



Royal Canadian Mounted Police / Gendarmerie royale du Canada

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A :

RCMP-GRC
 Bid Receiving/Réception des soumissions
 Attention: Jordan McKenna
 Mail StopéArrêt postal 15
 73 chemin Leikin Drive,
 Ottawa, ON K1A 0R2

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

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REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet		Date
Architectural and Engineering Design Services – Jasper Detachment		Dec. 22, 2017
Solicitation No. – N° de l'invitation		
201802443		
Client Reference No. - No. De Référence du Client		
201802443		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00pm	EST (Eastern Standard Time) HNE (Heure normale de l'Est)
On / le :	February 1st, 2018	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Jordan McKenna – Senior Procurement Officer		
Telephone No. – No. de téléphone 613-843-5518		Facsimile No. – No. de télécopieur 613-825-0082
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone		Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature		Date

REQUEST FOR PROPOSAL (RFP)

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PART 1 - SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 Introduction

1. The Royal Canadian Mounted Police (RCMP) intends to retain a Consultant to provide the professional services for the project as set out in this Request for Proposal (RFP). In summary, the RCMP require a new detachment facility to meet its operational requirements for the delivery of policing services in Jasper, Alberta and the surrounding areas. This requirement is for architectural and engineering services for the construction of a new detachment building. The new facility will be constructed on a site owned by Parks Canada, and leased to the RCMP through a Memorandum of Understanding.

SI2 Proposal Documents

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI); R1410T (2017-08-17), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal;
 - i. Subsection GI3 Overview of selection procedure:
Delete: in its entirety
Insert: GI3 intentionally left blank.
 - ii. Subsection GI13 Insurance Requirements:
Delete: in its entirety
Insert:
GI13 Insurance Requirements

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

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

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

iii. Subsection GI23 Performance Evaluation of R1410T (2017-08-17) is amended as follows:

Delete: in its entirety

Insert: GI23 intentionally left blank.

- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief (Appendix A);
 - (d) the Price Proposal Form (Appendix B);
 - (e) the Security Requirements Check List (SRCL) (Appendix C);
 - (f) the Consultant Team Identification Form (Appendix D), the Declaration/Certifications Form (Appendix E), the Submission Requirements, Evaluation Procedures and Basis of Selection (Appendix F), and the Evaluation Criteria (Appendix G);
 - (g) Project Reference Check Form (Appendix H); and;
 - (h) Any amendment to the solicitation document issued prior to the date set for receipt of proposals.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 Submission of Bids & Questions or Requests for Clarification

1. Submission of Bids:

- (a) Bids must be submitted only to the RCMP Bid Receiving by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to the RCMP will not be accepted.

2. Questions or Requests for Clarifications

- (a) Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority identified below, as early as possible. Enquiries should be received no later than 5 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

Contracting Authority for the solicitation:
Jordan McKenna, Senior Procurement Officer, Construction & Real Property
Procurement and Contracting Branch, RCMP
Email: Jordan.McKenna@rcmp-grc.gc.ca

SI4 PROPOSAL VALIDITY PERIOD

1. Proposals will remain open for acceptance for a period of not less than 60 calendar days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
 - (a) Continue with the evaluation of the proposals of those who have accepted the extension; or
 - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.

SI5 Canada's Trade Agreements

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canada Free Trade Agreement (CFTA).

SI6 Certifications

1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

SI7 Security Requirement

1. Before the commencement of Work, the following conditions must be met:
 - a. The Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in the Terms, Conditions and Clauses of the Agreement;
 - b. The Proponent must provide personal data including the full name, date of birth, present address and other data as requested by the RCMP, for each person working on this project, if requested. This information will be used for security clearance purposes (ie. to confirm if persons have a current/valid *Enhanced Reliability Status* clearance). This information must be provided within five (5) working days of the request.
 - c. The Proponent's proposed location of service performance or document safeguarding must meet the security requirement as indicated in Supplementary Conditions SC1 and Appendix C – Security Requirements Check List (SRCL).
 - d. The Proponent must provide the address(es) of proposed location(s) of service performance or document safeguarding as indicated in the Declaration/Certifications Form.
 - e. Secure area / lock up is required in quiet hours. Access is restricted to those with need-to-know, ie: those working under the contract only.
 - f. Any electronic media (USB drives, hard drives, CDs, etc) that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures.

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

SI8 - Websites

The connection to some of the websites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the websites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>

Certificate of Commitment to Implement Employment Equity form LAB 1168

[http://www.servicecanada.gc.ca/eforms/forms/esdc-lab1168\(2015-08-011\)e.pdf](http://www.servicecanada.gc.ca/eforms/forms/esdc-lab1168(2015-08-011)e.pdf)

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

Lobbying Act

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

Buy and Sell

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

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

PART 2 - AGREEMENT (Contract) -TERMS, CONDITIONS AND CLAUSES

1. Standard Clauses and Conditions and Agreement Particulars
 - 1.1 The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) The Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2017-08-17), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2016-01-28), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - 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 (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1250D (2017-11-28) General Condition (GC) 9 - Indemnification and Insurance

Section GC1.1 of R1210D, Definitions, incorporated by reference above, is amended as follows:

ADD:

“Architectural and Engineering Services”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services”:

means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

Subsection GC1.12 of R1210D (2017-08-17), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.12 Intentionally left blank.

- (c) Supplementary Conditions (SC)
 - i. SC1 Security Requirement
 - ii. SC2 Federal Contractors Program for Employee Equity – Default by Contractor

- (d) Agreement Particulars
 - i. Project Brief (Appendix A);
 - ii. the Price Proposal Form (Appendix B);
 - iii. the Security Requirements Check List (SRCL) (Appendix C); and
 - iv. any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement.
 - v. the Consultant Team Identification Form (Appendix D)
 - vi. the Declaration/Certifications Form (Appendix E); and the Project Reference Check Form (Appendix H).

- (e) The proposal.

- 1.2 The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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

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

- (a) Any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
- (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (c) this Agreement clause;
- (d) Supplementary Conditions;
- (e) General Terms, Conditions and Clauses;
- (f) Agreement Particulars;
- (g) Project Brief (Appendix A);
- (h) Price Proposal Form (Appendix B);
- (i) the Security Requirement Check List (SRCL) (Appendix C);
- (j) the Consultant Team Identification Form (Appendix D);
- (k) the Declaration/Certifications Form (Appendix E);
- (l) the Project Reference Check Form (Appendix H); and
- (m) the proposal.

2. Term of Contract

2.1 Period of the Contract

The period of the contract is 4 years and 6 months from date of contract award.

2.2 Option to Extend the Contract

The Consultant grants to Canada the irrevocable option to extend the term of the contract under the same conditions and by multiple option periods to align with the completion of the separate but corresponding construction contract including warranty periods. The Consultant agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in the Price Proposal.

Canada may exercise the options at any time by sending a written notice to the Consultant at least 5 (five) calendar days before the expiry date of the contract. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3. Authorities

3.1 Contracting Authority

The Contracting Authority for the contract is:

Name: Jordan McKenna
Title: Senior Procurement Officer
Organization: RCMP – Procurement and Contracting Branch
Address: 73 Leikin Dr.
Ottawa, ON
K1A 0R2

Telephone: 613-843-5518
E-mail address: Jordan.mckenna@rcmp-grc.gc.ca

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

3.2 RCMP Departmental Representative (To be confirmed at contract award)

The RCMP Departmental Representative for the contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

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

3.3 Consultant's Representative (To be confirmed at contract award)

Name: _____
Title: _____
Address: _____

Telephone : ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

4. Proactive Disclosure of Contracts with Former Public Servants *(To be included in resulting contract if the Proponent identified as a former public servant in their bid submission)*

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

5. Supplementary Conditions (SC)

SC1 Security Requirement

1. The following security requirements apply and form part of the Contract. Before the commencement of Work the following conditions must be met:
 - 1.1 The Consultant's personnel are required to be security cleared at the level of *RCMP Enhanced Reliability Status Security Clearance* as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
 - 1.2 The Consultant SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s), and the Consultant must ensure that its personnel are made aware of and comply with this restriction.
 - 1.3 Secure area / lock up is required in quiet hours. Access is restricted to those with need-to-know, ie: those assigned to the project only.
 - 1.4 Any electronic media (USB drives, hard drives, CDs, etc) that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures.
 - 1.5 The Consultant must comply with the provisions of the: Security Requirements Check List (SRCL) attached at Appendix C.

1.6 The Consultant's location of service performance or document safeguarding must meet the security requirement as indicated in Appendix C – Security Requirements Check List (SRCL).

2. Consultant's Site(s) or Premises Requiring Safeguarding Measures

2.1 The Consultant must diligently maintain up-to-date, the information related to the Consultant's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es) (To be entered upon contract award):

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

2.2 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Consultant and individual(s) hold a valid security clearance at the required level.

SC2 Federal Contractors Program for Employment Equity – Default by the Consultant

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

APPENDIX A – PROJECT BRIEF

Appendix A – Project Brief

1. TITLE: Architectural & Engineering Services – RCMP Detachment – Jasper, AB

1.1 INTRODUCTION

The RCMP requires Architectural and Engineering services for the construction of a detachment facility to meet identified program requirements in Jasper, Alberta.

There is an operational requirement for a new RCMP detachment facility to be constructed in the community of Jasper, Alberta. Jasper is a community located approximately 365km west of Edmonton AB. The anticipated size of the facility is approximately 777 m². This includes an out-building for cold storage of approximately 36.4 m². A fenced dog run (with wood dog house) will also be located on the site.

1.2 THE GENERAL REQUIREMENTS, SPECIFICATIONS, PROCEDURES AND STANDARD DOCUMENT (GRSP&S)

1.2.1 The GRSP&S document (Attachment 3 to this appendix) forms part of the Project Brief.

1.2.2 The Project Brief describes project-specific requirements, services and deliverables while the GRSP&S document outlines general requirements, specifications, minimum standards, and procedures common to all projects.

1.2.3 In the case of a conflict between the two documents, the requirements of the Project Brief override the GRSP&S document.

1.3 CONSTRIANTS AND CHALLENGES

1.3.1 Security clearances are required for personnel working under this contract.

1.3.2 Budget control and management is of significant importance in the

completion of this contract. Utilization of innovative design to reduce the overall cost of the contract is critical, and design options provided by the Consultant will be challenged to ensure economies and efficiencies are identified.

- 1.3.3 Additional constraints have been imposed by Parks Canada and the Town of Jasper, which impact land use and design requirements.

1.4 SUMMARY OF REQUIREMENT

- 1.4.1 Design to meet the requirements of the functional programs, applicable codes, RCMP Standards, and administration phase of the separate corresponding construction contract for the design of RCMP detachment facilities.

Work includes, but is not limited to:

- 1.3.1.1 New design options to meet functional requirements
- 1.3.1.2 Completion of Tender Documents.
- 1.3.1.3 Construction Administration
- 1.3.1.4 Post Construction – Warranty Services

2.0 PROJECT OBJECTIVES

2.1 Objectives

2.1.1 Objective One: Functional Performance

- 2.1.1.1 Deliver a design that will allow for varying functional requirements and meet the specific spatial values for the new facility in the community of Jasper, Alberta.

2.1.1.2 Achieve:

- 2.1.1.2.1 A design that provides functional, responsive and efficient workspace in keeping with the functional programs, the RCMP and Treasury Board standards.
- 2.1.1.2.2 Healthy working environments that fully support optimum work productivity.

- 2.1.1.2.3 Easy to use and adaptable systems and technologies to support requirements with capacity for growth and change.
- 2.1.1.2.4 Effective and efficient office landscape furniture layout plan, fully coordinated with the Mechanical and Electrical disciplines.
- 2.1.1.2.5 Effective and continuous physical security for the occupants in the conduct of their daily business.
- 2.1.1.2.6 A facility that is designed in a manner that will allow for simple future expansion to the administration and detention portions of the facility.

2.1.2. Objective Two: Design Quality and Character

- 2.1.2.1 Design facilities that will effectively and appropriately serve the RCMP and its operations for an expected life span of 30 years before major refit. Facility should also respect the Architectural Motif (Appendix A – Attachment 2) set forth by Parks Canada and the Town of Jasper.
- 2.1.2.2 **Achieve:**
 - 2.1.2.2.1 Design excellence, use of quality materials, and precise execution respecting the location and climate where these facilities will be located.
 - 2.1.2.2.2 Quality assurance and construction methods must be robust and able to withstand the location where it will operate and should reflect the expectations defined in CSA Standard S478-95, “Guidelines on Durability in Buildings (Design).” The final product must be designed to have an expected life span of 30 years, aligning with the CSA Standard’s medium life of 25 to 49 years.
 - 2.1.2.2.3 A design that will reflect the importance and the nature of the functions it serves and fits within the surrounding environment.
 - 2.1.2.2.4 A fully integrated design.

2.1.3 Objective Three: Building Performance

2.1.3.1 Deliver a building design and systems designs that will enable long-term efficient and cost effective life cycle performance.

2.1.3.2 **Achieve:**

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

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

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

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

2.1.3.2.5 Mechanical systems that can be accessed and easily maintained and repaired and/or replaced in the building life cycle.

2.1.4 Objective Four: Project Delivery

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

2.1.4.2 **Achieve:**

2.1.4.2 .1 A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life.

2.1.4.2 .2 An integrated and focused Consultant Team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with

knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP.

- 2.1.4.2 .3 Rigorous quality assurance reviews during the design and construction phases. As part of the design reviews include documented peer reviews.
- 2.1.4.2 .4 A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
- 2.1.4.2 .5 An experienced and well-seasoned Project Manager who must be responsible for the production and delivery of all documents, and must ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
- 2.1.4.2 .6 Professional conduct in all phases of the project, employing best practices for budget, schedule, quality and scope management.
- 2.1.4.2 .7 A continuous risk identification and management program employing effective methodologies to mitigate risk items as they arise and to ensure construction safety is monitored and claims avoidance is an ongoing consideration.
- 2.1.4.2 .8 Continuous and comprehensive documentation of the project at all stages of the project implementation,

2.2 Scope of Work – General Overview:

2.2.1 Overview

2.2.1.1 Phase I – Respecting the Architectural Motif (Parks Canada), review the site, seeking options for placement of the new detachment and provide further options to the RCMP for consideration along with a recommended option to locate the detachment, storage garage and dog run on available land space. Review the current functional program documentation, and provide 3 concepts for consideration by the RCMP for the provision of a design for the detachment facility, ensuring optimal use of space and consideration for future growth.

Phase II – Design and completion of technical Tender Documents (design, specifications, and any evaluation criteria) for the separate corresponding construction procurement based upon approved recommendations from Phase I.

Phase III – Construction administration phase of the separate corresponding construction contract, including Commissioning and warranty.

2.2.2 Architectural, Interior Design

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

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

Develop the site to ensure proper optimization of building footprint to site size ratio, ensuring that the parking required and site requirements identified are accommodated, as per the Architectural Motif (Parks Canada).

2.2.3 Civil Engineering

2.2.3.1 All applicable civil elements to deliver this project. Elements include but are not limited to connection to municipal utilities, site grading, site access and parking and storm water run-off and collection systems. A geo-technical investigation of the proposed site has been completed and will be available to the Consultant.

2.2.4 Structural Engineering

2.2.4.1 All applicable structural elements for the project design. A geo technical investigation of the proposed site has been completed and will be available to the Consultant.

2.2.5 Mechanical Engineering

2.2.5.1 All applicable mechanical systems for the operation of a detachment facility and detached garage building, including connection to required utilities.

2.2.6 Electrical Engineering

2.2.6.1 All applicable electrical systems for the operation of a detachment facility and detached garage building, including connection to required utilities.

2.2.7 Landscape Architecture

2.2.7.1 All applicable elements for the development of the landscape of the site with specific attention placed in having the landscape blend into the surrounding environment, and respect the Architectural Motif requirements (Parks Canada).

2.2.8 Building Components and Connectivity

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

2.2.8.2 BCC Components do not include the following:

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

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

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

2.2.8.4 Scope of BCC for this project

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

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

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

- **Information Services and Security Devices** will be supplied and installed separately by the RCMP,
- **Furniture and Equipment** will NOT be contracted as part of the project.

2.2.8.4.3 The Consultant is responsible for ensuring full coordination to accommodate all BCC implementation with the building construction project and provide the related infrastructure and systems requirements.

2.3 Project Budget

2.3.1 Indicative Cost Estimate for construction for the Jasper Detachment is **\$7,300,000**. This estimate includes construction cost and construction contingencies and escalation. This budget is based on a Class “D” estimate.

2.4 Project Delivery Approach: (Construction)

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

2.5 Design Quality:

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

2.6 Consultant Team:

2.6.1 The Consultant Team, identified in Appendix D, must maintain its structure, members and its expertise for the duration of the contract.

