

PROJECT STATEMENT / REFERENCE FRAMEWORK

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PD PROJECT DESCRIPTION

PD 1 PROJECT INFORMATION

- .1 Parks Canada (PC) intends to use a team of architectural consultants specializing in heritage conservation, engineering (structural, electrical, mechanical and civil) as well as any other necessary specialists to act as Consultants to provide the services required for this project. To simplify the following, “project” refers to the rehabilitation of the Louis-Joseph Papineau National Historic Site and “Papineau House” means the Louis-Joseph Papineau National Historic Site.

This project will be carried out in accordance with the general terms, conditions and provisions of the Request for Proposal (RFP). In the event of a conflict between the PROJECT DESCRIPTION (PD) and the Request for Proposal (RFP), the terms specified in the Request for Proposal take precedence over this document (PD Project Description).

- .2 **Project title:** Rehabilitation of Louis-Joseph Papineau National Historic Site
- .3 **Project address:** 440 Bonsecours Street, Montréal, Quebec, H2Y 3C4
- .4 **Project number:** 1809-1
- .5 **Client/user:** La Mauricie and Western Quebec Field Unit, Parks Canada

PD 2 SITE DESCRIPTION

2.1 Contextual Setting

- .1 Maison Papineau was recognized as a “National Historic Site of Canada” in 1968 because of the close relationship between this site and the most active and important period of Louis-Joseph Papineau’s life when he was head of the Canadian party and one of the outstanding figures of the events of the troubled period that preceded the rebellion of 1837. The Papineau House represents a successful amalgamation of various stylistic influences, including an architectural vocabulary inherited from the French regime to which is superimposed a vocabulary inspired by Neoclassical and Palladian traditions. Currently, the house has a residential use. The first and second floors of the loft are occupied by tenants. The ground floor and the *piano noble* floor are also apartments, but they are unoccupied. The house will be completely vacated in June 2018.

2.2 History of the House

- .1 Papineau House has undergone several changes and additions since 1692. Most of these renovations have not been documented, making them difficult to identify. The following is a non-comprehensive list of the history of the site and some known renovations:
- 1692: Grant by the Sulpicians to Pierre Heneaux “Deschamps” who already has a house there
 - 1692: Pierre Heneaux sells the lot, including the house and barn, to Pierre Ranger
 - 1708: sale by Pierre Ranger to Henry Catin (the house is in ruins)
 - 1711: sale by Henry Catin to Jean Dablay “Larose”. Dablay builds a “room and kitchen” home
 - 1748: sale by Jean Dablay to Joseph Papineau *dit* Montigny (father). The latter has a stone extension built onto the existing house (the current kitchen wing)
 - 1779: sale by Joseph Papineau (father) to Colonel John Campbell of an old wooden house with a stone extension, and a shed and stable

- 1785: contract between John Campbell and Jean-Baptiste Cérat *dit* Coquillard, master mason, to build a two-storey stone house and demolition of the wooden house; Campbell dies in 1796
- 1809: sale by the Widow Campbell to Joseph Papineau (son); he gives the house to his son, Louis-Joseph Papineau, in 1814
- 1831–1832: Louis-Joseph Papineau radically transforms the house (construction of a brick extension, change of layout, transformation of the original facade, addition of a storey to the kitchen wing and other work)
- 1875–1876: square-shaped storeys faced in brick are added to the house, excluding the kitchen wing
- 1920: sale to Joseph Arthur Paulhus (the yard will be closed for construction of the warehouse of a fish company)
- 1961: rental of the house by Eric Donald McLean
- 1962: purchase by Eric Donald McLean (major work: scientific reconstruction of the roof following the demolition of the square-shaped, brick storeys, restoration of the *piano noble* floor, rehabilitation of the basement level and enlargement of the windows on the courtyard, demolition of a warehouse taking up the entire yard, construction of a garage, landscaping)
- 1982: sale to the federal government (Parks Canada)
- 1983: reroofing
- 1998–1999: repair of the wood facade on Bonsecours Street (replication using the identical motif) (PWGSC).1
- 2001: repair of the backyard party wall (PWGSC)
- 2015: restoration of the conservatory roof and chimney (PWGSC)
- 2015: partial decontamination of the house (asbestos and mould - PWGSC)

2.3 Heritage Value

- .1 With respect to the allure of the Papineau House site, the key elements contributing to the heritage value of the site include:
 - a) Location of the house in Old Montréal and its alignment on the street;
 - b) L-shaped layout and two-and-a-half storey massing;
 - c) Steep roof with double row of inset dormers and dormer roof of the rear addition;
 - d) Symmetrical main facade with neoclassical-inspired decorative elements, including prominent corner stone quoins, ornate woodwork of the vaulted main entrance, coachway, narrow eaves and intricately worked masonry cladding on the ground floor;
 - e) Wide eaves and rubble walls of the kitchen wing which reflects the architectural value of the house under the French regime;
 - f) Craftsmanship and integrity of all materials, including cuts and finishes of stone, brick, metal and wood, and construction techniques, including the use of wood imitating stone;
 - g) Materials from before 1832 that survive inside the house, their substance, finishes and craftsmanship;
 - h) Surviving evidence of the interior layout of the Louis-Joseph Papineau era.
- .2 The consultant team will need to refer to the Heritage Character Statement, attached, to further their knowledge of the features and reasons for the designation of the building.

PD 3 PROJECT DESCRIPTION

3.1 Project Context

- .1 During 2014–2015, work was completed in response to an urgent water infiltration problem in the conservatory on the first floor of the loft, and to movements in the chimney that caused material to detach. During this work, seepage in the rear walls of the building was also found. With the support of PWGSC, masonry repointing work was planned. During the execution of this work, advanced deterioration of the masonry wall was found. As a result of these findings, the work was cancelled and exploratory openings were made. These openings

revealed that the problems were widespread. All work was suspended.

- .2 Subsequently, a study on the stability and condition of the structure and the architectural elements was entrusted to an architectural firm (see report attached). This study revealed many issues concerning the state of conservation of the masonry walls (stone and brick). Urgent work was deemed necessary in order to maintain the integrity of the building. This work includes: partial or total dismantling of the perimeter retaining walls (in masonry), restoration of woodwork and other conservation/restoration architectural work.
- .3 Parks Canada therefore decided to establish a project to address the issues identified in the building condition report.
- .4 Moreover, taking advantage of the context of the work and in order to respond to the 2007 master plan, Parks Canada seeks to change the use of the house through this project. Another study to evaluate the impacts of the transformation of the building was therefore carried out (see attached report). The purpose of this study was to evaluate the transformation of the building from residential to multipurpose use. The chosen option was the development of:
 - a) Stand-alone museum areas on the ground floor and in the inner courtyard (exhibition rooms or other related group A division 2 use that can be open to the public)
 - b) A visitor reception building in the garage
 - c) A multifunctional administrative space on the first floor
 - d) A support area for the operation of the building, with storage and mechanical systems in the loft.
- .5 This report identified, among other things, issues regarding accessibility, evacuation routes and fire protection measures.
- .6 Following the findings of these reports, Parks Canada, through this Request for Proposal, is seeking the services of a team of consultants to plan, design, develop and execute the rehabilitation of the Louis-Joseph Papineau National Historic Site.

3.2 Project Objectives

- .1 The purpose of the Project is threefold:
 - a) Maintain the integrity of the existing building
 - b) Make the building accessible and safe, therefore suitable for use
 - c) Transform the use of the building
- .2 With regard to the preservation of the integrity of the existing building, the project aims to tackle the root causes of existing problems, carry out repairs that will ensure the building's durability, preserve as much as possible the existing architectural components as well as transforming its current use into a multiple use, meeting and business establishment, while ensuring optimization of building operations (reduced maintenance and operating costs).
- .3 With regard to health and safety, the building currently has major issues concerning accessibility, health and safety, such as the presence of contaminants. The project aims to overcome these issues in order to make its use possible.
- .4 Regarding the transformation of the building, in-depth analyses, concerning the use and the possibilities of benefitting from the house, are in progress in order to specify an optimal use that meets Parks Canada's mandate. The consultant team should plan to support Parks Canada in this process based on findings from the various analyses and observations. In order to respond to this Request for Proposal, the consultant team will have to plan for building use:
 - a) A ground floor commemorative space including the garage and inner courtyard (exhibition rooms or other related group A division 2 use, which can be open to the public);
 - b) A business area (office or other related Group D use) on the upper floors;
 - c) A space to support building operations (storage and mechanical systems) in the top loft level;

- d) Accommodation measures that may be required, such as an apparatus for the vertical transport of persons, an air-conditioning system, or other equipment or devices necessary to meet the operational needs of the building.

This solution is non-exclusive and may evolve based on findings from subsequent analyses.

- .5 To meet these objectives, the project will be divided into three (3) lots:
 - a) LOT 1: Conservation of structural components and the building envelope
 - b) LOT 2: Base building
 - c) LOT 3: Accessibility, commissioning and enhancement
- .6 Parks Canada reserves the right to complete one or more of the three lots which is why each lot will be defined by a set of independent but complementary plans. During the development of the project, elements identified for each lot may be changed to a different lot to meet needs identified during Concept Development.

