

THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT

REQUEST FOR PROPOSAL (RFP)

All references to the Department of Public Works & Government Services Canada (PWGSC) in the instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>), as well in Doing Business (Appendix D), are to be replaced with the *Royal Canadian Mounted Police (RCMP)*.

TABLE OF CONTENTS

The following is intended to clarify the general structure of the whole document.

Front Page

Supplementary Instructions to Proponents (SI)

SI1 Introduction

SI2 Proposal Documents

SI3 Questions or requests for clarifications

SI4 Canada's Trade Agreements

SI5 Security Requirement

SI6 Web Sites

Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

SC1 Security Requirements

SC2 Supplementary Insurance

SC3 Intellectual Property

Agreement Particulars

Team Identification Format (Appendix A)

Declaration Form (Appendix B)

Price Proposal Form (Appendix C)

Doing Business (Appendix D)

Security Requirements Checklist (Appendix E)

Submission Requirements and Evaluation (SRE)

Project Brief / Terms of Reference (Appendix F)

Description of Services - Required Services (RS)

SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

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

SI2 PROPOSAL DOCUMENTS

1. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2013-06-27), General Instructions to Proponents (GI);
Project Brief / Terms of Reference;
Submission Requirements and Evaluation (SRE);
Any amendment to the solicitation document issued prior to the date set for receipt of proposals
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) the proposal, Declaration Form and Price Proposal Form; and
 - (e) the document entitled "Doing Business" "General Procedures and Standards"; and
 - (f) the RCMP Security Requirements
2. Submission of a proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by these documents.
3. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) issued by

Public Works and Government Services Canada.

R1410T General Instructions to Proponents, Section G11 – Code of Conduct and Certifications – Proposal, referenced above, is amended as follows:

Delete subsections G11.4 and G11.5 in their entirety.

SI3 QUESTIONS OR REQUESTS FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP Page 1 as early as possible. Enquiries should be received no later than 10 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

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

SI5 SECURITY REQUIREMENTS

- 1 This procurement contains a Security Requirement as described in the Supplementary Conditions.
- 2 Foreign proponents shall contact the Contracting Authority for a specific Security clause before submitting their proposal.

SI6 WEB SITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act
<http://laws.justice.gc.ca/en/E-5.401/index.html>

Federal Contractors Program (FCP)
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

Certificate of Commitment to Implement Employment Equity form LAB 1168
<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws.justice.gc.ca/en/L-12.4/?noCookie>

Contracts Canada <http://https://www.achatsetventes-buyandsell.gc.ca/eng>

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

Consultant Performance Evaluation Report Form <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2013-06-27), GC1 - General Provisions
 - R1215D (2011-05-16), GC2 - Administration of the Contract
 - R1220D (2011-05-16), GC3 - Consultant Services
 - R1225D (2012-07-16), GC4 - Intellectual Property
 - R1230D (2012-07-16), GC5 - Terms of Payment
 - R1235D (2011-05-16), GC6 - Changes
 - R1240D (2011-05-16), GC7 - Taking the Services Out of the
Consultant's Hands, Suspension or Termination
 - R1245D (2012-07-16), GC8 - Dispute Resolution
 - R1250D (2012-07-16), GC9 - Indemnification and Insurance
 - Supplementary Conditions Agreement Particulars
 - (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business" "General Procedures and Standards";
 - (e) the RCMP Security Requirements;
 - (f) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (g) the proposal, the Declaration Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
 - (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;

- (c) this Agreement clause;
- (d) Supplementary Conditions;
- (e) General Terms, Conditions and Clauses;
- (f) Agreement Particulars;
- (g) Project Brief / Terms of Reference;
- (h) the document entitled "Doing Business" "General Procedures and Standards";
- (i) the Security Requirements;
- (j) the proposal.

R1210D (2013-06-27), General Conditions – General Provisions, apply to and form part of the Contract. Section GC1.13 Code of Conduct and Certifications - Contract of R1210D referenced above is amended as follows:

Delete subsection 1.13.5 in its entirety.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENTS

The successful Contractor MUST:

1. Provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative, for each person working on this project, if requested. This information will be used for security clearance purposes (i.e. to confirm if persons have a current/valid RCMP Reliability Status clearance). This information must be provided within (5) five working days of request.
2. Ensure that all persons who will have access to RCMP Protected Information hold a valid RCMP Reliability Status security clearance issued by RCMP Departmental Security.
3. If persons currently hold a valid RCMP Reliability Status security clearance issued by RCMP Departmental Security, a new RCMP Reliability Status security clearance application (documents included in Appendix E), will not have to be completed and resubmitted by those individuals.

Please see attached RCMP Security Clearance Requirements and documents at Appendix E.

SC2 SUPPLEMENTARY INSURANCE

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

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

2. Professional Liability shall have a limit of liability of not less than \$1,000,000.00 per claim.

SC3 CONSTRUCTION COST LIMIT

1. The Construction Cost Limit for each component to be completed as part of this proposal are as follows:

Black Lake Detachment = \$6,033,460.00 plus GST.
Black Lake Employee Housing = \$1,000,000.00 plus GST.
Stony Rapids Detachment Conversion = \$500,000.00 plus GST.
2. In accordance with GC 3.11 Cost Control, throughout Project Development, the Construction Cost Estimate prepared by the Consultant shall not exceed the Construction Cost Limit as specified above. This disclosure of available funds does not commit Canada to pay Consultant fees based on such an amount.

AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE in the Request for Proposal.

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent -Architect):

Firm or Joint Venture Name:
.....
.....

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....

II. Key Sub Consultants / Specialists:

Mechanical Engineer

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....

Structural Engineer

Firm Name:
.....

Key Individuals and provincial professional licensing status:
.....
.....
.....
.....
.....

Electrical Engineer

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status:
.....
.....
.....
.....
.....

Civil Engineer

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status:
.....
.....
.....
.....
.....

Landscape Architect

Firm Name:
.....
.....

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....

APPENDIX B - DECLARATION FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:
(if different than street address)

City:

City:

Prov./Terr./State:

Prov./Terr./State:

Postal/ZIP Code:

Postal/ZIP Code:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

<p>Type of Organization:</p> <p>_____ Sole Proprietorship</p> <p>_____ Partnership</p> <p>_____ Corporation</p> <p>_____ Joint Venture</p>	<p>Size of Organization :</p> <p>Number of Employees _____</p> <p>Graduate Architects/Professional Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p> <p>Other _____</p>
---	--

APPENDIX B - DECLARATION FORM (CONT'D)

Project Title:

Name of Proponent:

This Declaration forms part of the proposal. Failure to include such representation and warranty with the proposal by executing the signature block below will render the proposal as non-responsive. The completed form should be included with your Phase One Proposal.

DECLARATION:

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached Proposal is accurate to the best of my knowledge.

Name (print): _____

Capacity: _____

Signature _____

Telephone Number: () _____

Fax Number: () _____

E-mail: _____

Date: _____

During proposal evaluation period, the RCMP contact will be with the above named person.

APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, RCMP Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include GST/HST.

PROponents SHALL NOT ALTER THIS FORM

A. Project Title: Black Lake Detachment

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

FIXED FEE (R1230D, GC 5 - Terms of Payment)

SERVICES		FIXED FEE
Pre – Design Services	+	\$ _____
Design Development	+	\$ _____
Construction Documents 50%	+	\$ _____
Construction Documents 99%	+	\$ _____
Tender Documents	+	\$ _____
Construction Administration Services	+	\$ _____
Post Construction Services	+	\$ _____
MAXIMUM FIXED FEES FOR A		\$ _____

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, RCMP Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include GST/HST.

PROponents SHALL NOT ALTER THIS FORM

B. Project Title: Black Lake Employee Housing

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

FIXED FEE (R1230D, GC 5 - Terms of Payment)

SERVICES		FIXED FEE
Pre – Design Services	+	\$ _____
Design Development	+	\$ _____
Construction Documents 50%	+	\$ _____
Construction Documents 99%	+	\$ _____
Tender Documents	+	\$ _____
Construction Administration Services	+	\$ _____
Post Construction Services	+	\$ _____

MAXIMUM FIXED FEES FOR B \$ _____

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, RCMP Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include GST/HST.