2.6.2 The Consultant is responsible for coordinating and directing all Consultant Team activities.

2.6.3 The Consultant Team must be comprised of personnel having qualified professional and technical expertise with extensive relevant experience, and must be capable of providing the services identified in the **Service Requirements** section of this appendix.

2.6.3.1 All members of the Consultant Team must be eligible to work in the Province of Alberta.

2.6.3.2 Members of the Consultant Team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty.

2.6.3.3 Consultants are permitted to expand their Consultant Team to include additional disciplines at their own discretion, in compliance with the security clearance requirements of the contract. **Please advise the Project Manager when the Consultant Team is expanded to ensure that security clearance requirements are addressed.**

2.6.4 The Consultant Team must have the following expertise and experience:

2.6.4.1 Administrative

- Project Management

2.6.4.2 Regulatory Analysis, Planning, Design, and Development

- Building Code
- Municipal Zoning
- Occupational Health and Safety
- Fire and Life Safety

2.6.4.3 Program Analysis, Planning, Design, and Development

- Enriched front end planning

2.6.4.4 Site Analysis, Planning, Design, and Development

- Site Planning
- Landscape Architecture
- Civil Engineering / Municipal Engineering (infrastructure)

2.6.4.5 Building Analysis, Planning, Design, and Development

Architecture and Specialties:

- General Architecture
- Interior Design
- Sustainable Design
- Codes and life safety
- Building envelope
- Signage and Way-finding
- Security
- Engineering:
- Structural
- Seismic
- Mechanical
- Heating Ventilation Air Conditioning (HVAC)
- Plumbing
- Fire protection
- Indoor / outdoor air quality design and control
- Building automation / energy management control systems
- Electrical
- Power
- Lighting
- Information technology and communications
- Civil
- Geotechnical
- Commissioning

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

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

2.7 Project Schedule:

2.7.1 The Consultant must update the RCMP's anticipated Project Schedule (Attachment 1 to Appendix A) for RCMP Departmental Representative approval.

2.8 EXISTING DOCUMENTATION

2.8.1 Copies of all pertinent documentation will be made available to the Consultant.

2.8.2 The Consultant will be provided with the following background documents;

2.8.2.1 Drawings of recently completed detachment projects in Alberta.

2.8.2.2 Legal survey information of the existing site.

2.8.2.3 Phase I Environmental Assessment of land.

2.8.2.4 Geotechnical report performed prior to land sale.

2.8.2.5 Parks Canada – Architectural Motif Guidelines for the Town of Jasper (included in this document as Attachment 2 to Appendix A)

2.8.3 Disclaimer

2.8.3.1 Reference information will be available in the language it is written.

2.8.3.2 The documentation may be unreliable and is offered “as is” for use by the Consultant.

3.0 SERVICE REQUIREMENTS

3.1 Consultant Service Requirements:

3.1.1 The Consultant is responsible for providing and coordinating the full professional Architectural and Engineering services required, from the Pre-Design Services Stage to the completion of the Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:

3.1.1.1 Architectural and Engineering Services

3.1.1.2 Budget and Schedule Management Services

3.1.2 Summary Scope of Services

3.1.2.1 Pre- Design Services to include review of the programs and building site along with topographical and geo-technical information for the new detachment, and provide a report of any issues which require redress.

3.1.2.2 Prepare and deliver a final Design Development Report based on the approved **Schematic Design, complete with outline specifications, including peer review reports** and Class “C” estimate.

3.1.2.3 Conduct peer reviews and submit reports throughout design.

3.1.2.4 Prepare and deliver a fully coordinated set of construction drawings based on the approved Design Development Report, ready for tendering purposes and Class “A” cost estimate.

3.1.2.5 Prepare and deliver specifications using National Master Specification (NMS) program including Division 1.

3.1.2.6 Provide assistance during the tendering process including preparation of addenda and review of tender results.

3.1.2.7 Provide construction administration phase of the separate corresponding construction contract.

3.1.2.8 Recommend cost effective “Green Construction Materials”, Methods and Practices that can be incorporated into the project without significant impact on the project budget.

- 3.1.2.9 Identify Commissioning activities through standard testing, adjusting and balancing protocols, monitor these processes and document results.
- 3.1.2.10 Prepare and deliver Maintenance Manuals including maintenance schedule, as-built drawings and specifications.
- 3.1.2.11 Provide warranty services.

3.2 General Service Requirements

3.2.1 Overview

3.2.1.2 The Consultant must deliver integrated professional services, in accordance with the requirements set forth in this appendix. The services must be administered in distinct stages, as follows:

- 3.2.1.2.1 Pre-Design Building Assessment and Project Requirements Confirmation
- 3.2.1.2.2 Design Development
- 3.2.1.2.3 Construction Documents
- 3.2.1.2.4 Support Tender Call, Bid Evaluation and Construction Contract Award.
- 3.2.1.2.5 Construction Administration
- 3.2.1.2.6 Post Construction Services

3.2.1.3 The outline of deliverables and processes, as presented in this appendix, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the RCMP Departmental Representative.

3.2.2 The Consultant must perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of this appendix:

- 3.2.2.1 Standard of Care
- 3.2.2.2 Budget and Schedule Management Services

- 3.2.2.3 Project Information, Decisions, Approaches & Approvals
- 3.2.2.4 Change in Services
- 3.2.2.5 Code, By-Laws, Licenses, Permit Reviews
- 3.2.2.6 Provision of Consultant personnel and Sub-Consultant Services
- 3.2.2.7 Commissioning
 - 3.2.2.7.1 Identify Commissioning activities, which outline the systematic approach to testing, adjusting, balancing and verifying the systems' performance in accordance with the design intent and related testing and verification forms.

3.3 Project Administration Requirements:

3.3.1 Lines of Communication

- 3.3.1.1 Unless otherwise directed by the RCMP Departmental Representative, the Consultant **communicates** directly to the RCMP Departmental Representative only.
- 3.3.1.2 During the construction tender call, the Contracting Authority conducts all correspondence with industry and issues the contract.

3.3.2 General Deliverables

- 3.3.2.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, 6 original hard copies and 1 copy in electronic format must be provided to the RCMP Departmental Representative, unless otherwise specified.
- 3.3.2.2 Acceptable electronic formats include deliverables:
 - a) Written reports and studies: MS Word or PDF
 - b) Spreadsheets and budgets: Excel or PDF
 - c) Schedules: Microsoft Project or other RCMP Departmental Representative approved product
 - d) Drawings: Auto CADD and PDF

- e) Specifications: NMS MS Word and PDF
- f) Monthly Report: MS Word, Excel or PDF

3.3.3 Acceptance of Consultant Deliverables

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

3.3.4 Design Meetings

- 3.3.4.1 The Consultant must arrange design meetings throughout the contract, for all members of the project team. Sub-consultants participation will be at the discretion of the Consultant, dependent on issues that require resolution. Project meetings will normally occur monthly, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.
- 3.3.4.2 Meetings will be held at the offices of the Consultant and via teleconference call on an alternate basis, or wherever is deemed to be the most beneficial to meet requirements of the project.
- 3.3.4.3 The Consultant must attend the meetings, record the issues and decisions and prepare and distribute minutes within 4 days of the meeting.

3.3.4.4 On occasion, there may be urgent problem solving meetings. The Consultant must be available to attend such meetings.

3.3.5 Security Requirements

3.3.5.1 The Consultant must obtain security clearances for some or all personnel working on this project in accordance with the contract.

3.3.5.2 The Consultant Team including the Sub-consultants must sign non-disclosure documents for RCMP protected material, if applicable.

3.3.5.3 The Consultant must distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

3.4 Analysis of Project Requirements:

3.4.1 Intent

3.4.1.1 The Consultant must review and analyse all available program information, consult with the RCMP and deliver a comprehensive Pre-Design Report for RCMP Departmental Representative approval. This approved deliverable will become the formal project Work Plan and will be utilized throughout the project to guide the delivery.

3.4.2 Scope and Activities

3.4.2.1 Analyse the project requirements/program including any amendments.

3.4.2.2 Analyse the building design, security requirements and confirm design standards.

3.4.2.3 Review all other available existing material related to the project.

3.4.2.4 Identify all additional information that will be needed to deliver the project.

3.4.2.5 Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply.

3.4.3 Deliverables

3.4.3.1 Prepare and submit an Analysis of Project Requirements for review

and approval by the RCMP Departmental Representative. Revise as required by the RCMP Departmental Representative. Resubmit for acceptance.

- 3.4.3.2 The above noted Report must consolidate the Scope and Activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.

3.5 Schematic Design (Design Concept)

3.5.1 Intent

- 3.5.1.1 The Consultant must obtain written authorization from the RCMP Departmental Representative before proceeding with Schematic Design.
- 3.5.1.2 The Consultant must explore three distinctly different design concepts presented in sketch format (single line, produced to scale), fully integrated and supported by three or more distinctly different engineering solutions for the structure, mechanical, electrical systems, along with massing models, site slides and photographs, energy analysis and life cycle cost analysis, analytical data and calculations and sufficient narrative to allow comparison, analysis against project requirements, budget, and selection of a design direction for preparation of a final design concept.
- 3.5.1.3 The Schematic Design must be in sufficient detail to illustrate and communicate the project characteristics. Provide a detailed review and analysis of the project requirements including all updates and amendments to ensure all requirements are fully integrated into the Schematic Design. Out of this process the Schematic Design must be accepted by the RCMP Departmental Representative and authorization to proceed to Design Development will be based on the accepted Schematic Design.
- 3.5.1.4 The RCMP Departmental Representative, in concert with project stakeholders will choose one option to be further developed. Note: Although the Consultant is required to identify a preferred option,

the RCMP Departmental Representative may select another option.

3.5.2 Scope and Activities:

- 3.5.2.1 Review, validate and update the details of the Functional Program requirements, including space data sheets.
- 3.5.2.2 Develop sustainable design options.
- 3.5.2.3 Prepare a minimum of 3 Schematic Design options for the Detachment.
- 3.5.2.4 Analyse each option with regard to the project goals including cost (Class D) and schedule.
- 3.5.2.5 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, and cost.
- 3.5.2.6 Deliver and present Schematic Design options for review by committees, review groups and authorities having jurisdiction as identified in the Project Administration (PA) section, and for RCMP Departmental Representative approval.
- 3.5.2.7 Coordinate all services with the RCMP Departmental Representative.

3.5.3 Deliverables

- 3.5.3.1 Schematic (concept) design documents must illustrate the functional relationships of the project elements as well as the project's scale and character, based on the final version of the functional program, the schedule, and the budget.
- 3.5.3.2 Prepare and deliver, for review and approval by the RCMP Departmental Representative, an integrated Stage Two Project Report, Schematic (Concept) Design. Revise as required by the RCMP Departmental Representative. Resubmit for acceptance.

3.6 Design Development:

3.6.1 Intent

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

3.6.2 Scope and Activities:

- 3.6.2.1 Obtain written approval from RCMP Departmental Representative to proceed to Design Development Stage.
- 3.6.2.2 Review, validate and update details of program requirements and base building BCC: Information Services, Security, Furniture and Equipment with the RCMP.
- 3.6.2.3 Update Functional Program room data sheets as required.
- 3.6.2.4 Coordinate services as required with BCC project for Information Services, Security, Furniture and Equipment.
- 3.6.2.5 Develop and deliver the sustainable design options; and provide an overview of the status of measurement of the proposed building performance against the current National Energy Code of Canada.
- 3.6.2.6 If any alterations are required, analyse the impact on all project components, and resubmit for approval if required.
- 3.6.2.7 Expand and clarify the schematic design intent for each design discipline.
- 3.6.2.8 Deliver and present design and materials to be used for review and approval to the project team, review groups and authorities having jurisdiction as identified in section Project Administration.
- 3.6.2.10 Conduct a budget, schedule and risk analysis review and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, and cost.
- 3.6.2.11 Coordinate services with the RCMP Departmental Representative.
- 3.6.2.12 Review and consider all applicable statutes, regulations, codes and by-laws in relation to the design of the project throughout the

contract.

3.6.2.13 Site design development.

3.6.3 General Requirements

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

3.6.4 Responsibilities of the RCMP

3.6.4.1 The RCMP responsibilities include, but are not limited to the following:

3.6.4.1.1 Participating in meetings as representative for all stakeholders.

3.6.4.1.2 Reviewing and providing a report on the Consultant's Design Development Report.

3.6.4.1.3 Reviewing revisions and Consultants rebuttal to the RCMP quality assurance report.

3.6.4.1.4 Reviewing and accepting the final Design Development Report.

3.6.4.1.5 Authorizing the Consultant to proceed to Construction Documents

3.6.5 Responsibilities of the Consultant

3.6.5.1 The Consultant scope and activities include but are not limited to the following:

3.6.5.1.1 Administrative:

A) Attend all information exchange/ team meetings. Participation by the various disciplines will be on an as required basis.

B) Respond to comments provided by the RCMP as part of its review of the Design Development Report.

3.6.5.1.2 Regulatory:

A) Review, develop, prepare, and deliver:

- Detailed Building code analysis;
- Detailed Fire and life safety strategy, including consultation with the RCMP's Fire Marshall;
- Detailed Standards analysis; and
- Detailed Canada Labour Code Part II analysis.

3.6.5.1.3 Building Design

A) Refine, prepare, and deliver detailed:

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

3.6.5.1.4 General Deliverables

- A) Design and deliver Development Report Structure and Content.
- B) Design and deliver drawings and other media to communicate the entire site and building project for all disciplines showing all elements and services in a level of detail necessary to make all design decisions and to substantively estimate the cost of the project.
- C) Deliver a list of draft specification sections of all National Master Specification (NMS) sections to be used. Deliver outline specifications for all systems and principle

components and equipment. Include in the outline specifications manufacturers' literature about principal equipment and system components proposed for use in the project.

- D) Develop and deliver Furniture layouts and location on plans.
- E) Design and deliver finishes and colour schemes.
- F) Design and deliver site/building renderings, and 3D visualization.
- G) Deliver updated sustainable design opportunities, strategies, and updated budgets.
- H) Update to Risk Assessment Report.
- I) Assess the Fire Marshall's Report including requirements, strategies or interventions for protection of the building and its occupants.
- J) Deliver an outline of the Commissioning Plan.
- K) Deliver updated detailed schedules including deliverable requirements.
- L) Deliver a Class 'C' Estimate.
- M) Deliver an updated life cycle cost analysis.
- N) Deliver Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule.

3.7 Construction Document Services:

3.7.1 General Requirements

- 3.7.1.1 The objective of the Construction Document Stage is to prepare tender ready drawings and specifications, setting forth in detail all the technical requirements for the construction of the project along with a final (Class A) cost estimate.

3.7.1.2 The Consultant must obtain written authorization from the RCMP Departmental Representative before proceeding with Construction Documents.

3.7.2 Responsibilities of the RCMP

3.7.2.1 The RCMP responsibilities include, but are not limited to, the following:

3.7.2.1.1 Review and comment on consultant submissions.

3.7.2.1.2 Respond to questions from the Consultant as required.

3.7.2.1.3 Review revisions and Consultant rebuttal to the RCMP quality assurance report.

3.7.2.1.4 Review and accept the final Construction Document progress at 50% and 99%. Formally accept technical documents ready for Tender.

3.7.3 Responsibilities of the Consultant

3.7.3.1 The Consultant scope and activities include but are not limited to the following:

3.7.3.1.1 Regulatory:

A) Deliver

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

3.7.3.1.2 Scope and Activities

- A) Obtain acceptance for submissions (50%, 99% and Final).
- B) Confirm format of drawings and specifications.
- C) Submit drawings and specifications at the required stages (50%, 99% and Final).

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

3.7.4 General Deliverables

3.7.4.1 Deliverables identified are typical for most projects, but must be customized by the Consultant for specific requirements under this contract.

3.7.4.2 Completeness of work must reflect the stage of submission.

3.7.4.3 The submission stage deliverables to be included, but not limited to, are identified below for each submission stage.

3.7.5 50% Submission Stage Deliverables

3.7.5.1 Deliverables applicable to all ASME disciplines:

3.7.5.1.1 Prepare and deliver updated cost estimates (Class “B”).

3.7.5.1.2 Prepare and deliver updated project implementation schedule.

3.7.5.1.3 Prepare and deliver written peer review reports.

3.7.5.1.4 Prepare and deliver written response to the RCMP on review comments made at Design Development Stage.

3.7.5.1.5 Prepare and deliver drawings and specification to the RCMP, and RCMP Fire Marshall for their review.

3.7.5.1.6 Specifications

- A) Prepare and deliver specifications 50% edited with all pertinent sections including sections on Structural, Mechanical and Electrical components.
- B) Review General Conditions for separate construction contract and coordinate with Division 1.
- C) Prepare and deliver Commissioning Activities outline and specifications.
- D) Prepare and deliver a list of the required component verification sheets, and system test procedures required for this project.

