



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions

Procurement and Contracting Services
73 Leikin Drive,
Visitor Center - Building M1
Mailstop # 15
Ottawa, ON K1A 0R2

Attn: **Megan McCoy (613) 843-3798**

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Architectural & Engineering Services – New Police Facilities – Onion Lake		Date August 13 th , 2014
Solicitation No. – N° de l’invitation 201501189		
Client Reference No. - No. De Référence du Client 201501189		
Solicitation Closes – L’invitation prend fin		
At /à :	2 :00pm	EDT(Eastern Daylight Time) HAE (heure avancée de l’Est)
On / le :	September 23rd, 2014	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Eric Glynn – Manager – Construction & Real Property		
Telephone No. – No. de téléphone 613-843-5533		Facsimile No. – No. de télécopieur 613-825-0082

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their Bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the Bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and Declaration Form, the Security Requirements Checklist, and any other applicable annexes.

2. Summary

The purpose of this project is to design and construct a new police detachment facility to meet the RCMP's program requirements on a building site secured and already owned by the RCMP in Onion Lake, Saskatchewan. The consultant team will be required to assess the site for placement of the new detachment and storage garage, submit options along with a recommended option for consideration and acceptance by the RCMP.

There is an operational requirement for a new RCMP detachment facility to be constructed in the Community of Onion Lake, Saskatchewan which would be comprised of approximately 765 M2 of finished space plus a detached storage garage building of approximately 75 m2. This new facility will replace existing policing facilities that no longer meet the operational requirements for the provision of policing services to the communities of which the detachment provides these services.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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



There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, and Part 7 - Resulting Contract Clauses.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Procurement Ombudsman

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

Bidders who submit a Bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty (120) days



2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, Bids transmitted by facsimile to RCMP will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Saskatchewan**.

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

5. Limitation of Submission

Bidders may only submit one (1) proposal in response to this solicitation.

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

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

If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.



The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

6. Legal Capacity

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that Bidders provide their Bid in separate sections as follows:

Section I: Technical Bid (four (4) hard copies) (and one (1) soft copy on DVD/CD)

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

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

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

Prices must appear in **Annex “C” – Basis of Payment and Declaration Form** only. No prices must be indicated in any other section of the Bid.

The maximum number of pages including text and graphics to be submitted for Annex “F” – Evaluation Criteria is forty (40) pages (single-sided) or twenty (20) pages (double-sided). A minimum font size 10 must be used. The following contents are not included as part of the maximum page limitation noted above:

- Covering letter (optional - contents not evaluated)
- Completed Annex “E” – Team Identification Form;
- Completed Annex “C” – Basis of Payment and Declaration Form;
- Front page of the RFP Solicitation; and,
- Front page of revision(s) to the RFP;

Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be evaluated.

Canada requests that Bidders follow the format instructions described below in the preparation of their Bid:



- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Proposal

In their Technical Proposal, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the Bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the Bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their Bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Basis of Payment and Declaration Form

1.1 Bidders must submit their Basis of Payment and Declaration Form in accordance with **Annex “C” – Basis of Payment and Declaration Form**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.



b) An evaluation team composed of representatives of Canada will evaluate the Bids.

1.1. Technical Evaluation

See Annex “F” – Evaluation Criteria.

1.2 Financial Evaluation

See Annex “C” – Basis of Payment and Declaration Form

2. Basis of Selection

2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a Bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all Mandatory Criteria; and
 - c. achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% (450 out of the 750 points available).
2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 85% for the technical merit and 15% for the price.
4. To establish the technical merit score, the overall technical score for each responsive Bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 85%.
5. To establish the pricing score, each responsive Bid will be prorated against the lowest evaluated price and the ratio of 15%.
6. For each responsive Bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive Bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three Bids are responsive and the selection of the contractor is determined by a 85/15 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135



Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	115/135 X 85 = 72.41	89/135 X 85 = 56.01	92/135 X 85 = 57.93
Pricing Score	45/55 X 15 = 12.27	45/50 X 15 = 13.50	45/45 X 15 = 15.00
Combined Rating	84.68	69.51	72.93
Overall Rating	1 st	3 rd	2 nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare an Bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the Bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder’s certifications. Failure to comply with this request will also render the Bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting a Bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a Bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/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 Bid non-responsive if the Bidder, or any member of the Bidder if the Bidder 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 Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.



I, the Bidder, 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 bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid 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 solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1.** The Bidder certifies having no work force in Canada.
- A2.** The Bidder certifies being a public sector employer.
- A3.** The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4.** The Bidder 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 Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1.** The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- A5.2.** The Bidder 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.

B. Check only one of the following:

- B1.** The Bidder is not a Joint Venture.

OR



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

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the Bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder 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 Bid non-responsive.

2.1 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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



YES () NO ()

If so, the Bidder must provide the following information:

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

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

Work Force Reduction Program

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

YES () NO ()

If so, the Bidder must provide the following information:

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

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

2.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written



confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.3 Education and Experience

2.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

2.4 Canadian Content Certification

2.4.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

Certification

By submitting a proposal, the Bidder certifies that the information submitted by the Bidder in response to the RFP is accurate and complete.

In order to be awarded a Contract, the certifications of this section must be provided. Canada may declare a proposal non-responsive if the certifications are not submitted or completed as required. Where Canada intends to reject a proposal pursuant to this paragraph, the Contracting Authority will so inform the Bidder and provide the Bidder 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.

The Bidder hereby certifies compliance to the appropriate certifications required with the Bid, as listed above.

Name and Title	Signature	Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before the commencement of Work, the following conditions must be met:
 - a. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - b. the Bidder must provide personal data including the full name, date of birth, present address and other data as requested by the RCMP, for each person working on this project, if requested. This information will be used for security clearance purposes (ie. to confirm if persons have a current/valid RCMP Reliability Status clearance). This information must be provided within five (5) working days of the request.



NOTE: If persons currently hold a valid RCMP Reliability Status security clearance issued by RCMP Departmental Security, a new RCMP Reliability Status security clearance application (as per **Annex “G” – Security Clearance Guidelines and Documents**) will not have to be completed and resubmitted by those individuals.

2. Bidders are reminded to obtain the required security clearance promptly to avoid any delays with the commencement of Work.

2. Insurance Requirements

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

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

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

3. Licensing Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor is to perform the Work in accordance with **Annex “A” – Statement of Work**.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.



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

2.1 General Conditions

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

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

Delete subsection 41.4 in its entirety.

2.2 Supplemental General Conditions – Real Property

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

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

3. Security Requirement

3.1 Annex “B” – Security Requirement Checklist and related clauses applies and form part of the Contract.

The Contractor's personnel are required to be security cleared at the level of Reliability Status as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to **February 28th, 2017** inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Eric Glynn
Title: Manager – Construction & Real Property
Organization: RCMP – Procurement and Contracting



Address: 73 Leikin, Ottawa, Ontario K1A 0R2
Telephone: 613-843-5533
Facsimile: 613-825-0082
E-mail: eric.glynn@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Bidder's Representative

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

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment



Part A – Fixed Fees for Services – Onion Lake Detachment:

The Contractor will be paid a fixed fee for services as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	\$ _____
Construction Documents 50%	\$ _____
Construction Documents 99%	\$ _____
Tender Documents	\$ _____
Construction Administration Services	\$ _____
Post-Construction Services	\$ _____

Total Cost of **Part A – Fixed Fee for Services:** **\$ TBD** (Applicable Taxes extra.) _____

Part B – Single Fixed Hourly Rates for Services

The Contractor will be paid Single Fixed Hourly Rates for “as-and-when required” Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

1. Architect (Prime Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____

2. Mechanical Engineer (Sub-Consultant)



Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

5. Civil Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

Travel and Living Expenses



All Travel and Living Expenses must be incorporated into the **Part A – Fixed Fee for Services**.