PROponents SHALL NOT ALTER THIS FORM

C. Project Title: Redevelopment of the Existing Stony Rapids Detachment into Employee Housing

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

FIXED FEE (R1230D, GC 5 - Terms of Payment)

SERVICES		FIXED FEE
Pre – Design Services	+	\$ _____
Design Development	+	\$ _____
Construction Documents 50%	+	\$ _____
Construction Documents 99%	+	\$ _____
Tender Documents	+	\$ _____
Construction Administration Services	+	\$ _____
Post Construction Services	+	\$ _____
MAXIMUM FIXED FEES FOR C		\$ _____

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

TOTAL FIXED FEES FOR ALL THREE PROJECT SEGMENTS. (A+B+C) \$ _____

THE FOLLOWING WILL ALSO FORM PART OF THE EVALUATION PROCESS

“All disbursement costs shall be included in the overall fixed fee proposal. No consideration will be given for any disbursement costs except those identified in clause R1230, GC 5 – Terms of Payment, section GC 5.12”

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

Signature of Consultant or Joint Venture Consultants.

The Consultant agrees to provide ALL services requested in the Request For Proposal. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....
name signature

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

.....
name signature

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

.....
name signature

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

END OF PRICE PROPOSAL FORM

APPENDIX D – DOING BUSINESS

Included as a separate document.

Appendix E – SECURITY REQUIREMENTS

Guidelines and Documents To Be Completed By Persons Who Do Not Have A Current Valid RCMP Reliability Status Clearance Issued by RCMP Departmental Security Unit:

1. RCMP Security Clearance Requirements (Law Enforcement Checks) – Guidelines (to be reviewed)
2. Contractor Consultant Information Sheet (**to be completed**)
3. TBS 330-23E – Personnel Screening Consent and Authorization Form (**to be completed**)
4. TBS 330-23E – Residence (Additional Information) Form (**to be completed if required**)
5. TBS 330-60E – Security Screening Form (**to be completed**)
6. Additional Instructions for Completing TBS 330-23E (to be reviewed)
7. Additional Instructions for Completing TBS 330-60E (to be reviewed)
8. Sample Document of Completed TBS 330-23E – Personnel Screening Consent and Authorization Form (to be reviewed)
9. Sample Document of Completed TBS 330-60E – Security Screening Form (to be reviewed)
10. Security/Reliability Interview Pre-Interview Questionnaire (**to be completed**)

(The above noted documents are included on subsequent pages of this Invitation to Tender document)

Submission Requirements and Evaluation (SRE)

Submission Requirements and Evaluation (SRE)

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

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

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

1. FORMAT

The following format should be implemented when preparing the proposal.

1.1.1 Paper size - 216mm x 279mm (8.5" x 11").

1.1.2 Minimum font size - 10 point Times or equal.

1.1.3 Minimum margins - 19 mm left, right, top, and bottom.

1.1.4 Double-sided submissions are expected.

1.1.5 One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper.

1.1.6 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.

NOTE: ELECTRONIC TRANSMISSIONS

Due to the nature of this solicitation, complete hard copies of the technical proposal as well as the price proposal (in separate envelope), along with supporting information, are required to allow a proper evaluation to be conducted. Electronic transmission of the proposal by such means as electronic mail or facsimile is not considered to be practical, and therefore will not be accepted.

Revisions to proposals may be sent electronically, however, in accordance with GI17 (Section E above).

2. SUBMITTAL REQUIREMENTS

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

2.2 Maximum number of pages including text and graphics to be submitted for the rated requirements under SRE 4 is thirty (30) pages.

2.3 The following contents are not included as part of the maximum page limitation noted in 2.2:

2.3.1 Covering letter (optional - contents not evaluated)

- 2.3.2 Completed Consultant Team Identification Form (Appendix A); and
- 2.3.3 Completed and signed Declaration Form (Appendix B); and
- 2.3.4 Front page of the RFP Solicitation;
- 2.3.5 Front page of revision(s) to the RFP; and
- 2.3.6 Price Proposal (Appendix C)

2.4 Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the RCMP Evaluation Board members for evaluation.

3. MANDATORY REQUIREMENTS

At bid closing time, the Proponent must :

- a) comply with the following Mandatory Requirements; and
- b) achieve an individual criterion pass mark of 50% and a minimum overall Technical Score of 60% **(510 out of the 850 points available)**.
- c) provide the necessary documentation to support compliance.

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

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Proponent must be authorized to provide architectural and engineering services, and the Consultant team must include an architect, a civil engineer, a mechanical engineer, an electrical engineer and a structural engineer, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the province of Saskatchewan. ** Proponent's must indicate current license or how they intend to meet the provincial licensing requirements.		
M2	The Proponent's Consultant Team must include personnel to carry out all Work identified in the Solicitation, in: Architecture, Mechanical Engineering, Electrical Engineering, and Structural Engineering, Civil Engineering, and Landscape Engineering.		
M3	The Proponent must identify the name of the Proponent firm, and any key Sub-Consultant firms, Key Specialists, and key personnel, if applicable, to be assigned to the project, along with their licensing and professional affiliation(s). An example of an acceptable format for submission of the team identification information is provided in Appendix A		

M4	The Proponent must complete, sign, and submit Declaration Form, provided in Appendix B.		
-----------	---	--	--

4. RATED REQUIREMENTS - TECHNICAL

Each Technical Proposal that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria. All Point-Rated Evaluation Criteria will be allocated points using “**Evaluation Table 1**” (as identified below).

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p><u>Past Achievements on Projects (Project Team):</u></p> <p>The Proponent should describe their accomplishments, achievements and experience as a Prime Consultant on projects. Select two (2) projects undertaken to the construction stage, within the last ten (10) years that have similarities to a secure facility and/or having utilized transportable modular design. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> An explanation on how each listed past project is comparable/relevant to the current project requirement. (25 Points) A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions. (25 Points) An explanation of any variance in budget between the original project budget, the contract price, and final construction cost, and how the variance was managed. (10 Points) An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) The names of key personnel responsible for project delivery and their roles. (5 Points) 	75		
R2	<p><u>Past Achievements of Key Sub-Consultants and Specialists:</u></p> <p>The Proponent should describe the accomplishments,</p>	75		

	<p>achievements and experience of the Sub-Consultants or Specialists, either as the Prime Consultant or in a Sub-Consultant capacity on projects. Select two (2) projects undertaken to the construction stage, within the last ten (10) years that have similarities to a secure facility and/or having utilized transportable modular design. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable/relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 5. The names of key personnel responsible for project delivery and their roles. (5 Points) 			
<p>R3</p>	<p><u>Client References on Past Projects:</u></p> <p>The Proponent should identify client references for each project described in R1.</p> <p><u>Allocation of Points:</u></p> <p>Points will be awarded for the quality of each review with the identified client references, and allocated as follows:</p> <ol style="list-style-type: none"> 1. Quality of client reference for past projects described in R1 for Budget Management. (10 Points) 2. Quality of client reference for past projects described in R1 for Schedule Management. (10 Points) 3. Quality of client reference for past projects described in R1 for Communication / Collaborative team work. (10 Points) 	<p>50</p>		

	<p>4. Quality of client reference for past projects described in R1 for Client Satisfaction. (15 Points)</p> <p>5. Client reference information provided including, but not limited to: names, address, phone number, email address. (5 Points)</p>			
R4	<p><u>Past Achievements of Key Personnel on Projects:</u></p> <p>The Proponent should describe the experience and performance of key personnel to be assigned to this project, regardless of their past association with the current Proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, and to recognize their past responsibilities, commitments and achievements.</p> <p><u>Allocation of Points:</u></p> <p>1. Brief CV's of a maximum of two (2) senior project personnel of the Prime Consultant's staff who will be assigned to this project. (10 Points)</p> <p>2. Brief CV's of a maximum of two (2) project personnel of each Sub-Consultant's or Specialist's staff who will be assigned to this project. (10 Points)</p> <p>3. Professional Accreditation, accomplishments, achievements, and awards of each team member. (10 Points)</p> <p>4. Relevant project experience, expertise, competence, number of years of experience of each team member. (10 Points)</p> <p>5. Role, responsibility and degree of involvement on past relevant projects of each team member. (5 Points)</p> <p>6. The extent to which each team member has successfully performed services for projects comparable to the current project requirement. (5 Points)</p>	50		
R5	<p><u>Understanding of the Project:</u></p> <p>The Proponent is to demonstrate their understanding of the goals of the current project requirement, the functional/technical requirements, the constraints and the issues that will shape the end product.</p>	175		

