



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St./11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5**

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Construction Services Division/Division des services de
construction

11 Laurier St./11 Rue Laurier
3C2, Place du Portage
Phase III
Gatineau, Québec K1A 0S5

| | |
|--|--|
| Title - Sujet THE GATINEAU PROJECT | |
| Solicitation No. - N° de l'invitation EP863-170863/A | Date 2016-08-04 |
| Client Reference No. - N° de référence du client 20170863 | GETS Ref. No. - N° de réf. de SEAG PW-\$\$\$FG-340-71366 |
| File No. - N° de dossier fg340.EP863-170863 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-30 | |
| Time Zone Fuseau horaire Eastern Daylight Saving Time EDT | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Brouillet, Richard | Buyer Id - Id de l'acheteur fg340 |
| Telephone No. - N° de téléphone (873) 469-4936 () | FAX No. - N° de FAX (819) 956-8335 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGSC REGION CAPITAL NATIONALE/ NATIONAL CAPITAL AREA (GATINEAU) | |

Instructions: See Herein

Instructions: Voir aux présentes

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

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FG340EP863-170863

Project No. – N° du projet
R.074069.407

**APPLICATION FOR PREQUALIFICATION
FOR THE GATINEAU PROJECT (TGP)
GATINEAU, QUEBEC
for**

Public Works and Government Services Canada

PROJECT NUMBER: R.074069.407

SOLICITATION NUMBER: EP863-170863/A

DIRECT INQUIRIES TO:

Richard Brouillet

Public Works and Government Services Canada

Real Property Contracting Directorate Construction Services Division

3C2, 11 Laurier Street, Place du Portage, Phase III

Gatineau, Québec K1A 0S5

Tel: 873-469-4936

Email: richard.brouillet@pwgsc.gc.ca

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PART 1 - GENERAL INFORMATION

1.1 - Introduction

Public Works and Government Services Canada (PWGSC) is initiating a process to pre-qualify Bidders for the required high security fit-up construction project in Gatineau, Quebec.

This document defines the requirements for the prequalification of Bidders for this Work. Interested Bidders are required to respond to this Application for Prequalification. Only those Bidders considered by PWGSC to meet the prequalification requirements as defined in this document will be invited to submit competitive tenders for this work during the Invitation to Tender (ITT), Phase Two (II) of the solicitation.

1.2 - Project Description

The project is a high-quality, secure, complex construction, fit-up project in Gatineau, Quebec. Referred to as 'The Gatineau Project' (TGP), it is a high security facility measuring approximately 7,300 m2 gross floor area (GFA) of office space on the second and third floors of an existing building.

The intention is to provide an autonomous space that can be constructed without disturbance to the current building functions and operations (construction of a building within a building concept). The adjacent occupancies within the building will continue to operate as usual throughout the project duration.

PROJECT INFORMATION

PWGSC Project Title: The Gatineau Project

Location of the Project: Gatineau, Quebec

PWGSC Project Number: R.074069.407

Contract Officer - Richard Brouillet

1.3 - Construction Scope

The Construction Scope for the new space includes but is not limited to, the following:

- Removal and replacement of the existing base mechanical and electrical building systems serving the space with new stand-alone mechanical and electrical systems.
- Upgrade to perimeter partitions throughout for physical security.
- Life safety, security and building code upgrades throughout
- Modification to the existing fire protection systems and fire alarm systems
- Address specific heritage issues as guided by the Heritage Conservation guidelines when impacted by the project
- Full architectural, mechanical, electrical fit-up of the space, based on client building accommodation standards to provide the following:
 - communications rooms
 - enclosed and open office space
 - special purpose space
 - appropriate level of hard physical security.
 - dedicated access to space
- Fit-up and coordination of building components and connectivity (BCC) including coordination of infrastructure and pathways

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The project scope may require, but is not limited to the following disciplines/sub trades:

MAIN SUB TRADES

- Mechanical and applicable sub-trades
- Electrical and applicable sub-trades
- Roofing
- Vertical Transportation
- Metal/Wood Doors
- Demolition
- Windows and Glazing
- Masonry
- Structural Steel
- Miscellaneous Metal
- Concrete forming and placing
- Finish Hardware
- Finish Carpentry
- Drywall Partitions
- Acoustical Ceiling System
- Painting/Vinyl
- Carpet flooring
- Ceramic tile
- Cabling for IT infrastructure
- Security System cabling
- Raised floor system

Standard Base Building Systems that may require the use of existing base building Contractors: (there maybe others as the design is developed) include:

1. Fire Alarm
2. HVAC Controls/Building Automation System
3. Light control system

1.4 - Project Estimated Cost Range

The class D construction cost for the fit-up is estimated in the range \$20M to \$28M excluding taxes.

