

Annex A - Requirement

1 TITLE

CONCEPT DESIGN FOR PARKS CANADA'S OUTDOOR FURNITURE

2 OBJECTIVE

Phase 1 Objective: To create concept designs for a national standard collection of outdoor furniture and visitor amenities for Parks Canada.

The estimated budget for Phase 1 is \$30,000.00 (excluding taxes)

Phase 2 (optional) Objective: To produce detailed designs, manufacturing and/or construction plans, assembly/installation instructions, and recommended maintenance instructions/schedules for the final selected concept designs in the collection.

The estimated budget for Phase 2 is \$30,000.00 (excluding taxes)

3 BACKGROUND

On behalf of the people of Canada, the Parks Canada Agency (PCA) protects and presents nationally significant examples of Canada's natural and cultural heritage and fosters public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations. Moreover, it is Parks Canada's vision that Canada's treasured natural and historic places will be a living legacy, connecting hearts and minds to a stronger, deeper understanding of the very essence of Canada. Parks Canada manages National Parks, National Historic Sites and National Marine Conservation areas throughout the country.

Outdoor furniture is found throughout many of PCA's system of protected places. Tables, benches and fire pits are used as focal gathering points and are among the most critical operational requirements in our visitor service offer. Well-designed, aesthetically pleasing, useful, durable, functional and low-maintenance furniture of all kinds contributes to the visitors' overall experience while meeting basic needs.

Most of Parks Canada's facilities with outdoor furniture were developed in the 1960s and 70s when visiting PCA special areas was emerging as the quintessential Canadian summer holiday. During the past decades, the needs and expectations of our visitors have changed and outpaced

our ability to respond and adapt. One example of how Parks Canada's markets have changed is reflected in how visitors use furniture. More and more visitors, especially those coming from urban areas, prefer to prepare food and picnic in large family groups that require tables with larger seating capacity than what is typically provided. At the other end of the spectrum are the many visitors travelling in couples that might prefer a smaller table for two. Parks Canada's goal is to provide welcoming facilities that accommodate all types of groups. In addition, Parks Canada is making significant infrastructure investments now and over the next few years and many places need to replace their outdoor furnishings as part of larger renewal projects.

Currently, there is inconsistency in furniture style, quality and functionality – as well as individual site capacity for maintenance. The goal of this project is to achieve a unique collection, from which parks and sites will choose different products, materials, functionality, and accessibility options. Branding options will be carefully considered and thoughtfully incorporated to allow expression of both Parks Canada's national brand, and a site's local story and identity.

Parks Canada is working to renew and align the existing and planned service offer with market demands and interests as well as leading industry trends in infrastructure and service delivery. The Agency has completed new concepts and prototypes for pavilions, shelters, and washroom buildings. The new concepts are intended to inspire Parks Canada's architecture for the future and contribute to new standards for the functionality and services that these places offer. The furniture and amenities designed through this project should reflect and complement the beauty and practicality of the new building concepts because in many places, the new buildings and new furniture will eventually be installed together. The combined look and feel of the new concepts for both buildings and furniture will shape and represent how PCA reflects its ongoing mission to the public, to both Canadians and the world community, into the 21st century.

Parks Canada Agency (PCA) is seeking to have an industrial designer develop a conceptual design package for a collection of outdoor furniture and amenities with a variety of functional, esthetic, material, maintenance, and branding considerations. The project will proceed in three phases, with concept design taking place in the first phase, as required work. In phase two, Parks Canada may choose to continue to the development of detailed designs and manufacturing plans from the selected concept collection.

Once the final detailed designs and manufacturing plans of the collection are complete, Parks Canada will implement national procurement tools for manufacture and supply of the items. Ultimately, parks and sites will be able to select products from the collection and either order them from an approved manufacturer on Supply Arrangement or construct them in-house from the provided plans, using their own tradespeople.

Parks Canada has engaged an internal multi-functional Community of Practice to help determine the design parameters for this project. Staff from across the Agency, from a wide

variety of functions (Visitor Experience, Asset Management etc.) were consulted. The results of this survey will be provided to the successful Bidder. The Community's input has helped to:

- prioritise the list of required furniture,
- describe functional and operational requirements and constraints,
- determine basic style and theme preferences,
- identify maintenance capacity and preferences,
- identify some material preferences.

The successful Bidder's bid submission and work will be informed and influenced by leading research and perspectives relating to outdoor furniture design, function, esthetics, industry best practices and trends relating to outdoor furniture in similar organizations and industries, and existing Parks Canada furniture of all types.