	<p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Clearly identify the Functional and Technical Requirements, and demonstrating the goals of the current project requirement. (55 Points) 2. Clearly identify the significant issues, challenges and constraints related to the current project requirement. (40 Points) 3. Review the Project Schedule, as identified in this Solicitation and clearly identify/assess risk management elements that may affect the current project requirement. (40 Points) 4. Review the cost information identified throughout the Solicitation, and clearly identify/assess risk management elements that may affect the current project requirement budget. (40 Points) 			
<p>R6</p>	<p><u>Scope of Services:</u></p> <p>The Proponent should demonstrate their capability to perform the services and meet project challenges.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the obligations of this current project requirement. (40 Points) 2. <u>Work Plan</u> – Provide an example of a detailed breakdown of work, tasks, and deliverables anticipated for this current project requirement. (35 Points) 3. <u>Project Schedule</u> – Provide an example of a detailed schedule, showing major milestones and critical path elements. (35 Points) 4. <u>Risk Management Strategy</u> – Clearly identify, and provide a Risk Management Strategy that relates to the current project requirement. (20 Points) 5. <u>Sustainable Development</u> – Clearly identify initiatives that should be considered within the implementation of this current project requirement, how they may be measured, and whether they would have a significant impact on the project budget. (20 Points) 	<p style="text-align: center;">150</p>		

<p>R7</p>	<p><u>Management of Services:</u></p> <p>The Proponent should provide their logistics approach and their team management structure and organization.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Identify the approach to working with the RCMP and working on a project to be constructed using a modular methodology and delivered, set-up and connected to utilities in a remote northern community. (30 Points) 2. Provide organization charts to demonstrate the Team’s structure, including responsibilities and reporting relationships of the Consultant, Sub-Consultant and Specialists; clearly identify the roles, responsibilities and assignments of key personnel on the project, and clearly indicate what backup support will be provided within each discipline. <i>**If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a Sub-Consultant, this should be indicated here. Include Joint Venture plan, if applicable.</i> (55 Points) 3. Clearly articulate the expected quality control techniques to be utilized by all disciplines along with a defined peer review structure and process. (30 Points) 4. Clearly articulate the expected cost control techniques to be utilized by all disciplines. (30 Points) 5. Clearly identify Communication Strategies, including how the response time requirements will be met. (30 Points) 	<p style="text-align: center;">175</p>		
<p>R8</p>	<p><u>Design Methodology and Approach:</u></p> <p>The Proponent should elaborate on specific aspects of the project considered to be major challenges and illustrate your firm’s design approach/methodology to address these challenges. This is the opportunity to state the overall design philosophy of the team as well as its approach for resolving design issues and in particular, to focus on the unique aspects of this specific project.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Provide a Design / Philosophy / Approach / 	<p style="text-align: center;">100</p>		

	<p>Methodology to address the challenges within this current project requirement. (40 Points)</p> <p>2. Provide past innovative and creative solutions utilized on a project of this type, especially those that demonstrate a holistic approach. (50 Points)</p> <p>3. Describe the major challenges identified and how the approach will be applied these particular challenges. (10 Points)</p>			
--	---	--	--	--

Pass Mark:	Max Score:	Total Score:
510	850	_____

Evaluation Table 1:

0%	The Proponent did not submit information to be evaluated.
10%	The information submitted is unacceptable and does not meet the rated requirement. The weaknesses cannot be corrected. The Proponent lacks the qualifications and experience. The proposed Team is not likely able to meet the current project requirements. The sample projects demonstrated have no relation with the current project requirement. The Proponent's capability is unacceptable. The Proponent receives 10% of the available points for this element.
20%	The information submitted is extremely poor and generally does not meet the rated requirement. It is doubtful that the weaknesses can be corrected. There are obvious and serious lapses with the Proponent's qualifications and experience. The proposed Team is missing key components and the overall experience is low. The sample projects demonstrated are most likely not related to the current project requirement. The Proponent's capability is extremely poor, and insufficient to meet performance requirements. The Proponent receives 20% of the available points for this element.
30-40%	The information submitted lacks sufficient detail to meet the rated requirement. The weaknesses can most likely be corrected. The Proponent lacks sufficient qualifications and experience. The proposed Team is generally weak, and is either missing components, or lacking overall experience. The sample projects demonstrated are generally not related to the current project requirement. The Proponent has little capability to meet performance requirements. The Proponent receives between 30% and 40% of the available points for this element, based on the Evaluation Team consensus.
50%	The information submitted barely meets the rated requirement. The weaknesses are easy to correct. The Proponent has only minimum qualifications and experience. The proposed Team is capable of minimally fulfilling the current project requirement. The sample projects demonstrated are somewhat related to the current project requirement. The Proponent has an acceptable capability, and should be able to meet minimum performance requirements. The Proponent receives 50% of the available points for this element.
60-70%	The information submitted satisfies the rated requirement. There are no significant weaknesses identified. The Proponent is adequately qualified and experienced. The proposed Team covers all components and will most likely completely fulfill the current project requirement. The sample projects demonstrated are related to the current project requirement. The Proponent has average capability, and should be adequate for effective results. The Proponent receives between 60% and 70% of the available points for this element, based on the Evaluation Team consensus.
80-90%	The information submitted more than satisfies the rated requirement. There are no apparent weaknesses present. The Proponent is well qualified and experienced. The proposed Team is quite strong, with some members previously working together. The sample projects demonstrated are directly related to the current project requirement. The Proponent has superior capability and should ensure effective results. The Proponent receives between 80% and 90% of the available points for this element, based on the Evaluation Team consensus.
100%	The information submitted exceeds the rated requirement. There are no weaknesses. The Proponent is highly qualified and experienced. The proposed Team is exceptional, and has previously worked effectively together on comparable assignments to the current project requirement. As per the sample projects demonstrated, the Proponent has taken the lead with work directly related to the current project requirement. The Proponent is exceptionally capable, and should ensure extremely effective results. The Proponent receives 100% of the available points for this element.

5. RATED REQUIREMENTS - PRICE PROPOSAL

(Maximum possible points for Price Proposal - 150)

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

5.2 Refer to GI 3 (Overview of Selection Procedure), item 3.2, and the following 5.4 for Price Proposal rating formula.

5.3 All price proposals which are greater than 25% above or below the average price will cause their respective complete proposals to be set aside and receive no further consideration.

5.4 The remaining price proposals will be reduced for ranking purposes only by reducing the total actual bid price by a percentage equal to the total number of points assigned through evaluation of the bid.

5.4.1 The remaining price proposals are rated as follows:

(a) The lowest price proposal receives a Price Rating of 150.

(b) The second, third, fourth and fifth lowest prices receive Price Ratings of 120, 90, 60, and 30 respectively. All other price proposals receive a Price Rating of 0.

(c) On the rare occasion where two (or more) price proposals are identical, these price proposals receive the same rating and the corresponding number of following ratings is skipped.

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

6. FINAL SELECTION

6.1 SELECTION PROCEDURE

Refer to GI 3 of the General Instructions to Proponents (R1410T) for an overview of the Evaluation and Selection Procedure.

6.2 MAXIMUM POSSIBLE TOTAL POINTS

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Proposal	0-850	85	0-850
Price Proposal	0-150	15	0-150
Total Score		100	0-1000

6.3 RECOMMENDATION

The proponent receiving the highest Total Score combined (see 6.2 above) is the first entity that the Evaluation Board will recommend being approached in order to finalize details of an agreement for the provision of the required services. In the case of a tie, the proponent submitting the lower actual price for the services will be recommended.

7. PROPOSAL SUBMISSION REQUIREMENTS - CHECKLIST

7.1 The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in "Submission of Proposals", General Instructions (GI 10)

- Declaration / Certification Form - completed and signed form(s) provided in Appendix A
- Proposal - 1 signed original + 4 copies
- Front page of RFP - completed and signed
- Front page of Revision(s) to an RFP - completed and signed

In a separate envelope:

- Price Proposal Form
 - one (1) completed and submitted in a separate envelope
 - Technical Proposal
 - Team Identification - Annex D
 - Signed Declaration Form - Annex E

APPENDIX F – Project Brief

1 GENERAL INFORMATION

1.1 PROJECT NARRATIVE

The purpose of this project is to complete the design for a modular detachment facility to be located in the Community of Black Lake, SK.

The detachment modules will be manufactured, delivered to, set-up and connected to utilities for the provision of policing services to the Black Lake, SK detachment area. The anticipated size of the facility for this location is approximately 805 M². There is also a requirement for the provision of new Employee housing for the detachment operation in Black Lake. A total of 3 houses are required and will be expected to be provided in advance of the detachment. The third phase of this project encompasses the redevelopment and renovation of the existing detachment in Stony Rapids, creating additional employee housing. This facility is currently made up of administrative and detention space and is approximately 400 M² in area. A fixed fee proposal is requested for each of these 3 phases.

The planned new housing for Black Lake must be of modular construction should there ever be a requirement to relocate the housing to meet other demands. These housing units would normally only be moved once to the proposed site, however, they must be designed to enable a normal relocation to another community in the future. The intent will be to have the construction contract for the housing and the modular detachment to be issued as a single tender, with the housing being made available to the contractor for their use as accommodations during the delivery, set-up and completion of the detachment project.