3.2.1. LOT 1: Conservation of structural components and building envelope

- .1 This lot aims to solve building problems related to conservation issues. The goal of this work is to:
 - a) Protect the heritage values of the building;
 - b) Preserve the architectural integrity of the building;
 - c) Repair the existing degradation;
 - d) Remedy the problems caused by deferred maintenance;
 - e) Reduce maintenance costs;
 - f) Achieve a good conservation approach.
- .2 Conservation work includes, but is not limited to, the following:
 - a) Foundation walls below ground level;
 - b) Masonry walls above ground level;
 - c) Wooden framework;
 - d) Windows and exterior doors;
 - e) Waterproofness of the roof;
 - f) Eaves, gutters and roof flashings;
 - g) Masonry chimneys;
 - h) Drainage;
 - i) Decontamination work.

3.2.2. LOT 2: Base building

- .1 This lot is to update the property in order that it may be occupied by tenants in “base building” mode. This lot comprises all mechanical and electrical systems allowing future use of the tenant space without finishing or supplies. Work in this lot includes, but is not limited to, the following:
 - a) installation of an electrical system (including appliances and supplies required for its operation);
 - b) installation of a heating system (including appliances and supplies required for its operation);
 - c) installation of a plumbing system (including appliances and supplies required for its operation, toilet supplies, etc.);
 - d) installation of an HVAC system (including equipment and supplies required for its operation);
 - e) installation of a telecommunications system (telephone and internet) (including the supplies required for its operation);
 - f) Installation of a fire prevention system (including appliances and supplies required for its operation).

3.2.3. LOT 3: Accessibility, commissioning and enhancement

- .1 The purpose of this lot is to resolve building issues related to NBC compliance issues and any other applicable standards, codes, laws and regulations to allow occupation of the building and restoration of finishes. Work in this lot includes, but is not limited to, the following:
 - a) Ensure universal accessibility of the building (including vertical transport elements);
 - b) Restoration of finishes (plaster and woodwork);

- c) Installation of fixed furniture.

3.3 Description of the project phases

- .1 The project will be broken down into five phases.
- .2 Phase 1- Analysis, aims to:
 - a) Determine the state of the heritage property and thus identify the necessary work;
 - b) Determine the scope of work required to ensure conservation of the building and restore access;
 - c) Develop a functional and technical program which will serve as a guiding element for the different phases of the project.
- .3 Phase 2 - Concept Development, aims to develop a concept that will serve as a blueprint for the different project phases.
- .4 Phase 3 - Development of Construction Documents, aims to develop plans and specifications with regard to the technical aspects as well as protection of the heritage value to manage the work undertaken by the Contractor, while minimizing construction costs.
- .5 Phase 4 - Tender and Execution, aims to manage awarding of the construction contract.
- .6 Phase 5 - General Administration of the Construction Contract is intended to monitor project implementation.
- .7 Parks Canada reserves the right to complete the different lots in one or more phases, which is why each lot will be defined by a set of independent but complementary plans. During development of the project, elements identified for each lot may be changed to a different lot to meet needs identified during Concept Development.

3.4 Archaeological Features

The Papineau House site is a national historic site that includes an important archaeological component. Parks Canada will provide the necessary information, documents and expertise, and assume the costs related to archaeological expertise and excavations for this mandate. Bidders should not include either of these aspects in their Fee Proposal. However, bidders must include the information and documents issued by archaeologists in their plans, specifications and reports and take their recommendations into account when developing the design and the procedures to be followed during construction.

The consultant team should consider that:

- 1) Archaeological monitoring will be required to address any potential impact that excavations or drilling during this project may have on known and suspected archaeological resources.
- 2) During construction, continuous archaeological monitoring of mechanical excavations is necessary in order not only to collect visible archaeological information, but also to protect artefacts that could be brought to light or reappear.
- 3) Circulation of heavy machinery on the site must be done only in designated areas. No machinery shall operate outside these designated areas without authorization from the PC Representative. In the event that it is impossible to stay within designated areas and authorization is given by the PCA Representative, protective measures (geotextile and stone dust) will be required at the Contractor's expense.
- 4) When excavations, drilling or other activities require the presence of the archaeologist, thirty (30) minute interruptions per half-day of excavation will be required.

3.5 Presence of asbestos and other contaminants on site

Between 2015 and 2016, Parks Canada conducted characterization and decontamination of asbestos and mould.

Total decontamination is planned between May and July 2018. Nevertheless, it is possible that certain zones or structures may still contain contaminants (hidden or in non-accessible areas, for example). Bidders will need to consider this aspect in their Fee Proposal and be able to provide expertise regarding decontamination and work in the presence of contaminants as well as produce the recommendations that arise from these analyses. Parks Canada will provide known current information, documents and existing analyses regarding contaminants. Nevertheless, bidders must:

1. Integrate information and documents issued by Parks Canada into plans, specifications and reports;
2. Take into account the recommendations contained in existing reports when developing the design and procedures to be followed during construction;
3. Be able to provide expert services for work in the presence of contaminants if currently unknown conditions are discovered;
4. Be able to produce plans, specifications and reports concerning the management and analysis of elements containing contaminants;
5. Develop recommendations regarding the discovery of contaminants.

Costs associated with decontamination expertise will be included in the architectural fees as per Appendix G - Fixed Fees Price Proposal Form for required services.

3.6 Analysis of the condition of ceilings, false ceilings and suspended ceilings

The Papineau House has different types of ceilings, false ceilings and suspended ceilings, with different morphologies, patterns, decorations and compositions. These ceilings are the result of the various modifications and the different types of occupation that take place in the building along the years.

The consulting team will be required to conduct a thorough inspection and condition assessment to determine their state of conservation and existing disturbances in order to define the scope of the work required for the conservation of the different types of ceilings (restoration and / or replacement preservation). Special attention should be given to existing finishes and decorations in ceilings and adjacent walls, such as rosettes and mouldings.

PD 4 TIMELINE AND BUDGET

4.1 Construction Schedule

- .1 The Consultant must ensure that the new project will be completed and ready for occupancy according to the following schedule.
- .2 Planning and design timelines must meet the following milestones (deadline for issuing final deliverables after revision):
 - a) Analysis phase (LOT 1/LOT 2/LOT 3):
 - i. Assessment and review of all documentation: before June 15, 2018
 - ii. Analysis of the site and condition of the building using an elevating device: before April 30, 2018.
 - iii. Assessment of the condition of the building: before June 15, 2018.
 - iv. If required: Plans and specifications for defining apertures: before April 30, 2018.
 - v. Laser survey: before May 31, 2018 (data collection for laser survey will have to be completed before April 30, 2018).
 - vi. Heritage Conservation Options and Proposed Work Options: before June 15, 2018
 - vii. Pre-design and Layout Options Report: before June 15, 2018
 - viii. NBC Compliance Study: before May 15, 2018
 - ix. Functional and Technical Program Summary: before June 15, 2018
 - b) Concept Development Phase (LOT 1/LOT 2/LOT 3): before July 15, 2018 (deadline for issuing all deliverables of this phase).
 - c) Construction Documents Development Phase (LOT 1 and certain LOT 2 and LOT 3 components)

- i. Tender Documents 50% for review: before August 30, 2018.
 - ii. Tender Documents 90% for review: before October 31, 2018.
 - ii. Tender Documents at 100%: before November 30, 2018.
 - d) Bidding and Execution Phase (LOT 1 and certain LOT 2 and LOT 3 components): from December 1, 2018 to January 31, 2019
 - e) General Administration Phase of the Construction Contract (LOT 1 and certain LOT 2 and LOT 3 components):
 - i. Start of construction work: February 15, 2019 (mobilization date). This milestone date is critical and non-negotiable. The program must be structured to respect this date.
 - ii. Taking of possession: before February 28, 2020 (issue certificate of completion). This milestone date is critical and non-negotiable. The program must be structured to respect this date.
 - iii. Work completion: before March 31, 2020.
- .3 The Consultant shall develop and present a detailed timeline with the deadlines and activities planned at the very beginning of the project. The Consultant shall update and revise this schedule at each coordination meeting or at the request of the Parks Canada Representative or at each stage of the project.

4.2 Budget

- .1 The construction budget for this project is \$2,500,000.
- .2 According to the cost estimates previously made by Parks Canada, the available budget will not be enough to carry out all the required work. However, the budget will be sufficient for the successful completion of LOT 1 and certain LOT 2 and 3 components.
- .3 Additional funds could be allocated to the project, which explains its division into LOTS.
- .4 Bidders will have to provide their fees for all the work, therefore for all the LOTS.
- .5 Parks Canada reserves the right to complete the different lots in one or more phases, which is why each lot will be defined by a set of independent but complementary plans. During the development of the project, elements identified for each lot may be changed to a different lot to meet needs identified during Concept Development.

PD5 AVAILABLE DOCUMENTATION

- .1 A selection of drawings and documents is provided in the Appendices. The drawings and documents provided by Parks Canada for this project should be treated as reference material only. Parks Canada cannot ensure their completeness and accuracy. The Consultant is therefore responsible for reviewing and confirming all information and informing Parks Canada of any discrepancies.
- .2 A list of additional documentation is provided in the Appendices. It is the responsibility of the consultant team to review the available documentation, select the works it wishes to analyze, and submit a written request to the Parks Canada Representative to obtain the respective documents. The consultant team will need to allow one month to obtain the documentation; additional time may apply for documentation that exceeds 100 pages.