A national standard collection of furniture and amenities will give Parks Canada places a more consistent and unified approach to their visitor services offer – one that is reflective of market needs, industry trends, and Parks Canada's brand, while also respecting local requirements, environment and landscape characteristics. These products will consider and reflect Parks Canada's origins, history and heritage. As PCA looks ahead to the next 50 years, these products will also reflect a forward outlook and progression into the future.

4 DESIGN PARAMETERS

4.1 DESIGN PROCESS

The Parks Canada project team has gathered images and construction drawings for inspiration as well as examples of precedents already in use across the country that function well. These will be provided as appendices in the Resource section, and should be considered critical information for Bid preparation. The information is shared so that Bidders understand that they are not starting from a blank slate - there are precedents and examples to build upon.

The concept designs for the furniture and amenity collection must be developed in collaboration with the Project Authority and the project team. The Project Authority will involve internal stakeholders such as the PCA Landscape Architects, Architects, Asset maintenance staff, visitor experience advisory and operational staff, and the Community of Practice as required. This is to ensure that the concepts and designs will meet the needs of Parks Canada and its visitors.

The Project Authority will act as the liaison between the successful Bidder and Parks Canada experts and staff. However, the successful Bidder may be asked to present materials to internal Parks Canada stakeholders.

4.2 DESIGN CONSIDERATIONS

In general, the furniture and amenities that Parks Canada provides help to facilitate a good visitor experience, but they are not the point of the visit itself. In fact, if a visitor notices furniture and amenities, it should simply be to notice that they have everything they need, close at hand, easy to use, and in good condition.

Ideally, this work will result in furniture and amenities that are subtle, but clear, in their communication of Parks Canada's brand identity, and that have the flexibility to add elements that will help communicate a site's story or identifying themes. Examples of this are provided in the *PCA Furniture Project Ideas and Inspiration* document in Appendix A3.

For the work completed, the Bidder must consider:

Visitor safety and comfort:

- Incorporate visitor safety and comfort in the design: as much as possible promote comfort and ease of use and prevent tripping, pinching or crushing hazards, sharp edges, slivers etc.
- Design for CPTED – crime prevention through environmental design (vandalism resistance etc).
- Consider Parks Canada's target audiences – families with children as well as new Canadians living in urban centres – our furniture must be welcoming for these audiences, ensuring inclusivity and reducing barriers.

Branding and Identity

- Determine an overall general look and feel that expresses Parks Canada's national brand identity.
- Look for all opportunities for Parks Canada to specifically communicate brand identity.
- Provide flexible opportunities for Parks Canada to weave messages of culture and history and express the character of each Park in the look and feel of the furniture (interpretation of a special place through décor).

4.3 BUDGETARY, OPERATIONAL AND ENVIRONMENTAL CONSIDERATIONS

In general, parks and sites do not have sufficient budgets to purchase or replace furniture and amenities as often or in as large a quantity as desired. In most locations, these items are in use for much longer than their original intended service life. For this reason, most parks and sites may be willing, within reason, to invest more budget dollars to purchase a more expensive product if the item is durable enough to have a long service life. This means that the successful Bidder must, at all times, consider budgets and value for money in their material and design suggestions.

It is desirable to have a range of price points available in the final collection so that sites can choose furniture to suit a particular requirement. An example might be that a site needs to

order 200 picnic tables for a campground, so it chooses the most basic and inexpensive option available. Similarly, another site wishes to choose a smaller quantity of premium, or more distinctive, furniture for a new flagship Day Use Area pavilion or a famous viewpoint.

Many sites also experience extremely high levels of use, therefore it is critical that the furniture and amenities proposed be of high quality, highly durable and easily cleaned, maintained, and repaired. In addition, components and hardware must be easy to replace, with non-staining parts that are easy to obtain and change in-house.