1.5 - Constraints and Challenges

1. The Bidder and sub-contractor personnel will be required to obtain a Public Safety Special (PS(S)) security clearance of Level II - Secret to view the tender document after being prequalified. Viewing of the tender documents including the plans and specifications will be scheduled in advance and take place at a Government of Canada facility in the National Capital Area.
2. Construction must be completed within an occupied building.
3. All workers accessing the building during construction will be expected to be cleared to a minimum PS(S) Level II - Secret Clearance. Some individuals (i.e. Programmers) will require a PS(S) Level III - Top Secret. (refer to Sections 1.7 and 1.8 below)
4. Limited lay down areas and parking.
5. Many stakeholders such as PWGSC, , Federal Heritage Building Review Office, authorities having jurisdiction, and the general public
6. Scheduling constraints. The new office facility must be fully operational no later than March 2019.

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1.6 - Schedule

An **estimated schedule** is provided below to assist the interested bidders in assessing this project. The schedule is subject to change, in which case, **PWGSC will not be bound by these timeframes or dates indicated:**

Deliver the project in accordance with the project milestone listing identified below. During work, flexibility is very important in terms of accommodating unanticipated requirements.

Phase 1

| | |
|---|----------------|
| Closing of Prequalification process: | August 2016 |
| Notification of Prequalification results: | September 2016 |

Phase 2

| | |
|---|----------------------------|
| Security Clearances Submissions of key personal for ITT: | October 2016 |
| Processing of Security Clearances of Bidders key personnel and subcontractor personnel: | Oct.. 2016 - Jan. 2017 |
| Invitation to Tender (ITT): | February 2017 – March 2017 |
| Closing of ITT | March 2017 |
| Award of Contract | March 2017 |
| Additional Contractor Clearances following Award | April 2017 – October 2017 |
| Construction/Commissioning | April 2017 – March 2019** |
| Close Out | September 2019 |

** Start of construction is dependent upon pre-existing PS(S) security clearances of Contractor resources.

Note that the above time allocations are meant to provide a preliminary time frame of major activities and milestones. The estimated duration periods may vary, but cannot be exceeded. The schedule supplied by the Consultant shall be more detailed and representative of the achievable delivery.

1.7 - Security Clearance Process and Requirements after Phase 1

An ITT will be sent to qualified bidders once the prequalification process has been completed. Only those Bidders who have been prequalified by PWGSC in Phase 1 will be eligible to bid in Phase 2. The decision to participate in the ITT in Phase 2 is the decision of each prequalified Bidder, **however in order to proceed with the Invitation to Tender and to visit the site and view the tender documents the bidders resources will require a PS(S) Level II (Secret) security clearance to be issued by the client.**

After completion of Phase 1, pre-qualified Bidders are encouraged to identify the names of subcontractor firms that will require access to the site and tender viewing room for Phase 2 – Invitation to Tender. The client, PS(S), also has a pool of security cleared sub-contractors for review by the Bidder at their discretion. This list will be made available at the commencement of Phase 2, including a summary of the sub trade lists as provided by the Bidders.

In order to minimize the effort and time in processing clearances, prequalified Bidders must limit the applications for security clearances to key individuals required to view the tender documents. Pre-qualified Bidders will be allowed to take their notes, take offs, estimates off site.

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Bidder: maximum two (2) clearances i.e. Project Manager, Estimator

Sub-contractors: maximum two (2) sub-contractors per discipline with a maximum of one (1) clearance per sub-contractor

The appropriate personal security forms will need to be completed and submitted within three (3) weeks of being notified by PWGSC.

