



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure,
800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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: Travaux Publics et Services
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

Title - Sujet Cell Block 32 - Cowansville	
Solicitation No. - N° de l'invitation EF236-181029/A	Date 2018-01-30
Client Reference No. - N° de référence du client R.089733.001	
GETS Reference No. - N° de référence de SEAG PW-\$MTC-250-14728	
File No. - N° de dossier MTC-7-40246 (250)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-14	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cyr, Nicolas	Buyer Id - Id de l'acheteur mtc250
Telephone No. - N° de téléphone (514) 601-6503 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Cowansville Institution 400 Fordyce avenue Cowansville (QC), J2K 3N7	

Instructions: See Herein

Instructions: Voir aux présentes

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

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REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

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.

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;
Submission Requirements and Evaluation (SRE);

Subsection 2.b. of section GI16, Submission of proposal of R1410T, incorporated by reference above, is deleted in its entirety and replaced with the following:

- b. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP;
- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;

- (c) Project Brief / Terms of Reference;
 - (d) the document entitled "Doing Business with Quebec Region ";
 - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than ten (10) 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.

SI4 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 Canadian Free Trade Agreement (CFTA).

SI5 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 available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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.

Canada will also have the right to terminate the Agreement for default if a Consultant, or any member of the Consultant if the Consultant is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Agreement.

The Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification (see Appendix B - Declaration/Certifications Form), before contract award. If the Proponent is a Joint Venture, the Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

SI6 - WEBSITES

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

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/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy

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

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Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-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>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

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>

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

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
 - (c) Supplementary Conditions
 - (d) Agreement Particulars
 - (e) Project Brief / Terms of Reference;
 - (f) the document entitled "Doing Business with Quebec Region";
 - (g) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (h) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
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>

3. 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 / Terms of Reference;
 - (h) the document entitled "Doing Business with Quebec Region";
 - (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SUPPLEMENTARY CONDITIONS

There are no supplementary conditions which apply to the Agreement.

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC3 LANGUAGE REQUIREMENTS

Use the following in Agreements where the consultant must be capable to provide services in both official languages.

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.

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4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

SC4 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.

AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

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APPENDIX A – TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE section in the Request for Proposal.

The Prime Consultant and other members of the Consultant Team shall be, or be eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Architecture

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

II. Key Sub-Consultants / Specialists:

Civil Engineering

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

Electrical Engineering

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

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Mechanical Engineering

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

Structural Engineering

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

Cost Estimating and Planning Specialist

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

Security Systems Specialist

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

Security Door Hardware Specialist

Firm or Joint Venture Name: _____

Key individuals and provincial professional licensing status and/or professional accreditation:

.

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

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 _____
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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Federal Contractors Program for Employment Equity - Certification

I, the Proponent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a proposal non-responsive, or will declare a consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Proponent's certifications. Failure to comply with any request or requirement imposed by Canada may render the proposal non-responsive or constitute a default under the contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: _____ (YY/MM/DD) (If left blank, the date will be deemed to be the bid closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Proponent certifies having no work force in Canada.
- () A2. The Proponent certifies being a public sector employer.
- () A3. The Proponent certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- () A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Proponent has a combined work force in Canada of 100 or more employees;
and

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

- () A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- () A5.2. The Proponent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- () B1. The Proponent is not a Joint Venture.

OR

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

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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.

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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.

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

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

During proposal evaluation period, PWGSC contact will be with the following person:_____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" 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.

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APPENDIX C – PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Project Title, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title:

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

Percentage Fee for RS1 to RS8 (R1230D (2012-07-16), GC 5 – Terms of Payment)

Firm Percentage Fee of%

Indicative Estimate of Construction Cost
(Excluding Applicable Taxes): x \$13,000,000.00

Maximum Percentage Fee for Required Services \$.....

The actual percentage fee for Required Services will recognize the variability of the Construction Cost Estimate as the project develops (refer to formula specified in GC 5.2 Fee Arrangement(s) for Services). Payments will be made as specified in GC 5.4 Payments for Services.

TOTAL PERCENTAGE FEE FOR REQUIRED SERVICES \$..... ①

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APPENDIX C – PRICE PROPOSAL FORM (CONT'D)

ADDITIONAL SERVICES

Fixed Fee (R1230D (2016-01-28), GC 5 – Terms of Payment)

AS1 Reports on the State of Existing Buildings \$.....

AS2 Bilingual Construction Documents \$.....

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APPENDIX C – PRICE PROPOSAL FORM (CONT'D)

Time Based Fees (R1230D (2016-01-28), GC 5 – Terms of Payment)

AS3 Architectural, Engineering and Specialized Services for Additional Requests ¹				
Discipline	Qualifications	Hourly Rate ² A	Projected Hours B	Total Cost A x B
Architecture	Chief Architect		20	
	Principal Architect		75	
	Senior Architect		75	
	Intermediate Architect		75	
	Junior Architect		75	
	Senior Technician		75	
	Intermediate Technician		75	
	Junior Technician		75	
	Support Staff		50	
Engineering	Chief Engineer		20	
	Principal Engineer		75	
	Senior Engineer		75	
	Intermediate Engineer		75	
	Junior Engineer		75	
	Senior Technician		75	
	Intermediate Technician		75	
	Junior Technician		75	
	Support Staff		50	
Specialty	Cost estimation and planning		10	
	Security Systems		50	
	Door Hardware		50	
AS3 Maximum Time Based Fees				

Note 1: Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately.

Note 2: Hourly rate all-inclusive and applicable to both regular working hours and any other shift work, as required. Shall be fixed throughout the term of the contract.

TOTAL FEES FOR ADDITIONAL SERVICES

\$..... ②

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APPENDIX C – PRICE PROPOSAL FORM (CONT'D)

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

The Total Cost of Services includes all disbursements made for the project, without exception, for the purpose of providing Required Services and Additional Services.

TOTAL FEE FOR REQUIRED SERVICES \$..... ①

TOTAL FEE FOR ADDITIONAL SERVICES \$..... ②

TOTAL EVALUATED FEE \$..... ③

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APPENDIX C – PRICE PROPOSAL FORM (CONT'D)

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

Disbursements

The scope of each mandate shall be coordinated with the PWGSC Project Manager. Every request shall be submitted to the PWGSC Manager for pre-approval.

At cost without allowance for mark-up or profit, supported by invoices/receipts – see clause R1230D (2016-01-28), GC 5 – Terms of Payment, section GC 5.12

Testing laboratory – Materials	\$40,000.00
Resident testing laboratory – Roofing	\$20,000.00
Other Tests and Studies	<u>\$60,000.00</u>

MAXIMUM AMOUNT FOR DISBURSEMENTS	\$120,000.00
---	---------------------

END OF PRICE PROPOSAL FORM

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APPENDIX D – DOING BUSINESS WITH QUEBEC REGION

See Attached

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APPENDIX E – COMMISSIONING MANUAL

See Attached

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SUBMISSION REQUIREMENTS AND EVALUATION OF PROPOSALS

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An "Overview of the Selection Procedure" can be found in R1410T General Instructions to Proponents (GI3).

1.2 Calculation of the Total Score

For this project the Total Score will be established as follows:
Technical Rating x 90% = Technical Score (maximum 90 points)
Price Rating x 10% = Price Score (maximum 10 points)
Total Score = Maximum 100 points

SRE 2 REQUEST FOR PROPOSAL (RFP)

2.1 Requirements for Proposal Format

The following format information should be taken into account when preparing the submission:

- Submit one (1) bound original plus three (3) bound copies of the submission, for a total of four (4).
- Paper size: 8.5" x 11" (216 mm x 279 mm).
- Font size - 11-point Times New Roman, 10-point Arial, or equivalent.
- Minimum margins: 12 mm
- Printing: double-sided
 - One (1) "page" means one side of a sheet of paper
- Fold-out 11" x 17" (279 mm x 432 mm) sheets for spreadsheets, organization charts, etc. will be counted as two pages per side.
- The order of the submission should follow the order established in the Request for Proposal, SRE section.

2.2 Specific Requirements for Proposal Format

The maximum number of pages, including text and graphics, to be submitted for the Rated Requirements under SRE 3.2 is thirty (30) pages.

The following are not part of the page limitation number mentioned above;

- Cover letter
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Code of Conduct Certifications
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

Consequence of non-compliance: Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

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SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 Mandatory Requirements

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

3.1.1 Licensing, Certification, or Authorization

The Proponent must be an architectural firm, licensed to provide the necessary professional services required to the full extent required by provincial or territorial laws in force in the province of Quebec.

3.1.2 Consultant Team Identification

The Consultant team members to be identified must include the following:

Proponent (Prime Consultant):

1. Architecture

Key Sub-Consultants/Specialists:

1. Civil Engineering
2. Electrical Engineering
3. Mechanical Engineering
4. Structural Engineering
5. Cost Specialist
6. Security Hardware Specialist
7. Security Systems Specialist

If the Bidder plans to provide multi-disciplinary services that would normally be provided by a Sub-Consultant, this must be indicated here. The cost and hardware specialists must come from an external firm.

Information required - name of the company and key persons to be assigned to carry out the project. An example of an acceptable form (typical) for submitting information pertaining to the identification of team members is provided in Appendix A. The required key personnel are:

1. Project Manager, Architecture
2. Project Manager, Mechanical/Electrical Engineering
3. Designer, Architectural
4. Designer, Civil Engineering
5. Designer, Electrical Engineering
6. Designer, Mechanical Engineering
7. Designer, Structural Engineering
8. Cost Specialist
9. Security Door Hardware Specialist
10. Security Systems Specialist

With respect to the Prime Consultant, indicate current licences, certifications, or authorizations and/or the means it intends to take to meet the provincial or territorial licensing requirements where the project will be carried out. In the case of a joint venture, identify the existing or proposed legal form of the joint venture (refer to section GI9 entitled "Limitation of Number of Submissions" of R1410T General Instructions to Proponents).

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3.1.3 Declaration/Certifications Form

Proponents must complete, sign, and submit Appendix B, Declaration/Certifications Form, as required.

3.1.4 Code of Conduct Certifications

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid, or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as a sole proprietorship, including those bidding as part of a joint venture, must provide the name of the owner with their bid, or promptly thereafter. Bidders bidding as corporations, partnerships, businesses or associations of persons do not need to provide a list of names. If the required names have not been provided by the time the bid evaluation is completed, the Government of Canada will inform the Bidder of the time frame within which to provide the information. Failure to provide these names within the time frame provided will render the bid non-responsive. Providing the required names is a mandatory requirement for the contract award.

3.2 Rated requirements

3.2.1 Achievements of Proponents on Projects

Describe the Proponent's achievements and experience as Prime Consultant on projects.

Select a maximum of two (2) projects undertaken within the last eight (8) years. Submissions presented by a joint venture must not exceed the maximum number of projects. Only the first two (2) projects listed in sequence will be examined; any others will receive no consideration as if they had not been included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the project covered by the RFP
- Purpose and brief description of the project; the narrative portions should include a discussion of the approach and design philosophy used to respect the spirit of the project, and meet design challenges and resolutions
- Budget control and management, that is, the contract price and final construction cost: explain any variations
- Project schedule control and management, that is, initial schedule and revised schedule: explain any variations
- Client references: name, address, telephone, and fax numbers of clients whose names are given in reference to work execution (references may be subject to verification)
- Names of key personnel responsible for carrying out the project
- Awards received

The Proponent (as defined in section GI2 "Definitions" of R1410T General Instructions to Proponents) must have knowledge of the above projects. Previous project experience from entities other than that of the Proponent will not be considered in the evaluation unless these entities form part of the Proponent's joint venture. Please indicate the projects that were carried out as part of a joint venture and the responsibilities of each of the joint venture entities in each project.

3.2.2 Achievements of Key Sub-Consultants and Specialists on Projects

Describe the accomplishments and experience of key Sub-Consultants and Specialists as Prime Consultant or Sub-Consultant on projects. If the Bidder proposes to provide multi-disciplinary services that could normally be provided by a Sub-Consultant, it must be indicated here.