Other operational and environmental considerations that the successful Bidder must consider have been identified by field staff as follows:

- All materials used by the successful Bidder must be of commercial quality as per industrial trade standards for exterior furniture.
- Furniture will be standing on, or anchored into, a wide variety of substrates: bedrock, sand, gravel, grass, dirt, concrete, asphalt, etc.
- Furniture must be resistant to extreme weather and climate conditions (examples include salt and sand scouring, extreme rainfall, heavy and wet snow loads, frost-heaving, high winds).
- In many locations, theft and vandalism are issues; lighter tables and benches get stolen, heavier tables and benches get burned, or otherwise destroyed. Vandalism resistance is critical.
- Sites prefer to have a range of heavy fixed and lighter moveable tables available. In some locations, fixed heavy tables are used to delineate a site or prevent inappropriate use. In other locations, light tables are required so that one or two staff can move them into and out of vehicles or boats. Most locations use a mix of both.
- As much as possible, incorporate sustainable materials, technology and approaches into designs. This includes consideration of :
 - Reducing a material's total carbon foot print as much as possible (recycled materials, local and/or certified sustainable sourcing, shipping distances, treatment and finishing processes)
 - Appropriate disposal when materials or furniture items are replaced (recyclability, biodegradability, non-toxic and non-hazardous solid waste disposal).

4.4 LEGISLATION, STANDARDS, AND GUIDELINES

4.4.1 OFFICIAL LANGUAGES ACT

Parks Canada is obliged to respect the spirit and the letter of the *Official Languages Act*. All design concepts and project timelines produced by the successful Bidder will take into account the requirements that all final text, drawing labels, manufacturing plans and instructions will eventually be translated and laid out in both English and French.

The Project Authority will arrange and pay for official translation of text. The successful Bidder will be responsible for final layout and graphic design of all documentation for both the mandatory concept collection and the optional final collection in both official languages. As such, the successful Bidder must provide bilingual capacity, either through an employee or sub-contractor, at a level which will allow professional level graphic design and editing work of all project documentation in both official languages.

4.4.2 UNIVERSAL AND BARRIER-FREE ACCESS

Parks Canada is embracing Universal Design Principles. Both the phase one concept designs and the phase two detailed designs must provide barrier-free options within each proposed suite or style of furniture. These must meet or exceed Canadian accessibility standards.

4.4.3 CSA STANDARDS

Where a CSA standard exists for a type of furniture or amenity (for example, picnic tables), the successful Bidder is responsible for identifying the requirement and ensuring that the design is compliant or exceeds the standard.

4.4.4 PARKS CANADA STANDARDS AND GUIDELINES

Parks Canada's brand standards must be adhered to throughout the project and will be provided to the successful Bidder upon award. Should the Bidder wish to obtain the brand standards during bid preparation, they are available from the Contracting Authority in either official language. The Project Authority will ensure that Parks Canada's Brand Team is part of the team involved in review of concepts and detailed designs.

Wildland FireSmart guidelines: As much as possible, the successful Bidder is to propose materials and designs that do not increase risk from wild land fire.

Parks Canada guidelines for use of treated lumber: these will be provided to the successful Bidder after award should the he or she wish to propose the use of treated lumber.

5 RESOURCES

5.1. APPLICABLE DOCUMENTS

The appendices below form an inseparable part of the Work. They provide direction and context for both Bid Preparation and the Contract Deliverables.

Appendix A2: Furniture Design Requirements Matrix

Appendix A3: PCA Furniture Project Ideas and Inspiration

A variety of standards, guidelines and concepts will be critical context and guidance for the work to be performed. These Resources are referenced throughout this Requirement and will be made available to the successful Bidder upon contract award. If a Bidder is interested in obtaining a copy of any of these resources to assist in Bid preparation, they can be obtained from the Contracting Authority in either official language. Available resources are listed here:

- Parks Canada Pavilions and Washroom Facilities: Components and Prototypes
- Parks Canada Design Standards for the Promotion of Parks Canada Places and Products (V5)
- Parks Canada Sound
- Master Plan for the Reduction of Greenhouse Gas Emissions within Parks Canada's Operations
- Parks Canada Guidelines for the Use, Handling and Disposal of Treated Wood

6 BID REQUIREMENTS

The requirements and criteria for technical bids are described in full detail in Annex C: Technical Evaluation. Bidders should consider all the information provided in this Requirement and attached appendices when preparing their bids. Parks Canada may choose not to complete both phases of work described herein, however, Bidders should address both phases of work in their technical bids.

Bidders must base their Phase One and Phase Two bid prices on all the items listed in the *Furniture Design Requirements Matrix* (APPENDIX A2). Notwithstanding, Bidders must understand that the final contract amount for each phase, if completed, may differ from the original bid price. For example, the contract amount for Phase Two may be amended up or down if the final collection chosen for detailed design contains fewer or more items than the estimated number detailed in the design requirements matrix (APPENDIX A2).