7.1.1 Limitation of Price – Part A

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.1.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.2 Progress Payments

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



3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.3 Suspension Costs

1. During a period of suspension of the Services pursuant to SACC R1240D GC 7.2, the Consultant shall minimize all costs and expenses relating to the Services that may occur during the suspension period.
2. Within fourteen (14) days of notice of such suspension, the Consultant shall submit to the Project Authority a schedule of costs and expenses, if any, that the Consultant expects to incur during the period of suspension, and for which the Consultant will request reimbursement.
3. Payment shall be made to the Consultant for those costs and expenses that, in the opinion of Canada, are substantiated as having been reasonably incurred during the suspension period.

7.4 Termination Costs

1. In the event of termination of the Agreement pursuant to SACC R1240D GC 7.3, Canada shall pay, and the Consultant shall accept in full settlement, an amount based on these Terms of Payment, for Services satisfactorily performed and any reasonable costs and expenses incurred to terminate the contract.
2. Within fourteen (14) days of notice of such termination, the Consultant shall submit to the Project Authority a schedule of costs and expenses reasonably incurred. The Consultant must ensure that it has mitigated its costs to the best of its ability.
3. Payment shall be made to the Consultant for those costs and expenses that in the opinion of Canada are substantiated as having been reasonably incurred after the date of termination.
4. The Consultant has no claim for damages, compensation, loss of profit, lost of opportunity, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by Canada under SACC R1240D GC7.3 Termination.

7.5 Disbursements

1. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
 - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Statement of Work;
 - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
 - c. courier and delivery charges for deliverables specified in the Statement of Work;
 - d. plotting;
 - e. presentation material;
 - f. parking fees;
 - g. taxi charges;
 - h. travel time;



- i. travel expenses; and
 - j. local project office.
2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Consultant at actual cost:
 - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Statement of Work;
 - b. transportation costs for material samples and models additional to that specified in the Statement of Work;
 - c. project related travel and accommodation additional to that specified in the Statement of Work shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
 - d. other disbursements made with the prior approval and authorization of the Project Authority.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Project Authority.

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. copy of time sheets to support the time claimed;
 - b. copy of the release document and any other documents as specified in the Contract;
 - c. copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its Bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its Bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor



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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Saskatchewan**.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the supplemental general conditions for Real Property Contracting as follows:
 - o R1225D (2012-07-16), General Conditions (4) - Intellectual Property
 - o R1240D (2011-05-16), General Conditions (7) - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - o R1250D (2012-07-16), General Conditions (9) - Indemnification and Insurance (> \$1M Insurance required)
- c) the general conditions 2035 (2013-06-27), General Conditions – Higher Complexity – Services;
- d) Annex “A” – Statement of Work;
- e) Annex “C” – Basis of Payment and Declaration Form;
- f) Annex “B” – Security Requirements Check List
- g) Annex “D” – Doing Business
- h) the Contractor's Bid dated **TBD**

12. Procurement Ombudsman

12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the*



contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



Annex “A” – Statement of Work

Title:

Architectural & Engineering Services – New Police Facilities – Onion Lake

1.1 Purpose:

The purpose of this project is to design and construct a new police detachment facility to meet the RCMP's program requirements on a building site secured and already owned by the RCMP in Onion Lake, Saskatchewan. The consultant team will be required to assess the site for placement of the new detachment and storage garage, submit options along with a recommended option for consideration and acceptance by the RCMP.

There is an operational requirement for a new RCMP detachment facility to be constructed in the Community of Onion Lake, Saskatchewan which would be comprised of approximately 765 M2 of finished space plus a detached storage garage building of approximately 75 m2. This new facility will replace existing policing facilities that no longer meet the operational requirements for the provision of policing services to the communities of which the detachment provides these services.

The current detachment facility in Onion Lake does not have enough space to accommodate the consolidated operations from the surrounding community offices and the facility is considered to be functionally obsolete. A new detachment facility is required to enable optimum service delivery for the Community of Onion Lake and the surrounding First Nations Communities.

Crown construction of a new detachment in the community of Onion Lake has been confirmed as the recommended option, as it best meets the evaluation criteria and is the preferred option from a financial, operational and risk analysis perspective to which the Government of Saskatchewan has concurred. This option provides improved quality of accommodations and a long term response to the accommodation challenges currently experienced. The estimated funding required consists of construction costs totaling approx. \$5.225 million for the facility in Onion Lake. A construction site has been secured by way of use of existing vacant land owned by Canada.

A space analysis has been completed for these facilities per the standards of the Government of Canada and the Royal Canadian Mounted Police. The analysis identifies a requirement for a facility that is approximately 765 m2 in size in the Community of Onion Lake. Additionally, there is a requirement for a detached storage facility of approximately 75m2 in size. It is intended that these facilities be constructed using standard construction methodology.

There is a residence and associated garage building on this site that has been deemed unsuitable for further use. The demolition of these structures, disposal of materials and remediation of the affected site will form part of this project. A Phase I Environmental Assessment of these structures has been completed and some hazardous



materials have been identified. The appropriate disposal of these materials will have to be managed as part of the scope of this project.

1.2 INTRODUCTION

The RCMP requires the services of Architectural and Engineering professionals to provide the services for the design and construction of detachment facilities to meet identified program requirements in Onion Lake, Saskatchewan. The project scope also includes the design and construction of a detached storage garage to provide operational support to the detachment.

1.3 CONSTRAINTS AND CHALLENGES

- 1.3.1 Security clearances will be required by personnel working on this project.
- 1.3.2 Budget control and management is of significant importance in the completion of this project. Utilization of innovative design to reduce the overall cost of the project is critical and design options provided by the consultant team will be challenged to ensure economies and efficiencies are identified.
- 1.3.3 These facilities will be constructed for use in a community that does not offer the services that are available in more developed locations. An absolute consideration must be ease of maintenance and easy access to parts for repair of equipment and systems installed in the facilities.
- 1.3.4 These facilities will need to be designed and developed to be sustainable demonstrating that the detachment will be capable of surpassing the baseline established by the National Energy Code for Buildings 2011 by 35%.

1.4 PROJECT INFORMATION

- 1.4.1 Project Title: Architectural and Engineering Design Services – New RCMP Detachment, Onion Lake, SK.
- 1.4.2 Project Location: Onion Lake, Saskatchewan
- 1.4.3 Scope: Design to meet the requirements of the functional programs, applicable codes, and contract administration for the design of the detachment facilities.

Work to include:

- 1.4.4.1 New design options to meet functional requirements
- 1.4.4.2 Completion of Tender Documents.
- 1.4.4.3 Project Administration
- 1.4.4.4 Post Construction – Warranty Services



2 PROJECT OBJECTIVES

2.1 PROJECT DELIVERY APPROACH

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

2.2 OBJECTIVES

2.2.1 Objective One: Functional Performance

2.2.1.1 Provide facilities in the community of Onion Lake that responds to the operational and functional requirements of the RCMP.