5.1 Appendices

- .1 Appendix-1 Heritage Value Statement Louis-Joseph Papineau House (English and French versions)
- .2 Appendix-2 Expert report. Assessment of Construction Components Louis-Joseph Papineau House
- .3 Appendix-3 Summary study of Louis-Joseph Papineau House
- .4 Appendix-4 Characterization of Materials Likely to Contain Asbestos and Paints Likely to Contain Lead -

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- .5 Appendix-5 Area Plans and Use of Spaces and Evolution of the Louis-Joseph Papineau House
- .6 Appendix-6 List of Complementary Documentation from Louis-Joseph Papineau House

END OF PROJECT DESCRIPTION (PD)

PA PROJECT ADMINISTRATION

PA 1 PARKS CANADA PROJECT MANAGEMENT

- .1 The Project Manager and Project Coordinator for this project are the Parks Canada Agency Representatives.
- .2 The Project Manager is in overall charge of the project and is responsible for its progress on behalf of Parks Canada.
- .3 The PM is also the primary point of contact between the Consultant and Parks Canada's La Mauricie and Western Quebec Field Unit.
- .4 Parks Canada manages the project, oversees the contract and has ongoing control over the Consultant's work during all phases of the project. Unless otherwise directed by the Project Manager, the Consultant must meet all Federal Government requirements and obtain all necessary approvals for the work.

PA 2 LINES OF COMMUNICATION

- .1 Unless otherwise specified by the Agency's Representative, the Consultant shall communicate with the Agency Representative only.
- .2 If any communication results in the need to modify the terms of the scope of work, budget or project schedule, the Consultant shall inform the Project Manager before taking action. The Parks Canada project manager will have to issue a written notice before the Consultant can take action.

PA 3 MEDIA

- .1 The Consultant shall not respond to requests for project-related information or questions from the media. Such requests shall be addressed to the Project Manager who will then follow up.

PA 4 MEETINGS

- .1 The Agency Representative will be responsible for convening meetings throughout the project development and implementation period for all members of the Project Team, including Parks Canada Representatives and the Consultant Team. These meetings may be held as conference calls.
- .2 The consulting firm will be responsible for:
 - a) Recording problems encountered and decisions made;
 - b) Preparing and distributing minutes within five (5) business days of meetings.

PA 5 ACCEPTANCE OF DELIVERABLES FROM CONSULTANT

- .1 While Parks Canada acknowledges the Consultant's obligation to meet project requirements, Parks Canada is authorized to review the work as part of the project completion process. Parks Canada reserves the right to refuse unsatisfactory or undesirable work. The Consultant must obtain acceptances from the Agency Representative for each stage of the project.
- .2 Acceptances indicate that, based on a general review of the identified work to uncover specific issues, the work is considered to be consistent with government and departmental objectives and practices, and that all overall objectives of the project have been achieved.
- .3 Acceptance by Parks Canada does not relieve the Consultant of professional responsibility for work and contract compliance.
- .4 Nor does acceptance of work by Parks Canada mean that it cannot reject work deemed unsatisfactory at the next stages of the review. If incremental design development, schedule updates, cost or risk, or technical

analysis activities indicate that prior acceptances for certain work should be withdrawn, the Consultant will need to rework these and submit new documents for acceptance at his/her own expense.

END OF PROJECT ADMINISTRATION (PA)

RS DESCRIPTION OF SERVICES - REQUIRED SERVICES (RS)

RS 1 REQUIRED SERVICES PER PROJECT PHASE

1.1 Phase Analysis

- .1 The objective of this step is for the Consultant to review all aspects and requirements of the project so that said Consultant can:
 - a) Integrate, identify and evaluate conflicts and problems that may arise;
 - b) Present the best options for heritage conservation and proposals of work options with cost analysis, impact, schedule and any other aspect to consider, as well as receive authorizations within the general framework of the project;
 - c) Present the best design options (with estimate and schedule) and receive approvals within the overall project framework;
 - d) Establish a work plan, develop a schedule and submit the estimate required for the delivery of a consistent and high quality heritage conservation project.
- .2 The condition of the heritage asset, the extent of the damage and deterioration are to be compiled in attached documentation following a review of the reports, context, technical data and conducting an on-site survey and analysis, after which the professional shall define the work required.
- .3 The consultant team shall review and analyze the information available; it shall also consult with Parks Canada and other stakeholders who have authority over the project and shall provide an integrated and comprehensive Project Design Work Plan.
- .4 Exploratory openings made in 2015 on South Wall 1 have not been closed and can be examined by the consultant team upon request.
- .5 Although the request to the consultant team is to provide recommendations on technical options, Parks Canada reserves the right to select any feasible option, based on additional criteria for the development of the concept.
- .6 Deliverables for this phase will include (see RS2 Deliverables):
 - a) Assessment and review of all documentation;
 - b) Assessment of the building condition if new observations are added to existing reports;
 - c) Internal and external 3D laser survey;
 - d) Plans for necessary work (outlines) with conservation options;
 - e) Design and/or layout sketches with development of a concept;
 - f) NBC compliance report (existing conditions);
 - g) Functional and technical program (needs);
 - h) Deadlines for the different proposals;
 - i) Cost estimates for the different proposals;
 - j) Any other relevant information.
- .7 Regarding these deliverables, the consultant team must consider and incorporate, in particular, the following aspects:
 - a) Regulation: In collaboration with the disciplines involved, the consultant team must:
 - i. Identify the codes, standards and regulations applicable to this project;
 - ii. Evaluate and analyze requirements for applicable codes, standards and regulations;
 - iii. Conduct a regulatory analysis with impacts on the project design;
 - iv. Identify the work needed to meet regulatory requirements with a choice of options.
 - b) Heritage Conservation Approach: Based on the 2015 Condition Assessment Report, the 2016 Preliminary Design Document and the Standards and Guidelines for the Conservation of Historic Places in Canada (<http://www.historicplaces.ca/en/pages/standards-normes.aspx>) and in collaboration with the disciplines involved, the consultant team must:
 - a) Identify conservation principles specific to the project;

- b) Identify strategies and opportunities to minimize impacts on heritage aspects;
 - c) Identify the work necessary for the conservation of the building;
 - d) Produce sketches to meet the requirements for use (meeting and business establishment) while meeting the requirements of highlighting the architecture and the heritage character of the site.
- c) Site Analysis: Review and analyze available reports, studies and site data provided by Parks Canada, in collaboration with the disciplines involved, regarding:
- i. Current conditions of the premises, conducting on-site investigations to verify and/or confirm condition reports;
 - ii. Plans, specifications and reports of previous projects;
 - iii. Special Site Characteristics and Restrictions (e.g., landscape features, climatic influences, subsoil, analysis of soil geotechnical properties, etc.);
 - iv. Infrastructure - Services (provide all on-site investigations that will be required to verify and/or confirm infrastructure—on-site services and capacity), the expert consultant team shall conduct a geotechnical assessment as well as a drainage assessment and propose possible options for addressing the issues;
 - v. Environmental features, including sustainable design strategies (e.g., rainwater);
- d) Archaeological Features: see PD section 3.4

1.1.1 Assessment of building condition including structural and electromechanical aspects

In collaboration with the disciplines involved, the consultant team must:

- 1) Review and analyze all available documents and drawings to obtain detailed information on the construction and history of the property; as well as detailed information on past work, the indoor environment and the heating and ventilation capacity;
- 2) Conduct interviews with on-site staff and analyze their comments;
- 3) 3) Conduct a detailed visual and tactile inspection using a raised platform to better understand the gaps in the information provided, the condition of the building and to observe existing exploratory openings. The choice of elevated platform will be determined by the limitations of access to the premises. The Consultant shall detail the requirements and work procedures for the personnel under his / her responsibility. The Consultant Team will be required to provide equipment rental and sidewalk occupancy and parking permits to the Ville de Montréal (if required) in its proposal;
- 4) If required, conduct drilling and/or soil testing and/or geotechnical assessment to fill information gaps needed to complete the design. Drilling shall be in accordance with the instructions given to Parks Canada cultural resource conservation experts. The choice of machinery will be determined by site access limitations. The Consultant shall detail the requirements and work procedures for the personnel under his/her responsibility. Plans and specifications will have to be provided for drilling. An analysis by the Parks Canada cultural resource conservation experts is required for plans and specifications (allow 3 weeks for processing). Fees related to drilling and/or soil tests and/or geotechnical evaluation should not be included in the proposal, however professional expenses related to the preparation, analysis and interpretation of the data obtained will be part of the allowance for expertise;
- 5) If required, conduct exploratory openings in the various building systems both inside and outside the building to fill information gaps needed to complete the design of the drawing. Exploratory openings shall be in accordance with the instructions given to Parks Canada cultural resource conservation experts. The choice of machinery will be determined by site access limitations. The Consultant shall detail the requirements and work procedures for the personnel under his/her responsibility. Plans and specifications will have to be provided for making exploratory openings. An analysis by the Conservation Department is required for plans and specifications (allow 3 weeks for processing). Contractor costs for making exploratory openings should not be included in the proposal. However the professional expenses related to the preparation, monitoring, analysis and interpretation of the data obtained will be part of the allowance for expertise;
- 6) If required, perform equipment analyses or laboratory tests. Costs related to equipment analysis or laboratory tests should not be included in the proposal. However, professional fees related to the preparation, analysis and interpretation of the data obtained must be included with the fees listed in the Evaluation and Review of all Documentation section;
- 7) Examine and verify the condition of foundation walls below ground level;