7 PHASE ONE: CONCEPT DESIGN SCOPE OF WORK AND DELIVERABLES

The successful Bidder will be required to provide industrial design services to develop concept designs and functional considerations for a collection of outdoor furniture, amenities and site furnishings. The successful Bidder must design a collection that demonstrates creative and sound design principles, meets the needs of Parks Canada's target markets, and is reflective of the budget, maintenance, logistical and environmental considerations outlined by Parks Canada (section 4 DESIGN PARAMETERS). Parks Canada must be able to sustain both the purchase, fabrication and installation of the new furniture and its long-term operation, maintenance and repair.

Because Parks Canada administers places that may be urban, rural, rustic, or historic, the successful Bidder will be required to provide a range of design styles at a range of estimated price points. Each design style should include a suite of related furniture and amenities with a range of size options and a common look and feel.

As a first step, the project team has proposed three possible design styles (Classic, Contemporary, and Historic/Heritage), based on the types of furniture that Parks Canada already uses and on the stated preferences of field and operational staff.

The work of this contract will include design concepts and renderings, as well as functional considerations, for the furniture listed below:

- **Camping and Day Use Furniture** (picnic tables, benches, outdoor seating (fixed patio or lounge type chairs or sofas).
- **Fire /Cooking** (fire ring, charcoal grill and BBQ).
- **Sports racks and accessories** (bike racks (covered and uncovered), bike storage boxes, kayak/canoe / stand-up paddle board racks, Nordic ski racks and Nordic ski waxing and repair bench)
- **Other site amenities** (fixed campsite lantern/tarp tie out post, retractable campsite lantern/tarp tie out post/bollard, phone/electronics charging station/lock boxes)

The project team has developed a matrix detailing the types, numbers, sizing options, style requirements and expected price points for all required items that must be designed for the concept collection, along with their operational and functional requirements (Appendix A1). The matrix has been prioritized according to the feedback and requests already received from parks and sites, and is critical information for Bidders to be able to prepare accurate bids.

The team has also developed a project ideas and inspiration document that includes sample photos, drawings and plans (Appendix A3). This is important for Bidders because it outlines:

- some designs already completed by Parks Canada that could be adapted, branded and/or standardized as part of the successful Bidder's work;
- photos, drawings and some plans for amenities already in use by Parks Canada that may be adapted, branded and/ or standardized;
- ideas from outside the Agency that the Project Team likes or has researched and tested through internal consultation.

For each design in both Phase one and two, the successful Bidder will include a narrative of functional considerations or options. Considerations for all furniture items will include:

- Fixed versus moveable (able to be moved by one or more persons);
- A variety of material and finish options. For example:
 - wood (species, lumber quality, paint vs stain vs unfinished),
 - steel (anodized, powder-coated, etc.),
 - aluminium (anodized, powder-coated, etc.),
 - concrete (smooth, pebbled, stained, textured, stamped, sealed, etc.),
 - recycled plastic lumber (colours, tensile strength etc.),
 - other materials as suggested by the successful Bidder that would meet durability, budgetary, and aesthetic requirements;
- A variety of colour palette options (from Parks Canada's brand palettes);
- A variety of anchoring options;
- Universal and Barrier-free access options;
- Life cycle costs/value for money;
- Visitor comfort and safety;
- Other considerations that the successful Bidder identifies with the approval of the project manager.

The successful Bidder will also be encouraged to consider "functional flexibility" – ie. Can items in the collection be designed to convert or be used for multiple purposes in multiple configurations? For e.g., a design that converts into a picnic bench, or two separate benches.

The deliverables outlined below in sections 8.1 to 8.4 are what are required at minimum for this Scope of Work. Creative alternate and/ or additional deliverables may be proposed to the Project Authority after contract award. The Project Authority has final approval over these proposals. Factors influencing the Project Authority's decision will be: potential impact to project budget and schedule as well as whether the proposal fits and complements the overall project vision and meets Parks Canada's visitor needs.

The successful Bidder will, in the course of this work, provide:

1. ***Project management and administration services;***
2. ***Project schedule and work plan;***

3. **Researching, brainstorming, concept sketching of a variety of design styles;**
4. **Concept design package**, that includes:
 - a. **Recommendations for any additions or deletions,**
 - b. **The concept design collection,**
 - c. **Detailed narrative descriptions ;**
5. **Concept collection estimated cost list.**

Further details about each element of the Scope of Work are provided in **sections 7.1 through 7.5.**

7.1 DELIVERABLE: PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The successful Bidder will provide **project management and administration services** for the coordination, design, and delivery of the concept designs. The successful Bidder must identify one (1) person to serve as the project manager and liaise with the Parks Canada Project Authority.

