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May 1, 2013

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SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) 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 services required and strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process. .
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. 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2013-06-27), General Instructions to Proponents (GI);
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief;
 - (d) the documents entitled "Doing Business – Québec Region", "Project Brief, Correctional Service Canada (CSC)" and "PWGSC Commissioning Manual (CP.1)";
 - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI 3 BID SOLICITATIONS DISTRIBUTION

Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, **Canada will not be sending notifications. Canada will post all amendments using GETS.** It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.

SI4 SITE VISIT

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Friday February 21st, 2014 at 10:00 a.m. at Établissement Archambault, 242 Montée Gagnon, Sainte-Anne-des-Plaines.

Bidders will have to fill out the form « Institutional Access CPIC Clearance Request (no. 1279) » which is included in the tender documents and transmit it by e-mail to pierre-yves.chaumont@csc-scc.gc.ca and c.c. to genevieve.arcand@pwgsc-tpsgc.gc.ca, with the title : Bidders site visit, project CRSM, February 21st.

at least three (3) days before the visit. If the completed forms are not received three (3) days before the visit, access to the site might be refused to the bidder. Bidders will have to have the completed form in their possession for the site visit.

Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

SI5 QUESTIONS OR REQUEST 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 (genevieve.arcand@pwgsc-tpsgc.gc.ca) as early as possible. Enquiries should be received no later than seven (7) 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.

SI6 CANADA'S TRADE AGREEMENTS

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

SI7 CERTIFICATIONS

1. Code of Conduct and Certifications - Related Documentation

By submitting a proposal, the Proponent certifies that the Proponent and its affiliates are in compliance with the provisions as stated in Section GI1 Code of Conduct and Certifications - Proposal of R1410T (2013-06-27) General Instructions to Proponents (GI). The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Federal Contractors Program for Employment Equity - Proposal Certification

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

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Agreement for default if a Consultant, or any member of the Consultant if the Consultant is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Agreement.

The Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification (see Appendix B - Declaration/Certifications Form), before contract award. If the Proponent is a Joint Venture, the Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

SI8 WEBSITES

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.labour.gc.ca/eng/standards_equity/eq/emp/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>

Consent to a Criminal Record Verification (PWGSC-TPSGC 229 form)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Lobbying Act
<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Contracts Canada
<https://buyandsell.gc.ca/>

Solicitation No – N° de l'invitation
EF236-142415/A
Client Ref No. – N° de réf. du client
R.064010.800

Amd. No. – N° de la modif.
File No. – N° du dossier
MTC-3-36395

Buyer ID – id de l'acheteur
mtc 350

Supplier Registration Information
<https://srisupplier.contractsCanada.gc.ca>

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), General Condition (GC) 1 - General Provisions
 - R1215D (2011-05-16), General Condition (GC) 2 - Administration of the Contract
 - R1220D (2011-05-16), General Condition (GC) 3 - Consultant Services
 - R1225D (2012-07-16), General Condition (GC) 4 - Intellectual Property
 - R1230D (2012-07-16), General Condition (GC) 5 - Terms of Payment
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2012-07-16), General Condition (GC) 8 - Dispute Resolution
 - R1250D (2012-07-16), General Condition (GC) 9 - Indemnification and InsuranceSupplementary Conditions
Agreement Particulars
 - (c) Project Brief;
 - (d) the documents entitled "Doing Business – Québec Region", "Project Brief, Correctional Service Canada (CSC)" and "PWGSC Commissioning Manual (CP.1)";
 - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (f) the proposal, the Declaration/Certifications 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;

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- (h) the documents entitled "Doing Business – Québec Region", "Project Brief, Correctional Service Canada (CSC)" and "PWGSC Commissioning Manual (CP.1)";
 - (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

1. NIL security screening required no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf
2. Contractor personnel shall submit to a local verification of identity / information by Correctional Service Canada, prior to admittance to the facility / site. Correctional Service Canada reserves the right to deny access to any facility / site or part thereof of any Contractor personnel, at any time.

SC2 LANGUAGE REQUIREMENTS

Use the following in Agreements where the consultant must be capable to provide services in both official languages.

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

SC3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT

The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant and HRSDC-Labour, the AIEE must remain valid during the entire period of the contract. If the AIEE becomes invalid, the name of the Consultant will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Consultant in default as per the terms of the contract.

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.

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SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An 'Overview of the Selection Procedure' can be found in R1410T General Instructions to Proponents (GI3).

1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 90% = Technical Score (Points)

Price Rating x 10% = Price Score (Points)

Total Score = Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus five (5) bound copies of the proposal, for a total of six (6)
- Paper size should be 8.5" x 11" (216mm x 279mm)
- Minimum font size - 11 point Times, 10 points Arial, or equal
- Minimum margins - 12 mm
- Double-sided submissions are preferred:
 - One (1) 'page' means one side of a 8.5" x 11" (216mm x 279mm) sheet of paper
- 11" x 17" (279mm x 432 mm) fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages per side
- The order of the proposals should follow the order established in the Request for Proposal SRE section.

2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is thirty-five (35) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Code of Conduct Certifications
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

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 PWGSC Evaluation Board members for evaluation.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 Mandatory Requirements

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3.1.1 Licensing, Certification or Authorization

The proponent shall be an architect, licensed to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Quebec.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

Proponent (prime consultant)

1. Architecture

Key Sub-consultants / Specialists

1. Engineering – Civil
2. Engineering – Electrical
3. Engineering – Mechanical
4. Engineering – Structural
5. Cost Planning and Estimation Specialist
6. Security Hardware Specialist
7. Security Systems Specialist

If the Proponent proposes to provide multi-disciplinary services that might otherwise be performed by a sub-consultant, this should be reflected here. The Cost and Security Door Hardware specialists are required to be independent from the Proponent.

Information required - name of firm, key personnel to be assigned to the project. An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

The key personnel required are:

1. Project Manager, Architecture
2. Project Manager, Electrical and Mechanical Engineering
3. Designer, Architecture
4. Designer, Civil Engineering
5. Designer, Electrical Engineering
6. Designer, Mechanical Engineering
7. Designer, Structural Engineering
8. Cost Specialist
9. Security Door Hardware Specialist
10. Security Systems Specialist

For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of Submissions).

3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the Appendix B, Declaration/Certifications Form, as required.

3.1.4 Code of Conduct Certifications

Proponents who are incorporated, including those bidding as a joint venture, must provide with their bid, or promptly thereafter, a complete list of names of all individuals who are currently directors of the Proponent. Proponents bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Proponents bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

3.2 Rated Requirements

3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a maximum of two (2) projects undertaken within the last six (6) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first two (2) projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project;
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
- budget control and management - i.e. contract price & final construction cost - explain variation
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation;
- client references - name, address, phone and fax of client contact at working level - references may be checked;
- names of key personnel responsible for project delivery;
- awards received.

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint venture Proponent.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

3.2.2 Achievements of Key Sub-consultants and Specialists on Projects

Describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services that might otherwise be performed by a sub-consultant, this should be reflected here.

Select a maximum of two (2) projects undertaken within the last six (6) years per key sub consultant or specialist. Only the first two (2) projects listed in sequence (per key sub-consultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project;

-
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
 - budget control and management;
 - project schedule control and management;
 - client references - name, address, phone and fax of client contact at working level - references may be checked;
 - names of key personnel responsible for project delivery;
 - awards received.

3.2.3 Achievements of Key Personnel on Projects

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, to recognize their past responsibilities, commitments and achievements.

Information that should be supplied for each key personnel:

- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- role, responsibility and degree of involvement of individual in past projects

3.2.4 Understanding of the Project

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (federal image, sustainable development, sensitivities)
- The relationship between this commission and any earlier studies completed for PWGSC
- Significant issues, challenges and constraints
- Project schedule and cost. Review schedule and cost information and assess risk management elements that may affect the project
- The Client User's philosophies and values

3.2.5 Scope of Services:

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy

3.2.6 Management of Services

The Proponent should describe how:

- he /she proposes to perform the services and meet the constraints;
- the services will be managed to ensure continuing and consistent control as well as production and communication efficiency;
- the team will be organized and how it will fit in the existing structure of the firms;
- how the team will be managed.

The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team. If the Proponent proposes to provide multi-disciplinary services that might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team, including the names of the consultant's sub-consultants and specialist employees and their duties and responsibilities in the project;
- Organization chart with position titles and names (Consultant's team); joint venture business plan, team structure and responsibilities, if applicable;
- What back-up will be committed;
- Profiles of the key positions (specific assignments and responsibilities);
- Outline of an action plan of the services with implementation strategies and sequence of main activities;
- Reporting relationships;
- Communication strategies;
- Response time: Demonstrate how the response time requirements will be met.

3.2.7 Design Philosophy / Approach / Methodology

The proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach of resolving design issues and in particular to focus on the unique aspects of the current project.

Information that should be supplied:

- Design Philosophy / Approach / Methodology
- Describe the major challenges and how your team approach will be applied to those particular challenges.

3.3 Evaluation and Rating

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Rating	Weight Factor	Weighted Rating
Achievements of Proponent (3.2.1)	0 – 10	2.00	20.0
Achievements of Key Sub-consultants / Specialists (3.2.2):		(1.75)	(17.5)
<ul style="list-style-type: none"> • Civil Engineering • Electrical Engineering • Mechanical Engineering • Structural Engineering • Cost Specialist • Security Door Hardware Specialist • Security Systems Specialist 	0 – 10	0.25	2.5
	0 – 10	0.25	2.5
	0 – 10	0.25	2.5
	0 – 10	0.25	2.5
	0 – 10	0.25	2.5
	0 – 10	0.25	2.5
	0 – 10	0.25	2.5
Achievements of Key Personnel on Projects (3.2.3):		(1.75)	(17.5)
<ul style="list-style-type: none"> • Project Manager, Architecture • Project Manager, Electrical/Mechanical Engineering • Designer, Architecture • Designer, Civil Engineering • Designer, Electrical Engineering • Designer, Mechanical Engineering • Designer, Structural Engineering • Cost Specialist • Security Door Hardware Specialist • Security Systems Specialist 	0 – 10	0.40	4.0
	0 – 10	0.25	2.5
	0 – 10	0.20	2.0
	0 – 10	0.15	1.5
	0 – 10	0.15	1.5
	0 – 10	0.15	1.5
	0 – 10	0.15	1.5
	0 – 10	0.10	1.0
	0 – 10	0.10	1.0
	0 – 10	0.10	1.0
Understanding of the Project (3.2.4)	0 – 10	1.50	15.0
Scope of Services (3.2.5)	0 – 10	1.25	12.5
Management of Services (3.2.6)	0 – 10	1.25	12.5
Design Philosophy / Approach / Methodology (3.2.7)	0 – 10	0.50	5.0
Technical Rating		10.00	0.0 – 100.0

Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

To be considered further, proponents **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available as specified above.

No further consideration will be given to proponents not achieving the pass mark of fifty (50) points.

SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals that have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals that are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration. This calculation will not be conducted when one or two responsive proposals are received.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of one hundred (100).
2. The second, third, fourth and fifth lowest prices receive Price Ratings of eighty (80), sixty (60), forty (40), and twenty (20) respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (points)
Technical Rating	0 - 100	90	0 - 90
Price Rating	0 - 100	10	0 - 10
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST

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 R1410T General Instructions to Proponents, G116 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
- Code of Conduct Certifications - list of directors/owners
- Proposal - one (1) original plus five (5) copies
- Front page of RFP

Solicitation No – N° de l'invitation
EF236-142415/A
Client Ref No. – N° de réf. du client
R.064010.800

Amd. No. – N° de la modif.
File No. – N° du dossier
MTC-3-36395

Buyer ID – id de l'acheteur
mtc 350

Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal form - one (1) completed and submitted in a separate envelope

PROJECT BRIEF

This Project Brief is divided into two sections:

- Description of Project
- Description of Services
 - Project Administration
 - Required Services
 - Additional Services

For standards relating to the service provisions herein please refer to the document at Appendix D, “Doing Business, Quebec Region, Architectural and Engineering Services (AES), May 1st 2013”. The standards must be adhered to in conjunction with this scope of services.

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PD 1 PROJECT INFORMATION

Public Works and Government Services Canada (PWGSC) intends to retain a firm of architects for the provision of the services required for this project.

1.1 PWGSC Project Title

Extension and renovation of the Regional Mental Health Center

1.2 Location of the Project

Archambault Institution – 242 Montée Gagnon, Sainte-Anne-des-Plaines, Quebec

1.3 PWGSC Project Number

R.064010.800

1.4 Client / User

Correctional Service Canada (CSC)

1.5 PWGSC Project Manager

Nicholas Chan, architect LEED AP, Project Manager

PD 2 PROJECT IDENTIFICATION

2.1 Description

The Regional Mental Health Centre (RMHC) is a multi-level security institution that is part of Archambault Institution, a medium-security institution. To meet the needs of the RMHC, Correctional Service Canada (CSC) wishes to build an extension to the existing building and carry out retrofitting work in some of the existing space.

This project includes, but is not limited to, the following activities:

- Geotechnical assessment of the site;
- Temporary and permanent site development work;
- Temporary and permanent modifications to existing fences;
- Determination of locations of existing underground utilities;
- Connections to existing underground utilities;
- Construction of an extension comprising about 810 m² on one or more floors;
- Retrofitting of office space comprising about 95 m²;
- Selection of required office furniture from the Corcan catalogue;
- Planning of furniture fit-ups and connection to necessary services;
- Evaluation and analysis of existing security systems and connection of the new systems to the existing ones. All requirements for compatibility between existing and new systems will be fully implemented;
- Modifications and additions to existing safety systems;
- Demolition of a trailer converted into a permanent building;
- Relocation of an existing trailer;

-
- Detailed study of the impact of snow loads on the existing RMHC structure, compared with the new extension.

The construction work will be carried out in phases, based on the planning in the CSC Statement of Requirements, which will be studied and validated by the consultant and his/her sub-consultants. Planning must be done for the temporary fit-ups, complying with safety standards, to ensure the continuity of RMHC and Archambault Institution operations. The construction work must be planned in such a way as to avoid disrupting the inmates' rest periods.

The Project Brief prepared by CSC is included in the appendix to this document. In case of ambiguity or contradiction with respect to the work to be carried out by the consultant and his/her sub-consultants, give consideration to the most demanding work.

