

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

**Bid Receiving Public Works & Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
1713 Bedford Row  
Halifax, N.S./Halifax,(N.E.)  
B3J 1T3  
Halifax  
Bid Fax: (902) 496-5016**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.E.)  
B3J 3C9  
Halifax  
Nova Scot

<b>Title - Sujet</b> M&E SUPPLY ARRANGEMENT	
<b>Solicitation No. - N° de l'invitation</b> E0225-150564/A	<b>Date</b> 2014-09-08
<b>Client Reference No. - N° de référence du client</b> E0225-15-0564	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWA-110-5122
<b>File No. - N° de dossier</b> PWA-4-72014 (110)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-10-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Collier (PWA), Susan	<b>Buyer Id - Id de l'acheteur</b> pwa110
<b>Telephone No. - N° de téléphone</b> (902)496-5350 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA REGIONAL DIRECTOR CORP. SERVS. HALIFAX NOVA SCOTIA B3J3C9 Canada	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

E0225-150564/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa110

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E0225-15-0564

PWA-4-72014

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The Request for Supply Arrangement (RFSA) document is attached below.

## **Component 1: Request for Supply Arrangement**

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### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Canadian Content
5. Debriefings

### **PART 2 - SUPPLIER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Former Public Servant - Notification
4. Federal Contractors Program for Employment Equity - Notification
5. Enquiries - Request for Supply Arrangements
6. Applicable Laws

### **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

1. Arrangement Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Issuance of a Supply Arrangement

#### **List of Attachments:**

Attachment 1: Arrangement Evaluation Procedures

Attachment 2: Matrix of Proposed Speciality Services

## **Component II: Supply Arrangement and Resulting Contract Clauses**

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### **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

#### **A. SUPPLY ARRANGEMENT**

1. Arrangement
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Identified Users
7. On-going Opportunity for Qualification
8. Priority of Documents
9. Certifications
10. Applicable Laws

#### **B. BID SOLICITATION**

1. Bid Solicitation Documents
2. Bid Solicitation Process

**C. RESULTING CONTRACT CLAUSES**

1. General

**List of Annexes**

Annex A	Requirement
Annex B	Matrix of Specialty Services
Annex C	Reporting
Annex D	Doing Business

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement and any other annexes.

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

For services requirements, Suppliers 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 Request for Supply Arrangements (RFSA).

### **2. Summary**

Public Works and Government Services Canada requires a Request for Supply Arrangements (RFSA) for the provision of Mechanical and Electrical Consulting Services to locations in Atlantic Canada: Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador. Any locations subject to any of the Comprehensive Land Claim Agreements are excluded.

The supply arrangement applies to following regions: provinces of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador.

Suppliers must identify the Specialty Service for each Region that they are proposing to provide under any resulting SA. It is not necessary to submit a separate arrangement for all Specialty Services to be issued an arrangement. If a supplier wishes to submit an arrangement for only a specific Specialty Service in a specific region, it may do so. There is no maximum to the number of Supply Arrangements that may be issued as a result of this RFSA.

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

The Supply Arrangements will remain valid for a period of seven years or until such time as Canada no longer considers them to be advantageous to use them. The period for awarding contracts under the Supply Arrangement begins on the start date of the Supply Arrangement.

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).

The resulting Supply Arrangements will not be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

### **3. Security Requirement**

Suppliers are informed that there is a possibility that some solicitations against the Supply Arrangement might require that the supplier hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC) and that their personnel requiring access to sensitive work site(s) must hold a valid Reliability Status, granted or approved by CISD/PWGSC.

Should the successful suppliers not have the level of security indicated above, PWGSC shall sponsor the successful suppliers so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful suppliers for completion.

Suppliers desiring such sponsorship should so indicate in their covering letter with their proposal.

Successful supplier(s) issued a Supply Arrangement as a result of this RFSA, not possessing the required security clearance at time of a solicitation, will be bypassed in the selection process as detailed in Part 6B. For all bid solicitations against this supply arrangement (Part 6C) it will be mandatory to meet the security requirements at the time of bid closing.

### **4. Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-06-26) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one- hundred twenty (120) days

## **2. Submission of Arrangements**

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

## **3. Former Public Servant - Notification**

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## **4. Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [ESDC-Labour's website](#).

## **5. Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSa to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## **6. Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

### **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

#### **1. Arrangement Preparation Instructions**

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (Six hard copies – one **unbound** original and five bound copies) and one soft copy on CD/DVD.

Section II: Certifications (one 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.

##### **1.1 Format Instructions**

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Supply Arrangements.
- c) Minimum font size – 11 point Times or equal
- d) Minimum margins -12 mm left, right, top and bottom
- e) Double-side submissions are preferred
- f) One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- g) 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts, etc. will be counted as two pages.

The maximum number of pages (including text and graphics) to be submitted is as follows:.

**Team Approach / Management of Services - Four (4) pages** which INCLUDES the 1-page Curriculum Vitae of the identified Key Contact for the Supply Arrangement.

**Past Experience of the Firm –Up to a maximum of Four (4) projects** demonstrating scope and breath of Mechanical and/ or Electrical project per summary above with a maximum of 2 pages per project. The maximum page limit is 8 pages.

**Key Personnel Expertise and Experience – Up to a maximum of three (3) x 1 – page curriculum vitae per discipline ie: Up to Three (3) Mechanical and up to Three (3) Electrical.** One (1) for each of the proposed key personnel for each Service. E.g., If submitting expertise in 2 Discipline Services ie: Mechanical and Electrical, this Section is limited to 6 pages.maximum.

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

- Covering letter
- Certifications requested in Part 5
- Front Page of the Request for Supply Arrangement document
- Front Page of the Revision(s) to the Request for Supply Arrangement document
- Matrix of Proposed Services and Proposed Geographical Areas



**Any pages which extend beyond the above page limitation and any other attachments will be extracted from the arrangement and will not be evaluated. Please note that the page limitation will be applied to each deliverable – 1 page project descriptions, 1 page CVs, etc.**

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, suppliers 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 Arrangement**

Suppliers must identify in their arrangement the Discipline Service and the geographical regions for which they wish to be considered.

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

Suppliers must submit the certifications required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **1. Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

##### **1.1. Technical Evaluation**

The mandatory and point rated technical evaluations are included in Attachment 1.

#### **2. Basis of Selection**

The Basis of Selection is included in Attachment 1.

### **PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement

evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority may render the arrangement non-responsive, or constitute a default under the Contract.

## **1. Certifications Required Precedent to Issuance of a Supply Arrangement**

### **1.1 Integrity Provisions – Associated Information**

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **1.2 Additional Certifications Required Precedent to Issuance of a Supply Arrangement**

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

#### **1.2.1 Status and Availability of Resources**

*SACC Manual* clause S3005T (2008-12-12) Status and Availability of Resources.

#### **1.2.2 Education and Experience**

*SACC Manual* clause S1010T (2008-12-12) Education and Experience

## **Attachment 1**

### **Arrangement Evaluation Procedures**

#### **Basis of Selection**

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##### **E1: Mandatory Criteria**

Each arrangement will be examined to determine that it meets all mandatory criteria: M1, M2 & M3. Arrangements which fail to meet the mandatory criteria will be given no further consideration and will be deemed non-compliant. Arrangements which meet all the mandatory criteria will proceed to E2.

##### **E2: Point rated Technical Criteria**

###### **E2a Team Approach and Management of Services**

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R1. Arrangements that fail to meet the minimum score of 60 points will not be considered any further. The rating of R1 is performed on a scale of 100 points.

###### **E2b. Specialty Services Qualification**

Arrangements will be evaluated and scored in accordance with the point rated technical criteria described in R2 and R3. Arrangements that fail to meet the minimum score of 40 points on each R2 and R3 will not qualify for that specialty service. Arrangements that fail to meet the minimum combined score of 120 will not qualify for that Specialty Service. The rating for each R2 and R3 is performed on a scale of 100 points, for total combined maximum score of 200 points.

Only arrangements that have qualified in one or more Specialty Services will proceed to E3.

##### **E3: Conditions Precedent to Issuance of Supply Arrangement**

Each compliant Supplier will be given written notification to provide the information required in Part 5 Certifications required as a Condition Precedent to Issuance of Supply Arrangement, by a specified date and time, unless the information has already been provided in the RFSA submission. Should the supplier fail to provide all the information required by the date and time specified, the Supplier will be considered non-compliant and given no further consideration.

**E4:** Suppliers with Arrangements that comply with all the requirements of the Request for Supply Arrangement will be issued Supply Arrangements.

#### **Mandatory Requirements**

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##### **M1: Licensing, Certification or Authorization**

The supplier shall be an engineer, licensed or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Nova Scotia and/or New Brunswick and/or Prince Edward Island and/or Newfoundland and Labrador. If the supplier is licensed to practise in only one of the four provinces and indicates they can provide services in more than one province, then that supplier must be eligible and willing to be licensed in the province in which they are not licensed.

**M2:** Suppliers must choose to qualify in at least one (1) discipline service list below in at least one (1) geographical region. A sample format is provided in Attachment 2, Matrix of Proposed Discipline Services.

### **Point Rated Technical Criteria**

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Arrangements meeting the mandatory requirements will be evaluated in accordance with the following criteria.

The clarity of the writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response):

Higher consideration will be given to the appropriate significant involvement of senior personnel in key positions.

### **Discipline Services**

Suppliers must choose to qualify in one (1) or more of the Discipline Services. Only Suppliers that meet the minimum score in at least ONE Discipline Service below will be eligible for issuance of a Supply Arrangement. Suppliers must demonstrate an acceptable level of experience in the Discipline Services they wish to qualify in order to be included in the Supply Arrangement for that service.