2.2.1.2 Achieve:

2.2.1.2.1 A design that provides functional, responsive and efficient workspace in keeping with the functional programs, the RCMP and Treasury Board standards.

2.2.1.2.2 Healthy working environments that fully support optimum work productivity.

2.2.1.2.3 Easy to use and adaptable systems and technologies to support requirements with capacity for growth and change.

2.2.1.2.4 Effective and efficient office landscape furniture plan, utilizing approved suppliers from the Government of Canada's National Master Standing Offer Agreement, fully coordinated with the Mechanical and Electrical disciplines.

2.2.1.2.5 Effective and continuous physical security for the occupants in the conduct of their daily business.

2.2.1.2.6 A facility that is designed in a manner that will allow for simple future expansion to the administration and detention portions of the facility.

2.2.2. Objective Two: Design Quality and Character

2.2.2.1 Provide facilities that will effectively and appropriately serve the RCMP and its operations for an expected life span of 30 years before major refit.

2.2.2.2 Achieve:

2.2.2.2.1 Design excellence, use of quality materials and precise execution



respecting the location and climate where these facilities will be located.

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

2.2.2.2.3 A fully integrated design.

2.2.3 Objective Three: Building Performance

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

2.2.3.2 Achieve:

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

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

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

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

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

2.2.3.2.6 A detachment building that will be designed to exceed the baseline requirements of the National Energy Code for Buildings 2011, by a minimum of 35%.

2.2.4 Objective Four: Project Delivery

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

2.2.4.2 Achieve:

2.2.4.2.1 A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life.



- 2.2.4.2 .2 An integrated and focused Consultant team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP.
- 2.2.4.2 .3 Rigorous quality assurance reviews during the design and construction phases. As part of the design reviews include documented peer reviews.
- 2.2.4.2 .4 A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
- 2.2.4.2 .5 An experienced and well-seasoned Project Management professional that shall be responsible for the production and delivery of all documents, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
- 2.2.4.2 .6 Professional conduct in all phases of the project, employing best practices for budget, schedule, quality and scope management.
- 2.2.4.2 .7 A continuous risk identification and management program employing effective methodologies to mitigate risk items as they arise and to ensure construction safety is monitored and claims avoidance is an ongoing consideration.
- 2.2.4.2 .8 Continuous and comprehensive documentation of the project at all stages of the project implementation,

2.3 SCOPE OF WORK

2.3.1 Overview

2.3.1.1 *Phase I* – Review the site, seeking options for placement of the new detachment and provide for consideration to the RCMP along with a recommended option to locate the detachment and storage garage on available land space. Review the current functional program, and provide 2 concepts for consideration by the RCMP for the provision of a design for the detachment facility, ensuring optimal use of space and consideration for future growth. The RCMP have recently designed and constructed detachments in Saskatchewan and the designs utilized for those projects will be made available to the consultant team to provide perspective only. It is intended that the consultant team will seek to use these documents for the purposes of gaining an understanding of the intended results, if necessary.

Phase II – Design and completion of Tender Documents based upon approved



recommendations from Phase I.

Phase III – Contract Administration including Commissioning and warranty.

2.3.2 Architectural, Interior Design

2.3.2.1 Functional Programs have been completed, identifying detailed space requirements, and will be available to the successful proponent. The functional program will require review by all stakeholders to confirm requirements. Services to include all professional expertise required to fully complete the design and construction administration of this project.

Consultant Services will also include office furniture layouts including workstations etc.; to include all furniture, fixtures and equipment.

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

The table below provides an overview of the spaces required.

Onion Lake Detachment	
Usage	SQ Meters (approx. +/-)
Public Area (Reception, Vestibules, etc)	41.2
Office Area	94.8
General Support Area	109.6
Operational Support Area	92.3
Secure Area	171.3
Total Basic	509.2
Circulation Gross Up (24%)	122.2
Total Usable	631.4
Service/Common area (10%)	63.1
Total Rentable	694.5
Vertical Penetrations/Exterior Walls (10%)	69.5
Total Gross Space	764.0

2.3.3 Civil Engineering

2.3.3.1 All applicable civil elements to deliver this project. Elements include but not limited to connection to municipal utilities, site grading, site access and parking and storm water run-off and collection systems. A geo-technical investigation of the proposed site will be completed once it is determined what portion of the site will be developed for the new facilities.



2.3.4 Structural Engineering

2.3.4.1 All applicable structural elements for the project design. A geo-technical investigation of the proposed site will be completed once it is determined what portion of the site will be developed for the new facilities.

2.3.5 Mechanical Engineering

2.3.5.1 All applicable mechanical systems for the operation of a detachment facility, including connection to required utilities.

2.3.6 Electrical Engineering

2.3.6.1 All applicable electrical systems for the operation of a detachment facility, including connection to required utilities.

2.3.7 Landscape Architecture

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

2.3.8 Building Components and Connectivity

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

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

- Commercially Available Furniture, utilizing the National Master Standing offers for the Government of Canada.
- Purpose-Built Furniture and Shelving, mobile shelving.
- Soft Seating,
- Chairs,
- Task Lighting,
- Kitchenette Equipment (fridge, microwave, freezer)
- Window treatment (ie. Blinds)
- Health and Safety Equipment,



2.3.8.2 BCC Components does not include the following:

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

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

- Cabling,
- CATV,
- Network,
- Telephony,
- Police Radio System Antennae/Whips,
- Multimedia (TV, Smartboards),
- Digital Asset Management System,

2.3.8.4 Scope of BCC for this Project

2.3.8.4.1 For this project, BCC is divided into functional groups as follows:

- A) Information Services,
- B) Security,
- C) Furniture/Equipment.

2.3.8.4.2 The responsibility for contracting for BCC will be in two parts as follows;

Information Services and Security Devices will be supplied and installed separately by the RCMP,

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

2.3.8.4.3 It will be the Consultant's responsibility to ensure full coordination to accommodate all BCC implementation with the building construction



project and provide the related infrastructure and systems requirements.

2.4 PROJECT BUDGET

2.4.1 Indicative Cost Estimate for construction for the Onion Lake Detachment is \$5,225,413.00. The values include construction cost and construction contingencies and escalation. This budget is based on a Class “D” estimate.

2.5 PROJECT DELIVERY APPROACH

2.5.1 The construction tender activity will use a traditional, design - single tender - build approach. A consultant will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to Design Development, Construction documents, tendering and Construction administration. Contractors will be retained by the RCMP and report directly to the RCMP Departmental Representative to co-ordinate all services related to construction.