3.7.5.1.7 Architectural

- A) Prepare and deliver cover sheet with list of drawings.
- B) Prepare and deliver Site Plan.
- C) Prepare and deliver Roof Plan.
- D) Prepare and deliver Floor Plans.
- E) Prepare and deliver Reflected Ceiling Plans.
- F) Prepare and deliver Exterior and Interior Elevations.
- G) Prepare and deliver designs for building and wall sections.
- H) Prepare and deliver large scale detail drawings.
- I) Prepare and deliver door schedule.
- J) Prepare and deliver hardware schedule.
- K) Prepare and deliver room finish schedule.
- L) Prepare and deliver millwork details.
- M) Prepare and deliver furniture and equipment layouts (for the General Contractor's Reference).

3.7.5.1.8 Structural

- A) Prepare and deliver foundation details.
- B) Prepare and deliver roof plans.
- C) Prepare and deliver floor plans.
- D) General documentation including
 - Document and deliver design code used.
 - Document and deliver design loads.
 - Document and deliver strength and grades of concrete, masonry, steel and/or other materials.
- E) Document and deliver structural elements.
- F) Prepare and deliver welding requirements.
- G) Prepare and deliver schedule for steel beams, lintels, etc.
- H) Ensure alignment between Architectural, Mechanical and Electrical drawings.

3.7.5.1.9 Mechanical

- A) Prepare and deliver Roof Plan.
- B) Prepare and deliver Floor Plans.
- C) Develop and deliver mechanical systems.
- D) Document mechanical equipment in the different areas.
- E) Document duct-work and piping.
- F) Document mechanical components either on schedule shown on drawings, or in specifications.
- G) Complete documentation of diffuser locations and types.
- H) Complete documentation of control specifications to a 33% stage.
- I) Prepare and deliver Testing, Adjusting and Balancing Plans.

- J) Ensure alignment between Architectural, Civil, Structural and Electrical drawings.

3.7.5.1.10 Electrical

- A) Prepare and deliver Roof Plan.
- B) Prepare and deliver Floor Plans.
- C) Prepare and deliver lighting layout, showing switching information, and fixture types.
- D) Prepare and deliver power and system layout showing panel locations.
- E) Prepare and deliver electrical room equipment layout.
- F) Prepare and deliver communication system layout.
- G) Prepare and deliver light fixture cut sheets.
- H) Prepare and deliver single line diagrams.
- I) Ensure alignment between Architectural, Structural, Mechanical and furniture layout drawings.

3.7.5.1.11 Civil

- A) Prepare and deliver Site Plan.
- B) Prepare and deliver Grading Plan.
- C) Prepare and deliver Building Service Plan.
- D) Prepare and deliver Grading Plan Sections.
- E) Prepare and deliver detail sheets.
- F) Prepare and deliver any other plans as required by the development permit for the Town of Jasper and/or Parks Canada.

3.7.5.1.12 Landscape

- A) Prepare and deliver Planting Plan.
- B) Prepare and deliver Irrigation Plan, if applicable.

3.7.6 99% Submission Deliverables

3.7.6.1 Deliverables applicable to all ASME disciplines:

3.7.6.1.1 Prepare and deliver written response to RCMP review comments made at 50% stage

3.7.6.1.2 Prepare and deliver written peer review reports.

3.7.6.1.3 Deliver all working drawings and specifications -fully completed and aligned with AMES drawings and with the specifications.

3.7.6.1.4 Deliver the completed commissioning plan include maintenance schedule.

3.7.6.1.5 Deliver one copy of the update Cost Plan, Class "A" (+/- 5%) project cost estimate.

3.7.6.1.6 Deliver one copy of the updated project schedule.

3.7.6.1.7 Deliver drawings and specifications to RCMP and RCMP Fire Marshall for approval.

3.7.6.1.8 Specifications:

A) Deliver 99% edited specifications.

B) Highlight areas for Unit Prices, Cash Allowances and/or other items that require specific attention by Procurement.

3.7.6.2 Architectural and Interior Design

3.7.6.2.1 Deliver a complete set of coordinated construction drawings suitable for tender call, including all details of building envelope, interiors and elemental finishing schedule, along with complete BCC scope.

3.7.6.2.2 Deliver final code review.

3.7.6.2.3 Deliver one copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples.

3.7.6.2.4 Ensure complete alignment with Structural, Mechanical and Electrical drawings to achieve 99% completion.

3.7.6.3 Structural

3.7.6.3.1 Deliver a complete set of coordinated construction drawings, including details, sections, plans and schedules.

3.7.6.3.2 Information on drawings must fully comply with code, standards and this appendix.

3.7.6.4 Mechanical

3.7.6.4.1 Deliver a complete set of coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system, and ventilation system, as well as heating and plumbing systems, air conditioning systems and control specifications.

3.7.6.4.2 Ensure complete alignment with other disciplines to achieve 99% completion.

3.7.6.5 Electrical

3.7.6.5.1 Deliver a complete set of coordinated construction drawings suitable for tender call, including lighting, power, communications, fire alarm, security and control specifications.

3.7.6.5.2 Ensure complete alignment with other disciplines to achieve 99% completion.

3.7.6.6 Civil

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

3.7.6.6.2 Ensure complete alignment with other disciplines to achieve 99% completion.

3.7.6.7 Landscape

3.7.6.7.1 Deliver a complete set of coordinated construction drawings suitable for tender call including planting and irrigation specifications.

3.7.6.7.2 Ensure complete alignment with other disciplines to achieve 99% completion.

3.7.7 100% Submission Stage - Final Tender Documents

Applies to all ASME disciplines.

3.7.7.1 Deliver all drawings and specifications, 100% reviewed, approved by the RCMP Departmental Representative and aligned for the construction tender call.

3.7.7.2 Deliver all specification sections and an index of specifications. The specifications must consist of typed and edited NMS sections.

3.7.7.3 Deliver an updated project implementation schedule.

3.7.7.4 Deliver revised Tender Documents to incorporate RCMP comments made at the 99% stage.

3.7.7.5 Deliver revised Class "A" level cost estimate, if required.

3.7.7.6 Deliver electronic format (.pdf) drawings and specifications for tendering purposes as well as set(s) of hardcopy, as requested by the RCMP Departmental Representative.

3.7.7.7 Submit for and obtain formal acceptance on plans and specifications required by the Inspection Authorities before the construction tender call.

3.8 Submissions, Review and Approval Process:

3.8.1 Submissions:

3.8.1.1 Prepare and deliver all required submissions, either to, or as directed by the Project Manager.

3.8.1.2 Prepare and deliver required sets of Construction Drawings and Specifications to the RCMP Departmental Representative for review and acceptance at the 50%, 99% submission stages.

3.8.1.4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.

3.8.1.5 The Consultant must deliver the following services, in accordance with the terms and conditions of the Agreement and all the requirements of this appendix.

3.8.1.5.1 Prepare and deliver RCMP Design Review.

3.8.1.5.2 Prepare and deliver Peer Design Review.

3.8.1.5.3 Other Authorities having Jurisdiction Review.

4.0 CONSTRUCTION ADMINISTRATION SERVICES

4.1 General

4.1.1 The Consultant must deliver the following services in accordance with the terms and conditions of the Agreement and all the requirements of this appendix.

The Consultant must deliver to the RCMP Departmental Representative and supply to the construction Contractor, six hard copy sets of “Issued for Construction” drawings, that will include all addenda issued during the construction tendering phase and have been signed and sealed by all disciplines.

4.1.1.1 Conduct, document and deliver Construction Safety Reviews.

4.1.1.2 Deliver Project Schedule monitoring and advisement.

4.1.1.3 Prepare and deliver monthly construction progress and quality assurance reports.

4.1.1.4 Prepare and deliver Shop Drawing Reviews.

4.1.1.5 Issuance of Site Instructions

4.1.1.6 Conduct, document and deliver periodic construction site Inspections.

4.1.1.7 Develop and deliver Construction Change Order documents.

4.1.1.8 Conduct, document and deliver interim inspections.

4.1.1.9 Conduct, document and deliver final inspection.

4.1.1.10 Prepare and deliver the Certificate of Substantial Completion and Schedule “C” for building occupation.

4.1.1.11 Document and deliver (As-built) Drawings and Specification

4.1.1.12 Conduct, document and deliver Warranty Inspection.

4.1.2 Ad Hoc Deliverables

It is expected that there will be a minimum of 50 on-site project meetings. It may be deemed necessary, due to the location of the project site for the RCMP Departmental Representative to arrange teleconference calls with all project stakeholders prior to the regular scheduled meetings to review project status and work through challenges and issues prior to arriving on site.

4.2 Construction Project Meeting

4.2.1 The Consultant must include in the construction contract documents the requirement for the construction Contractor to attend the construction project meetings and conference calls, in addition to requirements for the Contractor to secure a meeting room of sufficient size, appropriate furniture and equipment, to host Project Meetings at, or near, the construction site. The Consultant must record the issues and decisions of all construction site meetings and teleconferences and prepare and distribute minutes to all the attendees within 3 working days of the same meeting.

4.2.2 Throughout this contract, the Consultant Team must be personally available to attend the design and construction meetings when the specific discipline is required and respond to inquiries within 3 working days of the RCMP Departmental Representative's request, in the location of the construction work.

4.2.3 The Consultant must conduct quality reviews on previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded.

4.3 Commissioning

4.3.1 Develop and deliver Design Criteria, functional and operational requirements, if not already established in the construction tender or specifications. Full Commissioning is not required for this facility. The intent is to design, check and verify that all building systems are functioning to the design specifications.

4.3.2 Prepare and deliver a preliminary Commissioning Activities plan.

- 4.3.3 Direct and monitor the testing adjusting and balancing processes to ensure compliance with the construction contract specifications and the approved commissioning plan.
- 4.3.4 Prepare and deliver the performance verification (PV) activities, processes and their output, including development and delivery of project-specific:
 - 4.3.4.1 Installation / Start-up Check Lists;
 - 4.3.4.2 Product Information (PI) Report Forms and Performance Verification (PV) Report Forms; and
 - 4.3.4.3 Design data to PI and PV report forms.
- 4.3.5 Prepare and deliver a Training plan.
- 4.3.6 Document and deliver construction Contractor and construction subcontractor Performance Verification (PV) and testing responsibilities.
- 4.3.7 Review shop drawings and product data and accompanying Product Information (PI) as completed by the Contractor, and report any issues or concerns to the RCMP Departmental Representative.
- 4.3.8 Ensure that all systems have been properly verified, balanced etc. in compliance with the Performance Specifications and Commissioning Plan, prior to occupancy.
- 4.3.9 Prepare and deliver 3 hard copies and 1 electronic copy of the completed Maintenance Manuals and Maintenance Schedule.
- 4.3.10 Ensure that all required training and operating system demonstrations have been properly conducted and completed. Consultant must video tape Contractor's training sessions and provide the video tape and feedback to RCMP Departmental Representative.
- 4.3.11 Identify, document and verify the rectification of all outstanding deficiencies in the construction contract.
- 4.3.12 Assist in the resolution of all issues relating to commissioning,
- 4.3.13 Prepare "as-built" documentation (plans and specifications) as described in the contract and this appendix.
- 4.3.14 Recommend acceptance of the completed construction work to the RCMP Departmental Representative.

5.0 POST CONSTRUCTION SERVICES

5.1 General

5.1.1 The Consultant must conduct and document the Ten-Month Warranty Inspection and final Warranty Inspection on the completed construction work.

Attachment 1 to Appendix A

Anticipated Project Schedule

In accordance with Appendix A section 2.7, the anticipated Project Schedule is as follows:

Jasper Detachment:

Present Concept Design Options	July 2, 2018
Finalize Options for Floor Plan	August 30, 2018
Schematic Design	Oct 30, 2018
Design Development	Feb 15, 2019
50% Contract Documents	July 15, 2019
99% Contract Documents	Oct 10, 2019
Final Tender Documents	Dec 9, 2019
Issued Construction Tender	Mar 1 2020
Award Construction Contract	May 8, 2020
Construction Start (includes security clearance timeframe)	Sept 23, 2020
Construction Completion	July 2023
Building Occupancy	Sept. 2023
Warranty Period ends	Aug. 2024

*The Project Schedule will be maintained by the Consultant, for RCMP Departmental Representative approval, as a deliverable under this contract. This attachment will not be amended in the contract.

Attachment 2 to Appendix A

Architectural Motif Guidelines for the Town of Jasper

See attached.

Attachment 3 to Appendix A

General Requirements, Specifications, Procedures & Standards

For Professional & Design Services

November 2017

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I.1 GENERAL PROCEDURES AND STANDARDS

I.1.1 GENERAL

- .1 These RCMP *General Requirements, Specifications, Procedures and Standards* (GRSP&S) have been developed to:
 - .1 Facilitate the development of a rational, well-documented design process; and
 - .2 Ensure compliance with federal government standards, RCMP Policies and Treasury Board directives.

I.1.2 HARMONIZATION WITH THE PROJECT BRIEF

- .1 The GRSP&S document must be used in conjunction with the Project Brief, as the two documents are complimentary.
- .2 The Project Brief describes project-specific requirements, services and deliverables while the GRSP&S document outlines with minimum standards and procedures common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the Project Brief overrides this document.

I.2 PROJECT DELIVERY

I.2.1 GENERAL REQUIREMENTS

- .1 The project delivery requirements outlined in this section are applicable to the design and construction of all RCMP projects in Northwest Region, unless otherwise indicated in the Project Brief.
- .2 Under the direction of the Consultant, the Consultant team shall provide fully integrated and coordinated professional and design services for the delivery of a project, in accordance with the requirements in the Project Brief and as contained herein.
- .3 The Consultant must:
 - .1 Obtain written authorization from the Departmental Representative before proceeding from one phase of work to the next phase of a project;
 - .2 Coordinate all services with the Departmental Representative;
 - .3 Deliver each project utilizing best practices in support of RCMP needs, respecting the approved financial budget, schedule, scope, quality energy budget;
 - .4 Establish a cohesive functional partnership and open communication between all members of the project delivery team throughout all phases of the project life;
 - .5 Ensure that the Consultant team has an in-depth understanding and collective „buy-in“ of the project requirements, scope, budget and scheduling objectives, working constructively to build a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from RCMP and the User Department;
 - .6 Conduct rigorous quality assurance reviews during the design and construction phases, including the application of value engineering principles during the design of all complex systems;
 - .7 Provide a written response to all RCMP comments included in Quality Assurance

- reviews conducted throughout the design of the project;
- .8 If any alterations are required during the development of the design, analyse the impact on all project components and resubmit for approval before proceeding further;
- .9 Establish and maintain a change control procedure for scope changes;
- .10 Ensure that an experienced Project Architect or Project Engineer is assigned to each project, who shall be responsible for the production, coordination and delivery of all design and construction documents for all project disciplines;
- .11 Prepare a continuous risk identification and management program employing effective methodologies to ensure construction safety as well as claims avoidance;
- .12 Provide continuous and comprehensive documentation of the project at all stages of the project implementation;
- .13 Ensure continuity of key personnel and maintain a dedicated working team for the life of the project;

I.2.2 SERVICE DELIVERY FOR ALL PROJECTS

- .1 For all projects, the Consultant shall:
 - .1 Deliver the project to be within;
 - .1 The established construction budget,
 - .2 The key milestones, according to the established project schedule.
 - .2 Ensure that each Consultant team member:
 - .1 Understands the project requirements, for seamless delivery of the required services;
 - .2 Functions as a cohesive partnership with open communication between all members of the project delivery team throughout all phases of the project life;
 - .3 Function as an integrated and focused team with an in-depth understanding and collective „buy-in“ of the project requirements, scope, budget and scheduling objectives.
 - .3 Provide;
 - .1 Full co-ordination of services with other consultants engaged by RCMP,
 - .2 A continuous risk management program to address the risks associated specifically with this project, including construction safety and claims avoidance issues.
 - .4 Deliver the work in a professional manner during all phases of the project, employing best practices for budget, schedule, quality, and scope management;
 - .5 Maintain continuity of key personnel and maintain a dedicated working team for the life of the project.

I.2.3 SERVICE DELIVERY (BUILDINGS)

.1 For Building projects, where an Architectural firm is the Prime Consultants, the Consultant team shall, as a minimum, adhere to the standards of services outlined in the "Canadian Handbook of Practice for Architects - Volume 2 Management" (latest edition) distributed by the Royal Architectural Institute of Canada (RAIC).

I.3 PROCUREMENT OF GOODS AND SERVICES

I.3.1 PUBLIC PROCUREMENT

- .1 Public procurement by Canada is legislated and guided by a number of international and national trade agreements, and acts, as well as policies, directives, and guidelines provided

by the Treasury Board Secretariat (TBS) and RCMP.