The required forms to be completed are as follows:

1. **PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E**
2. **SECURITY CLEARANCE FORM TBS/SCT 330-60E**

Note: Section "K" to "O" are not required to be completed for Level II (Secret)

These forms are available online at the following link:

<https://www.tbs-sct.gc.ca/tbsf-fsct/index-eng.asp>

It can take up to approximately 4 - 5 months to obtain the required security clearances for individuals and there are no direct costs or compensation charged to companies proceeding to obtain security clearances. In addition to the application process, an in-depth interview of all applicants is required at a location to be determined by PWGSC. Bidders will not be compensated for any costs they incur in the security clearance process.

1.8 - Security Clearances Required by Successful Bidder

The successful bidder will be required to obtain PS(S) security clearances for **ALL** personnel that will work on the project both off and on site as follows:

Until substantial completion of the construction and fit-up work, the facility will be deemed to be a non-commissioned facility. The following general rules will apply during that period:

- Contractor personnel working on the construction of the non-commissioned new facility will require a PS(S) Level II (Secret) security clearance and will need to work in the presence of security escorts who will be mandated to ensure that security policies and procedures are adhered to.
- For all equipment requiring programming prior to substantial completion, the individual must obtain PS(S) Level III (Top Secret) security clearance

The appropriate personal security forms will need to be completed and submitted within three (3) weeks of being awarded the Contract by PWGSC, and within three (3) weeks of award of subsequent sub-contracts being awarded by the Contractor.

The required forms to be completed are as follows:

1. **PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E**
2. **SECURITY CLEARANCE FORM TBS/SCT 330-60E**

Note: Section "K" to "O" are not required to be completed for Level II (Secret), but are required to be complete for a Level 3 - Top Secret clearance.

These forms are available online at the following link:

<https://www.tbs-sct.gc.ca/tbsf-fsct/index-eng.asp>

It can take up to approximately 4 - 5 months to obtain the required security clearances for individuals and there are no direct costs or compensation charged to companies proceeding to obtain security

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clearances. In addition to the application process, an in-depth interview of all applicants is required at a location to be determined by PWGSC. Bidders will not be compensated for any costs they incur in the security clearance process.

Note that to obtain a Level 3 - Top Secret clearance, in addition to the completion of the appropriate forms, involves an in depth interview, submission of personal financial information, and a polygraph test.

PART 2 - PROCUREMENT PROCESS

2.1 - General Procurement Approach

Given the nature of the Work, it is essential that the successful Bidder have the competence and experience to deliver the project. A two-phase procurement approach will be followed.

Phase 1 – Prequalification: This application for Prequalification is open to all interested Bidders. The prequalification of a Bidder is based on defined mandatory requirements specified in this document.

Phase 2 – Invitation to Tender (ITT): An ITT will be sent to qualified bidders once the prequalification process has been completed. Only those Bidders who have been prequalified by PWGSC in Phase 1 will be eligible to bid in Phase 2. The decision to participate in the ITT in Phase 2 is the decision of each prequalified Bidders.

Should there be an insufficient number of prequalified Bidders after Phase 1 to permit a competition in Phase 2, PWGSC reserves the right (but will not be obligated) to cancel Phase 2 or to modify the requirements and re-publish the solicitation using the same or a different approach. The assessment of the sufficiency of number of prequalified Bidders will be at PWGSC's sole and absolute discretion.

All the prequalification requirements in Phase 1 will be carried over to Phase 2. To be eligible to bid for Phase 2, Bidders must first be prequalified by PWGSC at Phase 1.

All Bidders that are successful in the Phase 1 - Prequalification and wish to proceed with the Phase 2 – Invitation to Tender (ITT) and to visit the site and view the tender documents will require Level II (Secret) security clearance issued by the Client. Refer to **Part 1.7 - Security Clearances Required for ITT**, above.

2.2 – Phase 1 - Description of Prequalification

2.2.1 - The Prequalification of the Bidder

The Bidder must demonstrate that it meets all the mandatory requirements defined in Part 3 of this document by providing all the required information. PWGSC will evaluate the Bidder's application for prequalification submission and determine the prequalification status of the Bidder. PWGSC reserves the right to verify the information and references submitted.

2.3 - Submission Requirements and Evaluation

2.3.1 - Evaluation of Submissions

All prequalification submissions will be reviewed and evaluated by PWGSC. PWGSC may accept or reject any, or all, prequalification submissions.

