a full year.

The building energy analysis with input and output summaries shall be submitted with the concept design submission; revise and resubmitted with the design development submission and each of the 30%, 66%, and 99% construction document submissions. The updating shall reflect all the latest architectural and engineering changes to the project.

9.5 Energy Consumption Budget

Energy consumption budgets shall be established for all building projects.

Investigate and present for review a minimum of three viable and different concept options for each project. The options shall be evaluated based on building life cycle costs which will include initial capital cost plus annual energy operation and maintenance costs.

The analyses shall be based on annual energy consumptions and take into account climatic data, building architecture, clients' operational requirements and system and equipment data. Total energy consumed in the building shall be expressed in kWh per m².

Design HVAC systems to exceed Model National Energy Code of Canada for Building 2011.

9.6 Codes and Standards

In accordance with Section 1.

9.7 Federal Halocarbon Regulations (FHR 2003) and Environmental Protection Alternative Measures (EPAM)

All Consultants, Contractors and Subcontractors responsible for undertaking work related to equipment containing halocarbons are to be aware of the requirements prescribed under the Federal Halocarbon Regulations, 2003, and are to ensure compliance to the FHR 2003 as part of the EPAM.

9.8 Fire Protection Requirements

In addition to the National Building Code, Ontario Building Code, National Fire Code and NFPA Standards, fire protection is subject to the requirements of Fire Commissioner of Canada Standards issued by HRDC - Labour Program/Fire Protection for general storage, fire extinguishers and sprinkler systems.

Comply with the requirements of the Fire Commissioner of Canada. Fire protection systems are to be subject to the final inspection and test of the Fire Commissioner of Canada.

9.9 Plumbing Requirements

Provide complete plumbing systems including sanitary and storm drainage, domestic hot and cold water piping, and plumbing fixtures.

Where drinking fountains are provided, they shall be bi-level and shall provide drinking water at less than 13°C and shall be located no more than 30 m from any workstation on each and every floor.

Provide adequate supply of domestic hot water at constant temperature of 38°C to lavatories, showers and sinks.

Plumbing systems shall conform to the requirements of the National Plumbing Code 2010 and Ontario Plumbing Code 2010, whichever is the most stringent.

9.10 Heating, Ventilation, and Air Conditioning (HVAC) Requirements

Outside Design Criteria: Take outside design conditions from National Building Code and base on January 1% outdoor Winter design and July 2.5% outdoor Summer design temperatures.

9.11 Space Comfort Standards

General:

- The following comfort standards apply to air conditioning in general office type occupancy where sedentary adult activity may be expected. Requirements for other types of occupancy or for environments related to standards other than for human comfort to be as per latest published data in ASHRAE handbooks.
- Outdoor air ventilation rates shall be based on the latest edition of ASHRAE Standard 62.1-2013 "Ventilation for Acceptable Indoor Air Quality" unless special requirements or regulations dictate otherwise.
- Unless noted otherwise, conform to or exceed CSA Z204-94(R1999), "Guideline for Managing Indoor Air Quality in Office Buildings".

Temperatures:

- During occupied periods, and in the occupied zone, a minimum temperature of 21°C when heating, and a maximum of 24°C when cooling shall be maintained. The rate of change of dry bulb temperature is not to exceed 2°C per hour within the specified limited. The vertical temperature difference measured from 100 mm and 1700 mm above finished floor shall not exceed 3°C.
- The occupied zone is defined as the space volume between the floor and 1800 mm from the floor and more than 600 mm from walls or perimeter heating/cooling equipment.
- The average conductive heat loss at winter design temperature combining both glass and wall heat losses from zone exterior surfaces should not exceed 25 watts/m².
- Provide wall fin radiation heaters below all exterior windows in the building.
- Floor surface temperature: between 18°C and 29°C.

Relative Humidity:

- Maintain relative humidity between 30% (winter design) and 60% (summer design) at any point in an occupied zone.
- Rate of change or relative humidity at any point in the occupied zone is not to exceed 20% RH per hour within the above specified limits.

Filtration:

- All supply air (i.e. recirculated air plus outside air) shall pass through filters having ASHRAE minimum efficiency of MERV II or better.

Ventilation:

- Ventilation is defined as the supply of clean, odour and contaminant free air to a space in sufficient quantities to dilute and remove space generated air contaminants and odours and to maintain the occupant oxygen requirements.
- Generally, outside air is considered to be contaminant free air suitable for ventilation purposes. Outside air intakes shall not be located in the vicinity of loading dock or any high pollutant area. Exhaust air outlets shall be properly located to prevent entrainment in outside air intakes.
- Except for outdoor make-up air to replace exhaust air, ventilation requirements are related to people. A ventilation rate of 10.0 L/s of outside air per person is adequate for occupant comfort, provided sufficient total air is circulated in the space to dilute contaminants. The ventilation rate calculated on a per occupant basis is not to be less than 1.0 L/s/m² of gross zone floor area.
- Measurement of CO₂ concentration: Provide CO₂ sensor in the space or in the return air stream for monitoring CO₂ concentration. CO₂ sensor shall not be used by the air flow controls to reduce the outside air flow rate to below the minimum requirement of 10 L/s per person.

Air Circulation:

- Total primary air supply for general occupancy areas to be designed at not less than 4 L/s/m² of floor area or 6 air changes per hour.
- Total primary air supply to high occupant density areas, i.e. conference rooms, board rooms, high density workstation areas (high density occupancy is defined as a workstation with its foot print being less than 10m²), etc. to be designed at not less than 7.7 L/s/m² of floor area or 10 air changes per hour.
- Maintain air motion at velocities between 0.05 m/s and 0.15 m/s during Winter heating operation, and between 0.05 m/s and 0.23 m/s during Summer cooling operation in an occupied zone unless noted otherwise.

Acoustic Duct Liner:

- The air side of duct liner shall be coated with acrylic coating treated with anti-microbial agent to resist microbial growth.

As a minimum, office areas with regular density occupancy (the net occupiable space of each workstation is greater than 10 m²) shall have HVAC zoning as follows for individual zone temperature controls:

- Each private office.
- Maximum of 50 m² perimeter area with the same load profile along the same exposure. Perimeter area is defined as an area within 5 m of the outside wall.
- Maximum of 100 m² interior area with the same load profile.

Mechanical exhaust systems shall be provided to meet the following minimum requirements:

- Washroom or Janitor Closet: 10 L/s per m² of floor area; at least 25 L/s per sanitary fixture.
- Shower Room: 10 L/s per m² of floor area; at least 20 L/s per shower head.
- Enclosed Parking Garage: 7.5 L/s per m².
- Conform to current Canada Labour Code Part II.
- Make-up air for the above exhaust systems may be obtained from the adjacent corridors and offices.
- Provide dedicated exhaust systems for photocopier areas to maintain VOCs concentration not to exceed 3mg/ m³ , and exhaust directly to the outdoors.
- Provide a separate exhaust facility with individual speed control and ON/OFF switch for the lunch room.
- Maintain negative air pressures within the garage area in relation to surrounding building areas.

Mechanical system noise shall conform to the following Noise Criteria (NC) levels:

Conference, meeting rooms	25-35 NC
Teleconference rooms	25 NC max.
Private offices	25-35 NC
General open area offices	30-40 NC
Public area, corridors	40-45 NC

- Noises shall be free from annoying, recognizable characteristics such as rumble, hiss, tones, and variability of noise patterns.

9.12 Lan Room A/C

Provide continuous air conditioning to maintain temperature in LAN rooms and telecommunication rooms not to exceed 24°C at all times (24 hours/7 days per week).

9.13 TAB

Testing, adjusting and balancing of air distribution and hydronic systems performed by the Contractor shall be verified. The Consultant shall verify the results of not less than 20% of all reported measurements.

9.14 Building Automatic Control System Requirements

The networked Building Automation Systems (BAS) including the building Energy Monitoring and Control System (EMCS) shall be designed by a qualified control systems specialist recognized in this field.

As a minimum the drawings and specifications for the controlled systems shall include:

- An English language narrative sequence of operation.
- Mechanical control schematics.
- EMCS network architecture.
- DDC Input/Output Point Schedules in PWGSC format.

At the preliminary design briefing the Consultant shall obtain a copy of the current PWGSC Automatic Control System Master Specification Sections. The Consultant shall review and edit the PWGSC Automatic Control System Master Specifications.

9.15 Commissioning

PWGSC Commissioning Manager (or its representative) will overview all commissioning activities, review and approve all commissioning documents, overview Functional Performance Testing and O&M Training, and review the accuracy of all reported results. Commissioning shall be done to the approval of the PWGSC Commissioning Manager.