1. ***Mechanical Engineering*** - Building Mechanical systems including: Heating systems, Ventilation systems including industrial, institutional and commercial ventilation. Air Conditioning systems, Building Controls including EMCS, Plumbing, Fire protection, Commissioning, Investigations and reports.
2. ***Electrical Engineering*** - Building electrical systems including: Lighting, Security, Communications, Emergency power and life safety, Electrical entrance and distribution, Discipline building systems, Fit up work, Commissioning, Investigations and reports.
3. ***Marine Engineering*** – Electrical supply and distribution on marine structures, wharfs and fishing harbours.

## Supplier Qualifications

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### **R1: Team Approach / Management of Services**

**Maximum 100 pts Minimum 60pts**

#### 1. What we are looking for:

How the team will be organized in its approach and methodology in the delivery of the Required Services on a specific project. See Annex A, requirement for an example of the types of Required Services that may be requested on a project.

#### 2. What the supplier should provide:

A description of the following:

- a. identify a Supply Arrangement Primary Contact; define roles and responsibilities; in addition provide a one page cv **(20 points)**
- b. Assignment of the resources and availability of back-up personnel; **(20 points)**
- c. Management and organization (reporting structure); **(10 points)**
- e. Quality control techniques; **(40 points)**
- f. Demonstration of how the team intends to meet the 'Project Response Time Requirements'; **(10 points)**

### **Discipline Services Qualification**

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**For each proposed Specialty[]Services R2+R3 Maximum 200 pts Minimum 120 pts**

### **R2 Past Experience of the Firm**

**Minimum 40 pts Maximum 100 pts**

#### 1. What we are looking for:

The supplier should demonstrate that over at least the past ten (10) years it has participated in a range of projects. The supplier's participation in these projects should have included the design of specific project features as described in the Discipline Services descriptions above as well as involvement at all stages of the design/construction process (preliminary, concept, detailed design and tendering and construction). An example of the Required Services that may be required on a specific project is provided in Annex A.

#### 2. What the supplier should provide:

- a. For **each** of the following Discipline Services for **which the firm wishes to be qualified** provide a brief description of a maximum of four (4) relevant projects. Project descriptions are limited to one (1) page per project; pages exceeding this limitation will not be reviewed. If more than four projects are submitted, only the first four projects, in the order of appearance/received/presented, will be reviewed. Repair or rehabilitation projects may be submitted but this will be limited to one (1) of the (4) submitted projects per Discipline Service.

#### **Discipline Services**

1. Mechanical Engineering
2. Electrical Engineering
3. Marine Electrical Engineering

- a. Indicate the dates the services were provided for the listed projects; and **(20 points)**
- b. Scope of services rendered, project objectives, constraints and deliverables; and **(40 points)**
- c. Describe the accomplishments, achievements and experience either as a prime consultant or in a sub consultant capacity on projects. If the Supplier proposes to provide multidisciplinary services, which might otherwise be performed by a sub consultant, it should be reflected under this rated requirement. **(40 points)**

For each project provide the following client information - name, address, phone, fax and email of client contact at working level. If deemed necessary, references may be contacted to verify project details.

For projects which were carried in joint venture, indicate the responsibilities of each of the involved firms.

**R3 Key Personnel Expertise and Experience****Minimum 40 pts Maximum 100 pts****1. What we are looking for:**

A demonstration that the supplier has key personnel with the capability, capacity and expertise in the Discipline Services that the supplier wishes to provide services in. Please provide expertise/experience information for at least 3 key personnel for each of the Discipline Services for which the supplier wishes to qualify. The curriculum vitae are limited to one (1) page per person per discipline; For example, if the same person is being proposed for multiple specialties, suppliers may submit multiple pages for this person, one for each of that person's specialties. Pages exceeding this one page per person per specialty limitation will not be reviewed.

**2. What the supplier should provide:**

- a. Submit curriculum vitae of key personnel. Each curriculum vitae should clearly indicate the years of experience the key personnel has in the provision of the services specified in the Discipline Service that the Supplier wishes to provide services. Indicate the professional accreditation of the key personnel; and **(30 points)**
- b. Identify the personnel's years of experience, the number of years with the firm; and **(50 points)**
- c. Accomplishments/achievements/awards.**(20 points)**

**Evaluation Summary**

Criterion	Sub-criterion	Weight Factor	Rating 0,2,4,6,8 or 10	Weighted Score
<b>R1: Team Approach / Management of</b>	a	2	0-10	0-20
	b	2	0-10	0-20
	c	1	0-10	0-10
	d	4	0-10	0-40
	e	1	0-10	0-10
To be considered further, suppliers must achieve a minimum R1 Rating of 60 points out of the 100 points available.				
<b>R2 Past Experience of the Firm</b>	a	4	0-10	0-40
	b	4	0-10	0-40
	c	2	0-10	0-20
<b>R3 Key Personnel Expertise and Experience</b>	a	3	0-10	0-30
	b	5	0-10	0-50
	c	2	0-10	0-20
To qualify for a discipline service the supplier must achieve a minimum rating on each R2 and R3 of 40 points out of the 100 points available and a minimum of 120 out of the 200 points available on the combined Rating (R2+R3).				





## Generic Evaluation Table

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

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

**Attachment 2**  
**Matrix of Proposed Speciality Services**

Supplier: \_\_\_\_\_

	Geographic Region			
	Nova Scotia	New Brunswick	Prince Edward Island	Newfoundland and Labrador
Discipline Service				
1.Mechanical Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Electrical Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **1. Arrangement**

The Supply Arrangement covers the Work described in the Requirement at Annex A.

#### **2. Security Requirement**

- 2.1** There is no security requirement applicable to this Supply Arrangement. The security requirement will be determined at time a bid solicitation is issued under the Supply Arrangement.

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

2020 (2014-06-26) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **3.2 Supply Arrangement Reporting**

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

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex C. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Supply Arrangement Authority no later than 30 calendar days after the end of the reporting period.

#### **4. Term of Supply Arrangement**

##### **4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from \_\_\_\_\_ to \_\_\_\_\_.

#### **5. Authorities**

## 5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Susan Collier  
Supply Specialist  
Public Works and Government Services Canada  
Atlantic Region, Acquisitions  
1713 Bedford Row  
P.O. Box 2247  
Halifax, NS B3J 3C9

E-mail address: susan.collier@pwgsc-tpsgc.gc.ca  
Telephone: 902-496-5350  
Facsimile: 902-496-5016

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

## 5.2 Supplier's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

## 6. Identified Users

The Identified User is: Real Property - Professional & Technical Services, Public Works  
Government Services Canada, Atlantic Region.

## 7. On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 8. 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 the Supply Arrangement;
- b. the general conditions 2020 (2014-06-26), General Conditions - Supply Arrangement - Goods or Services
- c. Annex A, Requirement;
- d. Annex B, Matrix of Specialty Services
- e. Annex C, Reporting;
- f. Annex D, Doing Business
- g. the Supplier's arrangement dated \_\_\_\_\_.

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing associated information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

## **10. Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## **11. Insurance**

SACC Manual Clause R1250D (2012-07-16) General Condition (GC) 9 - Indemnification and Insurance

## **B. BID SOLICITATION**

### **1. Bid Solicitation Documents**

The bid solicitation will contain as a minimum the following:

- (a) Security requirements;
- (b) a complete description of the Work to be performed;
- (c) R1410T, General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal Subsection 4 and 5 of Section GI1 Code of Conduct and Certifications – Proposal, is amended as follows:

Subsections 04 and 05 of Section 01, Integrity Provisions – Proposal, of the General Instruction (GI) – Architectural and/or Engineering Services – Request for Proposal R1410T incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.

5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (**Consent to a Criminal Record Verification form - PWGSC-TPSGC 229**) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.

- (d) Bid preparation instructions;
- (e) Instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) Evaluation procedures and basis of selection;
- (g) Certifications;

#### **Federal Contractors Program (FCP) for Employment Equity - Notification**

#### **Integrity Provisions – Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Proposal of General instruction – Architectural and/or Engineering Services- Request for Proposal R1410T. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

- (h) Conditions of the resulting contract.

### **2. Bid Solicitation Process**

**2.1** Proposals will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

A bid solicitation will be posted on the Government Electronic Tendering Service (GETS) or will be e-mailed directly supplier, depending on the selection methodology selected.

**2.2 Selection Process:**

The responsibility of the bid solicitation process and award of contracts will depend on the estimated value of the proposed service as follows: Identified Users (Part6A, 6. Identified Users) for requirements less than \$75,000 and PWGSC (Acquisitions) for all other requirements.

For each requirement, the Identified User or PWGSC will request a technical/financial proposal from the SA Holders for the services.

The evaluation procedures and basis of selection for each requirement under the SA will be unique to each bid solicitation issued.

Identified users will sign and approve the contracts when they are responsible for the selection process.

Identified Users must determine whether they have the delegation of authority in order to proceed with any of the following thresholds. If Identified Users do not have delegation of authority to proceed, the requirement must be submitted to PWGSC Contracting Authority for processing.

Treasury Board Approval will be required in the event the recommended contractor for award is a Former Public Servant (FPS) as identified under the policy and the contract value is \$25,000 and over (applicable taxes included) for non-competitive requirements and \$100,000 and over (applicable taxes included) for competitive requirements.

Identified Users may award contracts to Suppliers qualified in the applicable Service Stream(s) only in accordance with the following:

The geographical location of the project will be determined by the physical location of the work and not the government department or PWGSC office requesting the services. If more than one Discipline Services is proposed than the selection process will be determined as follows:

- a) The Discipline Service with the higher percentage of the overall estimated value will be used.
- b) In the case where the estimated value of the Discipline Services are the same than suppliers qualified in both Discipline Services will be used in the selection process. If no suppliers are qualified in the geographical region the selection will be expanded to include all geographical areas. If there are still no suppliers qualified in both Discipline Services PWGSC will start the selection process again using their choice of one of the two Discipline Services.