- .2 There is one over-arching principle for all RCMP procurement activities: Integrity. Subordinate to this are guiding principles, which provide the framework for RCMP procurement process.
- .3 For further information refer to the following web link;
.1 <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

I.3.2 INTEGRITY AND GUIDING PRINCIPLES

- .1 RCMP procurement processes will be open, fair and honest.
- .2 Client Service:
 - .1 RCMP will make every reasonable effort to satisfy the operational requirements of its clients, while obtaining the best value in each procurement process.
- .3 National Objectives:
 - .1 RCMP procurement activities will advance established government policies, within the limits imposed by international trade obligations.
- .4 Competition:
.1 RCMP procurement will be competitive, with specific exceptions.
- .5 Equal Treatment:
 - .1 RCMP must ensure that all potential bidders of a particular requirement are subject to the same conditions.
- .6 Accountability:
.1 RCMP is accountable for the integrity of the contracting process.

2.1 GENERAL

- .1 Where Services are called for in the project specific Project Brief, the standards outlined in the following articles apply.

2.2 COST MANAGEMENT

2.2.1 GENERAL

- .1 The following provides a general indication of the information needed by the Consultant's cost estimator to prepare specific classifications of estimates.
- .2 These are the minimum requirements only and should be supplemented where additional information exists or is warranted.
- .3 Construction cost estimates are to be prepared and submitted to RCMP at various stages during the design process.
- .4 In addition to the Consultant's estimate, RCMP may have independent estimates performed to compare with the Consultant estimate.

2.2.2 TREASURY BOARD (TB)

The Treasury Board estimate definitions are:

- .1 Indicative Estimate;
- .2 A low quality, order of magnitude estimate. Substantive Estimate;
- .3 An estimate which is of sufficiently high quality and reliability.
- .4 It is based on detailed systems and component design, taking into account all project objectives and deliverables.

2.2.3 CLASSES OF ESTIMATES

- .1 RCMP applies a detailed, four level, classification using the terms Class A, B, C and D.
- .2 Apply these estimate classifications at the project stages as defined in the TOR.

2.2.4 CLASS 'D' (INDICATIVE) ESTIMATE

- .1 Based upon a comprehensive statement of requirements and an outline of potential solutions, this estimate is to provide an indication of the final project cost, and allow for ranking of all the options being considered.
- .2 Submit Class "D" cost estimates in elemental analysis format, in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors, with cost per m² for current industry statistical data for the appropriate building type and location.
- .3 The level of accuracy of a class D cost estimate shall be such that no more than a 20% design contingency allowance is required.

2.2.5 CLASS 'C' ESTIMATE

- .1 Based on a comprehensive list of requirements and assumptions, including a full description of the preferred Schematic Design option, construction experience, design experience and market conditions, this estimate must be sufficient for making the correct investment decision.
- .2 Submit Class „C" cost estimates in elemental analysis format, in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors, with cost per m² for current industry statistical data for the appropriate building type and location.

- .3 Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.
- .4 The level of accuracy of a class C cost estimate shall be such that no more than a 15% design contingency allowance is required.

2.2.6 CLASS 'B' (SUBSTANTIVE) ESTIMATE

- .1 Based on 50% Construction drawings and specifications, which include the design of all major systems and subsystems, as well as the results of all site/installation investigations, this estimate must provide for the establishment of realistic cost objectives and be sufficient to obtain effective project approval.
- .2 Submit Class „B“ cost estimates in both elemental analysis format and trade divisional format, in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors.
- .3 Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.
- .4 The level of accuracy of a class „B“ cost estimate shall be such that no more than a 10% design contingency allowance is required.

2.2.7 CLASS 'A' (PRE-TENDER) ESTIMATE

- .1 Based on completed construction drawings and specifications prepared prior to calling competitive tenders, this estimate must be sufficient to allow a detailed reconciliation and/or negotiation with any contractor’s tender.
- .2 Submit Class „A“ cost estimates in both elemental analysis format and trade divisional format, in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors.
- .3 Include a summary in the cost estimate, plus full back up, showing items of work, quantities, unit prices, allowances and assumptions.
- .4 The level of accuracy of a class “A” cost estimate shall be such that no more than a 5% design contingency allowance is required.

2.3 SCHEDULE MANAGEMENT

2.3.1 SCHEDULER

- .1 The Scheduler shall provide a Project Planning and Control Schedule for the project, for the purpose of Planning, Scheduling, Progress Monitoring (Time Management), during all the design phases up to the construction procurement phase.
- .2 A qualified Scheduler, with experience commensurate with the complexity of the project, is required to develop and monitor the project schedule during the design process.
- .3 The Scheduler shall adhere to good industry practices for schedule development and maintenance, as recognized by the Project Management Institute (PMI).
- .4 RCMP presently utilizes Microsoft Project for it’s current Control Systems and any software used by the consultant should be fully integrated with this program, using one of the many commercially available software packages.

2.3.2 PROJECT SCHEDULE

- .1 A Detailed Project Schedule is developed in reasonable detail to ensure adequate Time Management planning and control of the project.
- .2 Project Schedules are used as a guide for the planning, design and implementation phases of the project, as well as to communicate to the project team when activities are to happen, based on network techniques using Critical Path Method (CPM).
- .3 When building a Project Schedule, the Consultant must consider:
 - .1 The level of detail required for control and reporting;

- .2 The reporting cycle shall be monthly, unless otherwise identified in the Terms of Reference;
- .3 What is required for reporting in the Project Teams Communications Plan; and
- .4 The nomenclature and coding structure for naming of scheduled activities, which must be submitted to the RCMP Departmental Representative for acceptance.

2.3.3 MILESTONES

- .1 The Major Milestones are standard Deliverables and Control Points within NPMS and are required in all schedule development.
- .2 These Milestones will be used in Time Management Reporting within RCMP as well as used for monitoring project progress using Variance Analysis.
- .3 Milestones may also be external constraints such as the completion of an activity, exterior to the project, affecting the project.

2.3.4 ACTIVITIES

- .1 All activities will need to be developed based on:
 - .1 Project Objectives;
 - .2 Project Scope;
 - .3 Milestones;
 - .4 Meetings with the project team; and
 - .5 The scheduler's full understanding of the project and its processes.
- .2 Subdivide the elements down into smaller more manageable pieces that organize and define the total scope of work in levels that can be scheduled, monitored and controlled.
 - .1 This process will develop the Activity List for the project.
- .3 Each activity will describe the work to be performed using a verb and noun combination (i.e. Review Design Development Report).
- .4 These elements will become activities, interdependently linked in the Project Schedule.

2.3.5 SCHEDULE REVIEW AND APPROVAL

- .1 Once the scheduler has identified and properly coded all the activities to the acceptance of the RCMP Departmental Representative, the activities are then sorted into a logical order and appropriate duration are applied to complete the schedule.
- .2 The scheduler, together with the Project Team, can then analyze the schedule to see if the milestone dates meet the project timelines and then adjust the schedule accordingly by modifying durations or changing logic.
- .3 When the schedule has been satisfactorily prepared, the scheduler can present the detailed schedule back to the Project Team for acceptance and application as the project baseline.
- .4 There may be several iterations before the schedule meets with the Project Teams agreement and the critical project timelines.
- .5 The final agreed version must be copied and saved as the baseline to monitor variances during the design process.

2.3.6 SCHEDULE MONITORING AND CONTROL

- .1 Once Baseline, the schedule can be better monitored, controlled and reports can be produced.
- .2 Monitoring is performed by, comparing the baseline activities completed and milestone dates to the actual and forecast dates to identify the variance and record any potential delays, outstanding issues and concerns and provide options for dealing with any

- serious planning and scheduling issues.
- .3 There will be several schedules generated from the analysis of the baseline schedule as outlined in the Required Services Sections of the Project Brief.
 - .4 Each updated schedule reflects the progress of each activity to date, any logic changes, both historic and planned, projections of progress and completion indicating the actual start and finish dates of all activities being monitored.
 - .5 The Scheduler is to provide continuous monitoring and control, timely identification and early warning of all unforeseen or critical issues that affect or potentially affect the project in accordance with the Project Brief.
 - .6 If unforeseen or critical issues arise, the Scheduler will advise the RCMP Departmental Representative and submit proposed alternative solutions in the form of an Exception Report.
 - .1 An Exception Report will include sufficient description and detail to clearly identify:
 - .1 Scope Change: Identifying the nature, reason and total impact of all identified and potential project scope changes affecting the project;
 - .2 Delays and accelerations: Identifying the nature, the reason and the total impact of all identified and potential duration variations;
 - .3 Options Enabling a Return to the project baseline: Identifying the nature and potential effects of all identified options proposed to return the project within baselined duration.
 - .7 At each submission or deliverable stage, provide an updated schedule and exception report.

2.4 RISK MANAGEMENT

2.4.1 CONTEXT

- .1 The RCMP Departmental Representative prepares the Risk Management Plan.
- .2 The RCMP Departmental Representative may ask for assistance from the Consultant Team for identification of risk items and factors arising from the technical requirements of the project.

2.5 WASTE MANAGEMENT

2.5.1 PROTOCOL

- .1 The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which RCMP is bound, provides direction on the undertaking of non-hazardous solid waste management actions on projects.
 - .1 The protocol is designed to meet the federal requirements, provincial/territorial policies and the objectives of the RCMP Sustainable Development Strategy (SDS).
- .2 The contractor must implement a solid waste management program.
- .3 Contractors must be instructed to plan for extra project time when implementing CRD waste diversion initiatives.
 - .1 Added labour costs can be recuperated and waste management costs savings can be achieved through reduced tipping fees, avoided haulage costs, and the sale of reusable and recyclable materials.

2.5.2 CONSULTANT RESPONSIBILITIES

- .1 Include in the contract documents, a requirement for the contractor to develop a waste reduction and management plan during the construction of this project. This plan should incorporate the requirements set forth in the Architectural Motif (Parks Canada).

- .2 Identify, on the site plan where large (garbage) bins shall be stored, as well as easy disposal truck access/exit to/from same, to assist the Contractor in reducing waste or re-cycling of materials on and off site.

2.6 TECHNICAL REPORTS

2.6.1 PURPOSE

- .1 This section provides direction and standards for the preparation of reports delivered to RCMP during all the various stages of project delivery and for specific services such as investigations, studies, analysis, strategies, audits, surveys, programs, plans, etc.
- .2 Technical Reports are official government documents, which are typically used to support an application for approval or to obtain authorization or acceptance and as such they must:
 - .1 Be complete, clear and professional in appearance and organization, with proper reference to related parts and contents in the report;
 - .2 Clearly outline the intent, objectives, process, results and recommendations;
 - .3 Present the flow of information and conclusions in a logical, easy to follow sequence;
 - .4 Be in written narrative, graphic, model (traditional and / or computer generated), and photographic format, which can be web enabled;
 - .5 Ensure that all pages are numbered in sequence; and
 - .6 Be printed double-sided, if hard copies are produced.

2.6.2 SCHEMATIC DESIGN REPORT CONTENT

- .1 Standard practice for the organization of technical reports requires:
 - .1 Executive Summary;
 - .2 Regulatory Analysis;
 - .1 Preliminary building code analysis,
 - .2 Preliminary zoning analysis,
 - .3 Fire and life safety strategy, and
 - .4 Preliminary standards analysis.
 - .3 Program Analysis;
 - .1 Updated Functional Program requirements,
 - .2 Preliminary horizontal and vertical zoning diagrams,
 - .3 Spatial relationship diagrams,
 - .4 Facilities services strategy,
 - .5 Basic area calculations and analyses.
 - .4 Site Analysis;
 - .1 Drawings, renderings and supporting 3D visualization illustrating the building and site,
 - .2 Site features and restrictions (i.e. landscape features, topographical features, climatic influences, setback requirements, easements, existing buildings and/or structures etc.),
 - .3 Subsurface features,
 - .4 Municipal infrastructure, subsurface and above grade services, including capacities and limitations (i.e. storm water drainage, fire protection, domestic water, power, telecommunications etc.),
 - .5 Historical site features,
 - .6 Archaeological features,
 - .7 Environmental features including sustainable design strategies (i.e. storm

water management, landscaping etc.).

- .2 Building Analysis and Design Options;
 - .1 Architectural,
 - .1 Prepare a site plan indicating relationships, landscape concept, building outlines, main accesses, roadways, vehicular and pedestrian traffic patterns,
 - .2 Provide building plans, showing relative disposition of main accommodation areas, circulation patterns, floors, horizontal and vertical space relationships, mechanical / electrical shafts,
 - .3 Include elevations, sections and typical wall details for the building envelope,
 - .4 Provide perspectives and / or 3D visualization diagrams, and
 - .5 Calculate the gross building area and provide a net area summary of all accommodation areas required.
 - .2 Civil,
 - .1 Describe the overall impact on the site systems infrastructure,
 - .2 Verify of all site services information,
 - .3 Provide a site plan showing the existing building, proposed site services, building service connections, site drainage, roads, parking and sidewalks, and
 - .4 Include a preliminary analysis of the impact on existing systems, where contributing to existing sewer lines.
 - .3 Structural / Seismic,
 - .1 Describe the potential impact on the existing building structure and include any required structural modifications and /or upgrades,
 - .2 Provide a general description of structures, including systems considered and benefits/disadvantages,
 - .3 Include design loads for all load cases, and
 - .4 Prepare concept drawings of structural systems proposed, including typical floor plans, foundations, lateral systems and explanatory sketches.
 - .4 Mechanical Engineering,
 - .1 Provide narratives describing the following,
 - .1 Overview,
 - .2 Code & Standards Considerations & Concerns,
 - .3 Potential Energy Conservation Measures,
 - .4 Description of three distinct mechanical options including,
 - .1 Narratives of each option,
 - .2 Discussion of advantages and disadvantages of each,
 - .3 System schematics sufficient to describe each option,
 - .4 Preliminary energy analysis for each,
 - .5 Discussion of recommendations.
 - .5 Electrical Engineering,
 - .1 Provide an electrical design synopsis, describing the electrical work in sufficient detail for assessment and acceptance by the Departmental Representative,
 - .1 Include feasibility and economic studies of proposed systems complete with cost figures and loads, and in accordance with Sustainable Development requirements.
 - .2 Prepare a site plan showing the location of electrical and telecommunication

- service entrances.
- .3 Prepare floor plans indicating locations and size of,
 - .1 Major electrical equipment and distribution centres,
 - .2 Telecommunications rooms, closets and major conduits,
- .4 Provide Normal and Emergency power distribution details, including a diagram showing the distribution up to distribution centres on each floor,
- .5 Indicate typical lighting concepts for the interior and exterior environments,
- .6 Indicate typical ceiling (or floor) distribution systems for lighting, power and telecommunications, and
- .7 Provide concept descriptions of Fire alarm and Security systems.
- .3 Commissioning;
 - .1 Provide preliminary/conceptual commissioning plan.
- .4 Cost Management;
- .5 Schedule Management;
 - .1
- .6 Budget;
 - .1 Class "D" Estimates for each option.
- .7 Schedule;
 - .1 Milestone project schedule including allowances for reviews and approvals for each stage of the project life cycle.
- .8 Risk Analysis;
 - .1 Report on any deviations that may affect cost or schedule and recommend corrective measures.
- .9 Sustainable Development Strategies;
 - .1 Indicate how each option can meet the sustainability targets, and
 - .2 Provide energy simulations of the proposed design options, including estimated annual energy cost as predicted by using current energy cost for the appropriate area.
- .10 Response to the RCMP Quality Assurance Report; and
- .11 Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule.

2.6.3 DESIGN DEVELOPMENT REPORT CONTENT

- .1 Executive Summary
- .2 Regulatory Analysis
 - .1 Preliminary building code analysis;
 - .2 Preliminary zoning analysis;
 - .3 Fire and life safety strategy;
 - .4 Preliminary standards analysis
- .3 Program Analysis
 - .1 Updated Functional Program requirements
 - .2 Preliminary horizontal and vertical zoning diagrams;
 - .3 Facilities services strategy;
 - .4 Basic area calculations and analyses;
- .4 Site Analysis
 - .1 Drawings, renderings and supporting 3D visualization illustrating the building and site,

- .2 Site features and restrictions (i.e. landscape features, topographical features, climatic influences, setback requirements, easements, existing buildings and/or structures etc.);
 - .3 Subsurface features;
 - .4 Municipal infrastructure, subsurface and above grade services, including capacities and limitations (i.e. storm water drainage, fire protection, domestic water, power, telecommunications etc.);
 - .5 Historical site features;
 - .6 Archaeological features;
 - .7 Environmental features including sustainable design strategies (i.e. storm water management, landscaping etc.);
- .5 Building Analysis and Design Options
- .1 Architectural
 - .1 Prepare a site plan showing the building and Infrastructure items including the following:
 - .1 Pedestrian, vehicular, security, delivery service access,
 - .2 Provide floor plans of each level (including the roof) showing all accommodation required, including all necessary circulation areas, stairs, elevators, and ancillary spaces anticipated for service use. Indicate building grids, modules, and key dimensions.
 - .3 Provide reflected ceiling plans of ceilings with special features.
 - .4 Show elevations of all exterior building facades indicating all doors and windows, accurately sized and projected from the floor plans and sections.
 - .1 Clearly indicate levels for grade, all floors, ceilings, roof and penthouse levels.
 - .5 Develop cross-sections through the building to show floor levels, room heights, inner corridor elevations, etc.
 - .6 Identify primary architectural materials proposed for the exterior and interior of the building, including choice of finishes.
 - .7 Provide plans and preliminary details for millwork, built-in furniture and lab casework.
 - .8 Provide detail sections of walls with special design features requiring illustration and explanation at this stage, such as firewalls, acoustical barriers, security partitions, isolation or separation of laboratory spaces, etc.
 - .9 Provide sections and details for any spaces/items requiring acoustic security.
 - .1 Include STC ratings for doors, transfer ducts and other assemblies
 - .2 Civil
 - .1 Further refine site plans showing site services and building service connections referenced to proposed building outlines, site access roads and sidewalks, including existing and proposed grades and drainage improvements.
 - .2 Indicate locations of manholes (complete with invert elevations), valves, and fire hydrant locations.
 - .3 Identify proposed pipe sizes and slopes, where applicable, and include pipe invert elevations at building foundation.
 - .4 Identify, by means of Design Summary Sheets, pipe capacity and estimated flows for storm and sanitary sewers. Where contributing to an existing sewer, include analysis of impact on existing systems.