Unless noted otherwise, the Design Consultant shall have an overall responsibility for preparation of design intent and design criteria documents, preparation of Commissioning Specifications, preparation of commissioning plan, system startup verification form, functional performance test forms, review of shop drawings, inspection of construction, verification of commissioning testing including installation testing, equipment starting and testing, system starting and testing, review TAB reports, review and approval of "As built" drawings and O&M Manuals, preparation of Systems Operating Manual, Maintenance Manual, and preparation of Commissioning Report.

Refer to Required Services (RS 7) for the additional commissioning responsibilities and key commissioning activities of the Design Consultant.

9.16 Drawing Requirements

Refer to PWGSC CADD Standards.

Numbering, size, symbols, title blocks, etc.:

- Number sheets consecutively, commencing with the Plot or Site Dwg. as M-1. Show the mechanical subject in the appropriate title block space, e.g. "Plumbing and Drainage", "Heating", "Air Conditioning and Ventilation", "Sprinkler System", "Details", etc.
- Do not combine Plumbing and Heating on one drawing unless the size and simplicity of the project make this feasible.
- Mechanical drawings shall be the same size as the Architectural Final Working Drawings for the project. Generally, the required size of pre-printed sheets for Working Drawings will be determined by the Departmental Representative.
- Room and area reference on mechanical drawings must in all cases show the room designation as used on "Room Finish Schedule".
- Consolidate notes on the right-hand side of the sheet.

Scale and room identification:

- Scale: All drawings must be legible and must include sufficient information to permit accurate bidding and installation.
- When the scale of plans is 1:50 all branches of the mechanical work (plumbing, air-conditioning, heating, etc.) may be shown on one plan, provided that these systems are not too complex.
- When the scale of plans is 1:100 a separate set of floor plans shall be made for each branch of the mechanical work, except that heating and air conditioning may be shown on one set of plans.
- A scale of plans smaller than 1:100 shall not be used.
- All boiler rooms, machine rooms, equipment rooms, etc. and all congested areas shall be fully detailed on the plans, and sections with all equipment that might be involved in interferences shown, and drawn to a scale not smaller than 1:50.
- Identical floors: Where floors are identical architecturally, typical floor plans may be used for mechanical work only where the complete floor is identical and riser diagrams clearly show all changes involved. Typical plans are not allowed, i.e. no "similar wings", "right-or-left-handed".
- Room numbers: Show all room numbers on mechanical drawings to facilitate co-ordination and cross-reference with those shown on architectural and electrical drawings.

Drawing Requirements:

- Each set of drawings, namely, plumbing, heating, air conditioning, etc. must give scales, floor elevations and compass points, column grids, column numbers and titles. The elevation of the lowest floor shall be shown. Drawings shall show elevation of all main pipes and ducts.
- Piping riser diagrams and system flow diagrams shall be provided for all multi-storey buildings and shall include all piping sizes not clearly indicated on floor plans and details. Single line piping diagrams shall be provided to indicate connections to all system components, together with pipe size schedules where various sizes of units employ the same diagram. Flow diagrams shall show all equipment in true sequence showing piping, valves, control valves, strainers, pressure gauges, thermostats, etc. Identify equipment on these diagrams using nomenclature corresponding to that used in the appropriate equipment schedules.
- When using three or more similar pieces of equipment, all pertinent information as to size, capacity, etc. shall be shown in a schedule.
- Cross sections of mechanical rooms shall relate to the operator's view in mechanical room. Clearly diagram each system to show intent of system and method of operation and control.

Piping and Ducting Location:

- The piping and ducting shall be shown, as nearly as possible, in the location where it is to be actually installed. Conceal all piping, ducting and other services in ceilings, chases, shafts, furred out spaces or partitions, except in basement or storage areas not occupied by personnel.
- Piping of any description shall not be located in any space used as switchboard (switch-gear) or transformer room or electrical closet.
- As far as possible, no piping or ductwork shall be run above switchboards, motor control centres or surface mounted panelboards located in mechanical equipment rooms. Where piping for any service must run above such equipment, a drip pan shall be specified.
- Water and waste pipes shall not be located in exterior walls where there is danger and freezing.
- Pipes, ducts or other utilities shall not be embedded in the fireproofing of any column or other structural member or between the fireproofing and the structural member protected.

Pipe Sleeves: The structural or the architectural drawings must show the pipe sleeves for all pipes passing through footings of exterior walls below grade. The elevations of sleeves must be given.

Waterproofed Floors:

- Where floors are waterproofed, all pits, cleanout manholes, trenches, etc. shall be kept to a minimum, i.e. thicken slab to contain waste pipes under basement or in the case of large drains, consider waterproofed trenches.
- Drainage piping required in slabs subjected to hydrostatic pressure shall be co-ordinated with the structural design.

Checking of Drawings:

- Drawings must be checked for completeness, clarity, interferences with structural features and with electrical equipment, and agreement with the architectural drawings.
- A large part of the checking, particularly the interferences between the mechanical and electrical systems and the structural features, can be made during the preparation of the drawings.

"As Built" Drawings and Specifications: Specify that each mechanical subcontractor shall record, on one set of white prints all changes, alterations, as well as any additions as covered by authorized "Change Orders" at the same time approval is received from the prime Consultant. This shall include rerouted lines, located ducts, valves and equipment.

9.17 Specification Requirements

Specifications in accordance with Section 4.

At the 33% submission of working documents, provide outline specifications for all systems and principle system components and equipment. Provide the outline specifications with manufacturers literature about principal equipment and system components proposed for use in this project.

The specifications with table of contents shall consist of typed and edited PWGSC Ontario Region amended NMS and in house specification sections.

9.18 Design Submission Requirements

Design Concept Submission:

- Submit design criteria document. Provide the following information for each room in the building:
- User's function and requirements.
- Estimated maximum occupancy.
- Indoor summer design conditions.

- Indoor winter design conditions.
- Outdoor air supply ventilation rate per person.

For mechanical options, provide a description and the following information for each proposed option:

- An economic and technical explanation of the reason for the proposed mechanical systems.
- A copy of building energy analysis with input and output summaries.

Design Development Submission:

- Produce the preliminary designs based on the approved concept.
- Provide system flow diagrams and EMCS network architecture. Describe the mechanical systems, the components of each system, the operation of each system, and the updated energy analysis summaries.
- Provide a design intent brief that describes the mechanical systems conforming to the approved design criteria document.

Submissions of Construction Documents:

- The 33% submission shall include floor plans showing routing of major HVAC, plumbing and fire protection systems, piping riser diagrams and system flow diagrams, EMCS network architecture, outline mechanical specifications, and the updated energy analysis summaries.
- The 50% submission shall include the equivalent of 33% submission plus preliminary mechanical room layout drawings, mechanical control schematics, DDC Input/Output Point Schedules, equipment schedules, and mechanical specification sections, and the updated energy analysis summaries.
- The 66% submission shall include updated 33% submission plus mechanical room layout drawings, mechanical control schematics, DDC Input/Output Point Schedules, equipment schedules, and mechanical specification sections, and the updated energy analysis summaries.
- The 99% submission shall include: Plans and Specifications detailing the requirements for the construction. Updated design intent brief and design criteria document. Updated energy analysis summaries.

Refer to Required Services (RS) for additional requirements.

9.19 As-Built and Record Information

In accordance with Section 1.

SECTION 10B GENERAL ELECTRICAL DESIGN

10B.1 Design Basis

Base the electrical design on providing the following features at the most economical cost, considering both investment and operating expenditures:

- Safety to personnel during operation and maintenance.
- Ease of maintenance for equipment maintained by non-specialized personnel.
- Flexibility and reliability of electrical services.
- Proper co-ordination of all elements of the system as to:
 - Insulation levels
 - Interrupting capacities
 - Protective relaying
 - Mechanical strength
- Energy conservation with respect to system and equipment and their operation.

10B.2 Codes and Standards

In accordance with Section 1.

Electrical work to conform with the Canadian Electrical Code CSA C22.1-2012, Part 1, Ontario Electrical Safety Code 2012 and all bulletins, Canada Labour Code Parts IV and VI and applicable local codes and regulations.

Require CSA certification on equipment.

Specify applicable standards for equipment, i.e., EEMAC, CSA, ULC, ASTM, NFPA, ANSI, etc.

10B.3 Materials and Equipment

Require Canadian products where economically feasible. Avoid specifying trade names.

Specify that within 30 days after contract award, the Contractor submits for approval of the Departmental Representative, 5 complete lists of all materials and equipment that he intends to use in the Contract.

10B.4 Fees and Permits

Specify that the Contractor pay fees and obtain permits as required by authorities having jurisdiction.

10B.5 Nameplates

For major equipment specify plastic white on black sandwich type nameplates be attached with metal screws; letters to be minimum 10 mm high.