2.2 Cost

The construction budget is estimated at \$4,500,000.00, excluding taxes. This estimation includes all the works required to complete the project and includes a 20% contingency.

The consultant must review this budget and incorporate all of the considerations for various specialties required. This estimate will be reviewed at each stage of advancement according to the requirements of each service required. The percentage allocated for the contingency fund must comply with the "Doing Business" document in Appendix D.

2.3 Schedule

The award of the contract to the consultant is scheduled for fourteen (14) weeks following the posting of this Request for Proposal (RFP) on Buyandsell.gc.ca. The final completion for the construction project is scheduled for two years and four months after the awarding of the contract to the consultant.

For the purposes of this document, when a period of time is stated in "days", this should be understood to mean "working days." Otherwise, the term "calendar days" will be used.

PD 3 PROJECT BACKGROUND

The Regional Mental Health Centre (RMHC), located in Sainte-Anne-des-Plaines, Quebec, is a multi-level security institution that is part of the Archambault Institution. The RMHC is accessed through the Archambault Institution, which is a medium-security institution.

The RMHC takes in inmates with mental problems or personality disorders, inmates requiring continuous care and inmates with co-morbidities.

The Regional Mental Health Centre is made up of four units: Acute Care Unit, Psychiatric Care Unit, Rehabilitation Care Unit and Personality Disorders Processing Unit.

The RMHC Retrofit and Expansion Project will meet an immediate need for additional space. The space assigned to RMHC employees is no longer sufficient for their needs. The administrative areas are scattered among the other wings of the Archambault Institution and in trailers converted into permanent office accommodation.

CSC wishes to expand the RMHC by constructing a new building attached to the existing building. The vacant lot between the RMHC and the inmates' playing fields is available for the construction of a new building. If deemed appropriate, it would be possible to establish a new boundary around the playing fields to provide a better site for the RMHC expansion.

The project is expected to provide an opportunity to implement measures to improve the environmental performance of buildings designed and built by CSC. The CSC checklist relative to the design of green buildings is included in the Appendix. The Consultant must recommend the best measures to be implemented. The minimum required score is 70.

PD 4 SPECIAL CONTEXT OF THE PRISON FUNCTION

The buildings are operational 24 hours a day, seven days a week. Continuity of services and security concerns must be taken into consideration in the project planning, design development, preparation of Plans and Specifications, and during the construction work. In addition, safety measures apply to all persons wishing to enter the site.

PD 5 EXISTING DOCUMENTATION

5.1 Existing Documentation – available for all proponents upon written request to the contracting authority at genevieve.arcand@pwgsc-tpsgc.gc.ca

- Drawings of the existing facilities
 - 341-3931-URSM-A0.PDF Page titre
Title Page
 - 341-3931-URSM-A1.PDF Plan d’ensemble
Site Plan
 - 341-3931-URSM-A2.PDF Plans sous-sol et plans agrandis
Basement Floor Plan and Enlarged Plans
 - 341-3931-URSM-A3.PDF Plan du rez-de-chaussée
Main Floor Plan
 - 341-3931-URSM-A4.PDF Plan de plafond réfléché
Reflected Ceiling Plan
 - 341-3931-URSM-A5.PDF Plan de toit
Roof Plan
 - 341-3931-URSM-A6.PDF Élévations, Coupe de mur
Elevations, Wall Sections
 - 341-3931-URSM-A7.PDF Coupe et détail
Sections and Detail
 - 341-3931-URSM-A8.PDF Coupe de mur
Wall Section
 - 341-3931-URSM-A9.PDF Coupe de mur et détails
Wall Section and Detail
 - 341-3931-URSM-A10.PDF Coupe de mur et détails
Wall Section and Detail
 - 341-3931-URSM-A11.PDF Détails
Details
 - 341-3931-URSM-A12.PDF Détails
Details
 - 341-3931-URSM-A13.PDF Détails d’escalier
Stairs Details
 - 341-3931-URSM-A14.PDF Détails
Details
 - 341-3931-URSM-A15.PDF Plans agrandis, comptoirs et armoires
Enlarged Plans, Counters and Cupboards
 - 341-3931-URSM-A16.PDF Détails de fenêtre

	Windows Details
○ 341-3931-URSM-A17.PDF	Tableau des finis et des portes & cadres Finishes and Doors and Frames Schedule
○ 341-3931-URSM-S01.PDF	Plans des fondations Foundations Plan
○ 341-3931-VRSM-E201.PDF	Légende électrique Electrical Legend
○ 341-3931-VRSM-E202.PDF	Éclairage vide sanitaire Lighting Crawl Space
○ 341-3931-VRSM-E203.PDF	Éclairage rez-de-chaussée Lighting Ground Floor
○ 341-3931-VRSM-E204.PDF	Systèmes auxiliaires vide sanitaire Auxiliary Systems Crawl Space
○ 341-3931-VRSM-E205.PDF	Systèmes auxiliaires rez-de-chaussée Auxiliary Systems Ground Floor
○ 341-3931-VRSM-E206.PDF	Distribution électrique et élévations Electrical Distribution and Elevations
○ 341-3931-VRSM-E207.PDF	Plan d'implantation et détails Site Plan and Details
○ 341-3931-VRSM-M-300.PDF	Légende mécanique Mechanical Legend
○ 341-3931-VRSM-MG701.PDF	Protection incendie vide sanitaire Fire Protection Crawl Space
○ 341-3931-VRSM-MG702.PDF	Protection incendie rez-de-chaussée Fire Protection Grounds Floor
○ 341-3931-VRSM-MP301.PDF	Plomberie – chauffage vide sanitaire Heating – Plumbing Crawl Space
○ 341-3931-VRSM-MP302.PDF	Plomberie – chauffage rez-de-chaussée Heating – Plumbing Ground Floor
○ 341-3931-VRSM-MP303.PDF	Plomberie – chauffage vide sanitaire schémas drainage Heating – Plumbing Crawl Space Drainage Diagrams
○ 341-3931-VRSM-MV401.PDF	C.V.A.C. rez-de-chaussée H.V.A.C. Ground Floor
○ 341-3931-VRSM-MV402.PDF	Régulation Controls
○ 341-3931-VRSM-S02.PDF	Plan de rez-de-chaussée Ground Floor Plan
○ 341-3931-VRSM-S03.PDF	Fondations et rez-de-chaussée pieux – pilastre – poutres Foundations and Ground Floor Piles – Pilasters – Beams
○ 341-3931-VRSM-S04.PDF	Fondations et rez-de-chaussée coupes et détails Foundations and Ground Floor Sections and Details
○ 341-3931-VRSM-S05.PDF	Charpente d'acier plan du toit Structural Steel Roof Plan
○ 341-3931-VRSM-S06.PDF	Charpente d'acier détails divers Structural Steel Various Details
○ 341-3931-VRSM-S07.PDF	Charpente d'acier détail de la ferme Structural Steel Truss Detail
○ Plan Maitre Site ARCHAMBAULT.dwg	
○ Services Complexe 2011.dwg	

5.2 Access to documentation for Proponents

Not applicable.

5.3 Existing Documentation – to be made available for successful Proponent

- Technical Criteria Correctional Institutions, Correctional Facilities & Standards (English only)
- CSC Electronics Engineering Specifications
- CSC Green Building Checklist

PD 6 PROGRAM

The Proponent must complete the program in CSC's Project Brief.

PD 7 PROJECT OBJECTIVES

In every phase of the project, the following must be taken into consideration by the Prime Consultant and his/her sub-consultants and specialists:

- quality
- sustainable development
- code compliance
- risk management
- time control
- cost control
- occupational health and safety

7.1 Quality

7.1.1 Design Principles - General

The Department expects the Consultant to maintain a high standard of architectural design, based upon recognized contemporary design principles. Design elements including but not limited to planning, architectural, engineering and landscaping, must be fully coordinated, and consistent in adherence to good design principles. The proponent is responsible to ensure such coordination throughout the project.

The level of quality is to be consistent with other CSC buildings.

The project is to be implemented in an environmentally responsible manner.

Quality of materials and construction methods shall be commensurate with the type of building and the budget. Avoid experimental materials. The total life-cycling of the building must be taken in to account.

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

The character, massing, scale, materials of this project will be compatible with its surrounding context.

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

7.1.2 Design Principles - Specific

The Archambault Institution is a medium-security prison facility. The Regional Mental Health Centre is a multi-level security facility that is an integral part of the Archambault Institution.

This project includes safety requirements applicable to the employees of the Consultant, the Consultant's sub-consultants and the Contractor.

7.2 Sustainable Development

The Canadian Federal Government has begun a series of initiatives to ensure that sustainable development principles are built into the policy of all federal organizations. CSC has drawn up a checklist to be used as a reference when designing new buildings and renovation projects. For this project, the required score for “eco-friendly building design” is equal to or greater than 70.

7.3 Waste Management

The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which CSC is bound, provides directions on the undertaking of non-hazardous solid waste management actions for CRD projects. The protocol is designed to meet the requirements of federal and provincial policies and the objectives of the RPS Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in CRD projects.

The implementation of a waste management program is mandatory. The Consultant must pay special attention to the management of materials resulting from site work, and make provision for the reuse of these materials.

7.4 Code Compliance

Codes, regulations, by laws and decisions of “authorities having jurisdiction” will be observed. In cases of overlap, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.

7.5 Risk Management

A risk management strategy is crucial for PWGSC Project Management and integrates project planning into procurement planning. All the stakeholders of a project will be an integral part of the risk management strategy, culminating in an integrated product team. Specific services required for project delivery are outlined in Required Services.

7.6 Health and Safety

Public Works and Government Services Canada (PWGSC), recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.

In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

At the very start of the process, the PWGSC Representative will give the Prime Consultant specifications Section 01 35 30 – Occupational Health and Safety, PWGSC, Quebec Region, and a general list of specific clauses. The list shall be adapted by the project team, and the relevant specific clauses shall be incorporated into the project specifications.

PD 8 ISSUES

8.1 Major Cost and Time Issues

Effective cost estimating and cost control is of prime importance and shall be provided by professional quantity surveyors. Estimates must be submitted in UNIFORMAT II format.

Draw up the schedule using the critical path method and the MS Project 2007 software program. Develop the Work Breakdown Structure (WBS) through at least five levels: project, stage, element, sub-element and work package. Components that have a direct impact on the schedule must be identified and mitigation measures must be planned and implemented.

8.1.1 Existing, Temporary and New Security Systems

Identify the institution's existing security systems to which it will be necessary to establish connections or that will have to be modified in line with this project. Determine whether the existing equipments have the capacity to handle the new requirements of this project in addition to temporary requirements. Recommend to the Departmental Representative that a contract for modifications to some security systems be awarded directly. Use the services of a security system specialist, who is independent of any manufacturer.

8.1.2 Existing Services

Compile a list of available existing utilities up to their respective sources. Identify existing underground utilities and co-ordinate the RMHC expansion accordingly. Validate the capacity of existing utilities to be hooked up to the proposed extension.

8.1.3 Security Door Hardware

Become familiar with CSC technical criteria and compile a list of equipment currently used in the institution. Suggest products that will meet CSC requirements and those of users. Hire a security hardware specialist, independent of any manufacturer.

8.1.4 Reviews

Draw up a pre-determined schedule for submitting progress documents in order to allow PWGSC and CSC to mobilize their employees for the reviews. Submit documents representative of the percentage of progress required. Clearly identify items that require additional information and/or are on the critical path. Plan for reasonable timeframes for the the reviews.

Following receipt of the comments from PWGSC and CSC, reply in writing in regards to each item.

8.2 Facility Security

The Archambault Institution is a medium-security institution that will remain in operation throughout the project.

All persons who must go to the site must undergo security screening and a security check beforehand. This requirement applies to everyone, without exceptions. All visits to the premises at every phase of the project must have the written consent of CSC. Consultants must notify the Institution security prior to their anticipated visit to the premises. While on the site, they must be accompanied by a person designated by CSC.

The Consultant must plan for the delays and costs caused by employee security screenings and the time lost for inspections to be carried out and meetings to be held within the institution.

PD 9 CONSULTANT SERVICES

The consultant team for this project must be capable of providing the following services:

- architecture
- code compliance
- communications
- lighting design
- time control
- cost control
- interior design
- sustainable development
- ergonomics (guard post)
- civil engineering
- electrical engineering
- electrical engineering (IT)
- geotechnical engineering
- mechanical engineering
- structural engineering
- structural engineering (paraseismic)
- waste management
- risk management
- commissioning
- programming
- fire protection
- door hardware
- health and safety
- signage
- security systems

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PA 1 PROJECT ADMINISTRATION

The following administrative requirements apply during all phases of project delivery.

1.1 PWGSC Project Management

The Project Manager assigned to the project is the Departmental Representative.

The Project Manager is the Departmental officer directly concerned with the project and responsible for its progress. The Project Manager is the liaison between the Consultant, Public Works and Government Services Canada and the Client Departments.

Public Works and Government Services Canada administers the project and exercises continuing control over the Consultant's work during all phases of development. Unless directed otherwise by the Project Manager, the Consultant obtains all Federal requirements and approvals necessary for the work.

1.2 General Project Deliverables

Where deliverables and submissions include summaries, reports, drawings, plans or schedules, ten (10) hard copies shall be provided plus one (1) copy shall be provided in electronic format unless otherwise specified.

All electronic documents produced must be available throughout the project on an FTP site provided and organized by the Consultant. The Consultant must provide PWGSC with read and write rights for the sharing of files.

1.3 Lines of Communication

Unless otherwise arranged with Project Manager, the Consultant shall communicate with the Project Manager only. There shall be no direct official contact between client departments and the Consultant.

During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and makes the contract award. There shall be no direct communication between the consultant and the bidders.

1.4 Media

The consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Project Manager.

1.5 Meetings

The Project Manager shall arrange meetings twice a month throughout the entire project development period, for all members of project team, including representatives from:

- Client Department(s)
- Public Works and Government Services Canada
- Consultants

The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within two (2) business days of the meeting. Meetings will take place at either the Regional Mental Health Center at the Archaumbault Institution in Sainte-Anne-des-Plaines. Alternate locations

include CSC’s offices at the Montée-Saint-François Institution and PWGSC’s offices at Place Bonaventure in Montreal.