2.5.2 All work to be managed by the RCMP.

2.6 DESIGN QUALITY

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

2.7 PROJECT TEAM

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

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

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

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

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



- 2.7.3.3 Proponents are permitted to expand their consultant team to include additional disciplines at their own discretion.
- 2.7.4 Expertise and relevant experience requirements for this project are as follows:
- 2.7.4.1 Administrative
- Project Management
- 2.7.4.2 Regulatory Analysis, Planning, Design, and Development
- Building Code
 - Municipal Zoning
 - Occupational Health and Safety
 - Fire and Life Safety
- 2.7.4.3 Program Analysis, Planning, Design, and Development
- Enriched front end planning
- 2.7.4.4 Site Analysis, Planning, Design, and Development
- Site Planning
 - Landscape Architecture
 - Civil Engineering / Municipal Engineering (infrastructure)
- 2.7.4.5 Building Analysis, Planning, Design, and Development
- Architecture and Specialties:
- General Architecture
 - Interior Design
 - Sustainable Design
 - Codes and life safety
 - Building envelope
 - Signage and Way-finding



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

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

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

2.8 PROJECT SCHEDULE

2.8.1 Schedule

Onion Lake Detachment:



Award Consultant Contract	October 8, 2014
Present Concept Design Options	November 19, 2014
Finalize Options for Floor Plan	January 14, 2014
Design Development Report	December 17, 2014
50% Contract Documents	March 25, 2015
99% Contract Documents	May 27, 2015
Final Tender Documents	June 17, 2015
Issued Construction Tender	July 15, 2015
Award Construction Contract	September, 2015
Construction Completion	January 27, 2017
Building Occupancy	February, 2017

2.9 INVOICING

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

2.10 EXISTING DOCUMENTATION

- 2.10.1 Copies of all pertinent documentation will be made available to the Consultant.
- 2.10.2 The successful Consultant will be provided with the following background documents;
 - 2.10.2.1 Exemplary drawings of recently completed detachment projects in Saskatchewan.
 - 2.10.2.2 Legal survey information of the existing sites.
 - 2.10.2.3 Phase I Environmental Assessment of House and Garage to be demolished.
- 2.10.3 Disclaimer
 - 2.10.3.1 Reference information will be available in the language it is written.
 - 2.10.3.2 The documentation may be unreliable and is offered "as is" for use by the Consultant.

3 CONSULTANT SERVICE REQUIREMENTS

3.1 CONSULTANT SERVICE REQUIREMENTS



-
- 3.1.1 The Consultant will be responsible for providing and coordinating the full professional Architectural and Engineering services required, from the Pre- Design Services Stage to the completion of the Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:
- 3.1.1.1 Architectural and Engineering Services
 - 3.1.1.2 Budget and Schedule Management Services
- 3.1.2 Summary Scope of Services
- 3.1.2.1 Pre- Design Services to include review of the programs and building site along with topographical and geo-technical information for the new detachments and provide a report of any issues which require redress.
 - 3.1.2.2 Prepare a final Design Development Report based on the approved Schematic Design, complete with outline specifications, including peer review reports and Class “C” estimate.
 - 3.1.2.3 Conduct peer reviews and submit reports throughout design.
 - 3.1.2.4 Prepare a fully coordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes and Class “A” cost estimate.
 - 3.1.2.5 Prepare specifications using National Master Specification (NMS) program including Division 1.
 - 3.1.2.6 Provide assistance during the tendering process including preparation of addenda and review tender results.
 - 3.1.2.7 Provide identified contract administration services.
 - 3.1.2.8 Recommend cost effective “Green Construction Materials”, Methods and Practices that can be incorporated into the project without significant impact on the project budget.
 - 3.1.2.9 Identify Commissioning activities through standard Testing, Adjusting and Balancing protocols, monitor these processes and document results. There is not a requirement to follow standardized commissioning protocols as per ASHRAE 202-2013 for these projects.
 - 3.1.2.10 Prepare Maintenance Manuals including maintenance schedule, as-built drawings and specifications.
 - 3.1.2.11 Provide warranty services.



3.2 CONSULTANT TEAM RESPONSIBILITIES

3.2.1 Prime Consultant

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

3.2.2 Consultant Team

3.2.2.1 The Prime Consultant and their personnel including Sub-Consultants comprise the Consultant Design Team (Consultant Team).

3.2.2.2 The Consultant Team will be required to maintain its expertise for the duration of the project.

3.2.2.3 The Consultant Team shall be comprised of qualified professional and technical expertise with extensive relevant experience in designing new facilities for operations in remote and/or northern communities, capable of providing the services identified and required for this project.

3.3 GENERAL SERVICE REQUIREMENTS

3.3.1 Overview

3.3.1.1 The RCMP will act as the Project Manager and the Contracting Authority during all phases of design and construction of the project.

3.3.1.2 The Consultant team will be required to deliver integrated professional services, in accordance with the requirements set forth in this statement of work. The services will be administered in distinct stages, as follows:

3.3.1.2.1 Pre-Design Building Assessment and Project Requirements Confirmation

3.3.1.2.2 Design Development

3.3.1.2.3 Construction Documents

3.3.1.2.4 Tender Call, Bid Evaluation and Construction Contract Award.

3.3.1.2.5 Construction and Contract Administration

3.3.1.2.6 Post Construction Services

3.3.1.3 The outline of deliverables and processes, as presented in this statement of work, are intended as a general outline only. It is not exhaustive and does not preclude



alternative or supplementary approaches as may be suggested by the Consultant for consideration by the Project Manager.

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

3.3.2.1 Standard of Care

3.3.2.2 Budget and Schedule Management Services

3.3.2.3 Project Information, Decisions, Approaches & Approvals

3.3.2.4 Change in Services

3.3.2.5 Code, By-Laws, Licenses, Permit Reviews

3.3.2.6 Provision of Staff and Sub-Consultant Services

3.3.2.7 Commissioning

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

3.4 PROJECT ADMINISTRATION REQUIREMENTS

3.4.1 Lines of Communication

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

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

3.4.2 General Deliverables

3.4.2.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, two (2) original hard copies and one (1) copy in electronic format shall be provided to the Project Manager, unless otherwise specified.

3.4.2.2 Electronic format shall mean

Deliverables

a) Written reports and studies MS Word or PDF

b) Spreadsheets and budgets Excel or PDF



- | | |
|--------------------|---|
| c) Schedules | Microsoft Project or other acceptable product |
| d) Drawings | Auto CADD and PDF |
| e) Specifications | NMS MS Word and PDF |
| f) Monthly Reports | MS Word, Excel or PDF |

3.4.3 **Acceptance of Consultant Deliverables**

- 3.4.3.1 While the RCMP acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the RCMP to review the work. The RCMP reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain the Project Manager's acceptance during each of the project stages.
- 3.4.3.2 Acceptance indicates that, based on a general review of submitted materials, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract.
- 3.4.3.3 The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If budgetary or technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

3.4.4 **Design Meetings**

- 3.4.4.1 The Prime Consultant shall arrange meetings generally throughout the design and tendering stages of the project, for all members of the project team. Sub-consultants participation will be at the discretion of the prime consultant, dependent on issues that require resolution. Project meetings will normally occur monthly, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.
- 3.4.4.2 Meetings will be held at the offices of the Prime Consultant and via teleconference call on an alternate basis, or wherever is deemed to be the most beneficial to meet requirements of the project.
- 3.4.4.3 The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 96 hours of the meeting.
- 3.4.4.4 On occasion, there may be urgent problem solving meetings. The Consultant shall be available to attend such meetings.

3.4.5 **Security Requirements**



- 3.4.5.1 The Consultant Team will be required to seek security clearances for some or all personnel working on this project.
- 3.4.5.2 The Consultant Team including the Sub-consultants will be required to sign non-disclosure documents for RCMP protected material, if applicable.
- 3.4.5.3 The Consultant shall distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

3.5 ANALYSIS OF PROJECT REQUIREMENTS

3.5.1 INTENT

- 3.5.1.1 This stage is intended for the Consultant to review and report on all aspects of the project requirements. The Consultant Team will review and analyse all available program information, consult with the RCMP and deliver a comprehensive Pre-Design Report. This approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.