The new detachment and employee housing for Black Lake will be situated on the same parcel of land that is approximately 0.95 Ha in area. It is intended that the entire site will require development to accommodate all of the planned facilities and future development in the form of additional employee housing units. The site is completely treed. Selective clearing is expected to allow for the use of the existing vegetation in the site/landscape plan.

The RCMP requests that the Consultant Team develop a design for a panelized two bedroom house, approximately 100 M² in area, that would be considered able to be separated into two specific sections to make the house transportable for relocation to another community should the demand occur in the future. It is expected that by having these residences pre-manufactured in a factory setting and then erected on site will allow for the best of both worlds, with the high level of quality control that a factory assembly normally offers along with a higher level of quality finish by having the unit erected on site. There is an expectation that there is going to be a high demand for these types of residences by the RCMP for placement in isolated, northern communities in western Canada. The final design of the residences for Black Lake will be considered a prototype and a base model for additional use. For these purposes, the RCMP will retain the rights to the design for re-use of this specific housing design. The Consultant Team may be called upon in the future to provide services to modify the design to take into account lessons learned from repeat use or to provide services to deal with site specific requirements. These occurrences will be managed separately from this procurement.

For the new detachment site there is also a requirement for a self-contained fuel storage tank which must be designed to handle any fuel spills that may occur and the design must also meet all Government requirements as set out by the Storage Tank Systems for Petroleum Products and Allied Petroleum Regulations (Canadian Environmental Protection Act 1999, Fisheries Act). Final tank capacity to be determined by the requirements of the new detachment design with some thought also towards future

expansion requirements for the next 20 years. Ensure that all regulations as established by Aboriginal and Northern Affairs for the installation and operation of above ground fuel storage tanks are met.

The existing detachment in Stony Rapids is approximately 400 M2 in area, which is broken down into an area of approximately 300 M2 that is Office space and approximately 100 M2 that is considered detention space. The consultant team will be tasked with review of this existing facility to consider options to re-purpose the office space for use as three self-contained apartments for individual occupants. The detention area could be considered for common uses for all occupants. Examples for consideration would include a laundry area, storage assigned for each apartment, general use spaces for any RCMP employees who are working in the community of Stony Rapids, etc. It is intended that the design for this part of the project will occur concurrent to the construction of the new detachment. A separate construction tender will be advertised for the redevelopment of the Stony Rapids detachment facility prior to completion of construction of the new detachment. It is expected that the construction activity for this renovation will occur as soon as the detachment operations in this facility have fully relocated to the new facility in Black Lake.

1.2 INTRODUCTION

The RCMP requires the services of Architectural and Engineering professionals to provide the services for the design, construction, delivery and set-up of modular detachment facilities to meet identified program requirements and for new modular housing in Black Lake and for the redevelopment of the existing detachment in Stony Rapids for use as additional employee housing.

1.3 CONSTRAINTS AND CHALLENGES

- 1.3.1 Security clearances will be required by personal working on this project.
- 1.3.2 Budget control and management is of significant importance in the completion of this project. Utilization of innovative design to reduce the overall cost of the project is critical and design options provided by the consultant team will be challenged to ensure economies and efficiencies are identified.
- 1.3.3 These facilities will be delivered and set up for use in a highly remote northern community. An absolute consideration must be ease of maintenance and easy access to parts for repair of equipment and systems installed in the facilities.
- 1.3.4 These facilities will need to be designed and developed to enable transport via the Provincial road network to the community noted. The individual modules must be easily connectable to one another to create a single large operating detachment and designed to ensure that the building envelope at the connection points is as secure as the remainder of the structure.

1.4 PROJECT INFORMATION

- 1.4.1 Project Title: Architectural and Engineering Design Services – New Modular RCMP Detachment and Employee Housing at Black Lake, SK, and; Renovation of Existing Detachment into Employee Housing, Stony Rapids, SK.
- 1.4.2 Project Location: Black Lake and Stony Rapids, Saskatchewan
- 1.4.3 Scope: Design to meet the requirements of the functional programs, applicable codes, and contract administration for the prototypical design of modular detachment facilities.

Work to include:

- 1.4.4.1 Pre-design activities, which include review of modular building industry standards and practices, panelized housing standards and practices to identify options for consideration and use in achieving success for this program of work.
- 1.4.4.2 New design options to meet functional requirements
- 1.4.4.3 Completion of Tender Documents. Note: There will be two separate construction tender activities; one for the provision of housing and detachment in Black Lake and the second for the redevelopment of the Stony Rapids detachment facility.
- 1.4.4.4 Project Administration
- 1.4.4.5 Warranty

2 PROJECT OBJECTIVES

2.1 PROJECT DELIVERY APPROACH

- 2.1.1 The tendering of these requirements will be an open tender on the Government Electronic Tendering System, administered by the RCMP.

2.2 OBJECTIVES

2.2.1 Objective One: Functional Performance

- 2.2.1.1 Provide a modular design that will allow for varying functional requirements and to meet specific spatial values. Provide a panelized, modular house design that will allow the housing unit to be separated into 2 halves to enable relocation in the future should organizational requirements dictate same. Particular attention must be paid to the connection points to ensure that a complete building envelope is maintained.

2.2.1.2 Achieve:

- 1) A design that provides functional, responsive and efficient workspace and living spaces in keeping with the functional programs, the RCMP and Treasury Board standards.
- 2) Healthy working and living environments that fully support optimum work productivity.
- 3) Easy to use and adaptable systems and technologies to support requirements with capacity for growth and change.
- 4) Effective and efficient office landscape furniture plan, utilizing approved suppliers from the Government of Canada's National Master Standing Offer Agreement, fully coordinated with the Mechanical and Electrical disciplines.
- 5) Effective and continuous physical security for the occupants in the conduct of their daily business.

2.2.2. Objective Two: Design Quality and Character

2.2.2.1 Provide a modular design that will effectively and appropriately serve the RCMP and its operations. Provide a panelized, modular house design that is efficient and practical.

2.2.2.2 Achieve:

1) Design excellence, use of quality materials and precise execution respecting the location and climate where these facilities will be located and those effects on a modular structure.

2) A modular design that will reflect the importance and the nature of the functions it serves and fits within the surrounding environment.

3) Quality and construction methods shall be robust and able to withstand transportation and delivery of the modules to the location where it will operate and should reflect the expectations defined in CSA Standard S478-95, "Guidelines on Durability in Buildings (Design)." The final product shall be designed to have a medium life of 25 to 49 years per the standard.

4) An integrated design.

2.2.3 Objective Three: Building Performance

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

2.2.3.2 Achieve:

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

2) Healthy and safe environments that meet or exceed all codes for fire, health, and life safety.

3) A building that fully integrates all components and systems (architectural, structural, mechanical, electrical, security, furniture design).

4) Fabric and systems that are of a high quality; designed in response to sound building science, life cycle cost effectiveness, ease of maintenance with accessible parts for servicing and constructed with the best workmanship available.

5) Mechanical systems that can be accessed and easily maintained and repaired and/or replaced in the building life cycle, as required.

6) A detachment building that will be designed to exceed the model National Energy Code by a minimum of 35%.

2.2.4 Objective Four: Project Delivery

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

2.2.4.2 Achieve:

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

2.3 SCOPE OF WORK

2.3.1 Overview

2.3.1.1 *Phase I* Review the site(s), the current functional programs, and provide 2 concepts for consideration by the RCMP for the provision of a design for a panelized, modular capable two bedroom house and a modular detachment facility, ensuring optimal use of space and consideration for future growth. The RCMP have previously had designed standard 2 and 3 bedroom housing units. These previous designs will be made available to the consultant team to provide perspective only. The RCMP have previously designed, constructed, delivered and set-up of a modular detachment in remote northern Manitoba. The design utilized for that project will be made available to the consultant team to provide perspective only. It is intended that the consultant team will seek to use these documents for the purposes of gaining an understanding of the intended results.

Phase II Design and completion of Tender Documents based upon approved recommendations from Phase I.

Phase III Contract Administration including Commissioning and warranty.

2.3.2 Architectural, Interior Design

2.3.2.1 Design to provide accommodations in response to the functional space program for the construction of a new detachment in Black Lake, SK that will total approximately 805 M2 in size, and; Three new housing accommodations approximately 100 M2 in area, each, as part of the overall construction tender for the Detachment, and; Redevelop the existing detachment in Stony Rapids to convert the use to employee housing to accommodate 3 individual suites. This design work for the Stony Rapids Detachment redevelopment will occur concurrently to the construction phase of the new detachment in Black Lake. Geotechnical surveys will be completed by the RCMP in advance of each of these projects and the results will be made available to the consultant team.