- 8) Examine and verify the condition of masonry walls above ground level;
- 9) Examine and verify the condition of the wood frame;
- 10) Examine and check the condition of windows and doors;
- 11) Examine and verify the condition of the roof;
- 12) Examine and verify the condition of eaves, gutters and roof flashings;
- 13) Examine and verify the condition of masonry chimneys;
- 14) Examine and check the condition of the drainage. ;
- 15) Decontamination work.
- 16) Examine and verify the condition of existing mechanical and electrical systems;
- 17) Examine and verify the status of existing services, including HVAC, fire protection and electrical telecommunications;
- 18) Examine and verify the condition of any other component of the building;
- 19) Carry out an analysis of the supply sources for the replacement supplies required for conservation work, stone, brick and wood (estimate quantities, specifications) as well as associated issues.

1.1.2 Expertise and/or drilling and/or examination of materials or laboratory tests

- .1 Parks Canada considers that the expert work done to date is sufficient to establish the scope of the work.
- .2 Following the review of existing documents and in the event that the consultant team detects gaps that cannot be clarified upon visual inspection using an elevating device, exploratory interior and exterior (intrusive) openings, soil drilling, equipment analyses and laboratory tests may be performed to verify the condition of the building and to fill information gaps to complete Project Design.
- .3 The proponent will need to demonstrate to Parks Canada why this additional expertise is required.
- .4 In order for submissions to be fair and competitive for each of the bidders, an allowance is provided to absorb the costs of producing plans and specifications and monitoring this expertise in the Price Proposal Form.
- .5 The choice of machinery will be determined by site access limitations. The Consultant shall detail the requirements and work procedures for the personnel under his/her responsibility.
- .6 Plans and specifications for tenders for construction services by a contractor must be submitted and must be approved by Parks Canada and the Conservation Branch (allow 3 weeks for processing). Plans and specifications shall define exploratory openings and the requirements to be met by the Contractor. Expertise monitoring by the consultant team will be required.
- .7 The consultant team shall specify the requirements for the attachment of scaffolding and other temporary structures during the work (exploratory work and construction work) as well as for elements that will be permanently attached to the structure.

1.1.3 3D Laser Survey

- .1 The objective of the internal and external 3D laser survey is to obtain complete documentation of the building and to analyze existing disturbances.
- .2 The consultant team shall provide professional reality capture services with a laser device for the Papineau House building. Plans and elevations that reflect existing conditions will then be completed.
- .3 The following services are required:
 - a) Professional laser scanning services
 - b) Real-time scanning and capture of existing external and internal conditions with point clouds and images (photos) of all interior and exterior spaces (exterior walls and party walls)

- c) Following the compilation of data:
- i. Cleaning and assembling point clouds
 - ii. Internal and external 3D modelling (3D dots and 3D image)
 - iii. Plan creation: Floor plans, roof plans, ceiling plans, interior and exterior elevations, 4 longitudinal sections (2 sections with two-way vision), 4 cross sections. The drawings will include the main elements of exterior walls, floor plans, ceiling plans and elevations, including openings, doors, windows, roofing, mouldings and rosettes, woodwork, visible structural elements, and major decorative elements and the positioning of cut stones and faux-stone (wood) of the facade
 - iv. Deformation ratio of all exterior facades: coloured images indicating potential deformations with colour scale
 - v. The files shall be delivered in JPEG, DWG format as well as in the exploration format (revit, Recap or other)

.4 Data collection for the laser report will have to be done before April 30, 2018

1.1.4 Functional and Technical Program

- .1 The consultant team shall work with the PCA to develop a functional and technical program.
- .2 The consultant team shall review and present a report detailing all aspects of the project requirements. The Consultant shall further review and analyze all available program information, consult with the PCA and the competent authorities, and deliver a comprehensive and integrated Pre-Design Report (work plan). This report shall serve as the basis for the scope of work and the definition of the project concept for the execution of work throughout the project.
- .3 The Functional and Technical Program shall address the following points.
- .1 Administration
 - a) Provide information and guidance at workshops and meetings throughout the process
 - b) Confirm that all pre-design documents required for the project are available and that all information is current and up-to-date. Notify the PCA Representative of any missing or outdated reports.
 - .2 Analysis of codes and regulations
 - a) Review and analyze regulatory and legislative requirements;
 - b) Identify and verify all relevant authorities for the project;
 - c) Identify applicable codes, regulations and standards;
 - d) Prepare the Code and Regulatory Analysis portion of the Pre-Design Report.
 - .3 Program Analysis
 - a) Review and analyze all reports, studies and available data provided by the PCA.
 - b) Determine the specific functional needs of new facilities based on preliminary PCA data.
 - .4 Site Analysis
 - a) Review and analyze all reports, studies and available data provided by the PCA.
 - .1 Condition of the existing site;
 - .2 Current site plans;
 - .3 Surface reports (geotechnical);
 - .4 Surface reports (surveys);
 - .5 Municipal infrastructure: note all field studies needed to verify or confirm existing utilities and their capacity;
 - .6 Historical characteristics of the site.
 - .7 Archaeological features of the construction site;

- .8 Environmental features, including sustainable design strategy (e.g., storm water), flora and fauna, and environmental impact assessment;

- .5 Analysis of construction and spaces

- a) Including all functional considerations and future uses for the interior
- b) Definition of the purpose of the site
- c) Definition of required spaces
- d) Dimensions of its spaces
- e) Organization and function of its spaces (connections between them, related uses, etc.)
- f) Description of activities that will take place / volume of planned activities
- g) Users and hours of operation for each space
- h) Definition of the equipment needed to carry out the activities in each space (furniture, appliances, etc.)
- i) Definition of the conditions of spaces: temperature, humidity, lighting conditions, etc.
- j) Definition of the necessary electromechanical equipment (lighting needs, electricity needs and heating needs)
- k) How the spaces will be operated (hardware required, access control, etc.)
- l) Arrangement and configuration of the interpretation and coordination area (schedule, issues, etc.)

- .4 The purpose of this deliverable is to ensure that the Consultant reviews and integrates all project requirements, assesses conflicts and problems in order to develop the Pre-Design Report.

1.1.5 Pre-Design Report of heritage conservation options

- .1 The Consultant shall review and analyze all available information on the program, consult with the PCA and appropriate authorities, and prepare a Pre-Design Report of the heritage conservation options.
- .2 The Pre-Design Report shall have three components:
 - a) The conservation principles specific to the project according to Standards and Guidelines for the Conservation of Historic Places in Canada (<http://www.historicplaces.ca/en/pages/standards-normes.aspx>);
 - b) Strategies and opportunities to minimize impacts on heritage aspects;
 - c) Work necessary for the conservation of the building and to meet the requirements for use (meeting and business facility) while responding to requirements of highlighting the architecture and the heritage character of the site.

1.1.6 Pre-design and Layout Options Report

- .3 The Consultant shall further review and analyze all available program information, consult with the PCA and Authorities having Jurisdiction, and deliver a comprehensive and integrated Pre-Design Report. This report shall serve as the basis for the scope of work and the definition of the project concept for the execution of work throughout the project.
- .4 The Pre-Design Report shall have three components:
 - a) Conceptual Design
 - b) Development Options
 - c) Cost analysis, impact, schedule and any other aspect to consider
- .5 Concept definition: The team of consultants shall define the guidelines that will serve as a guide for the development of the entire project. The concept definition shall include schematic diagrams and virtual (3D) or hardware scale models.
- .6 Management Options: The Expert Advisory Team must include three conceptual blueprints for the project in

the Pre-Design Report. The aim is to give an idea of the distribution of functions, planning, circulation, services and landscaping of the project as defined in the Functional and Technical Program. The purpose of this conceptual plan is to support the PCA in its decision-making. These three concept plans shall be presented to the PCA management team at a coordination meeting with key stakeholders. Note that no submission to FHBRO will be required for this phase. The conservation work review will be conducted by Parks Canada's Heritage Conservation and Commemoration Directorate (HCCD) continuously throughout the design process (allow 2 weeks for processing).