Select a maximum of two (2) projects undertaken within the last eight (8) years by the key Sub-Consultants or Specialists. Only the first two (2) projects listed in sequence (per key Sub-Consultant or

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Specialist) will be examined; any others will receive no consideration as though they had not been included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the project covered by the RFP
- Purpose and brief description of the project; the narrative portions should include a discussion of the approach and design philosophy used to respect the spirit of the project, and meet design challenges and resolutions
- Budget control and management, that is, contract price and final construction cost: explain any variations
- Project schedule control and management, that is, initial schedule and revised schedule: explain any variations
- Client references: name, address, telephone and fax numbers of clients whose names are given in reference to work execution (references may be subject to verification)
- Names of key personnel responsible for carrying out the project
- Awards received

3.2.3 Achievements of Key Personnel on Projects

Describe the experience and expertise of key personnel to be assigned to this project, regardless of their previous association with the current Proponent's firm. This is an opportunity to highlight the strengths of team members, and to highlight their previous responsibilities, commitments, and achievements.

Note that the Architectural Project Manager and the Mechanical/Electrical Project Manager must have a minimum of 15 years of experience. If this requirement is not met, the submission will be considered non-responsive.

Information that should be supplied for all key personnel:

- Professional accreditations
- Accomplishments, achievements, and awards
- Relevant experience, expertise, number of years of experience
- Role, responsibilities, and degree of involvement of each member on previous projects

3.2.4 Understanding of the Project

It would be beneficial for the Proponent to demonstrate understanding of the goals of the project, the functional and technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

- The functional and technical requirements
- Broader goals (sustainable development, special features, etc.)
- The relationship between this commission and any earlier studies completed for PWGSC
- Significant issues, challenges and constraints
- Project schedule and cost: review schedule and cost information and assess risk management elements that may affect the project
- The Client User's philosophies and values

3.2.5 Scope of Services

The Proponent would benefit from demonstrating its ability to deliver the services and meet project challenges and to provide an action plan.

Information that should be supplied:

- Scope of services: detailed list of services
- Work plan: detailed breakdown of work tasks and deliverables
- Project schedule: proposed major milestone schedule

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- Risk management strategy

3.2.6 Management of Services

The Proponent should explain how:

- the Bidder plans to deliver the services and meet the constraints;
- the services will be managed to ensure continuing and consistent control as well as production and communication efficiency;
- the team will be organized and how it will fit in the existing structure of the firms;
- the team will be managed.

The Proponent must also identify the Sub-Consultants and Specialists required to complete the Consultant's team. If the Bidder plans to provide multi-disciplinary services that could normally be provided by a Sub-Consultant, it must be reflected here.

Information that should be supplied:

- Confirm the makeup of the full Project Team, including the names of the Consultant, Sub-Consultant and Specialists and their roles on the project;
- Organization chart with position titles and names (Consultant's team); Joint Venture business plan, team structure and responsibilities, if applicable;
- Planned backup;
- Profiles of key positions (responsibilities and special assignments)
- Description of a service action plan with implementation strategies and the order of execution of the key activities;
- Reporting relationships;
- Communication strategies;
- Response time: demonstrate how the response time requirements will be met.

3.2.7 Design Philosophy / Approach / Methodology

The Proponent should identify certain aspects of the project that are considered the primary challenge, which will illustrate its philosophy, approach, and design methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach to resolving design issues and, in particular, to provide detailed explanations of the unique aspects of this project.

Information that should be supplied:

- Design Philosophy / Approach / Methodology.
- Describe the major challenges and how your team's approach will be applied to these particular challenges

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3.3 Evaluation and Rating

First, price envelopes will remain sealed and only the technical components of the responsive submissions will be reviewed, evaluated, and rated by a PWGSC Evaluation Board in accordance with the following to establish the Technical Ratings:

Rated requirement	Rating	Weighting Factor	Rating Weighted
Achievements of the Proponent (3.2.1)	0 - 10	2.00	20.0
Achievements of key Sub-Consultants/Specialists (3.2.2):		(1.75)	(17.5)
• Civil Engineering	0 - 10	0.25	2.5
• Electrical Engineering	0 - 10	0.25	2.5
• Mechanical Engineering	0 - 10	0.25	2.5
• Structural Engineering	0 - 10	0.25	2.5
• Estimating and Cost Planning Specialist	0 - 10	0.25	2.5
• Security Hardware Specialist	0 - 10	0.25	2.5
• Security Systems Specialist	0 - 10	0.25	2.5
Achievements of Key Personnel (3.2.3):		(1.75)	(17.5)
• Project Manager in Architecture	0 - 10	0.40	4.0
• Project Manager in Mechanical/Electrical Engineering	0 - 10	0.25	2.5
• Architectural Designer	0 - 10	0.20	2.0
• Civil Engineering Designer	0 - 10	0.15	1.5
• Electrical Engineering Designer	0 - 10	0.15	1.5
• Mechanical Engineering Designer	0 - 10	0.15	1.5
• Structural Engineering Designer	0 - 10	0.15	1.5
• Estimating and Cost Planning Specialist	0 - 10	0.10	1.0
• Security Hardware Specialist	0 - 10	0.10	1.0
• Security Systems Specialist	0 - 10	0.10	1.0
Understanding of the Project (3.2.4)	0 - 10	1.50	15.0
Scope of Services (3.2.5):	0 - 10	1.25	12.5
Management of Services (3.2.6)	0 - 10	1.25	12.5
Design Philosophy/Approach/Methodology (3.2.7):	0 - 10	0.50	5.0
Technical Rating		10.00	0.0 – 100.0

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Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's submission according to the evaluation criteria and will assign a score of 0, 2, 4, 6, 8 or 10 for each evaluation criteria according to the generic evaluation table below:

	UNSATISFACTORY	WEAK	SATISFACTORY	FULLY SATISFACTORY	STRONG
0 points	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates expert 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
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components; some members have worked together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects are generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability; should ensure effective results

To be considered further, Proponents **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available, as specified above. **No further consideration will be given to Proponents not achieving the pass mark of fifty (50) points.**

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SRE 4 PRICE OF SERVICES

All price submission envelopes corresponding to responsive submissions that have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is established by adding all the price submissions together and dividing the total by the number of opened price submissions.

All price submissions which are greater than twenty-five percent (25%) above the average price will be set aside and will receive no further consideration. This is only applicable when there are more than three (3) Bidders.

The remaining price submissions are rated as follows:

- The lowest price submission receives a Price Rating of one hundred (100).
- The second, third, fourth, and fifth lowest prices will receive Price Ratings of eighty (80), sixty (60), forty (40), and twenty (20) respectively.
- All other price submissions will receive a Price Rating of zero (0).
- On the rare occasion where two (or more) price submissions are identical, these price submissions receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (points)
Technical Rating	0 - 100	90	0 - 90
Price rating	0 - 100	10	0 - 10
Total Score		100	0 - 100

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the Proponent submitting the lower price submission for the services will be selected.

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SRE 6 SUBMISSION REQUIREMENTS (checklist)

The following list of documents and forms is provided to help Proponents submit a complete submission file. The Proponent is responsible for meeting all the submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, GI16 Submission of Proposal. The Proponent may include a cover letter with their submission if it so wishes.

- ☐ Team Identification – see typical presentation in Appendix A
- ☐ Declaration/Certifications Form – form provided in Appendix B, completed and signed
- ☐ Code of Conduct Certifications - list of directors/owners
- ☐ Submission - one (1) original plus five (5) copies
- ☐ Front page of RFP
- ☐ Front page(s) of any bid solicitation amendment

In a separate envelope:

- ☐ Price proposal form: form presented in Appendix C - one (1) copy completed and submitted in a separate envelope

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PROJECT BRIEF

The Project Brief has two sections:

- Description of Project
- Description of Services
 - Project Administration
 - Required Services
 - Additional Services

For standards relating to the service provisions herein, please refer to the document at Appendix D, "Doing Business, Quebec Region, Architectural and Engineering Services (AES), May 1, 2013." The standards must be adhered to in conjunction with this scope of services.

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DESCRIPTION OF THE PROJECT

PD 1 PROJECT INFORMATION

Public Works and Government Services Canada (PWGSC) intends to retain a firm of Architects and its Sub-Consultants for the provision of the services required for this project.

1.1 PWGSC Project Title

New Cell block 32

1.2 Location of the Project

400 Fordyce Avenue, Cowansville, Quebec, J2K 3N7

1.3 PWGSC Project Number

R.089733.001

1.4 Client/User

Correctional Service Canada (CSC)

PD 2 PROJECT IDENTIFICATION

2.1 Description

Correctional Service Canada (CSC) is planning the deconstruction of Unit 11 and plans to reuse the concept drawings for the construction of a new (S-5) medium security 96-bed living unit of approximately 2,800 m² to replace Unit 11. This project will focus solely on the construction of the new building (Unit 32) to replace and reconfigure of the necessary services to support the construction of the future buildings that would replace Units 9 and 10. The new units will be identical to the new Cell Block 32. The deconstruction of Building 11 (step 1 of the CSC Project Brief) is not part of this Request for Proposal. This phase of the work will be done simultaneously to the work in this submission.

Construction of the new Cell Block 32 must be done in reference to the plans of the Bath residential unit. Floor plans for each floor will be available. Considering that the design of the Bath unit in Ontario dates back to 2013, Consultants will have to adapt the concept to the new standards and technical requirements, such as the 2015 version of the National Building Code (NBC) as well as the 2015 Technical Standards, and the CSC's 2014 Planning Guide.

Without limitation, the Consultant must be able to provide services in the following disciplines: municipal engineering, civil engineering, architecture, mechanical engineering, electrical engineering, structure, commissioning, programming, schedule control, cost control, risk management, sustainable development, fire protection, and various electronic security systems.

The work must include the following elements, without limitation:

- Design the new building according to the project requirements;
- Make an inventory of existing systems;
- Adapt the design to the existing site conditions;
- Master Plan of the new building and future buildings, as well as the required infrastructure;

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- Evaluate existing facilities and infrastructure distribution systems (electrical, geothermal energy, fire, water, sewer, heating, communications, etc.), to determine if upgrades are required due to the construction of the new buildings to replace Units 11, 10 and 9.
- Provide all power services for blocks 9 and 10 for future deconstruction and construction to ensure the minimum of intervention;
- Design, validate, coordinate, and inspect all building safety systems, namely: perimeter fencing detection and fencing within the perimeter, cell calling systems, portable personal alarm devices (PPA), officer patrol devices, closed-circuit surveillance systems, motion detection systems, remote locking and unlocking control systems, and so forth.

The CSC Project Brief is provided as an appendix to this document. In the case of any ambiguity or contradiction with respect to the work to be carried out by the Consultant and its Sub-Consultants, the most demanding work will be given consideration.

2.2 Cost

The construction budget is estimated at \$13,000,000.00 (excluding taxes).

The Consultant must review this budget and incorporate all of the considerations for various specialties required. This estimate will be reviewed at each stage of advancement according to the requirements of each service required. The contingency reserve percentage must be in accordance with the "Doing Business" document found in Appendix D.

2.3 Schedule

The performance schedule is as follows:

- PS1 - 2: 12 weeks after the contract award
- PS3 - 4: 30 weeks following PWGSC's approval to proceed
- PS5: 12 weeks
- PS6 - 7: 70 weeks

If project advancement is such that the deliverables are delayed, the Consultant must document the reasons for the delay. If the reasons are due to the Consultant, or its Sub-Consultants, a remedial action plan should be put in place and followed by the Prime Consultant.

PD 3 PROJECT BACKGROUND

The Cowansville Institution is a medium-security facility located in Cowansville, Quebec. Inmates are housed in four direct observation living units numbered 8, 9, 10, and 11 built in 1964, and two new responsibility-type units numbered 30 and 31, built in 2013. The 52-year-old units 9, 10, and 11 are reaching the end of their useful life and currently extensive building renovations are underway on unit 8.

PD 4 – SPECIAL CONTEXT OF THE PRISON FUNCTION

The buildings are operational 24 hours a day, seven days a week. Continuity of services and security concerns must be taken into consideration in the project's planning, design development, preparation of Plans and Specifications, and during the construction work. In addition, security measures apply to all persons wishing to enter the site.