1.6 Project Response Time

It is a requirement of this project that the key personnel of the successful proponent and sub consultant or specialist firms be personally available to attend meeting or respond to inquiries within two (2) business days.

1.7 Submissions, Reviews and Approvals

Work in progress is to be reviewed by the Project Manager as well as the following:

- PWGSC in-house services
 - Submission Format: drawings and specifications (paper copy, pdf and dwg)
 - Submission Schedule: Submissions are reviewed at every milestone as identified in the Required Services
 - Expected Turnaround Time: 10 business days
- Design review committee – client (CSC/RMHC)
 - Submission Format: drawings and specifications (paper copy, pdf and dwg)
 - Submission Schedule: Submissions are reviewed at every milestone as identified in the Required Services
 - Expected Turnaround Time: 10 business days

The content of files in .dwg format that are submitted at each design phase will be checked against the PWGSC, Quebec Region standard for the preparation of CAD drawings. Updated versions of the files will be sent to the Consultant. Meeting this requirement is a prerequisite for payment of the Consultant’s fees.

Chart of Reviews and Approvals							
R = Review A = Approval		PWGSC		CSC		RMHC	
		R	A	R	A	R	A
RS1	Project Scope of Services Report	✓	✓	✓		✓	
	Class ‘D’ Estimate	✓	✓		✓		
RS2	Design Options	✓		✓		✓	
	Recommended Design Option		✓		✓		
	Class ‘C’ Estimate(s)	✓	✓		✓		
RS3	Design Development Documents (50%)	✓	✓	✓	✓	✓	
	Design Development Documents (99%)	✓	✓	✓	✓	✓	
	Class ‘B’ Estimate(s)	✓	✓		✓		
RS4	Construction Drawings (50%)	✓	✓	✓	✓	✓	
	Construction Drawings (99%)	✓	✓	✓	✓	✓	
	Class ‘A’ Estimate(s)	✓	✓		✓		
	Final Tender Documents	✓	✓	✓	✓	✓	

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Amd. No. – N° de la modif.
File No. – N° du dossier
MTC-3-36395

Buyer ID – id de l'acheteur
mtc 350

1.8 Official Languages

This project requires services in both official languages. Refer to the Supplementary Condition section of this Request for Proposal document entitled "Language Requirements".

REQUIRED SERVICES

The required services correspond to various phases of the project and must be included in all required services in the Project Brief included in the Appendix. The list of requirements in this document in no way limits the scope of project described in this Brief.

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RS 1 ANALYSIS OF PROJECT REQUIREMENTS

1.1 Intent

The purpose of this stage is to ensure the consultant has reviewed and integrated all the project requirements, identified and evaluated conflicts or problems, provide alternative strategies, presented and received approval on a Project scope, delivery process, schedule and estimate required to deliver a cohesive quality project. This approved deliverable will become the Project Scope of Services and will be utilized throughout the project to guide the delivery.

1.2 General

Scope and Activities:

- Visit the building/site and verify the availability and capacity of services needed for the project;
- Attend project start-up meeting;
- Analyze the project requirements/program;
- Identify necessary modifications to the existing building;
- Request necessary information to complete building program and clarify outstanding ambiguities;
- Fill out room data sheet with the participation of all sub-consultants:
 - Determine all of the requirements for each workstation and area;
 - Identify furniture and necessary equipment, as well as telephone services, computer networks, internal communication systems, security and access systems, etc;
 - Obtain information on space, electrical, network, mechanical or other requirements, and specific equipment required for the use thereof;
- Review all available existing material related to the project
- Compile a survey of dimensions and layouts of floors, roofs and elevations for every part of the surrounding building affected by the work;
- Review the proposed project schedule for verification that all milestone dates are achievable;
- Review the cost plan/budget for verification that the costs are realistic and achievable;
- Identify and verify all authorities having jurisdiction over the project;
- Identify the codes, regulations and standards that apply;
- Establish a policy for project to minimize environmental impacts consistent with the project objectives and economic constraints;
- Review potential for environmental impacts and application of the Canadian Environmental Assessment Act (2012).

1.3 Deliverables

Comprehensive summary of the project requirements/program demonstrating understanding of the scope of work including:

- Report on existing base building system elements including their condition, deficiencies and life expectancy.
- Project schedule
- Class 'D' Construction Cost Estimate, using the Uniformat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems

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- Sustainable Development items
 - Etc.
 - Written identification of the problems, conflicts or other perceived information/clarifying assumptions for the acknowledgment of the project manager
 - Draft of the Code Compliance Report
 - Comparative table of programmed space in CSC's Project Brief and the updated programmatic requirements
 - List of design options to develop at RS2
 - Identification of any additional expertise required
 - Provide written response to all review comments

RS 2 DESIGN CONCEPT

2.1 Intent

To translate the project requirements into space perimeters, explore design options and analyze them against priorities and program objectives previously identified. Out of this process, one option will be recommended to proceed to Design Development

2.2 General

- Present three (3) design options which are viable and have potential for development: options that do not meet CSC's Project Brief requirements will not be considered;
- Analyze each solution with regard to the project goals including cost and schedule;
- Recommend one option for further development during RS3 with all supporting background and technical justifications;
- Verify capacity of existing systems to supply the new extension and the renovated spaces should new systems not be installed;
- Identify elements of the existing building that require replacement and suggest appropriate replacement strategies;
- Submit three (3) exterior building envelope options that are technically and aesthetically compatible with the existing building;
- Propose building envelope and structural systems for a simple and rapid construction, even in winter working conditions;
- Design Concept drawings;
- Project Schedule;
- Class 'C' Construction Cost Estimate, using the Uniformat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems
 - Sustainable Development items
 - Etc.
- Code Compliance Report.

2.3 Details

- Scheduling of the different work phases and planning of the required temporary spaces;
- Assessment of components requiring environmental protection strategies, i.e., components that must be preserved (not demolished), recycled (by others) or sent for disposal in a landfill.

The following non-exhaustive lists identify services expected from each discipline. Some activities may require input from other consultants on the team. The architect must coordinate his/her sub-consultants and spacialists, and is responsible for ensuring that all the works in the consultant mandate is carried out. This includes, but is not limited to the following:

- Supervise the team and determine the project objectives, budgets, schedules and design criteria to be met;
- Oversee work progress of own sub-consultants and experts and ensure that all parties concerned have made progress to the appropriate level;
- Summarize and incorporate services provided by various specialists;
- Act as the main contact person for the Departmental Representative throughout the project;
- Distribute information received from the Departmental Representative to the sub-consultants and experts, and vice versa;
- Check and validate to ensure that various disciplines have co-ordinated their designs among one another;
- Eliminate incompatibilities between various design components and fully co-ordinate the construction to eliminate worksite disputes;
- When shortcomings are identify, follow-up until they are corrected;
- Produce a consolidated document to be submitted to the Departmental Representative as part of the required submitted documents;
- Co-ordinate the activities of firms conducting various tests.

2.3.1 Architectural Documents

- Site plan showing proposed building outlines, orientation, main accesses, traffic patterns and the relocated playground (if applicable).
- Schematic building plans of alternatives showing relative disposition of main accommodation areas, circulation patterns, numbers of floors, floor levels, staircases and exits, access points, mechanical room location, agora, etc.
- Sketch elevations and sections indicating the basic design approach and aesthetic philosophy.
- Sketch perspectives or massing studies.
- Outside gross building areas and summary of main accommodation areas required and proposed
- Horizontal and Vertical space relationships
- Drawings of the various alternatives for the agora and 3D views, showing the position of the guard post and requirements for visual monitoring of areas from this guard post, based on the requirements set out in the CSC Project Brief.

2.3.2 Civil Documents

- Site plan indicating required demolitions as well as new site utilities;
- Document showing temporary utilities and installations required during the construction project.

2.3.3 Structural Documents

- Proposed or alternative structural systems including foundation methods, explanatory sketches, etc.
- Identify any required work to the existing building.
- Copy of the geotechnical report on which the design is based.
- Seismic analysis

2.3.4 Mechanical Documents

- Identify existing systems and determine which modifications are required, if any, for the current project.

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- The concept submission shall include a description a specific mechanical requirements and function for each area (room) in the building.
 - Incorporate in the submission a schedule of requirements listing all rooms and identify the mechanical building services to be provided.
 - Identify whether full time operating staff will be needed for operating any of the mechanical equipment. Differentiate between employees required as per code requirements and employees required because of the type and size of the facility.
 - Identify location of entry point into the building of all mechanical services into the building.
 - Identify in square metres the area to be provided for mechanical rooms, and then identify what percentage of total building area this represents. Identify location of mechanical spaces in the building.
 - Analysis of alternative mechanical schemes at the conceptual design stage shall reveal energy consumption of building systems, operating and maintenance costs on a month by month basis for a time span of one year. Accordingly the estimated energy, operating and maintenance costs shall be used in life cycle cost analyses in order to determine the most beneficial mechanical systems alternative. Life cycle cost analyses shall be based on a projected building life of 25 years.
 - Carry out energy analysis, using the latest version of EE4, on system alternatives.
 - Establish an energy budget for the building and compare it to energy consumption of other similar buildings. Total energy consumed in the building shall be expressed in kWh/sq m.
 - Identify the type of boilers to be used (i.e. cast iron sectional, fire tube, etc.) and provide an economic and technical explanation of the reason for the type of boiler to be used.
 - List of non-Canadian products and materials proposed for the project with written justification

2.3.5 Electrical Documents

- Identify existing systems and determine which modifications are required, if any, for the current project;
- Proposed basic electrical systems of significance to the early design;
- Enter on room data sheets the requirements for each room and indicate electrical services to be provided;
- Site plan showing location of service entrances;
- Distribution diagram showing single line diagrams to distribution centres;
- Floor plans complete with locations of major electrical equipment and distribution centres, existing and new;
- Distribution diagrams for lighting, power and telecommunications, including for future equipment (see Security) for the future Guard Post (see Architecture);
- Telephone rooms, conduits and telecommunication cable systems requirements and layout: evaluate existing available facilities;
- Provide an electrical design synopsis, describing the electrical work in sufficient detail for assessment and approval by the Department. Include feasibility and economic studies of proposed systems complete with cost figures and loads;
- List of non-Canadian products and materials proposed for the project along with written rationale.

2.3.6 Security Documents

- Draw up a list of all existing security systems;
- Compile an inventory of all existing software programs, including the most recent version of each of these software programs and the number of licences available;
- Determine whether or not it is necessary to update some of the software programs and/or obtain additional licences for the existing software programs;
- Determine whether or not the existing equipment and software programs have the capacity to handle the additional requirements of this project;

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- Determine the new equipment required;
 - List of new security tasks for various phases of the construction project, based on the most recent CSC standards;
 - List of new security tasks for permanent fit-ups, based on the most recent CSC standards;
 - Plan for future security systems (not in construction contract) that will be connected to the Guard Post (not in construction contract) and coordinate with the Electrical Engineer to include distribution network in the current project.

2.3.7 Commissioning

- Define Commissioning Requirements: scheduling, tests to be performed, required participants, forms to be filled-out, reports to be evaluated by a consultant, etc.
- Identify in square meters the area to be provided to maintenance personnel, including storage and workshops for mechanical, electrical and housekeeping.
- Define project archives.

2.3.8 Sustainable Development

- Evaluate Design Options following CSC's green building checklist and meet required performance level.
- Ensure that the project meets the requirements of the Canadian Environmental Assessment Act (2012)

2.4 Deliverables

The Consultant must plan to submit 50% and 99% project completion reports and reviews. The documents must reflect the degree of progress made in the phase concerned.

Provide the following:

- Concept design drawings;
- Description of options along with the preferred recommended solution for implementation in RS3;
- Written report identifying risks, problems, conflicts and other collected information and clarifying assumptions for consideration by the Departmental Representative;
- Updated project schedule;
- Class 'C' Construction Cost Estimate, using the Unifomat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems
 - Sustainable Development items
 - Etc.
- Report on deviance from the schedule of work activities, along with recommended corrective measures, or updated timeline;
- Identification of existing utilities;
- Assessment of the trailer to be relocated;
- Geotechnical study;
- Report on existing security systems
- Technical data sheets for proposed standard hardware;
- Green Building Checklist
- Study of applicable acts, regulations, codes and standards in effect for options under consideration;

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- Comparative table of quantities and surface area measurements of rooms in the updated rooms in relation to the values in the CSC Project Brief;
 - Provide written replies to all review comments.

RS 3 DESIGN DEVELOPMENT

3.1 Intent

To further develop one of the options presented at the Design Concept stage. The Design Development documents consist of drawings and other documents to describe the size and character of the entire project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

3.2 General

Scope and activities:

- Obtain written approval from Project Manager for development of one of the proposed Design Concept options;
- Provide a written reply to all review comments and include them in the construction documents, as applicable;
- If any alterations are demanded, document all required changes, analyze the impact on all project components, and resubmit for approval if required;
- Expand and clarify the Concept Design intent for each design discipline;
- Inspect the existing building to determine its capacity to accommodate the proposed structural changes as well as changes to mechanical, electrical and other required systems;
- Present the design materials to the client, design review or other committees as indicated by the project manager;
- Present the design to the government or local authorities where required;
- Analyze the constructability of the project and advise on the construction process and duration;
- Based on all material available at the time, prepare a milestone schedule for the consideration with special attention to the impact on tenants and the institutions' operations;
- Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design of the project;
- Provide a list and draft specification sections of all 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 this project;
- Class 'B' Construction Cost Estimate, using the Uniformat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems
 - Sustainable Development items
 - etc.
- Code Compliance Report.

3.3 Details

- Scheduling of the various work phases and planning of the required temporary spaces;

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- Assessment of components requiring environmental protection strategies, i.e., components that must be preserved (not demolished), recycled (by others) or sent for disposal in a landfill.

The following non-exhaustive lists identify services expected from each discipline. Some activities may require the input from other consultants on the team.