All of the requirements specified in Part 3 of this application for prequalification are **mandatory** and will be evaluated on a Pass/Fail basis. Failure to provide the information in accordance with the mandatory requirements will result in the Bidder being considered non-compliant.

Following completion of the submission evaluation, PWGSC will send notices to Bidders individually to notify them of the result of the evaluation as it pertains to their submission.

Debriefing for unsuccessful Bidders will be provided, if requested. Should a Bidder desire a debriefing, the Bidder should contact the Contracting Authority. The debriefing will include an outline of the reasons the

submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

Upon the completion of the process for Phase 1, PWGSC will retain the prequalification submissions from Bidders for its records.

If a Bidder is considered non-compliant, or wishes to add to or revise its prequalification submission, the Bidder may do so by submitting the appropriate information. The revised submission may be considered by PWGSC, provided that, in the opinion of PWGSC, there is sufficient time to do so, which will include but not be limited to, time considerations for the time required for the bidder to complete and submit the pre-qualification document, for the time required for PWGSC to complete the evaluation of the pre-qualification submittal and the time required for PWGSC to process security clearances according to the process described in Section 1.7.

2.3.2 - Format of the Submission

In order to facilitate the evaluation of submissions, Bidders are to adhere to the following instructions:

- Bidders are to submit one (1) original and five (5) copies of the prequalification submission.
- The original submission must include a signature in Annex D - Experience Certification.

2.4 - Phase 2 – Invitation to Tender (ITT)

2.4.1 - Admissibility

Only those Bidders prequalified in Phase 1 will be eligible to bid in Phase 2.

2.4.2 - Tender and Contract Documents

The following documents may be incorporated by reference into and may also form part of the ITT and contract documents to be used in Phase 2. In the event that the documents referenced below are revised, rescinded or replaced prior to the issuance of the ITT for Phase 2, PWGSC shall have the right (but not the obligation) to replace or remove the documents referenced below, such right to be exercised at PWGSC's sole and absolute discretion.

- Special Instructions to Bidders (SI)
- General Instructions – Construction Services
- Supplementary Conditions
- Contract Documents
- Bid and Acceptance Form
- General Conditions and clauses

| | | |
|------|--|----------------------|
| GC1 | General Provisions – Construction Services | R2810D (2016-04-04); |
| GC2 | Administration of the Contract | R2820D (2016-01-28); |
| GC3 | Execution and Control of the Work | R2830D (2015-02-25); |
| GC4 | Protective Measures | R2840D (2008-05-12); |
| GC5 | Terms of Payment | R2850D (2016-01-28); |
| GC6 | Delays and Changes in the Work | R2860D (2016-01-28); |
| GC7 | Default, Suspension or Termination of Contract | R2870D (2008-05-12); |
| GC8 | Dispute Resolution | R2882D (2016-01-28); |
| GC9 | Contract Security | R2890D (2016-01-28); |
| GC10 | Insurance | R2900D (2008-05-12); |
| | | R2950D (2015-02-25); |

Allowable Costs for Contract Changes under GC6.4.1

Submission of a tender at Phase 2 constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

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2.5 - Instructions to Bidders

2.5.1 - Closing Date

The closing date for this application for prequalification is identified on the front page of the Letter of Interest (LOI). Submissions received after the day stipulated for closing may not be evaluated.

2.5.2 - Submission Receiving / Return Address

In order to be considered, submissions shall be submitted to:

Public Services and Procurement Canada
Bid Receiving Unit
Place du Portage, Phase III Main Lobby Core 0B2
11 Laurier Street Gatineau, Québec K1A 0S5

Submittals by facsimile or electronic means WILL NOT BE ACCEPTED.

Ensure the following information is clearly written on the submission envelope:

The Gatineau Project
Solicitation No.: EP863-170863/A
PWGSC Project No.: R.074069.305

Timely and correct delivery of submissions is the sole responsibility of the Bidder.

2.5.3 - Enquiries

Enquiries regarding this document and process must be submitted in writing to the Contracting Officer named in article 2.5.4 as early as possible within the solicitation period. Enquiries should be received no later than five (5) working days prior to the closing date to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.

To ensure consistency and quality of the information provided to Bidders, the Contracting Officer will examine the content of the enquiry and will decide whether or not to issue an amendment.