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PD 5 EXISTING DOCUMENTATION

5.1 Documentation – available for all proponents upon written request to the Contracting Authority

- Some plans and specifications from the Bath Institution (in English only):
- Technical Criteria for Correctional Institutions 2015;
- Federal Correctional Facilities Development Guidelines 2014;
- Underground service plans:
 - R_042138_001-C001-DT-C001
 - R_042138_001-E003-PLN
 - R_042138_001-E004-ANV
 - R_042138_001-E005-ANV
 - R_042138_001-E081-TE-SCH
 - R_042138_001-E082-TE-SCH
 - R_042138_001-E083-TE-SCH
 - R_042138_001-E084-TE-SCH
 - R_042138_001-E085-TE-SCH
 - R_042138_001-E086-TE-SCH
 - R_042138_001-E105-TE-SCH
 - R_044009_001-C01-AX-EXT_90
 - R_044009_001-C02-TU-EXT_90
 - R_044009_001-C03-TU-EXT_90
 - R_044009_001-M02-AX-EXT R_
- Bath Institution Code Study (in English only)
- Ecological concept verification form;
- Analysis of the high temperature hot water network, BPA 2011
- Heating network optimization, SNC Lavalin 2016;
- 2016 SNC Lavalin Mandate on the heating network optimization

5.2 Existing Documentation - to be made available to successful Proponent

- PWGSC CAD standards
- Geotechnical survey
- Soils characterization survey;
- Cell furniture drawings.

PD 6 PROGRAM

The Proponent will be responsible for adhering to the CSC Program.

PD 7 PROJECT OBJECTIVES

In every phase of the project, the following elements must be taken into consideration by the Prime Consultant and its Sub-Consultants:

- Quality
- Sustainable development
- Compliance with applicable laws, regulations, codes, standards, etc.
- Risk management
- Occupational health and safety
- Schedule control
- Cost control

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7.1 Quality

7.1.1 Design Principles - General

The Department expects the Consultant to maintain a high standard of architectural design, based upon recognized contemporary design principles. Design elements include, but are not limited to planning, architecture, engineering and landscaping must be fully coordinated, and consistent in adherence to good design principles. The Consultant is responsible to ensure such coordination throughout the project.

The level of quality is to be consistent with that of other CSC buildings.

The project is to be implemented in an environmentally responsible manner.

Quality of materials and construction methods shall be commensurate with the type of infrastructure and the budget. Avoid experimental materials and take into account the total life cycle of the building.

Operating costs must be kept to a minimum. These costs should reflect the projected operating costs included in the cost plan. This is to be achieved by compliance with the Energy Budget, selection of equipment requiring the minimum of operating personnel and building finishes for easy maintenance, etc.

The character, overall configuration, scale and materials of this project must be compatible with the surrounding environment.

Design for the maximum flexibility in the immediate and future use of space. Devise a building grid with column spacing, fenestration and service runs suited to flexible space arrangements.

7.2 Sustainable Development

The Government of Canada has implemented a series of measures to ensure that sustainable design principles are incorporated into the policies of all federal organizations. CSC has developed a checklist to be used as a reference when designing new buildings and for renovation projects. See the CSC Project Brief. Also, the Consultant will need to complete the "Green Design Checklist" and ensure that the project achieves a level of ecological performance equivalent to "good green design," such as a score between 70 and 79 or higher.

7.3 Waste Management

The CSC is bound by the non-hazardous solid waste management protocol resulting from construction, demolition, and renovation projects. The protocol provides direction on undertakings related to the management of such waste. The protocol meets the requirements of federal and provincial policies and is consistent with the immediate commitments and objectives of the Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in construction, demolition, and renovation projects.

A solid waste management program must be implemented. The Consultant should pay particular attention to the management of the materials resulting from the site work: a valuation of these materials is required.

7.4 Code Compliance

Codes, regulations, by-laws and decisions of "competent authorities" must be observed. In cases of overlap, the most stringent regulatory provisions will apply. The Consultant must identify other regulatory texts that have authority over the project. You will need to use the 2015 version of the NBC and NFCC.

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7.5 Risk Management

A risk management strategy is crucial for the management of PWGSC projects. A risk management strategy combines project planning and procurement planning. All the stakeholders of the project will be considered in the risk management strategy. These groups will establish an integrated production team. Specific services required for project delivery are outlined in Required Services.

7.6 Health and Safety

Public Works and Government Services Canada (PWGSC) recognizes that it has an obligation to protect the health and ensure the safety of all people who work on government construction projects. It also recognizes that federal government employees and private sector employees are entitled to receive the full protection afforded by occupational health and safety regulations.

To meet this requirement and enhance occupational health and safety protection for all individuals on federal construction sites, PWGSC agrees to comply with provincial and territorial occupational health and safety acts and regulations, in addition to the Canada Occupational Health and Safety Regulations.

At the very start of the process, the Departmental Representative will give the Prime Consultant Section 01 35 30 – Occupational Health and Safety Specifications, PWGSC, Quebec Region, and a general list of specific clauses. The list shall be adapted by the project team, and the pertinent specific clauses shall be incorporated into the project specifications.

The occupational health and safety aspect must be a priority for all planned activities by all stakeholders. The Consultant, and its Sub-Consultants and employees, must work with PWGSC to achieve its occupational health and safety objectives.

The occupational health and safety rules and procedures of PWGSC and the building when stopping or inspecting equipment must be respected in all respects. Apply all the required procedures for these activities.

PWGSC UPDATE ON THE USE OF ASBESTOS Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major renovations will prohibit the use of building construction materials containing asbestos. For more information, please visit: <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

7.7 Soil Management

Soil excavation will be required for the project. These soils must be characterized in order to determine the place for elimination. Characterization will be performed at the start of the project by PWGSC Environmental Services.

The Consultant will interpret the results to recommend appropriate actions for soil remediation.

7.8 Halocarbons

Air conditioning equipment will be installed during the project. The latest products reducing impacts on the ozone layer should be used during the project.

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PD 8 ISSUES

8.1 Major Cost and Time Issues

Effective cost estimating and control are critical activities and shall be provided by qualified construction economists. Estimates must be submitted in UNIFORMAT II format.

Schedule planning must be based on the critical path method using MS Project 2007 software. Develop the work breakdown structure (WBS) through at least five (5) levels: project, stages, elements, sub-elements, and work packages. Elements with a direct impact on the schedule must be identified and mitigation measures must be planned and implemented.

Delivering projects on time and within budget is a high priority. This is why an experienced team that is perfectly comfortable with estimating, planning, and cost control techniques is required.

At each of the steps specified in this document, the cost specialist must provide a complete statement, which must include the required summaries as well as all supporting worksheets that clearly outline the process used for estimate preparation. The Departmental Representative will rely primarily on the worksheets and the specific information they contain to review the estimates. Worksheets must also include cost comparisons and cost reports identifying the differences between successive estimates, the reasons for these gaps, and their effects on project costs.

The Cost Specialist must provide continuous cost monitoring in order to quickly identify and report changes that affect or will potentially affect the cost of construction. If the estimate falls short of or exceeds the Construction Cost Plan due to such changes, the Cost Specialist with the Consultant team shall fully advise the Departmental Representative with all the details and submit to the Departmental Representative alternative design solutions. Thereafter, the most recent estimates must be revised.

8.1.1 Existing, Temporary, and New Security Systems

Identify the institution's existing security systems to which it will be necessary to establish connections or that will have to be modified in line with this project. Determine whether the existing equipment has the capacity to handle the new requirements of this project in addition to temporary requirements. Use the services of a security system specialist, who is independent of any manufacturer.

8.1.2 Existing Services

Identify existing available services, up to the source. Identify existing underground services and coordinate the implementation of the new building accordingly. Validate the capacity of existing services for the connection of the new building 32, as well as for the next buildings 9 and 10.

8.1.3 Security Door Hardware

Become familiar with the CSC technical criteria and compile a list of equipment currently used in the building. Suggest products that will meet the CSC requirements and those of the users. Use the services of a security hardware specialist, independent of any manufacturer.

8.1.4 Document Review

Establish a pre-determined schedule for submitting progress documents to allow PWGSC to mobilize their employees for the reviews. Submit documents representative of the percentage of progress requested. Clearly identify elements that require additional information and/or that are on the critical path. Plan for reasonable time frames for the reviews.

After receipt of comments from PWGSC and CSC, respond in writing to each item.

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8.2 Security Issues

The Cowansville Institution is a medium-security institution that will remain in operation throughout the project.

Anyone reporting to the site will have to undergo a security check beforehand. This condition applies to everyone without exception. All visits to the premises at every phase of the project must have the written consent of CSC. Consultants must notify the institution's security services prior to their anticipated site visit. They must be accompanied by a person designated by CSC while on site.

An access authorization form must be completed for each person requiring access to the site. This form must be sent to the institution ten (10) days prior to the first visit.

PD 9 CONSULTANT SERVICES

The Consultant's team for this project must be capable of providing the following services:

- Architectural
- Codes and standards
- Communication
- Lighting design
- Schedule control
- Cost control
- Interior design
- Sustainable development
- Ergonomics (guard post)
- Civil engineering
- Electrical engineering
- Electrical engineering (IT)
- Geotechnical engineering
- Mechanical engineering
- Structural engineering
- Structural engineering (paraseismic)
- Waste management
- Risk management
- Commissioning
- Programming
- Fire protection
- Hardware
- Occupational health and safety
- Signage
- Security systems

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PROJECT ADMINISTRATION

PA 1 PROJECT ADMINISTRATION

The following administrative requirements apply during all phases of project delivery.

1.1 PWGSC Project Management

The Project Manager assigned to the project is the Departmental Representative.

The Project Manager is the Departmental officer directly concerned with the project and responsible for its progress. He/she is also the liaison between the Consultant, Public Works and Government Services Canada and the client departments.

Public Works and Government Services Canada administers the project and exercises continuing control over the Consultant's work during all phases of development. Unless directed otherwise by the Project Manager, the Consultant meets all Federal requirements and obtains all approvals necessary for the work.

1.2 General Project Deliverables

When required deliverables and presentations include summaries, reports, drawings, plans or schedules, ten (10) hard copies shall be provided, plus two (2) copies in electronic format shall be provided unless otherwise specified. Hard copies and electronic copies should be sent to different locations of PWGSC and CSC.

All electronic documents produced must be available throughout the project on an FTP site provided and organized by the Consultant. The Consultant must provide PWGSC with read and write rights for the sharing of files.

1.3 Lines of Communication

Unless otherwise arranged with the Departmental Representative, the Consultant shall communicate with the Project Manager only. There shall be no direct official contact between client departments and the Consultant.

During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and the contract award. There shall be no direct communication between the Consultant and the bidders.

1.4 Media

The Consultant shall not respond to requests for project-related information or questions from the media. Such inquiries are to be directed to the Departmental Representative.

1.5 Meetings

The Departmental Representative shall arrange meetings twice a month during the design and construction period of the project, for all members of project team, including representatives from:

- Client Department(s)
- Public Works and Government Services Canada;
- Consultants and its Sub-Consultants

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The Consultant shall attend and chair the meetings, record the issues and decisions made, and prepare and distribute minutes within two (2) business days of the meeting. Meetings will be held at the Cowansville Institution or at PWGSC offices at Place Bonaventure in Montreal.

1.6 Project Response Time

For this project, key personnel of the successful Proponent, Sub-Consultants or Specialist Firms must attend meetings or respond to inquiries within two (2) business days.

1.7 Submissions, Reviews and Approvals

The Departmental Representative must review the work in progress:

- PWGSC in-house services (AES/STE/Fire)
 - Submission Format: drawings and specifications (paper copy, pdf and dwg)
 - Submission Schedule: Submissions are reviewed at every milestone as identified in the Required Services
 - Anticipated Implementation Timeline:
 - RS1 to 3: ten (10) working days
 - RS4: fifteen (15) working days
- Design Review Committee – Client (CSC)
 - Submission Format: drawings and specifications (paper copy, pdf and dwg)
 - Submission Schedule: Submissions are reviewed at every milestone as identified in the Required Services
 - Anticipated Implementation Timeline:
 - RS1 to 3: ten (10) working days
 - RS4: fifteen (15) working days

The content of files in .dwg format that are submitted at each design phase will be checked against the PWGSC, Quebec Region standard for the preparation of CAD drawings, and updated versions will be sent to the Consultant. This condition is a prerequisite for the payment of Consultant fees.

1.8. Official Languages

This project requires services in both official languages. See the Additional Services section in this RFP.

Please note that due to an operational requirement, all communications and meetings will have to take place in French during periods RS1 to RS4. This requirement is required due to CSC technical staff who are not bilingual (all technical staff at the facility is Francophone with the exception of the facilities manager). This communication in French will facilitate the technical exchanges between the consultants and our client.

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REQUIRED SERVICES

The required services correspond to the various phases of the project. The required services must include all services requested in the attached Project Brief. The list of requirements in this document does not limit the scope of the mandate described in this Brief.