3.5.2 SCOPE AND ACTIVITIES

- 3.5.2.1 Analyse the project requirements/program including any amendments
- 3.5.2.2 Analyse the building design, security requirements and confirm design standards.
- 3.5.2.3 Review all other available existing material related to the project including requirements identified in the Project Brief
- 3.5.2.4 Identify all additional information that will be needed to deliver the project,
- 3.5.2.5 Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply.

3.5.3 DELIVERABLES

- 3.5.3.1 Prepare and submit an Analysis of Project Requirements for review and approval by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance.
- 3.5.3.2 The above noted Report will consolidate the Scope and Activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.

3.6 SCHEMATIC DESIGN (DESIGN CONCEPT)

3.6.1 INTENT

- 3.6.1.1 The Consultant must obtain written authorization from the Departmental Representative



before proceeding with Schematic Design.

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

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

3.6.1.4 The RCMP Departmental Representative, in concert with project stakeholders shall choose one option to be further developed. Note: Although the Consultant is required to identify a preferred option, the RCMP Departmental Representative may select another option.

3.6.2 **SCOPE AND ACTIVITIES:**

3.6.2.1 Review, validate and update the details of the Functional Program requirements, including space data sheets,

3.6.2.2 Develop sustainable design options,

3.6.2.3 Prepare a minimum of two (2) Schematic Design options each for the Onion Lake detachment.

3.6.2.4 Analyse each option with regard to the project goals including cost and schedule,

3.6.2.5 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,

3.6.2.6 Present / submit Schematic Design options for review and approval to committees, review groups and authorities having jurisdiction as identified in the Project Administration (PA) section,

3.6.2.7 Provide and /or coordinate all project requirements,

3.6.2.8 Coordinate all services with the Departmental Representative.

3.6.3 **DELIVERABLES**

3.6.3.1 Schematic (concept) design documents illustrate the functional relationships of the project elements as well as the project's scale and character, based on the final version of the functional program, the schedule, and the budget.



- 3.6.3.2 Prepare and submit, for review and approval by the RCMP Departmental Representative, an integrated Stage Two Project Report, Schematic (Concept) Design. Revise as required by the Departmental Representative. Resubmit for acceptance.

3.7 DESIGN DEVELOPMENT

3.7.1 INTENT

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

3.7.2 SCOPE AND ACTIVITIES:

- 3.7.2.1 Obtain written approval from Departmental Representative to proceed to Design Development Stage,
- 3.7.2.2 Review, validate and update details of program requirements and base building BCC: Information Services, Security, Furniture and Equipment with the RCMP,
- 3.7.2.3 Update Functional Program room data sheets as required,
- 3.7.2.4 Coordinate services as required with BCC project for Information Services, Security, Furniture and Equipment,
- 3.7.2.5 Develop the sustainable design options; provide an overview of the status of measurement of the proposed building performance against the National Energy Code of Canada for buildings 2012.
- 3.7.2.6 If any alterations are required, analyse the impact on all project components, and resubmit for approval if required,
- 3.7.2.7 Expand and clarify the Schematic Design intent for each design discipline,
- 3.7.2.8 Present/submit design and materials to be used for review and approval to the project team, review groups and authorities having jurisdiction as identified in section Project Administration,
- 3.7.2.9 Provide and/or coordinate all information for all project disciplines,
- 3.7.2.10 Undertake a budget, schedule and risk analysis review and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- 3.7.2.11 Coordinate services with the Departmental Representative,
- 3.7.2.12 Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design of the project.



3.7.2.13 Site design development.

3.7.3 General Requirements

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

3.7.4 Responsibilities of the RCMP

3.7.4.1 The RCMP shall:

3.7.4.1.1 Participate in meetings as representative for all stakeholders.

3.7.4.1.2 Review and provide a report on the Consultant's Design Development Report.

3.7.4.1.3 Review revisions and consultants rebuttal to the RCMP quality assurance report.

3.7.4.1.4 Review and accept the final Design Development Report.

3.7.4.1.5 Authorize the Consultant to proceed to Construction Documents

3.7.5 Responsibilities of the Consultant Team

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

3.7.5.1.1 Administrative:

- A) Attend all information exchange/ team meetings. Participation by the various disciplines will be on an as required basis.
- B) Respond to comments provided by the RCMP as part of its review of the Design Development Report.

3.7.5.1.2 Regulatory:

A) Review, develop and prepare:

- Detailed Building code analysis
- Detailed Fire and life safety strategy, including consultation with the RCMP's Fire Marshall
- Detailed Standards analysis



- Detailed Canada Labour Code Part II analysis

3.7.5.1.3 Building Design

A) Refine and prepare detailed:

- Design drawings, including floor plans, exterior elevations, building sections, wall sections, special details etc.
- Substructure plans, including foundations, framing, etc.
- Shell, including superstructure, exterior enclosure, roofing, etc.
- Services, including plumbing, HVAC, fire protection, electrical, telecommunications, etc.
- Commissioning activities plan.
- Determination of cost effective green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget.

3.7.5.1.4 General Deliverables

- A) Design Development Report Structure and Content
- B) Drawings and other media to communicate the entire site and building project for all disciplines showing all elements and services in a level of detail necessary to make all design decisions and to substantively estimate the cost of the project,
- C) Provide a list of draft specification sections of all National Master Specification (NMS) sections to be used. Submit outline specifications for all systems and principle components and equipment. Provide in the outline specifications manufacturers' literature about principal equipment and system components proposed for use in the project,
- D) Development of Furniture layouts and location on plans,
- E) Finishes and colour schemes, including Furniture/Equipment,
- F) Site/building renderings, 3D visualization,
- G) Updated sustainable design opportunities, strategies, updated budgets
- H) Update to Risk Assessment Report,



- I) Fire Marshall's Report including requirements, strategies or interventions for protection of the building and its occupants,
- J) Outline Commissioning Plan,
- K) Updated detailed schedule including deliverable requirements to be provided by the Client; Information Services, Security, Furniture and Equipment, to be integrated into the building,
- L) Class 'C' Estimate including estimated annual cash flows,
- M) Update life cycle cost analysis;
- N) Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,

3.8 CONSTRUCTION DOCUMENT SERVICES

3.8.1 General Requirements

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

3.8.2 Responsibilities of the RCMP

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

3.8.3 Responsibilities of the Consultant Team

- 3.8.3.1 The Consultant Team Scope and activities shall include but are not limited to the following:
 - 3.8.3.1.1 Regulatory:



A) Complete

- Detailed building code analysis
- Detailed fire and life safety strategy
- Detailed standard analysis
- Detailed Canada Labour Code Part II analysis

3.8.3.1.2 Scope and Activities

- A) Obtain acceptance for submissions (50%, 99% and Final)
- B) Confirm format of drawings and specifications
- C) Submit drawings and specifications at the required stages (50%, 99% and Final)
- D) Each discipline shall conduct peer reviews for submissions (50%, 99% and Final) and submit peer review report identifying comments and responses.
- E) Provide written response to all review comments and incorporate them into the Construction Documents.
- F) Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
- G) Update project schedule
- H) Prepare a Class “B” estimate at the 50% submission and a final Class “A” estimate with the 99% submission.
- I) Review and approve material, construction processes and specifications to meet sustainable development.