All enquiries and other communications related to this prequalification process sent throughout the prequalification period are to be directed **ONLY** to the Contracting Officer named in article 2.5.4 below. Non-compliance with this requirement during the prequalification period can, for that reason alone, result in disqualification of a submission.

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2.5.4 - Contracting Authority

The Contracting Officer is:

Richard Brouillet

Public Services and Procurement Canada
Real Property Contracting Directorate
Construction Services Division
3C2, 11 Laurier Street, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Telephone: 873-469-4936

Email: richard.brouillet@tpsgc-pwgsc.gc.ca

2.5.5 - Checklist

The checklist included in Annex F will serve as a quick reference tool for the Bidder's use only. The use of the checklist may prevent omission of any mandatory documents/information, which could render the submission non-responsive.

PART 3 - GENERAL INFORMATION AND INSTRUCTION FOR PREQUALIFICATION

Part 3 of this document sets out specific information, documents and other items to be provided with the application for prequalification submission against which the responses received will be evaluated.

All information, documents and all other items identified in the following section must be completed and submitted with the Bidder's Application for Prequalification submission.

3.1 - Evaluation Procedures

3.1.1 - Evaluation

3.1.1.1 This section outlines the information Bidders are required to submit. To qualify, Bidders must meet the mandatory requirements set out in this document. Submissions not meeting the Mandatory Requirements will not be given any further consideration. Requirements shall be evaluated according to the mandatory criteria.

3.1.1.2 The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that the Crown has any previous knowledge of the Bidder's qualifications other than that supplied pursuant to this solicitation.

3.1.2 - Basis of Selection for Phase 1 - Prequalification

3.1.2.1 To be declared responsive and move to Phase 2 - ITT, the submission must meet all mandatory requirements herein. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

3.1.3 - Submission Requirements and Evaluation

The requirements in Section 3.2 will be evaluated by an Evaluation Board.

3.1.4- Definitions

Bidder: means the person or entity (or in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its sub-contractors.

Client: means the Project Owner, or his representative, of the funding department or organization who was directly involved in contracting the construction activities of the referenced completed project.

Completed Project: A completed project means a project where all the terms and conditions of the contract were met and where:

- a certificate of completion has been issued where the date on the certificate indicates the date of completion; or
- a final invoice paid and where the date on the payment instrument indicates the date of completion; or
- the owner has taken occupancy and is using the space for its intended purpose following substantial performance

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Contractor: means the person contracting with Canada to provide or furnish all labour, Material and Plant for the execution of the Work under the Contract, and includes the Contractor's superintendent as designated in writing to Canada.

Sub-contractor: means the person contracting with Contractor to provide or furnish labour, Material and Plant for the execution of portions of the Work under the sub-contract.

Fit-up Element: The element of construction necessary within the demising walls of a defined space allowing the space to be used for its intended purpose. Such construction must include at a minimum; electrical, mechanical and architectural elements.

Occupied Building: A building where portions of the building remain operational and in use by tenants for their intended purpose while Fit-up construction is being carried out in another defined area of the building.

Security Component: Projects with a 'security component' are projects which require at a minimum; personnel screening for all workers accessing the construction site and issuance of security clearances.

3.2 - Mandatory Submission Requirements

The Bidder must:

(a) Complete and submit Annex A - Identification of the Bidder. In the event the Bidder is a joint venture, the following applies:

- a. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, in order to submit together a response to the Letter of Interest and Prequalification and in turn to submit together a response to the Request for Proposal. Bidders who submit a response to the Letter of Interest and Prequalification and in turn a response to the Request for Proposal, as a joint venture must indicate clearly that it is a joint venture and provide the following information in Annex A:
 - i. the name of each member of the joint venture;
 - ii. the role and expertise of each member of the joint venture;
 - iii. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - iv. any information required to be filed under provincial or federal law in order for the joint venture to carry on business in Quebec;
 - v. the name of the joint venture, if applicable.
- b. The response to the Letter of Interest and Prequalification must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. Canada may, at any time, require each member of the joint venture to prove that the representative has been appointed with full authority to act as its representative for the purposes of submitting a response to the Letter of Interest and Prequalification and in turn a response to the Request for Proposal.
- c. All of the members of the joint venture are jointly and severally responsible for the obligations entered into by the Bidder in accordance with the Contract Documents.