- .7 Cost analysis, impact, schedule and any other aspect to consider: The Expert Advisory Team shall include in Pre-Design Report a category "C" estimate for each development option, a timeline with project milestone dates and milestones, an analysis of potential impacts, and any other aspects to consider that may impact the project.
- .8 The purpose of this deliverable is to ensure that the Consultant has reviewed and integrated all project requirements, identified and assessed conflicts or issues, and has planned alternative strategies.
- .9 The objective of the Development Options Phase is to explore three different design projects to compare and analyze against project requirements, and to guide the design for the preparation of a final design concept.
- .10 The design is to be presented in sketch format (single line, to scale), fully integrated and supported by three different architectural solutions, along with massing models and photographs or photomontages.
- .11 The Consultant shall prepare draft Schematic Diagrams and Scale-Models for review and comments by the CPA Representative three weeks prior to the scheduled key stakeholder meeting.
- .12 The Consultant shall update the schematic diagrams and scale models incorporating comments from the PCA Representative and provide a digital copy and hard copy of all public presentation documents for meeting with key stakeholders to the Representative three days prior to the meeting with key stakeholders.
- .13 The Consultant shall attend the meeting with key stakeholders and be prepared to answer specific questions.
- .14 The PCA Representative will choose an option to develop. Even if the Consultant is asked to emphasize one option, the PCA Representative is responsible for determining the most appropriate option and advising the Consultant.

1.1.7 Budget, Project Planning, Monitoring and Risk Analysis

- .1 Continuously through the analysis stage, the Consultant shall verify and analyze the information available on site as well as all materials provided by Parks Canada, in order to:
 - 1) Conduct a review of the proposed budget to ensure the viability of the project and that the objectives of the required work are achievable;
 - 2) Conduct a review of the proposed project timeline to ensure that the completion date is achievable;
 - 3) Risk data, constraints and opportunities.
- .2 In collaboration with the disciplines involved, the consultant team must:
 - 1) Develop a work breakdown structure for the project, including work lots;
 - 2) Write a summary of the issues, concerns and factors to take into consideration with possible options to correct the issues;
 - 3) Develop an assessment of project risks and associated costs to find viable options. Analyze the implications of identified risks and prepare risk mitigation strategies;
 - 4) Develop a Category "C" estimate with an expenditure plan by allocated by fiscal year;
 - 5) Develop a detailed project schedule that optimizes the sequence of activities and their duration to respect the time allocated to the project schedule. This schedule must include the time allotted for concept verification and authorizations for each phase of the project.

1.1.8 Parks Canada's Role

- .1 For the development of this phase the PCA will:
 - a) Provide all background reports, visitor information and technical data;
 - b) Provide functional guidance for the Functional and Technical Program;
 - c) Provide all available plans, drawings as well as all information necessary for the development of the available project;
 - d) Liaise with other PCA staff on behalf of the Consultant;
 - e) Provide cultural resource management services as needed;
 - f) Link all functional areas with PCA staff;
 - g) Organize the meeting with key stakeholders;
 - h) Authorize Consultant to proceed to Concept Development;
 - i) The PCA may use the services of a third party, such as a Construction Manager, to complete some or all of the work or in connection with any other task or function associated with the performance of the work.

1.2 Concept Development Phase

- .1 The Consultant shall obtain written approval from the Project Authority prior to proceeding with the Concept Development Phase. Approvals to start certain components in this phase can be granted as the previous phase progresses.
- .2 The objective of the Concept Development Phase is to continue developing the heritage planning and conservation options selected at the analysis phase. Concept Development Documents include, but are not limited to, drawings, data sheets, and other documents that describe the specifics of the project as a whole; among other things, documentation on heritage conservation, on materials as well as on architectural, structural, mechanical and electrical systems in addition to other elements deemed appropriate.
- .3 For the selected option, in collaboration with all the specialties involved, the scope of work of the consulting team shall include:
 - a) Present the concept to Parks Canada. Note that a conservation work review will be required from Parks Canada's Heritage Conservation and Commemoration Directorate (HCCD) on a continuous basis throughout the design process as well as a submission to FHBRO (allow 3 weeks for processing).
 - b) Analyze the feasibility of the project and prepare a schedule to present each project milestone.
 - c) Develop and prepare plans and specifications for mobilization, scaffolding and enclosure system including requirements for temporary support of the structure during work, temporary support of equipment used and their fittings [LOT 1].
 - d) Develop and prepare plans and specifications that include all the construction aspects of the building [LOT 1].
 - e) Develop and prepare plans and specifications that include all services, including heating, fire protection, electricity, mechanicals [LOT 2].
 - f) Develop and prepare plans and specifications that include all interior spaces, including furniture and all elements that will be part of the interior finish of the building [LOT 3].
 - g) Develop and prepare plans and specifications that include all specifications for the repair and selection of materials as well as the development of treatments to be used for preservation [LOT 1].
 - h) Develop and prepare plans and specifications that include all aspects relating to the compatibility analysis of various types of materials (e.g., stone and brick), replacement and verification of the location of quarries and manufacturing plants [LOT 1].
 - i) Research the type of stone that can be used as replacement and then contact quarries for verification and compatibility analysis [LOT 1].
 - j) Update budgets and timelines related to Concept Development [LOTS 1, 2 and 3].

1.2.1 Parks Canada's Role

- .1 For the development of this phase the PCA will:
 - a) Review and comment on all Consultant submissions;
 - b) Answer the Consultant's questions, as needed.
 - c) Establish links with PCA staff across all functional areas;
 - d) Authorize the Consultant to proceed to Development of Construction Documents;
 - e) Apply for a permit if needed;

1.3 Construction Documents Development Phase

- .1 The Consultant must obtain written approval from the Project Authority prior to proceeding with the Construction Documents Development Phase. Approvals to begin construction plans and other details may be granted as the development of the concept for certain work specifications progresses.
- .2 The purpose of the construction document stage is to translate the Concept Development Documents into building plans and specifications to guide and direct the Contractor and subcontractors in the performance of their work within the framework of the project.
- .3 In collaboration with all relevant disciplines, the consultant team will be required to prepare plans, sections, elevations, details, integrated and complete timelines and specifications including design statements, decision logs, calculations, etc., and ensure comprehensive correspondence between the plan details and specifications for all project components. The consultant team will hence have to detail the tendering conditions for the General Contractor and Specialists Prequalification, including conservation skills and knowledge.
- .4 Plans and specifications include:
 - a) Infrastructure, including foundations, subgrade work, excavation sequencing and foundation repair;
 - b) Interior design, including interior construction, furniture and protection of existing elements;
 - c) Services, including fire protection, electrical and mechanical services, and design requirements for construction;
 - d) Building envelope, including masonry walls, foundations, roofing, windows, doors, ironwork, etc.;
 - e) Preservation of existing structural and architectural elements;
 - f) Scheduling of mobilization, scaffolding and enclosure systems, as well as the requirements for temporary support;
 - g) Illustrative and specific details and guidelines for the conservation of masonry: including replacement, dismantling, rebuilding, grouting, various types of repair;
 - h) Detailed instructions for cleaning stone: including the cleaning process and methodology, and the acceptable level of patina requirements;
 - i) Detailed instructions for full-scale models;
 - j) Detailed instructions for the preservation of ironwork, including removal, repair and restoration of elements, surface treatment, replacement materials and mounting details.
 - k) Detailed instructions for the repair, preservation and replacement of wood components;
 - l) Detailed instructions for the repair, preservation and replacement of plaster elements;
 - m) Detailed instructions regarding unit prices, fixed prices, works and terms of payment;
 - n) Detailed instructions for project-specific heritage conservation work;
 - o) Special provisions to minimize the impact on neighbours and sidewalk users;
 - p) Commissioning strategy;
 - q) Support data, studies and calculations, etc.;
 - r) Special construction and dismantling, including heritage structures, removal of hazardous materials, etc.;
 - s) Necessary arrangements to ensure that all heritage elements are completed by specialized heritage conservation contractors;
 - t) Copies of all reports and survey tests.

1.3.1 Role of PCA

- .1 For the development of this phase the PCA will:
 - a) Organize internal design review sessions when 50%, 90% and 100% of the work is completed at the Construction Document Phase.
 - b) Review and comment on all Consultant submissions.
 - c) Answer the Consultant's questions, as needed.
 - d) Examine and accept final versions of Construction Documents when they are 50%, 90% and 100% complete,
 - e) Formally accept documents that can be used for tendering and construction.
 - f) Establish links with PCA staff across all functional areas.

1.4 Bid Solicitation Phase, Bid Evaluation and Award of Construction Contract – PHASE 3

- .1 The objective of this phase is to help Parks Canada obtain and evaluate bids from qualified Contractors to build the project as per the drawings and estimates, and to advise Parks Canada on the awarding of the construction contract in accordance with government regulations, including the federal rules for bid submissions. Parks Canada will be responsible for issuing the call for tenders and for evaluating the bids for all projects, but will request support from the Consultant as indicated below.
- .2 Parks Canada Agency will launch the public bid solicitation process for the Project.
- .3 The Consultant's original Construction Documents (signed and sealed) will be posted on the government website (www.buyandsell.gc.ca).

1.4.1 Visits by Bidders

- .1 The bid solicitation period will allow for an optional site inspection visit by bidders. The Consultant, with his/her assistants and specialists, must be present.
- .2 No questions will be accepted at the visit.
- .3 All requests by bidders for information during the tender period must be sent immediately to the Contracting Authority identified on the tender cover page, otherwise no information can be sent to the requesters. The Contracting Authority will obtain technical answers through the Departmental Representative and will publish both questions and answers to all bidders at the same time, and will issue clarifications without publication.

1.4.2 Interpretation of Documents

- .1 The consultant team shall provide to the Departmental Representative any information that bidders may request to help them interpret the Construction Documents.