3.8.4 General Deliverables

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



3.8.5 50% Submission Stage Deliverables

3.8.5.1 Comment applicable to all ASME disciplines:

3.8.5.1.1 Submit updated cost estimates (Class “B”)

3.8.5.1.2 Submit updated project implementation schedule

3.8.5.1.3 Submit written peer review reports.

3.8.5.1.4 Submit written response to the RCMP on review comments made at Design Development Stage

3.8.5.1.5 Submit drawings and specification to the RCMP, Fire Marshall for their review.

3.8.5.1.6 Specifications

- A) 50% edited with all pertinent sections including sections on Structural, Mechanical and Electrical components.
- B) Confirm review of General Conditions of Contract and coordinate with Division 1.
- C) Commissioning Activities outline and specification
- D) Provide a list of the required component verification sheets, and system test procedures required for this project.

3.8.5.1.7 Architectural

- A) Cover sheet with list of drawings
- B) Site Plan
- C) Roof Plan
- D) Floor Plans
- E) Reflected ceiling Plans
- F) Exterior and Interior Elevations
- G) Building and Wall Sections
- H) Large Scale Detail Drawings
- I) Door Schedule



- J) Hardware Schedule
- K) Room finish schedule
- L) Millwork details
- M) Furniture and Equipment layouts

3.8.5.1.8 Structural

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

3.8.5.1.9 Mechanical

- A) Roof Plan
- B) Floor Plans
- C) Development of mechanical systems
- D) Identify mechanical equipment in the different areas
- E) Show major duct-work and piping.
- F) Identify mechanical components either on schedule shown on drawings, or in specification.
- G) Complete diffuser locations
- H) Complete control specification to a 33% stage.



- I) Testing, Adjusting and Balancing Plan
- J) Co-ordination with Architectural, Civil, Structural and Electrical drawings.

3.8.5.1.10 Electrical

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

3.8.5.1.11 Civil

- A) Site Plan
- B) Grading Plan
- C) Building Service Plan
- D) Grading Plan Sections
- E) Details

3.8.5.1.12 Landscape

- A) Planting Plan
- B) Irrigation Plan if applicable

3.8.6 99% Submission Deliverables

3.8.6.1 Comments applicable to all ASME Disciplines:



- 3.8.6.1.1 Submit written response to RCMP review comments made at 50% stage
- 3.8.6.1.2 Submit written peer review reports.
- 3.8.6.1.3 All working drawings and specifications -fully completed and coordinated with AMES drawings and with the Specs
- 3.8.6.1.4 Submit the completed commissioning plan include maintenance schedule.
- 3.8.6.1.5 Submit one copy of update Cost Plan, Class “A” (+/- 5%) project cost estimate
- 3.8.6.1.6 Submit one copy of updated project schedule
- 3.8.6.1.7 Submit drawings and spec to RCMP Fire Marshall for approval.
- 3.8.6.1.8 Specifications:
 - A) 99% edited specifications
- 3.8.6.2 Architectural and Interior Design
 - 3.8.6.2.1 Complete set of coordinated construction drawings suitable for tender call, including all details of building envelope, interiors and elemental finishing schedule, along with complete BCC scope.
 - 3.8.6.2.2 Provide final code review
 - 3.8.6.2.3 One copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples.
 - 3.8.6.2.4 Complete coordination with Structural, Mechanical and Electrical drawings to provide 99% completion.
- 3.8.6.3 Structural
 - 3.8.6.3.1 Complete set of coordinated construction drawings, including details, sections, plans and schedules.
 - 3.8.6.3.2 Information on drawings must fully comply with code, standards and statement of work.
- 3.8.6.4 Mechanical
 - 3.8.6.4.1 Complete set of coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system,



and ventilation system. Heating and plumbing systems, air conditioning systems and control specifications.

3.8.6.4.2 Complete coordination with other disciplines to achieve 99% completion.

3.8.6.5 Electrical

3.8.6.5.1 Complete set of coordinated construction drawings suitable for tender call, including lighting, power, communications, fire alarm, security and control specifications.

3.8.6.5.2 Complete coordination with other disciplines to provide 99% completion.

3.8.6.6 Civil

3.8.6.6.1 Complete set of coordinated construction drawings suitable for tender call including excavation, grading, building services, storm water removal, parking and paving specifications, etc.

3.8.6.6.2 Complete coordination with other disciplines to achieve 99% completion.

3.8.6.7 Landscape

3.8.6.7.1 Complete set of coordinated construction drawings suitable for tender call including planting and irrigation specifications.

3.8.6.7.2 Complete coordination with other disciplines to achieve 99% completion.

3.8.7 100% Submission Stage - Final Tender Documents

Applies to all ASME disciplines.

3.8.7.1 All drawings and specifications, 100% reviewed and coordinated for tender call

3.8.7.2 All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections.

3.8.7.3 Submit updated project implementation schedule.

3.8.7.4 Incorporate RCMP comments made at the 99% stage, either in the documents themselves if time allows, or as an Addendum during the tendering period.

3.8.7.5 Revised Class "A" level cost estimate, if required

3.8.7.6 Submit original reproducible drawings and specifications for tendering purposes as well as a set of digitized specifications in PDF book marked by section and drawing files in PDF, on CD or by email, as requested by the Project Manager.



- 3.8.7.7 Submit and obtain formal acceptance on plans and specifications required by the Inspection Authorities before tender call.

3.9 SUBMISSIONS, REVIEW AND APPROVAL PROCESS

3.9.1 Submissions:

- 3.9.1.1 Provide all required submissions, either to, or as directed by the Project Manager.
- 3.9.1.2 Provide required sets of Construction Drawings and Specifications to the Project Manager for review at the 50%, 99% submission stages.
- 3.9.1.3 Provide one original set of Construction Drawings and Specifications to the Project Manager ready for tender.
- 3.9.1.4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.
- 3.9.1.5 The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the project brief.
 - 3.9.1.5.1 RCMP Design Review
 - 3.9.1.5.2 Peer Design Review
 - 3.9.1.5.3 Other Authorities having Jurisdiction Review.

4 TENDERING SERVICES

4.1 GENERAL REQUIREMENTS

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

5 CONSTRUCTION ADMINISTRATION SERVICES

5.1 GENERAL



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

The consultant shall supply to the successful contractor, one set of “Issued for Construction” drawings, that will include all addenda issued during the tendering phase and have been signed and sealed by all disciplines.