-
- (b) Provide proof, in the form of a letter from Insurer, stating that the Bidder is capable of providing comprehensive general liability insurance coverage of at least twenty million (\$20,000,000) dollars.**
- (c) Provide proof, in the form of a letter from either a Financial Institution or an acceptable Bonding Company*, stating that the Bidder has the capability of providing contract security in accordance with the Contract Security conditions referenced in section 2.4.2- Tender and Contract Documents, R2890D (2012-07-16)-Contract Security. The Bidder must provide proof that they have the capability of providing contract security in accordance with R2890D based on a potential project value of twenty million (\$20,000,000) dollars. (To be adjusted to reflect the construction costs).**

* For a list of acceptable Bonding Companies please refer to Treasury Board's Contracting Policy, Appendix L – Acceptable Bonding Companies, at the following address:

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appl>

- (d) Complete and submit in Annex B - Mandatory Technical Criteria, a detailed project description for one (1) project which must meet the Mandatory Technical Criteria identified.**

Bidders should not submit more than one (1) project. The consequence of submitting more than one (1) project is that only the first project in the submission will be considered. Any project following after the first project will be removed from the Technical Bid submission and will not be used in the evaluation.

- (e) Complete and submit in Annex C, one (1) Client Reference Form for Representative Projects identified in Annex B**

Provide with the solicitation, one (1) completed Client Reference Form confirming your past experience as identified in the form. If any of the information requested is not provided in the Bidders submitted "Client Reference Form for Representative Project," Canada will provide a timeframe by which it must be provided. Failure to provide the requested information within the requested time frame may render the Bidder non-responsive.

- (f) Complete and submit Annex D- Experience Certification**

- (g) Complete and submit Annex E- Integrity Provisions- List of Names**

As per General Instructions – Construction Services – Bid Security Requirements GI01 (2016-04-04) Integrity Provisions – Bid <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

Note; If any of the information listed above is not provided in the Bidders submission, Canada will provide a timeframe by which it must be provided. Failure to provide the requested information within the requested time frame may render the Bidder non-responsive.

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Annex A

Identification of the Bidder

| | |
|---|--|
| Legal Operating name of the Bidder | |
| Contact Name | |
| Mailing Address | |
| Telephone No. | |
| Facsimile No. | |
| E-mail Address | |

In the case of a joint venture, the following must also be completed:

| | |
|---|--|
| Name of each member of the joint venture: | |
| Role and expertise of each member of the joint venture | |
| Any information required to be filed under provincial or federal law in order for the joint venture to carry on business in Quebec | |
| Name of the representative of the joint venture | |

Annex B

Mandatory Technical Criteria

Bidder must identify one (1) *Completed Project* in the following format which meets all of the following Mandatory requirements (M1-M6): (please use additional space as required)

| | | |
|--|---|--|
| Project Name: | | |
| Project Location: | | |
| Project Description: | <i>(Please provide a description of the services undertaken clearly describing your organization's role (add additional pages if required)): Demonstrate that this project contained a <u>Fit-up Element</u>, carried out in an <u>Occupied Building</u> with <u>Security Component</u>.)</i> | |
| M1 | Project had a construction value of at least \$10,000,000.00 (excluding tax). | yes <input type="checkbox"/> no <input type="checkbox"/> |
| M2 | The project achieved completion after May 1, 2006. <i>Refer to 3.1.4- Definitions for a definition of <u>Completed Project</u>.</i> | yes <input type="checkbox"/> no <input type="checkbox"/> |
| M3 | The project included a Fit-up Element. <i>Refer to 3.1.4- Definitions for a definition of <u>Fit-up Element</u>.</i> | yes <input type="checkbox"/> no <input type="checkbox"/> |
| M4 | The project was carried out in an Occupied Building. <i>Refer to 3.1.4- Definitions for a definition of <u>Occupied Building</u>.</i> | yes <input type="checkbox"/> no <input type="checkbox"/> |
| M5 | The project included a Security Component. <i>Refer to 3.1.4- Definitions for a definition of <u>Security Component</u>.</i> | yes <input type="checkbox"/> no <input type="checkbox"/> |
| M6 | The Bidder must complete and submit the Client Reference Form for the Representative Project attached hereto at Annex C. | yes <input type="checkbox"/> no <input type="checkbox"/> |
| <i>Mandatory fields M1-M6 must be completed. Incomplete fields may render your bid non-responsive.</i> | | |

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Annex C (2 pages)

Client Reference Form for Representative Project as identified in Annex B

For the **Completed Project** identified in Annex B above, complete the following form:

This hereby confirms that the following Contractor _____,
executed the work for the following project _____, as the
Constructor.