**2.2.1 For all requirements less than \$75,000(applicable taxes included)**

Identified users will select a minimum of two Suppliers from the list of Suppliers in the geographical location of the project qualified in the proposed Discipline Service(s).

- Selecting, by name, two Suppliers on the list; or
- Selecting by name one Supplier and rotationally selecting one from the list; or
- Rotationally selecting two Suppliers from the list
- meet the security requirement of the proposed service, if applicable

If there are not enough suppliers to meet the minimum selection criteria the selection process will be expanded to include all geographical areas. The selection process would be repeated with the expanded list of suppliers.

The following forms will be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) ([http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publisservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) Web site.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract.

The solicitation documents will be distributed directly to the selected SA Holder by the Identified User.

**2.2.2 For all requirements estimated greater than \$75,000 up to \$150,000 (applicable taxes included)**

For each requirement, a Notice of Proposed Procurement will be posted on the Government Electronic Tendering Systems (GETS). The solicitation would be restricted to selected suppliers.

PWGSC will select a minimum of three Suppliers from the list of Suppliers in the geographical location of the project qualified in the proposed Discipline Service(s).

- Selecting, by name, one Supplier on the list and rotationally selecting two from the list; or
- Rotationally selecting three Suppliers from the list
- meet the security requirement of the proposed service, if applicable

If there are not enough suppliers to meet the minimum selection criteria the selection process will be expanded to include all geographical areas. The selection process would be repeated with the expanded list of suppliers.

The solicitation documents will be distributed directly to the selected suppliers by PWGSC.

Bidders will be provided with a minimum of ten (10) calendar days in which to respond to the Request for Proposal.

**2.2.3 For all requirements estimated greater than \$150,000 to \$400,000 (applicable taxes included)**

For each requirement, a Notice of Proposed Procurement will be posted on the Government Electronic Tendering Systems (GETS). The solicitation would be restricted to selected suppliers

PWGSC will select a minimum of four Suppliers from the list of Suppliers in the geographical location of the project qualified in the proposed Discipline Service(s).

- Selecting, by name, one Supplier on the list and rotationally selecting three from the list; or
- Rotationally selecting four Suppliers from the list
- meet the security requirement of the proposed service, if applicable

The solicitation documents will be distributed directly to suppliers by PWGSC.

Bidders will be provided with a minimum of fifteen (15) calendar days in which to respond to the Request for Proposal.

#### **2.2.4 For requirements greater than \$400,000 (applicable taxes included)**

For each requirement, a Notice of Proposed Procurement will be posted on the Government Electronic Tendering Systems (GETS). The solicitation would be restricted to suppliers with a Supply Arrangement.

The solicitation documents will be distributed directly to interested suppliers by PWGSC.

Bidders will be provided with a minimum of twenty-one (21) calendar days in which to respond to the Request for Proposal.

### **C. RESULTING CONTRACT CLAUSES**

#### **1. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the templates in the Annexes:

- (a) For requirements less than 100K, the below listed general conditions will apply to the resulting contract;
  - R1210D (2014-06-26), General Conditions (GC) 1 - General Provisions
  - R1215D (2014-06-26), General Conditions (GC) 2 - Administration of the Contract
  - R1220D (2011-05-16), General Condition (GC) 3 - Consultant Services
  - R1225D (2012-07-16), General Condition (GC) 4 - Intellectual Property
  - R1230D (2012-07-16), General Condition (GC) 5 - Terms of Payment
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2012-07-16), General Condition (GC) 8 - Dispute Resolution
  - R1650D (2012-07-16), General Condition (GC) 9 - Indemnification and Insurance
  
- (b) For requirements greater than \$100K, the below listed general conditions will apply to the resulting contract.
  - R1210D (2014-06-26), General Condition (GC) 1 - General Provisions
  - R1215D (2014-06-26), General Condition (GC) 2 - Administration of the Contract
  - R1220D (2011-05-16), General Condition (GC) 3 - Consultant Services
  - R1225D (2012-07-16), General Condition (GC) 4 - Intellectual Property
  - R1230D (2012-07-16), General Condition (GC) 5 - Terms of Payment
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2012-07-16), General Condition (GC) 8 - Dispute Resolution
  - R1250D (2012-07-16), General Condition (GC) 9 - Indemnification and Insurance

**ANNEX A**  
**REQUIREMENT**

**1.0 Proposed Services**

**The required services may include, but are not limited to the following:**

1. ***Mechanical Engineering*** – Building Mechanical systems including: Heating systems, Ventilation systems including industrial, institutional and commercial ventilation, Air Conditioning systems, Building Controls including EMCS, Plumbing, Fire Protection, Commissioning, Investigations and reports.
2. ***Electrical Engineering*** – Building electrical systems including: Lighting, Security, Communications, Emergency power and life safety, Electrical entrance and distribution, Discipline building systems, Fit up work, Commissioning, Investigations and reports.
3. ***Marine Electrical Engineering*** – Electrical supply and distribution on marine structures, wharfs, and fishing harbours.



## **2.0 Project Brief / Terms of Reference/Required Services**

To follow is an example of a Project Brief/Terms of Reference/Required Services that may be required for the proposed service(s) detailed in Annex A, 1.0 Proposed Services. The actual Required Service(s) (RS) requested will be detailed in the bid solicitation document and will vary depending on the scope of the project. It may include all RSs, a single RS or a combination of RSs.

SAMPLE	
<b>GENERAL PROJECT OBJECTIVES</b>	
<b>GPO 1 PROJECT OBJECTIVES</b>	Each RFP will elaborate on the specific objectives for individual projects, however, the following broader government objectives will apply to all solicitations:
<b>GPO 1.1 Design Principles - General</b>	PWGSC expects the Consultant to maintain a high standard of engineering design, based upon recognized industry design principles. All design elements, planning, and engineering, must be fully coordinated and consistent in adherence to good design principles.
2.	The level of quality is to be consistent with Government of Canada policies and guidelines as well as all other similar designed works performed for the Government of Canada.
3.	The projects are to be implemented in a sustainable environmentally responsible manner.
4.	Quality of materials and construction methods shall be commensurate with the type of infrastructure required and the budget. Avoid experimental materials. Take into account the total life-cycle costing of the infrastructure
5.	Design for maximum flexibility to meet immediate and future needs.
<b>GPO 1.2 Sustainable Development</b>	The Canadian Federal Government has begun a series of initiatives to ensure that sustainable development principles are built into the policy of all federal organizations. Sustainable development goals will be outlined in each solicitation.
<b>GPO 1.3 Code Compliance</b>	Codes, regulations, by laws and decisions of "authorities having jurisdiction" will be observed. In cases of overlap, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.
<b>GPO 1.4 Risk Management</b>	A risk management strategy is crucial for PWGSC Project Management and integrates project planning into procurement planning. All the stakeholders of a project will be an integral part of the risk management strategy, culminating in an integrated project team. Specific services required for project delivery are outlined in Required Services and the level of effort, if required, will be noted in the solicitation.
<b>GPO 1.5 Health and Safety</b>	

- Public Works and Government Services Canada (PWGSC), recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.
  - In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC voluntarily complies with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.  
The Consultant will be required to develop site specific Health and Safety Plans for their personnel while working on projects awarded under the Supply Arrangement. Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
  - Health and Safety Plan shall include the following components:
    - List of health risks and safety hazards identified by hazard assessment.
    - Control measures used to mitigate risks and hazards identified.
    - On-site Contingency and Emergency Response Plan as specified below.
    - On-site Communication Plan as specified below.
- On-site Contingency and Emergency Response Plan shall include:
- Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
  - Evacuation Plan: prior to entering the Work Site confirm escape routes, marshalling areas, and location of fire fighting equipment.
  - Emergency Contacts: name and telephone number of officials from:
    - Departmental Representative.
    - Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
    - Local emergency resource organizations.
    - Harmonize Plan with Facility's Emergency Response and
- Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- On-site Communication Plan:
- Procedures for sharing of work related safety information to subconsultants, including emergency and evacuation measures.
  - List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
- Address all activities of the Work including those of subconsultants.

Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever a new subconsultant arrives at Work Site.

Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.

#### **GPO 1.6 PWGSC Standards and Procedures**

For standards relating to the service provisions required, please refer to the document Doing Business.

#### **GPO 2 ISSUES**

##### **GPO 2.1 Major Cost Issues**

**Issue:** Budget Limitations  
Effective cost estimating and cost control is of prime importance and shall be provided by qualified personnel. The Class 'C' and Class 'B' cost estimates, where required, shall be submitted in elemental cost analysis format. The standard of acceptance for this format is the current issue of the elemental cost analysis format issued by the Canadian Institute of Quantity Surveyors. The level of effort will be noted in the individual solicitation.

The Class 'A' cost estimate shall be submitted in trade cost breakdown format. Cost estimates shall have a summary plus full back-up showing items of work, quantities, unit prices and amounts.

##### **GPO 2.2 Major Time Issues**

**Issue:** Out of Service Time Frame  
It is imperative that the out of service time frame for the various projects as a result of construction be minimized as much as possible. Program operations and time frames will govern the particular allotted time frame for construction through the identified solicitation.

##### **GPO 2.3 Major Operational Issues**

**Issue:** Adjacent Programs  
Minimize impact of any ongoing adjacent programs is mandatory and therefore design decisions must be sensitive to that requirement. Additional factors recognized as affecting adjacent programs are the following: reliability of systems and equipment, redundancy to ensure continued operation and prolonged commissioning issues.

#### **PROJECT ADMINISTRATION**

##### **PA 1 INTENT**

The following administrative requirements apply during all phases of project delivery and will be stipulated in each solicitation.