7.2 DELIVERABLE: PROJECT SCHEDULE AND WORK PLAN

The successful Bidder will establish a **project schedule and work plan** early in the contract that identifies the steps required to complete the concept design, including any tasks and deliverables associated with research, brainstorming workshops, and content proposals, as well as anticipated number of meetings, critical milestone dates, review stages and input required from the Project Authority, the project team and the advisory group.

This project schedule must be based on the preliminary project schedule proposed during the bidding process. The final schedule will be developed in consultation with the Project Authority, offer flexibility and consider the project deadlines. Any changes to the schedule must be approved by the Project Authority. It is the successful Bidder's responsibility to update the schedule and provide it to the Project Authority as necessary.

The successful Bidder must allow for the following in the project schedule:

- Concept Design: estimated time to complete is twelve (12) weeks, which must include review period of a minimum of two (2) weeks following each submittal of initial concept sketches and up to three (3) subsequent drafts of the concept collection as described below. Parks Canada anticipates up to three (3) review periods for each phase (concept design and, detailed design), but more may be required.
- Adequate time for Parks Canada to have the final concept design text and supporting narratives translated into French (two (2) weeks)
- Time for successful Bidder to create French version of concept design package (one (1) week)
- Time for Parks Canada to review final French concept design package (one (1) week).

The successful Bidder will be required to provide weekly status reports over the life of this project unless otherwise noted by the Project Authority. These are to include updated project schedules, update on project progress and any budget implications or changes.

All phase one work outlined in the Contract must be completed within 16 weeks of contract award.

7.3 DELIVERABLE: CONCEPT DESIGN PACKAGE

The successful Bidder is responsible for brainstorming of a variety of design styles, followed by an initial recommendation and presentation of a minimum of three (3) and a maximum of five (5) initial concept sketches of each potential design style to develop further into the concept collection.

Following approval of the conceptual design approach and in collaboration with the Parks Canada Project team, the successful Bidder shall deliver a **concept design package** using the Furniture Design Requirements Matrix and PCA Furniture Project Ideas and Inspiration documents (APPENDICES A2 and A2) as a jumping-off point.

The successful Bidder will, in the course of this work, provide:

- a) a **concept design package**, that includes:
- b) **Recommendations for any amendments** to the list of items for the collection that the successful Bidder identifies as important. The Project Authority may or may not choose to amend the contract to include these recommendations in the final concept collection.
- c) **The concept design collection**. The concept design collection will include two and/or three dimensional colour renderings of each furniture item in each design theme. Parks Canada may request physical material samples for any proposed materials that are not currently in use in our sites. There must be up to three (3) opportunities for input/ review/ revisions prior to the concept designs being considered final.
- d) **Detailed narrative descriptions of functional and aesthetic considerations** and options for each item or series in the concept collection that include descriptions of purpose, possible locations for use – including recommended substrates, as well as proposed operational, material, finish, colour and maintenance and life cycle considerations and options.

7.4 DELIVERABLE: CONCEPT COLLECTION ESTIMATED COST LIST

The successful Bidder will deliver An **estimated cost list** that identifies, in detail, conceptual level estimated costs (+/- 30%) to manufacture each item in the concept design collection, either through a contracted manufacturing firm or by in-house staff (i.e. to buy or build). This must include an estimated lifecycle cost analysis that describes approximate purchase or

manufacturing costs as well as reasonable expected service life. A proposed material/hardware specification list and associated estimated pricing is also required.

7.5 PHASE 1 - DELIVERABLES

The successful Bidder may submit progress invoices for partial completion of Phase One deliverables as follows:

Milestone	Deliverable	Delivery Date
Phase I: Initial Concept Sketches	Submission of initial concept collection sketches as described in Section 8.3	end of week 4 after contract award date
Phase I: Draft Concept Design Package	Submission of second draft of Concept Design Package as described in Section 8.3, and first draft of Concept Collection Estimated Cost List as described in Section 8.4.	end of week 8 after contract award date
Phase I: Final Concept Design Package and Estimated Cost List	Completion and acceptance of all deliverables required for Phase 1.	end of week 16 after contract award date

8 PHASE TWO: DETAILED DESIGN AND PLANS, SCOPE OF WORK AND DELIVERABLES (OPTIONAL)

Once the Phase One concept collection is complete and approved by the Project Authority, Parks Canada may exercise the option to have the successful Bidder complete the Phase Two detailed designs, manufacturing and/or construction plans, assembly/installation instructions, and recommended maintenance instructions/schedules, for either all or a selection of the items in the concept collection. Final contract amount for Phase two will be negotiated with the successful Bidder based on the number of items that move forward into detailed design.