1.4.3 Addenda

- .1 Addenda to Tender Documents are to be prepared, as required, by the consultant team and submitted to the Departmental Representative, who shall forward them to the Contracting Authority.
- .2 Addenda to Tender Documents shall be issued through the Contracting Authority to all recipients of the Tender Documents.
- .3 The Contracting Authority shall send all addenda in writing or by fax (no information may be transmitted orally).
- .4 The consultant team must forward to the PCA Representative any report or concern expressed by a bidder

during the bid solicitation period that may impact cost or deadlines in any way.

1.4.4 Opening of Bids

- .1 Bids shall be opened at the location stated in the publication.
- .2 The principal is not required to be present at the opening.

1.4.5 Price Negotiation

- .1 If the lowest bid exceeds the Consultant's final Construction Cost Estimate (Class 'A' estimate) by more than 5%, the Agency may negotiate with the low bidder to reduce the price to an acceptable level without making fundamental changes to the scope of work.
- .2 If price reduction involves changes to the scope of work the Consultant shall:
 - a) Advise the Departmental Representative which items can be changed and the cost reduction to be expected from negotiation.
 - b) Meet with the Contracting Officer, the Departmental Representative and the low bidder, as required, to provide information and advice during the negotiations.

1.4.6 Re-Tendering

- .1 If the lowest bid exceeds the Consultant's final Construction Cost Estimate (Class 'A' estimate) by more than 5%, and if no satisfactory reduction can be negotiated with the low bidder or if the desired price reduction entails significant changes in the scope of work or the character of the design, the Agency may re-tender the Project.
- .2 If the Project has to be re-tendered, the Consultant shall provide advice and information to the Departmental Representative as to how the re-tendering should be done.
- .3 The Consultant shall revise or amend the Construction Documents to bring the cost of the work within the limits stipulated.
- .4 The Consultant is not entitled to an additional fee in such a case.

1.4.7 Drawings and Estimates Issued for Construction

- .1 Once the contract is awarded, the consultant team shall issue drawings and estimates for construction.
- .2 The Consultant shall review and modify the Construction Documents to include any addenda issued by the various parties involved during the solicitation process.
- .3 The Consultant shall submit construction drawings and estimates that include all essential details and information for the execution of the construction contract.

1.5 Administration Phase of the Construction Contract

- .1 The objective of this phase is to execute the project in accordance with the contractual documents and to guide and oversee all necessary or required changes to the scope of work during construction and project close-out.

.2 Aspects to consider:

- a) Oversee and review to ensure conformity with the heritage conservation and promotion approach, and with the contractual documents, until construction is completed;
- b) Identify or verify the types of positions and types of masonry repairs encountered during construction, based on the documents and contractual terms.
- c) Changes necessitated by unforeseen circumstances;
- d) Produce a report of work done (photos and drawings);
- e) Maintain accurate records of all revisions;
- f) Bidder will have to provide supervisor-in-residence services. See "SR3-3.7. Construction Supervision Services Representative in Residence" for a description of the services to be provided by the supervisor-in-residence.

1.5.1 Scope and Activities

.1 The scope and activities of the Consultant shall include but are not limited to the following:

- a) Participate in implementation and meetings;
- b) During implementation of the project, act on Parks Canada's behalf to the extent provided in this document;
- c) Review work at appropriate intervals to determine whether the work conforms to the contractual documents;
- d) Keep the Parks Canada Representative informed of the progress and quality of the work and report any faults or deficiencies observed when inspecting the site;
- e) Keep a photographic record of the work, along with the construction drawings;
- f) Organize and manage project meetings with Parks Canada staff, representatives, and Consultant personnel, to review progress of work, confirm necessary modifications, provide quality assurance, and report work progress, to Parks Canada stakeholders;
- g) Review Contractor submissions of shop drawings and construction details;
- h) Determine the amounts owing to the Contractor based on the progress of the work and certify payments to the Contractor;
- i) Interpret the requirements in contractual documents to all parties involved;
- j) Provide cost advice during construction;
- k) Advise the Project Manager of all potential changes of scope during implementation;
- l) Prepare and justify Change Orders to the Parks Canada Representative;
- m) Provide a permanent record of all Change Orders and proposed Change Orders and their status as well as their impact on work plans;
- n) Indicate on work records all changes and substitutions of materials and equipment;
- o) Collate all information on the Contractor's as-built files and compare them against the Consultant's project changes record. Update underlying project documents with information regarding the work.

1.5.2 Meetings

- .1 As soon as the contract is awarded and the Project Manager is appointed, consult with the Contractor and the Parks Canada Representative to launch the project. Prepare minutes of meetings and circulate copies to all participants and any others convened by the Project Manager.
- .2 All subsequent meetings regarding construction must be held every two (2) weeks. The Principal Consultant shall be responsible for holding such meetings and must issue minutes of those meetings in electronic form as specified. The Consultant and all necessary subcontractors must attend such meetings.
- .3 Meetings must include the Principal Consultant, the construction site foreman, the Consultant's supervisor-in-residence, the main subcontractors, the subcontractor consultants involved, and the representatives of the Parks Canada project team.

- .4 Other meetings may be called on an ad-hoc basis to resolve project issues. For each of these meetings, the Consultant must provide a discussion file for the meeting and must highlight the actions arising from the actions necessary following the meeting.

1.5.3 Project Timeline

- .1 Obtain from the general contractor the detailed project timeline, as soon as possible after the contract is awarded, and ensure it is circulated appropriately. Review the timeline to check that it conforms to the project documents.
- .2 Oversee the approved construction timeline, make every effort to ensure that the timeline is adhered to, and submit to the Parks Canada project manager a detailed report of all delays.
- .3 Keep accurate records of all delays and the reasons for them.
- .4 Make every effort to assist the Contractor to avoid delays.
- .5 Only the Parks Canada Representative may approve a request to extend the work completion deadline. All extension requests require the Project Manager's written consent.

1.5.4 Change of Subcontractor

- .1 The Contractor is required to use the subcontractors listed on the Tender Form unless a change of subcontractor is authorized by Parks Canada. Review all changes of subcontractor, and submit recommendations to the Project Manager.
- .2 When subcontractors have not been listed on the Tender Form, obtain the list of subcontractors no later than ten (10) working days after the contract award date.

1.5.5 Compliance with Regulations and Construction Safety Standards

- .1 The Consultant must review construction to ensure that it complies with applicable regulations.
- .2 The Contractor is contractually bound to use only appropriate and skilled workers and to comply with the Canada Labour Code. The Consultant must notify Parks Canada of all work situations that seem to require corrective action by the Contractor.
- .3 The Consultant must ensure that a copy of the Labour Code for the contract is displayed in a conspicuous place onsite.
- .4 The Consultant shall provide support for all construction employees working at the site (general contractor and subcontractor), ensuring that they have the necessary qualifications.
- .5 The Consultant shall ensure that all members of his/her staff working at the project site also hold the necessary qualifications.
- .6 The Consultant shall ensure that the Contractor provides a detailed safety management plan that covers all construction staff, Parks Canada project staff, and the Consultant's own staff and inspectors. The safety plan must also take into account the safety of building occupants and the general public who may be near the construction site.
- .7 Although the provinces are governed by occupational health and safety legislation, all construction projects occupied by federal employees during the construction are also covered by the Canada Labour Code and Canadian regulations on occupational health and safety administered by Health and Welfare Canada.

- .8 Fire prevention provisions during construction must comply with standards 301 and 302 of the Fire Code and are administered by the Fire Commissioner of Canada.
- .9 In addition to the foregoing, the Contractor must comply with provincial laws and regulations and municipal bylaws related to health and safety, as well as all instructions given by the agents of such competent authorities regarding site safety.

1.5.6 Site Visits

- .1 Site visits should be coordinated with meetings every two weeks, but may also be made at specific times due to construction activities.
- .2 For work inspection purposes, provide the services of a qualified person familiar with the technical and administrative requirements of the project.
- .3 Draw up a written agreement with the Contractors regarding the phases or aspects of the work that have to be inspected before being covered.
- .4 Assess the quality of the work and identify in writing, to the Project Manager, all defects and deficiencies observed during inspections. After review, the Project Manager shall send that information to the Contractor.
- .5 Inspect the materials, assemblies and prefabricated components at their source or assembly plant, as necessary as the project progresses. Keep a photographic record of the work, attached to the construction drawings.
- .6 All instructions, clarifications and lists of deficiencies must be sent in writing to Parks Canada.

1.5.7 Modifications and Clarifications

- .1 Show all modifications and clarifications on the drawings and estimates, or site conditions if required, so that the project is not delayed.
- .2 Provide additional detailed drawings, as necessary, to clarify or interpret the contractual documents.

1.5.8 Site Report

- .1 Submit weekly electronic reports. The reports must describe the state of work achieved during the previous period in relation all project deliverables. Use photos or sketches to describe the problems encountered. See "SR3-3.7. Construction Supervision Services Representative in Residence" for a description of the services to be provided by the supervisor-in-residence.