#### **PA 1.1 Coordination**

1. The Project Manager assigned to the project is the Departmental Representative.
2. The Project Manager is directly concerned with the project and responsible for its progress. The Project Manager is the liaison between the Consultant, Public Works and Government Services Canada and the Client Departments.
3. Public Works and Government Services Canada administers the project and exercises continuing control over the Consultant's work during all phases of development. Unless directed otherwise by the Project Manager, the Consultant obtains all Federal requirements and approvals necessary for the work. The Consultant shall:
  - (1) Carry out services in accordance with approved documents and directions given by the Project Manager;
  - (2) Prior to starting any project, obtain the Project Manager's approval of sub-consultant(s). Upon receipt from the Project Manager of written confirmation that the proposed sub-consultant(s) are acceptable, execute the solicitation;
  - (3) Ensure all communications carry the PWGSC's Project Title, Project Number and File Number, Callup Number, WBS Number;
  - (4) Advise the Project Manager of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The Consultant shall detail the extent and reasons for the changes and obtain written approval before proceeding.

#### **PA 1.2 Coordination with Sub-Consultants**

The consultant shall:

1. Throughout all stages of the Project, coordinate and assume responsibility for the work of any Sub-consultants and Specialists retained by the Consultant;
2. Ensure clear, accurate and ongoing communication of concept, budget, and scheduling issues (including changes) as they relate to the responsibilities of all Sub-consultants and Specialists from initial reviews to post construction reports;
3. Ensure Sub-Consultants provide adequate site inspection services and attend all required meetings.

#### **PA 1.3 General Project Deliverables**

2. The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting.
- PA 1.7 Project Response Time**  
It is a requirement of this Request for Supply Arrangement that the Prime Consultant and their proposed Sub-consultants should be personally available to attend meetings within 48 hours, in the locality of the place of the work and to respond to inquiries within 24 hours of the Project Manager's request, from the date of the award of the solicitation until final inspection and turnover.
- PA 1.8 Submissions, Reviews and Approvals**  
For each solicitation, work in progress may be reviewed by the Project Manager as well as a minimum, the following:
- PWGSC in-house resources:**
- Submission Format: drawings and specifications;
  - Submission Schedule: Submissions are reviewed at a time to be arranged with 10 days notice when completed work has been forwarded to the Project Manager;
  - Expected Turnaround Time: 2 weeks;
  - Number of Submissions: until approval has been received.
- Design review committee:**
- Submission Format: reports, drawings and specifications, and oral presentations;
  - Submission Schedule: Submissions are reviewed at a time to be arranged with 10 days notice;
  - Expected Turnaround Time: 2 weeks;
  - Number of Submissions: until approval has been received.
- Reviews and approvals will be established at the time of issuing a solicitation and the below table is provided for example purposes only.

1. Where deliverables and submissions include summaries, reports, drawings, plans or schedules, \_\_\_\_\_ hard copies shall be provided plus \_\_\_\_\_ copy shall be provided in electronic format as follows unless approved otherwise in Appendices. Electronic format shall mean:

- |                                      |   |
|--------------------------------------|---|
| (1) For written reports and studies: | Microsoft Word and PDF;   |
| (2) For Spreadsheets, and budgets:   | Microsoft Excel and PDF;  |
| (3) For Presentations:               | Microsoft Power Point;  |
| (4) For Drawings:                    | AutoCad 2012 (* .dwg) refer to Doing Business;                                      |
| (5) For Specifications:              | Either most recent version NMS Edit or MS Word as specified by the project manager; |
| (6)                                  |   |

Note: All specifications must be developed starting with an unedited copy of the NMS and edited as appropriate for the specifics of the project. Edits of previously edited sections of the NMS are not acceptable.

- |                                 |                              |
|---------------------------------|------------------------------|
| (7) For Schedules ( Time Plans) | Microsoft Project;           |
| (8) For GIS                     | ARCGIS refer Doing Business. |

**PA 1.4 Lines of Communication**

1. Correspond only with the Project Manager or named designate(s) at the times and in the manner dictated by the Project Manager. The Consultant shall not communicate with the client department unless so authorized in writing by the Project Manager.
2. During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and makes the contract award.
3. After contract award the Consultant shall follow communication protocol call as received from PWGSC.

**PA 1.5 Media**

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

**PA 1.6 Meetings**

1. The Project Manager shall arrange meetings as required per solicitation relative to project scope and phase of work, for members of project team, including representatives from:
  - (1) Client Department;
  - (2) Public Works and Government Services Canada;
  - (3) Consultants.

	PWGSC		Client	
	R	A	R	A
Risk Assessments	x	x	x	
Environmental Protection Plan	x	x	x	x
Project Scope of Services		x	x	
Class 'D' Estimate(s)		x	x	
Design Options	x		x	
Recommended Design Option		x		x
Class 'C' Estimate(s)		x	x	
Design Development Documents		x	x	
Class 'B' Estimate(s)		x	x	
33% Construction Drawings		x	x	
66% Construction Drawings and Specs		x	x	
99% Construction Drawings and Specs		x	x	
Class 'A' Estimate(s)		x		x
Final Tender Documents		x		x
Inspection Report	x	x	x	

A = Approval

R = Review

#### REQUIRED SERVICES

#### General Scope of Services:

1. Be advised that services provided must be complete in that they identify all major issues that will have a significant impact on the project. This will promote a surprise-free environment which will enhance the success of project implementation.
2. If the project requirements are such that the Prime Consultant is asked to provide a sub consultant team, the proposed sub consultant names are to be

submitted to the Project Manager for approval, prior to their being engaged for the work.

3. The RS sections following are intended to show the level of effort required for a 'full service' package. Individual solicitations will include a scope of services required for that specific project, which may or may not include all of the services noted in the sections below. Services that are required for a specific solicitation are to follow the guidelines as set out herein.

#### RS 1.0 PRE-DESIGN SERVICES

1. The purpose of this stage is to develop, as required by the scope of work  
 Feasibility Studies/Options Analysis;  
 Project Approach;  
 Implementation Strategy and Schedule;  
 Site Condition Reports and Performance Audits;  
 Infrastructure Evaluation & Recommendations Report;  
 Engineering/Geotechnical or Other Investigations;  
 Environmental Protection Requirements (limited to services as required to identify the need for further investigation/analysis);  
 Order of Magnitude Class 'D' (Indicative ) Cost Reports;  
 Hydrology and Drainage Structure Sizing Design;  
 Regulatory Issues.

#### RS 1.1 Feasibility Studies / Options Analysis

##### 1.1.1 Intent

A report which outlines the research and subsequent analysis to determine the viability and practicality of a project. A feasibility study analyzes economic, financial, market, regulatory, environmental/sustainable and technical issues. The purpose at this stage is to investigate and analyze site conditions, including soil conditions, zoning, bylaws, traffic reports, service capacities, support systems, special purpose support systems, and provide recommendations.

##### 1.1.2 Scope and Activities

#### Feasibility Study includes as a minimum:

1. Attend project start up meeting;
2. Visit the site, investigate and analyze the needs of the project; Investigate the requirements for the particular site, including existing and new technologies;
3. Analyze the project requirements/program;
4. Review all available existing material related to the site;
5. Investigate and analyze all applicable codes, regulations standards as a minimum: National Building Code, Canada Labour Code, NFPA, Provincial

Occupational Health and Safety Act, Medical Research Council;

Environmental and DFO acts and regulations.

2. Evaluate existing infrastructure including: municipal, civil, environmental, mechanical, electrical and structural systems, functional adaptability, code compliance, hazardous and non-hazardous waste;

3. Identify and verify all authorities having jurisdiction over the project;

4. Establish a policy for this project to minimize environmental impacts consistent with the project objectives and economic constraints, and the application of the *Canadian Environmental Assessment Act (CEAA)*;

5. Review the proposed project milestones for verification that all dates are achievable;

6. Review the cost plan/budget for verification that the costs are realistic and achievable; and

7. Prepare recommendations on the feasibility of the project.

#### **Options Analysis as a minimum:**

1. Test the feasibility study recommendations using a minimum of three (3) options, schematic (sketch) only;
2. Pro/ Cons of each option;
3. Financial analysis (Class 'D') including life cycle analysis and best value for operation and maintenance;
4. Indication of the preferred option.

#### **1.1.3 Deliverables:**

1. Comprehensive summary of the requirements, conditions, feasibility and options analysis, demonstrating an understanding of the scope of work, including:

- (1) Report on existing infrastructure including its condition, deficiencies and life expectancy;
- (2) Report on existing facilities and systems requirements;
- (3) Report on all applicable codes, regulation, standards and authorities having jurisdiction;
- (4) Report on potential environmental impact, sustainability and the whether there is a need for further environmental assessment;
- (5) Report on recommendations and options analysis;
- (6) Confirmed or adjusted project cost and time plans;
- (7) Written identification of the problems, conflicts or other perceived information/clarity assumptions for the acknowledgment of the project manager;
- (8) Report on Class 'D' Order of Magnitude Cost for each option.

#### **RS 1.2 Project Approach**

##### **1.2.1 Intent**

1. A written statement which describes various criteria and data for a project including design objectives, site requirements and constraints, equipment and

systems, and requirements. The purpose of this stage is to describe the requirements which must be met to satisfy the requirements of the project. The process seeks to answer the following questions:

- (1) What is the nature and scope of the problem?
- (2) What information is required to develop a proper engineering solution to the problem?
- (3) How much and what type of construction is needed?
- (4) What are the future requirements of this site

##### **1.2.2 Scope and Activities**

1. In preparing a functional program, the Consultant's main task is to examine the project/ site in detail so as to define the clients needs and objectives. These requirements will establish criteria for evaluating potential design solutions and other strategic alternatives.

2. The Consultant must understand:

- (1) The impacts of the project on the environment;
- (2) The social impacts of its program on the community;
- (3) The impacts on the existing infrastructure;
- (4) Long term maintenance requirements and operational needs.

3. The Consultant shall then develop approximate sketches and technical requirements for the proposed works including:

- (1) Details for proposed works;
- (2) Environmental criteria; (Note: It is not the intent of this Supply Arrangement to procure Environmental Assessment services from this Consultant. However, on many projects, environmental criteria, identified by others, may need to be incorporated into the design.)