The following non-exhaustive lists identify services expected from each discipline. Some activities may require input from other consultants on the team. The architect must coordinate his/her sub-consultants and specialists, and is responsible for ensuring that all the works in the consultant mandate is carried out. This includes, but is not limited to the following:

- Supervise the team and determine the project objectives, budgets, schedules and design criteria to be met;
- Oversee work progress of own sub-consultants and experts and ensure that all parties concerned have made progress to the appropriate level;
- Summarize and incorporate services provided by various specialists;
- Act as the main contact person for the Departmental Representative throughout the project;
- Distribute information received from the Departmental Representative to the sub-consultants and experts, and vice versa;
- Check and validate to ensure that various disciplines have co-ordinated their designs among one another;
- Eliminate incompatibilities between various design components and fully co-ordinate the construction to eliminate worksite disputes;
- When shortcomings are identify, follow-up until they are corrected;
- Produce a consolidated document to be submitted to the Departmental Representative as part of the required submitted documents;
- Co-ordinate the activities of firms conducting various tests.

3.3.1 Architectural Documents

- Site Plan showing the building(s) and existing or proposed environmental items including the following:
 - Traffic pattern:
 - Pedestrian (ex. Inmates, personnel, etc.)
 - Vehicles (ex. Building maintenance, snow removal, etc.)
 - Service Roads;
 - Grading:
 - Existing and proposed grade elevations;
 - Landscaping:
 - Main grassed areas. Indicate their contribution to the sustainable development strategy, if applicable;
 - Show the location of underground services;
- Floor Plans of each floor showing all accommodation required, including all necessary circulation areas, stairs, elevators, and ancillary spaces;
- Equipment plan and plan of furniture selected from CORCAN'S catalogue. All workspace planning shall meet the requirements of PWGSC's Workplace 2.0 Fit-up Standards;
- Schedule of doors, frames and hardware, based on CSC technical criteria: Recommend products to meet CSC requirements and those of the facility users, based on the equipment currently used in the institution, and hire a hardware specialist independent from any manufacturer;
- Selection of finish materials and colours on a display board;
- Elevations of all exterior building facades showing all doors and windows accurately sized and projected from the floor plans and sections. Indicate clear floor and ceiling levels and any concealed roof levels;

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- Views from the guard post, along with a guard post ergonomics analysis showing the guard post position and requirements for visual monitoring of areas from this post, based on the requirements set out in the CSC Project Brief;
 - Cross Sections through the building(s) to show floor levels, room heights, inner corridor or court elevations, junction with the existing building, relationship with the site, etc;
 - Detail Sections of walls or special design features requiring illustration and explanation of this stage, including fireproofing methods;
 - Corrective work to be carried out on the existing building and on the trailer following relocation of the trailer.

3.3.2 Civil Documents

- Site layout showing the proposed work (layout of site utilities, earthmoving work, etc);
- Drawing showing existing infrastructure, portions to be demolished and the new infrastructure;
- Drawing showing utilities and temporary hook-ups required during the construction work, based on work phases, and temporary access roads;
- Drawing showing areas for seeding.

3.3.3 Structural Documents

- Drawings indicating the proposed structural framing system, type of foundation, structural materials, cladding details and other significant or unusual details proposed;
- Identify any required work to the existing building and include a copy of the geotechnical report on which the design is based;
- Foundation or pad for the relocated trailer;
- Seismic analysis

3.3.4 Mechanical Documents

- Site Plan showing service entrances for water supply, sanitary and storm drains and connections to public utility services, including all key invert elevations.
- Drawings showing preliminary sizing of ventilation, cooling and heating systems showing locations, and all major equipment layouts in mechanical rooms.
- Drawings of plumbing system, showing routing and sizing of major lines and location of pumping and other equipment where required
- Drawings of the fire protection systems showing major components.
- Produce preliminary designs based on the approved concept. Update the energy analysis and energy budget established at the concept design stage.
- Update the schedule of requirements.
- Provide information of all internal and external energy loads in sufficient detail to determine the compatibility of the proposal with existing services, approved concept and energy budget.
- Analysis of selected equipment and plant with schematics and calculations sufficient to justify the economy of the selected systems.
- Describe the mechanical systems to be provided and the components of each system. Describe the perceived operation of the mechanical systems.
- Explain what operating staff will be needed to operate the building systems and the expected functions of the operation staff.
- Describe the building systems control architecture. Provide preliminary Energy Management & Control Systems (EMCS) network architecture, mechanical control schematics, and sequence of operation.
- Explain what acoustical and sound control measures are to be included in the design.

3.3.5 Electrical Documents

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- Provide drawings showing advanced development of the following:
 - Single line diagram of the power circuits with their metering and protection, including:
 - Complete rating of equipment.
 - Ratios and connections of current transformers (CT) and potential transformers (PT).
 - Description of relays when used.
 - Maximum short circuit levels on which design is based.
 - Identification and size of services.
 - Connected load and estimated maximum demand on each load centre.
 - Electrical plans with:
 - Lighting fixtures arrangement
 - Location of electrical outlets
 - Floor elevations and room identification.
 - Legend of all symbols used.
 - Circuit numbers at outlets and control switching identified.
 - All conduit and wire sizes except for minimum sizes which should be given in the specification.
 - A panel schedule with loadings for each panel.
 - Telephone conduits system layout for ceiling/floor distribution.
 - Riser diagrams for lighting, power, telephone and telecommunication cable systems, fire alarm and other systems.
 - Elementary control diagrams for each system.
 - Schedule for motor and controls.
 - Complete lighting layout and fixture schedule clearly indicating methods of circuiting, switching and fixture mounting.
 - Electric heating layout and schedule.
 - Provide the following data:
 - Total connected load.
 - Maximum demand and diversity factors.
 - Sizing of standby load.
 - Short-circuit requirements and calculations showing the ratings of equipment used.

3.3.6 Security Documents

- Draw up a list of all existing security systems;
- Compile an inventory of all existing software programs, including the version of each of these software programs and the number of licences available;
- Determine whether or not it is necessary to update some of the software programs and/or obtain additional licences for the existing software programs;
- Determine whether or not the existing equipment and software programs have the capacity to handle the additional requirements of this project;
- Determine the new equipment required;
- List of new security tasks for various phases of the construction project, based on the most recent CSC standards;
- List of new security tasks for permanent fit-ups, based on the most recent CSC standards.

3.3.7 Commissioning

- Define operational requirements.
- Define commissioning requirements.
- Prepare a Commissioning Brief describing major commissioning activities for mechanical, electrical and integrated system testing.
- Define and establish project specific archives

3.3.8 Sustainable Development

- Evaluate Design Options following CSC’s green building checklist and meet required performance level.
- Ensure that the project meets the requirements of the Canadian Environmental Assessment Act (2012)

3.4 Deliverables

The Consultant must plan to submit 50% and 99% project completion reports and reviews. The documents must reflect the degree of progress made in the phase concerned.

- Floor plans, including all disciplines showing all floor elements and services in detail, which are necessary to make all design decisions and to substantially estimate the cost of the project;
- Written report identifying risks, problems, conflicts and other collected information and clarifying assumptions for consideration by the Departmental Representative;
- Cross-sections of the building;
- Demolition plans;
- Architectural, structural, engineering, millwork and finishing details to determine choice of materials and finishes;
- Reflected ceiling plans;
- Elevations;
- Views from the Guard Post, along with a Guard Post ergonomics analysis showing the Guard Post position and requirements for visual monitoring of areas from this post, based on the requirements set out in the CSC brief;
- A 3D model of the existing building and the extension, along with a project “walk-through”;
- Site and building models, if necessary;
- Nomenclature of finish materials and colours;
- Preliminary specifications for all disciplines, including all systems and main components and/or equipment.
- Class ‘B’ Construction Cost Estimate, using the Unifomat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems
 - Sustainable Development items
 - Etc.
- Schedule of preliminary work identifying deliverables with significant lead time for delivery;
- Fire Protection Engineers Report, including requirements, strategies or interventions for protection of the building and its occupants;
- Project file with a detailed description of basic project assumptions and rationales for all major decisions;
- Commissioning Plan;
- Analysis report relative to applicable acts, regulations, codes and standards in effect;
- Report on existing security systems, in which products to be designated are identified;
- Technical data sheets for hardware, in which products to be designated are identified;
- Green Building Checklist;
- Provide written replies to all review comments.

RS 4 CONSTRUCTION DOCUMENTS

4.1 Intent

To prepare drawings and specifications setting forth in detail the requirements for the construction and final cost estimate of the project.

- 50% indicates substantial technical development of the project - well advanced architectural and engineering plans, details, schedules and specifications
- 99% is the submission of complete Construction Documents ready for tender call and submission to local authorities for pre-permit purposes
- Develop project specific Systems Operations Manual (SOM)
- Final Submission at 100% incorporates all revisions required in the 99% version and is intended to provide PWGSC with complete construction documents for tender call in both official languages.

4.2 General

Activities are similar at all stages; completeness of the project development should reflect the stage of a submission.

Scope and activities:

- Obtain Project Manager’s approval for Design Development submissions (50%, 99% and final)
- Confirm format of drawings and specifications
- Clarify special procedures (i.e. phased construction)
- Submit drawings and specifications at the required stages. (50%, 99% and final)
- Provide written response to all review comments and incorporate them into Construction Documents where required.
- Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
- Update the project schedule
- Prepare a Class ‘A’ estimate using Uniformat II
- Review and approve materials and construction processes specifications to meet sustainable development objectives, as per CSC’s green building checklist.
- Final Code Compliance Report

4.3 Details

4.3.1 Technical and Production Meetings

- Production of construction documents will be reviewed during the meetings arranged by Project Manager and Consultant.
- Representatives from Client Department(s) and PWGSC support staff will be present as arranged by the Project Manager.
- Consultant shall ensure that his staff and the sub-consultant representatives attend the technical and production meetings as required.
- Consultant shall arrange for all necessary data, progress prints, etc.
- Consultant shall prepare minutes of the meetings and distribute copies to all participants.

4.3.2 Progress Review

- As work progresses on construction drawings, submit drawings, schedules, details, pertinent design data and updated Cost Plan and Project Schedule as required.
 - Mechanical:

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- Flow diagrams, system layouts, equipment selections and sizes, floor plan layouts showing major equipment.
 - All major ductwork sized and shown on drawings including layout of all major mechanical and transformer rooms.
 - EMCS network architecture, mechanical control schematics, sequence of operation for each mechanical system, electrical control schematics, DDC input/output point schedules.
 - Commissioning Plan in accordance with CP.3 (Commissioning Policy)
 - Update the building load calculation, energy analysis and energy budget.
 - Submit at the stipulated progress submission all calculations for mechanical design and equipment selection. These calculations shall be bound (3-ring binder) and indexed.
 - Calculations submitted shall not necessarily be reviewed. They are required for record purposes and in certain instances to assist in the understanding and interpretation of designs. Calculations shall be submitted in a format that is legible, neat and easily understandable.
 - Specifications and an index of specifications.
 - The specifications shall consist of typed and edited PWGSC amended NMS sections, PWGSC in-house Master Specifications sections and NMS sections, latest edition.

4.4 Deliverables

Deliverables are similar at all stages; completeness of the project development should reflect the stage of a submission.

The following non-exhaustive lists identify services expected from each discipline. Some activities may require input from other consultants on the team. The architect must coordinate his/her sub-consultants and specialists, and is responsible for ensuring that all the works in the consultant mandate is carried out. This includes, but is not limited to the following:

- Supervise the team and determine the project objectives, budgets, schedules and design criteria to be met;
- Oversee work progress of own sub-consultants and experts and ensure that all parties concerned have made progress to the appropriate level;
- Summarize and incorporate services provided by various specialists;
- Act as the main contact person for the Departmental Representative throughout the project;
- Distribute information received from the Departmental Representative to the sub-consultants and experts, and vice versa;
- Check and validate to ensure that various disciplines have co-ordinated their designs among one another;
- Eliminate incompatibilities between various design components and fully co-ordinate the construction to eliminate worksite disputes;
- When shortcomings are identified, follow-up until they are corrected;
- Produce a consolidated document to be submitted to the Departmental Representative as part of the required submitted documents;
- Co-ordinate the activities of firms conducting various tests.

4.4.1 50% Submission

- Plans must comply with the PWGSC, Quebec Region standard for the drafting of CAD drawings;
- Specifications must be in the most recent National Master Specification (NMS) format.
- Drawings and Specifications reflecting the stage of the submission.

-
- Class 'A' Construction Cost Estimate, using the Uniformat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems
 - Sustainable Development items
 - Etc.
 - Updated Project Schedule, following the Critical Path Method (MS Project)
 - Code Compliance Report
 - A copy of the site information and of the soil investigating and building inspection report;
 - Provide written response to all review comments

4.4.2 99% Submission

- Complete specification and working drawings.
- Class 'A' Construction Cost Estimate, using the Uniformat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems
 - Sustainable Development items
 - Etc.
- Updated Project Schedule, using the Critical Path Method (MS Project), including all construction work phases
- Code Compliance Report
- 99% Commissioning plan and Systems Operations manual
- One copy of the complete colour schedules, including textures, sheens, super-graphics, colour chips and material samples.
- One copy of site information, soil investigating report, borehole logs, etc.
- One copy of support data, studies, calculations, etc., required by PWGSC Engineering disciplines for final checking and record.
- One copy of updated Cost Plan and Project Schedule
- Provide written response to all review comments

4.4.3 Final Submission (100%)

This submission incorporates all revisions required by the review of the 99% submission. PWGSC will perform a final review before the tender documents are sent to the press to ensure that all comments have been taken into consideration and integrated.

Provide the following:

- Complete set of originals of the working drawings;
- Complete sets of original specifications;
- Class 'A' Construction Cost Estimate, using the Uniformat II standard, including a summary table clearly identifying separate costs for each of the following items:
 - Building Extension
 - Renovation Work
 - Demolition of the permanent trailer
 - Relocation of office trailer
 - Security Systems

-
- Sustainable Development items
 - etc.
 - Updated Project Schedule, using the Critical Path Method (MS Project), including all construction work phases;
 - Provide written response to all review comments;
 - Complete Commissioning Plan;
 - Complete Systems Operations manual;
 - Complete set of original Colour Schedule;
 - One set of soil investigating report with amendments if any;
 - One set of designated substance survey report;
 - As a safeguard against loss or damage to the originals, retain a complete set of drawings in reproducible form and one copy of the specifications;
 - For the bid solicitation, provide the plans and specifications in pdf format in accordance with the file presentation standards for PWGSC bid solicitations. Check that the document prints properly and that it contains all of the information on the CAD drawings;
 - Submit, present and obtain approval on plans and specifications required by Inspection Authorities before tender call;
 - List of tests that should be carried out, including tests to be carried out on the worksite and in the plant;
 - List of trainings that should be offered.