RS 1 ANALYSIS OF PROJECT REQUIREMENTS

1.1 Intent

The purpose of this stage is to ensure the Consultant has reviewed and integrated all the project requirements, identified and evaluated conflicts or problems, provided alternative strategies, presented and received approval on a Project scope, delivery process, schedule and estimates required to deliver a cohesive quality project. These approved documents will become the Project Scope of Services and will be utilized throughout the project as reference documents.

Note that Phase 1 of the CSC Project Brief is in progress and is not included in this Request for Proposal.

1.2 General

Scope of Work:

- Attend the project launch meeting;
- Analyze the project requirements/program;
- Tour the building/site and verify the availability and capacity of required services for the project;
- Identify the required modifications to the existing building and services.
- Make requests for missing information and ambiguities in the program
- Review all available existing material related to the project;
- Review the proposed project schedule for verification that all milestone dates are achievable.
- Review the budget/cost plan to verify that the costs are realistic and that it is possible to meet the forecasts.
- Identify and verify all competent authorities having jurisdiction over the project;
- Identify the applicable codes, regulations, and standards.
- Establish a policy for project to minimize environmental impacts consistent with the project objectives and economic constraints.
- Review the potential for environmental impacts as well as aspects of the project affected by the Canadian Environmental Assessment Act (2012).

1.3 Deliverables

Comprehensive summary of the program and Project Brief demonstrating an understanding of the scope of work, including the following:

- Report on the existing base building elements including their state, anomalies, expected service life and ability to service the renovated space, if required
- Project Schedule
- Estimated Class 'D' construction costs using Uniformat II.
- Written report identifying risks, problems, conflicts and other collected information and clarifying assumptions for consideration by the Departmental Representative;
- Final analysis report on current applicable laws, regulations, codes, and standards
- Statement of options to consider for completion of stage RS2
- Identification of required additional expertise, if necessary
- Provide written response to all PWGSC and the Client's review comments;

RS 2 DESIGN CONCEPT

2.1 Intent

To translate the project requirements into spatial parameters, explore design options, and analyze them against previously identified priorities and program objectives. Out of this process, one option will be recommended to proceed with the design development.

Despite the high progress level of the Reference Plan, the Consultant must validate and verify the design to confirm the relationships between the programs and the program sectors and operational requirements. The Contractor will need to analyze the design and recommend a design solution based on the project's objective, functional and technical requirements, regulations, facilities in place, costs, and schedule. The recommendations covering the interventions required to meet the architectural, framework, electricity, mechanical, and landscape architecture needs, as well as all other disciplines (safety, etc.)

2.2 General

- Present three (3) design options that are viable and feasible: Options that do not meet the CSC Project Brief requirements will not be considered as viable. One of the options must consider the reconfiguration of the mechanical rooms in order to optimize and facilitate equipment maintenance as well as securing the equipment in spaces accessible to prisoners (mechanical room in the basement or on the main floor). This option will have to include the separation of the mechanical systems to facilitate shutting down services by zone.
- Take into account the location constraints of existing underground services.
- Analyze each solution based on project goals, including project costs and schedule
- Recommend one option for further development at RS3 with all supporting documentation and technical justification
- Check the capacity of existing systems to meet new needs when they are not served by new systems
- Identify elements of the existing building envelope that should be replaced and recommend replacement solutions
- Present three (3) exterior envelope options that blend with the existing building while meeting usage needs
- Propose structural and external envelope systems which allow simple and fast erection, even during winter conditions.
- Provide Design Concept Drawings
- Project Schedule
- Class 'C' construction cost estimate using Uniformat II for each option,
- Analysis of applicable laws, regulations, codes, standards, and municipal regulations in force

2.3 Details

- Scheduling of the various work phases and planning of the required temporary accommodations
- Assessment of components requiring environmental protection strategies, i.e., components that must be preserved (not demolished), recycled (salvaged by others) and/or sent for disposal in a landfill

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The following non-exhaustive lists identify services expected from each discipline. Some of the activities listed below may require the participation of several or all professionals. The Architect must coordinate its Sub-Consultants/Specialists, and is responsible for the execution of all elements of the mandate. This includes, but is not limited to:

- Supervising the team and determining the project objectives, budgets, schedules and design criteria to be met;
- Overseeing work progress of own Sub-Consultants and Specialists and ensuring that all parties concerned have reached the appropriate progress level;
- Synthesizing and incorporating services provided by various Specialists;
- Acting as the main contact person for the Departmental Representative throughout the project;
- Distributing information received from the Departmental Representative to the Sub-Consultants and Specialists, and vice versa;
- Checking and validating to ensure that various disciplines have coordinated their designs among themselves;
- Eliminating incompatibilities between various design components and fully coordinating the construction documents to eliminate work site disputes;
- When shortcomings are identified, following up until they are corrected;
- Producing a consolidated document to be submitted to the Departmental Representative as part of the required submissions; and
- Coordinating the testing firms.

2.3.1 Architectural Documents

- Site plan showing the location of the proposed building, its orientation, main access points, traffic routes and relocation of the playground if required;
- Schematic diagrams of building areas for alternatives indicating the relative layout of main fit-up areas, traffic routes, numbers of floors, floor levels, stairways and exits, accesses, location of mechanical room, agora, etc.;
- Elevation and section drawings indicating the basic design approach and aesthetic philosophy;
- Perspective drawings or block plans;
- Outside gross building surfaces and summary of main accommodation areas required and proposed;
- Horizontal and vertical space relationships;
- Drawings of options and views in 3D, showing the position of the guard post and the requirements for visual surveillance of spaces from that post, as required by the CSC statement.

2.3.2 Civil Documents

- Site plan showing the intervention sites, the location of existing buildings and the proposed new construction, the proposed and existing main access points and traffic routes (pedestrian and vehicular), roads, underground services, proposed development of the rainwater collection system, levelling, fencing, etc.
- Identify temporary accommodations and services required during construction work.

2.3.3 Structural Documents

- Proposed or alternative structural systems including foundation work methods, explanatory sketches, etc.
- Identify the required interventions for the existing building, if applicable.
- Include a copy of the geotechnical site investigation on which the design is based.
- Seismic investigation.

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2.3.4 Mechanical Documents

- Survey of existing systems and identification of required modifications and work related to the project.
- The concept study submission shall include a description of the specific mechanical requirements and the function of each area (or room) in the project. Identify any unique or specialized equipment required by the subject facility. Incorporate in the submission a schedule of requirements listing all rooms and identify the mechanical building services to be provided.
- Explain in the concept study submission the manner in which the proposed mechanical systems meet user requirements.
- Identify the volume of outdoor air to be supplied per person.
- Identify the delivery rate of air supply to occupied spaces.
- Identify whether full-time operating staff will be needed for operation of any of the mechanical equipment. Differentiate between staff that is needed due to code requirements and staff that is needed due to the nature and size of the facility.
- Identify the location(s) of the point(s) of entry into the mechanical services building.
- Identify the area to be provided for mechanical rooms and the percentage of the total building area this represents. Identify location of spaces reserved for mechanical systems in the building.
- The analysis of the various options proposed for the mechanical systems at the conceptual study stage shall indicate the monthly energy consumption and operating and maintenance costs for the building systems over one full year. Accordingly, the estimated energy, operating and maintenance costs shall be used in life cycle cost analyses to determine the most beneficial mechanical systems alternative. Life cycle cost analyses shall be based on a projected building life of 25 years.
- Perform an energy analysis, according to the latest version of EE4, for each proposed option for mechanical systems.
- Respect the building's energy budget of 1000 MJ/m²/year and compare it to energy consumption of other similar buildings.
- If applicable, identify the type of boiler to be used (that is, cast iron sectional, fire tube, etc.) and provide an economic and technical explanation of the reasons for this choice.
- List of non-Canadian products and materials proposed for the project with written justification

2.3.5 Electrical Documents

- Survey of existing systems and identification of required modifications and work related to the project.
- Main basic electrical systems proposed during the design stage.
- Fill out the room sheets with the requirements for each room and indicate the electrical services to be provided.
- Site plan showing location of electrical service entrances.
- Distribution diagram showing single line diagrams to distribution centres.
- Floor plans complete with locations of new and existing major electrical systems and distribution centres.
- Distribution systems for lighting, power and telecommunications networks, including future services (see Security) for the future guard post (see Architecture)
- Requirements for telephone and computer server rooms, conduits and telecommunication cable systems and site plan: evaluate existing facilities available.
- Provide a summary of studies along with a description of the electrical systems in sufficient detail for assessment and approval by the Department. Include feasibility and economic studies of proposed systems, complete with cost and load summaries.
- List of non-Canadian products and materials proposed for the project with written justification.

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2.3.6 Security Documents

- Draw up a list of all existing security systems.
- Compile an inventory of all existing software, including the version of each of these programs and the number of licences available.
- Determine whether or not it is necessary to update some of the software and/or obtain additional licences for the existing software.
- Determine whether or not the existing equipment and software have the capacity to handle the additional requirements of this project.
- Determine the new equipment required.
- List of new security tasks for various phases of the construction project, based on the latest CSC standards;
- List of new security tasks for permanent fit-up, based on the latest CSC standards;
- New systems proposed by the Consultant must be compatible with existing systems. Systems integration must provide complete functionality.
- All security system equipment shall be connected and/or integrated to the Main Communications Control Post (MCCP).

2.3.7 Commissioning

- Define commissioning requirements: scheduling, tests to be performed, required stakeholders, sheets/forms to be completed, documents/reports to be provided for evaluation by a Consultant, etc.
- Identify in square metres the area to be provided to maintenance personnel, including storage rooms and workshops for mechanical and electrical systems and housekeeping.
- Define documents to include in project archives.

2.3.8 Sustainable Development

- Evaluate design proposals using the CSC Green Building Design Checklist and achieve the desired classification category (good ecological design).
- Ensure that the project meets the requirements of the Canadian Environmental Assessment Act (2012).
- Develop design options involving sustainable development and environmental protection strategies and evaluate them (energy management, geothermal energy, water management, etc.).

2.4 Deliverables

Provide the following:

- Design study drawings;
- Description of the options with recommendation of the preferred solution for completion of step RS3;
- Written identification of risks, problems, conflicts and other collected information/clarifying assumptions for consideration by the Departmental Representative (risk management plan);
- Updated project schedule;
- Class 'C' construction cost estimate using Uniformat II;
- Report on deviations from work schedule and recommended corrective measures or updated timeline;
- Identification of existing services;
- Existing geotechnical study;
- Report on existing security systems;
- Data sheets of proposed standard hardware;
- Green Building Design Checklist;

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- Review of applicable laws, regulations, codes and standards in force for the options considered;
- Responses to review comments from PWGSC and the Client.

RS 3 PRELIMINARY DESIGN

3.1 Intent

This stage is intended to further develop one of the options presented at the concept study stage. The design development documents consist of drawings and other documents to describe the scale and nature of the entire project as to architectural, structural, mechanical and electrical elements, security aspects, sustainable development, hardware, materials and other required elements if necessary.

3.2 General

Scope of Work:

- Obtain written approval from the Departmental Representative for development of one of the proposed concept study options.
- Provide written responses to all review comments and incorporate them into the construction documents where required.
- If any modifications are required, provide documentation of all necessary changes, analyze their impact on all project components and resubmit for approval if required.
- Expand and clarify the objective of the concept studies for each design discipline.
- Inspect the existing building to determine its capacity to accommodate the proposed structural changes as well as changes to mechanical, electrical and other required systems.
- Present the design materials to the client, design review committee or other committees as indicated by the Departmental Representative.
- Present the design to the government or local authorities when required.
- Analyze the feasibility of the project and advise on the work execution process and duration.
- Based on all material available at the time, prepare a schedule of milestones for consideration, with special attention to the impact on occupants and the Institution's operations.
- Continue reviewing all applicable laws, regulations, codes and standards in relation to the design of the project.
- Provide a list and summary specification sections of all National Master Specification (NMS) sections to be used. Submit summary specifications for all systems, principal elements and equipment. Include with the summary specifications manufacturers' documentation for principal elements and equipment of the systems proposed for this project.
- Prepare a Class 'B' construction cost estimate using Unifomat II.
- Analyze applicable laws, regulations, codes and standards in effect.

3.3 Details

- Scheduling of the various work phases and planning of temporary accommodations if necessary
- Assessment of components requiring environmental protection strategies, that is, components that must be preserved (not demolished), recycled (salvaged by others) and/or sent for disposal in a landfill

The following non-exhaustive lists identify services expected from each discipline. Some of the activities listed below may require the participation of several or all professionals.