Use plastic nameplates (adhesive-applied) for receptacle and switch cover plates in laboratories and other work areas.

Provide the Contractor with co-ordinated nameplate titles.

10B.6 Poke Through Wiring

Electrical power to any floor area is to be supplied from electrical panels on that floor to avoid the use of "poke through" wiring.

10B.7 Incoming Electrical Services

Underground: generally, underground service is preferred and use where required to conform to local practice. Cable and installation should be to the approval of the local Power and Inspection Authorities. Provide spare ducts for future additions or maintenance.

Overhead: overhead service may be economically acceptable for small buildings.

Carry out economic analysis and submit:

- An analysis of the capital investment on equipment and long-term electrical energy cost for purchasing energy at utility voltage level against purchasing energy at higher voltage levels, taking into account energy losses in equipment such as service transformers.
- An estimate of the equipment and installation cost for the proposed electrical system.
- A calculation for the interest, at the current interest rate as furnished by Bank of Canada, on the difference in investment on alternative concepts of the electrical system.

Primary service equipment: Include protective devices, instrument transformers, metering equipment and other requirements of the local Supply Authority.

Well in advance discuss with the local PUC the size and type of service required. Obtain from the PUC the three phase symmetrical short circuit fault level at the incoming end of their service to determine the interrupting capacity of their service equipment.

Obtain from the local PUC data regarding point of connection, service characteristics and requirements, extent and cost of work provided by the Authority, type of service required (overhead or underground), whether a transformer vault is required and reasons therefore, and the best method of metering (primary or secondary, etc.).

Obtain approval from the local Supply Authority and Inspection Authority having jurisdiction for the proposed service entrance equipment, switchgear, duct-maintenance hole systems, transformers, overhead systems and associated equipment.

Existing services: obtain locations of all buried service such as electrical, telephone lines, water and sewer lines, gas mains, etc. Specify that the Contractor take adequate protective measures before any digging operations commence.

Duct systems: determine the size and location of incoming ducts for electricity, telephones, fire alarms, etc., and indicate them in the working documents.

10B.8 Transformer

Dry type transformers are preferred for primary voltages of 5 kV or lower where insulation, co-ordination and protection satisfactory to the Power Supply Authority can be obtained. Provide lightning arrestors.

Liquid cooled transformers are preferable above 5 kV although dry type may be used if approved by the Power Authority. Check BIL requirements.

Establish transformer noise levels which will not cause interference in working areas.

Specify standards to establish quality, tests and performance.

10B.9 Capacity of Electrical Service

Allow for 100% lighting load plus an appropriate demand factor on the remaining load based on operating characteristics.

The main service should provide for minimum 50% expansion.

10B.10 Transformer Vaults

Allow for future expansion.

Provide an independent ventilation system (gravity where possible) with intake and exhaust direct to the outside.

10B.11 Switchgear Assemblies

Use metal-enclosed assemblies with drawout circuit breakers where current, voltage and short circuit characteristics are within their limits.

Incorporate H.R.C. current limiting fuses into circuit breakers on circuits requiring high short circuit protection.

Provide a co-ordination study to justify selection of fuses and breakers.

Specify standards to establish quality, tests and performance.

10B.12 Distribution Levels

Submit for Departmental approval a study of load requirements taking into account the overall plan.

120/240 volt power may be required to serve specific items of equipment.

A 208Y/120 volt, three-phase, four-wire system for lighting, receptacles and power is usually satisfactory for smaller buildings.

From the load and type of building make an economic study to determine if the use of a 600/347 volt system is warranted.

10B.13 Panelboards

Use circuit breaker type panelboards for motors, power equipment and lighting.

Circuit breakers to be of the bolt-on type. Multipole breakers to have single handle. Tie-bars not allowed.

Switch and fuse units may be used for high short circuit protection.

Specify standards to establish quality, tests and performance.

Mains or bussing to be made of copper.

Specify that each circuit shall be clearly labeled in a typewritten directory with a clear plastic cover.

Branch circuit panelboards to be fitted with lock type doors.

Specify minimum interrupting capacity rating.

Include a minimum of 20% spare breakers, and in laboratory and workshop areas provide space for 30% more.

Recessed panelboards should have additional spare, empty conduits extending to ceiling spaces.

Comply with PWGSC Advisory Notice on Counterfeit-Labelled Moulded Case Circuit Breakers issued June 28, 2012.

10B.14 Wiring Methods

Specify that either rigid steel or aluminum conduit be used for panel feeders, for 600 volt equipment, and in other locations required by the Canadian Electrical Code and local regulations.

PVC or FRE conduit may be used for underground work. Conduit embedded in concrete must not be aluminum.

Electrical metallic tubing, EMT, may be used in locations approved by the Canadian Electrical Code and local regulations. Provide insulated green ground conductor in EMT conduits.

For motors and equipment subject to vibrations or movement provide flexible connections of liquid-tight flexible metal conduit.

Specify conduits to be installed neatly with adequate bracing and clearances from adjacent equipment, and maintaining watertight penetration of walls and floors.

Wire size to be No. 12 AWG minimum for power or lighting circuits. Minimum conduit size for power and lighting circuits shall be 20 mm dia.

Conductors to be copper.

Conceal conduit and wiring in finished areas.

Permanent tags should be provided to feeders at pull and junction boxes.

10B.15 Ceiling Distribution System

Power System:

- Provide an electrical distribution system above the suspended T-bar ceiling with duplex receptacles to accommodate downfeed service poles. A minimum of (4) four duplex receptacles shall be spaced at 3.5 m (maximum) center to center, both ways. Connect no more than six (6) receptacles to a 15A circuit.
- Identify each receptacle with the panel and circuit number on red dymo tape.
- Receptacle boxes shall be securely fastened to the slab above and must not be installed more than 600 mm above T-bar ceiling.
- An insulated ground wire shall be installed in each conduit and grounded to the common panel ground.
- Where electrified screens are installed, provide a power distribution system in the ceiling space complete with junction boxes to Code requirement, one for each 40 square meter area with 208/120V, 3 Ph, 8 wire 4 circuit system in each box.

10B.16 Equipment Connections

Indicate on the working drawings wiring for motors, control equipment and other electrical equipment installed under other Divisions. Do not include low voltage (below 50 volts) wiring.

Extend wiring to equipment furnished by the Department.

10B.17 Switches and Receptacles

Switches for lighting to be specification grade AC rated 15/20 ampere, 120/347 volts, ganged where possible and mounted at maximum 1200 mm centre from finished floor.

Receptacles to be specification grade U-ground type, triple wiping contacts, rated 15 A, 125 volt, mounted minimum 400 mm above finished floor.

In lunch room provide above the counter two 15 A, 125 V duplex receptacles; each to be split wired and with a pilot light and switch.

In laboratory and shop areas:

- In areas where benches or counter tops may be located receptacles not part of the furniture should be mounted 1.0 m above the floor and spaced 1.5 m apart.
- Use a minimum of one 30 A, 240 volt receptacle per laboratory.
- Connect not more than 2 duplex receptacles to a circuit for bench receptacles.

Ratings of other receptacles as indicated or required.

10B.18 Corrosion Resistant Finishes

Cover plates, surface-mounted outlet boxes, etc, located in areas where corrosive materials may be used must have suitable corrosion resistance. In laboratories, ensure that finishes on electrical equipment cover plates and surface mounted outlet boxes match the finishes on mechanical fittings.

10B.19 Motor

Co-ordinate control sequences to provide starters and other auxiliary control equipment with the proper characteristics and features to obtain the performance intended.

Provide disconnect switches, starters and auxiliary control equipment which are not an integral part of packaged units described in equipment specifications but which are required for performance and sequence of operation of equipment specified under other Divisions.

Motors 400 W and over are to be three-phase.

Check that the voltage drop due to motor starting is within limits acceptable to the local utility. If required, use a reduced- voltage starter.

Provide motors with thermal-overload protection of the manual reset type. Built-in overloads in the motor are not acceptable. Specify that protection be co-ordinated with motor characteristics.

Single phase motors to be controlled by manual starters and not by tumbler switches. Motor starters are not to be supplied from lighting panelboards if at all possible.

Automatic-control devices such as thermostats, floats or pressure switches may control the starting and stopping of motors directly, if designed and rated for that purpose, otherwise use a magnetic starter.

When a manual-automatic operation is required, use a "Manual-off-Automatic" selector switch. Connect the selector switch so that only the normal automatic regulating control devices will be bypassed when the switch is in manual position. Connect safety control devices, such as low or high pressure cutouts, high temperature cutouts, motor overload, etc, in the control circuit in both the Manual and Automatic positions of the selector switch.