RS 5 TENDER CALL, BID EVALUATION & CONSTRUCTION CONTRACT AWARD

5.1 Intent

Obtain and evaluate bids from qualified contractors to construct the project as per the Tender Documents. Award the construction contract according to government regulations.

5.2 General

Scope and activities:

- Attend bidders' briefing meeting(s) and site visit(s) along with sub-consultants and specialists;
- Help the Departmental Representative answer bidders' questions;
- Prepare addenda based on questions arising in such meetings for issue by the Project Manager;
- Provide the Project Manager with all information required by bidders to fully interpret the Construction Documents. The Project Manager, through the Contract Agent, will issue the addenda to all participants;
- Keep full notes of all inquiries during the bidding period and submit same to Project Manager at the end, for PWGSC records;
- Assist in tender evaluation by providing advice on the following:
 - The completeness of tender documents in all respects;
 - The technical aspects of the tenders;
 - The effect of alternatives and qualifications which may have been included in the tender;
 - The tenderers capability to undertake the full scope of work;
 - The availability of adequate equipment to carry out the work;
- If PWGSC decides to re-tender the project, provide advice and assistance to the Project Manager;
- Revise and amend, at your cost, the construction documents to bring the cost of the work within the limits stipulated;
- Examine and report any cost and schedule impact created by the issue of tender / contract addenda; draft addenda distributed by the Departmental Representative;
- Following the construction contract award, issue the construction documents.

5.3 Deliverables

- Originals of drawings and specifications, For Tender;
- Electronic copies of drawings and specifications, For Tender;
- Addenda where needed;
- Changes to the documents, if re-tendering is necessary;
- Updated cost estimate or schedule;
- Original construction drawings and Specifications documents;
- Electronic copies of construction drawings and Specifications.

RS 6 CONSTRUCTION AND CONTRACT ADMINISTRATION

6.1 Intent

Implement the project in compliance with the Contract Documents and direct and monitor all necessary or requested changes to the scope of work during construction.

6.2 General

Scope of Work:

- During the implementation of the project, act on PWGSC's behalf to the extent stipulated in this document;
- Review the work at appropriate intervals to determine whether or not the work complies with the Contract Documents;
- Keep PWGSC informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review;
- Ensure compliance with Commissioning Plan, update plan as necessary;
- Determine the amounts owing to the Contractor based on the progress of the work and certify payments to the contractor;
- Act as interpreter of the requirements of the Contract Documents;
- Provide cost advice during construction;
- Advise the Project Manager of all potential changes to scope for the duration of the implementation;
- Review the Contractor's submittals;
- Draft Contemplated Change Notices (CCN) to be distributed by the Departmental Representative and include rationales for them based on the instructions of the consultant(s) concerned;
- Submit a cost estimate for each CCN to the Departmental Representative;
- Analyse the Contractor's quote and negotiate with the Contractor, when required, within two working days following receipt of the quote;
- Provide the PWGSC Representative with a recommendation for the purposes of issuing a Change Order (CO);
- Keep a record of CCNs, including detailed background information for each CCN, until issuance of the CO;
- Indicate any changes or material/equipment substitutions in record documents;
- Submit to the Departmental Representative a table of all warranties, along with the commencement and expiry dates and references to the Section applicable to each item in the Specifications;
- During the twelve (12) month warranty period, investigate all defects and alleged defects and issue instructions to the Contractor;
- Prepare and post Systems Operating Instructions;
- Ensure that all end-of-project documents and manuals are complete and in compliance with contractual requirements before submitting them to the Departmental Representative;

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- Draft the final version of the Systems Operations Manual;
 - Carry out a final warranty review.

6.3 Details

The following list is incomplete and in no way limits the professional obligations of the Consultant and his/her sub-consultants:

- Ensure that the work is carried out in accordance with the Plans and Specifications;
- Provide assistance for and chair site meetings (1 meeting every 2 weeks), write up meeting minutes, and distribute them within two working (2) days following the meetings;
- Provide written clarifications and interpretations of the construction documents with the help of supplementary drawings and in accordance with project requirements;
- Review shop drawings and technical data sheets submitted by the Contractor in order to ensure that they comply with the design, inform the Contractor of their compliance. Repeat this activity until the documents are deemed in compliance;
- Co-ordinate sub-consultants' activities;
- Recommend that tests on materials and work carried out and analyse the test results;
- Study requests for changes and submit to the Departmental Representative recommendations relative to amounts and appropriateness. The Consultant does not have the authority to approve changes;
- Indicate all changes to or substitutions of materials or equipment on the documents kept in the project records;
- Review Progress Payment Requests and make appropriate recommendations;
- Inspect the work and draw up lists of deficiencies;
- Provide assistance for and recommend temporary acceptance and final acceptance of work carried out;
- Ensure that occupational health and safety measures stipulated in the Contractor's occupational health and safety plan are implemented and complied with;
- Draft as-built drawings in .dwg and .pdf formats (according to PWGSC, Quebec Region standards) and submit them to PWGSC
- The Consultant must include all significant deviations in construction from the Contractor's annotated drawings, as well as all work resulting from change authorizations during the construction work.

6.3.1 Construction Meetings

Immediately after contract award arrange a briefing meeting with the Contractor and the Departmental Representatives.

Call job meetings as frequently as required, commencing with the construction briefing meeting. The meetings should include the job superintendent, Inspector of Construction main sub-subcontractors, affected sub-consultants and Government Services representatives as necessary. Prepare minutes of the meeting and distribute copies to all participants within two (2) business days. The Project Manager may invite client Departments to attend any of these meetings.

6.3.2 Project Schedule

- Obtain Project Schedule with detailed commissioning component shown separately, as soon as possible after contract award and ensure proper distribution.
- Monitor the approved construction schedule, take necessary steps to ensure that the schedule is maintained and submit a detailed report to the Department concerning any delays.
- Keep accurate records of causes of delays.
- Make every effort to assist the Contractor to avoid delays.

6.3.3 Time Extensions

Only the Department may approve any request for Time Extensions. Approval will be issued in writing by the Project Manager.

6.3.4 Cost Breakdown

Obtain from the Contractor detail cost breakdown on standard PWGSC form and submit to the Department with the Progress Claims.

6.3.5 Sub-contractor Changes

The Contractor is required to use the sub-contractors listed on the tender form unless a change is authorized by the Department. Changes are only considered when they involve no increase in cost. Review all requests for changes of sub-contractors, and submit recommendations to the Project Manager.

When sub-contractors have not been listed on the Tender Form, obtain the list from Contractors not later than ten (10) working days after date of award.

6.3.6 Labour Requirements

The Contractor is bound by the Contract to maintain competent and suitable workmen on the project and to comply with the Canada Department of Labour - Labour Conditions. Inform the Department of any labour situations that appear to require corrective action by the Department. The Consultant shall ensure that a copy of the Labour Conditions for the Contract is posted in a conspicuous place on site.

6.3.7 Bylaw Compliance

- Ensure that construction complies with applicable bylaws and regulations.
- Matters pertaining to the Department of Labour shall be referred to the Ministry.

6.3.8 Construction Safety

- All construction projects that are occupied by federal employees during construction are subject to the Canada Labour Code Part II, as administered by Labour Canada.
- Fire safety provisions during construction must comply with the National Fire Code of Canada, Section 5.6
- In addition to the above, the Contractor must comply with the provincial and municipal safety laws and regulations, and with any instructions issued by the officers of these authorities having jurisdiction relating to construction safety.
- Ensure the Contractor is mandated to provide all required coordination, isolation, protection and reinstatement of the fire protection and suppression systems throughout construction. Notify the Institution each time the fire protection and suppression systems are bypassed and advise of estimated reinstatement time.

6.3.9 Site Visits

- Provide non-resident construction inspection services. Ensure compliance with contract documents.
- Provide services of qualified personnel who are fully knowledgeable with technical and administrative requirements of project.
- Establish a written understanding with contractors as to what stages or aspect of the work are to be inspected prior to being covered up.

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- Assess quality of work and identify in writing to the Contractor and to the Department all defects and deficiencies observed at time of such inspections.
 - Inspect materials and prefabricated assemblies and components at their source or assembly plant, as necessary for the progress of the project.
 - Submit a Field Review Report after each site visit.
 - Any directions, clarifications or deficiency list shall be issued in writing to PWGSC.

6.3.10 Clarifications

Provide clarifications on Plans and Specifications or site conditions, as required in order that project not be delayed.

6.3.11 Progress Reports

Submit work progress reports to the Department on a regular basis. Submit weekly reports that summarize planned activities, list activities that were or were not carried out, and assess the Contractor's employees working on the worksite.

6.3.12 Work Measurement

If work is based on unit prices, measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.

When Contemplated Change Notice is to be issued based on Unit Prices, keep accurate account of the work. Record dimensions and quantities.

6.3.13 Detail Drawings

Provide for the Department's information any additional detail drawings as and when required to properly clarify or interpret the contract documents.

6.3.14 Shop Drawings

- Verify the number of copies of shop drawings required. Consider additional copies for Client's departmental review.
- Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the Contractor and stamped: "reviewed" by the Consultant before return to the Contractor.
- Expedite the processing of Shop Drawings.
- On completion of project forward three copies of reviewed shop drawings to the Department. Ensure that shop drawings include the project number and are recorded in sequence.

6.3.15 Inspection and testing

- Prior to tender, provide Department with recommended list of tests to be undertaken, including on site and factory testing
- Ensure all testing is detailed within commissioning plan
- When contract is awarded, assist Departmental Representative in briefing testing firm on required services, distribution of reports, communication lines, etc.
- Review all test reports and take necessary action with Contractor when work fails to comply with contract.
- Immediately notify Project Manager when tests fail to meet project requirements and when corrective work will affect schedule.
- Assist Departmental Representative in evaluating testing firm's invoices for services performed.

6.3.16 Training

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- Prior to tender, provide Department with recommended list of training to be undertaken
 - Ensure all training is detailed within the commissioning plan

6.3.17 Construction Changes

- The Consultant does not have authority to change the work or the price of the Contract;
- Changes which affect cost or design concept must be approved by the Departmental Representative;
- Upon Departmental approval, obtain detailed quotes from the Contractor. Review prices and promptly submit recommendations to the Departmental Representative;
- The Departmental Representative will issue Consultant-prepared Change Orders to the Contractor, with copy to Consultant;
- All changes, including those not affecting the cost of the project, will be covered by Change Orders;
- The practice of "trade offs" is not allowed.

6.3.18 Contractor's Progress Claims

- Each month the Contractor submits a progress claim for work and materials as required in the Construction Contract.
- The claims are made by completing the following forms where applicable:
 - Request for Construction Payment
 - Cost Breakdown for Unit and/or combined Price Contract
 - Cost Breakdown for Fixed Price Contract
 - Statutory Declaration Progress Claim
- Review and sign designated forms within five (5) business days and promptly forward claims to the Department for processing. Co-ordinate the sub-consultants' participation and consolidate information forwarded to the Departmental Representative.
- Submit with each progress claim:
 - Updated schedule of the progress of the work.
 - List of project risks.
 - Photographs of the progress of the work.

6.3.19 Materials on Site

- The Contractor may claim for payment of material on site but not incorporated in work.
- Material must be stored in a secure place designated by the Department.
- Detailed list of materials with supplier's invoice showing price of each item must accompany claim; Consultant shall check and verify the list.
- Items shall be listed separately on the Detail Sheet after the break-down list and total.
- As material is incorporated in the work the cost must be added to the appropriate Detail item and removed from the material list.

6.3.20 Acceptance Board

Inform the Department when satisfied that the project is substantially completed. The Consultant shall ensure that his representative, his sub-consultant representative, Resident On-Site Reviewer, Contractor and major sub-trades representatives shall form part of the Project Acceptance Board and attend all meetings as organized by the Department.

6.3.21 Interim Inspection

The Acceptance Board shall inspect the work and list all unacceptable and incomplete work on a designated form. The Board shall accept the project from the Contractor subject to the deficiencies and uncompleted work listed and priced.

6.3.22 Interim Certificates, for each phase of work

Payment requires completion and signing, by the parties concerned, of the following documents:

- Interim Certificate of Completion
- Cost Breakdown for Fixed Price Contract
- Cost Breakdown for Unit or Combined Price Contract
- Inspection and Acceptance
- Statutory Declaration Interim Certificate of Completion
- Workmen's Compensation Board Certificate.

Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Department for processing.

6.3.23 Take-over

The official take-over of the project, or parts of the project, from the Contractor is established by the PWGSC Project Team which includes the Consultant and the Client Department. The date of Interim Certificate of Completion and the Final Certificate of Completion signifies commencement of the twelve (12) month warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.

- Provide Department with original copy of Contractor's warranties for all materials and work covered by an extended warranty or guarantee, according to the conditions of the specifications.
- Verify their completeness and extent of coverage.

6.3.24 Building Occupation

The Department or Client Department may occupy the building after the date of acceptance of the building by the Acceptance Board. The acceptance date is normally that of the Interim Certificate issued to the Contractor. As of the acceptance date, the Contractor may cancel the Contract Insurance, and the Department or Client Department (as the case may be) assumes responsibility for:

- Security of the work(s).
- Fuel and utility charges.
- Proper operation and use of equipment installed in the project.
- General maintenance and cleaning of the work(s).
- Maintenance of the site. (Except any landscaping maintenance covered by the contract.)

6.3.25 Operation and Maintenance Data Manual

Operation and Maintenance Data Manual: four (4) sets of each volume and one (1) electronic copy (pdf) produced by Contractor in accordance with Section 01 91 13 and 01 91 51 of project specification and verified for completeness, relevance and format by the Architectural, Mechanical and Electrical Consultants and submitted to PWGSC Project Manager prior to interim acceptance or actual start of operation and instruction period, whichever occurs sooner. The Contractor shall retain one copy of each volume for his record and use during the instruction period.

6.3.26 Instruction of Operating Personnel

- Make arrangements and ensure that Department's operating personnel is properly instructed on the operation of all services and systems using the final manuals as reference.
- Consultant to provide training sessions, as required, on the subject of design intent and systems operations. Utilize Systems operations manual for training sessions.