- .5 Provide Hydraulic Analysis of any relevant alterations to existing water distribution system in the vicinity of the proposed building to confirm anticipated maximum available fire flow. Calculate and compare site flows to building site fire flow.
- .6 Provide typical trench and related details, including profiles of below grade services.
- .3 Structural
 - .1 Provide drawings indicating modifications to existing structure and new structural systems, structural materials, cladding details, fireproofing methods and other significant or unusual details.
 - .2 Indicate all design loads, e.g. dead and live loads on all plans with atypical loads marked. Live loads to include localized seismic, wind and snow.
 - .3 Provide brief design calculations including outputs from computerized analysis.
- .4 Mechanical
 - .1 Provide narratives describing the following
 - .1 Overview
 - .2 Code & Standards Analysis
 - .3 Site Services & Utilities
 - .4 Fire Protection Systems
 - .5 Plumbing Systems
 - .6 Heating Systems
 - .7 Cooling Systems
 - .8 Ventilation Systems
 - .9 Exhaust Systems
 - .10 Insulation
 - .11 Humidification Systems
 - .12 Acoustic and sound control measures
 - .13 Controls
 - .14 Energy Conservation Measures & Energy Analysis & Report
 - .2 Provide system schematics for heating water, chilled water, ventilation and plumbing systems.
 - .3 Provide catalogue cut sheets of representative equipment for each type of component to be used on the project.
 - .4 Provide preliminary layout drawings showing locations of all major components.
 - .5 Provide brief design calculations including outputs from computerized analysis.
- .5 Electrical
 - .1 Update the electrical design synopsis for the selected option. Provide data on the total connected load, the maximum demand and diversity factors, and the sizing of the emergency load.

- .2 Elaborate on proposed emergency power scheme and provide preliminary installation details for any emergency generator installation.
 - .3 Indicate metering locations on distribution diagram.
 - .4 Provide typical lighting, power and telecommunication system details for all workspaces.
 - .5 Include lighting design and control schemes for typical lighting arrangements.
 - .6 Elaborate on exterior lighting scheme. Provide typical fixture concepts.
 - .7 Provide a fire alarm riser diagram.
 - .8 Indicate security system major conduit requirements on floor plans.
 - .9 Provide typical security system details (conduit and boxes) that will be included on construction drawings.
 - .10 Provide brief design calculations including outputs from computerized analysis.
- .6 Sustainable Development Strategies:
 - .1 Indicate how each option can meet the sustainability targets
 - .2 Provide energy simulations of the proposed design options, including estimated annual energy cost as predicted by using current energy cost for the appropriate area,
 - .7 Response to the RCMP Quality Assurance Report
 - .8 Furniture / Equipment;
 - .1 Prepare a Furniture Recommendation Report based on the Functional Program and on parameters developed in conjunction with the Departmental Representative and the Client / User. Report to include an examination of the following;
 - Furniture type and layout,
 - Power requirements,
 - .9 Document scheduling requirements for the procurement of new furniture and equipment.

2.7 CODES, ACTS, STANDARDS, REGULATIONS

2.7.1 GENERAL

- .1 The Codes, Acts, Standards and Guidelines listed in the following articles, may apply to this project. The Consultant must identify and analyse the applicable documents in the Code Analysis.
- .2 In all cases the most stringent Code, standard and guideline shall apply.

2.7.2 The RCMP DOCUMENTS AVAILABLE FROM THE RCMP PROJECT MANAGER:

- .1 Property Management Manual (and supplemental information and updates)
- .2 Architectural Motif Guidelines for the Town of Jasper (Parks Canada 1993)
- .3 Phase I and Phase II Environmental Assessment – pre land purchase 2015
- .4 Geotechnical Investigation – pre land purchase 2016

2.7.3 CODES AND REGULATIONS:

- .1 The NRC National Building Code of Canada 2015;
- .2 The NRC National Fire Code of Canada, 2015;
- .3 The NRC National Plumbing Code of Canada 2015;
- .4 The NRC Model National Energy Code for Buildings 2015;
- .5 CSA C22.1-09, Canadian Electrical Code Part I Safety Standard for Electrical Installations and CE Code Handbook. Amendments for Provinces;
- .6 Canadian Code for Preferred Packaging;

- .7 National Electrical Manufacturers Association (NEMA);
- .8 Electrical and Electronic Manufacturers' Association of Canada (EEMAC);
- .9 American National Standards Institute/Institute of Electrical and Electronics Engineers (ANSI/IEEE) - ANSI/IEEE C62.41-1991, Surge Voltages in Low-Voltage AC Power Circuits;
- .10 American Society for Testing and Materials (ASTM);
- .11 The Canada Labour Code;
- .12 The Canada Occupational Health and Safety Regulations;
- .13 All other Territorial and Municipal Acts, Codes, By-laws and regulations appropriate to the area of concern.

2.7.4 STANDARDS AND GUIDELINES PRODUCED BY THE GOVERNMENT OF CANADA:

- .1 Standards and Directives of the Treasury Board (TB):
<http://www.tbs-sct.gc.ca/pol/index-eng.aspx>
 And including;
 - .1 Accessibility Standard for Real Property,
 - .1 <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12044>
 - .2 Fire Protection Standard.
 - .1 <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316>
 - .2 RCMP Detachments – Fire Protection Design Requirements 2017
 - .3 RCMP PMM Appendix III-5-1 Fire Protection Design Requirements for Mobile Shelving Systems
 - .4 RCMP PMM Appendix III-5-2 RCMP Fire Protection Design Requirements for Record and Exhibit Storage
 - .5 RCMP PMM Appendix III-5-3 RCMP Fire Protection Design for Information Technology Facilities and Equipment
 - .6 RCMP Fire Protection requirements for Buildings with [dog] Kennels (2015)
- .1 Labour Canada's, Technical Documents;
 - .1 http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/guidelines/index.shtml

2.7.5 HEALTH CANADA STANDARDS AND GUIDELINES:

- .1 Guidelines for Canadian Drinking Water Quality – Sixth Edition – 1996;
- .2 Guidelines for Canadian Drinking Water Quality – Summary Table – Dec 2010;
- .3 Guidance for Providing Safe Drinking Water in Areas Of Federal Jurisdiction – Version 1 – 2005;
- .4 The Canadian Council of Ministers of the Environment (CCME) ;
- .5 Canada – Wide Strategy for the Management of municipal Waste Water Effluent;
- .6 The Canadian Environmental Protection Act (CEPA, 1999);

2.7.6 STANDARDS AND GUIDELINES:

- .1 Air Conditioning and Refrigeration Institute (ARI);
- .2 American Conference of Governmental Industrial Hygienists (ACGIH, Industrial Ventilation Handbook);
- .3 Air Diffusion Council (ADC);
- .4 Air Movement and Control Association (AMCA);
- .5 American Association of State Highway and Transportation Officials (AASHTO) Standards
- .6 American National Standards Institute (ANSI);
- .7 .1 ANSI/NEMA C82.1-04, Electric Lamp Ballasts-Line Frequency Fluorescent Lamp Ballast;

- .8 ANSI/TIA/EIA-606- Administration Standard for the Telecommunications Infrastructure of Commercial Buildings;
- .9 ANSI Z358.1, Emergency Eyewash and Shower Equipment;
- .10 American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), including but not limited to;
 - .1 ASHRAE Standards and Guidelines,
 - .2 ASHRAE Applications Handbook – 2007,
 - .3 ASHRAE HVAC Systems and Equipment Handbook – 2008,
 - .4 ASHRAE Fundamentals Handbook – 2009,
 - .5 ASHRAE Refrigeration Handbook – 2010,
 - .6 ASHRAE 52.2 Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size – 2007,
 - .7 ANSI/ASHRAE 55, Thermal Environmental Conditions for Human Occupancy – 2004,
 - .8 ANSI/ASHRAE 62.1, Ventilation for Acceptable Indoor Air Quality – 2010,
 - .9 ASHRAE 90.1, Energy Efficient Design of New Buildings – 2010,
 - .10 ASHRAE 105: Standard Method of Measuring and Expressing Building Energy Performance,
 - .11 ASHRAE 111; Practices for Measurement, Testing, Adjusting and Balancing of Building HVAC&R Systems,
 - .12 ASHRAE 114; Energy Management Control Systems Instrumentation, and
 - .13 ASHRAE 135; BACnet: A Data Communication Protocol for Building Automation and Control Networks.
- .11 Asphalt Institute Standards for Hot Mix;
- .12 American Society of Mechanical Engineers (ASME);
- .13 American Society for Testing and Materials (ASTM);
- .14 American Water Works Association (AWWA) Standards;
- .15 American Welding Society (AWS);
- .16 Associated Air Balance Council (AABC);
- .17 Canadian Standards Association;
- .18 CSA A23.3-04 (2010) Design of Concrete Structures;
- .19 CSA B51-09 Boiler, pressure vessel and pressure piping Code;
- .20 CSA B52-05 Mechanical Refrigeration Code;
- .21 CSA B64-01 Backflow Preventers and Vacuum Breakers;
- .22 CSA B149.1-10 Natural Gas and Propane Installation Code;
- .23 CSA B651-04 Accessible Design for the Built Environment;
- .24 CSA C22.2 No. 41-07 Grounding and Bonding Equipment;
- .25 CSA S16-09 Design of Steel Structures;
- .26 CSA Z204-1994 Guideline for Managing Indoor Air Quality in Office Buildings;
- .27 CSA Z320-11 Building Commissioning Standard & Check Sheets;
- .28 CSA Z316.5-94, Fume Hoods and Associated Exhaust Systems;
- .29 CAN/CSA-23.1-04 and CAN/CSA-A23.2-04 Concrete materials and methods of concrete construction; and Methods of test and standard practice for concrete CAN/CSA-C22.2 No. 214-94 "Communications Cables";
- .30 CAN/CSA-C22.3 No.3-[98(R2007)], Electrical Co-ordination;
- .31 CAN/CSA-B651-04(R2010), Accessible Design for the Built Environment;
- .32 CAN3 C235-[83(R2010)], Preferred Voltage Levels for AC Systems, 0 to 50,000 V;

- .33 CAN/CSA-T528-93, "Design Guidelines for Administration of Telecommunications Infrastructure in Commercial Buildings", Canadian Standards Association;
- .34 CAN/ULC – S524-06 Standard for the Installation of Fire Alarm Systems;
- .35 CAN/ULC – S537-04 Fire Alarm System Verification Report;
- .36 CAN/ULC – S102-07 Standard Method of Test for Surface Burning Characteristics of Building Materials and Assemblies;
- .37 CAN/ULC – S102.2-07 Method of Test for Surface Burning Characteristics of Flooring, Floor Coverings, and Miscellaneous Materials and Assemblies
- CAN/ULC S112-M90 (R2001) Standard Methods of Fire Test of Fire-Damper Assemblies;
- .38 CAN/ULC S115-05 Standard Method of Fire Tests of Fire stop Systems;
- .39 International Mechanical Code – Latest Version;
- .40 Institute of Boiler and Radiation, Hydronic Institute (IBR);
- .41 Manufacturers Standardization Society of Valve and Fitting Industry (MSS);
- .42 National Fire Protection Association (NFPA), including;
 - .1 NFPA 10; Standard for Portable Fire Extinguishers – 2015,
 - .2 NFPA 13; Standard for Installation of Sprinkler Systems – 2015,
 - .3 NFPA 14; Standard for Installation of Standpipe and Hose Systems – 2015,
 - .4 NFPA 24: Standard for the Installation of Private Fire Service Mains and Their Appurtenances-2015,
 - .5 NFPA 30; Flammable and Combustible Liquids Code,
 - .6 NFPA 45; Standard on Fire Protection for Laboratories Using Chemicals,
- .43 Sheet Metal and Air Conditioning Contractors National Association (SMACNA);
- .44 Transportation Association of Canada (TAC) Guide for Canadian Roads;
- .45 Manual of Uniform Traffic Control Devices (MUTCD);
- .46 Telecommunications Industry Association (TIA);
 - .1 Commercial Building Telecommunications Cabling Standard TIA/EIA-568,
 - .1 Part 1: General Requirements, TIA/EIA-568-B.1,
 - .2 Part 2: Balanced Twisted Pair Cabling Components, TIA/EIA-568-B.2,
 - .2 ANSI/TIA/EIA-569-A Commercial Building Standards for Telecommunications pathways and spaces,
 - .3 Pathways and Spaces, ANSI/TIA/EIA-569-B,
 - .4 J-STD-607-A Commercial Building Grounding and - Bonding Requirements for Telecommunications.
- .47 Underwriters' Laboratories of Canada (ULC);
- .48 ULC/CSA Approval is required for all electrical and mechanical equipment.

2.7.7 STANDARDS AND GUIDELINES FOR TRANSPORTATION

- .1 Transportation Association of Canada - Manuals, Guides and Handbooks.

2.8 COMMISSIONING PROCESS

2.8.1 GENERAL

- .1 This section summarizes the RCMP commissioning process, the requirements and associated roles and responsibilities as they relate to the various phases in the delivery of a project.
- .2 It is to be used as a guide in further developing the commissioning plan, specification and related documents for a project.
- .3 Commissioning is not a replacement for good design and construction practices.
 - .1 It requires coordinated efforts on the part of all parties involved in the Project.

- .4 The Commissioning overlaps the design phase through construction and into the operation phase.
- .5 “Commissioning” is a quality assurance process, in which the functional requirements of the Owner/occupant and the operational requirements of facility management are proven to function as intended.
- .6 The “commissioning process” is a planned program of quality management and information transfer that extends through all phases of a project’s development and delivery, up to and including the warranty period.
- .7 The process consists of a series of checks and balances to ensure that the work is designed, installed and proven to operate as intended.
- .8 Commissioning has two main components, functional and operational.
 - .1 The functional component deals with:
 - .1 Security, Health (indoor air quality) and occupant safety;
 - .2 Comfort (temperature, relative humidity, ventilation, air flow patterns, air purity and wellbeing);
 - .3 Cost-effectiveness of design; and
 - .4 Systems and equipment supporting Owner’s functional requirements.
 - .2 The operational component deals with:
 - .1 Operation and Maintenance (O&M) issues; e.g., design review with a particular concern for the operation and maintenance of the systems today and in the future, when repairs are required;
 - .2 Performance evaluation of systems and equipment;
 - .3 Accessibility to O&M Documentation; and
 - .4 Review of the training plan against the current needs now and in the future.

2.8.2 COMMISSIONING PLAN

- .1 The Commissioning Plan will typically be developed by the Consultant through his own Commissioning Agent.
- .2 The Commissioning Plan is the project-specific document and which describes the process for verifying that all built works meet the Crown's requirements within the limits of the working documents.
- .3 It is essential that the Consultant provide specifications that detail requirements for all submittals and testing in each Specification Section in order for a properly prepared Commissioning Plan.
- .4 The Commissioning Plan will be reviewed and accepted by the Departmental Representative prior to commencement of construction.
- .5 The Commissioning Plan may require periodic update throughout design and construction.

2.8.3 COMPONENT VERIFICATION

- .1 Component verification sheets (CV) sheets are developed by the Consultant and incorporated in the contract documents to ensure the facility is an operating entity and meets the requirements as described in the Agreement.
- .2 The CV sheets are intended to monitor and track the supply and shop drawing requirements associated with each component. The Consultant must verify that the components being installed in the built works are acceptable to their design and the approved shop drawings.
- .3 The commissioning process requires the documentation of all the components installed as part of a system that will have performance verification testing conducted.

- .4 Sample CV sheets for various types of components are to be provided by the Consultant in Div 01.