- 5.1.1.1 Construction Safety Reviews
- 5.1.1.2 Project Schedule monitoring and advisement
- 5.1.1.3 Monthly construction progress and quality assurance reports
- 5.1.1.4 Shop Drawing Reviews
- 5.1.1.5 Issuance of Site Instructions
- 5.1.1.6 Periodic Inspections
- 5.1.1.7 Development of Construction Change documents
- 5.1.1.8 Interim Inspection
- 5.1.1.9 Final inspection
- 5.1.1.10 Building Occupation
- 5.1.1.11 Record (As-built) Drawings and Specification
- 5.1.1.12 Warranty Inspection

- 5.1.2 Deliverables

- 5.1.2.1 Written reports from site visits including persons involved.
- 5.1.2.2 Written reports from site visits on the progress of work and the verification of the work completed on the project at the end of each month in relation to progress claims submitted.
- 5.1.2.3 The above mentioned reports to include the following criteria (but not necessarily limited to):
 - 5.1.2.3.1 Site Conditions,
 - 5.1.2.3.2 Materials noted,
 - 5.1.2.3.3 Work progress observed (new and previous visits),
 - 5.1.2.3.4 Directions given to contractor, issues arising with quality or schedule and risks to be considered.
 - 5.1.2.3.5 Schedule,
 - 5.1.2.3.6 Site Photos

5.2 CONSTRUCTION PROJECT MEETINGS

- 5.2.1 In coordination with RCMP Project Manager arrange meetings as deemed suitable, throughout the entire construction period, for all members of the project team to attend, including representatives from:

- 5.2.1.1 End- Users



5.2.1.2 Prime Consultant

5.2.1.3 Prime Consultant's Sub-Consultants as determined by the Prime Consultant in conjunction with the Project Manager.

5.2.1.4 Contractor and their Subcontractors

It is expected that there will be a minimum of 14 on-site construction project meetings and not more than 18 meetings on-site for the Onion Lake Detachment project. It may be deemed necessary, due to the location of the project site to arrange teleconference calls with all project stakeholders prior to the regular scheduled construction site meetings to review project status and work through challenges and issues prior to arriving on the construction site. Also, due to the location of the project, transportation from major centres in Saskatchewan (Regina and Saskatoon) to the construction sites shall be provided via the RCMP Aircraft. The consultant shall include all travel time as part of their fixed fee. Should the RCMP Aircraft not be available, direct costs associated with alternative travel may be charged as an additional disbursement.

- 5.2.2 The Consultant shall include in the contract documents the requirement for the Contractor to attend the meetings and conference calls. The “**consultant**” shall record the issues and decisions of all construction site meetings and teleconferences and prepare and distribute minutes to all the attendees within (3) three working days of the same meeting.
- 5.2.3 The Prime Consultant and their proposed Sub/Specialist Consultants, should be personally available to attend the design and construction meetings when the specific discipline is required and respond to inquiries within three (3) working days of the Project Manager's request, in the locality of the place of the work, from the date of the award of the Consultant's contract, until final inspection and turnover.
- 5.2.4 Review previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded.
- 5.2.5 Construction meetings will normally be held at the specific project site.
- 5.2.6 The Consultant shall attend meetings and conference calls, cooperate and coordinate with the Contractor, who shall record the issues and decisions and prepare and distribute minutes within 72 hours of the meeting.
- 5.2.7 The Consultant shall include in the contract documents, for provision by the Contractor, requirements for a meeting room of sufficient size, appropriate furniture and equipment, to hold Project Meetings.

5.3 COMMISSIONING



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

6 POST CONSTRUCTION SERVICES

6.1 GENERAL



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



Annex "B" – Security Requirement Checklist (SRCL)



Contract Number / Numéro du contrat 201501189
Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Royal Canadian Mounted Police		2. Branch or Directorate / Direction générale ou Direction Strategic Investments and Project Management	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Consultant services for the design and construction of the new detachment facility in Orion Lake, SK <i>Design Consultants will have RAS. will have Pmm. @ Crown Structural Eng. will have FAZ @ General Contractor - "Not Cleared"</i>			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada /
Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

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

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

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

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

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

Special comments:
Commentaires spéciaux : Design Coord. Host - RBS, Civil + Structural Eng. - FA2
SFCL not for General Contractor

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

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 201501189
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex “C” – Basis of Payment and Declaration Form

Project Title: _____

Bidder (Architect) Name: _____

Address: _____

Contact Person: _____

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

Email: _____@_____

Procurement Business Number: _____

<p>Type of Organization:</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Joint Venture</p>	<p>Size of Organization:</p> <p>Number of Employees: _____</p> <p>Graduate Architects/Prof. Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p>
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This Declaration forms part of the proposal. Failure to include such representation and warranty with the proposal by executing the signature block below will render the proposal as non-responsive.

Declaration:

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

Name (print): _____

Capacity: _____

Signature _____



Instructions to Bidder:

1. Complete Basis of Payment and Declaration Form and submit in a separate sealed envelope as per the Bid Preparation Instructions of the RFP with the Bidder's name, Solicitation Number, and "Basis of Payment and Declaration Form" typed on the outside.
2. Basis of Payment and Declaration Forms are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Bidders are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Bidders must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
5. Due to a Construction Cost Limit of \$ **4,543,837.00 (not including GST)**, the Bidder shall provide fixed fees for each Service identified in **Part A – Fixed Fees for Services**, herein.
6. The Bidder shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
7. The single fixed hourly rate identified for each category of personnel of each consultant and sub-consultants shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.

Note to Bidder:

1. All Basis of Payment and Declaration Form envelopes corresponding to responsive Bids which have achieved an overall score of 60% in the rated requirements (minimum of 60% for each criterion) are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.
2. All price proposals which are greater than twenty-five percent (25%) above and twenty-five percent (25%) below the average price will be set aside and will receive no further consideration.
3. **Only Part A – Fixed Fee for Services will be used for Evaluation.**

Part A – Fixed Fees for Services:

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____



Construction Documents 50%	+	\$ _____
Construction Documents 99%	+	\$ _____
Tender Documents	+	\$ _____
Construction Administration Services	+	\$ _____
Post-Construction Services	+	\$ _____

Total for Part A: (FOR EVALUATION PURPOSES)	=	\$ _____
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Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

1. Architect (Prime Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____

2. Mechanical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____



Junior Resource	\$ _____
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3. Structural Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

5. Civil Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

Signature of Consultant or Joint Venture Consultants:



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

.....
Name Signature

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

.....
Name Signature

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

.....
Name Signature

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



Annex “D” – Doing Business

<< *Separate Attachment* >>



Annex “E” – Team Identification Form

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.

A. Prime Consultant

1. Architect - Bidder

Firm or Joint Venture Name:

Key Individuals and provincial professional licensing status:

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

B. Key Sub-Consultants / Specialists:

2. Mechanical Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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

3. Structural Engineer

Firm Name:



Key Individuals and provincial professional licensing status:

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

4. Electrical Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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

5. Civil Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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



Annex “F” – Evaluation Criteria

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

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

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

MANDATORY REQUIREMENTS

At bid closing time, the Bidder must :

- a) comply with the following Mandatory Requirements; and
- b) achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% **(450 out of the 750 points available)**.
- c) provide the necessary documentation to support compliance.

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

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Bidder must be authorized to provide architectural and engineering services, and the Consultant team must include an architect, a mechanical engineer, an electrical engineer, a structural engineer and a civil engineer, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law in the province of Saskatchewan. ** Proof must be provided prior to the award of a contract.		
M2	The Bidder’s Consultant Team must include personnel to carry out all Work identified in Annex “A” – Statement of Work, in: Architecture, Mechanical Engineering, Electrical Engineering, Structural and Civil Engineering.		