The goal will be to complete the highest priority items first.

The successful Bidder will, in the course of this work, provide:

1. ***Project management and administration services;***
2. ***A project schedule and work plan;***
3. ***A detailed design package*** that includes:
 - a. ***Detailed designs for the final collection;***
 - b. ***Detailed narrative of functional and aesthetic considerations/options;***
 - c. ***Detailed manufacturing/construction plans;***
 - d. ***Assembly plans and installation instructions;***
 - e. ***Recommended maintenance supplies, schedules, and instructions;***
4. ***A detailed design estimated cost list.***

Further details about each element of the Scope of Work for Phase Two are provided in **sections 8.1 through 8.5.**

8.1 DELIVERABLE: PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The successful Bidder will provide ***project management and administration services*** for the coordination, design, and delivery of the detailed designs, manufacturing plans and assembly and installation instructions. The successful Bidder must identify one (1) person to serve as the project manager and liaise with the Parks Canada Project Authority.

8.2 DELIVERABLE: PROJECT SCHEDULE AND WORK PLAN

The requirements for establishing a ***project schedule and work plan*** remain the same as described in section 7.2 above, however the successful Bidder must allow for the following in the project schedule:

- Detailed Design package: estimated time to complete is ten (10) weeks, which must include a review period of a minimum of two (2) weeks following each submittal of

drafts. Parks Canada anticipates up to three (3) review periods, but more may be required.

- Adequate time for Parks Canada to have the final detailed designs and supporting narratives translated into French (three (3) weeks)
- Time for the successful Bidder to create French version of detailed design package (two (2) week)
- Time for Parks Canada to review final French detailed design package (one (1) week).

If Parks Canada chooses to proceed with Phase two work, it may be possible to overlap the completion of the English concept design package and the beginning of the Phase two detailed design work while the concept is in translation.

Notwithstanding, all Phase 2 work outlined in the Contract must be completed within 16 weeks from end of Phase 1.

8.3 DELIVERABLE: DETAILED DESIGN PACKAGE

The successful Bidder will, in the course of this work, provide a ***detailed design package***, that includes, for each item or suite chosen by the Project Authority to be in the final collection:

- a) The ***detailed designs for the final collection***, complete with detailed drawings and renderings of furniture items both alone and in grouped settings with other items from the same suite. Drawings or renderings of installation on recommended substrate are required, including the design of any proposed footings or pads to support the furniture items. There must be up to three (3) opportunities for input/ review/ revisions prior to the detailed designs being considered final. The final version of the collection will be provided as both an editable source file (for ex. Adobe InDesign) and as a high resolution pdf. All linked drawings will be provided in their original editable format and as pdfs.
- b) ***Detailed narrative of functional and aesthetic considerations or options*** that include descriptions of purpose, possible locations for use, suitable substrates, as well as operational, material, colour and maintenance, and life cycle considerations and options. Detailed specifications for all pre-manufactured parts, materials, hardware and finishes shall be provided, including a generic (non-proprietary) description of the product, minimum and maximum temperature ranges, product name and manufacturer, contact information of manufacturer (address, telephone number, website), product and colour names / numbers, manufacturer's recommendations for installation and application of products, and MSDS sheets for any substances to be applied in the field. The final version of the collection will contain the narratives described here and be provided as both an editable file (for ex. Adobe InDesign) and as a high resolution pdf. All linked drawings will be provided in their original editable format and as .pdfs or high resolution .jpegs.

- c) **Detailed manufacturing/construction plans**, including material and finish options/choices, measurements, hardware, fabrication details (equivalent to shop drawings) for custom features, as well as paint and finish specifications. Construction plans will be delivered in fully editable format (CAD, Sketch-up or similar), plus high resolution pdf.
- d) **Assembly plans and installation instructions**. Assembly plans and installation instructions will be delivered in fully editable format (CAD, Sketch-up or similar), plus high resolution pdf. Please note that the successful Bidder is responsible for ensuring that assembly plans and installation instructions clearly identify any critical engineering or architectural requirements for installation. An example might be to recommend approaches or requirements for any groundwork required to secure fixed furniture to the substrate.
- e) **Recommended maintenance supplies, schedules, and/or instructions**. The final version of the collection will contain the narratives and maintenance/repair instructions described here and be provided as both an editable file (for ex. Adobe InDesign) and as a high resolution pdf. All linked drawings will be provided in their original editable format and as pdfs.