2.8.4 SYSTEM & INTEGRATED SYSTEM TESTING

- .1 The “performance verification tests” (PVTs) are developed by the Consultant to ensure the facility is an operating entity and meets the requirements as described in the Agreement.
- .2 The PVTs are intended to demonstrate the functional performance of the systems & integrated system during the various modes of operation, against the design intent. Each test must be uniquely identified and reflected in the contractor's commissioning schedule.
- .3 Once the contract has been awarded the Consultant must monitor the sub-contractor’s process to help ensure the timely completion of these tests. The Consultant must witness each test. The Consultant must provide final certification of the test results. After an acceptable review of the test document, the Commissioning Specialist will recommend to the Departmental Representative the acceptance or rejection of the test results.
- .4 Sample PVT sheets for various types of system are to be provided by the Consultant in Div 01.

2.8.5 TEST REQUIREMENTS

- .1 Each CV or PVT shall be uniquely named, numbered and categorized by discipline.
- .2 Tests shall define:
 - .1 Test Purpose;
 - .2 System design narrative;
 - .3 Test Prerequisites;
 - .4 Testing Procedures;
 - .5 Test Comments; and
 - .6 Test Sign-off Block.
- .3 System Performance Verifications Tests
 - .1 These tests have prerequisites that are to be completed and approved prior to conducting the tests, which, may include but are not limited to:
 - .1 CV and PVT sheets developed and accepted,
 - .2 Contractor proving start-up and tests,
 - .3 Manufacturers start-ups,
 - .4 Consultant has certified testing, adjusting & balancing (TAB) results, per TAB specification.
 - .1 TAB work must be completed and approved prior to the control system Pts.
 - .5 Associated control device calibrations and physical point verifications are completed and approved.
 - .1 Note, control system end to end checks to be completed and approved prior to the control system PVTs.
 - .6 Other specified deliverables, i.e. factory test reports, O&M submissions, etc.
 - .7 System performance tests associated with the integrated systems under test,
 - .8 Integrated System Performance Verifications,
 - .9 Fire alarm verifications.

2.8.6 COMMISSIONING (EVALUATION) REPORT

- .1 The Commissioning (Evaluation) Report must provide:
 - .1 An executive summary,

- .2 Completed CV and PVT sheets,
- .3 A complete assessment of the project,
- .4 Lessons learned from this project and any necessary recommendations,
- .5 Variances between the actual and planned levels of performance,
- .6 An evaluation of the validation and acceptance process and of the commissioning phase.

2.8.7 OVERVIEW OF ROLES AND RESPONSIBILITIES

- .1 The following provides a general overview of the roles, responsibilities and implementation of the commissioning process. The commissioning process is a logical sequence of verifications from component verifications through to system & integrated system, performance verification testing.
- .2 At completion of the commissioning process all results are documented and audited for acceptance.

2.8.8 MAJOR TASKS AND RESPONSIBILITIES

- .1 Schematic Design and Design Development Phase:
 - .1 Consultant;
 - .1 Develop commissioning strategy,
 - .2 Develop preliminary commissioning plan.
 - .2 Construction Documentation Phase:
 - .1 Consultant;
 - .1 Complete the final commissioning plan,
 - .2 Specify the Commissioning requirements in Div 01 and provide sample Commissioning CV and PCT sheets in Div 01 for Bidders purposes,
 - .3 Develop project specific CV and PVT sheets.
 - .3 Construction Phase:
 - .1 Consultant;
 - .1 Monitor and report on contract commissioning activities,
 - .2 Finalize development of job specific CV and PVT sheets,
 - .3 Review and certify component verification sheets as they are completed by the Contractor, and
 - .4 Review commissioning schedule
 - .2 Contractor;
 - .1 Comply with the requirements in the Specifications,
 - .2 Complete the component verification,
 - .3 Conduct the equipment system start-up and proving, and
 - .4 Develop the commissioning schedule, reflecting the PVTs.
 - .4 Commissioning Phase
 - .1 Consultant
 - .1 Witness all system and integrated systems tests,
 - .2 Review and certify commissioning test results,
 - .3 Track and compile all commissioning documentation submitted by the contractor and confirm that all commissioning tasks are completed,
 - .4 Incorporate all commissioning documentation into a preliminary commissioning report and recommend interim acceptance.
 - .5 Identify "deferred" commissioning tests due to seasonal constraints, etc.
 - .2 Contractor
 - .1 Comply with the requirements in the specifications,
 - .2 Conduct the system testing, and
 - .3 Conduct the integrated system testing.
 - .5 Operating Phase
 - .1 Consultant

- .1 Provide advice and recommendations for fine tuning, if required,
 - .2 Witness “deferred” commissioning tests,
 - .3 Review and certify “deferred” systems test results,
 - .4 Incorporate deferred system test results and all other commissioning documentation into a final commissioning report with an executive summary recommending final acceptance.
- .2 Contractor
 - .1 Address warranty issues,
 - .6 Evaluation Phase
 - .1 Consultant
 - .1 Provide advice and recommendations during the final evaluation.

2.9 CONSTRUCTION DOCUMENTS

2.9.1 PURPOSE

- .1 This section provides direction in the preparation of construction contract documents (namely specifications, drawings and addenda) for the RCMP.
- .2 Drawings, specifications and addenda must be complete and clear, in order that a contractor can prepare a bid without guesswork. Standard practice for the preparation of construction contract documents requires that:
 - .1 Drawings are the graphic means of showing work to be done, as they depict shape, dimension, location, quantity of materials and relationship between building components.
 - .2 Specifications are written descriptions of materials and construction processes in relation to quality, colour, pattern, performance and characteristics of materials, installation and quality of work requirements.
 - .3 Addenda are changes to the construction contract documents or tendering procedures, issued during the tendering process.

2.9.2 PRINCIPLES FOR the RCMP CONTRACT DOCUMENTS

- .1 The RCMPs contract documents are based on common public procurement principles.
- .2 The RCMP does not use Canadian Construction Document Committee (CCDC) documents.
- .3 The construction contract and the terms and conditions are prepared and issued by RCMP, along with all other related bidding and contractual documents.
 - .1 For more detailed information, the clauses are available on the following web site:
 - .2 <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>
 - .3 Any questions should be directed through the RCMP Departmental Representative.

2.9.3 QUALITY ASSURANCE

- .1 Consultants are required to undertake their own quality control process and must review, correct and coordinate (between disciplines) their documents before issuing them to RCMP.

2.9.4 ADDENDA

- .1 Format
 - .1 Prepare addenda using the format agreed upon with the Departmental Representative.
 - .2 No signature type information is to appear.
 - .3 Every page of the addendum (including attachments) must be numbered consecutively.
 - .4 All pages must have the RCMP project number and the appropriate addendum number.
 - .5 Sketches shall appear in the RCMP format, stamped and signed.
 - .6 No Consultant information (name, address, phone #, consultant project # etc.) may appear in the addendum or its attachments (except on sketches).
- .2 Content
 - .1 Each item should refer to an existing paragraph of the specification or note/detail on the drawings. The clarification style is not acceptable.

2.9.5 SUBMISSIONS

- .1 For each construction document submission, the Consultant shall provide:
 - .1 A completed and signed Checklist for the Submission of Construction Documents
 - .2 Specification; electronic copy in .pdf format and printed double sided on 216 mm x 280 mm white bond paper and bound together (multiple volumes are acceptable).
 - .3 Index,
 - .4 Original drawings (bond paper); sealed and signed by the design authority.
 - .5 Addenda (if required),;" (to be issued by RCMP)
- .2 Tender information:
 - .1 Include a description of all units and estimated quantities to be included in unit price table.
- .2 Government Electronic Tendering System (Buy and Sell):
 - .1 Consultants shall provide an electronic true copy of the final documents (specifications and drawings) on one or multiple CD-ROM in Portable Document Format (PDF) without password protection and printing restrictions.
 - .2 The electronic copy of drawings and specifications is for bidding purposes only and do not require to be signed and sealed.

2.9.6 RCMP ROLE

- .1 RCMP shall provide:
 - .1 General and Special Instructions to Bidders
 - .2 Bid and Acceptance Form
 - .3 Standard Construction Contract Documents

2.10 SPECIFICATIONS

2.10.1 GENERAL

- .1 In preparing project specifications, the Consultant must use the current edition of the National Master Specification (NMS) in accordance with the "NMS User's Guide".

2.10.2 NATIONAL MASTER SPECIFICATION (NMS)

- .1 In preparing project specifications, the Consultant must use the current edition of the National Master Specification (NMS) in accordance with the "NMS User's Guide".

- .2 The NMS is a master construction specification available in both official languages, which is divided into 48 Divisions (Masterformat 2004) and is used for a wide range of construction and/or renovation projects.
- .3 The Consultant retains overriding responsibility for content and shall edit, amend and supplement the NMS as deemed necessary to produce an appropriate project specification, free of conflict and ambiguity.

2.10.3 SPECIFICATION ORGANIZATION

- .1 Narrow scope sections describing single units of work are preferred for more complex work; however, broad scope sections may be more suitable for less complex work.
- .2 Use either the NMS 1/3 - 2/3 page format or the Construction Specifications Canada full-page format.
- .3 For specifications not included in the NMS, but required for the project, follow the number and title recommendations of Masterformat 2004
- .4 Number each page and start each Section on a new page
- .5 Bind specifications
- .6 Include Division 1, edited to RCMP requirements.
- .7 Note: Consultant's name is not to be indicated in the specifications.

2.10.4 TERMINOLOGY

- .1 Use the term "Departmental Representative" instead of Engineer, RCMP, Owner, Consultant or Architect.
- .2 "Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.
- .3 Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to" or "equivalent to", "to be determined on site by "Departmental Representative", should not be indicated in the specifications as this promotes inaccurate and inflated bids.
- .4 Specifications must permit bidders to calculate all quantities and bid accurately.
 - .1 If quantities are impossible to identify (i.e. cracks to be repaired) give an estimated quantity for bid purposes (unit prices).
- .5 Ensure that the terminology used throughout the specifications is consistent and does not contradict the applicable standard construction contract documents.

2.10.5 DIMENSIONS

- .1 Dimensions are to be in metric only (no dual dimensioning).

2.10.6 STANDARDS

- .1 As references in the NMS may not be up to date, it is the responsibility of the consultant to ensure that the project specification uses the latest applicable edition of all references quoted.
- .2 Canadian standards should be used wherever possible.

2.10.7 SPECIFYING MATERIALS

- .1 The practice of specifying actual brand names, model numbers, etc., is against departmental policy except for special circumstances.
- .2 The method of specifying materials shall be by using industry recognized standards.
- .3 If the above method cannot be used and where no standards exist, specify by a non-restrictive, non-trade name "prescription" or "performance" specifications.
- .4 In exceptional or justifiable circumstances, or if no standards exist and when a suitable non-

restrictive, non-trade name “prescription” or “performance” specification cannot be developed; specify by trade name

- .5 Include all known materials acceptable for the purpose intended, and in the case of equipment, identify by type and model number.

2.10.8 ACCEPTABLE PRODUCTS AND MATERIALS

- .1 The term “Acceptable Manufacturers” must not be used, as this restricts competition and does not ensure the actual material or product will be acceptable.
- .1 A list of words and phrases that should be avoided is included in the NMS User's Guide.
- .2 Listing of acceptable products or materials is to be an exception, due to a unique specification or for the purpose of assisting bidders in identifying lesser known potential products or materials.

2.10.9 ALTERNATE PRODUCTS AND MATERIALS

- .1 Alternates must be approved by addendum issued by the *Departmental Representative* in accordance with Instructions to bidders.
- .2 Review applications for approval of alternate products and materials and provide recommendations to the *Departmental Representative*.
- .3 Compare products/materials to specifications. Do not compare product-to-product or material-to-material.

2.10.10 SEPARATE AND ALTERNATE PRICES

- .1 Do not include Separate or Alternate Pricing.

2.10.11 SOLE SOURCING

- .1 Sole sourcing for materials and work may be used for proprietary systems (i.e. fire alarm systems, EMCS systems).

2.10.12 UNIT PRICES

- .1 Unit prices are used where the quantity can only be estimated (e.g. earth work) and the approval of the Departmental Representative must be sought in advance of their use.

2.10.13 CASH ALLOWANCES

- .1 Construction contract documents should be complete and contain all of the requirements for the contractual work.
- .2 Cash allowances are to be used only under exceptional circumstances (i.e. utility companies, municipalities), where no other method of specifying is appropriate.
- .3 Obtain approval from the Project Manager in advance to include cash allowances and then use “Section 012100-Allowances” of the NMS to specify the criteria.

2.10.14 WARRANTIES

- .1 It is the practice of RCMP to have a 12-month warranty and to avoid extending warranties for more than 24 months.
- .2 When it is deemed necessary to extend a warranty beyond the 12 month period provided for in the General Conditions of the contract, obtain approval from the Project Manager.
- .3 Delete all references to manufacturers’ guarantees.

2.10.15 SCOPE OF WORK

- .1 No paragraphs noted as “Scope of Work” are to be included.

2.10.16 SUMMARY AND SECTION INCLUDES

- .1 In Part -1 All Sections; do not use (delete):
 - .1 “Summary” and
 - .2 “Section Includes.”

2.10.17 RELATED SECTIONS

- .1 In Part 1 All Sections; do not use (delete)

2.10.18 INDEX

- .1 List all the plans and specification sections with correct number of pages, section names and correct drawing titles

2.10.19 HEALTH AND SAFETY

- .1 Confirm with the Project Manager to determine if there are any instructions to meet regional requirements.

2.10.20 PREQUALIFICATION

- .1 Do not include in the specification any mandatory contractor and/or subcontractor prequalification requirements that could become a contract award condition.
- .2 If a prequalification process is required, contact the Project Manager.
- .3 There should be no references to certificates, transcripts or license numbers of a trade or subcontractor being included with the bid.

2.10.21 CONTRACTING ISSUES

- .1 Specifications describe the workmanship and quality of the work.
 - .1 Contracting issues should not appear in the specifications.
 - .2 Division 00 of the NMS is not used for RCMP projects.
 - .3 Remove all references within the specifications, to the following:
 - .1 General Instructions to Bidders
 - .2 General Conditions
 - .3 CCDC documents
 - .4 Health and Safety requirements
 - .5 Priority of documents
 - .6 Security clauses
 - .7 Terms of payment or holdback
 - .8 Tendering process
 - .9 Bonding requirements
 - .10 Insurance requirements
 - .11 Alternative and separate pricing
 - .12 Site visit (Mandatory or Optional)
 - .13 Release of Lien and deficiency holdbacks

2.11 DRAWINGS

2.11.1 GENERAL

- .1 Drawings shall be in accordance with PWGSC CADD Standards and CSA B78.3.
- .2 Refer to:
- .3 <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>
 - .1 The above link is subject to change
 - .2 The Consultant shall check with the Project Manager to ensure that the link is current.
- .4 Download and use the Toolkit which includes drawing border templates, layer utility and drawing standards checker.

2.11.2 TITLE BLOCKS

- .1 Use RCMP title block for drawings and sketches (including addenda).

2.11.3 DIMENSIONS

- .1 Dimensions are to be in metric only (no dual dimensioning).

2.11.4 TRADE NAMES

- .1 Trade names on drawings are not acceptable.
- .2 Refer to Section 2.10 Specifications; 2.10.7 for specifying materials by trade name.

2.11.5 SPECIFICATION NOTES

- .1 No specification type notes are to appear on any drawing.

2.11.6 TERMINOLOGY

- .1 Use the term "Departmental Representative" instead of Engineer, RCMP, Owner, Consultant or Architect.
- .2 "Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.
- .3 Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to" or "equivalent to", "to be determined on site by Departmental Representative", may not be indicated on the drawings or in the specifications as this promotes inaccurate and inflated bids.
- .4 Specifications & drawings must permit bidders to calculate all quantities and bid accurately.
- .5 If quantities are impossible to identify (i.e. cracks to be repaired) give an estimated quantity for bid purposes (unit prices).
- .6 Ensure that the terminology used throughout the drawings & specifications is consistent and does not contradict the applicable standard construction contract documents.

2.11.7 INFORMATION TO BE INCLUDED

- .1 Drawings must show the quantity and configuration of the project, the dimensions and details of how it is constructed.
- .2 There should be no references to future work and no any information that will be changed by future addenda.
- .3 The scope of work should be clearly detailed and elements not in contract should be eliminated or kept to an absolute minimum.

2.11.8 DRAWING NUMBERS

- .1 Number drawings in sets according to the type of drawing and the discipline involved as follows:
 - .1 The requirements of SECTION 2 PWGSC NATIONAL CADD STANDARD will supersede these requirements, where warranted.
- .2 During the Design Phase of the project each submission and review must be noted on the Notes block of the drawing title, but at the time of construction document preparation, all revision notes should be removed.