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The Architect must coordinate its Sub-Consultants/Specialists, and is responsible for the execution of all elements of the mandate. This includes, but is not limited to:

- Supervising the team and determining the project objectives, budgets, schedules and design criteria to be met;
- Overseeing work progress of own Sub-Consultants and Specialists and ensuring that all parties concerned have reached the appropriate progress level;
- Synthesizing and incorporating services provided by various Specialists;
- Acting as the main contact person for the Departmental Representative throughout the project;
- Distributing information received from the Departmental Representative to the Sub-Consultants and Specialists, and vice versa;
- Checking and validating to ensure that various disciplines have coordinated their designs among themselves;
- Eliminating incompatibilities between various design components and fully coordinating the construction documents to eliminate work site disputes;
- When shortcomings are identified, following up until they are corrected;
- Producing a consolidated document to be submitted to the Departmental Representative as part of the required submissions; and
- Coordinating the testing firms.

3.3.1 Architectural Documents

- Site plan showing the existing or proposed building(s) and environmental elements, including:
 - Traffic routes:
 - Pedestrians (e.g. inmates, staff, etc.);
 - Vehicles (e.g. maintenance of the establishment, snow removal service, etc.);
 - Service roads.
 - Earthworks:
 - Existing and proposed elevations.
 - Landscaping:
 - Main lawn areas. If applicable, specify their role in the sustainable development strategy.
 - Indicate the relative location of buried utilities.
- Floor plans of each floor showing all rooms required, including all necessary circulation areas, stairs, elevators, technical rooms, etc.;
- Define the areas that can serve as a security shelter. Indicate building grid, modules, etc., and dimensions of the main elements.
- Development plan for equipment and furniture selected from the CORCAN Catalogue. Office fit-ups shall conform to PWGSC's Workplace 2.0 Fit-up Standards.
- Chart of doors, frames and hardware, based on CSC's technical criteria: Recommend products to meet the requirements of CSC and users based on the equipment currently used in the Institution and hire a hardware Specialist independent from any manufacturer.
- Plan views and elevations of a typical fitted-up cell.
- Selection of finish materials and colours on a display board;
- Elevations of exterior building facades showing all doors and windows accurately sized and projected from the floor plans and sections. Indicate clear floor and ceiling levels and any concealed roof levels.
- Views from the guard control post with an ergonomic analysis of the post, demonstrating the position of the guard post and requirements for visual monitoring of the spaces from that post, as per the requirements of the CSC statement.
- Cross sections of the building(s) to show floor levels, room heights, elevation of interior corridors, junction with the existing one, relationship with the site, etc.

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- Sectional view details of walls or any other special design features requiring illustration or explanation at this stage, including fire protection methods.

3.3.2 Civil Documents

- Site plan with proposed works (development of site services, soil work, etc.)
- Identify existing infrastructure, infrastructure to be demolished and new infrastructure.
- Identify services and temporary accommodations required during construction work according to the work phases, including temporary access roads.
- Identify seeding areas.

3.3.3 Structural Documents

- Drawings showing the proposed structural elements, type of foundation, construction materials, details for retaining walls and exterior cladding as well as all other proposed details that are important or unusual.
- Seismic investigation.

3.3.4 Mechanical Documents

- Site plan showing location of entrances for water supply, sanitary and storm drains and connections to public utility services, including all key invert elevations;
- Drawings showing preliminary dimensions of heating, ventilation and air conditioning system locations and the layout of all major equipment in mechanical rooms;
- Drawings of plumbing system showing routing and dimensions of major lines and location of taps and other required sanitary equipment;
- Drawings of the fire protection systems showing major components.
- Produce the preliminary designs based on the approved concept. Update the energy analysis and energy budget established at the concept design stage.
- Update the schedule of requirements.
- Provide information on all internal and external energy loads in sufficient detail to determine the compatibility of the proposal with existing services, the approved concept and the energy budget.
- Analyze selected equipment and systems and attach schematics and calculations necessary to demonstrate the economic advantages of the selected systems.
- Describe the mechanical systems to be provided and the components of each system. Describe the proposed operation of the mechanical systems.
- Explain the skills required of operating staff to operate the building systems and the expected functions of this staff.
- Describe the building systems control architecture. Provide preliminary Energy Management & Control Systems (EMCS) network architecture, mechanical system control schematics, and sequence of operation.
- Explain the acoustical and sound control measures that are to be included in the design.

3.3.5 Electrical Documents

- Provide drawings showing more detailed information on the following:
 - Single line diagram of power circuits with their metering and protection systems, including:
 - Power rating of connected equipment;
 - Ratios and connections of current transformers (CT) and potential transformers (PT);
 - Description of relays when used;
 - Maximum short circuit levels on which design is based;
 - Identification and capacity of existing and new services;
 - Connected load and estimated maximum demand on each distribution centre.

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- Electrical plans with:
 - Light fixture layout;
 - Electrical outlet locations;
 - Floor elevations and room identification;
 - Legend of all symbols used;
 - Identification of numbers for outlet circuits and control switches;
 - Diameters of all conduits and wires, except for minimum diameters, which should be given in the specification;
 - Panel schedule indicating loads for each panel;
 - Layout of telephone conduits installed in the ceiling/floor;
- Riser diagrams of wiring for lighting, power, telephone, telecommunication, fire alarm and other systems;
- Elementary diagrams of control systems;
- Nomenclature for motor and controls;
- Complete lighting layout plan and nomenclature of light fixtures clearly indicating information on switching and installation of devices;
- Electric heating layout plan and related nomenclature.
- Provide the following data:
 - Total connected load;
 - Maximum demand and diversity factors;
 - Power of standby load; and
 - Short-circuit requirements and calculations showing the ratings of equipment used.

3.3.6 Security Documents

- Draw up a list of all existing security systems.
- Compile an inventory of all existing software, including the version of each of these programs and the number of licences available.
- Determine whether or not it is necessary to update some of the software and/or obtain additional licences for the existing software.
- Determine whether or not the existing equipment and software have the capacity to handle the additional requirements of this project.
- Determine the temporary equipment required.
- Determine the new equipment required.
- List of new security tasks for permanent fit-up, based on the latest CSC standards.
- All security system equipment shall be connected to the Main Communications and Control Post (MCCP).

3.3.7 Commissioning

- Define operational requirements.
- Define commissioning requirements.
- Prepare a Commissioning Brief describing major commissioning activities for mechanical, electrical and integrated systems testing.
- Define and establish specific documents to enter in the project archives.

3.3.8 Sustainable Development

- Evaluate design proposals using the CSC Green Building Design Checklist and achieve the desired classification category (good ecological design).

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3.4 Deliverables

- Floor plans including all disciplines showing in detail all floor elements and services necessary to make all design decisions and to substantially evaluate the cost of the project;
- Written report identifying risks, problems, conflicts and other collected information and clarifying assumptions for consideration by the Departmental Representative;
- Cross-sections of the building;
- Demolition plans;
- Architectural, structural, engineering, carpentry and finishing details to determine choice of materials and finishes;
- Reflected ceiling plans;
- Elevation views;
- Views from the guard control post with an ergonomic analysis of the post, demonstrating the position of the guard post and requirements for visual monitoring of the spaces from that post, as per the requirements of the CSC statement.
- Presentation of a 3D model of the new building with a walk-through of the project;
- Finish and colour schemes;
- Preliminary specifications for all disciplines, including all systems and main components and/or equipment;
- Class 'B' construction cost estimate using Uniformat II;
- Schedule of preliminary work identifying deliverables with significant delivery lead time;
- Fire Protection Engineers Report including requirements, strategies or interventions for protection of the building and its occupants;
- Project dossier detailing the basic assumptions of the project and the justifications for all major decisions;
- Commissioning Plan;
- Analysis report on applicable laws, regulations, codes and standards in effect;
- Report on existing security systems, in which products to be designated are identified;
- Data sheets for hardware, in which products to be designated are identified;
- Signage proposal;
- Green Building Design Checklist;
- Updated risk management plan; and
- Response to review comments from PSPC and the Client.

RS 4 CONSTRUCTION DOCUMENTS

4.1 Intent

This stage is intended to prepare drawings and specifications detailing the requirements for the execution of the work and establishing the final cost estimate for the project.

- 33% indicates that technical development of all execution documents is one-third complete.
- 66% indicates substantial technical development of the project, meaning the specifications, nomenclature, details and architecture and engineering plans are more developed.
- 99% indicates the submission of complete execution documents in view of the invitation to tender.
- Develop a project-specific Systems Operations Manual (SOM).
- Final Submission at 100% incorporates all revisions required after the 99% version and is intended to provide PWGSC with a complete version of the execution documents for the invitation to tender in both official languages.

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4.2 General

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

Scope of work:

- Obtain the Departmental Representative's approval for documents presented at all stages of design development (33%, 66%, 99% and Final).
- Confirm presentation format of drawings and specifications.
- Specify the particular methods.
- Submit drawings and specifications at the required stages (33%, 66%, 99% and Final).
- Provide written responses to all review comments and incorporate them into the construction documents where required.
- Advise as to the progress of cost estimates and submit updated cost estimates as the project advances.
- Update the project schedule.
- Prepare a Class 'B' estimate using Unifomat II for 33% and 66% stages.
- Prepare a Class 'A' estimate using Unifomat II for 99% and 100% stages.
- Review specifications for materials and construction processes and confirm that they meet PWGSC's sustainable development objectives using CSC's checklist.
- Final analysis report on current applicable laws, regulations, codes and standards.

4.3 Details

4.3.1 Technical and Production Information Meetings

- Production of execution documents will be reviewed during the meetings arranged by the Departmental Representative and the Consultant at all stages of design development.
- Representatives from client department(s) and PWGSC support staff must attend meetings arranged by the Departmental Representative.
- The Consultant shall ensure that its staff and the Sub-Consultant representatives attend the technical and production information meetings if applicable.
- The Consultant shall arrange to provide all necessary data, work progress charts, etc.
- The Consultant shall prepare minutes of the meetings and distribute copies to all participants.

4.3.2 Progress Review

- As execution drawings are created, submit working drawings, nomenclature, details, pertinent calculation data and updated cost plan and project schedule as required.
 - Mechanical
 - Flow diagrams, system layout plans, equipment selections and dimensions, floor plans showing major equipment;
 - All major ductwork sized and shown on drawings including layout plan for all major mechanical and transformer rooms;
 - EMCS network architecture, schematics for mechanical system controls, sequence of operation for each mechanical system, schematics for electrical system controls, DDC input/output point nomenclature;
 - Commissioning Plan in accordance with CP.3 (Commissioning Policy);
 - Update the building load calculation, energy analysis and energy budget.
 - Submit at the stipulated progress report submission all calculations for mechanical design and equipment selection. These calculations shall be presented in a three-ring binder with identification tabs.
 - Calculations submitted shall not necessarily be reviewed. They are required for record purposes and in certain instances to assist in the understanding and

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interpretation of designs. Calculations shall be submitted in a format that is legible, neat and easily understandable.

- Specifications and an index of specification sections.
 - The specifications shall consist of sections of the NMS amended by PWGSC, sections of the PWGSC Master Specification and sections of the latest version of the NMS at the time of the last revision of the specifications.

4.4 Deliverables

Deliverables are similar at all stages; completeness of the project development should reflect the stage of the submission.

The Architect must coordinate its Sub-Consultants/Specialists, and is responsible for the execution of all elements of the mandate. This includes, but is not limited to:

- Supervising the team and determining the project objectives, budgets, schedules and design criteria to be met;
- Overseeing work progress of own Sub-Consultants and Specialists and ensuring that all parties concerned have reached the appropriate progress level;
- Synthesizing and incorporating services provided by various Specialists;
- Acting as the main contact person for the Departmental Representative throughout the project;
- Distributing information received from the Departmental Representative to the Sub-Consultants and Specialists, and vice versa;
- Checking and validating to ensure that various disciplines have coordinated their designs among themselves;
- Eliminating incompatibilities between various design components and fully coordinating the construction documents to eliminate work site disputes;
- When shortcomings are identified, following up until they are corrected;
- Producing a consolidated document to be submitted to the Departmental Representative as part of the required submissions; and
- Coordinating the testing firms.

4.4.1 Submission (33%)

- Plans must comply with the PWGSC, Quebec Region standard for the drafting of CAD drawings.
- Specifications must follow the latest National Master Specification (NMS) format.
- Specifications and execution plans completed according to the stage;
- Class 'B' construction cost estimate using Uniformat II;
- Updated project schedule, using the Critical Path Method (MS Project);
- Analysis report on applicable laws, regulations, codes and standards in effect;
- A copy of the site information and of the soil and building study report;
- Updated risk management plan; and
- Responses to review comments from PWGSC and the Client.