For three-phase motor starters provide:

- Magnetically operated motor starter.
- Fused control transformer for all 110 volt control.
- Manual-off-Automatic selector switch where remote control is used.
- Preferred: combination starters. Acceptable: starters with separate disconnect devices.
- Motor starter disconnecting devices to be manually operated and to be load-break fused switches or air circuit breakers.

Control devices in individual special purpose enclosures should be mounted in groups.

Co-ordinate all motor controls with the Mechanical Consultant.

10B.20 Motor Control Centres

Use motor control centers where they provide an economical and practical grouping of controls. Centres should be free-standing structures. Use combination starters. Mount centres on continuous mounting channels on raised concrete pads. Wall mount type may be used for groups of up to four starters. Identify each circuit by a black laminated plastic nameplate with white letters. Specify control centres as per EEMAC Standard for class and type.

10B.21 Motor Equipment Feeders

In open equipment areas consider the advantages of running motor equipment feeders from overhead rather than up through floor slabs.

10B.22 Underfloor Ducts or Raised Floors

Underfloor duct or raised floor systems for power, telephones and intercom may be used in office areas, but not in laboratory areas. Submit a cost estimate and preliminary layout at Concept Stage Submission, if considered feasible.

10B.23 Telecommunication Systems

Provide an empty conduit system for voice and data communication systems directly from the main building communications room or the building communications riser room on the same floor to the communications room in the tenant space to suit.

Where plenum cable system is provided for voice and data communication systems in the ceiling space, ensure that these cables are properly supported from the structural ceiling slab and not laid on top of ceiling tiles.

Where required for security and/or physical protection purposes, provide an empty zone conduit system for telephone and data communication systems with each zone conduit serving a bay area of maximum 50

m². Provide 50 mm EMT conduits with plastic end bushings and nylon pull strings. Provide long radius 90a bends and pulling points as required by telecommunication systems companies.

10B.24 Intercommunication Systems

Provide an intercom system or empty conduit system only for an intercom system. Submit proposed layout at the Design Stage Submission.

10B.25 Elevators

Conform to the National Building Code, Canada Labour Code Part IV, local regulations, ASME A17.1-2010/CAN/CSA-B44-10 Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks and CAN/CSA-B651-04(R2010), Accessible Design for the Built Environment or CAN/CSA-B355-09, Lifts for Persons with Physical Disabilities.

Provide elevators, dumbwaiters, and escalators only where they can be justified as functional requirements of the building.

Where groups of units are involved, submit an elevator analysis to indicate the performance of the system proposed.

Direct plunger hydraulic elevators may be used for elevators serving 2 or 3 stops provided ground conditions do not introduce serious difficulties in installing the cylinder.

Provide fire fighters service if required by the codes.

10B.26 Clocks

Provide manual reset clocks and clock outlets in strategic areas such as main lobbies, corridors, general offices and conference rooms. Use an automatically supervised clock system in large buildings where economically justified.

10B.27 Fire Alarm System

General: Depending on the size of the building provide a fire alarm system in accordance with the National Building Code and Treasury Board Personnel Management Manual, Occupational Safety and Health, Chapter 3-4, "Standards for Fire Alarm Systems". Installation to CAN/ULC-S524-06. Verification of Alarm System to CAN/ULC-S537-04. Inspection and Testing of Alarm System to CAN/ULC-S536-04.

Fire alarm system to be multiplex or hardwired to suit the project. Submit cost comparison with preliminary layout at concept stage submission.

10B.28 Voice Communication System

Conform to requirements of the National Building Code and the Treasury Board Manual, Personnel Management Manual, Occupational Safety and Health, Chapter 3-4, "Standards for Fire Alarm Systems, 01-02-92. Depending on the size of the building, provide a voice communication system in conjunction with the fire alarm system.

The design, inspection and testing is to be subject to the approval of the FC.

10B.29 Standby Power

If a standby electrical generating set is required provide specific requirements here.

Provide a standby electrical generating set to supply emergency power for 12 hours minimum.

Emergency power supply shall be in accordance with CAN/CSA-C282-09, Emergency Electrical Power Supply for Buildings.

Enclose generator room with non-combustible materials having a 2 hour fire rating and by Underwriters Laboratories labeled 1-1/2 hour fire rated doors.

Install diesel engine in accordance with the requirements of the NFPA 37-2010.

Fuel supply and piping system is to be in accordance with National Fire Code of Canada, NFC 2010.

Standby lighting, power panels and circuits shall be provided for future connection to standby generator even if generator is not required at the design stage.

Receptacles connected to emergency system to be colour coded red for ready identification.

10B.30 Lighting General

Lighting systems to be designed to provide the required illumination levels with ease of luminaire relocation, lighting control and lighting maintenance with no damage occurring to components. Refer to PWGSC Office Lighting Design Standard & Application Guidelines, April 2012, for detailed information not contained in this section.

Ceiling surfaces to have a 80% minimum reflectance, a minimum NRC rating of 0.8 as per ASTM C423-09a test standard titled Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.

Leave a minimum ceiling depth of 220 mm for ceiling recessed luminaire installation, unless otherwise determined by PWGSC.

Submit co-ordination drawings showing worst cases of ceiling space requirements and clearances for structural, mechanical and electrical components.

Provide exterior security lighting for drives, walks, parking areas, entrance/exit doors and other strategic locations. Exterior lighting to be controlled by timer or photocell. Provide manual by-pass switches.

Provide the Department with detail calculations of light intensities to support the design.

10B.31 Lighting Levels

For each room or area determine the task performed and provide minimum maintained average illumination levels to meet Labour Canada Regulations and PWGSC Standard, IESNA recommended lighting levels and Tables 1 and 2 attached at the bottom of this section. These levels may be achieved by using non-uniform task ambient lighting layouts.

In cases where visual task description, furniture layout and office layout is unavailable, a minimum base illumination level of 750 lux average maintained over the entire work space is to be used.

Minimum to average illumination ratio to be 0.8 or better over the entire working area. Provide local switching for enclosed rooms, e.g., private offices, conference rooms, training rooms, etc. For large areas provide local switching arrangements to conveniently control and conserve energy.

10B.32 Lighting Power Allowances

Conform to ANSI/ASHRAE 90.1-2010(SI) requirements.

While individual areas may deviate from the ANSI/ASHRAE recommended values, the total power budget for lighting shall not exceed 22 watts per square metre, unless otherwise determined by PWGSC.

10B.33 Energy Consumption

Conform to ANSI/ASHRAE 90.1-2010(SI) requirements.

10B.34 Luminaires

Fluorescent luminaires is preferred for indoor applications. Depending on the luminaire design, these luminaires shall be capable of accommodating up to 76 mm high metal louvres. The use of incandescent luminaires is limited to applications where questions of aesthetics, ultraviolet emission and lighting control requires it. Use compact fluorescent lamps where possible.

The use of HID luminaires is limited to support and utility spaces. Special dispensation of this use limitation can be obtained from the PWGSC Regional Electrical Engineer, provided the requirements of PWGSC requirements are met.

For outdoor applications the use of HID luminaires is preferred. See PWGSC Office Lighting Design Standard & Application Guidelines, April 2012.

Illustrate all fixtures on the working drawings or standard details sheets and specify in detail the quality of material, construction and standard of performance required. Manufacturer's name and catalogue numbers are not allowed in contract documents.

Specify fluorescent luminaires either 300 mm or 500 mm width to suit ceiling modules for recessed installation.

10B.35 Ballasts

For fluorescent fixtures, use electronic type, rapid start, energy efficient, high power factor, with THD not exceeding 15, and sound rated A ballasts, having low current crest factor (less than 1.8) and wired to maximize energy efficiency. Electronic ballasts must be the type approved by PWGSC, Provincial and local Hydro authorities for energy efficiency and harmonic criteria.

HID's ballasts to meet or exceed the performance requirements of ANSI C82.4-2002, and to be suitable for the lamp and temperature specified.

10B.36 Lamps

Provide lamps of the best quality available. Generally, fluorescent lamps to be rapid start, 32 watts T8 3500 K. Incandescent lamps are to be for 130 volt operation. Specify initial and average lumens and rated life.

Specify 3500 K fluorescent lamps for new installations and major renovations.

10B.37 Lighting Controls

Manual controls:

- These may be line switches, low voltage switches, time switches, photocontrols and contactors. They should be located to maximize convenience and load control.
- Circuit breakers and light contactors are not to be used as localized manual lighting controls.

Microprocessor lighting controls:

- May be operated from a central master control unit, have field distributed control panels for zone control and local "on-off" controls. Programming functions can be assigned from the main console unit and/or assigned from field control panels. Local control can be achieved via a wall switch or telephone line.

10B.38 Emergency Lighting

Provide sufficient emergency lighting to permit a safe evacuation. Emergency lighting systems must be installed in accordance with Canada Labour Code Part IV and PWGSC Office Lighting Design Standard & Application Guidelines, April 2012.