Services also to include office furniture layouts including workstations etc.; to include all fittings and equipment.

Develop the space to ensure proper optimization of building footprint to site size ratio, ensuring that the parking require and site requirements identified are accommodated.

The table below identifies an overview of the spaces required.

Modular Detachment	
Usage	SQ Meters (approx. +/-)
Public Area (Recept, Vestibules, etc)	44.7
Office Area	109.8
General Support Area	122.1
Operational Support Area	69.3
Secure Area	189.6
Total Basic	535.5
Circulation Gross Up (24%)	128.5
Total Usable	664.0
Service/Common area (10%)	66.4
Total Rentable	730.4
Vertical Penetrations/Exterior Walls	73.0
Total Gross Space	805.0

2.3.3 Civil Engineering

2.3.3.1 All applicable civil elements to deliver this project. Elements include but not limited to site services, site grading, site parking, fuel storage tank system site access and storm water run-off and collection systems. A geo-technical investigation of the proposed site has been completed and will be available to the successful proponent.

2.3.4 Structural Engineering

2.3.4.1 All applicable structural elements for the project design. A geo-technical investigation of the proposed site has been completed and will be available to the successful proponent.

2.3.5 Mechanical Engineering

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

2.3.5.2 All applicable mechanical systems for the operation of the fuel storage tank.

2.3.6 Electrical Engineering

2.3.6.1 All applicable electrical systems for the operation of a detachment facility and the housing units.

2.3.6.2. All applicable electrical systems for the operation of the fuel storage tank.

2.3.7 Landscape Architecture

2.3.7.1 All applicable elements for the development of the landscape of the site with specific attention placed in having the landscape blend into the surrounding environment.

2.3.8 Building Components and Connectivity

General

This project includes implementation of the Building Components and Connectivity (BCC) program. The objective of the BCC program is to meet the operational requirements of the User Departments to allow immediate occupancy of the space. Building components means building fixtures, furnishings and equipment. Building connectivity means the physical, electronic and other systems that connect buildings and the workstations in them.

2.3.8.1 BCC Components includes acquisition for the following list (but not limited to):

Commercially Available Furniture, utilizing the National Master Standing offers for the Government of Canada.

Purpose-Built Furniture and Shelving, mobile shelving.

Soft Seating,

Chairs,

Task Lighting,

Kitchenette Equipment (fridge, microwave, freezer)

Window treatment (ie. Blinds)

Health and Safety Equipment,

2.3.8.2 BCC Components does not include the following:

Office equipment related to administrative functions such as: computers, printers, fax machines, television sets, VCRs, converters, phone sets or radios, smartboards.

2.3.8.3 BCC Connectivity includes the following building-specific list (but not limited to):

Cabling,

CATV,

Network,

Telephony,

Whips,
Multimedia (TV, Smartboards),
Digital Asset Management System,

2.3.8.4 Scope of BCC for this Project

- .1 For this project, BCC is divided into functional groups as follows:
 - .1 Information Services,
 - .2 Security,
 - .3 Furniture/Equipment.
- .2 The responsibility for contracting for BCC will be in two parts as follows;
Information Services and Security Devices will be supplied and installed separately by the RCMP and User Departments,

Furniture and Equipment will be contracted as part of the project and therefore is part of the work of this contract. Commercial furniture may be selected from an approved supplier from a National Master Standing Offer.

- .3 It will be the Consultant's responsibility to ensure full coordination to accommodate all BCC implementation with the building construction project and provide the related infrastructure and systems requirements.

2.4 PROJECT BUDGET

- 2.4.1 Indicative Cost Estimate for construction for the Black Lake Detachment is \$5,248,460.00 for the Black Lake Employee Housing is \$1,000,000.00 for the redevelopment of the Stony Rapids Detachment is \$500,000.00. The previous values do not include construction risk, design contingency, design fees or GST but does include construction contingencies. This budget is based on a Class "D" estimate.

2.5 PROJECT DELIVERY APPROACH

- 2.5.1 There will be two (2) separate construction tender activities. Both will use a Traditional, design - single tender - build approach. A consultant will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to Design Development, Construction documents, tendering and Construction administration. Contractors will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to construction.
- 2.5.2 All work to be managed by the RCMP.

2.6 DESIGN QUALITY

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

2.7 PROJECT TEAM

- 2.7.1 The prime consultant (proponent) and his/her personnel identified in the submission, including sub-consultants and specialists comprise the integrated consultant design team (consultant team). The consultant team will be required to maintain its expertise for the duration of the project.

- 2.7.2 The prime consultant shall be responsible to co-ordinate and direct all consultant team activities.

- 2.7.3 The consultant team shall be comprised of qualified professional and technical expertise with extensive relevant experience, and shall be capable of providing the services identified in the Required Services (RS) section of this Project Brief.

2.7.3.1 All members of the consultant team shall be eligible to work in the Province of Saskatchewan.

2.7.3.2 Members of the consultant team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty.

2.7.3.3 Proponents are permitted to expand their consultant team to include additional disciplines.

- 2.7.4 Expertise and relevant experience requirements for this project are as follows:

2.7.4.1 Administrative

Project Management

2.7.4.2 Regulatory Analysis, Planning, Design, and Development

Building Code

Municipal Zoning

Occupational Health and Safety

Fire and Life Safety

2.7.4.3 Program Analysis, Planning, Design, and Development

Enriched front end planning

Functional Programming

2.7.4.4 Site Analysis, Planning, Design, and Development

Site Planning

Landscape Architecture

Civil Engineering / Municipal Engineering (infrastructure)

2.7.4.5 Building Analysis, Planning, Design, and Development

Architecture and Specialties:

General Architecture

Interior Design

Sustainable Design

Codes and life safety

Building envelope

Signage and Wayfinding

Security
 Engineering:
 Structural
 Seismic
 Mechanical
 Heating Ventilation Air Conditioning (HVAC)
 Plumbing
 Fire protection
 Indoor / outdoor air quality design and control
 Building automation / energy management control systems
 Electrical
 Power
 Lighting
 Information technology and communications
 Civil
 Geotechnical
 Commissioning

2.7.4.6 Budget, Schedule and Risk Analysis, Planning, Design, and Development

Cost planning, life cycle costing, estimating and control
 Time Planning, Scheduling, and Control
 Risk Management

2.8 PROJECT SCHEDULE

2.8.1 Schedule

Black Lake Detachment:

Award Consultant Contract	March 20, 2014
Present Concept Design Options	May 5, 2014
Finalize Module Options for Floor Plan	June 6, 2014
Design Development Report	July 16, 2014
50% Contract Documents	September 22, 2014
99% Contract Documents	Nov 28, 2014
Final Tender Documents	December 19 th 2014
Issued Construction Tender	Jan 12, 2015
Award Construction Contract	March 13, 2015
Construction Completion	April 13, 2016
Building Occupancy	May 13, 2016

Black Lake Employee Housing:

Award Consultant Contract	March 20, 2014
Present Concept Design Options	May 5, 2014
Finalize Options for Floor Plan	June 6, 2014
50% Contract Documents	July 16, 2014
99% Contract Documents	September 1 st , 2014
Final Tender Documents	September 22, 2014
Issued Construction Tender	Jan 12, 2015

Award Construction Contract	March 13, 2015
Construction Completion	October 1 st 2015
Building Occupancy (RCMP)	May 2016

Stony Rapids Detachment Redevelopment for Employee Housing:

Award Consultant Contract	March 20, 2014
Present Concept Design Options	March 2, 2015
Finalize Options for Floor Plan	March 31 st , 2015
Design Development Report	May 6, 2015
50% Contract Documents	June 17th, 2015
99% Contract Documents	Aug 17, 2015
Final Tender Documents	Sept 4, 2015
Issued Construction Tender	Oct 12, 2015
Award Construction Contract	Dec 2, 2015
Construction Completion	August 2016
Building Occupancy	September 2016

2.9 INVOICING

- 2.9.1 The Consultant is permitted to invoice as GC5 – Terms of Payment. Each invoice should be accompanied by an accounting of expenses to the date of the invoice.
- 2.9.2 All invoices shall be sent to the Project Manager for his review and processing.
- 2.9.3 The Consultant’s last invoice shall be marked “Final”. This will result in closing of the contract and deletion of any further opportunity to invoice.