4.4.2 Submission (66%)

- Plans must comply with the PWGSC, Quebec Region standard for the drafting of CAD drawings.
- Specifications must follow the latest National Master Specification (NMS) format.
- Specifications and execution plans completed according to the stage;
- Class 'B' construction cost estimate using Uniformat II;
- Updated project schedule, using the Critical Path Method (MS Project);
- Analysis report on applicable laws, regulations, codes and standards in effect;

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- A copy of the site information and of the soil and building study report;
- Updated risk management plan; and
- Responses to review comments from PWGSC and the Client.

4.4.3 Submission (99%)

- Complete specifications and working drawings;
- Class 'A' construction cost estimate using Uniformat II;
- Updated project schedule, using the Critical Path Method (MS Project);
- Analysis report on applicable laws, regulations, codes and standards in effect;
- 99% Commissioning Plan and Systems Operations Manual;
- One copy of the complete colour schedules, including textures, sheens, super-graphics, colour chips and material samples.
- One copy of site information, soil study report, geological cross-sections from the drilling report, etc.
- One copy of concept, design and other criteria required by PWGSC Technical Services for final verification and archiving;
- One copy of updated cost plan and project schedule;
- Updated risk management plan; and
- Responses to review comments from PWGSC and the Client.

4.4.4 Final Submission (100%) for Invitation to Tender

This submission incorporates all revisions required by the review of the 99% submission. PWGSC will perform a review before the invitation to tender documents are produced to ensure that all comments have been taken into consideration and integrated satisfactorily.

Provide the following:

- Complete set of working drawings;
- Complete sets of specifications;
- Class 'A' construction cost estimate using Uniformat II;
- Updated project schedule, using the Critical Path Method (MS Project);
- Construction project scheduling;
- Responses to review comments from PWGSC and the Client;
- Complete commissioning plan;
- Updated risk management plan;
- Complete Systems Operations manual;
- Complete set of original colour schedule;
- One set of the soil study report with amendments if any;
- One set of the hazardous substances study report.
- As a safeguard against loss or damage to the originals, retain a complete set of drawings in reproducible form and one copy of the specifications.
- For the invitation to tender, provide the plans and specifications in PDF format in accordance with the file presentation standards for PWGSC invitations to tender. Check that the document prints properly and that it contains all of the information on the CAD drawings;
- Submit, present and obtain approval on plans and specifications required by Inspection Authorities before the invitation to tender;
- List of tests that should be carried out, including tests to be carried out on the work site and in the factory;
- List of trainings that should be undertaken.

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SR 5 INVITATION TO TENDER, BID EVALUATION AND CONSTRUCTION CONTRACT AWARD

5.1 Intent

This stage is intended to obtain bids from Contractors qualified to carry out the project as per the Tender Documents, evaluate them and award the construction contract according to government regulations.

5.2 General

Scope of work:

- Attend site visit for bidding Contractors along with Sub-Consultants and Specialists.
- Help the Departmental Representative answer bidders' questions.
- Prepare addenda (French and English) to be distributed by the Departmental Representative.
- Provide the Departmental Representative with all information required by bidders to properly interpret the construction documents. The Departmental Representative, through the Contract Agent, will issue this information to all participants as addenda.
- Keep full notes of all inquiries during the bidding period and submit same to Departmental Representative at the end of the period for placement in PWGSC's record.
- Assist in tender evaluation by providing advice on the following:
 - The completeness of tender documents in all respects;
 - Technical aspects of the tenders;
 - The effect of alternatives and skills that may have been included in the tender;
 - The tenderers' ability to undertake the full extent of the work;
 - The availability of adequate equipment to carry out the work;
 - Analysis and evaluation of the differences between the estimate before the invitation to tender and the submitted tenders.
- If PWGSC decides to issue a new invitation to tender, provide advice and assistance to the Departmental Representative.
- Revise and amend, at your cost, the execution documents to bring the cost of the work within the established limits.
- Determine and report any impact on cost and schedule of addenda to the invitation to tender or the contract.
- Following the construction contract award, issue the construction documents.

5.3 Deliverables

- Original documents of drawings and specifications, for invitation to tender;
- Electronic copies of drawings and specifications, for invitation to tender;
- Addenda where needed;
- Amendments to the documents, if a new invitation to tender is necessary;
- Updated project execution schedule or cost estimate;
- Original documents of drawings and specifications, for construction;
- Electronic copies of drawings and specifications, for construction.

RS 6 CONSTRUCTION & CONTRACT ADMINISTRATION

6.1 Intent

The purpose of this stage is to implement the project in compliance with the Contract Documents, and direct and monitor all necessary or requested changes to the scope of work during construction.

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6.2 General

Scope of work:

- During implementation of the project, act on PWGSC's behalf to the extent provided in this document.
- Review the work underway at appropriate intervals to determine if it complies with the Contract Documents.
- Keep PWGSC informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review.
- Ensure compliance with Commissioning Plan and update the plan.
- Determine the amounts owing to the Contractor based on the progress of the work and certify payment of these amounts to the Contractor.
- Interpret the requirements of the Contract Documents.
- Provide project cost advice during construction.
- Advise the Departmental Representative of all potential changes to the scope of the work during project implementation.
- Review documents submitted by the Contractor.
- Draft Contemplated Change Notices (CCN) to be distributed by the Departmental Representative and include rationales for them based on the instructions of the consultant(s) concerned.
- Submit a cost estimate for each CCN to the Departmental Representative.
- Analyze the Contractor's quote and negotiate with the Contractor, when required, within two working days following receipt of the quote.
- Provide the PWGSC Departmental Representative with a recommendation for the issuing of a Change Order (CO).
- Keep a record of CCNs detailing the history of each CCN until a CO is issued.
- Indicate any changes or material/equipment substitutions on the project record documents.
- Submit to the Departmental Representative a table of all warranties, along with the commencement and expiry dates and references to the section of the specifications for each item.
- During the twelve (12) month warranty period, investigate all execution defects and alleged defects and issue appropriate instructions to the Contractor.
- Prepare and post Systems Operating Instructions.
- Ensure that all end-of-project documents and manuals are complete and in compliance with contractual requirements before submitting them to the Departmental Representative.
- Finalize the Systems Operations manual.
- Conduct a final warranty review.

6.3 Details

The following list is incomplete and in no way limits the professional obligations of the Consultant and its Sub-Consultants:

- Ensure that the work is carried out in accordance with the plans and specifications.
- Attend and chair site meetings (one meeting every two weeks). Write up meeting minutes and distribute them within two (2) working days of the meetings.
- Provide written clarifications and interpretations of the construction documents using supplementary drawings and in accordance with project requirements.
- Review shop drawings and technical data sheets submitted by the Contractor to ensure that they comply with the design and inform the Contractor of their compliance. Repeat the process until the documents are deemed compliant.
- Coordinate Sub-Consultants' activities.
- Recommend that tests be carried out on materials and implementation, and analyze the test results.

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- Analyze requests for modifications and make recommendations to the Departmental Representative regarding amounts and relevance. The Consultant does not have the authority to approve modifications.
- Indicate all changes to or substitutions of materials or equipment on the documents kept in the project records.
- Review Progress Payment Requests and make appropriate recommendations.
- Inspect the work and draw up lists of deficiencies.
- Provide assistance for and recommend temporary acceptance and final acceptance of the work.
- Ensure that occupational health and safety measures stipulated in the Contractor's occupational health and safety plan are implemented and complied with.
- Draft as-built drawings and submit them to PWGSC in DWG and PDF formats (according to PWGSC Quebec Region's standards). The Consultant must include all significant deviations in construction from the Contractor's annotated drawings, as well as all work resulting from COs during the construction.

6.3.1 Meetings

Immediately after contract award, arrange a kick-off meeting with the Contractor and the Departmental Representative.

All project stakeholders must participate in meetings. Prepare minutes of the meeting and distribute copies to all participants and others approved by the Departmental Representative within two (2) business days. The Departmental Representative may invite client departments to attend any meeting.

6.3.2 Project Schedule

- Obtain the project schedule with detailed commissioning components shown separately as soon as possible after the construction contract is awarded and ensure proper distribution.
- Verify that construction work is proceeding according to the approved schedule, take necessary steps to ensure that the schedule is maintained and submit a detailed weekly report to the Departmental Representative regarding any delays.
- Keep accurate records of causes of delays and share them with the Departmental Representative on a weekly basis.
- Make every effort to assist the Contractor to avoid delays.

6.3.3 Time Extensions

Only the Department can approve a request to extend a deadline. Approval will be issued in writing by the Departmental Representative.

6.3.4 Cost Breakdown

Obtain from the Contractor a detailed cost breakdown presented on a standard PWGSC form and submit it to the Departmental Representative with the Claims for Progress Payments.

6.3.5 Sub-Contractor Changes

The Contractor is required to use the Sub-Contractors named on the list provided following the opening of tenders unless a change is authorized by the Departmental Representative. Changes of Sub-Contractors are only considered when they involve no increase in cost and are approved by the Departmental Representative. Review all requests for changes of Sub-Contractors and submit recommendations to the Departmental Representative.

When Sub-Contractors have not been included on the list provided above, obtain the list of Sub-Contractors from the Contractor no later than ten (10) working days after the date the contract is awarded.

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6.3.6 Labour Requirements

The Contractor is bound by the terms of the contract to employ competent and experienced workers throughout the project and to comply with the labour conditions established by Labour Canada. Inform the Department of any labour situations that appear to require corrective action by the Department. The Consultant shall ensure that a copy of the labour conditions is posted in a conspicuous place on site.

6.3.7 Bylaw Compliance

- Ensure that construction complies with applicable regulations and bylaws.
- Matters pertaining to Labour Canada shall be referred to the Departmental Representative.

6.3.8 Construction Safety

- All construction projects that are occupied by federal employees during construction are subject to the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations, as administered by Labour Canada.
- Fire safety provisions during construction must comply with the National Fire Code of Canada, Section 5.6.
- In addition to the above, the Contractor must comply with the provincial and municipal safety laws and regulations, and with any instructions issued by the officers of these authorities having jurisdiction relating to construction safety.
- Ensure the Contractor is mandated to coordinate, isolate, protect and recommission the fire protection and suppression systems during construction. Notify the Property Manager each time the fire protection and suppression systems are bypassed and advise of estimated recommission time.

6.3.9 Site Visits

- Ensure inspection services for work not carried out on site. Ensure that work complies with contract documents.
- Provide services of qualified personnel who are fully knowledgeable about the technical and administrative requirements of the project.
- Establish a written agreement with Contractors as to what stages or aspects of the work are to be inspected prior to being covered up.
- Assess quality of work and notify the Contractor and the Department in writing of all defects and deficiencies observed during such inspections.
- Inspect materials, prefabricated assemblies and components at their source or manufacturing plant as necessary for the progress of the work.
- Prepare a Site Visit Note for every visit.
- Submit any deficiency lists, directions or clarifications to the Departmental Representative in writing.

6.3.10 Clarifications

Provide clarifications on plans and specifications or site conditions as required to avoid delays to the project.

6.3.11 Work Progress Reports

Report to the Departmental Representative regularly on the work progress. To this effect, submit weekly reports summarizing the planned activities, detailing the activities performed or not and assessing the Contractor's employees present at the site.

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6.3.12 Work Measurement

If work is based on unit prices, measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.

When a Contemplated Change Notice is to be issued based on unit prices, keep accurate account of the work. Record dimensions and quantities.

6.3.13 Detail Drawings

Provide for the Departmental Representative's information any additional detail drawings as required to better interpret or further clarify the contract documents.

6.3.14 Shop Drawings

- Verify the number of copies of shop drawings required. Consider additional copies for review by the client departments.
- Ensure that shop drawings are stamped "Checked and Certified Correct for Construction" by the Contractor and stamped "Reviewed" by the Consultant before being returned to the Contractor.
- Expedite the processing of shop drawings.
- On completion of the project, forward three hard copies and one PDF copy of the reviewed shop drawings to the Departmental Representative. Ensure that shop drawings include the project number and are recorded in sequence.