1.5.9 Unit Price

- .1 For any work based on unit prices, measure and record the quantities for verification of monthly payment requests and the Final Certificate of Measurement.
- .2 Maintain up-to-date records of quantities and cumulative totals for purposes of comparison with the amounts budgeted.
- .3 When a contemplated Change Notice is to be issued based on unit prices, keep an accurate account of the work. Record dimensions and quantities.

1.5.10 Shop Drawings

- .1 Within twenty-eight (28) days following the awarding of the contract, create a record of all shop drawings required for the project, indicating the description, supplier, trade, delivery date, return date, and status. Provide a copy of the record to the Parks Canada project manager at every site meeting.
- .2 Scaffolding drawings provided by the Contractor are considered to be shop drawings that require review by the Consultant. Such drawings must be reviewed to ensure that they comply with applicable laws and regulations, and conform to the health and safety plan for the project.
- .3 Check that the shop drawings show the project number and are filed in order.
- .4 Shop drawings must be stamped “vérifié et certifié acceptables pour la construction/checked and certified acceptable for construction” by the Contractor before they are submitted. Every drawing considered acceptable must be stamped “examiné/examined” by the Consultant or subcontracted consultant along with the date and initials of the appropriate representative before being returned to the Contractor. Unacceptable drawings must be annotated and returned with the notation “examinée comme indiqué/examined as indicated” or annotated and returned with the notation “non révisée/not examined”.
- .5 Accelerate the processing of shop drawings to ensure that all submissions are returned within fourteen (14) days. Shop drawings must be returned regardless of whether Parks Canada has confirmed its review of them. Concerns expressed by Parks Canada reviewers shall be sent to the Consultant for review.
- .6 At the end of the project, send a copy of the reviewed shop drawings to Parks Canada.

1.5.11 Inspection and Testing

- .1 Prior to the call for tenders, provide a list of recommended tests to Parks Canada, including onsite tests and shop tests.
- .2 Provide an estimate of the detailed tests that the Contractor will use to employ the services of a testing firm for this work. At a minimum, materials testing and inspection services will be necessary for mortar, concrete, replacement bricks and stone, and the roof.
- .3 Make sure that all tests are detailed in the Construction Documents.
- .4 Parks Canada has put in place, as part of this RFP, a disbursement allocation for testing-related services. The Consultant shall monitor all expenses to be applied against that account, to ensure that the budget earmarked for testing is not exceeded.
- .5 Once the construction contract is awarded, notify the testing firm which services will be required, how the reports are to be circulated, the lines of communication, etc.
- .6 Review all test reports and take the necessary actions with the Contractor when work fails to comply with contract requirements.
- .7 Notify the Project Manager immediately when tests fail to meet project requirements and when corrective work will affect the schedule.
- .8 Help the Parks Canada Representative to evaluate the invoices submitted by the testing firm for the services rendered.

1.5.12 Changes to Construction

- .1 The Consultant does not have the authority to change the work or the price of the contract. The Consultant, prepares a reasoned Notice of Change with detailed estimates, as well as a Change Order.
- .2 All changes, including changes not impacting project cost, schedule or scope, must be covered by Change Orders. All changes must be approved by the Project Manager.
- .3 After obtaining approval from Parks Canada, obtain detailed statements from the Contractor. Review the prices and promptly send recommendations to the Parks Canada project manager.
- .4 Parks Canada shall issue Change Notices prepared by the Consultant and Change Orders to the Contractor, with a copy to the Consultant.
- .5 The practice of "tradeoffs" shall not be allowed.

1.5.13 Contractor Payment Requests

- .1 Each month, the Contractor must submit a payment request for work and materials as required in the construction contract.
- .2 Requests are made by completing the following forms, as applicable:
 - a) Payment request relating to construction;
 - b) Cost breakdown for unit price or combined price contracts;
 - c) Solemn affirmation for the payment request.
- .3 Review and sign the designated forms and promptly send the requests to Parks Canada for fast processing. Any discrepancy in the request must be noted and explained before the request is sent to Parks Canada for payment.
- .4 With every payment request, submit the updated timeline of work progress;

1.5.14 Materials Onsite

- .1 Equipment and materials must be stored in a location designated by Parks Canada.
- .2 A detailed list of materials along with the supplier's invoice for every item must be sent with the payment request;
- .3 The Consultant must review and verify the list;
- .4 Items must be listed separately on the Detail Sheet after the breakdown list and the total.
- .5 As and when material is incorporated in the work, the cost must be added to the appropriate detail item and removed from the materials list.

1.5.15 Acceptance Committee

- .1 Notify Parks Canada when the project is practically completed.
- .2 The Consultant must ensure that, in addition to his/her own representative and Parks Canada staff, the subcontractors' Representative, the supervisor-in-residence, the general contractor and all key representatives of subcontractors form part of the Project Acceptance Committee and attend all meetings

organized by Parks Canada.

1.5.16 Provisional Inspection

- .1 The Acceptance Committee must inspect the work and list on a designated form all work judged to be unacceptable or incomplete. The Committee shall accept the Contractor's project, subject to any reserves regarding deficiencies and unfinished work listed.
- .2 The Consultant shall provide an estimate of the costs of the deficiencies and completing the unfinished work or, if approval is pending, identified in the provisional certificate.

1.5.17 Provisional Certificates

- .1 Payment requires full completion, and the following documents signed by all parties:
 - a) Provisional certificate of completion;
 - b) Cost breakdown for unit price or combined price contracts;
 - c) Inspection and Acceptance;
 - d) Solemn affirmation of provisional completion certificate;
 - e) Certificate from the Commission des accidents du travail / Worker's Compensation Board.
- .2 Verify that all items are correctly indicated and make sure that the completed documents and supporting documentation are sent to Parks Canada for processing.

1.5.18 Project Handover

- .1 The Parks Canada project team and the Contractor shall draw up the official handover of the project, or parts of the project, by the Contractor. The date of the Provisional Certificate of Completion signifies commencement of the warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.
- .2 Send an original of the Contractor warranties to the Parks Canada project manager, for all materials and work covered by an extended warranty or insurance, in accordance with the terms of the estimate. Verify the completeness and extent of coverage.

1.5.19 Final Inspection

- .1 Notify Parks Canada once all contractual work has been completed, including deficiencies and pending work identified during the provisional inspection. Subsequently, all parties involved in the project shall carry out a final project inspection. If the inspection results are judged satisfactory, the Consultant shall issue final project acceptance.

1.5.20 Final Certificate

- .1 The final payment requires full completion, and each of the following documents signed by all parties concerned:
 - a) Certificate of Completion;
 - b) Inspection and Acceptance;
 - c) Solemn affirmation of the Completion Certificate;
 - d) Cost breakdown for unit price or combined price contracts;
- .2 Verify that all items are correctly completed and that all supporting documentation is attached.

1.5.21 As-Built Drawings and Estimates

- .1 Throughout the project, the Consultant must maintain an accurate record of all as-built changes introduced in the project.
- .2 Throughout the project, the Consultant must maintain a detailed record of all issues raised and all changes made to existing elements.
- .3 After the provisional inspection, and at acceptance, obtain a paper copy of the drawings and estimates of the work finished by the Contractor.
- .4 Highlight all discrepancies from the original contract construction drawings, including the changes indicated on post-contract drawings and the changes resulting from Change Orders and onsite instructions.
- .5 Review and check all as-built work records to ensure they are complete and accurate before submitting them to Parks Canada.
- .6 Produce as-built drawings in electronic format, including the final statement and the heritage recording statement, in the project plans.
- .7 Submit the as-built drawings and estimate in as many copies and formats as required by the Consultancy agreement within four (4) weeks of final acceptance.

1.5.22 Verification of Waste Management/Work Plan

- .1 Check on a regular basis that the Contractor is complying with waste diversion requirements.
- .2 Waste management inspections must be carried out by the onsite supervisor-in-residence.

RS2 DELIVERABLES

2.1 Deliverables

- .1 Analysis phase:
 - a) Assess and review all documentation, reports, studies, drawings, etc., made available to the consultant team, including analysis of the site and the building condition. The consultant team shall notify the Project Manager of any missing documentation, report, study, drawing, etc.
 - b) Provide an analysis of the site and the condition of the property with an elevating device, including rental of the elevating device and the Permit of Occupation for the sidewalk and parking areas, issued by the City of Montréal.
 - c) Provide an assessment of the state of the property and any reports required in addition to the existing reports if new observations are added. Document in French only. Provide one (1) deliverable in PDF format.
 - d) If required: Drawings and estimates to specify inspection holes and/or drilling and/or soil tests and/or geotechnical assessments, including requirements that the Contractor must comply with. Document in French only. Provide one (1) deliverable in PDF format.
 - e) 3D laser reading of the interior and exterior of the house (point cloud and photos). Analyze laser readings (distortion and buckling, implementation details). Clearly show the buildings' existing profiles (misalignments, roof deformations, etc.).