4. The Consultant shall also advise Project Manager on alternatives, such as the engineering and financial implications of various options. The Consultant shall assist in assessing the advantages or benefits - and the disadvantages or costs - of each alternative.

##### **1.2.3 Deliverables:**

1. The final Project Review is a report including as a minimum:

- (1) Site requirements;
- (2) Explicit space requirements for the future of the site including: Definition of the function of each type of infrastructure;
- (3) The functional relationships between different types of infrastructure or areas;
- (4) Site and sketch of the different infrastructures;
- (5) Special technical requirements of each of the items.
- (1) Financial requirements and a preliminary 'Order of Magnitude 'Class 'D' budget;
- (2) Scheduling and time frame for the project;



- (3) Other requirements including:
- f) Regulatory issues;
  - g) Other requirements from Authorities having Jurisdiction;
  - h) Community goals and concerns;
  - i) Ecological and environmental concerns.
- (1) A recommended construction delivery method (traditional design-bid-build, design-build, construction management).

## **RS 1.3 Implementation Strategy and Schedule**

### **1.3.1 Intent**

The purpose of this stage is to detail an implementation strategy to meet the project goals and objectives.

### **1.3.2 Scope and Activities**

The Consultant shall complete the following as a minimum:

1. Prepare a detailed implementation strategy that documents, in a report, all activities, milestones and deliverables required for the effective delivery of the project including time frames for submissions, reviews and approvals;
2. Prepare a project schedule that identifies, in a graphic format such as Critical Path Method (CPM) or Program Evaluation Review Technique (PERT), all activities, milestones including critical deadlines, long lead delivery items and drop dead dates, required for the effective delivery of the project deliverables, including time frames for submissions, reviews and approvals;
3. The Implementation Strategy and Schedule described above shall include as a minimum:
  - (1) Site Master Plan;
  - (2) Sequencing of project tasks including items not included as part of constructed works;
  - (3) Move sequencing;
  - (4) Client construction requirements ( i.e. Security and training, etc.);
  - (5) Construction strategy;
  - (6) Advise the Project Manager of any changes to the scope that may affect schedule or are inconsistent with instructions or written approvals previously given. The Consultant shall detail the extent and reasons for the changes and obtain written approval before proceeding;
  - (7) Submit the Implementation Strategy and Schedule for review. Revise as required. Resubmit for final approval. The original approved schedule will become the "Baseline" schedule to monitor project progress;
  - (8) Throughout the project, monitor critical path and deadlines for submissions, revisions and approvals and as a minimum submit monthly updates.

### **1.3.3 Deliverables**

1. Implementation strategy
2. Time Plan (Schedule)

## **RS 1.4 Site Condition Reports and Performance Audits**

### **1.4.1 Intent**

1. The purpose of this stage is to evaluate a site in order to determine the most appropriate management strategy for the retention, maintenance and/or retrofit / renewal of the infrastructure in order to satisfy current and future client requirements.
2. The cyclical review of infrastructure consists of the performance of a range of major evaluation and analysis studied:
  - (1) Management Plans
  - (2) Condition Reports
  - (3) Performance Reviews
  - (4) Serviceability
3. The scope of these cyclical reviews provides, in general terms an examination of inventory performance in five major areas:
  - (1) Operational Performance
  - (2) Functional Performance
  - (3) Financial Performance
  - (4) Technical Performance
  - (5) Environmental Performance

### **1.4.2 Scope and Activities**

#### **1.4.2.1 Project Start-up**

A Start-Up Meeting will be held at the time and place to be determined by the Project Manager.

#### **1.4.2.2 Research Phase**

This phase represents the site pre-inspection review of the existing documentation in order to confirm the range of information available and to identify any missing components or areas of concern which will require special attention during the next phase - Infrastructure review.

#### **1.4.2.3 Infrastructure review**

1. The Consultant team will undertake a detailed review of the current performance conditions of the infrastructure with respect to:
  - (1) Operational, Functional, Technical and Financial Performance.
2. The Consultant team will review pertinent information provided on the current performance conditions of the infrastructure with respect to Environmental performance.
3. With respect to maintenance, the consultant will:

- (1) assess the levels of maintenance with respect to infrastructure meeting its anticipated life cycle;
- (2) ensure that maintenance is completed to a level so as to avoid failure that could impact on users;
- (3) Ensure that systems are evaluated for maintenance and testing;
- (4) The on-site review will be structured in such a manner as to identify and document the inter-relationship of the findings for each specific set of performance criteria as they are affected by other sets of criteria.

#### 1.4.2.4 Report Development

After inspections data is analyzed with respect to condition, remaining useful life, code compliance, condition descriptions, and their impact on the functionality of the asset, and priorities for intervention are established.

#### 1.4.3 Deliverables

1. Content Plan: This section of the Terms of Reference outlines the format and minimum scope of review to be undertaken in the performance of this infrastructure condition study.
2. The format has been developed in order to provide a direct link with the development of a Site Management Plan and therefore must be strictly adhered to.

3. The content plan is divided into seven major divisions and appendices:

- (1) Executive Summary;
- (2) Project Framework/Introduction;
- (3) Operational Performance;
- (4) Functional Performance;
- (5) Technical Performance;
- (6) Environmental Performance;
- (7) Infrastructure Components Summary Tables;
- (8) Appendices:
  - b) Annual Inspections;
  - c) Serviceability;
  - d) Performance Audits;
  - e) Environmental Audit (prepared by others if/as appropriate);
  - f) Other Audits and Studies.

### RS 1.5 Infrastructure Evaluation & Recommendations Reports

#### 1.5.1 Intent

The purpose of this stage is to identify and evaluate existing infrastructure including as a minimum civil infrastructure, mechanical and electrical equipment and all other infrastructure which will be utilized in the current and future operation of the site.

#### 1.5.2 Scope and Activities

1. Prepare a detailed inventory of existing infrastructure and equipment found on the site. Include drawings identifying existing location, layout.
2. Based on parameters developed in conjunction with the Project Manager and the client department, prepare an evaluation report that assesses the condition of existing infrastructure and equipment. Assess the current inventory against the client department's functional requirements. Include an examination of the following:
  - (1) Reusing/refurbishing existing infrastructure and equipment; and/or
  - (2) Procuring/constructing new infrastructure and equipment; and
  - (3) Current technologies and innovative solutions for the site;
  - (4) Prepare a detailed cost analysis that compares the reuse/refurbishment of existing infrastructure and equipment, with the purchase of new. Consideration should be given to cost effectiveness and time frames required for refurbishment of existing infrastructure and equipment and/or the procurement of new.

#### 1.5.3 Deliverables

Submit report for review, revise as required and resubmit for final approval.

### RS 1.6 Engineering/ Geotechnical or Other Investigations

#### 1.6.1 Intent

The purpose of this stage is to research and carry out all Geotechnical and Engineering investigations, as a minimum, to complete the requirements of the site or project.

#### 1.6.2 Scope and Activities

1. Conduct investigations to obtain the required information, as a minimum Geotechnical and Engineering, to prepare and carry out the activities necessary to establish the required infrastructure for the site or project.
2. Prepare report on each investigation clearly describing what information was required, why it was required and what the results were.

#### 1.6.3 Deliverables

Submit report for review, revise as required and resubmit for final approval.

### RS 1.7 Environmental Protection Requirements

#### 1.7.1 Intent

The purpose of this stage is to outline the requirements for discharge off site, erosion control and water management, environmental protection, waste management and permitting.

#### 1.7.2 Scope and Activities



1. Prepare a report that identifies environmental protection requirements and make appropriate recommendations.
2. Prepare requirements for a water management, waste management and environmental protection plans for construction and post construction stages.

### 1.7.3 Deliverables

Submit report for review, revise as required and resubmit for final approval.

## RS 1.8 Order of Magnitude Class 'D' (Indicative) Cost Reports

### 1.8.1 Intent

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

### 1.8.2 Scope and Activities:

1. **Cost Planning:** Specific tasks include as a minimum:
  - (1) Prepare cost plans from project briefs, preliminary concepts or other preliminary information;
  - (2) Prepare cost analysis;
  - (3) Prepare option analysis and "what if" scenarios;
  - (4) Provide advice and recommendations on project planning in order to achieve the most cost effective project sequence;
  - (5) Identify and quantify potential risks and make contingency recommendations in order to minimize negative cost impacts;
  - (6) Advise on alternative procurement and construction strategies to create efficiencies wherever possible;
  - (7) Identify, forecast and analyze project-related issues including possible market shortages and potential price fluctuations.
2. **Cost Estimating:** Develop cost estimates of projects:
  - (1) Prepare order of magnitude Class 'D' cost estimates; and be prepared to further develop the cost estimate to level Class 'A' ready for tender.
  - (2) Quantify design and construction costs, contingencies and risks;
  - (3) Prepare and investigate costing alternatives to assist in the identification of the most cost-effective design and/or construction approach; Investigate and report on life-cycle costs;
  - (4) Document all unit pricing, analysis, and valuation.

### 1.8.3 Deliverables

1. **Cost Planning**
  - (1) Cost plans;
  - (2) Cost analyses and "what if" scenarios;
  - (3) Cash flows; and / or
  - (4) Reports on alternative procurement and construction strategies or other project-related issues.
2. **Cost Estimating**
  - (1) Fully detailed cost estimate. Order of magnitude Class 'D' accuracy; and be prepared to further develop the cost estimate to level "A" ready for tender.
  - (2) Documentation of the methodology of the estimate and any assumptions made;
  - (3) Documentation of all pricing and valuation calculations;
  - (4) Reports on investigation of costing alternatives; and / or
  - (5) Reports on life-cycle costs.

## RS 1.9 Hydrology and Drainage Structure Sizing Design

### 1.9.1 Intent

A study of the local hydrology to assess the requirements for drainage structure design.