M3	The Bidder must identify the name of the Bidder firm, and any key Sub-Consultant firms, Key Specialists, and key personnel, if applicable, to be assigned to the project. An example of an acceptable format for submission of the team identification information is provided in Annex “E”.		
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RATED REQUIREMENTS

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

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p><u>Past Achievements on Projects (Project Team):</u></p> <p>The Bidder should describe their accomplishments, achievements and experience as a Prime Consultant on projects. Select two (2) projects undertaken, within the last eight (8) years, to the construction implementation stage that have similarities to a police detachment or a facility containing detention spaces. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable/relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions to those challenges. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract award price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 5. The names of key personnel responsible for project 	75		



	delivery and their roles. (5 Points)			
R2	<p><u>Past Achievements of Key Sub-Consultants, Discipline Leads and/or Specialists:</u></p> <p>The Bidder should describe the accomplishments, achievements and experience of the Sub-Consultants or Specialists, either as the Prime Consultant or in a Sub-Consultant capacity on projects. Select two (2) projects undertaken within the last eight (8) years, to the construction completion stage, that have similarities to a police detachment or a facility containing detention spaces. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable/relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions to those challenges. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract award price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 5. The names of key personnel responsible for project delivery and their roles. (5 Points) 	75		
R3	<p><u>Client References on Past Projects:</u></p> <p>The Bidder should identify client references for each project described in R1.</p> <p><u>Allocation of Points:</u></p>	50		



	<p>Points will be awarded for the quality of each review with the identified client references, and allocated as follows:</p> <ol style="list-style-type: none"> 1. Quality of client reference for past projects described in R1 for Budget Management. (10 Points) 2. Quality of client reference for past projects described in R1 for Schedule Management. (10 Points) 3. Quality of client reference for past projects described in R1 for Communication / Collaborative team work. (10 Points) 4. Quality of client reference for past projects described in R1 for Client Satisfaction. (15 Points) 5. Client reference information provided including, but not limited to: names, address, phone number, email address. (5 Points) 			
<p>R4</p>	<p><u>Past Achievements of Key Personnel on Projects:</u></p> <p>The Bidder should describe the experience and performance of key personnel to be assigned to this project, regardless of their past association with the current Bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team and how that will apply to the reference project, and to recognize their past responsibilities and achievements.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Brief CV's of a maximum of two (2) senior project personnel of the Prime Consultant's staff who will be assigned to this project. (15 Points) 2. Brief CV's of a maximum of two (2) project personnel of each Sub-Consultant's staff or discipline leads who will be assigned to this project. (15 Points) 3. Professional Accreditation, including licensing info of each team member. (10 Points) 4. Relevant project experience, expertise, 	<p>50</p>		



	<p>competence, number of years of experience of each team member. (10 Points)</p>			
R5	<p><u>Understanding of the Project:</u></p> <p>The Bidder is to demonstrate their understanding of the goals of the current project requirement, the functional/technical requirements, the constraints and the issues that will shape the end product. Ensure your response is speaks in specific terms to this project.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Clearly identify the Functional and Technical Requirements, demonstrating a clear understanding of the current project requirement. (55 Points) 2. Clearly identify the significant issues, challenges and constraints related to the current project requirement. (40 Points) 3. Review the Project Schedule, as presented in Annex “A” – Statement of Work, and clearly identify& assess risk management elements that may affect the current project requirement. (25 Points) 4. Review the cost information identified throughout the RFP, and clearly identify & assess risk management elements that may affect the current project requirement budget. (25 Points) 	145		
R6	<p><u>Scope of Services:</u></p> <p>The Bidder should demonstrate their capability to perform the services and meet project challenges.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the obligations of this current project requirement. (40 Points) 2. <u>Work Plan</u> – Provide an example of a detailed breakdown of work, tasks, and deliverables 	130		



	<p>anticipated for this current project requirement. (35 Points)</p> <p>3. <u>Project Schedule</u> – Provide an example of a detailed schedule for this project showing major milestones and critical path elements. (35 Points)</p> <p>4. <u>Risk Management Strategy</u> – Clearly identify, and provide a Risk Management Strategy that relates to the current project requirement in a holistic manner. (20 Points)</p>			
<p>R7</p>	<p><u>Management of Services:</u></p> <p>The Bidder should provide their intended approach to working directly with the RCMP and their team management structure and organization to support this approach.</p> <p><u>Allocation of Points:</u></p> <p>1. Identify the approach to working with the RCMP within the restraints of meeting all security related requirements and constructing these types of facilities remote northern locations. (30 Points)</p> <p>2. Provide organization charts to demonstrate the Team’s structure, including responsibilities and reporting relationships of the Consultant, Sub-Consultant/ Discipline leads; identify the roles, responsibilities and assignments of key personnel on the project, and clearly indicate what backup support will be provided within each discipline.</p> <p><i>**If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a Sub-Consultant, this should be indicated here. Include Joint Venture plan, if applicable.</i> (40 Points)</p> <p>3. Clearly articulate the expected quality control techniques to be utilized by all disciplines along with a defined peer review structure and process. (30 Points)</p> <p>4. Clearly articulate the expected cost control techniques to be utilized by all disciplines. (30 Points)</p>	<p>165</p>		



	<p>5. As lessons learned from completed projects may identify poor communications as one of the reasons for ongoing issues in a project; clearly articulate your team’s approach to ensuring appropriate communications in this project and how your strategy will bolster your plan to address the challenges of this specific project. (35 Points)</p>			
<p>R8</p>	<p><u>Design Methodology and Approach:</u></p> <p>The Bidder should elaborate on specific aspects of the project considered to be major challenges and illustrate your firm’s design approach/methodology to address these challenges. This is the opportunity to state the overall design philosophy of the team as well as its approach for resolving design issues and in particular, to focus on the unique aspects of this specific project.</p> <p><u>Allocation of Points:</u></p> <p>1. Provide a Design/Philosophy/Approach/ Methodology to address the challenges within this current project requirement that your team has identified in previous sections of your proposal. (30 Points)</p> <p>2. Provide past innovative and creative solutions utilized on a projects of this type, especially those that demonstrate a holistic approach. (30 Points)</p>	<p>60</p>		
<p>Pass Mark:</p> <p>450</p>		<p>Max Score:</p> <p>750</p>	<p>Total Score:</p> <p>_____</p>	



Evaluation Table 1:

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



Annex “G” – Security Clearance Guidelines and Documents

This Annex has been included to provide Bidders with RCMP’s Security Clearance Guidelines and identify some of the documents which must be completed by persons who do not currently hold a valid RCMP Reliability Status Clearance issued by RCMP’s Departmental Security Unit, and/or Personnel Security Unit.

Only the successful Consultant receiving a Contract as a result of this solicitation will be required to either review, or complete the following documents:

1. RCMP Security Clearance Requirements (Law Enforcement Checks) – Guidelines
2. Contractor Consultant Information Sheet
3. TBS 330-23E – Personnel Screening Consent and Authorization Form
 - a. TBS 330-23E – Residence (Additional Information) Form
 - b. Sample Document of Completed TBS 330-23E – Personnel Screening Consent and Authorization Form
4. TBS 330-60E – Security Screening Form
 - a. Sample Document of Completed TBS 330-60E – Security Screening Form
5. Security/Reliability Interview Pre-Interview Questionnaire

** It is the Prime Consultant’s responsibility to ensure all necessary forms are accurately completed, and submitted to the RCMP on a timely basis, following Contract Award.