8.4 DELIVERABLE: DETAILED DESIGN ESTIMATED COST LIST

The successful Bidder will deliver a **detailed design estimated cost list** that must include the following, in detail:

- Estimated costs (+/- 15%) to manufacture each item in the detailed design collection, either through a contracted manufacturing firm or by in-house staff (i.e. to buy or build).
- Order of magnitude cost analysis based on estimated costs above (ie. How do costs change when ordering 10 of an item vs. ordering 500 of an item?).
- An estimated lifecycle cost analysis that compares purchase or manufacturing costs with reasonable expected service life.
- A proposed material/hardware specification list and associated estimated pricing is also required.

The successful Bidder and Project Authority will determine together how to best deliver the Estimated Cost List; it may be a stand-alone document or included in the collection. All files delivered to the Project Authority will be in two versions: one fully editable source file with linked images and one high resolution pdf.

8.5 PHASE 2 - DELIVERABLES

The successful Bidder may submit progress invoices for partial completion of Phase Two deliverables as follows:

Milestone	Deliverable	Delivery Date
Phase II: Detailed Design Package, draft 1	Submission of initial draft of Detailed Design Package as described in Section 10.3	end of week 4 after Phase two option award
Phase II: Detailed Design Package, draft 2	Submission of second draft of Detailed Design Package as described in Section 10.3, and first draft of Detailed Design Estimated Cost List as described in Section 10.4.	end of week 8 after Phase two option award
Phase II: Final Detailed Design Package and Estimated Cost List	Completion and acceptance of all deliverables required for Phase II.	end of week 16 after Phase two option award

9 DELIVERY FORMAT FOR ALL WORK

For all work described above, the final package delivered to the Project Authority must contain the concept design package and/or the detailed design package in both official languages (in separate English and French documents) and in the following formats:

- A high resolution electronic version in Portable Document Format (.pdf), suitable for printing.
- The editable source file of the concept collection (INDesign or similar), plus all linked editable drawings, renderings and image files.
- A low resolution electronic version in Portable Document Format (.pdf), suitable for emailing or posting to the web.
- Electronic format will be negotiated with the Project Authority, but may be as follows:

Written reports and studies:	Microsoft Word, Excel, Adobe PDF
Spreadsheets and budgets:	Microsoft Word, Excel, Adobe PDF
Presentations:	Microsoft Word, Excel, PowerPoint
Schedules	Adobe PDF, Microsoft Word, Excel
Drawings:	Auto CAD, Adobe Illustrator, SketchUp
Specifications:	Microsoft Word, Excel, Adobe PDF
Web:	Adobe PDF
Maps:	ArcGIS or shapefiles

10 PROJECT RELATIONSHIP AND COMMUNICATIONS

10.1 PROJECT AUTHORITY

The Project Authority will represent Parks Canada. The Project Authority will be the successful Bidder's primary contact for this project. All issues and communications pertaining to contract performance shall be directed to this person. The Project Authority will be named upon contract award.

The successful Bidder shall remain in regular contact with the Project Authority, by telephone, email and in-person, to ensure that the project is progressing well.

10.2 PARKS CANADA PROJECT TEAM

This project team will be comprised of the Project Authority and other Parks Canada staff. This team will be led by the Project Authority and will provide advice and feedback on audience needs, content, visitor experience, operational needs and design.

10.3 MEETINGS

The successful Bidder must meet with the Project Authority and/or the project team (as determined by the Project Authority), on a minimum of six (6) occasions during the term of the Contract for Phase One. Phase Two meeting schedules will be structured similarly. These meetings will be in-person or by conference call and WEBEX, as identified below:

1. Start-up meeting upon award of Contract (conference call and WEBEX).
2. In-person meeting and brainstorming workshop. Estimated to take two (2) days, location to be determined. Parks Canada team members will travel to successful Bidder's location
3. One (1) meeting to present initial concept sketches (Conference call and WEBEX).
4. One (1) meeting to present first draft of concept designs, supporting narratives, recommendations, and functional considerations. (Conference call and WEBEX).
5. One (1) meeting to present second draft of concept designs, supporting narratives, recommendations, and functional considerations. (Conference call and WEBEX).
6. One (1) meeting to present final draft of concept designs, supporting narratives, recommendations, and functional considerations. (Conference call and WEBEX).