Emergency battery lighting units must be performance certified by CSA as meeting CSA C22.2 No. 141-10, Emergency Lighting Equipment.

10B.39 Exit Signs

Exit and paths of exit travel are to be indicated by electrically illuminated full panel bilingual exit signs. Size of lettering to meet the National Building local Fire Department and CAN/CSA-C860-11 requirements and photoluminescent exit signs to CAN/ULC-S572-10 Performance of Internally Lighted Exit Signs requirements. Connect electrified Exit Signs to emergency power system.

If there is no provision for a standby generator, connect to emergency battery units.

10B.40 Heating

Co-ordinate heating with mechanical and architectural design. If electrical heating is used, ensure that the heating units specified provide the required wattage but do not exceed specified values. Integrate the heating controls with the total environmental aspect of the building.

10B.41 Transient Voltage Surge Suppressors (TVSS)

TVSS is to be fully applicable for the purpose of protecting all facility AC electrical circuits from the hazardous effects of transient voltages. These transients may be generated externally by lightning induced energies, utility load factor corrections, and substation switching or they can be internally generated due to inductive and/or capacitive load switching.

10B.42 Lightning Protection

Determine the necessity of installing lightning protection. If required, provide protection to meet CAN/CSA-B72-M87(R2008), latest provincial Lightning Rods Act, provincial or local regulation, the requirements of Provincial Fire Marshal.

10B.43 Security System

Provide an alarm system against unauthorized entry of the premises and certain secure areas. Use door switches and alarms plus an electronic intrusion alarm system.

10B.44 Lighting Levels

Table 1 - Recommended Levels of Illumination (Interior).

TABLE 1

Illumination levels for interior office spaces, expressed as minimum acceptable values of maintained average horizontal lux levels over

- a) the working plane at each work station and
- b) at floor level for support spaces. Refer to IESNA Illuminance Surveying techniques for field measurements.

Description of Task	Illumination (lx) 10 lx = 1 dalx
High Contrast Visual Task (4) (7)	600
Low Contrast Visual Task (5) (7)	1,000
VDT use (3)	300-500 (1)(2)
Filing work (6)	300
Circulation areas immediate to task areas	200
Public spaces, lounges, waiting areas	100-200
Notice Boards	300
Conference, training rooms	300-600 (1)
Corridors	100
Cafeteria - dining (9)	75
Cafeteria - food display, serving, cashier (9)	300
Food preparation (9)	500
Washrooms (8)	200
Powder room - grooming (8)	300
Stairways	100

Note

- (1) Provide flexible and/or dimmable lighting levels.
- (2) VDT task in conjunction with paper oriented task requiring greater illumination will conform to the requirements of the latter.
- (3) For guidance in lighting design for VDT spaces see publication PWGSC Design Guide "Office Lighting for Video Display Terminals".
- (4) Typically found in private offices, clerical work and accounting offices.
- (5) Typically found in drafting offices, mapping and artwork offices.
- (6) Typically visual tasks of high contrast and large size, or tasks of intermittent visual nature.
- (7) For general office spaces with undetermined task use 750 lux and a minimum to average ratio of 0.8. and is the actual sink top.
- (8) The reference plane is the actual sink top.
- (9) The reference plane is the actual table top, counter top or serving surface.

10B.45 Lighting Levels

Table 2 - Recommended Levels of Illumination (Exterior).

TABLE 2

Illumination levels for exterior commercial office building spaces, expressed as minimum acceptable values of maintained average horizontal lux levels over usable area and at pavement level. Refer to IESNA Illuminance Survey techniques for field measurements.

<u>Description of Task</u>	<u>Illumination Level (lux) (1)</u>	<u>Uniformity Ratio</u>
<u>OPEN PARKING</u>		
Vehicular traffic low activity	10	4:1
Vehicular traffic, moderate-high activity	20	4:1
Vehicular intersections	30	3:1
Pedestrian walkways	10	N/A
Pedestrian walkways and vehicular intersection	30	3:1
Other area	10	N/A
<u>COVERED PARKING</u>		
General parking and pedestrian areas	50	4:1
Ramps and corners	100	3:1
Entrance area (Note 2)	500	N/A
<u>BUILDING FLOODLIGHTING</u>		
Building façade (vertical illumination)	100-300	4:1

Note

1. Provide photocell control with manual bypass.
2. The entrance area is defined as the portal or physical entrance to the covered portion of the parking structure and 15 m beyond the edge of the covering into the structure.

10B.46 As-Built and Record Information

In accordance with Section 1.

SECTION 11 CONSTRUCTION COST PLANNING AND CONTROL

11.1 Agreement Requirements

The Consultant Agreement requires the Consultant to monitor the project construction cost from commencement of his work through to post- construction evaluation of the completed project.

11.2 Cost Plan

The project cost plan is an application of cost criteria to the design, establishing a reasonable economic relationship between cost, quality, utility and appearance. It confirms the feasibility of producing the required accommodation within the construction cost limit, and provides a means of subsequent checking and control of overall expenditure.

The Cost Plan defines a certain amount of money for a certain quality of project in relation to the Basic Requirements.

11.3 Cost Control

Provide cost control services during the design and construction documents development and during Bid period and initiate corrective action to ensure that the estimated project construction cost remains within the approved construction cost limit/budget.

Advise the Departmental Representative immediately if changes are required due to revised client requirements, etc. impact the Construction Cost Limit. Do not proceed with these changes until authorized by the Departmental Representative.

11.4 Classes of Estimates - Definitions

CLASSES OF CONSTRUCTION COST ESTIMATES USED BY PWGSC

A- PWGSC and Treasury Board

In its dealings with Treasury Board on matters of project approvals, PWGSC uses two classes of estimates: indicative and substantive. The indicative estimate is the first one that is used (chronology-wise) and serves as the basis of Preliminary Project Approval by the Treasury Board. This estimate is also referred, within PWGSC, as a class "D" estimate. The substantive estimate is the second one that is used (again, chronology-wise) and serves as the basis of Effective Project Approval by the Treasury Board. This estimate is also referred, within PWGSC, as a class "B" estimate.

B- PWGSC and Consultant Agreements (for architects and engineers)

In its dealings with architects and engineers, PWGSC uses four classes of estimates: classes "D", "C", "B" and "A". The Class "D" estimate is the first one that is used (chronology wise) and serves as the basis of the Construction Cost Estimate upon which an agreement between PWGSC and an architectural/engineering (A&E) consulting firm is entered into. The class "D" estimate is prepared by PWGSC and is used by the A&E firm during its performance of the 'Analysis of the Project Brief'. (This estimate compares to the indicative estimate). The Class "C" estimate is prepared by the firm as part of the 'Design Concept'. The Class "B" estimate is prepared by the firm as part of the 'Design Development'. (This estimate compares to the substantive estimate).

The Class "A" estimate is prepared by the firm as part of the 'Construction Documents, Pre-Bid Construction Cost Estimate and Project Schedule'. Definitions of classes "D", "C", "B" and "A" are as follows.

DESCRIPTION OF THE CLASSES OF ESTIMATES USED BY PWGSC FOR CONSTRUCTION COSTING OF BUILDINGS PROJECTS

Class "D" Estimate

This estimate provides an indication of the total cost of the project, based on the user's functional requirements to the degree known at the time. It is based on historical cost data for similar work, suitably adjusted for such factors as: effect of inflation, location, risk, quality, size, and time. All related factors affecting cost are considered to the extent possible. Such an estimate is strictly an indication (rough order of magnitude) of the project total cost and completion date. This estimate is used to establish the indicative estimate required by the Treasury Board for Preliminary Project Approval. Expected degree of accuracy: 20%.

Class "C" Estimate

This estimate is prepared at the end of the Design Concept stage and is based on updated user requirements, general description of the end built works, preliminary site information and existing conditions, production, and takes into consideration construction experience and market conditions as well as basic implementation logistics. It includes costs for design, documentation, and construction supervision. Expected degree of accuracy: 15%.

Class "B" Estimate

This estimate is prepared at the end of Preliminary Design and is based upon data (on cost, time and construction) of a level of precision as is typically available when the design of the major systems and sub-systems of the facility (including outline specifications and preliminary drawings and models), as well as when the results of all site or installation investigations are completed. This estimate also makes allowance for all costs resulting from the anticipated schedule, expected market conditions and suitable level of contingencies. This estimate is used to establish the substantive estimate required by Treasury Board for Effective Project Approval. Expected degree of accuracy: 10%.