### 1.9.2 Scope and Activities:

To review and summarize aspects of drainage requirements for a project and to calculate the structure type and sizing requirements.

### 1.9.3 Deliverables

A detailed engineering design of drainage structures for each project requirement and a report that outlines the basis for structure sizing and location.

## RS 1.10 Regulatory Issues

### 1.10.1 Intent

To confirm that all design meets all requirements as set forth by code and regulatory authorities having jurisdiction.

### 1.10.2 Scope and Activities:

To attend meetings for discussion purposes of any design issues and to resolve any design issues.

### 1.10.3 Deliverables

Plans and specifications compliant with necessary requirements meeting regulatory and code requirements.

## RS 2.0 CONCEPT DESIGN

### 2.1 Intent

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

### 2.2 Scope and Activities:

1. Obtain written approval from Project Manager for development of schematic design options based on the analysis of the Project Brief;
2. Provide alternative design options exploring possible technical and environmental strategies which are viable and have potential for development;
3. Analyze each solution with regard to the project goals including cost and schedule;
4. Write a preliminary project-description report outlining the various components and system options;
5. Incorporate the findings of environmental assessment and Canadian Environmental Assessment Act (CEAA) Screening Report (prepared by others), if required/requested;
6. Minimize the use of hazardous/toxic materials and products made from endangered or rare species (i.e. tropical hardwoods);
7. Recommend one option for further development with all supporting background and technical justifications;
8. Produce a Class 'C' cost estimate for the various options; and be prepared to further develop the cost estimate to level Class 'A' ready for tender.
9. Produce an implementation schedule, including alternative procurement and construction strategies.

### 2.3 Deliverables

10. Schematic Design Drawings;
11. Site plan showing proposed works, existing infrastructure, existing and proposed services and fit within surrounding context;
12. Description of the options with recommendation of preferred solution;
13. Waste Management plan
14. Project specification amendment;
15. Plan to incorporate the recommendations of decisions for the CEAA (prepared by others), if required/requested;
16. Cost Plan, including cost analysis, "what if" scenarios, potential risks, alternative procurement and construction strategies;

17. Class 'C' Cost Estimate, including methodology of the estimate, assumptions made, costing alternatives and life cycle costs. Document all unit pricing, analysis, and valuation
18. Prepare project master schedule and identify potential risks to schedule;
19. Report on deviation from schedule and recommend corrective measures or updated time line.

## RS 3.0 DESIGN DEVELOPMENT

### 3.1 Intent

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

### 3.2 Scope and Activities:

20. Obtain written approval from Project Manager for development of one of the proposed concept design options;
21. If any alterations are demanded, document all required changes, analyze the impact on all project components, and resubmit for approval if required;
22. Expand and clarify the Concept Design intent for each design discipline;
23. Present the design materials to the client, design review or other committees as indicated by the project manager;
24. Present the design to the government or local authorities where required;
25. Ensure coordination of all disciplines' design development;
26. Analyze the constructability of the project and advise on the construction process and duration;
27. Based on all material available at the time, prepare a milestone schedule for the consideration with special attention to the impact on tenants;
28. Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design of the project;
29. Define Commissioning Requirements;
30. Provide a list of all NMS sections to be used, complete with a full draft specification, catalogue cuts and sustainable development/green choices.

### 3.3 Deliverables

1. Plans for all works, including all disciplines, showing all infrastructure. Indicating all key dimensions;
2. Preliminary works plans and plans for site preparation;
3. Engineering plans and details.
4. Elevations;
5. Site models as required;
6. Outline specifications for all systems and principle components or equipment;
7. Updated cost plan and cash flow;

8. Class 'B' (substantive) cost estimate showing changes from Class 'C' (indicative) cost estimate
9. Update time plan (Schedule) with highlighted changes to the time plan;
10. Preliminary construction schedule including long term delivery items;
11. Project dossier detailing the basic assumptions of the project and the justifications for all major decisions;
12. Prepare a Commissioning Brief describing major commissioning activities which include, as a minimum, civil, mechanical, electrical, municipal and integrated system testing;
13. Updated sustainable development strategy report.

## RS 4.0 CONSTRUCTION DOCUMENTS

### 4.1 Intent

14. Based on approved Design Development documents, the Consultant is required to prepare drawings and specifications setting forth in detail the requirements for the final cost estimate and construction of the project.
15. To prepare drawings and specifications setting forth in detail the requirements for the construction and final cost estimate of the project.
  - (1) 33% indicates technical completeness of all working documents;
  - (2) 66% indicates substantial technical development of the project - well advanced engineering and engineering plans, details, schedules and specifications;
  - (3) 99% is the submission of complete Construction Documents ready for tender call and submission to local authorities for pre-permit purposes;
  - (4) Develop project specific Systems Operations Manual (SOM);
  - (5) Final Submission incorporates all revisions required in the 99% version and is intended to provide PWGSC with complete construction documents for tender call.

### 4.2 Scope and Activities:

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

- (1) Obtain Project Manager's approval for Design Development submissions (33%, 66%, 99% and Final)
- (2) Requirements pertaining to such elements as format, type, content, number of copies, etc. For the preparation and submission of Construction Documents are presented in PA 1 and in Doing Business.
- (3) Confirm format of drawings and specifications;
- (4) Clarify special procedures (i.e. phased construction);
- (5) Submit drawings and specifications at the required stages. (33%, 66%, 99%);

- (6) Provide written response to all review comments and incorporate them into Construction Documents where required;
- (7) Advise as to the progress of cost estimates and submit updated cost estimates as the project develops;
- (8) Update the project time plan (schedule);
- (9) Prepare a final Class 'A' (substantive) estimate;
- (10) Review and approve materials and construction processes specifications to meet sustainable development objectives.

### 4.3 Details

1. Technical and Production Meetings
  - (1) Production of construction documents at the 33%, 66%, and 99% submissions will be reviewed during the meetings arranged by Project Manager and Consultant;
  - (2) Representatives from Client Department(s) and PWGSC support staff will be present as arranged by the Project Manager;
  - (3) Consultant shall ensure that their staff and the sub-consultant representatives attend the technical and production meetings as required;
  - (4) Consultant shall ensure all documents are coordinated with all sub-consultants and disciplines;
  - (5) Consultant shall arrange for all necessary data, progress prints, etc.;
  - (6) Consultant shall prepare minutes of the meetings and distribute copies to all participants.
2. Progress Review
  - (1) As work progresses on construction drawings, submit, from each discipline, drawings, schedules, details, pertinent design data and updated Cost Plan and Project Schedule as required.

### 4.4 Deliverables

3. Deliverables are similar at all three stages; completeness of the project development should reflect the stage of a submission.
4. 99% Submission:
  - (1) Complete specification and working drawings.
  - (2) 99% Commissioning plan and Systems Operations manual
  - (3) One copy of site information, soil investigation report, borehole logs, etc.
  - (4) One copy of support data, studies, calculations, etc., required by Engineering disciplines for final checking and record.
  - (5) One copy of updated Cost Plan and Project Schedule
5. Final Submission:
  - (1) This submission incorporates all revisions required by the review of the 99% submission. Provide the following:
    - a) Ten complete sets of originals of the working drawings.;

- c) Ten sets of original specifications;
- d) Class 'A' estimate;
- e) Complete Commissioning Plan;
- f) Complete Systems Operations Manual;
- g) As a safeguard against loss or damage to the originals, retain a complete set of drawings in reproducible form and one copy of specification;
- h) Inspection Authorities Submission;
- i) Submit and obtain approval on plans and specifications required by Inspection Authorities before tender call.

## **RS 5.0 TENDER CALL, BID EVALUATION & CONSTRUCTION CONTRACT AWARD**

### **5.1 Intent**

To assist in obtaining and evaluating bids from qualified contractors to construct the project as per the Tender Documents.

### **5.2 Scope and Activities:**

1. Tender Call
  - (1) The Project Manager shall be responsible for the production of the required number of copies of the Tender Documents and for such other documents as are necessary for tender call purposes.
  - (2) The Consultant shall:
    - b) Prepare, sign, seal and submit complete sets of approved tender-ready, Construction Drawings and Specifications to the Project Manager. Requirements pertaining to number and types of copies of Construction Drawings and Specifications are outlined below under PA 1.
    - c) Provide the Project Manager with all information required by tenderers to fully interpret the Construction Documents. The Contracting Authority will issue the addenda to all participants.
    - d) Attend tenderers briefing meeting(s) (i.e. Job Showing), upon request
    - e) Prepare addenda based on questions arising in such meetings for issue by the Contracting Authority. The Contracting Authority will issue the addenda to all participants; and
2. Bid Evaluation and Construction Contract Award
  - (1) The Consultant shall, as a minimum, assist tender evaluation by providing advice on such elements as:
    - b) The completeness of tender documents in all respects;
    - c) The technical aspects of the tenders;

- d) The effect of alternatives and qualifications which may have been included in the tender;
  - e) The tenderers capability to undertake the full scope of work;
  - f) The availability of adequate equipment to carry out the work;
  - g) Examine and report on any cost and schedule impact created by the issue of tender / contract addenda.
- (1) If PWGSC decides to re-tender the project, provide advice and assistance to the Project Manager;
  - (2) Revise and amend, at your cost, the construction documents to bring the cost of the work within the limits stipulated.