Proposed meeting dates must be clearly identified in the Work Schedule outlined in the Bidder's Technical Bid, and must reflect the project milestones identified in this Request for Proposal (RFP). Meeting dates will be assumed to be flexible and open to negotiation until confirmed by Project Authority after award.

Both the successful Bidder and the Project Authority will determine the requirement for meetings in addition to those specifically noted as mandatory in this RFP. In such cases, the date, time and place will be mutually determined. The Project Authority must, nevertheless, authorize additional meetings before they occur.

Should the Project Authority require additional in-person meetings during the performance of the Contract, the successful Bidder shall meet with the Project Authority at the venue most appropriate to the purpose of the meeting, or the Project Authority will arrange for an online

meeting or conference call. Should the successful Bidder be required to travel to a location of the Project Authority's choice for such a meeting, the successful Bidder will be reimbursed for travel expenses incurred, per the Treasury Board Policies and Rates.

Should additional travel be required because of the successful Bidder's performance, the successful Bidder will be responsible for his or her own travel costs.

Weekly phone updates between the successful Bidder and Parks Canada Project Authority shall be required.

Meeting dates will generally occur Monday to Friday and within the hours of 8:00 a.m. to 4:00 p.m. local time.

10.4 OTHER CONTACTS

The successful Bidder may at times be required to consult with, or present to project stakeholders and specialists, i.e. Parks Canada staff and/ or stakeholder/partner representatives. Names and contact information of these individuals will be provided by the Project Authority if and when the need arises.

11 SUCCESSFUL BIDDER'S RESPONSIBILITIES

For the duration of the Contract, the successful Bidder must:

- Provide all labour, facilities, technical expertise and materials required to deliver the work under the Contract;
- Provide suggestions for innovation in the interest of Parks Canada;
- Work closely with the Project Authority and the project team in an effective and collegial manner, to maintain a productive working relationship;
- Advise the Project Authority in a timely manner of any delays or setbacks that may affect the schedule of development, production and delivery;
- Provide weekly status reports over the life of this project unless otherwise noted by the Project Authority. These are to include updated project schedules, update on project progress and any budget implications or changes;
- Be responsible for preparation of all project meeting minutes
- Confirm with the Project Authority, the receipt and successful completion of all work - only the Project Authority can determine that the project has been completed to the satisfaction of the Requirement
- Respond to queries and concerns from the Project Authority in a timely and respectful manner;

- Be familiar with Parks Canada's corporate mandate, policies and guidelines as these relate to the Project;
- Provide, as necessary or upon request, professional and technical advice and support to the Project Authority, the project team or the project stakeholders; and
- Ensure that all materials loaned to the successful Bidder by Parks Canada are securely stored on its premises under suitable environmental conditions, and are returned to the Project Authority properly identified and packaged.

11.1 SUB-CONTRACTORS

In the event that the successful Bidder subcontracts any portion of the work outlined in this contract, the Project Authority reserves the right to have final approval on sub-contractor(s) engaged to perform the Work for the project. A list of any potential sub-contractors must be provided to the Project Authority. Sub-contractors remain the sole responsibility of the successful Bidder.

12 PARKS CANADA'S RESPONSIBILITIES

For the duration of the Contract, Parks Canada shall:

- Work closely with the successful Bidder and the successful Bidder's project team in an effective and collegial manner, to maintain a productive working relationship;
- Advise the successful Bidder in a timely manner of any delays or setbacks that may affect the schedule of development, production and delivery;
- Respond to queries and concerns from the successful Bidder in a timely and respectful manner;
- Arrange for meeting facilities for any project meetings in a Parks Canada office;
- Make every effort to provide the successful Bidder with mutually determined required information, documents, and materials in a timely manner;
- Provide the successful Bidder with a resource package for use in the development of concept designs. This package will include, but is not limited to: themes and planning documents, market and operational information, park documents etc.;
- Provide functional support and technical guidance and direction to the successful Bidder as required;
- Review and provide feedback, direction and approvals in a timely matter, including editing and language quality review; and
- Organize and facilitate a project team that will include representatives from Parks Canada staff and/ or provide introductions to specialist contacts within the staff.

13 LANGUAGE OF WORK

English will be the language of work for all communications with the Project Authority, its representatives and other stakeholders.

14 LOCATION OF WORK

The work can be done from the successful Bidder's office.