Class "A" Estimate

This estimate is based on the "B" estimate which has been updated concurrently with the development of Construction Documents and is submitted as a final pre-bid estimate. It requires that project systems be designed and specified to near completion, and is based on a realistic construction schedule and accurate labour and material costs. This is the final estimate before bid call or construction start. Typically, the total forecast is presented in elemental format and includes all actual associated fees and costs. Expected degree of accuracy: 5%.

The Cost Plan must be within the authorized budget. Intermediate and Final Estimates should remain within the Cost Plan, unless (changes due to revised client requirements, etc., are authorized by the Department. Advise the Department immediately if such changes occur.

11.5 Construction Cost Estimate Submissions

Provide the following Construction Cost Estimate Submissions:

- A Class "C" Estimate with each Design Concept Submission. The Consultant will also submit Class 'C' estimate for various options thus facilitating Departmental Representative's decision re: selecting the best options. The Consultant's submission will include variance analysis between the construction cost limit and Consultant's Class 'C' estimate with justification/substantiation of variances.
- A Class "B" Estimate with the Design Development and Outline Specifications of Design Systems Submission. The Consultant's submission will include variance analysis between the construction cost limit and Consultant's Class 'C' estimate with justification/substantiation of variances.
- An updated Class "B" Estimate with each submission of the updated Construction Documents at each stage of production specified, i.e. at 66% completion. Each submission will include variance analysis.
- A Class "A" Estimate with the 100% complete stage Construction Document.
- Each Class "C" Estimate shall consist of a completed Elemental Cost Analysis Form.
- Each Class "A" or "B" Estimate submission shall comprise of a completed Elemental Cost Analysis Form and the back-up sheets showing each Sub-Element Item of the work quantified and priced.

11.6 Cost Advice

Provide cost advice, during the design stage, between cost estimate submissions. Evaluate cost of various options, as required, to facilitate Department's decision.

Provide cost advice during the construction stage. Prepare cost estimates for every change based on Contemplated Change Notice and submit to Departmental Representatives. This will assist in deciding on whether to proceed with a change or to assess Contractor's quotation. Evaluate Contractor's quotation and recommend for approval by Departmental Representatives.

11.7 Cost Estimating Specialist

A Cost Consultant, employing Quantity Surveyors, shall provide the cost planning and estimating service for this project.

or

On staff or sub-consultant Quantity Surveyors or other Cost Estimating Specialists shall be used to perform the cost planning service for this project.

Provide details of the Cost Estimating Specialist's qualifications and experience for approval.

11.8 Cost Plan - Definition

The Cost Plan is the construction cost estimate approved for funding for this project. This is the Class "B" Estimate that is prepared from the Preliminary Drawings and Outline of Design Systems.

The Cost Plan defines a certain amount of money for a certain quality of building in relation to the Basic Floor Area Requirements.

11.9 Classes of Estimates - Definitions

- Classes of Estimates are defined as follows:
- Class "D" Estimate: a cost estimate based upon unit costs derived from another building of similar type.
- Class "C" Estimate: a cost estimate based upon concept drawings, which represent one possible solution to the design of the project.
- Class "B" Estimate: a cost estimate based upon design development documents and an outline of design systems, or, 25%, 66%, to 95% complete Construction documents.
- Class "A" Estimate: a cost estimate based upon 100% complete construction documents, or, bid documents.

The Cost Plan must be within the authorized budget. Intermediate and Final Estimates should remain within the Cost Plan, unless (changes due to revised client requirements, etc., are authorized by the Department. Advise the Department immediately such changes occur.

11.10 Project Cost Analysis Form

Submit costing information on the standard Analysis Form Project Cost Analysis form (see Sample). Include as much detail as possible, including back-up sheets showing each Sub-Element Item of the work quantified and priced.

11.11 Outside Gross Area and Volume Measurement

To be measured in accordance with publication by the Canadian Institute of Quantity Surveyors "Measurement of Buildings by Area and Volume".

11.12 Construction Elements

The following clauses provide a brief explanation of the construction elements listed in the Project Cost form Elemental Analysis.

11.13 Element No. A1 Substructure

A11 Normal foundations: foundation walls, footings and associated items, below lowest floor level.

A12 Basement: excavation and backfill.

A13 Special foundations: foundation items of a costly or abnormal nature that are customarily kept separate from Elements 1.1 and 1.2. These include: dewatering, underpinning; shoring; sheet piling; caissons; waterproofing; extra cost for rock excavation.

11.14 Element No. A2 Structure

A21 Lowest floor: lowest structural floor construction, including supporting beds and layers.

A22 Upper floor: upper floor construction, including columns.

A23 Roof: structural roof construction, including columns.

11.15 Element No. A3 Exterior Cladding

A31 Walls below ground floor: exterior walls, from top of the normal foundations level to ground floor level. Basement walls may be taken down to footings, provided that this dimension is not more than 300 mm. below basement floor level.

A32 Walls above ground floor: exterior walls, from ground floor level to roof level. Include opening forming items. Parapet walls may be included, when materials are similar.

A33 Windows: windows and associated items, installed into openings in exterior walls.

A34 Roof covering: weatherproof roof finish and other items applied to roof structure, including parapets.

Exterior doors and screens: exterior doors, frames, hardware and associated items, together with glazed screens at entrances, installed into openings in exterior walls.

A35 Projections and recessed: items of work resulting from projections to, or recesses from, the general line of the exterior wall face. Typical items include: projecting balconies in their entirety; additional items resulting from recess balconies; canopies attached to the building; sunshades; soffits and framing to building overhangs; soffits, fascias and associated framing; eavestroughs and downpipes.

11.16 Element No. B1 Interior Partitions and Doors

B11 Permanent partitions: internal permanent walls and partitions, and the framing component of framed partitions. Include opening forming items.

Glazed partitions: interior glazed partitions and screens, including doors and frames of similar materials.

B12 Movable partitions: interior movable partitions, including doors and frames of similar materials and the same proprietary make.

B12 Interior doors: interior doors, frames, hardware and associated items, installed into openings in interior walls and partitions.

11.17 Element No. B2 Interior Finishes

B21 Floor finishes: floor finishes, other items and sleepers, applied on floor structures, in an interior space.

B22 Ceiling finishes: ceiling finishes, other items strapping and framing, applied to underside of, or beneath, structures, over an interior space.

B23 Wall finishes: wall finishes, other items and strapping, applied to exterior walls, interior walls, partitions or partition framing, in an interior space.

11.18 Element No. B3 Fittings and Equipment

B31 Fittings and fixtures: built in items of a general nature. These include: miscellaneous metal items; cabinet work; chalkboards; tackboards; toilet partitions; washroom accessories; directories; lockers; shelving; rolling shutters; loading dock devices.

B32 Equipment: built in items to provide a specialized service. These include: kitchen and cafeteria; laboratory; hospital; gymnasium; cranes and hoists.

B33 Elevators and escalators: elevators and B34 escalators and other similar devices to move people and materials within a building.

11.19 Element No. C1 Mechanical

C11 Plumbing and drainage: service systems to supply, heat, condition, distribute, use, collect and discharge water.

C12 Fire protection: service systems to provide built-in fire protection.

C13 Heating: service systems to provide heating for the building.

C13 Ventilating and air conditioning: service systems to supply, condition, distribute, ventilate and exhaust air.

C13 Refrigeration: service systems to provide refrigeration.

C13 Special equipment and piping: specialized service systems. These include: vacuum; compressed air; medical gases; fuel storage and supply; engine exhaust; central lubrication equipment; central liquid soap dispensing.

C14 Building controls: provision of controls to other service systems.

Mechanical overhead and profit: Mechanical Subcontractors' overhead and profit items, which include applicable General Conditions items.

11.20 Element No. C2 Electrical

C21 Service systems provided by the Electrical Subtrade, for a building.

C21 Electric power: service systems to generate, supply, distribute and ground electric power.

C21 Uninterrupted power: service systems to provide an uninterrupted supply of electrical power.

C22 Electric lighting: service systems to provide electric lighting.

C22 Electric heating: service systems to provide electric heating for the building.

C23 Fire alarm: service systems to provide fire detection and alarm.

C23 Communications: service systems to provide for sound, imaging and data communication by electronic means.

Electrical overhead and profit: Electrical Subcontractor's overhead and profit items, which include applicable General Condition items.

11.21 Element No. D1 Site Development

D11 Site work: development of the site, outside the building footprint area, of an Architectural or Structural nature.

D12 Mechanical site services: service systems of a Mechanical Subtrade type, including associated items, to the site, and up to one metre from the building perimeter.

D13 Electrical site services: service systems provided by the Electrical Subtrade, including associated items, to the site, and up to the exterior surface of the building.

11.22 Element No. D2 Ancillary Work

D21 Demolition: demolition of existing buildings on site to make way for new construction work.

D22 Alterations: alterations to an existing building, which will become part of, or all of, the new facility.