Project Details:

- The project had a construction value of at least \$10,000,000.00 (excluding tax). Yes ☐ No ☐
- The project achieved completion after May 1, 2006. Yes ☐ No ☐

Completed Project: A completed project means a project where all the terms and conditions of the contract were met and where:

- a certificate of completion has been issued where the date on the certificate indicates the date of completion; or
- a final invoice paid and where the date on the payment instrument indicates the date of completion; or
- the owner has taken occupancy and is using the space for its intended purpose following substantial performance

- The project included a **Fit-up Element**. Yes ☐ No ☐

Fit-up Element: The element of construction necessary within the demising walls of a defined space allowing the space to be used for its intended purpose. Such construction must include at a minimum; electrical, mechanical and architectural elements.

- The project was carried out in an **Occupied Building**. Yes ☐ No ☐

Occupied Building: A building where portions of the building remain operational and in use by tenants for their intended purpose while Fit-up construction is being carried out in another defined area of the building.

- The project included a **Security Component**. Yes ☐ No ☐

Security Component: Projects with a 'security component' are projects which require at a minimum; personnel screening for all workers accessing the construction site and issuance of security clearances.

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Annex C (page 2)

Client Reference Form for Representative Project as identified in Annex B

Project Location: _____

Initial Contract Value (excluding taxes)

Final Contract Value (excluding taxes)

Original Planned Completion Date

Actual Completion Date

I hereby certify the information provided in this client reference form to be true and factual.

Client Name: _____

Client Title: _____

Client Signature: _____

Client Telephone: _____

Date: _____

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Annex D

Experience Certification

We certify that all statements made with regard to the experience of the bidder in Annex B are accurate and factual and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the submission being declared non-responsive.

Should verification by Canada disclose untrue statements, Canada will have the right to treat any resulting contract from this submission as being in default and to take the work out of the Bidder's hands.

Failure to include this representation and warranty with the submission by executing the signature block immediately following this paragraph will render the submission non-responsive.

Legal Operating Name of the Bidder: _____

Year/Month of Incorporation: _____

Procurement Business Number (PBN): _____

Authorized Name (print): _____

Title of person authorized to sign on behalf of the Bidder: _____

Capacity: _____

Signature: _____

Date: _____

Phone Number: _____

E-mail: _____

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Annex E

Integrity Provisions

(Text copied from the *Ineligibility and Suspension Policy* <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

List of names: All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- Bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.

| LIST OF NAMES |
|---|
| |
| |
| |
| |
| |
| |
| |
| |
| <i>[ADD AND DELETE LINES AS NEEDED]</i> |

Annex F

Checklist

The checklist included herein will serve as a quick reference tool for the Bidder's use only. The use of the checklist may prevent omission of any mandatory document(s)/information which could render the submission non-responsive.

| Pre-qualification - Mandatory Requirements Checklist | Included in Submission (Yes/No) |
|---|--|
| A letter from Insurer, stating that the Bidder is capable of providing comprehensive general liability insurance coverage of at least twenty million (\$20,000,000) dollars. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| A letter from either a Financial Institution or an acceptable Bonding Company*, stating that the Bidder has the capability of providing contract security in accordance with the Contract Security conditions referenced in section 2.4.2- Tender and Contract Documents, R2890D (2012-07-16)-Contract Security and in accordance with R2890D based on a potential project value of twenty (20) million (\$20,000,000) dollars. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Complete and Submit Annex A - Identification of the Bidder | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Complete and Submit Annex B - Mandatory Technical Criteria | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Complete and Submit Annex C – Client Reference Form for Representative Projects identified in Annex B | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Complete and Submit Annex D - Experience Certification | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Complete and Submit Annex E - Integrity Provisions - List of Names | Yes <input type="checkbox"/> No <input type="checkbox"/> |