2.10 EXISTING DOCUMENTATION

- 2.10.1 Copies of all pertinent documentation will be made available to the Consultant.
- 2.10.2 The successful Consultant will be provided with the following background documents;
 - 2.10.2.1- As built drawings of the modular detachment facility constructed and placed in Little Grand Rapids, MB.
 - 2.10.2.2 – Sample drawings of employee housing that has been provided in other locations.
 - 2.10.2.3 – Autocad files from the 2001 renovation to the Stony Rapids detachment.
- 2.10.3 Disclaimer
 - 2.10.3.1 Reference information will be available in the language it is written.
 - 2.10.3.2 The documentation may be unreliable and is offered “as is” for use by the Consultant.

3 CONSULTANT SERVICE REQUIREMENTS

3.1 CONSULTANT SERVICE REQUIREMENTS

- 3.1.1 The Consultant will be responsible for providing and coordinating full professional Architectural and Engineering services required, from the Pre- Design Services Stage to the completion of the

Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:

3.1.1.1 Architectural and Engineering Services

3.1.1.2 Budget and Schedule Management Services

3.1.2 Summary Scope of Services

3.1.2.1 Pre- Design Services to include review of the programs and building site along with topographical and geo-technical information for the new detachment and employee housing and provide a report of any issues which require redress. Conduct architectural, mechanical and electrical systems assessment with recommendations to address deficiencies as part of the scope for the redevelopment of the existing Stony Rapids detachment for employee housing.

3.1.2.2 Prepare a final Design Development Report based on the approved Schematic Design, complete with outline specifications, including peer review reports and Class "C" estimate.

3.1.2.3 Conduct peer reviews and submit reports throughout design.

3.1.2.4 Prepare a fully coordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes and Class "A" cost estimate.

3.1.2.5 Prepare specifications using National Master Specification (NMS) program including Division1.

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

3.1.2.7 Provide identified contract administration services.

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

3.1.2.9 Identify Commissioning activities through standard Testing, Adjusting and Balancing protocols, monitor these processes and document results.

3.1.2.10 Prepare Maintenance Manuals including maintenance schedule, as-built drawings and specifications.

3.1.2.11 Provide warranty services.

3.2 CONSULTANT TEAM RESPONSIBILITIES

3.2.1 Prime Consultant

3.2.1.1 The Prime Consultant is completely responsible for providing and coordinating the work of all professional disciplines (Architectural and Engineering Consultant Services) required, from the Pre-design Stage to the completion of the Post Construction Stage of the project.

3.2.2 Consultant Team

- 3.2.2.1 The Prime Consultant and their personnel including Sub-Consultants comprise the Consultant Design Team (Consultant Team).
- 3.2.2.2 The Consultant Team will be required to maintain its expertise for the duration of the project.
- 3.2.2.3 The Consultant Team shall be comprised of qualified professional and technical expertise with extensive relevant experience in designing new facilities for operations in remote northern communities, capable of providing the services identified and required for this project. It would be of significant benefit to have designed and implemented projects that have required a modular construction methodology.

3.3 GENERAL SERVICE REQUIREMENTS

3.3.1 Overview

- 3.3.1.1 The RCMP will act as the Project Manager and the Contracting Authority during all phases of design and construction of the project.
- 3.3.1.2 The Consultant team will be required to deliver integrated professional services, in accordance with the requirements set forth in this brief. The services will be administered in distinct stages, as follows:
 - 3.3.1.2.1 Pre-Design Building Assessment and Project Requirements Confirmation
 - 3.3.1.2.2 Design Development
 - 3.3.1.2.3 Construction Documents
 - 3.3.1.2.4 Tender Call, Bid Evaluation and Construction Contract Award.
 - 3.3.1.2.5 Construction and Contract Administration
 - 3.3.1.2.6 Post Construction Services
- 3.3.1.3 The outline of deliverables and processes, as presented in this brief, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the Project Manager.

3.3.2 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:

- 3.3.2.1 Standard of Care
- 3.3.2.2 Budget and Schedule Management Services
- 3.3.2.3 Project Information, Decisions, Approaches & Approvals
- 3.3.2.4 Change in Services
- 3.3.2.5 Code, By-Laws, Licenses, Permit Reviews
- 3.3.2.6 Provision of Staff and Sub-Consultant Services

3.3.2.7 Commissioning

3.3.2.7.1 Identify Commissioning activities, which outline the systematic approach to testing, adjusting, balancing and verifying the systems' performance in accordance with the design intent and related testing and verification forms.

3.4 PROJECT ADMINISTRATION REQUIREMENTS

3.4.1 Lines of Communication

3.4.1.1 Unless otherwise directed by the Project Manager, the Consultant shall communicate with the Project Manager only.

3.4.1.2 During construction tender call, the Contracting Authority conducts all correspondence and makes the contract award.

3.4.2 General Deliverables

3.4.2.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, one (1) original hard copies and one (1) copy in electronic format shall be provided to the Project Manager, unless otherwise specified.

3.4.2.2 Electronic format shall mean

Deliverables

- | | | |
|----|-----------------------------|---|
| a) | Written reports and studies | MS Word or PDF |
| b) | Spreadsheets and budgets | Excel or PDF |
| c) | Schedules | Microsoft Project or other acceptable product |
| d) | Drawings | Auto CADD and PDF |
| e) | Specifications | NMS MS Word and PDF |
| f) | Monthly Reports | MS Word, Excel or PDF |

3.4.3 Acceptance of Consultant Deliverables

3.4.3.1 While the RCMP acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the RCMP to review the work. The RCMP reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain the Project Manager's acceptance during each of the project stages.

3.4.3.2 Acceptance indicates that, based on a general review of submitted materials, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract.

3.4.3.3 The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If budgetary or technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

3.4.4 Design Meetings

- 3.4.4.1 The Prime Consultant shall arrange meetings generally throughout the design and tendering stages of the project, for all members of the project team. Sub-consultants participation will be at the discretion of the prime consultant, dependent on issues that require resolution. Project meetings will normally occur monthly, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.
- 3.4.4.2 Meetings will be held at the offices of the Prime Consultant and via teleconference call on an alternate basis, or wherever is deemed to be the most beneficial to meet requirements of the project.
- 3.4.4.3 The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting.
- 3.4.4.4 On occasion, there may be urgent problem solving meetings. The Consultant shall be available to attend such meetings.
- 3.4.5 Security Requirements
 - 3.4.5.1 The Consultant Team may be required to seek security clearances for some or all personnel working on this project.
 - 3.4.5.2 The Consultant Team including the Sub-consultants will be required to sign non-disclosure documents for RCMP protected material, if applicable.
 - 3.4.5.2 The Consultant shall distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

3.5 ANALYSIS OF PROJECT REQUIREMENTS

- 3.5.1 **INTENT**
 - .1 This stage is intended for the Consultant to review and report on all aspects of the project requirements. The Consultant Team will review and analyse all available program information, consult with the RCMP and deliver a comprehensive Pre-Design Report. This approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.
- 3.5.2 **SCOPE AND ACTIVITIES:**
 - .1 Analyse the project requirements / program including any amendments,
 - .2 Analyse the building design security requirements and confirm design standards..
 - .3 Review all other available existing material related to the project including requirements identified in the Project Brief,
 - .4 Identify all additional information that will be needed to deliver the project,
 - .5 Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply.
- 3.5.3 **DELIVERABLES**
 - .1 Prepare and submit an Analysis of Project Requirements for review and approval by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance.
 - .2 The above noted Report will consolidate the Scope and Activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will

require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.

3.6 SCHEMATIC DESIGN (DESIGN CONCEPT)

3.6.1 INTENT

.1 The Consultant must obtain written authorization from the Departmental Representative before proceeding with Schematic Design.

3.6.2 The Consultant team will explore two distinctly different design concepts presented in sketch format (single line, produced to scale), fully integrated and supported by two or more distinctly different engineering solutions for the structure, mechanical, electrical systems, along with massing models, site slides and photographs, energy analysis and life cycle cost analysis, analytical data and calculations and sufficient narrative to allow comparison, analysis against project requirements, budget, and selection of a design direction for preparation of a final design concept. This is required for the new detachment and employee housing in Black Lake, only.

3.6.3 The Schematic Design will be in sufficient detail to illustrate and communicate the project characteristics. Provide a detailed review and analysis of the project requirements including all updates and amendments to ensure all requirements are fully integrated into the Schematic Design. Out of this process the Schematic Design will be accepted and authorization to proceed to Design Development will be based on the accepted Schematic Design.

3.6.4 The RCMP Departmental Representative, in concert with others shall choose one option to be further developed. Note: that although the Consultant is required to identify a preferred option, the RCMP Departmental Representative may select another option.