11.23 Element No. Z1 Overhead and Profit

Z11/Z12 General Contractor's overhead and profit items, which include General Condition items.

11.24 Element No. Z2 Contingencies

Z21 Design development contingency: an allowance to provide for changes to, and development of, the project design, from the date of the estimate to the 100% complete working drawings and specifications stage. This contingency does not include for a basic and substantial change to the project initiated by the building owner.

Z22 Escalation contingency: an allowance to provide for forecasted variation in cost due to passing of time, from the date of the estimate to the anticipated bid date.

Z23 Escalation-during Construction: Once the Contract is signed, no escalation is applied.

Z24 Permits/Approvals: Municipal Building Permit; TSSA approval; HVAC permit, etc.

Z25 Construction Contingency-during construction. Department's allowance to cover unforeseen conditions and changes occurring during construction.

Z26 LEED Gold: 12% of Construction cost.

11.25 Contact

For more information contact Mr. Spencer Jeyarajan 416-512-5945, fax 416-512-5535. Internet e-mail: spencer.jeyarajan@pwgsc-tpsgc.gc.ca

SECTION 12 ELEMENTAL COST ANALYSIS

Project Name: _____

Project Number: _____ Region: _____

Project Manager: _____

Consultants - Architectural: _____

Structural: _____

Mechanical: _____

Electrical: _____

Cost: _____

Design Stage Submission: _____

Class of Estimate: _____

Date of Cost Estimate Submission: _____

Basic Floor Area Requirements: _____

Gross Floor Area of New Construction: _____

Gross Floor Area of Renovations: _____

Project:		PUBLIC WORKS AND GOVERNMENT SERVICES CANADA				Report Date:		
Location:		Ontario Region				Page No.:		
Owner:		ELEMENTAL CONSTRUCTION COST SUMMARY				Bldg. Type:		
Consultant:						GFA		
Element	Ratio to GFA	Elemental Cost		Elemental Amount		Rate per m2		%
		Quantity	Unit Rate	Sub-Total	Total	Sub-Total	Total	
A SHELL								
A1 SUBSTRUCTURE								
A11 Foundations								
A12 Basement Excavation								
A13 Special Conditions								
A2 STRUCTURE								
A21 Lowest Floor Construction								
A22 Upper Floor Construction								
A23 Roof Construction								
A3 EXTERIOR ENCLOSURE								
A31 Walls Below Grade								
A32 Wall Above Grade								
A33 Windows & Entrances								
A34 Roof Coverings								
A35 Projections								
B INTERIORS								
B1 PARTITIONS & DOORS								
B11 Partitions								
B12 Doors								
B2 FINISHES								
B21 Floor Finishes								
B22 Ceiling Finishes								
B23 Wall Finishes								
B3 FITTINGS & EQUIPMENT								
B31 Fittings & Fixtures								
B32 Equipment								
B33 Elevators								
B34 Escalators								
C SERVICES								
C1 MECHANICAL								
C11 Plumbing & Drainage								
C12 Fire Protection								
C13 HVAC								
C14 Controls								
C2 ELECTRICAL								
C21 Services & Distribution								
C22 Lighting, Devices & Heating								
C23 Systems & Ancillaries								
NET BUILDING CONSTRUCTION ESTIMATED COST - EXCLUDING SITE								
D SITE & ANCILLARY WORK								
D1 SITE WORK								
D11 Site Development								
D12 Mechanical Site Services								
D13 Electrical Site Services								
D2 ANCILLARY WORK								
D21 Demolitions								
D22 Alterations								
NET BUILDING CONSTRUCTION ESTIMATED COST - INCLUDING SITE								
Z1 GENERAL REQUIREMENTS & FEE								
Z11 General Requirements								
Z12 Fee								
TOTAL CONSTRUCTION COST ESTIMATE - EXCLUDING CONTINGENCIES								
Z2 ALLOWANCES								
Z21 Design & Pricing Allowance								
Z22 Escalation-until tender call								
Z23 Escalation-during construction								
Z24 Permits/Approvals								
Z25 Construction Contingency								
Risk Factors								
TOTAL CONSTRUCTION COST ESTIMATE -INCLUDING CONTINGENCIES + RISK FACTORS								
GOODS & SERVICES TAX								

SECTION 13 TIME MANAGEMENT

13.1 Time Management, Planning, and Control

The Time Management, Planning, and Control Specialist (scheduler) shall provide a Project Planning and Control System (Control System) for Planning, Scheduling, Progress Monitoring and Reporting and a Time Management, Planning, and Control Report (Progress Report). It is required that a fully qualified and experienced Scheduler play a major role in providing services in the development and monitoring of the project schedule.

The scheduler will follow good industry practices for schedule development and maintenance as recognized by the Project Management Institute (PMI).

PWGSC - Ontario Region, presently utilizes Microsoft Project for its current Control Systems and any software used by the consultant should be fully integrated with these, using one of the many commercially available software packages.

13.2 Schedule Design

Project Schedules are used as a guide for execution of the project as well as to communicate to the project team when activities are to happen, based on network techniques using Critical Path Method (CPM).

When building a Control System you must consider:

1. The level of detail required for control and reporting;
2. The reporting cycle- monthly and what is identified in the Terms of Reference, but also includes Exception Reports;
3. That the duration must be in days;
4. What is required for reporting in the Project Teams Communications Plan and
5. The nomenclature and coding structure for naming and reporting requirements of activities, schedules and reports.

13.3 Schedule Development

For purposes of monitoring and reporting of project progress and ease of schedule review it is important to maintain a standard for all schedules and reports starting with the Work Breakdown Structure (WBS), identification of Milestones, naming of activities as well as schedule outputs and paper sizing and orientation.

13.4 Work Breakdown Structure

When developing the schedule the consultant needs to use PWGSC standards and practices. Two basic requirements are the National Project Management System (NPMS) and a Work Breakdown Structure (WBS), structured supporting the NPMS (Levels 1-4).

The WBS is as follows:

- | | |
|---------|---|
| Level 1 | Project Title (NPMS) |
| Level 2 | Project Stage (NPMS) |
| Level 3 | Project Phase (NPMS) |
| Level 4 | Processes to meet Deliverables/Control Points Milestones (NPMS) |
| Level 5 | Sub-Processes and Deliverables in support of Level 4 |
| Level 6 | Discrete activities. (Work Package) |

Not all the Stages, Phases and Processes in the NPMS will be required on all the projects, however the structure remains the same.

13.5 Major and Minor Milestones

The Major Milestones are standard Deliverables and Control Points within NPMS and are required in all schedule development. These Milestones will be used in Management Reporting within PWGSC as well as used for monitoring project progress using Variance Analysis. The Minor milestones are process deliverables (Level 4) or sub-process deliverables (level 5) also used in Variance Analysis.

Each Milestone will also be assigned appropriate coding for Status Reporting and Management Reporting.

Milestones must have zero duration and are used for measuring project progress.

Milestones may also be external constraints such as the completion of an activity, exterior to the project, affecting the project.

13.6 Activities

All activities will need to be developed based on Project Objectives, Project Scope , Major and Minor Milestones, meetings with the project team and the scheduler's full understanding of the project and it's processes.

Subdivide the elements down into smaller more manageable pieces that organize and define the total scope of work in Levels 5-6 that can be scheduled, costed, monitored and controlled. This process will develop the Activity List for the project.

Each activity is a discrete element of work and is the responsibility of one person to perform.

Each activity will describe the work to be performed using a verb and noun combination (i.e. Review Design Development Report).

Activities should not have durations longer than 2 update cycles, with exception of activities not yet defined in a "Rolling Wave".

Each activity will be assigned at WBS level 6 and appropriately coded for Status Reporting and Management Reporting.

These elements will become activities, interdependently linked in Project Schedules.

13.7 Project Logic

Once the WBS, Milestones and Activity List have been developed the activities and milestones can be linked in a logical manner starting with a Project Start Milestone. Every activity and milestone must be linked in a logical manner using either a Finish to Start (FS), Finish to Finish (FF), Start to Start (SS) or Start to Finish (SF) relationship. There can be no open-ended activities or milestones.

A Finish to Start (FS) is the preferred relationship.

When developing relationships avoid the use of lags and constraints in place of activities and logic.

13.8 Activity Duration

The activity duration (in days) is the estimated length of time it will take to accomplish a task.

Consideration needs to be taken in how many resources are needed and are available, to accomplish any activity. (Example: availability of Framers during a "Housing Boom".) Other factors are the type or skill level of the available resources, available hours of work, weather etc.

There will be several types of lists and schedules produced from this process, which will form part of the Progress Report.

13.9 Activity List

An Activity List identifies all activities including milestones required to complete the whole project.

13.10 Milestone List

A Milestone List identifies all project Major and Minor milestones.