6.3.15 Inspection and Testing

- Before the call for construction tenders process begins, provide the Departmental Representative with the list of tests to be performed, including tests to be performed on site and in factory.
- Ensure all tests to be performed are detailed in the Commissioning Plan.
- When the contract is awarded, assist the Departmental Representative in briefing the testing firm on required services, distribution of reports, communication lines, etc.
- Review all test reports and take necessary action with the Contractor when work fails to comply with contract documents.
- Immediately notify the Departmental Representative when tests fail to meet project requirements and the necessary corrective work will affect the work schedule.
- Assist the Departmental Representative in verifying the accuracy of the testing firm's invoices for services performed.

6.3.16 Training

- Before the call for construction tenders process begins, provide the Departmental Representative with the list of training to be undertaken.
- Ensure all training is detailed in the Commissioning Plan.

6.3.17 Construction Changes

- The Consultant does not have authority to change the work or the price of the Contract.
- Changes that affect the cost of the construction project or the plans and specifications must be approved by the Departmental Representative.
- Upon approval from the Departmental Representative, ask the Contractor to submit a detailed price proposal. Review the price proposal and promptly submit recommendations to the Departmental Representative.
- The Departmental Representative will issue Consultant-prepared Change Orders to the Contractor, with copy to Consultant.
- All changes, including those that do not affect the cost of the project, must be described in Change Orders.

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- "Trade-offs" are not allowed.

6.3.18 Contractor's Progress Claims

Each month, the Contractor submits a progress claim for work and materials, as required in the construction contract.

The claims must be made by completing the following forms where applicable:

- Progress Claim;
- Cost Breakdown for Unit or Combined Price Contract;
- Cost Breakdown for Fixed-Price Contract;
- Statutory Declaration Progress Claim.

Review and sign designated forms within five (5) business days of their receipt and promptly forward them to the Departmental Representative for processing. Coordinate the Sub-Consultants' participation and consolidate information forwarded to the Departmental Representative.

Submit with each progress claim:

- Updated schedule of the work progress;
- List of project risks;
- Photographs of work progress.

6.3.19 Materials on Site

- The Contractor may make a claim for payment of material on site but not incorporated in the work.
- Material must be stored in a secure place designated by the Departmental Representative.
- A detailed list of materials with supplier's invoice showing the price of each item must accompany the claim; the Consultant shall verify this list.
- Items shall be listed separately on the detail sheet after the detail view and the total.
- As material is incorporated in the work, its cost must be added to the appropriate detail item and removed from the materials list.

6.3.20 Acceptance Board

The Consultant shall inform the Departmental Representative when satisfied that the project is substantially completed. The Consultant shall ensure that its representative, the representative of each of its Sub-Consultants, the Resident On-Site Reviewer, Contractor and major sub-trades representatives shall form part of the Project Acceptance Board and attend all meetings organized by the Departmental Representative.

6.3.21 Interim Inspection

The Acceptance Board shall inspect the work and list all unacceptable and incomplete work on a designated form. The Board shall then accept the project as executed by the Contractor subject to the elimination of the deficiencies and uncompleted work listed and priced.

6.3.22 Interim Certificates of Completion, for each phase of work

Payment requires completion and signing, by the parties concerned, of the following documents:

- Interim Certificate of Completion
- Cost Breakdown for Fixed Price Contract
- Cost Breakdown for Unit or Combined Price Contract
- Inspection and Acceptance
- Statutory Declaration – Interim Certificate of Completion
- Worker's Compensation Board Certificate

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Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Departmental Representative for processing.

6.3.23 Take-over

The official take-over of the project, or parts of the project, from the Contractor is established by the PWGSC Project Team, which includes the Consultant and the Client Department. The date of the Interim Certificate of Completion signifies commencement of the twelve (12) month warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.

- Provide Departmental Representative with original copy of Contractor's warranties for all materials and work covered by an extended warranty or guarantee, according to the conditions of the specifications.
- Verify their completeness and extent of coverage.

6.3.24 Building Occupation

The Department or Client Department may occupy the building after the date of acceptance of the building by the Acceptance Board. The acceptance date is normally the date on which the Contractor issues the Interim Certificate of Completion, subject to the Acceptance Board's approval. As of the acceptance date, the Contractor may cancel the Contract Insurance, and the Department or Client Department (as the case may be) assumes responsibility for:

- The security of the work(s);
- Fuel and utility charges;
- Proper operation and use of equipment installed in the project;
- General maintenance and cleaning of the work(s);
- Maintenance of the site (except any landscaping maintenance covered by the contract).

6.3.25 Operation and Maintenance Data Manual

Operation and Maintenance Data Manual: four (4) hard copy sets and one (1) electronic copy (pdf) of each volume produced by Contractor in accordance with Sections 01 91 13 and 01 91 51 of project specification and verified for completeness, relevance and format by the Architect and the Architect's Sub-Consultants must be submitted to the Departmental Representative prior to interim acceptance or the actual start of work and the instruction period, whichever occurs sooner. The Contractor shall retain one copy of each volume for its records and its own use during the instruction period.

6.3.26 Instruction of Operating Personnel

- Make the necessary arrangements and ensure that the institution's operations personnel are properly instructed on the operation of all services and systems, using the final manuals as reference.
- The Consultant shall provide training sessions on the design intent and system operations. Utilize system operations manual for training sessions.

6.3.27 Keys

Ensure that all keys and safe combinations are delivered to the Department and/or Client Department.

6.3.28 Final Inspection

The Consultant is required to inform the Departmental Representative when it is satisfied that all work under the Construction Contract has been completed and that the deficiencies listed on the inspection and acceptance form following the Interim Inspection have been corrected. The Departmental Representative then reconvenes the Acceptance Board, which makes a final inspection of the project. If all work has been performed to the Board's satisfaction, the Board makes a recommendation to the

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Departmental Representative and Client Department for final acceptance of the project completed by the Contractor.

6.3.29 As-Built and Record Documents

- From the Contractor, obtain a marked-up hard copy of as-built drawings showing:
 - significant deviations in construction from the original Contract Documents, including changes, and indicate them on the record drawings;
 - changes resulting from Change Orders or from On-Site Instructions.

This activity must be performed in a timely manner. Once the work is completed for a particular trade, the Consultant must be sure to obtain the as-built drawings at that time. For example, civil record drawings can be placed in the project file well before building occupation. Similarly, record drawings and any other end-of-project document must be completed following the substantial completion of each work phase.

- Check and verify all as-built records for completeness and accuracy, then submit to the Departmental Representative.
- Produce record drawings by incorporating as-built information into project drawings.
- Submit specifications and final plans in the number and format required by the Consultant Agreement within eight (8) weeks of final acceptance.
- Provide a complete set of final shop drawings.

6.3.30 Final Certificate

The final payment requires completion and signing, by the parties concerned, of the following documents:

- Final Certificate of Completion
- Cost Breakdown for Fixed Price Contract
- Inspection and Acceptance
- Statutory Declaration – Final Certificate of Completion
- Cost Breakdown for Unit or Combined Price Contract
- Workers' Compensation Clearance Certificate
- Hydro Certificate.

Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Departmental Representative for processing.

6.4 Deliverables

- Written reports from site visits, including the names of persons involved.
- Written reports on the progress of work at the end of each week and on the project cost at the end of each month.
- Additional detail drawings, when required, to clarify, interpret or supplement the construction documents.
- Post-contract drawings.
- Interim and Final Certificates.
- Debrief of Commissioning Activities.
- As-built records.
- Warranty Deficiency List.
- Report on Final Warranty Review.

RS 7 FACILITY COMMISSIONING

As a member of the PWGSC team, the Commissioning Manager represents the Owner's and User's interests and, as such, is responsible for all commissioning activities during the development, implementation and post-construction stages of the project.

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Throughout this stage, the Consultant and Consultant's representatives on site shall work closely with the Commissioning Manager, PWGSC and the Contractor to properly carry out commissioning activities and produce drawings, reports and manuals that are well integrated with each other, in accordance with the Contract Documents.

The responsibilities of all stakeholders are indicated in the PWGSC Commissioning Manual at Appendix F. However, for this project, the Consultant shall also have the role of Commissioning Manager, and PWGSC shall retain the Quality Assurance role.

7.1 Consultant's Commissioning Responsibilities

- The Consultant is hired to provide commissioning services for the project to ensure that the planning, design, installation, testing, optimization, and operating and maintenance conditions of the finished work, systems and equipment are in accordance with project requirements, on the basis of the Consultant / Design Professional's design and any other requirement set out in the Contract Documents. The Consultant assumes overall responsibility for the design, implementation and updating of the project plan and implementation specifications, and for the commissioning documentation and reports. The Consultant also organizes and supervises commissioning activities and oversees inspections, audits and commissioning tests. The Consultant gathers commissioning data and prepares a report for the Commissioning Officer. The Consultant regularly sends an update of the Commissioning Issues Log to the Commissioning Oversight Manager. The Consultant assembles the final commissioning documentation, sends the final commissioning plan and manual to the Commissioning Officer for review and acceptance, and makes a recommendation for acceptance or non-acceptance of the project's finished work, systems, equipment and assemblies.
- The Consulting Firm must designate a Commissioning Agent with proven experience in the commissioning of building systems. The Consulting Firm certifies that it knows and understands the project and commissioning requirements very well and has all the required engineering education, qualifications, knowledge and experience to provide the services requested below.
- When the requirements and scope of the Commissioning Consultant's work is determined by the Consultant / Design Professional, the Consulting Firm's internal and external resources must have the required design and commissioning experience and expertise.
- The appointment of a Commissioning Oversight Manager and Commissioning Agent does not release the Consultant / Design Professional from its contractual professional responsibilities, including performing the required site supervision and reviews to ensure the finished work conforms to Project Requirements, Design Intent, Contract Documents and applicable regulations, codes and standards.

7.2 Design Phase Services

- Integrate commissioning process requirements and activities, the commissioning plan and specifications, and commissioning forms provided by the Commissioning Oversight Manager.
- Examine operation and maintenance issues to be factored in at the design phase.
- Prepare and revise Contract Documents to coordinate the required interfaces between systems, equipment and assemblies.
- Commissioning specifications must contain detailed descriptions of the responsibilities of each party, including the Contractor, sub-trades, manufacturers and testing contractors, for each commissioning activity; details on the commissioning process; reporting and documentation requirements, including requested formats; coordination issue alerts; commissioning issues/resolution log; pre-operation checklists and start-up requirements; the go/no-go testing process; specific requirements and procedures for go/no-go tests; test instrument and equipment requirements; and acceptance criteria for every applicable system, piece of equipment and assembly.

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- Promptly respond to commissioning team feedback and other issues during the design review (review of drawings and specifications).
- Develop or update the design phase commissioning plan. Have it reviewed by the PWGSC Commissioning Oversight Manager. Incorporate into Section 01 91 31 of the specifications.
- Develop comprehensive commissioning specifications as required (01 91 13, 01 91 31, 01 91 33, 01 91 41 and 01 91 51) for all commissioned equipment.
- Verify that the operation and maintenance of systems and equipment are adequately detailed in the Contract Documents, to ensure the commissioning is implemented and performed properly.
- Ensure that Design and Contract Documents include all devices, components and instrumentation required for the performance of the commissioning and to properly document the performance of each applicable piece of equipment, system and assembly.
- Review and, as appropriate, incorporate Commissioning Oversight Manager's feedback from submission reviews.
- Submit all plans to scale.
- Provide the Commissioning Oversight Manager/Specialist with plans in A2 format for the 99% stage and for construction. Everything must be submitted to the PWGSC Project Manager.
- Plans and specifications must be submitted to PWGSC for comment at every stage. A reasonable amount of time must be allowed for the review.
- Notify the PWGSC Commissioning Oversight Manager/Specialist of any changes during the design/construction process (including change orders/directives).
- Product Information (PI) and Performance Verification (PV) forms and Installation/Start-Up Check Lists must be prepared by the Consultant//Engineer, added to the specifications and be adapted to the project. Work with the PWGSC Commissioning Oversight Manager/Specialist to review and integrate all comments into documents.
- Design commissioning forms specific to the project, systems, equipment and assemblies, including (if applicable) *pre-operation checklists, *start-up checklists, *procedures and report templates for functional performance tests, and *procedures and report templates for integrated system tests. These requirements apply to all project systems and equipment that are new or that have been modified, or that have been connected to new or modified systems. Attach forms to submissions in the Specifications section (01 91 33) of the commissioning forms.
- Verify and confirm the accuracy and completeness of testing, adjusting and balancing (TAB) specifications and of specifications for field performance and quality control of other systems and equipment.
- Maintenance space requirements: Leave enough space to access equipment for maintenance. Safe access to equipment.
- CMMS/SIGE requirements:
 - The Consultant must identify CMMS numbers on project equipment and indicate them on the plans.
 - Equipment labelling is to be done by the Contractor in accordance with PWGSC nameplate standards and requirements. The Consultant shall integrate CMMS/SIGE forms, requirements and standards into the specifications.
 - Specify that produced labels must follow nameplate standards. Include a copy of the standards in the specifications.
- Procedures for updating single-line electrical drawings (if applicable):
 - The Consultant is responsible for making changes to single-line drawings.
 - The Consultant shall approve corrections to the final plan.
 - The Consultant shall incorporate single-line drawing changes into the CAD version and provide 2 full-size hard copies.
- Training: The Consultant must state in the specifications that the Contractor shall train operations personnel on the renovated facilities. Indicate all required training sessions and content in the specifications. State in the specifications that the Contractor shall submit a training plan for prior approval. The Consultant must provide detailed contents of the training plan in the specifications.