### **5.3 Deliverables**

1. Originals of drawings and specifications;
2. Electronic copies of drawings and specifications;
3. Addenda where needed;
4. Full notes of all inquiries, and related correspondence, during the bidding period;
5. Changes to the documents, if re-tendering is necessary;
6. Updated cost estimate or schedule;
7. Submission Requirements for Construction Drawings and Specifications;
8. Provide three (3) complete sets of approved Construction Drawings as follows:
  - (1) One (1) hard copy, signed and sealed; and
  - (2) Two (2) electronic copies (one in native format and one in PDF format);
9. Provide three (3) sets of approved Construction Specifications as follows:
  - (1) One (1) hard copy properly bound and covered; and
  - (2) Two (2) electronic copies (one in native format and one in PDF format).
10. The electronic true copy of drawings and specifications is for tendering purposes only and do not require to be signed and sealed.
11. The original signed and sealed hard copy of drawings and specifications will be the version used by the successful contractor for construction and building permit purposes.
12. Electronic Versions of Construction Drawings and Specifications
  - (1) Electronic true copy of the final submission drawings and specifications on one or multiple CD-ROM in Portable Document Format (PDF) in accordance with Doing Business. The PDF files should to the greatest extent possible be derived from the native software in which they were created and must not have any password protection and printing restrictions.

## **RS 6.0 CONSTRUCTION & CONTRACT ADMINISTRATION & POST CONSTRUCTION WARRANTY REVIEW**

## **6.1 Intent**

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

## **6.2 Scope and Activities:**

1. During the implementation of the project, act on PWGSC's behalf to the extent and scope noted in the call up;
  2. Carry out the review of the work at intervals appropriate to determine if the work is in conformity with the Contract Documents;
  3. Attend site and or job meetings as required;
  4. Keep Project Manager informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review;
  5. Ensure compliance with Commissioning Plan, update plan as necessary;
  6. Determine the amounts owing to the Contractor based on the progress of the work and certify payments to the contractor for approval;
  7. Act as interpreter of the requirements of the Contract Documents;
  8. Provide cost advice during construction;
  9. Advise the Project Manager of all potential changes to scope, schedule and cost, for the duration of the implementation;
  10. Review the Contractor's submittals;
  11. Prepare and justify change orders for issue by the Departmental Representative;
  12. Indicate any changes or material/equipment substitutions on Record Documents;
  13. During the twelve (12) month warranty period investigate all defects and alleged defects and issue instructions to the Contractor;
  14. Prepare and post Systems Operating Instructions;
  15. Assist in commissioning activities as requested;
  16. Finalize Systems Operations Manual;
  17. Conduct a final warranty review and coordinate as built of the final work.;
- ## **6.3 Deliverables**
1. Written reports from site visits including persons involved;
  2. Written reports on the progress of the work and the cost of the project at the end of each month;
  3. Additional detail drawings when required to clarify, interpret or supplement the Construction Documents
  4. Post contract drawings (As-Built Drawing);
  5. Interim or Final certificates;
  6. Debrief of Commissioning Activities;
  7. As built records;
  8. Warranty deficiency list;
  9. Report on Final Warranty Review;

## **RS 7.0 RISK MANAGEMENT (ALL STAGES)**

### **7.1 Intent**

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

### **7.2 Scope and Activities:**

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

### **7.3 Deliverables**

1. Prepare Risk Management Reports at Design Development, 66% Design Documents, and 100% Design Documents stages;
2. Include input from all sub-consultants, and from Client;
3. Take steps to implement risk mitigation. This includes as a minimum further recommendations, analysis, investigations, site meetings and site supervision.

## **RS 8.0 SUPPORT SERVICES**

### **8.1 ESTIMATING AND COST PLANNING**

**8.1.1 Cost Specialist:** (where required by project scale/scope and as outlined in the call-up).

1. Delivering projects on time and within budget is a high priority. A fully qualified cost estimating, cost planning and cost control resource(s), referred to herein as the Cost Specialist, with a demonstrated record of successful cost management on construction projects may be required. This Cost Specialist will be conversant with all aspects of construction cost estimating during the design stages including the use of Elemental Cost Analysis, Risk Analysis, Life Cycle Costing and Value Engineering/Management techniques.
  2. The purpose of cost planning and cost control is to assist in the accomplishment of project cost objectives. It is a continuous and interactive process involving planning, action, measurement, evaluation and revision.
- ### **8.1.2 Scope of Services**
3. The Cost Specialist shall provide an interactive and continuous cost consulting service from the commencement of project design through to



construction completion and subsequent evaluation, including the preparation of complete estimates for all construction trades, escalation, inflation and contingency costs, as noted in the previous RS sections.

4. The Cost Specialist shall provide a cost advising, and cost monitoring/reporting service.
5. The Cost Specialist shall attend all relevant project and production meetings throughout the design phases and be prepared to present and defend the estimates directly to the Project Manager.

#### **8.1.3 Cost Estimate and Planning Report**

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

7. If the estimate falls short of or exceeds the Construction Cost Limit due to such changes, the Cost Specialist with the Consultant team shall fully advise the Project Manager. The Cost Specialist with the Consultant team shall propose alternative design solutions.

8. An Cost Estimate and Planning Report will include sufficient description and cost detail to clearly identify:

- (1) Scope Change: Identifying the nature, reason and total cost impact of all identified and potential project scope changes affecting Construction Cost Estimate;
- (2) Cost Overruns and Under runs: Identifying the nature, the reason and the total cost impact of all identified and potential cost variations;
- (3) Options Enabling a return to the Construction Cost Estimate: Identifying the nature and potential cost effects of all identified options proposed, in order to return the project within the Construction Cost Estimate.

#### **8.1.4 Responsibilities**

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

#### **8.1.5 No Action Abrogates Consultant's Responsibilities**

9. No acceptance or approval by PWGSC, whether expressed or implied, shall be deemed to relieve the Cost Specialist, or the Consultant, of professional or technical responsibility for the estimates and cost reports.

10. Neither does acceptance of an estimate by PWGSC in any way abolish the Consultant's responsibility to maintain the specified Construction Cost Limit throughout the life of the project, or the requirement to redesign should the lowest acceptable bid differ significantly from the agreed Construction Cost Plan, unless and until the Project Manager indicates otherwise in writing.

#### **8.2 Surveying**

##### **8.2.1. Intent**

To have adequate survey control for design purposes or during construction.

##### **8.2.2 Scope and Activities**

To provide survey personnel and necessary equipment to conduct all necessary surveys and survey information required for design purposes. If required, services during construction provide personnel and equipment necessary for construction contract survey purposes.

##### **8.2.3 Deliverables**

Complete survey plans consistent with design requirements to be supplied in digital format.

#### **8.3 Materials Testing**

##### **8.3.1 Intent**

To procure materials testing services during construction, including the testing of placed materials such as backfill soils and gravels.

##### **8.3.2 Scope and Activities**

To provide materials testing services, equipment and personnel on an as required or as specified basis to conduct testing of materials: at source, as samples submitted by the Contractor, and as placed in-situ, to make sure that the materials and the construction and/or placement methods are in accordance with the contract drawings and specifications.

##### **8.3.3 Deliverables**

Materials testing reports and, if required/requested, recommendations for removal and/or remediation of non-conforming materials.

- (3) become thoroughly familiar with the requirements of the Consultant Project Brief and project responsibilities of others which relate to these services;
- 8.4.2 Scope and Activities**
- 1. General**
- (1) The Resident Construction Services Representative's service shall commence on the date the contractor physically mobilizes on a site and finish on the date of Certificate of Substantial Performance unless otherwise stated by the Project Manager.
- (2) The Consultant shall be responsible to distribute and assign the Construction Services Representative in such a manner that the intent of these services, as stated above is assured. The consultant shall ensure, via his planned allotment of the Construction Services Representative's time, that quality assurance is maintained and that all critical aspects of the work by the construction contractor's forces occur in the presence of the Resident Construction Services Representative.
- (3) The Consultant shall, prior to the construction contract tender of the facility provide Detail Project Schedule, identifying the key stages of construction and the planned allotment of hours when the Resident Construction Services Representative shall be on site.
- (4) The PWGSC representatives may, at their discretion, request additional amounts and/or less amounts of services of the Resident Construction Services Representative. Those additional and/or reduced services shall be calculated utilizing the hourly rate identified by the Consultant.
- 2. Duties and Responsibilities**
- (1) Provide Resident Construction Services including inspection, coordination and monitoring during the construction work and be responsible to the Consultant.
- (2) Maintain daily records, while on site, of all construction work placed and ensure constant communication amongst Project Manager, the Consultant and Contractor.
- (3) The Consultant shall ensure that the Resident Construction Services Representative maintains records and submits time sheets. The Consultant shall forward time sheets of the Resident Construction Services Representative to Project Manager after verifying accuracy and approving. The Consultant shall submit reviewed and approved time sheets to the

## 8.4 RESIDENT CONSTRUCTION SERVICES

### 8.4.1 Intent

1. The intent of the provision of Resident Construction Service is to implement the project in compliance with the Construction Contract Documents and to ensure construction contractor compliance with their contract. The Consultant shall provide a Resident Construction Services Representative for the duration of the construction contract stage.
2. The purpose of the Resident Construction Services Representative is responsible to:
- (1) ensure the presence of the Consultant on site for the project;
- (2) to inspect, coordinate and monitor all aspects of the work during key periods of the construction of the facility, and liaise with the contractor, Public Works And Government Services Canada and other agencies as appropriate to the work.;
- (3) to provide resident inspection during key periods of construction work and maintaining records of all construction work placed on behalf of the design engineer and Project Manager;
- (4) ensure that a sufficient level of communication is maintained with the Project Manager, Consultant, Contractor and any other organization applicable to the construction and construction contract administration of the individual detachment construction contract.
3. Resident Construction Services Representative(s) should:
- (1) be a registered Professional Engineer or be eligible for registration in the Province of New Brunswick or Nova Scotia or Prince Edward Island or Newfoundland and Labrador; or
- (2) be a registered Certified Engineering Technologist or be eligible for registration in the province of New Brunswick or Nova Scotia or Prince Edward Island or Newfoundland and Labrador; or
- (3) be a registered Certified Engineering Technician or be eligible for registration in the province of New Brunswick or Nova Scotia or Prince Edward Island or Newfoundland and Labrador;
- (4) Other combinations of education and experience will be considered considering the requirements and complexity of the service(s) required.
4. The Resident Construction Services Representative shall:
- (1) be directly responsible to the Consultant;
- (2) become thoroughly familiar with all pertinent documents for the construction including as a minimum the National Building Code. They shall be aware of all Federal, Provincial and Municipal standards for the health and safety of construction workers;

Project Manager, within two weeks after completion of 40 hours of service by the Resident Construction Services Representative, for review.