Discipline	Drawing
Demolition	D1, D2, etc.
Architectural	A1, A2, etc.
Civil	C1, C2, etc.
Landscaping	L1, L2, etc.
Mechanical	M1, M2, etc.
Electrical	E1, E2, etc.
Structural	S1, S2, etc.
Interior Design	ID1, ID2, etc.

2.11.9 PRINTS

- .1 Print with black lines on white paper.
- .2 Confirm with Departmental Representative the size of prints to be provided for review purposes.

2.11.10 BINDING

- .1 Staple or otherwise bind prints into sets.
- .2 Where presentations exceed 20 sheets, the drawings for each discipline may be bound separately for convenience and ease of handling.

2.11.11 LEGENDS

- .1 Provide a legend of symbols, abbreviations, references, etc., on the front sheet of each set of drawings or, in large sets of drawings, immediately after the title sheet and index sheets.

2.11.12 SCHEDULES

- .1 Where schedules occupy entire sheets, locate them next to the plan sheets or at the back of each set of drawings for convenient reference.
- .1 See CGSB 33-GP-7 Architectural Drawing Practices for schedule arrangements.

2.11.13 NORTH POINTS

- .1 On all plans include a north point.
- .2 Orient all plans in the same direction for easy cross-referencing.
- .3 Wherever possible, lay out plans so that the north point is at the top of the sheet.

2.11.14 DRAWING SYMBOLS

- .1 Follow generally accepted drawing conventions, understandable by the construction trades, and in accordance with RCMP publications.

3 PROJECT ADMINISTRATION

3.1 GENERAL REQUIREMENTS FOR ALL PROJECTS

- .1 The administration requirements outlined in this section are applicable to all RCMP projects in Northwest Region, unless otherwise indicated in the TOR.
- .2 "Project Team" refers to key representatives involved in this project.
- .3 All team members must maintain a professional, cordial and collaborative relationship.

3.2 LANGUAGE

- .1 Construction documents must be prepared in English.

3.3 MEDIA

- .1 The Consultant shall not respond to any media inquiry.
- .2 Direct all media requests to the Departmental Representative.

3.4 PROJECT MANAGEMENT

3.4.1 GENERAL

- .1 RCMP will administer the project on behalf of Canada and exercises continuing control over the project during all phases of development.
- .2 This project is to be organized, managed and implemented in a collaborative manner.
- .3 The RCMP project management team, the Consultant, the Contractor and the User Department teams are to work cooperatively at every stage of the design and construction process in order to assure the creation of a successful and meaningful work of architecture.
- .4 Under the leadership of the RCMP Departmental Representative, all team members are

responsible for establishing and maintaining a professional and cordial relationship.

3.4.2 NATIONAL PROJECT MANAGEMENT SYSTEM

- .1 RCMP uses the National Project Management System (NPMS) for management of its building projects in order to align with the Federal Government approvals processes. Refer to the RCMP NPMS web site for more details.
- .2 <http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>
- .3 This GRSP&S document speaks to services that are normally provided by the professional during the Project Delivery Phase of the NMPS.

3.4.3 DESIGN STAGE

- .1 Pre-design Process
 - .1 The purpose of this phase is to analyze all project requirements including codes, regulations, programming, sustainability, cost, time management and risk to demonstrate a full understanding of the project
 - .2 The approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.
- .2 Schematic Design Process
 - .1 The purpose of this phase is to explore three distinctly different design options and to analyze them against the project requirements.
 - .2 The Schematic Design will be in sufficient detail to illustrate and communicate the project characteristics.
 - .1 Provide a detailed review and analysis of the project requirements including all updates and amendments to ensure all requirements are fully integrated into the Schematic Design.
 - .2 Out of this process the Schematic Design will be accepted and authorization to proceed to Design Development will be based on the accepted Schematic Design.
 - .3 The Departmental Representative, in concert with others shall choose one option to be further developed.
 - .1 Although the Consultant is required to identify a preferred option, the Departmental Representative may select another option.
 - .2 The approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.

3.4.4 IMPLEMENTATION STAGE

- .1 Design Development Process
 - .1 The purpose of this phase is to further develop the design option selected for refinement at the Schematic Design stage.
 - .2 The Design Development documents consist of drawings and other documents to describe the scope, quality and cost of the project in sufficient detail to facilitate design approval, confirmation of code compliance, detailed planning of construction and project approval.
 - .3 This design will be used as the basis for preparation of construction documents.
 - .4 The approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.
- .2 Commissioning Process
 - .1 "Commissioning" is a quality assurance process, in which the functional requirements of the Owner/occupant and the operational requirements of facility management are tested, verified and proven to function as intended.
 - .2 Commissioning deliverables occur at various phases throughout the project as detailed

in section 2.8.

- .3 Construction Document Process
 - .1 The purpose of this phase is to translate design development documents into construction drawings and specifications, for use by the contractor to determine a cost for the work and to construct the building.
- .4 Contract Procurement Process
 - .1 The purpose of this phase is to obtain and evaluate bids/proposals from qualified contractors to construct the project, as per the Construction Contract Documents and to award the construction contract according to government regulations.
- .5 Construction Contract Administration Process
 - .1 The purpose of this phase is to implement the project in compliance with the Construction Contract Documents and to direct and monitor all necessary or requested changes to the scope of work during construction, commissioning and closeout.

3.4.5 CLOSEOUT STAGE

- .1 Post Construction Process
 - .1 The purpose of this phase is to ensure the orderly completion and recording of all aspects of the work during the construction and liaise with the RCMP as appropriate to close out the project.

3.5 LINES OF COMMUNICATION

- .1 In general, communications will be through the Departmental Representative, unless directed otherwise.
 - .1 This includes formal contact between the Consultant, the Contractor, the RCMP Project Team and the User Department.
- .2 Direct communication between members of the RCMP Project Team on routine matters may be required for resolution of technical issues.
 - .1 However, this shall not alter project scope, budget or schedules, unless confirmed in writing by the Departmental Representative.
- .3 During construction tender call, RCMP will conduct all correspondence with bidders and award the contract.

3.6 MEETINGS

- .1 The Departmental Representative will arrange meetings throughout the project, with representatives from:
 - .1 The User Department;
 - .2 RCMP
 - .3 The Consultant team; and
 - .4 The Contractor (during the construction phase)
- .2 Standing agenda items shall include:
 - .1 Project Schedule,
 - .2 Cost,
 - .3 Risk,
 - .4 Quality,
 - .5 Health and safety

3.7 CONSULTANT RESPONSIBILITIES

- .1 The “Consultant Team” includes the Consultant’s staff, sub-consultants and specialists.
 - .1 This team must maintain its expertise for the duration of the project.
 - .2 The team must include qualified registered architectural and engineering professionals, with extensive relevant experience, capable of providing all required services.
 - .3 Team members may be qualified to provide services in more than one discipline.
 - .4 The Consultant may expand the team to include additional disciplines.
- .2 The Consultant is responsible for:
 - .1 Obtaining Departmental Representative acceptance for each project phase before proceeding to the next phase.
 - .2 Accurately communicating design, budget, and scheduling issues to staff, sub-consultants and specialists.
 - .3 Co-ordinating input for the Departmental Representative’s Risk Management Plan
 - .4 Co-ordinating the quality assurance process and ensuring that submissions of sub-consultants are complete and signed-off by reviewers;
 - .5 During the design phases:
 - .1 Attend meetings,
 - .2 Record the issues and decisions,
 - .3 Prepare and distribute minutes within two working days of the meeting,

- .4 Ensure all meetings are green i.e. using electronic documents or double-sided hard copies and
- .5 Ensure sub-consultants attend required meetings.
- .6 During the construction phase:
 - .1 Attend meetings and provide site observationservices
 - .2 Ensure sub-consultants provide site observation services and attend required meetings.
- .3 The Consultant is responsible for:
 - .1 Coordinating and directing the work of all team activities, sub-consultants andspecialists
 - .2 Preparing a design that meets project requirements.
 - .3 Obtaining approvals on behalf of the Departmental Representative from the User and other levels of government such as provincial and municipal governments
 - .1 The Consultant shall adjust the documentation to meet the requirements of these authorities.

3.8 RCMP RESPONSIBILITIES

- .1 Administration
 - .1 RCMP administers the project and exercises continuing control over the project during all phases of development.
 - .2 The following administrative requirements apply during all phases of the project delivery.
- .2 Reviews
 - .1 RCMP will review the work at various stages and reserves the right to reject unsatisfactory work at any stage.
 - .2 If later reviews show that earlier acceptances must be withdrawn, the Consultant shall re-design and re-submit at no extra cost.
- .3 Acceptance
 - .1 RCMP acceptance of submissions from the Consultant simply indicates that, based on a general review, the material complies with governmental objectives and practices, and meets overall project objectives
 - .2 Acceptance does not relieve the Consultant of professional responsibility for the work and for compliance with the contract.
- .4 RCMP Project Management
 - .1 The Project Manager assigned to the project is the Departmental Representative.
 - .2 The Departmental Representative is directly responsible for:
 - .1 The progress and administration of the project, on behalf of RCMP
 - .2 Day-to-day project management and is the Consultant’s single point of contact for project direction.
 - .3 Providing authorizations to the Consultant on various tasks throughout the project.
 - .3 Unless directed otherwise by the Departmental Representative, the Consultant obtains all Federal approvals necessary for the work.
- .5 RCMP Technical Resources Team
 - .1 Provides professional advice and quality assurance reviews of consultant deliverables.
 - .2 Offers expert technical advice on related project issues, such as functional programming, options analysis, risk management, cost planning, scheduling, contract interpretation, specifications, Project Brief, commissioning, claims management, project delivery approach and project compliance.

- .3 Participates regularly in design phases and may attend (during construction), contractor meetings and conduct field reviews on behalf of the Departmental Representative.

3.9 USER DEPARTMENT RESPONSIBILITIES

- .1 The User Department Project Manager
 - .1 Is accountable for the expenditure of public funds and delivery of the project in accordance with terms accepted by the Treasury Board
 - .2 Reports to senior RCMP executive management
 - .3 Will play several critical roles for the successful implementation of the project, as follows:
 - .1 Coordinate the quality, timing and completeness of information and decisions relating to issues related to the functional performance of the facility;

3.10 REVIEW AND APPROVAL BY PROVINCIAL AND MUNICIPAL AUTHORITIES

- .1 The federal government generally defers to provincial and municipal authorities for specific regulations, standards and inspections but in areas of conflict, the more stringent authority prevails.
- .2 Municipal authority review
 - .1 The purpose of this review is information and awareness;
 - .2 Submissions will be reviewed at the completion of specific phases as outlined in the Project Brief.

3.11 BUILDING PERMITS AND OCCUPANCY PERMITS

- .1 The Consultant will support the Contractor in applying for building permits by providing the required documentation.
 - .1 These documents will be submitted at phases as requested by the municipal authorities.
 - .2 The Consultant will negotiate and resolve building permit related issues.
- .2 The Consultant shall support the Contractor in its application for an occupancy permit and coordinate the resolution of all outstanding issues relating to the permit.
- .3 The Contractor shall pay for the permits on behalf of RCMP.

3.12 TECHNICAL AND FUNCTIONAL REVIEWS

- .1 This includes both Center of Expertise reviews and RCMP reviews.
 - .1 The Purpose of these reviews is technical and functional quality assurance;
 - .2 Submissions will be reviewed at the completion of specific phases as outlined in the Project Brief.

APPENDIX B - PRICE PROPOSAL FORM

Project Title: Architectural and Engineering Design Services – Jasper AB Detachment

Name of Proponent: _____

INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, Solicitation Number, and the words “PRICE PROPOSAL FORM” typed on the outside of the envelope.
2. PROPONENTS SHALL NOT ALTER THIS FORM.
3. Price Proposals are not to include Applicable Taxes.
4. Price Proposals will be evaluated in Canadian Dollars.
5. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into the Part A – Fixed Fee for Services of this Appendix.
Note: RCMP Air Services will not be available for this project, as there is no airport within a reasonable distance to the jobsite.
6. In order to ensure that fair and competitive hourly rates are received for each of the positions listed in Part C, the following requirement must be strictly adhered to: Proponents must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
7. The Proponent shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
8. Appendix B – Price Proposal will form part of the resulting Agreement, including applicable clauses from this form.
9. The single fixed hourly rate identified for each category of personnel of the Consultant and each sub-consultant shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource. Canada reserves the right to negotiate all hourly rates.
10. When there are three or more responsive proposals, an average price will be determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.

11. All price proposals which are greater than twenty-five percent (25%) above and twenty-five percent (25%) below the average price will be set aside and will receive no further consideration.
12. Consultant will be required to possess a valid Non-Resident Business Licence to conduct business within Town limits for the duration of the project.
<http://www.jasper-alberta.com/2231/Business-Licenses>.
13. **Only Part A – Fixed Fee for Services will be used for the price evaluation.**

The following Part A will form part of the evaluation process:

REQUIRED SERVICES

Part A – Fixed Fees for Services (R1230D (2016-01-28), GC 5 - Terms of Payment – Architectural and/or Engineering Services):

Service *:	Fixed Fee (CAD excluding applicable taxes):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 50%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____
Total for Part A – Total Evaluated Fee: (FOR EVALUATION PURPOSES)	= \$ _____

The following Part B and Part C will NOT form part of the evaluation process:

Part B - Disbursements:

SPECIFICS	Fixed Fee (CAD excluding applicable taxes):
Estimated 10 additional trips	
Estimated additional printing, couriers, etc.	
MAXIMUM AMOUNT FOR DISBURSEMENTS	

Part C – Time Based Fees (R1230D (2016-01-28), GC 5 - Terms of Payment– Architectural and/or Engineering Services) **Hourly Rates for Services (ie. Change requests and Ad/hoc Work)**

Canada may accept or reject any of the following hourly rates. Canada reserves the right to negotiate on these hourly rates.

1. Architect

Category of Personnel:	Firm Hourly Rate ** (excluding applicable taxes):
Partners or Principals	\$_____
Project Manager	\$_____
Senior Resource (including Architect)	\$_____
Intermediate Resource	\$_____
Junior Resource	\$_____
Administrative Resource	\$_____
Cost Specialist	\$_____

2. Mechanical Engineering

Category of Personnel:	Firm Hourly Rate ** (excluding applicable taxes):
Partners or Principals	\$_____
Senior Resource (including Mechanical Engineer)	\$_____

Intermediate Resource	\$ _____
Junior Resource	\$ _____

Electrical Engineering

Category of Personnel:	Firm Hourly Rate ** (excluding applicable taxes):
Partners or Principals	\$ _____
Senior Resource (including Electrical Engineer)	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineering

Category of Personnel:	Firm Hourly Rate ** (excluding applicable taxes):
Partners or Principals	\$ _____
Senior Resource (including Structural Engineer)	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2016-01-28), GC 5.12 – Disbursements).

** All-inclusive hourly rate is applicable to both normal working hours and any other shift work as required.

**APPENDIX C –
SECURITY REQUIREMENTS CHECK LIST (SRCL)**

See attached.

APPENDIX D – CONSULTANT TEAM IDENTIFICATION FORM

The Consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law. This form can be altered, but each referenced Proponent/Key Sub-Consultant Firm / Specialist must be specified and align with the composition of the Consultant Team identified in Appendix G – Evaluation Criteria.

D.1 Consultant (Proponent - Architect):

Firm or Joint Venture Name:
.....
.....

Key Individuals (personnel), including a Project Manager and an Architect, and provincial professional licensing status and/or professional accreditation:

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

D.2 Key Sub-Consultants Firms / Specialists:

D.2.1 Mechanical Engineering

Firm Name:
.....
.....

Key Individuals (specialists), including a Mechanical Engineer, and provincial professional licensing status and/or professional accreditation:

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

D.2.2 Electrical Engineering

Firm Name:
.....
.....

Key Individuals (specialists), including an Electrical Engineer, and provincial professional licensing status and/or professional accreditation:

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

D.2.3 Structural Engineering

Firm Name:
.....
.....