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7.3 Construction, Acceptance and Close-Out Phase Services

- Attend the project job showing / pre-bid meeting. Present the project commissioning process and requirements. Answer commissioning-related questions asked by the Commissioning Authority.
- Coordinate and direct commissioning activities in a logical, sequential and effective manner using standard protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequent updates of timelines and schedules, and technical expertise.
- Coordinate commissioning work with the Contractor and Superintendent to ensure that commissioning activities are integrated into the Contractor's master schedule.
- As needed, revise the construction phase commissioning plan developed during the design phase, including the scope and schedule.
- Review applicable Contractor submissions and shop drawings from commissioning, integration, performance, operation and maintenance perspectives. Review Installation, Operation and Maintenance manuals (IOMs), Start-Up instructions and checklists, and any other relevant equipment manufacturer documentation. Identify issues/problems. Submit Shop Drawings Review forms and comments to the Commissioning Oversight Manager.
- Revise, adapt and update the Commissioning Plan test procedures and Commissioning Forms (Pre-Functional, Start-Up, Functional Performance Testing and Integrated Systems Testing) to reflect changes made to system and equipment during the construction and acceptance phase, such as those directed by Requests for Information (RFIs), Site Instructions, and Change Notices by the Consultant/Design Professional.
- Coordinate the integration of commissioning activities into the project construction schedule with the Contractor.
- Schedule a commissioning coordination meeting with the Contractor, Sub-Trades and other Commissioning Participants (Controls contractor, TAB contractor, Manufacturer Representatives, Specialist Testing Contractors, and others as applicable). Lead meetings, and prepare and distribute minutes.
- Perform site visits and inspection to review component, equipment and system installations in preparation for the completion of the Pre-Functional and Installation Verifications and Checklists.
- Monitor and assess the performance of Pre-Functional and Installation Inspections and Testing completed by the Contractor. Review Pre-Functional and Installation Reports for accuracy and completeness. Identify deficiencies, issues and required corrective actions. Prepare final reports and checklists using approved forms, and confirm that equipment and systems are ready for Start-Up. Submit reports to the Commissioning Oversight Manager for review and approval.
- Perform the following Pre-Functional tasks:
 - Witness enough plumbing pressure testing and flushing to confirm that the proper procedures have been followed. Including testing documentation in the commissioning documentation package.
 - Ensure that installation checklists are duly completed by examining their completion through selected site visits.
 - Ensure that system Pre-Functional testing forms are duly completed by examining their completion through selected site visits.
 - Approve water balancing reports by performing site spot checks and consulting final reports.
- Monitor and witness the performance of Start-Up Verifications completed by the Contractor, manufacturer representative or specialist testing contractor, as applicable. Review Start-Up Reports for accuracy and completeness. Identify deficiencies, issues and required corrective actions. Prepare final Start-Up Reports with the start-up reports, data, results, adjustment and setting provided by the Contractor, and confirm the adequacy of equipment or system operation and the readiness of equipment and systems for Functional Performance Testing (FPT).
- Monitor and witness system and assembly Functional Performance Testing and Integrated Systems Testing (IST) performed by the Contractor. Supervise and coordinate the commissioning team members and participants in completion of the testing. Gather and verify all test results, data and other relevant information. Prepare Commissioning FPT and IST reports using approved

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forms. Document deficiencies and action items stemming from the FPT and IST. Recommend acceptance or rejection of the commissioning of each system or equipment component. Submit completed Functional Performance Testing and Integrated Systems Testing Reports to the Commissioning Oversight Manager for review and approval.

- Regularly review the Contractor's record drawings (mark-up – TQC) for accuracy with respect to the installations. Report any discrepancies or issues to the Commissioning Oversight Manager.
- Review and comment on progress reports and the Commissioning Issues Log.
- Review and comment on commissioning test results, data and reports. Confirm that tests and their results are in conformity with project requirements, on the basis of the Design and Contract Documents.
- Participate in the training of operations and maintenance personnel and/or users by presenting the project's conceptual design, core design, and operations and maintenance instructions.
- Review, comment on and approve the Contractor's documents (which may include as-built drawings, diagrams and schedules).
- Review and comment on the Contractor's operation and maintenance manual and data. Check for completeness, accuracy and updating, including changes made during the project.
- Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
- Review and comment on the final commissioning manual and plan.
- Prepare the project's as-built drawings. Submit to the Commissioning Oversight Manager for review and approval.
- Make a recommendation to the Project Manager for acceptance or non-acceptance of the finished work, system and equipment.
- Prepare the final commissioning report. The report must be organized as follows and include:
 - A summary report containing a list of commissioning team members and participants, roles and responsibilities, a brief description of the building and project, a summary of the basis of design and project requirements, and an overview of the commissioning and testing methods and scope. For each commissioned system and piece of equipment, the report must include the Commissioning Agent's provision regarding the adequacy of the systems and equipment with respect to the project requirements, basis of design, and Contract Documents in the following areas:
 - Specifications of installed equipment;
 - Installation of equipment and systems;
 - System and equipment operation, functional performance, efficiency, optimization;
 - Adequacy of operation and maintenance, working order;
 - Documentation;
 - Operator training.
 - Commissioning Issues Log status and final update. All deficiencies, issues and non-conformities must be specifically categorized. Each item must correspond to the specific testing, inspection or trend log report for which it has been identified and documented. Include recommendations for corrective action, improvements, optimization, system and equipment operating parameters, performance and efficiency, future action, changes to the commissioning process, recommissioning, etc.
- Gather all final commissioning documents and prepare the final commissioning manual. Submit manual to the Commissioning Oversight Manager for review and approval. Documents for the final commissioning manual must be gathered in searchable electronic format (pdf) and must include:
 - Final Commissioning Process Report;
 - Project Requirements document;
 - Basis of Design;
 - Schematic Design documents;
 - Construction Drawings;
 - As-Built/Record Drawings;
 - As-Built Single-Line Diagrams;
 - As-Built product and equipment schedules;

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- Commissioning Specifications;
- Commissioning Reports (PF, SU, TAB, FPT, IST, Controls, BAS Trend Log Reports, Data Loggers Reports, other as applicable);
- Operator Training Records;
- Computerized Maintenance Management System (CMMS) Equipment Forms;
- Any other relevant project reports and correspondence;
- Systems and Equipment Manuals;
 - One set of applicable shop drawings (including transmittals, and review forms and approvals);
 - Installation, Operation and Maintenance manuals;
 - Performance Data Sheets (updated to "as commissioned" operating condition if applicable);
 - Other relevant manufacturer's literature, brochures, product bulletins, technical information;
 - Equipment-specific warranties; and
 - System Operation Manuals / Standard Operating Procedures (SOP).

7.4 Notes on Requirements for the Development and Use of Commissioning Forms (PF, SU, FPT, IST)

- Pre-Functional (PF) Inspections/Verifications and Start-Up (SU) Checklists
 - When available from the equipment manufacturers, the Installation, Operation and Maintenance (IOM) instructions, and the manufacturer's installation and Start-Up checklists are acceptable and should be used. As deemed necessary by the Commissioning Oversight Manager, supplemental verifications and additional data could be required for specific project conditions, and such verifications and data shall be documented on same or separate forms.
- Functional Performance Testing (FPT) and Integrated System Testing (IST)
 - The functional performance testing (FPT) shall include and cover operating the system and components through each of the written sequences of operation, and other modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during pre-functional checklisting by the installing contractors, and spot-checked by the Commissioning Agent during functional testing.
- Tests on respective HVAC equipment and systems shall be executed, if possible, during both the heating and cooling seasons. However, some overwriting of control values to simulate conditions shall be allowed. Functional performance testing shall be done using conventional manual methods, control system trend logs, and, where appropriate or required, with data loggers. FPT shall be done to provide a high level of confidence in proper system function, as deemed appropriate by the Commissioning Authority.

7.5 Requirements pertaining to codes, standards, policies, guidelines, design and construction documents

- The Consultant is required to perform the work in accordance with all applicable laws, codes, and statutory regulations in force at the time of project implementation. The Consultant is responsible for providing formal and proper notification to PWGSC when any direction is received that is contrary to any law, code, regulation, statute or any other mandatory or legal requirement.
- PWGSC Departmental Policy (DP) 039 – Policy on the Use of the National Master Specification (NMS)
- The most recent version of the NMS shall serve as the basis for writing the commissioning specifications section of project manuals designed for future construction and renovation work performed by or for PWGSC.

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- In preparing the commissioning sections, the most recent version of the National Master Specification (NMS) must be used to the maximum extent to which said version is applicable, in accordance with the Departmental Policy and subject to the primary responsibility of the Consultant with respect to the content of the construction project specifications. The NMS must be properly amended or supplemented to generate a project manual that is adapted to the specific circumstances of the project and free of any discrepancies or ambiguities.
- The Consultant is responsible for obtaining the NMS User's Guide from an authorized supplier and an updated version of the required NMS specification sections to prepare the project specifications. The NMS User's Guide is also available through the office of the NMS Secretariat.

7.6 The commissioning program, services and documentation shall adhere to the following standards, policies and guidelines as appropriate for the scope of work.

- PWGSC Commissioning Manual (CP.1) – 4th edition – November 2006
- PWGSC Commissioning Guidelines, CP.3 to CP.13
- CSA Z320-11 Building Commissioning Standard and Check Sheets
- ASHRAE Guideline 0 – The Commissioning Process
- ASHRAE Guideline 1 – The HVAC Commissioning Process
- BCxA – Handbook, Samples and Templates
- PECL – Model Commissioning Plan and Guide Specifications
- PECL – Templates and Sample Documents
- PECL – Sample Functional Tests and Checklists

7.7 The commissioning program, services and documentation for life safety and fire protection systems shall also adhere to the following standards.

- CAN/ULC S1001-11 Integrated Systems Testing of Fire Protection and Life Safety Systems and Fire Protection Commissioning.

RS 8 RISK MANAGEMENT

The Consultant shall identify risks throughout the project life cycle. See “Doing Business” for Risk Management “Definitions” and “Checklist.”

Risk Management Process:

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

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ADDITIONAL SERVICES

AS 1 REPORTS ON THE STATE OF EXISTING BUILDINGS

Site inventories shall be taken in connection with this work, as required to complete the work. The Consultant shall assess their value and indicate it in the bid.

Public Works and Government Services Canada has the plans for existing buildings and underground utilities. The Consultant must validate them, as specified in the Required Services. No additional payment will be made for this validation.

AS 2 BILINGUAL CONSTRUCTION DOCUMENTS

Construction documents shall be submitted in both official languages.

Bilingual Requirements:

- The Consultant shall prepare all construction documents in Canada's two official languages.
- The two languages are considered equal in status; neither is considered to be a translation of the other.
- The Consultant shall be responsible for the accuracy and completeness of texts and the consistency of documents.
- It is standard practice to produce a single set of drawings (originals) on which written information is shown in both languages, and separate written documents for each language for tendering, addendums, records drawings, and operation and maintenance documentation.

AS 3 ARCHITECTURAL AND ENGINEERING SERVICES FOR ADDITIONAL REQUESTS

Services for changes to construction documents following requests from the Departmental Representative, to be authorized as and when required.

The Consultant must provide architectural and engineering services when expressly requested to do so by the Project Manager.

The Project Manager shall transmit information in a timely manner on the additional services to be provided.

The Consultant must submit to the Project Manager a detailed breakdown of additional fees for the requested services in accordance with the established fixed hourly rates. The breakdown will include employee categories, employee names and the estimated number of hours required to perform the services.

The Consultant shall receive written authorization from the Project Manager to provide the services.