3. Inspection and Reporting
  - (1) The Resident Construction Services Representative shall:
    - b) inspect all phases of the work in progress, for the purpose of bringing to the attention of the Contractor, after checking with the Consultant, and Project Manager any discrepancies between the work, the contract documents and accepted construction procedures;
    - c) keep a daily log of such inspections and issue a weekly written report to the Consultant in the form directed.
  - (1) The Consultant shall review and approve weekly reports prior to distribution to the Departmental Representative (Project Manager). Reports shall be distributed within five (5) working days of the reports week ending date.
  - (2) The Resident Construction Services Representative shall make any other reports or surveys as may be requested by the Project Manager through the Consultant.
4. Interpretation of the Contract Documents
  - (1) Interpretation of the contract documents shall be the responsibility of the Consultant. The Consultant may, however, have the Resident Construction Services Representative provide him with information regarding job conditions and may require him to relay day-to-day instructions to the Contractor.
  - (2) It shall be the duty of the Resident Construction Services Representative to assist the Consultant and further inform the Consultant of any anticipated problems which may delay the progress of the work. The method of relaying such information shall be determined by the Consultant.
5. Changes in the Work
  - (1) The Resident Construction Services Representative shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract except as delegated by the Project Manager.
  - (2) The Consultant may call upon the Resident Construction Services Representative to assist in the evaluation of changes in the work, where a knowledge of job conditions is required.
6. Communication and Liaison

The Resident Construction Services Representative shall:

- (1) Convey the Consultant's instructions regarding the required standards of workmanship to the Contractor(s);
  - (2) Check specifications, confer and obtain guidance on these findings with the Consultant. The matter is then to be brought to the attention of the Contractor's Superintendent. Although informal discussions with Sub-trade Superintendents are usually permissible, (but only with the agreement of the Contractor), the Resident Construction Services Representative should not deal directly with foreman or tradesmen, or interfere with the progress of the work;
  - (3) Communicate formally with the Contractor via memorandum form only. When this form is issued the Resident Construction Services Representative must immediately file copies with PWGSC and the Consultant;
  - (4) Contact the Consultant immediately when it is apparent that information or action is required of the Consultant, e.g. general instructions, clarifications, sample of shop drawing approvals, requisitions, contemplated change orders, site instructions, details, drawings, etc.;
  - (5) Accompany PWGSC representatives on inspections and report to the Consultant requirements, comments or instructions of PWGSC's forces. Note that the Resident Construction Services Representative should encourage such requirements, comments or instructions to be provided to him in writing;
  - (6) Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to the Consultant with comments;
  - (7) Ensure that PWGSC and the Consultant are notified promptly when key pieces and/or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.
7. Inspection of the Work
- (1) The Resident Construction Services Representative shall make on site observations and spot checks of the work to determine whether the work, materials and equipment conform with the contract documents and supplementary conditions. The Resident Construction Services Representative shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report immediately to the Consultant and Project Manager any of these on which the Contractor is tardy or refuses to correct.



- (2) The Resident Construction Services Representative shall arrange for the Consultant's architectural, structural, mechanical, electrical and other consultants to make the periodic inspections required by the Consultant's contract, and for these inspections to be made timely with respect to the progress of the work.
  - (3) The Resident Construction Services Representative shall also report if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.
  - (4) The Resident Construction Services Representative shall assist in the preparation of all deficiency reports, interim, preliminary, and final, in collaboration with the PWGSC and Consultant's representatives.
  - (5) The Resident Construction Services Representative shall be responsible for the measurement of all work to be done by the Contractor
8. Site Meetings
- The Resident Construction Services Representative shall attend and participate in all job-site meetings held during key periods of construction.
9. Inspection and Testing
- (1) The Resident Construction Services Representative must see that the tests and inspections required by the contract documents are conducted, and should observe these tests and report the results in the daily log.
  - (2) The Consultant should be notified if the test results do not meet the specified requirements, or if the Contractor does not have tests undertaken as required.
10. Emergencies
- (1) In the case of emergency where safety of persons or property is concerned or work is endangered, to safeguard the interests of PWGSC, the Resident Construction Representative shall give immediate written notice and verbal contact to PWGSC of the possible hazard.
11. Limitations
- The Resident Construction Services Representative shall not:
- (1) Authorize deviations from the contract documents;
  - (2) Approve shop drawings or samples unless requested by project manager for project use;
  - (3) Accept any work or portions of the build works;
  - (4) Enter into the area of responsibility of the Contractor.
12. Hazardous Construction Operations
- The Resident Construction Services Representative is to communicate regularly with the Construction Safety Professional regarding any issues of site safety. All safety related issues must be forwarded immediately to the Safety Professional, as well as the Project Manager.
13. Equipment Required and Provided by Consultant
- Costs of all equipment required shall be covered in the quoted fixed hourly rate. Equipment required shall include as a minimum:
- b) Digital Camera;
  - c) Personal Protective Equipment;
  - d) Office Supplies required to perform services;
  - e) Cell Phone or other acceptable means of communication;
  - f) Laptop computer.
- (1) Provision of a site trailer and cover costs associated with same, including: fax machine and furniture will be supplied by construction Contractor.
- 8.4.3 Deliverables**
1. Daily Log
- (1) The Resident Construction Services Representative shall keep a daily log while on site. This will record the following:
- b) weather conditions, particularly unusual weather relative to construction activities in progress;
  - c) major material and equipment deliveries;
  - d) daily activities and major work done;
  - e) number of workers on site (full day or part day) and trade represented;
  - f) start, stop or completion of activities;
  - g) presence of inspection and testing firms, tests taken, results, etc.;
  - h) unusual site conditions experienced;
  - i) significant developments, remarks, etc.;
  - j) special visitors on site;
  - k) authorities given Contractor to undertake certain or hazardous works;
  - l) Environmental, Safety or other notable incidents;
  - m) reports, instructions from Appropriate Authorities Response Actions.
- (1) Based on site/ project specific conditions, the items recorded may expand or be reduced. The log is the personal property of the Resident Construction Services Representative. Copies of the log book, certified as copies, are to be provided at the end of the project.

A reproduction of the original contract drawings shall be carefully preserved and shall be kept marked up to date with all addenda, change orders, site instructions, details, as-built conditions, etc., issued subsequent to the award of the contract.

2.
  - (1)
    - Weekly Records
    - The Resident Construction Services Representative shall prepare weekly reports for the Consultant in the form directed:
      - a) progress relative to schedule;
      - b) major activities commencing or completed during the week; main activities now in progress;
      - c) major deliveries of materials and/or equipment; difficulties which may cause delays in completion;
      - d) materials and labour needed immediately;
      - e) cost estimates of work completed and materials delivered (cost plus contracts);
      - f) outstanding information or action required by Consultant or PWGSC;
      - g) work force;
      - h) weather;
      - i) remarks;
      - j) accidents on site;
      - k) safety hazards caused by the work, the Contractor or his agents.
      - m)
    - (1) The items may be expanded or reduced based on site/ project specific conditions.
  - (1)
    - Site Records
    - The Resident Construction Services Representative shall maintain up to date files at the site for the use as follows:
      - a) Contract and Tender Documents;
      - b) Approved Shop Drawings;
      - c) Approved Samples;
      - d) Samples;
      - e) Site Instructions;
      - f) Contemplated Change Orders;
      - g) Change Orders;
      - h) Memoranda;
      - i) Test and Deficiency Reports;
      - j) Correspondence and Minutes of Meeting;
      - k) Names, addresses, telephone numbers of Client representatives, Consultant and all Contractors, sub-trades key personnel associated with the contract; including home telephone numbers in case of emergencies.
      - l)
    - (1) The items may be expanded or reduced based on site/ project specific conditions.
    - (2) In addition, the Resident Construction Services Representative shall maintain an up to date progress schedule.

Annex B  
Qualified Specialty Services

The Annex provides the qualified Suppliers for each Specialty Service by Geographical Region. The order of the suppliers presented will be used in Part 6B, Selection Process when determining invited suppliers on a rotational basis. The order of the suppliers will be randomly generated (i.e. names from a hat, list randomly generated by computer, etc.).

The number of names selected is based on the selection process detailed in Part 6B. The name at the top of the list would be selected first. If a supplier is selected they move to the bottom of the list even if they choose to not participate in the RFP or they do not receive a contract as a result of a RFP process.

Suppliers may be added to the list after the annual refresh. New suppliers would be added to bottom of the list and the selection process would continue as per Part 6B.

Specialty Service	Geographic Region			
	Nova Scotia	New Brunswick	Prince Edward Island	Newfoundland and Labrador
Mechanical Engineering				
	1	1	1	1
	2...	2...	2...	2...
Electrical Engineering				
	1	1	1	1
	2...	2...	2...	2...

## ANNEX C

### Supply Arrangement Reporting

Suppliers must provide a quarterly report on usage of the Supply Arrangement containing the information below.

Supply Arrangement Reporting must be e-mailed to the Contracting Authority.

Please use the Supply Arrangement number in the subject line and clearly included:

- The supply arrangement number for which the data is submitted
- The period for which the data has been accumulated (start date and end date)
- The Total Spend to date by Canada

Supply Arrangement		Start Date of SA		End Date of SA		
Total Value to Date		Total Value for the Reporting Period		Reporting Period	Start Date	End Date
Invoice #	Description Location	Date of Contract Award	Date of Completion	Value of Contract		

## **Annex D**

### **Doing Business**

Doing Business (Annex D) appended to the arrangement package is to be inserted at this point and forms part of this document.