Key Individuals (specialists), including a Structural Engineer, and provincial professional licensing status and/or professional accreditation:

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

APPENDIX E - DECLARATION/CERTIFICATIONS FORM

E.1 General Information

Project Title: _____

Name of Proponent: _____

Street Address: _____ **Mailing Address:** _____

Proponent's Proposed Site or premises requiring Safeguard Measures (refer to S16 Security Requirement):

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory

Postal Code

Telephone Number: (____) ____ - ____

Fax Number: (____) ____ - ____

E-Mail: _____

E.2 Procurement Business Number & Organization

Procurement Business Number: _____

Type of Organization: ____ Sole Proprietorship ____ Partnership ____ Corporation ____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

E.3 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

E.4 Former Public Servant (FPS) - Certification

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It

does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Proponent must provide the following information:

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

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

E.6 Status and Availability of Resources

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

If the Proponent has proposed any individual who is not an employee of the Proponent, the Proponent certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Proponent must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Proponent and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

E.7 Education and Experience

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

E.8 Declaration

Name of Proponent: _____

DECLARATION:

I, the undersigned, being a principal of the Proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

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

APPENDIX F –

SUBMISSION REQUIREMENTS, EVALUATION PROCEDURES AND BASIS OF SELECTION

F.1 Submission Requirements

F.1.1 Bid Preparation Instructions

F.1.1.1 Canada requests that Proponents provide their bid in separate sections as follows:

- a. Section I: Technical Bid (**four (4) hard copies**) (and one (1) soft copy on DVD/CD/USB)
- b. Section II: Financial Bid (**one (1) hard copy**) (and one (1) soft copy on DVD/CD/USB)
- c. Section III: Certifications (**one (1) hard copy**)
- d. 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.
- e. Prices must appear in **Appendix “B” – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- f. The maximum number of pages including text and graphics to be submitted for **Appendix “G” – Evaluation Criteria, G.3 Rated Requirements** is **forty (40) pages (single-sided) or twenty (20) pages (double-sided) on 8 ½ x 11 paper size. If larger sized paper is provided then each sheet of paper will be counted as two pages. A minimum font size 10 must be used.**
 1. Paper size should be - 216mm x 279mm (8.5" x 11")
 2. Minimum margins - 12 mm left, right, top, and bottom
 3. Double-sided submissions are preferred
 4. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper

The following contents are not included as part of the maximum page limitation noted above:

- i. Covering letter (optional - contents not evaluated)
- ii. Completed Appendix “D” – Consultant Team Identification Form;
- iii. Completed Appendix “B” – Price Proposal Form;
- iv. Completed Appendix “E” Declaration/Certifications Form
- v. Mandatory Requirements at Appendix “G”
- vi. Front page of the RFP Solicitation; and,
- vii. Front page of revision(s) to the RFP.

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

- g. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
 - i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - ii. use a numbering system that corresponds to the bid solicitation.

- h. 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>). To assist Canada in reaching its objectives, Proponents should:
 - i. use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - ii. 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.

F.1.2. Section I: Technical Proposal

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

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

F.1.3 Section II: Financial Proposal

- a) Proponents must submit their Price Proposal Form in accordance with **Appendix “B” - Price Proposal Form**. The total amount of Goods and Services Tax must be shown separately, if applicable.

b) Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation applies.

F.1.4 Section III: Certifications

Proponents must submit the certifications required under SI6 Certifications and Appendix “E” Declaration/Certifications Form.

F.1.5 Government Electronic Tendering Service (GETS) Documents

Proponents will be provided with an electronic copy of some of the RFP documents, in Microsoft Office format, with the solicitation package issued on GETS. In the event of any discrepancies between the Microsoft Office copies and PDF documents released officially through GETS, the PDF documents released through GETS will prevail.

F.2 Evaluation Procedures and Basis of Selection

F.2.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

F.2.2 Technical Evaluation

- a) **Mandatory Requirements:** Each bid will be evaluated for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory requirements and evaluation processes are described under Appendix G - Evaluation Criteria.
- b) **Rated Requirements:** Where Rated Requirements are specified in the RFP, each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word “rated” or by reference to a score. Proponents who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Rated requirements and evaluation processes are described Appendix G Evaluation Criteria.
- c) **Technically Responsive Bid:** A technically responsive bid is a bid that meets all of the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

F.2.3 Reference Checks

- a) The Proponent is requested to provide a client contact for each reference project in its bid, using Appendix H - Project Reference Check Form, as requested in Appendix G – Evaluation Criteria. If information requested is not provided in the bid, the Proponent must provide the information upon request by the Contracting Authority within the timeframe identified in the request. References from representatives of Canada will be accepted.
- b) It is the responsibility of the Proponent to confirm in advance that their client contact for the project reference will be available to provide a response and is willing to provide a reference.
- c) For the purpose of this evaluation, reference checks may be used to verify and validate the Proponent’s bid response. If a reference check is performed, Canada will conduct the

reference check in writing by e-mail. Canada will send the reference check request directly to the client contact for the project reference provided by the Proponent. The client contact

will have 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) from the date that Canada's e-mail was sent, to respond to Canada.

- d) The client contact will be required, within 2 working days after Canada sends out the reference check request, to acknowledge the receipt of the reference check request and identify his or her willingness and availability to conduct such a reference check. If Canada does not receive the required response from the client contact, Canada will notify the Proponent by e-mail, to allow the Proponent to contact its client contact directly to ensure that he or she responds to Canada within the allotted time.
- e) Notwithstanding section F.2.3 d), if the client contact is unavailable when required during the evaluation period, the Proponent will be requested to provide an alternate client contact for the same referenced project. Proponents will only be provided with this opportunity once for each referenced project and only if the original client contact is unavailable to respond. The process as described in F.2.3 d) is applicable for the reference check with the alternate client contact. The period to respond for either the original client contact, or the alternate client contact, will be a total of 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) in accordance with F.2.3 d).
- f) Wherever information provided by a client contact differs from the information supplied by the Proponent, the Proponent will be asked to clarify project reference information provided in its bid response. Canada will assess the following information during the evaluation of the Proponent's bid response: the Proponent's original project reference information, any information provided by the Proponent in response to clarification request(s), and any information supplied by the client contact for the referenced project.
- g) Non-consideration of the Proponent's claimed project experience will result if:
 - i. the reference check client contact fails to timely respond to Canada's request;
 - ii. the reference check client contact states he or she is unable or unwilling to provide the information requested;
 - iii. the information provided by the Proponent cannot be verified and validated by Canada; or
 - iv. the reference check client contact organization and/or client contact was affiliated with the Proponent during the referenced project, if the client contact organization and/or contact has ever been or is currently affiliated with the Proponent, or if the client contact organization is an entity that does not deal at arm's length with the Proponent.
- h) Where non-consideration of a Proponent's claimed project experience, as a result of F.2.3 g), for any mandatory requirement in Appendix G – Evaluation Criteria, results in the Proponent not meeting one or more mandatory requirements, the bid will be declared non-responsive in accordance with section F.2.5 Basis of Selection of this appendix.
- i) Non-consideration of a Proponent's claimed project experience, as a result of F.2.3 g), for the rated requirements in Appendix G – Evaluation Criteria, will result in the Proponent not being awarded the points associated with the respective rated criterion.

F.2.4 Financial Evaluation

- a) Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Evaluated Fee as indicated in Appendix B – Price Proposal Form, Part A.
- b) The financial evaluation will also be conducted in accordance with the following SACC Manual Clause:
 SACC Manual Clause A0220T (2014-06-26), Evaluation of Price.

F.2.5 Basis of Selection

F.2.5.1 Highest Combined Rating of Technical Merit (90%) and Price (10%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all Mandatory Requirements; and
 - c. achieve a **minimum overall pass mark of 60% (60 out of the 100 points available (weighted rating max score))**.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be **90%** for the technical merit and **10%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **90%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **10%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 90/10 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

	Proponent 1	Proponent 2	Proponent 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	115/135 X 90 = 76.66	89/135 X 90 = 59.33	92/135 X 90 = 61.33
Pricing Score	45/55 X 10 = 8.18	45/50 X 10 = 9.00	45/45 X 10 = 10.00
Combined Rating	84.84	68.33	71.33
Overall Rating	1st	3rd	2nd

**APPENDIX G –
EVALUATION CRITERIA**

G.1 Proponent Instructions:

- a. The Proponent is requested to respond to the Evaluation Criteria using the table formats below.
- b. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section are omitted from the bid, they will be set aside without further consideration and the bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the bid non-responsive and will be set aside without further consideration.
- c. The Proponent must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the response (where applicable). Complete details demonstrating how a Proponent meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.
- d. Project References :
 - i. Where Proponents must submit project references in their responses to the evaluation criteria, Canada may contact the client contact to validate Proponent's responses. The information obtained through client reference validation will be used to assist in determining the compliance of the referenced project to the evaluation criteria. The client reference checks will result in either confirmation that project reference information is accurate or will result in non-consideration of the claimed project experience in accordance with Submission Requirements, Evaluation Procedures and Basis of Selection (Appendix F).
 - ii. Proponents are requested to submit Appendix H - Project Reference Check Form for each project claimed in response to corresponding evaluation criteria.
 - iii. Proponents should only provide the required reference project(s) as indicated in each evaluation criteria. If more than the required number of reference project(s) is provided, only the first projects listed in sequence will receive consideration and any others will not receive consideration.

G.2 MANDATORY REQUIREMENTS

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

Mandatory Requirement 1: Proponent's Consultant Team

M1.1 The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief including, but not limited to, the following:

Proponent must be the Architect.

Key sub-consultant firms / Specialists – Civil Engineering, Mechanical Engineering, Electrical Engineering, Structural Engineering, Commissioning Specialist.

If the Proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

M1.2 All key team members listed above must be licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Province of Alberta.

** Proof of licensing/certifications/ authorizations must be provided prior to the award of a contract. If proof is not provided upon request by the Contracting Authority the bid will be deemed non-responsive.

M1.3 The Proponent must provide the following information:–

- (a) Name of key team members' firm(s);
- (b) Key personnel to be assigned to the project;
- (c) For the Proponent (Consultant) - Architect indicate current license and/or how you intend to meet the provincial or territorial licensing requirements prior to contract award.
- (d) In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, G19 Limitation of submissions).

Proponents are requested to use the Consultant Team Identification Form in Appendix "D" when responding to this mandatory requirement.

G.3 RATED REQUIREMENTS

The order of the proposals should follow the order established below in the Rate Requirements section. Points for the Rated Requirements will be allocated in accordance with G.4 Evaluation and Rating.

Rated Requirement 1: Achievements of Proponent on Projects

R1.1 Describe the Proponent's accomplishments, achievements and experience as the Consultant on projects.

Select a **maximum** of 2 reference projects undertaken by the Proponent within the last 8 years. Proponent's that are joint venture submissions must select 2 reference projects per joint venture member. Only the first 2 reference projects listed for the Proponent, and if applicable the first 2 reference projects listed for each joint venture member in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief.
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- (c) Describe budget control and management - i.e. contract price & final construction cost - explain variation.
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation.
- (e) Client contact for project references – Provide the name, address, current phone of a client contact at working level - references may be checked.
- (f) Provide names of key personnel responsible for project delivery.
- (g) Describe awards received, if applicable.

R1.2 The project references must be for work done by the Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions). Past project experience from entities other than the Proponent will not be considered in the evaluation.

To demonstrate the required experience, the Proponent is also requested to: Provide all of the project reference information identified in the Project Reference Check Form in Appendix H, for each of the required project references.

If the Proponent is a joint venture, indicate which reference projects were carried out by each joint venture member.

Rated Requirement 2: Achievements of Consultant Team Key Sub-consultant firms / Specialists on Projects

Describe the accomplishments, achievements and experience of the Consultant Team key sub-consultant firms / specialists, either as the Consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select a **maximum** of 2 reference projects undertaken by the Consultant Team key sub-consultant firms / specialists within the last 8 years per key sub-consultant firm / specialist. Only the first 2 reference projects listed for each Consultant Team key sub-consultant firm/specialist in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief.
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- (c) Describe budget control and management - i.e. contract price & final construction cost - explain variation.
- (d) Describe project schedule control and management - i.e. initial schedule and revised schedule - explain variation.
- (e) Client contact for project references – Provide the name, address, current phone number of a client contact at working level - references may be checked.
- (f) Provide names of key personnel responsible for project delivery.
- (g) Describe awards received, if applicable.

To demonstrate the required experience, the Proponent is also requested to: Provide all of the project reference information identified in the Project Reference Check Form in Appendix H, for each of the required project references.

Rated Requirement 3: Achievements of Key Personnel on Projects

Describe the experience and performance of each of the Proponent's Consultant Team key personnel to be assigned to this project regardless of their past association with the Proponent. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

The Proponent should include the following information for each description:

- (a) professional accreditation;
- (b) accomplishments/achievements/awards;
- (c) relevant experience, expertise, number of years' experience in a relevant discipline;
- (d) role, responsibilities and degree of involvement of the individual in past projects.

Rated Requirement 4: Understanding of the Project:

The Proponent should demonstrate an understanding of the project requirements in Appendix A – Project Brief, including an understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

The Proponent should describe an understanding of the following in response to this requirement:

- (a) The functional and technical requirements;
- (b) Broader goals (federal image, sustainable development, sensitivities);
- (c) Significant issues, challenges and constraints; and
- (d) Project schedule and cost: Review schedule and cost information and assess risk management elements that may affect the project.

Rated Requirement 5: Scope of Services:

The Proponent should demonstrate their capability to deliver the services, meet project challenges, and to provide a plan of action for the work in Appendix A – Project Brief.

The Proponent should describe the following in response to this requirement:

- (a) Scope of Services - detailed list of services
- (b) Work Plan - detailed breakdown of work tasks and deliverables
- (c) Project Schedule - proposed major milestone schedule
- (d) Risk Management Strategy
- (e) Sustainable Development Strategy

Rated Requirement 6: Management of Services:

The Proponent should describe how the services will be delivered and how the constraints will be met; how the services will be managed to ensure continuing and consistent control and communication efficiency; how the Consultant Team will be managed and organized and how it will fit in the existing structure of the key sub-consultant firms/specialists.

The Proponent should include the following in response to this requirement:

- (a) Describe the makeup of the full Consultant Team proposed in response to Mandatory Requirement 2, including their roles and responsibilities to deliver the work in Appendix A – Project Brief.
- (b) Provide an organization chart with position titles, reporting relationships and names of each member of the Consultant Team, including a joint venture business plan (if Proponent is a joint venture), and team structure;

- (c) What back-up will be committed
- (d) Outline of an action plan of the services with implementation strategies and sequence of main activities.
- (e) Provide a Communication Strategy.
- (f) Response time: demonstrate how the response time requirements will be met

Rated Requirement 7: Design Philosophy / Approach / Methodology

The Proponent should elaborate on aspects of the project considered to be a major challenge which will illustrate design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the Consultant Team as well as the Proponent’s approach to resolving design issues and in particular to focus on the unique aspects of the requirements in Appendix A – Project Brief.

The Proponent should describe the following in response to this requirement:

- Design Philosophy / Approach / Methodology that the Proponent will apply when delivering the work in Appendix A – Project Brief;
- The major challenges and how the Proponent’s approach will be applied to those particular challenges.

G.4 EVALUATION AND RATING

G.4.1 The Rated Requirements will be evaluated in accordance with the following to establish Technical Ratings:

G.4.1.1 Proponents **must** achieve a minimum pass mark of 60 points out of the 100 points available. No further consideration will be given to Proponents not achieving the minimum pass mark of 60 points.

G.4.1.2 Calculation of Score: Weight Factor x Rating = Weighted Rating (Score)

Technical Rating – Table 1

Criterion	Weight Factor	Rating	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects	2.0	0 - 10	0 - 20
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects	2.0	0 - 10	0 - 10
R3 - Achievements of Key Personnel on Projects	1.0	0 - 10	0 - 10
R4 - Understanding of the Project	1.0	0 - 10	0 - 15
R5 - Scope of Services	1.5	0 - 10	0 - 15
R6 - Management of Services	1.5	0 - 10	0 - 15
R7 - Design Philosophy / Approach / Methodology	1.5	0 - 10	0 - 15

Technical Rating	10.0		0 - 100
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G.4.2 Generic Evaluation - Table 2

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

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

**APPENDIX H –
PROJECT REFERENCE CHECK FORM**

Instructions to Proponents:

- i. In accordance with *Appendix F– Submission Requirements, Evaluation Procedures and Basis of Selection, section F.2.3 Reference Checks*, Proponents are requested to submit a Project Reference Check Form for the project references requested *Appendix G – Evaluation Criteria*.
- ii. If the information requested in this form is not provided with the Proponent’s bid, it must be provided upon request by the Contracting Authority within the timeframe identified in the request.
- iii. Canada may contact the client contact provided for the referenced project to validate the information.

#	Response					
(a)	Evaluation Criteria Number (from Appendix G – Evaluation Criteria)					
(b)	Proponent’s Full Legal Name (if the Proponent is a joint venture, the full legal name of each member of the joint venture for the reference project)					
(c)	Description of the reference project					
(d)	Corresponding overall construction project budget					
(e)	Name of client organization for the reference project					
(f)	Name of client contact for the reference project					
(g)	Client organization and client contact affiliation with the Proponent (or joint venture member)					
	Please indicate accordingly	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Are Not Affiliated</td> <td style="text-align: center;">Are Affiliated</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Are Not Affiliated	Are Affiliated		
Are Not Affiliated	Are Affiliated					
(h)	Name of organization the client contact is currently working for (if the client contact is no longer working for the client organization identified for the reference project)					
(i)	Title of client contact (while working on the reference project)					

#	Response
(j)	Current telephone number of client contact
(k)	Current e-mail address of the client contact
(l)	Role of the client contact in the reference project