6.3.27 Keys

Ensure that all keys and safe combinations are delivered to the Department and/or the Client Department as applicable.

6.3.28 Final Inspection

Inform the Department when satisfied that all work under the contract has been completed, including the deficiency items identified on the inspection and acceptance forms from the Interim Inspection. The Department reconvenes the Acceptance Board which makes a final inspection of the project. If everything is satisfactory the Board makes final acceptance of the project from the Contractor.

6.3.29 As-Built and Record Drawings and Specifications

- Following the take-over, obtain as-built marked-up hard copy from the Contractor:
 - Show significant deviations in construction from the original Contract drawings, including changes shown on Post-Contract Drawings.
 - Show changes resulting from Change Orders or from On Site Instructions.
- This activity must be performed in a timely manner. When work is completed for a particular trade, the consultant must then obtain the as-built drawings. For example, Record Drawings can be completed well before the project take-over. Similarly, as-built drawings and any other end of project documents must be completed at the take-over of each construction phase.
- Check and verify all as-built records for completeness and accuracy and submit to PWGSC.
 - Produce Record Drawings by incorporating As-Built information into project drawings.
 - Submit Record Drawings and Specifications in number and format required by the Consultant Agreement within (8) weeks of final acceptance.
 - Provide a complete set of final shop drawings.

6.3.30 Final Certificate

The final payment requires completion and signing, by the parties concerned, of the following documents:

- Final Certificate of Completion
- Cost Breakdown for Fixed Price Contract
- Inspection and Acceptance
- Statutory Declaration Final Certificate of Completion
- Cost Breakdown for Unit and/or Combined Price Contract
- Workmen's Compensation Clearance Certificate
- Hydro Certificate

Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Department for processing.

6.4 Deliverables

- Written reports from site visits including persons involved
- Written reports on the progress of the work and the cost of the project at the end of each month
- Additional detail drawings when required to clarify, interpret or supplement the Construction Documents
- Post contract drawings
- Interim or Final certificates
- Debrief of Commissioning Activities
- As built records
- Warranty deficiency list
- Report on Final Warranty Review

RS 7 FACILITY COMMISSIONING

As a member of the PWGSC team, the Commissioning Manager represents the Owner's and User's interests, and is responsible for overseeing all commissioning activities during the development, implementation and post construction stages of the project.

Throughout this stage, the Consultant and Consultant's representatives on site will work closely with the Commissioning manager, PWGSC and the Contractor to implement commissioning activities and create useful, well integrated drawings, reports and manuals, in compliance with Contract Documents.

The responsibilities of each stakeholder are listed in the PWGSC Commissioning Manual at Appendix F.

7.1 Intent

- Draw up a Commissioning Plan;
- Define Owner and user operational and performance requirements;
- Ensure that responsibility for meeting these requirements and demonstrating compliance is defined in the design and contract documents;
- Ensure that appropriate start-up procedures and procedures for the monitoring of components and sub-systems are implemented and, in particular, ensure the drafting of useful documents, such as quality control reports and descriptions of quality control methods that are part of regular or improved basic services and descriptions of certification procedures and contract procedures;
- Help conduct tests to ensure that components, sub-systems and systems are tested in accordance with the provisions of the contract documents;
- Review and approve commissioning documentation as well as operating and maintenance manuals provided by the Contractor;
- Provide complete documents describing operations, maintenance and management requirements and assign completed installations to competent building operators;
- Keep operating and maintenance costs to a minimum during the life cycle;
- Check that the functional requirements of the Department and the client department are correctly interpreted throughout the design phase and that the building systems operate continuously at optimum performance during normal load conditions and without exceeding the specified energy budget;
- Ensure that appropriate start-up procedures and procedures for the monitoring of components and sub-systems are implemented and, in particular, ensure the drafting of useful documents, such as quality control reports and descriptions of quality control methods that are part of regular or improved basic services and descriptions of certification procedures and contract procedures;
- Draft manuals containing operating procedures for facilities and documentation on the preventive maintenance support system;
- Identify the responsibilities of the Contractor and subcontractors with respect to commissioning, performance inspections and tests;
- Plan performance inspection activities, draw up installation control lists and draft performance inspection report forms, and draw up a detailed schedule of inspections to be carried out by the Contractor. Keep detailed reports during the development period;
- Carry out various tests and inspections to determine whether or not the new facilities operate in compliance with the stated requirements in the contract documents;
- Co-ordinate a training plan for operations and maintenance (O&E) employees that covers operation of the new facilities;
- Provide technical data sheets for proposed materials, equipment, components and other specific items;
- Provide a complete operations and facilities manual;
- Update manuals as progress is made in the project.

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- In the O&E Manual, provide the following:
 - All design objectives, all sequences of operations, etc, to be included in the user manual;
 - Procedures for start-up, operation and emergency shut-down;
 - Unilingual diagrams of all systems;
 - Inventory of equipment for the client's preventive maintenance system;
 - List of shop drawings.

 - Provide commissioning manuals that include the following:
 - Equipment performance inspection;
 - Test reports; and
 - Warranty expiry dates.

7.2 General

Scope and activities:

- Provide complete documentation on the operations and maintenance requirements
- Prepare Systems Operations Manual (SOM) Manuals and Preventative Maintenance Support System (PMSS)/MMS documentation.
- Contents of O & M Manual shall be in accordance with CP.4 operating and maintenance (O & M) Manuals.
- Carry out various checks and tests to determine if the new facilities function in accordance with the contract documents
- Identify contractor and subcontractor commissioning, PV and testing responsibilities.
- Plan the performance verification (PV) activities, develop the installation checklists and PV report forms, and prepare a detailed verification schedule. PV tests will be performed by the contractor. Maintain detailed development reports and review with the contractor for special systems such as EMCS.
- PV inspection forms will be completed for all components, sub-systems and systems, and a final performance verification report will be submitted to the Commissioning Manager.
- Prepare a training plan for the O&M staff to be trained on the operations of the new facilities. The training plan will recognize both short-term and long term requirements and shall employ both hard copy and audio visual techniques.

7.3 Details

Scope and activities:

7.3.1 Analysis of Project Brief and Preliminary Design

O&M (General)

- Submit an O&M report showing how the design will meet O&M requirements including the following subjects:
 - Spatial requirements for O&M staff (office, lockers, kitchen, showers, washrooms, flow of people and supplies, storage for special tools, spare parts, and maintenance materials.
 - Cleaning (janitor closets, receptacle for vacuum, equipment supply and storage).
 - Capacity of the facility to change in response to program changes over its life expectancy.
 - Spare equipment, extra material and redundancies needed to operate and maintain this facility over its life expectancy.
 - System selection based on life cycle cost analysis considering energy, maintenance and operational cost.
 - Occupancy during construction.
 - "Phased" construction program.

O&M Manuals and Systems Operations Manual (SOM)

- Complete design intent prepare SOM.
- Submit at the end of the design development stage.
- Provide review comments and conditions for accepting preliminary O& M Manuals.

Design Submissions

- Ensure all the review comments are addressed to the satisfaction of the Commissioning Manager.

7.3.2 Construction documents & Tender calls

O&M (General)

- In consultation with the Commissioning Manager, continue the assessment which started during the design stage with respect to O&M concerns including staffing, redundancies, spare equipment and extra material, service contracts, preventative maintenance and equipment identification, O&M facilities, the O&M budget.
- Ensure all review comments provided by the Commissioning Manager are addressed.
- Incorporate design and performance intent in the construction documents and identify anticipated performance outputs in PV forms
- Identify contractor and subcontractor commissioning, PV and testing responsibilities.

Systems Operations Manual (SOM)

- Provide all design intent, sequence of operation, etc., for the SOM.
- Provide emergency start -up/operations/shut-down procedures.
- Provide Single Line Diagrams of all systems.
- Provide PMSS/MMS inventory lists and Valve Schedules
- Provide Service Contract lists
- Provide Shop Drawing lists.

Commissioning Specification

- Use PWGSC disciplinary master specification for commissioning as the basis for the project specifications for commissioning. Complete design information required in the performance verification report forms.
- Specify detailed performance verification procedures and output, documents, scheduling and reporting requirements.
- Identify and include in specification all tests to be conducted at manufacturer's plants, on site during construction, installation, commissioning on site and during the operation phase.
- Develop training package for O&M personnel and include in specification as required.

Maintenance Management System (MMS) Specification

- Use the client's standard for the identification of equipment and inventory in conjunction with the MMS. Provide the client's coding and system nomenclature on tender documents.
- Coordinate with existing building equipment inventories.

Submission Requirements

- The commissioning plan is submitted at the end of the design phase and is updated and resubmitted at the end of each stage of the working documents. The prime consultant and the commissioning manager work together to update the commissioning plan.
- The commissioning specification are submitted at the end of the 50% working drawings stage and are updated and resubmitted at each subsequent stage of the working documents.
- The SOM is submitted at the end of the 50% working drawings stage, and is updated and resubmitted during subsequent stages of the working documents.
- Respond to all PWGSC comments in writing at each stage.

7.3.3 Construction / Installation

- Three (3) months before substantial completion, assemble, review and approve all commissioning documentation, including check lists, PV report forms, PV procedures, instruments to be used, and instrument calibration, and incorporate relevant data from reviewed shop drawings and installed component data.
- Assemble all certified tests results and incorporate into the O&M manuals.
- Review the selected test instruments which are to be calibrated less than 3 months prior to substantial completion.
- In consultation with the contractor, select the commissioning test instruments.
- The Prime Consultant shall
 - review contractors compliance with the contract documents;
 - witness and certify tests conducted before concealment and start-up;
 - verify that each system is completed, safe to operate and ready for start-up;
 - ensure that all deficiencies are rectified and acknowledge that the installation of components and systems is ready for the commissioning phase.
- Manuals
 - Revise the SOM as construction progresses, ensuring that it reflects the installed systems.
 - Review for acceptance the contractor's O&M Manuals.
 - Submit all manuals to the Commissioning Manager for review and acceptance. The maintenance manual shall be in accordance with CP-4 standard.
- Training
 - Co-operate with the Commissioning Manager in making necessary arrangement for site O&M staff familiarization. Prepare training material in accordance with CP-5 standard.

7.3.4 Commissioning phase

- Submit a list of the technical staff required to conduct all performance and verification tests for approval by the commissioning manager prior to beginning testing and verification
- Manuals
 - Review the "O&M" Manuals to 100% and submit comments to the Commissioning Manager for approval. Manuals to be in accordance with all modifications to the project.
- Spare Parts
 - Finalize the delivery of all the spare parts requirements through the project and assist Commissioning Manager in the definition of additional parts not listed in the construction documents.
- Performance Verification
 - Witness that the components, subsystems and systems are tested in accordance with the provisions of the contract documents and ensure all systems meet design intent.
 - Witness all tests and PV procedures and certify same.
 - Provide solutions during the PV process with respect to the variances from the design parameters.
 - In consultation with the Commissioning Manager, instruct the contractor to correct all the deficiencies identified and recorded during the performance verification and adjust or alter the systems to achieve the design parameters. Retest as required.
 - In consultation with the Commissioning Manager, and Project Manager, recommend takeover of the facility subject to outstanding deficiencies deferred tests during the operational phase.
- Coordinate the training of O&M personnel and conduct training sessions.
- Review all MMS nomenclature, devices and submissions prepared by the contractor. Ensure on site implementation and tagging as per the client's standards.
- Prior to Interim Inspection, debrief the Project Manager and Commissioning Manager on the commissioning process including training; problems; required changes to systems (with costs)

which are outside the contractor's responsibility, but which are deemed necessary to meet project requirements; commissioning procedures and other information, experiences and suggestions for future projects. Submit a report to the Commissioning Manager. Repeat this process when 80% occupancy is achieved.

Note: Start-Up and TAB are construction activities and do not form part of the Commissioning Phase.

7.3.5 Post-construction (operation)

- Make recommended revisions to documentation to reflect all changes, modifications, revisions and adjustments as finally set upon completion of commissioning.
- Develop an occupant's comments/complaints audit system.
- Witness completion of Performance Verification and review reports.
- Monitor environmental and life safety system checks which must be carried out by the contractor or O&M staff prior to the expiration of warranties.
- Identify and monitor all deficiencies to be rectified by the contractor prior to the expiration of warranties.

7.4 Standards

- Operating & Maintenance (O&M) Manuals
 - The contents & organization of the manuals shall be in accordance with CP.4: Operating & Maintenance Manuals. The documents are available upon request, from PWGSC.
- Training of O&M Personnel
 - The requirements and the delivery of the training of O&M Personnel shall be in accordance with CP.5: Training of O&M Personnel.
- Performance Verification Procedures
 - The extent of performance verification procedures shall be in accordance with PWGSC generic manuals: CP10 – Performance Verification Report Forms and CP10 – Performance Verification Procedures.

Consultants are to use the client's MMS standard maintenance package and equipment identification nomenclature.

RS 8 RISK MANAGEMENT

The consultant is to provide support to the Project Manager in identifying risks throughout the project life cycle.

See "Doing Business" for Risk Management "Definitions" and "Checklist".

Risk Management Process:

- Identify risk events based on past experience and using proposed checklist or other available lists;
- Qualify/quantify probability of risk event (Low, Medium, High) and their impact (Low, Medium, High);
- Prioritize risk events (i.e. concentrate efforts on risk events with High probability and Medium to High impact);
- Develop risk response (i.e. evaluate alternatives for mitigation. This is the real added-value of risk management); and,
- Implement risk mitigation.

RS 9 ENVIRONMENT

Given that sustainable development is an important concern for the Government of Canada, PWGSC addresses this concern by including best environmental practices in each project phase.

9.1 Intent

- Achieve CSC environmental objectives: See CSC Green Building Design Checklist;
- Comply with provisions of environmental legislation.

9.2 Details

Provisions of environmental legislation:

- The Consultant will be given a PWGSC report on provisions of environmental legislation that the Consultant must take into account during the project;
- The Consultant will not be limited to the report and will identify other provisions of environmental legislation to be assessed.

9.2.1 Sustainable Development

In accordance with the Treasury Board Policy on Management of Real Property, real property must be managed in an environmentally friendly manner and in accordance with sustainable development principles. As one of the biggest property owners in the country, and given the major impact buildings have on the environment, the federal government is working to reduce the environmental impact of its operations related to real property.