3.6.2 SCOPE AND ACTIVITIES:

- .1 Reviews, validate and update the details of the Functional Program requirements, including space data sheets,
- .2 Develop sustainable design options,
- .3 Prepare a minimum of two (2) Schematic Design options for the Black Lake detachment and employee housing and as few as two (2) and as many as three (3) schematic design options for the redevelopment of the Stony Rapids detachment.
- .4 Analyse each option with regard to the project goals including cost and schedule,
- .5 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- .6 Present / submit Schematic Design options for review and approval to committees, review groups and authorities having jurisdiction as identified in the Project Administration (PA) section,
- .7 Provide and /or coordinate all project requirements,
- .8 Coordinate all services with the Departmental Representative.

3.6.3 DELIVERABLES

- .1 Schematic (concept) design documents illustrate the functional relationships of the project elements as well as the project's scale and character, based on the final version of the functional program, the schedule, and the budget.
- .2 Prepare and submit, for review and approval by the RCMP Departmental Representative, an integrated Stage Two Project Report, Schematic (Concept)

Design. Revise as required by the Departmental Representative. Resubmit for acceptance.

3.7 DESIGN DEVELOPMENT

3.7.1 INTENT

- .1 This stage will further develop the design option selected for refinement at the Schematic Design stage. The Design Development documents consist of drawings and other documents to describe the scope, quality and cost of the project in sufficient detail to facilitate design approval, confirmation of code compliance, detailed planning of construction and project approval. This design will be used as the basis for preparation of construction documents.

3.7.2 SCOPE AND ACTIVITIES:

- .1 Obtain written approval from Departmental Representative to proceed to Design Development Stage,
- .2 Reviews, validate and update details of program requirements and base building BCC: Information Services, Security, Furniture and Equipment with the RCMP,
- .3 Update Functional Program room data sheets as required,
- .4 Coordinate services as required with BCC project for Information Services, Security, Furniture and Equipment,
- .5 Develop the sustainable design options; provide an overview of the status of measurement of the proposed building performance against the Model National Energy Code of Canada for buildings 2012.
- .6 If any alterations are required, analyse the impact on all project components, and resubmit for approval if required,
- .7 Expand and clarify the Schematic Design intent for each design discipline,
- .8 Present/submit design and materials for review and approval to committees, review groups and authorities having jurisdiction as identified in section Project Administration,
- .9 Provide and/or coordinate all information for all project disciplines,
- .10 Undertake a budget, schedule and risk analysis review and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- .11 Coordinate services with the Departmental Representative,
- .12 Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design of the project.
- .13 Site design development.

3.7.3 General Requirements

- .1 The objectives of the Design Development stage are to review the design layout as further outlined below.

3.7.4 Responsibilities of the RCMP

3.7.4.1 The RCMP shall:

- 3.7.4.1.1 Participate in meetings for the entire project team.
- 3.7.4.1.2 Review and provide a report on the Consultant's Design Development Report.
- 3.7.4.1.3 Review revisions and consultants rebuttal to the RCMP quality assurance report.
- 3.7.4.1.4 Review and accept the final Design Development Report.

3.7.4.1.5 Authorize the Consultant to proceed to Construction Documents

3.7.5 Responsibilities of the Consultant Team

3.7.5.1 The Consultant Team scope and activities shall include but are not limited to the following:

3.7.5.1.1 Administrative:

A) Attend all information exchange/ team meetings. Participation by the various disciplines will be on an as required basis.

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

3.7.5.1.2 Regulatory:

A) Review, develop and prepare:

a) Detailed Building code analysis

b) Detailed Fire and life safety strategy, including consultation with the Fire Protection Engineer's office with Labour Canada.

c) Detailed Standards analysis

d) Detailed Canada Labour Code Part II analysis.

3.7.5.1.3 Building Design

A) Refine and prepare detailed:

a) Design drawings, including floor plans, exterior elevations, building sections, wall sections, special details etc.

c) Interior design, including interior elevations, stairs, washrooms, services space, interior finishes, special millwork, etc.

d) Substructure plans, including foundations, framing, etc.

e) Shell, including superstructure, exterior enclosure, roofing, etc.

f) Services, including plumbing, HVAC, fire protection, electrical, telecommunications, etc.

g) Commissioning activities plan.

h) Determination of cost effective green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget

3.7.5.1.4 General Deliverables

A) Design Development Report Structure and Content

.1 Drawings and other media to communicate the entire site and building project for all disciplines showing all elements and services to detail necessary to make all design decisions and to substantially estimate the cost of the project,

.2 Provide a list and draft specification sections of all National Master Specification (NMS) sections to be used. Submit outline specifications for all systems and principle components and equipment. Provide in the outline specifications manufacturers' literature about principal equipment and system components proposed for use in the project,

.3 Development of Furniture layouts and location on plans,

.4 Finishes and colour schemes, including Furniture/Equipment,

.5 Site/building renderings, 3D visualization,

Updated sustainable design opportunities, strategies, updated budgets (i.e. energy, water, waste, sustainable procurement strategies),

.6 Update to Risk Assessment Report,

.7 Fire Protection Engineers Report including requirements, strategies or interventions for protection of the building and its occupants,

.8 Outline Commissioning Plan,

- .9 Preliminary construction schedule including long-term delivery items,
- .10 Updated detailed schedule including deliverable requirements to be provided by the Client; Information Services, Security, Furniture and Equipment, to be integrated into the building,
- .11 Class 'C' Estimate including estimated annual cash flows,
- .12 Update life cycle cost analysis;
- .13 Update milestone project schedule, complete with summary of revisions and mitigation strategies (if significant change occurs).
- .14 Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,

3.8 CONSTRUCTION DOCUMENT SERVICES

3.8.1 General Requirements

- 3.8.1.1 The objective of the Construction Document Stage is to prepare tender ready drawings and specifications, setting forth in detail all the requirements for the construction of the project along with a final (Class A) cost estimate.
- 3.8.1.2 The Consultant must obtain written authorization from the Project Manager before proceeding with Construction Documents.

3.8.2 Responsibilities of the RCMP

- 3.8.2.1 The RCMP shall:
 - 3.8.2.1.1 Review and comment on preliminary consultant submissions.
 - 3.8.2.1.2 Respond to questions from the Consultant Team as required.
 - 3.8.2.1.3 Review revisions and consultant rebuttal to the RCMP quality assurance report.
 - 3.8.2.1.4 Review and accept the final Construction Document progress at 50% and 99%. Formally accept documents ready for Tender.

3.8.3 Responsibilities of the Consultant Team

- 3.8.3.1 The Consultant Team Scope and activities shall include but are not limited to the following:
 - 3.8.3.1.1 Regulatory:
 - A) Complete
 - a) Detailed building code analysis
 - b) Detailed fire and life safety strategy
 - c) Detailed standard analysis
 - d) Detailed Canada Labour Code Part II analysis
 - 3.8.3.1.2 Scope and Activities
 - A) Obtain acceptance for submissions (50%, 99% and Final)
 - B) Confirm format of drawings and specifications
 - C) Submit drawings and specifications at the required stages (50%, 99% and Final)
 - D) Each discipline shall conduct peer reviews for submissions (50%, 99% and Final) and submit peer review report identifying comments and responses.

- E) Provide written response to all review comments and incorporate them into the Construction Documents.
- F) Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
- G) Update project schedule
- H) Prepare a final Class "A" estimate
- I) Review and approve material, construction processes and specifications to meet sustainable development.

3.8.4 General Deliverables

- 3.8.4.1 Deliverables identified are typical for most projects, but must be customized by the Consultant for specific requirements of the project
- 3.8.4.2 Completeness of work should reflect the stage of submission.
- 3.8.4.3 Aspects to be included (but not limited to) are identified below for each submission stage.

3.8.5 50% Submission Stage Deliverables

- 3.8.5.1 Comment applicable to all ASME disciplines:
 - 3.8.5.1.1 Submit updated cost estimates (Class "B")
 - 3.8.5.1.2 Submit updated project implementation schedule
 - 3.8.5.1.3 Submit written peer review reports.
 - 3.8.5.1.4 Submit written response to the RCMP on review comments made at Design Development Stage
 - 3.8.5.1.5 Submit drawings and specification to HRDC, Labour Program, Fire Protection Engineering Services for their review.
 - 3.8.5.1.6 Specifications
 - A) 50% edited with all pertinent sections including sections on Structural, Mechanical and Electrical components.
 - B) Confirm review of General Conditions of Contract and coordinate with Division 1.
 - C) Commissioning Activities outline and specification
 - D) Provide a list of the required component verification sheets, and system test procedures required for this project.
 - 3.8.5.1.7 Architectural
 - A) Cover sheet with list of drawings
 - B) Site Plan
 - C) Roof Plan
 - D) Floor Plans
 - E) Reflected ceiling Plans
 - F) Exterior and Interior Elevations
 - G) Building and Wall Sections
 - H) Large Scale Detail Drawings
 - I) Door Schedule
 - J) Hardware Schedule
 - K) Room finish schedule
 - L) Millwork details
 - M) Furniture and Equipment layouts

3.8.5.1.8 Structural

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

3.8.5.1.9 Mechanical

- A) Roof Plan
- B) Floor Plans
- C) Advanced development of mechanical systems
- D) Identify mechanical equipment in the different areas
- E) Show all major duct-work and piping, sized and shown on drawings including layout of all mechanical and transformer rooms, Include cross sections of mechanical duct-work and piping in mechanical room and other congested areas
- F) Identify mechanical components either on schedule shown on drawings, or in specification.
- G) Complete diffuser locations
- H) Complete control specification at 50% stage including sequences of operation of all mechanical systems.
- I) Mechanical control schematics, sequence of operation for each mechanical system, electrical control schematics, D.C. input/output points schedule.
- J) Testing, Adjusting and Balancing Plan
- K) Co-ordination with Architectural, Civil, Structural and Electrical drawings.