13.11 Master Schedule

A Master Schedule is a schedule used for reporting to management at WBS level 4 and 5 that identifies the major activities and milestones derived from the detailed schedule. Cash Flow projections can be assigned at WBS level 5 for monitoring the Spending Plan.

13.12 Detailed Project Schedule

A Detailed Project Schedule is a schedule in reasonable detail (down to WBS Level 6 and 7) for progress monitoring and control, this will ensure that the schedule shall be in sufficient detail to ensure adequate planning and control.

13.13 Schedule Review and Approval

Once the scheduler has identified and properly coded all the activities; put them into a logical order and then determined the appropriate durations. The scheduler can then analyze the schedule to see if the milestone dates meet the contractual requirements and then adjust the schedule accordingly by changing durations, resource leveling or changing logic.

When the schedule has been satisfactorily prepared the scheduler can present the detailed schedule to the Project Team for approval and be Baselined. There may be several iterations before the schedule meets with the Project Teams agreement and the contractual requirements.

The final agreed version must be copied and saved as the Baseline to monitor variances for reporting purposes.

13.14 Schedule Monitoring and Control

Once baselined the schedule can be better monitored, controlled and reports can be produced.

Monitoring is performed by, comparing the baseline activities % complete and milestone dates to the actual and forecast dates to identify the variance and record any potential delays, outstanding issues and concerns and provide options for dealing with any serious planning and scheduling issues in report form.

Analyze and report from early start sequence on all activities due to start, underway, or finished for the complete project.

There will be several reports generated from the analysis of the baseline schedule and will form part of the Time Management Report in the Required Services Sections (RS)

13.15 Progress Reports

A Progress Report reflects the progress of each activity to the date of the report, any logic changes, both historic and planned, projections of progress and completion the actual start and finish dates of all activities being monitored.

The Progress Report includes:

A Narrative Report, detailing the work performed to date, comparing work progress to planned, and presenting current forecasts. This report should summarize the progress to date, explaining current and possible deviations and delays and the required actions to resolve delays and problems with respect to the Detail Schedule, and Critical Paths.

Narrative reporting begins with a statement on the general status of the project followed by a summarization of delays, potential problems and project status criticality, any potential delays, outstanding issues and concerns and options for dealing with any serious planning and scheduling issues.

A Variance Report, with supporting schedule documentation, detailing the work performed to date, comparing work progress to planned. This report should summarize the progress to date, explaining all causes of deviations and delays and the required actions to resolve delays and problems with respect to the Detail Schedule, and Critical Paths.

A Criticality Report identifying all activities and milestones with negative, zero and up to five days Total Float used as a first sort for ready identification of the critical, or near critical paths through the entire project.

Included in the Progress Report as attachments are: WBS chart, Activity Lists, Milestone Lists, Master Schedules, Detailed Project Schedule

13.16 Exception Report

The Scheduler is to provide continuous monitoring and control, timely identification and early warning of all unforeseen or critical issues that affect or potentially affect the project.

If unforeseen or critical issues arise, the Scheduler will advise the Project Manager and submit proposed alternative solutions in the form of an Exception Report.

An Exception Report will include sufficient description and detail to clearly identify:

1. Scope Change: Identifying the nature, reason and total impact of all identified and potential project scope changes affecting the project.
2. Delays and accelerations: Identifying the nature, the reason and the total impact of all identified and potential duration variations.
3. Options Enabling a Return to the project baseline: Identifying the nature and potential effects of all identified options proposed to return the project within baselined duration.

13.17 Standard Submissions

At each submission or deliverable stage provide a complete and updated Progress Report, the contents of each report will vary with requirements and at each project phase. Typically a Progress Report has:

1. Executive Summary;
2. Narrative Report;
3. Variances Report;
4. Criticality Report;
5. Exception Report (as required)
6. Work Breakdown Structure Chart;
7. Activity List;
8. Milestone List;
9. Master Schedule with Cash Flow Projections;
10. Detail Project Schedule (Network Diagram or Bar Charts)

13.18 Schedule Outputs and Reporting Formats

The sheet sizing and orientation is more a suggestion that a role, changes to the paper format may vary to accommodate the information and column information required.

Progress Reports:

Paper Size: Letter

Paper Format: Portrait

Title Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Body Text: Narratives for each report to match other reports generated in the D.S.S.

Variance Report Columns: Activity ID, Activity Name, Planned Finish, Revised Finish, Variance, Activity % Complete,

Criticality Report Columns: Activity ID, Activity Name, Duration, Start, Finish, Activity % Complete, Total Float.

Exception Reports:

Paper Size: Letter

Paper Format: Portrait

Title Format: Project Title; Report Type; Print Date; Data Date; Revision

Body Text: Narrative to match other reports generated in the D.S.S.

Paper Size: Letter

Paper Format: Landscape

Title Format: Project Title; Report Type; Print Date; Data Date; Revision

Columns: Activity ID, Activity Name, Duration, Remaining Duration, Start, Finish, Total Float.

Work Breakdown Structure (indent tree):

Paper Size: Letter

Paper Format: Portrait

Columns: WBS Code, WBS Name, Duration, Cost estimate, start and finish dates.

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Activity Lists:

Paper Size: Letter

Paper Format: Portrait

Columns: Activity ID, Activity Name, Start, Finish, Predecessor, Successor.

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Sort with Early Start, then Early Finish, then Activity ID and with the WBS.

Milestone Lists:

Paper Size: Letter

Paper Format: Portrait

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Columns: Activity ID, Activity Name, Start, Finish.

Sort with Early Start, then Early Finish, then Activity ID and without the WBS.

Master Schedule (Bar Chart):

Paper Size: 11X17

Paper Format: Landscape

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish, Total Float.

Sort with Early Start, then Early Finish, then Activity ID and with the WBS.

Detailed Project Schedules (Bar Chart):

Paper Size: 11X17

Paper Format: Landscape

Footer Format: Project Title; Report Type; Print Date; Data Date; Revision Block

Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish, Total Float.

Sort with Early Start, then Early Finish, then Activity ID and with the WBS.

SECTION 14 DRAWING CONVERSION TO PORTABLE DOCUMENT FORMAT (PDF)

Preface

Portable Document Format (PDF) is the standard format for documents that are posted on the Government Electronic Tendering System (GETS). Architectural and Engineering Consultants shall supply, in addition to native format files, electronic copies of drawings and specifications in PDF format for tendering Government of Canada (GoC) construction projects.

Create PDF drawing and specification files derived from the native software in which they were created. Scanning is only permissible in special circumstances, such as cases where no electronic version of a drawing being included in a construction tender package exists.

The information provided in this basic reference guide does not relieve consultants from following the established standards for the production of drawings and specifications. The sole purpose of this guide is to provide basic information on the PDF conversion process, bearing in mind that additional detailed technical information is available from the various software manufacturers.

14.1 Printer Drivers

Adobe Acrobat provides two different printer drivers that are able to convert CADD drawing into PDF format; Acrobat PDF Writer and Acrobat Distiller. It is recommended that Acrobat Distiller be used to create PDF file of architectural and engineering drawings due to their size and complex graphical nature.

14.2 PDF Files Settings

Security:

Files must not be password protected and must allow printing.

Drawing Orientation:

The final PDF drawing files must be displayed on the screen in the same direction that the users are intended to view them.

Font Type:

In order to avoid any problems during the conversion and to minimize the potential for font display errors, the fonts used for the production of construction drawings must be PostScript or True Type fonts.

Resolution:

Since the PDF files will be used for printing, it is recommended to select 600 dots per inch (dpi).

Scale:

When choosing the Plot scale in Adobe, it is important to choose the 1:1 scale to ensure the integrity of the scale from which the drawings were created in the CADD software.

14.3 Scanning

Scanning is not recommended and should be done only when the drawing is not available electronically. When scanning a drawing, scan in real size (scale 1:1) to ensure that the scale remains intact in

subsequent printing. Open each scanned drawing to verify and ensure that the resolution, scale and border are of an acceptable quality.

14.4 Final Checklist

When the drawing file has gone through the PDF conversion, open and verify the following:

- That the sheet size displayed is what was intended to be created (the size is viewable in the lower left corner of the drawing).
- That the orientation of the sheet is correct.
- That the line types, line weights and fonts match the CADD drawing.
- That the PDF file is in black and white.
- That each drawing is a single PDF file.
- That the PDF file is not password protected and printable.

If all the items are verified, the PDF file is useable.

14.5 Additional Information

For more information about the creation of PostScript and EPS files please refer to the User's Guide of the CADD software being used to produce the drawings. For more information about creating PDF file please refer to the Acrobat Distiller User's Guide and/or visit the Adobe Web site at www.adobe.com.