Correctional Service Canada (CSC) manages the sustainable development component of its projects by using a scorecard (CSC Green Building Checklist) in which each item is given a score. The objective is to obtain a minimum score of 70%.

9.2.2 Soil Management

Excavation of the soil will be a necessary part of the project. The soil must be characterized in order to determine a disposal location. PWGSC Environmental Services will characterize the soil at the start of the project.

The Consultant must interpret the results and recommend appropriate soil disposal measures. The soil may be disposed of on the Ste-Anne-des-Plaines Correctional Facility site in accordance with the Excavated Material Management Master Plan available at PWGSC.

9.2.3 Construction

The choice of materials, equipment and construction methods must comply with the CSC Eco-Friendly Building Design Checklist. A score of 70% must be obtained based on the Checklist scoring criteria.

9.2.4 Demolition

A construction, renovation and demolition (CRD) waste management plan must be drawn up in accordance with the requirements set out in Section 01 74 21 of the most recent version of the National Master Specifications (NMS). This plan will include a preliminary inventory of materials to be disposed of as well as available disposal locations based on the 4R principle (Reduce, Reuse, Recycle and Recover). The methods must also be in accordance with the CSC Eco-Friendly Building Design Checklist.

9.2.5 Hazardous Materials

The Archambault Institution buildings may contain asbestos-containing materials, lead-based paint or other hazardous materials. PWGSC Environmental Services will compile a preliminary survey of these items and the Consultant must adapt the construction documents based on the results.

9.2.6 Halocarbons

Air-conditioning equipment will be installed during the project. The most recent products for reducing the impact on the ozone layer must be used during the project.

9.3 References

- CSC Green Building Checklist
- National Master Specifications, March 2013 or most recent

RS 10 ESTIMATING AND COST PLANNING

10.1 Cost Specialist

Delivering this project on time and within budget is a high priority. A fully qualified cost estimating, cost planning and cost control team, referred to herein as the Cost Specialist, with a demonstrated record of successful cost management on large construction projects is required. This Cost Specialist will be conversant with all aspects of construction cost estimating during the design stages including the use of Elemental Cost Analysis, Risk Analysis, Life Cycle Costing and Value Engineering/Management techniques.

The purpose of cost planning and cost control is to assist in the accomplishment of project cost objectives. It is a continuous and interactive process involving planning, action, measurement, evaluation and revision.

10.2 Scope of Services

The Cost Specialist shall provide an interactive and continuous cost consulting service from the commencement of project design through to construction completion, including the preparation of complete estimates for all construction trades, escalation, inflation and contingency costs.

The Cost Specialist shall provide to PWGSC and the Consultant, a cost advising, and cost monitoring/reporting service.

The Cost Specialist shall attend all project meetings throughout the design phases and be prepared to present and defend the estimates directly to the Departmental Representative.

The fee proposal should be based on one lump sum fixed price construction contract. Should the Departmental Representative decide to deliver the project by project management, construction management, phased construction or other means, the Cost Specialist will negotiate any fee adjustment with the Consultant that is acceptable to PWGSC, prior to commencing adjustment of estimates and reporting systems.

10.3 Services – Basic Activities

The Cost Specialist shall work with and advise the Consultant team and PWGSC of the costs of individual building components and costs of various design systems. Estimates should be prepared in detail and summarized using an Elemental Analysis format. Acceptable formats are noted under the Submission Standards section following.

10.3.1 Reporting

Milestone Reporting

At each of the Milestones specified in this document, provide a complete submission including the required Elemental Summaries, supported by all backup work sheets clearly detailing the process used in preparing the estimate. The detailed work sheets will be the prime basis on which estimates will be reviewed by PWGSC. Cost comparisons and cost reports identifying and explaining the differences between each succeeding cost estimate and their cost effect are also required.

In addition, the Cost Specialist shall fully coordinate all estimates with schedules.

A typical Milestone Report will contain the following:

- Project Estimate Summary;
- Elemental Estimate Summary;
- Estimate Back-Up Detail:
 - Basis for escalation, inflation and contingency calculations;
 - Detailed measurement and pricing;
- Narrative:
 - Outline description of estimate basis;
 - Description of information obtained and used in the estimate including the date received;
 - Listing of notable inclusions;
 - Listing of notable exclusions;
 - Listing of items/issues carrying significant risk;
 - Notes on past and forecast Cost Specialist activity;
- Estimate Reconciliation:
 - With last submission;
 - With Construction Cost Plan.

Any other relevant information.

Monthly Report

In addition to the Milestone Reports, submit a Monthly Report outlining activities during the previous month, identifying areas of concern and new information received, along with forecast and proposed revisions to the current estimate. This report shall also contain a full up-to-date Elemental Cost Summary:

- Project Estimate Summary;
- Elemental Cost Summary;
- Narrative:
 - Description of the basis for estimate revision;
 - Description of new information used in the estimate including the date received;
 - Listing of notable inclusions;
 - Listing of notable exclusions;
 - Listing of items/issues carrying significant risk;
 - Notes on past and forecast Cost Specialist activity

Exception Report

The Cost Specialist is to provide continuous cost monitoring, timely identification and early warning of all changes that affect or potentially affect the estimated construction costs of the project.

If the estimate falls short of or exceeds the Construction Cost Plan due to such changes, the Cost Specialist with the Consultant team shall fully advise the Departmental Representative. The Cost

Specialist with the Consultant team shall submit to PWGSC proposed alternative design solutions and revise the most recent monthly estimate.

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

- Scope Change: Identifying the nature, reason and total cost impact of all identified and potential project scope changes affecting Construction Cost Estimate.
- Cost Overruns and Underruns: Identifying the nature, the reason and the total cost impact of all identified and potential cost variations.
- Options Enabling a Return to Construction Cost Estimate: Identifying the nature and potential cost effects of all identified options proposed to return the project within Construction Cost Estimate.

10.3.2 Submission Standards

Summary Format

- Cost analysis by item: Summaries of estimates must be submitted in an agreed standard analysis format. The Consultant must use Uniformat II.
- Trade Summary: Where a trade summary is required, those following the Masterformat are preferred, except where local practice provides a more suitable alternative.
- Project Cost Subdivision: The estimate shall isolate the costs of each phase of construction. All estimates within these phases shall further isolate and show separately the cost of individual building blocks and/or the accommodation sections listed here:
 - New Construction;
 - Renovation;
 - Site work.

Media

- Provide three (3) hard copies of all reports including estimate summaries only and one (1) additional hard copy of the full report including the additional estimate support information to PWGSC.
- One soft copy of the total estimate, summary and support detail shall be provided on a CD in an agreed format.

Time frame

Estimates appended to progress reports must be submitted no later than five (5) working days following submission of the Consultant’s documents.

Use of all available information

The Cost Specialist is responsible for providing a complete cost estimate even though the information provided during the concept, design development and early working drawing stages is incomplete. Where requirements are not firmly defined, the Cost Specialist shall make assumptions, confirm them with the Consultant and either list them as assumptions or have them incorporated in an outline specification modified by the Consultant.

10.3.3 Techniques

The Cost Specialist is required to be familiar with and make use of a broad range of cost techniques, especially the following:

Risk Analysis

All construction estimates (except the final pre-tender estimate) shall include and identify design, estimating, inflation escalation and currency exchange allowances as are deemed necessary in light of the current information available. The Cost Specialist shall provide a satisfactory explanation of the level and/or amount of all such sums included within any estimate.

Scheduling

The Cost Specialist shall assist the consultants by providing building quantities, building systems information and other quantifiable parameters deemed appropriate to the calculation of a reasoned project time schedule. The Time Specialist shall assist the Cost Specialist by maintaining an up-to-date schedule of all design activities along with an agreed bidding and Construction Schedule that will be incorporated by the Cost Specialist within the estimates on a timely basis.

Life Cycle Costing

In advising the Consultant of the cost information for alternative materials, methods and systems, it is necessary that the Cost Specialist uses all available information to ensure that a complete cost picture is made available, upon which design and construction decisions will be made.

Continuing Estimate Process

A process of continual adjustment of previous estimates may be used in place of total re-measurement at each milestone reporting point. This is acceptable, provided that at each monthly reporting point a full and up-to-date Elemental Cost Summary is provided and that at each milestone reporting point this Elemental Cost Summary is supported by complete, detailed, stand alone back-up/support documentation, as previously described.

Project Research

The Cost Specialist shall visit the proposed or alternative construction sites to become familiar with site conditions, site access, etc., analyze local labour and material supply conditions, local bidding practices and competition to establish pricing levels. A written report detailing this reconnaissance activity is expected.

10.4 Services – Specific Activities

Project Analysis Stage

Review, report on, and propose revisions to the existing class "D" estimate. Do not proceed until the Cost Specialist, the Consultant and PWGSC have accepted the revised class "D" estimate. The revised Class "D" estimate shall become the Construction Cost Plan.

Concept Design

A Class "C" estimate will be prepared at the highest level of detail commensurate with the available information using elemental and additional detailed costs.

Design Development

Upon completion of design development prepare a Class "B" estimate representing the increased level of design detail available. The report shall be prepared using detailed (elemental) costs i.e. measured quantities with minimal allowances or lump sums.

Upon final acceptance, the Class "B" estimate shall become the Construction Cost Plan.

Contract Documents

During the production of the contract documents a process of continuing cost control progressively more detailed is required. At each review of contract documents, an up-to-date estimate shall demonstrate compliance with the Construction Cost Plan. Non-compliance with the Construction Cost Plan will require revisions to the contract documents.

Pre-Tender

Upon completion of the contract documents a pre-tender Class "A" cost estimate will be prepared using 100% measured quantities.

Provide a trade breakdown of the pre-tender estimate for use in reviewing the submitted bids and the successful Contractor's estimate breakdown.

Tender Stage

During the tender period, examine and report on any cost impact created by the issue of tender/contract addenda. Incorporate the results of such addenda review into the final pre-tender estimate (both elemental and trade versions) prior to receipt of bids.

- Bid Review and Analysis: Assist the Departmental Representative, as required, by analyzing and reconciling any differences between the pre-tender estimate and the submitted bids.
- Negotiation Should it be necessary to negotiate with any bidder prior to awarding the Contract, the Cost Specialist shall provide cost information as needed and enter into the negotiations if requested.
- Reconciliation: Upon the signing of a contract with the successful Contractor, the Cost Specialist, if necessary, will reconcile both the elemental and trade estimates, in detail, with the agreed contract sum. These reconciled estimates will be used by the Construction Team during the construction phase of the project.

Cost Specialist Services through Construction

During construction, the Cost Specialist shall assist the Construction Team with cost advice if requested. Such activity may well encompass the following activities:

- Evaluation of change orders;
- Evaluation of work completed;
- Evaluation of cash flow.

Post Contract

The Cost Specialist may be required to assist with the provision of details needed for an evaluation of the project, regarding the Project's cost performance.

10.5 PWGSC Responsibilities

PWGSC will review all aspects of the Cost Specialist's work on a continuing basis to determine the validity and completeness of the information provided. In the event PWGSC may identify areas of concern including errors and omissions as well as areas of inadequate detail or areas that require further explanation, the Cost Specialist shall re-examine the estimates provided and make such revisions as are subsequently agreed to be necessary and/or provide ample acceptable evidence that such corrections or amendments are unnecessary.

No Action Abrogates Consultant's Responsibilities

- No acceptance or approval by PWGSC, whether expressed or implied shall be deemed to relieve the Cost Specialist, or the Consultant, of professional or technical responsibility for the estimates and cost reports.
- Neither does acceptance of an estimate by PWGSC in any way abrogate the Consultant's responsibility to maintain the agreed Construction Cost Plan throughout the life of the project, or the requirement to redesign should the lowest acceptable bid differ significantly from the agreed Construction Cost Plan, unless and until the Departmental Representative indicates otherwise in writing.

ADDITIONAL SERVICES

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AS 1 REPORTS ON THE STATE OF EXISTING BUILDINGS

Public Works and Government Services Canada has the plans for all Grande Allée Armoury facilities. The Consultant must validate them, as specified in the Required Services. No additional payment will be made for this validation.

However, during the Design Development phase, additional reports may be needed to complete the information required on the existing facilities.

The number of hours has been established in Appendix C - Price Proposal Form. This bank of hours will only be used when deemed necessary.

AS 2 BILINGUAL CONSTRUCTION DOCUMENTS

Construction Documents in both official languages as required.

Bilingual Requirements:

- The Consultant shall prepare all construction documents in Canada's two official languages.
- The languages are considered equal in status; neither is considered to be a translation of the other.
- The Consultant shall be responsible for the accuracy and completeness of translations and the consistency of documents.
- It is standard practice to produce a single set of drawings (originals) on which written information is shown in both languages and separate written documents for each language for tendering, records drawings, and operation and maintenance documentation.

AS 3 RESIDENT SITE SERVICES DURING CONSTRUCTION

3.1 Description of services

The purpose of the Resident Site services is to ensure the presence the Consultant's full-time representative on site to inspect, co-ordinate and monitor all aspects of the work during the construction of the facility, and liaise with the contractor, Public Works and Government Services Canada and other agencies as appropriate to the work. More than one person may be required to suit the hours of construction.

The Consultant Resident Site representative is responsible for providing full time (including overtime) resident inspection for all aspects of the project, maintaining daily records of all construction work placed. He is to ensure constant communication amongst the Project Manager, design agencies, Contractor, Regional Fire Commissioner and the Provincial Department of Labour.

The Consultant Resident Site representative shall be directly responsible to the Consultant.

The Consultant Resident Site representative shall become thoroughly familiar with the Contract documents, the National Building code and the National Fire Code of Canada, Section 5.6. He shall also be aware of all Provincial and Municipal standards for the health and safety of construction workers.

The Consultant Resident Site representative shall become thoroughly familiar with the requirements of the Consultant's Project Brief and project responsibilities of others which relate to his services.

3.2 Specific Duties and Responsibilities

Provide full time resident inspection, co-ordination and monitoring during the construction work and be responsible to the consultant. In addition, the departmental representative may delegate additional responsibilities subject to consultant's agreement.

Maintain daily records of all construction work placed and ensure constant communication amongst the Project Manager, the Regional Fire Commissioner, the Consultant, the Contractor, the appropriate Public Works and Government Services Departmental Representative and Consultants.

Co-ordinate and direct an assistant as approved by PWGSC and provide all necessary instructions.