3.8.5.1.10 Electrical

- A) Roof Plan
- B) Floor Plans
- C) Lighting layout, showing circuits, switching information, fixture types
- D) Power and system layout showing circuits and panel locations
- E) Electrical room equipment layout
- F) Communication system layout and diagrams
- G) Light fixture cuts
- H) Single line diagrams
- I) Co-ordination with Architectural, Structural, Mechanical and furniture layout drawings

3.8.5.1.11 Civil

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

- F) Details
- 3.8.5.1.12 Landscape
 - A) Planting Plan
 - B) Irrigation Plan if applicable
 - C) Planting Details

3.8.6 99% Submission Deliverables

3.8.6.1 Comments applicable to all ASME Disciplines:

- 3.8.6.1.1 Submit written response to RCMP review comments made at 50% stage
- 3.8.6.1.2 Submit written peer review reports.
- 3.8.6.1.3 All working drawings and specifications -fully completed and coordinated with AMES drawings and with the Specs
- 3.8.6.1.4 All drawings and specs to be signed and sealed
- 3.8.6.1.5 Submit the completed commissioning plan include maintenance schedule.
- 3.8.6.1.6 Submit one copy of update Cost Plan, Class "A" (+/- 5%) project cost estimate
- 3.8.6.1.7 Submit one copy of updated project schedule
- 3.8.6.1.8 Submit drawings and spec to HRDC, Labour Program Fire Protection Engineering Services for approval.
- 3.8.6.1.9 Specifications:
 - A) 99% edited specifications

3.8.6.2 Architectural and Interior Design

- A) Complete set of coordinated construction drawings suitable for tender call, including all details of building envelope, interiors and elemental finishing schedule.
- B) Provide final code review
- C) One copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples.
- D) Complete coordination with Structural, Mechanical and Electrical drawings to provide 99% completion.

3.8.6.3 Structural

- A) Complete set of coordinated construction drawings, including details, sections, plans and schedules.
- B) Information on drawings must fully comply with code, standards and project brief.

3.8.6.4 Mechanical

- A) Complete set of coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system, and ventilation system. Heating and plumbing systems, air conditioning systems and control specifications.
- B) Complete coordination with other disciplines to achieve 99% completion.

3.8.6.5 Electrical

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

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

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

3.8.7 100% Submission Stage - Final Tender Documents

Applies to all ASME disciplines.

- 3.8.7.1 All drawings and specifications, 100% reviewed and coordinated for tender call
- 3.8.7.2 All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections.
- 3.8.7.3 Submit updated project implementation schedule.
- 3.8.7.4 Incorporate RCMP comments made at the 99% stage, either in the documents themselves if time allows, or as an Addendum during the tendering period.
- 3.8.7.5 Revised Class "A" level cost estimate, if required
- 3.8.7.6 Submit original reproducible drawings and specifications signed and sealed, for tendering purposes as well as a set of digitized specifications in PDF book marked by section and drawing files in PDF, signed and sealed, on CD or by email, as requested by the Project Manager.
- 3.8.7.7 Submit and obtain formal acceptance on plans and specifications required by the Inspection Authorities before tender call.

3.9 SUBMISSIONS, REVIEW AND APPROVAL PROCESS

3.9.1 Submissions:

- 3.9.1.1 Provide all required submissions, either to, or as directed by the Project Manager.
- 3.9.1.2 Provide required sets of Construction Drawings and Specifications to the Project Manager for review at the 50%, 99% submission stages.
- 3.9.1.3 Provide one original set of Construction Drawings and Specifications to the Project Manager ready for tender.
- 3.9.1.4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.

- 3.9.1.5 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief.
- A) RCMP Design Review
 - B) Peer Design Review
 - C) Other Authorities having Jurisdiction Review.

4 TENDERING SERVICES

4.1 GENERAL REQUIREMENTS

- 4.1.1 The RCMP will undertake the public tendering of the Project
- 4.1.2 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:
- A) Document Interpretation
 - B) Addenda

5 CONSTRUCTION ADMINISTRATION SERVICES

5.1 GENERAL

- 5.1.1 The Consultant shall perform the following services in accordance with the terms and conditions of the Agreement and all the requirements of the project brief:
- A) Construction Safety Reviews
 - B) Project Schedule monitoring and advisement
 - C) Monthly construction progress and quality assurance reports
 - D) Shop Drawing Reviews
 - E) Issuance of Site Instructions
 - F) Periodic Inspections
 - G) Development of Construction Change documents
 - H) Interim Inspection
 - I) Final inspection
 - J) Building Occupation
 - K) Record (As-built) Drawings and Specification
 - L) Warranty Inspection

5.1.2 Deliverables

- 5.1.2.1 Written reports from site visits including persons involved.
- 5.1.2.2 Written reports from site visits on the progress of work and the cost of the project at the end of each month with progress claims.
- 5.1.2.3 The above mentioned reports to include the following criteria (but not necessarily limited to):
 - 5.1.2.3.1 Site Conditions,
 - 5.1.2.3.2 Materials noted,
 - 5.1.2.3.3 Work progress observed (new and previous visits),
 - 5.1.2.3.4 Directions given to contractor,

- 5.1.2.3.5 Schedule,
- 5.1.2.3.6 Site Photos

5.2 CONSTRUCTION PROJECT MEETINGS

- 5.2.1 In coordination with RCMP Project Manager arrange meetings as deemed suitable, throughout the entire construction period, for all members of the project team to attend, including representatives from:
- A) End- Users
 - B) Prime Consultant
 - C) Prime Consultant's Sub-Consultants as determined by the Project Manager.
 - D) Contractor and their Subcontractors

It is expected that there will be a minimum of 4 on-site construction project meetings and no more than 6 meetings on site for the Black Lake employee housing project; a minimum of 14 on-site construction project meetings and not more than 18 meetings on-site for the Black Lake Detachment project, and; a minimum of 12 on-site construction project meetings and not more than 16 meetings on-site for the Redevelopment of the Stony Rapids Detachment for Employee Housing project. It is probable that the project meetings for the employee housing and new detachment in Black Lake will occur concurrent to one another. References to site would normally mean the construction site where the detachment modules are pre-constructed or the location to which they will be delivered and set-up. It may be deemed necessary, due to the location of the project site to arrange teleconference calls prior to the regular scheduled construction site meeting to review project status and work through challenges and issues prior to arriving on the construction site.

- 5.2.2 The Consultant shall include in the contract documents the requirement for the Contractor to attend the meetings and conference calls. The “**consultant**” shall record the issues any decisions of all construction site meetings and teleconferences and prepare and distribute minutes to all the attendees within (2) two working days of the same meeting.
- 5.2.3 The Prime Consultant and their proposed Sub/Specialist Consultants, should be personally available to attend the design and construction meetings when the specific discipline is required and respond to inquiries within two (2) working days of the Project Manager's request, in the locality of the place of the work, from the date of the award of the Consultant's contract, until final inspection and turnover.
- 5.2.4 Review previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded.
- 5.2.5 Construction meetings will normally be held at the specific project site.
- 5.2.6 The Consultant shall attend meetings and conference calls, cooperate and coordinate with the Contractor, who shall record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting.

- 5.2.7 The Consultant shall include in the contract documents, for provision by the Contractor, requirements for a meeting room of sufficient size, appropriate furniture and equipment, to hold Project Meetings.

5.3 COMMISSIONING

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

POST CONSTRUCTION SERVICES

6.1 GENERAL

- 6.1.1 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all requirements of this RFP
- 6.1.1.2 Ten-Month Warranty Inspection and final Warranty Inspection.