In case of emergencies, the Consultant Resident Site representative is empowered to stop the work, or give orders to protect the safety of the workers or Crown property.

3.3 Inspection and Reporting

The Consultant Resident Site representative shall inspect all phases of the work in progress, for the purpose of bringing to the attention of the Contractor, after checking with the Consultant, and Departmental Representative any discrepancies between the work, the contract documents and accepted construction procedures. He shall keep a daily log of such inspections and shall issue a weekly written report to the Consultant, both for distribution, in the form directed. The Resident Site representative shall make any other reports or surveys as may be requested by the Project Manager through the Consultant.

3.4 Interpretation of the Contract Documents

Interpretation of the contract documents shall be the responsibility of the Consultant. The Consultant may, however, have the Resident Site representative provide him with information regarding job conditions and may require him to relay day-to-day instructions to the contractor.

It shall be the duty of the Resident Site representative to assist the Consultant and further inform the Consultant of any anticipated problems which may delay the progress of the work. The method of relaying such information shall be determined by the Consultant.

3.5 Changes in the Work

The Resident Site representative shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract except as delegated by the Departmental Representative.

The Consultant may call upon the Resident Site representative to assist in the evaluation of changes in the work, where knowledge of job conditions is required.

3.6 Communication & liaison

The Resident Site representative shall:

- convey the Consultant's instructions regarding the required standards of workmanship to the Contractor(s);
- detect all defects or work that do not meet the requirements of the drawings and specifications, and confer and obtain guidance on these findings with the Consultant. The matter is then to be brought to the attention of the Contractor's Superintendent. Although informal discussions with Sub-trade Superintendents are usually permissible, (but only with the agreement of the Contractor), the Resident Site representative should not deal directly with foreman or tradesmen, or interfere with the progress of the work.

-
- Communicate formally with the contractor via memorandum form only. When this form is issued the Resident Site representative must immediately file copies with PWGSC and the Consultant.
 - Contact the Consultant immediately when it is apparent that information or action is required of the Consultant, e.g. general instructions, clarifications, sample of shop drawing approvals, requisitions, contemplated change orders, site instructions, details, drawings, etc.
 - Accompany PWGSC representatives on inspections and report to the Consultant requirements, comments or instructions of the PWGSC's forces. Note that the Resident Site representative should encourage such requirements, comments or instructions to be provided to him in writing.
 - Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to the Consultant with comments.
 - Ensure that PWGSC and the Consultant are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

The Resident Site representative will investigate, schedule and approve in writing, all temporary or permanent connections into any of the buildings' systems prior to the work being done. He shall provide advanced forecasts and advise the PWGSC Property Manager of any interruption of normal building services with a minimum twenty (24) hours notice prior to the work being undertaken, where this work cannot be done during the silent hours.

3.7 Daily Log

The Resident Site representative shall keep a daily log recording:

- weather conditions, particularly unusual weather relative to construction activities in progress;
- major material and equipment deliveries;
- daily activities and major work done;
- start, stop or completion of activities;
- presence of inspection and testing firms, tests taken, results, etc;
- unusual site conditions experienced;
- significant developments, remarks, etc;
- special visitors on site;
- authorities given contractor to undertake certain or hazardous works
- environmental incident
- reports, instructions from Appropriate Authorities Response Actions.

Note: The log is the personal property of the Resident Site representative. Copies of the log book, certified as copies, are to be provided to PWGSC and consultant at the end of the project.

3.8 Weekly Records

The Resident Site representative shall prepare weekly reports for the Consultant in the form directed:

- progress relative to schedule;
- major activities commencing or completed during the week; main activities now in progress;
- major deliveries of materials and/or equipment;
- difficulties which may cause delays in completion;
- materials and labour needed immediately;
- cost estimates of work completed and materials delivered (cost plus contracts);
- outstanding information or action required by Consultant or PWGSC;
- work force;
- weather;
- remarks;
- accidents on site;
- life safety or building hazards caused by the work, the contractor or his agents.

3.9 Site Records

The Resident Site representative shall maintain orderly and updated files at the site for the use of the PWGSC, Consultant and himself as follows:

- Contract and Tender Documents.
- Approved Shop Drawings.
- Approved Samples.
- Samples.
- Site Instructions.
- Contemplated Change Orders.
- Change Orders.
- Memoranda.
- Test and Deficiency Reports.
- Correspondence and Minutes of Meeting.
- Names, addresses, telephone numbers of Client representatives, Consultant and all Contractors, sub-trades key personnel associated with the contract; including home telephone numbers in case of emergencies.

In addition, the Resident Site representative shall maintain an updated progress schedule. A reproduction of the original contract drawings shall be carefully preserved and shall be kept marked up to date with all addenda, change orders, site instructions, details, as-built conditions, etc., issued subsequent to the award of the contract.

3.10 Inspection of the Work

The Resident Site representative shall make on site observations and spot checks of the work to determine whether the work, materials and equipment comply with the contract documents and supplementary conditions. The Site consultant's representative shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report immediately to the Consultant and the Departmental Representative any of these on which the Contractor is tardy or refuses to correct.

The Resident Site representative shall arrange for the Consultant's architectural, structural, mechanical, electrical and other consultants to make the periodic inspections required by the Consultant's contract, and for these inspections to be made timely with respect to the progress of the work.

The Resident Site representative shall also report if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.

The Resident Site representative shall assist in the preparation of all deficiency reports, interim, preliminary, and final, in collaboration with the PWGSC and Consultant's representatives.

The Resident Site representative shall be responsible for the measurement of all work to be done on a unit-cost basis.

3.11 Site Meetings

The Resident Site representative shall attend all job-site meetings.

3.12 Inspection and Testing

The Resident Site representative must see that the tests and inspections required by the contract documents are conducted, and should observe these tests and report the results in the daily log.

The Consultant should be notified if the test results do not meet the specified requirements, or if the Contractor does not have tests undertaken as required.

3.13 Emergencies

In the case of emergency, where the safety of persons or property is concerned or work is endangered by the actions of the Contractor of the elements, to safeguard the interests of PWGSC, the Resident Site representative shall give immediate written notice to the Contractor of the possible hazard. He shall further, if necessary, stop the work or give orders for remedial work, and contact the Consultant immediately for further instruction.

3.14 Limitations

The Resident Site representative shall not:

- Authorize deviations from the contract documents.
- Conduct tests.
- Approve shop drawings or samples.
- Advise the user-client in any matter without obtaining guidance from the Consultant.
- Accept any work or portions of the building.
- Enter into the area of responsibility of the Contractor's Field Superintendent.
- Stop the work unless convinced that an emergency exists as noted above.

3.15 Hazardous Construction Operations

It is the duty of the Resident Site representative to examine all site conditions and methods to be used by the Contractor undertaking hazardous operations.

Give written authority to undertake hazardous operations to the Contractor, when fully satisfied that all necessary precautions and acts have been taken by the Contractor to safeguard the life safety of the workers and building occupants and Crown property. Written authority shall be countersigned by the Contractor to acknowledge that the latter is aware of the Resident Site representative's instructions and requirements and both parties will retain copies of the authority document signed mutually by them.

The Resident Site representative shall inspect the areas where hazardous work is under way to ensure that the Contractor is maintaining the agreed safety standards. Any infractions may result in the Resident Site representative stopping the work. All infractions, or work stoppages ordered shall be reported in writing and verbally to the Consultant and the Departmental Representative.

3.16 Building Security

- Special precautions must be taken at all times to prevent unauthorized entry of the building.
- The Resident Site representative is to ensure that all contractor-made openings and means of access are firmly secured when the contractor leaves the site.
- The Resident Site representative will liaise closely with the Consultant and Departmental Representative on all security and/or safety problems that may arise due to the contractor's operations.

AS 4 ARCHITECTURAL AND ENGINEERING SERVICES FOR ADDITIONAL REQUESTS

Services for changes to construction documents following requests from the Departmental Representative, to be authorized as and when required.

The Consultant must provide architectural and engineering services when expressly requested to do so by the Departmental Representative.

The Departmental Representative will transmit in a timely manner information on the additional services to be provided.

The Consultant must submit to the Departmental Representative a detail breakdown of additional fees for the requested services in accordance with the established fixed hourly rates. The breakdown will include employee categories, employee names and the estimated number of hours required to provide the services.

The Consultant will receive written authorization to provide the services from the Departmental Representative.

APPENDIX A – TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE section 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):

Architecture

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

II. Key Sub Consultants / Specialists:

Civil Engineering

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Electrical Engineering

Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Solicitation No – N° de l'invitation
EF236-142415/A
Client Ref No. – N° de réf. du client
R.064010.800

Amd. No. – N° de la modif.
File No. – N° du dossier
MTC-3-36395

Buyer ID – id de l'acheteur
mtc 350

Mechanical Engineering
Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Structural Engineering
Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Cost Estimating and Planning Specialist
Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Security Systems Specialist
Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

Security Door Hardware Specialist
Firm or Joint Venture Name: _____

Key Individuals and provincial professional licensing status and/or professional accreditation:

APPENDIX B – DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization: ____ Sole Proprietorship ____ Partnership ____ Corporation ____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Federal Contractors Program for Employment Equity - Certification

I, the Proponent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a proposal non-responsive, or will declare a consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Proponent's certifications. Failure to comply with such request by Canada will also render the proposal non-responsive or will constitute a default under the contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Proponent certifies having no work force in Canada.
- A2. The Proponent certifies being a public sector employer.
- A3. The Proponent certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Proponent certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Proponent has a combined work force in Canada of 100 or more employees; and

- A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- A5.2. The Proponent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

B. Check only one of the following:

B1. The Proponent is not a Joint Venture.

OR

B2. The Proponent is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the General Instructions to Proponents)

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, proponents must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Name of Proponent:

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. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... Name Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture signature Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture
..... Name Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture signature Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture
..... Name Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture signature Title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture
..... Name Title I have the authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture signature Title I have the authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

During proposal evaluation period, PWGSC contact will be with the following person:

_____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will so inform the Proponent and provide the Proponent with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.

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, PWGSC Solicitation Number, and the words “PRICE PROPOSAL FORM” typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title:

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

Percentage Fee for SR1 to SR10 (R1230D (2012-07-16), GC 5 - Terms of Payment)

Firm Percentage Fee of%

Indicative Estimate of Construction Cost
(Class D, excluding Applicable Taxes): x 4,500,000.00 \$

Maximum Percentage Fee for Required Services\$

The actual percentage fee for Required Services will recognize the variability of the Construction Cost Estimate as the project develops (refer to formula specified in GC 5.2 Fee Arrangement(s) for Services). Payments will be made as specified in GC 5.4 Payments for Services.

TOTAL PERCENTAGE FEE FOR REQUIRED SERVICES \$ ①

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

ADDITIONAL SERVICES

Fixed Fee (R1230D (2012-07-16), GC 5 - Terms of Payment)

AS2 Bilingual Construction Documents\$

Maximum Fixed Fees (AS2)\$

Time Based Fees (R1230D (2012-07-16), GC 5 - Terms of Payment)

AS1 Reports on the State of Existing Buildings ¹				
Discipline	Qualifications ²	Hourly Rate ³ A	Projected Hours B	Total Cost A x B
Architecture		× 2.50 =	120	
Civil		× 2.50 =	40	
Structure		× 2.50 =	60	
Mechanical		× 2.50 =	80	
Electrical		× 2.50 =	60	
Security Systems			60	
Door Hardware			10	
AS1 Maximum Time Based Fees				

Note 1: Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately.

Note 2: Identify the professional title and experience level. For Architecture and Engineering, the possible qualifications are:

- Senior Architect
- Intermediate Architect
- Junior Architect
- Intern (M. Arch.)
- Senior Engineer
- Intermediate Engineer
- Junior Engineer
- Senior Technician
- Intermediate Technician
- Junior Technician
- Support Staff

Note 3: All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.

AS3 Resident Site Services During Construction ¹				
Discipline	Qualifications	Hourly Rate ² A	Projected Hours B	Total Cost A x B
Architecture	Senior Technician	× 2.00 =	2000	
AS3 Maximum Time Based Fees				

Note 1: Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately.

Note 2: All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

AS4 Architectural, Engineering and Specialized Services for Additional Requests ¹				
Discipline	Qualifications ²	Hourly Rate ³		Total Cost A x B
		A	B	
Architecture	Principal Architect		10	
	Senior Architect	x 2.50 =	50	
	Intermediate Architect	x 2.50 =	50	
	Junior Architect	x 2.50 =	50	
	Intern (M. Arch.)	x 2.50 =	50	
	Senior Technician	x 2.50 =	50	
	Intermediate Technician	x 2.50 =	50	
	Junior Technician	x 2.50 =	50	
	Support Staff	x 2.50 =	25	
Engineering	Principal Engineer		10	
	Senior Engineer	x 2.50 =	50	
	Intermediate Engineer	x 2.50 =	50	
	Junior Engineer	x 2.50 =	50	
	Senior Technician	x 2.50 =	50	
	Intermediate Technician	x 2.50 =	50	
	Junior Technician	x 2.50 =	50	
	Support Staff	x 2.50 =	25	
Specialty	Cost estimation and planning		25	
	Security Systems		25	
	Door Hardware		25	
AS4 Maximum Time Based Fees				

Note 1: Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately.

Note 2: All inclusive hourly rate is applicable to both regular working hours and any other shift work, as required.

Maximum time based fees (AS1, AS3 and AS4)\$
TOTAL FEES FOR ADDITIONAL SERVICES\$ ②

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

The Total Cost of Services includes all disbursements made for the project, without exception, for the purpose of providing Required Services and Additional Services.

TOTAL FEE FOR REQUIRED SERVICES\$ ①
 TOTAL FEE FOR ADDITIONAL SERVICES\$ ②
TOTAL EVALUATED FEE\$ ③

APPENDIX C – PRICE PROPOSAL FORM (CONT'D)

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

Disbursements

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2012-07-16), GC 5 - Terms of Payment, section GC5.12

Surveying	10,000.00 \$
Testing Laboratory - Soil	10,000.00 \$
Testing Laboratory - Roofing	10,000.00 \$
Other Test and Studies	<u>30,000.00 \$</u>
MAXIMUM AMOUNT FOR DISBURSEMENTS	60,000.00 \$