- f) Presentation report of heritage conservation options and proposed work options along with analysis of cost, impact, timeline and all other aspects requiring consideration. Document in French only. Provide one (1) revision. Provide two (2) deliverables in PDF format.
- g) Report of preliminary concept, development options, and proposed work options along with analysis of cost, impact, timeline and all other aspects requiring consideration. Document in French only. Provide three (3) options. Provide one (1) feedback report. Provide two (2) deliverables in PDF format.
- h) Analysis of compliance with the National Building Code of Canada (NBC) and all applicable standards, laws and regulations. Provide one (1) revision. Document in French only. Provide two (2) deliverables in PDF format.
- i) Summary Functional and Technical Program (identify the mission and the functional space requirements of the project, briefly describe how required services are organized and identify users, briefly describe the required equipment and services, summarize the needs and challenges identified in the quantitative summary table or with the aid of sketches). Document in French only. Provide one (1) revision. Provide two (2) deliverables in PDF format.

Note: the heritage conservation options (point f), development options (point g), and the functional and technical program (point i), may form part of a single set of drawings and/or report.

.2 Concept development phase. Provide a presentation, for approval, of the various design phases:

- a) Concept Development with estimates and timelines, based on the description of the scope of the mandate. Document in French only. Provide one (1) revision. Provide (2) two deliverables in PDF format.
- b)

.3 Construction Documents Stage: Provide a presentation of the various design phases, for approval:

- a) 50% of drawings and estimates in French only (with estimates and deadlines). Provide one (1) deliverable in PDF format.
- b) 90% bilingual drawings and estimates (with estimates and deadlines). Provide one (1) deliverable in PDF format.
- c) Bilingual drawings and estimates for submission including the Bid Form in Word or Excel format. Provide one (1) deliverable in PDF format and one in CAD (DWG) format.

.4 Bid solicitation phase, bid evaluation and award of construction contract:

- a) Attend the bidders briefing meeting;
- b) Answer bidders' questions and issue addenda if required;
- c) Analyze the bids and submit recommendations to the Client if required;
- d) Issue bilingual drawings and estimates for construction. Provide one (1) deliverable in PDF format, two (2) deliverables in paper format, and one deliverable in CAD format.

.5 Construction contract administration phase (general supervision of work):

- a) General administration of the construction contract
- b) Provide supervisor-in-residence services. See "SR3-3.7. Supervision Services Representative in Residence" for a description of the services to be provided by the supervisor-in-residence.
- c) Oversee and review the work to ensure it conforms to the conservation and promotion policy, and with the contractual documents, until construction is completed;
- d) Produce surveys of the existing installations and keep an up-to-date file of all changes made.

- e) Hold site meetings every two weeks and site visits every week with the experts concerned to monitor and approve the work (meetings and site visits may be held simultaneously).
- f) Receive and monitor documents to be submitted.
- g) Review the Contractor's technical submissions.
- h) Visual site inspection of technical aspects to prepare site visit reports.
- i) Provide technical advice onsite in response to technical questions by the Contractor.
- j) Draw up contract change requests. Provide additional detailed drawings, as necessary, to clarify or interpret the contractual documents, and for Change Notices or changes in scheduling.
- k) Review Contractor complaints and make recommendations to Parks Canada.
- l) Review quantity of work done and made recommendations to Parks Canada regarding payment requests.
- m) Provisional acceptance (site visit, create a list of work to be completed at the end of the project, and recommendations to Parks Canada).
- n) Final Acceptance.
- o) Prepare as-built drawings at the end of the project. Provide one (1) deliverable in PDF format.

.6 For all phases:

- a) General administration of the contract.

2.2 Review and Approval of Documents Submitted

- .1 The deliverables in the analysis, concept development, and construction document preparation phases may be reviewed by, although not limited to, the following:
 - a) Parks Canada project team
 - b) Federal Heritage Buildings Review Office (FHBRO)
 - c) Parks Canada project execution service
- .2 The processing time permitted for each bid is two (2) weeks, three (3) weeks for 90% bilingual drawings and estimates, and three (3) weeks for the FHBRO.
- .3 The Consultant must obtain written authorization from the Parks Canada project manager before beginning each phase. Approvals to begin construction drawings and other details may be granted as and when the development of the concept for certain work specifications progresses.

2.3 Requirements for Documentary Deliverables

- .1 Paper copy deliverables must be printed two-sided in colour, letter size, and collated and bound with a protective plastic cover. Plans must be in the form of original-size folios and collated at the submitter's discretion.
- .2 At the end of the project, make sure to send all the files produced in native format. Include all associated files in 'shape' format as well as associated files in DWG format and all photo files and/or images taken during the project. For drawings in Autocad (DWG) format, make sure to provide all external references and fonts to make the drawing fully legible for the Client.

2.4 Bilingualism Requirements

- .1 All drafts and documents relating to the project must be sent in French or in a bilingual version for review and approval, and, once approval is obtained, the Consultant must prepare in Canada's two official languages all deliverables indicated as "bilingual".
- .2 The two (2) languages have equal status; i.e., neither is considered to be a translation of the other.
- .3 The Consultant shall be responsible for the accuracy and integrity of the translation as well as for the consistency of documents.

RS3 PROFESSIONAL REQUIRED SERVICES

3.1 Services of the Principal Consultant

- .1 This project must be directed by a certified architect supported by a multidisciplinary team qualified and experienced in this type of project. The Principal Consultant will have to put together a team of consultants composed of qualified professionals who have technical expertise in conservation and will be capable of providing the services specified in this statement of requirements. The team of consultants must be able to provide services in the province of Québec, in French, in accordance with the codes, norms and standards applicable to this project. Final reports, and drawings and estimates for submission, for construction and for the as-built file must be bilingual. The required skills of the members of the consulting team may be in more than one discipline or speciality.
- .2 The Principal Consultant (developer-architect) and his/her team, including subcontracted consultants and specialists, constitute the integrated consulting team (Consulting team). The Principal Consultant shall be responsible for coordinating and guiding all the activities of the consulting team. The consulting team shall maintain its expertise throughout the entire duration of the mandate.
- .3 The consulting team shall collaborate with Parks Canada, paying due attention to the importance of sharing information. All specifications concerning materials, mixtures and test results shall be provided to Parks Canada, to facilitate the future maintenance of the asset by Parks Canada and by other agents.
- .4 The consulting team shall
 - 1) review all associated documents, recommend closer review when necessary, draft reports and develop the design, draft construction bid documents, take charge of the administration of the construction and contract, including site inspection services, costs, project planning and control, as well as putting out to tender the REQUIRED SERVICES for the project;
 - 2) perform preservation work in accordance with approved documents and with the instructions given by the Project Manager;
 - 3) correspond with the Project Manager only at such times and in such manner as the Project Manager indicates. The Consultant and consulting team shall not communicate with any other entity or person outside of Parks Canada, unless authorized to do so by the Project Manager. During the tender period for the construction project, Parks Canada shall take charge of all correspondence with the bidders and of awarding of the contract;
 - 4) make sure that all communications include the title of the project and the Parks Canada file number;
 - 5) notify the Project Manager of any change that may impact the conservation plan, timeline or budget, or that diverges from written approvals or instructions given previously; the Consultant shall provide details

of project scope and the reasons that led to said changes and shall obtain written authorization before proceeding with them;

- 6) throughout all phases of the project, coordinate and assume responsibility for all work carried out by all subcontracted consultants and specialists retained by the Consultant;
- 7) throughout all phases of the project, coordinate all work carried out by subcontracted consultants and specialists retained by Parks Canada;
- 8) ensure clear, precise and continuous communication of problems related to design, budget and planning (including modifications) connected with the responsibilities of all subcontracted consultants and specialists;
- 9) make sure that consultants and subcontractors offer appropriate site inspection services and take part in all meetings at which their presence is required;
- 10) convene meetings at every key point during the design stages, and every two weeks during the execution of the work, for the main members of the project team, including the representatives of the various stakeholders. The Consultant shall attend the meetings, record the issues raised and the decisions taken, and draft and circulate the minutes within 48 hours of the meetings;
- 11) be available to participate in meetings in person and to answer questions within 1 to 2 days at the request of the Project Manager, in the location where the work is executed, from the contract award date until final inspection and possession. The Consultant must be able to demonstrate that he/she has the necessary resources in the proposed team(s) to ensure the execution of the services in a timely manner, specified in this statement of requirements;
- 12) respect the confidentiality of the project. The Consultant must not respond to information requests from the media or third parties regarding the project or to questions formulated by the media or a third party. Such requests must be forwarded to the Project Manager.

.5 The consulting team working on this project must be able to offer the following services:

- 1) Architectural heritage services;
- 2) Project management services;
- 3) Architectural conservation services;
- 4) Services in the engineering of heritage structures;
- 5) Expert services in conservation of masonry structures;
- 6) Civil engineering and geotechnical services;
- 7) Mechanical engineering services;
- 8) Electrical engineering services;
- 9) Decontamination services;
- 10) Estimating and cost control services;
- 11) Continuous site inspection services;

.6 For bid purposes, in the Price Proposal forms, services relating to:

- 1) Structures, including but not limited to:
 - i. Services in the engineering of heritage structures;
 - ii. Expert services in conservation of masonry structures;
 - iii. Civil engineering and geotechnical services;
- 2) Mechanical engineering including but not limited to:
 - i. Mechanical engineering services;
- 3) Electrical engineering including but not limited to:
 - ii. Electrical engineering services;
- 4) Architecture including but not limited to:

- i. Architectural services;
- ii. Architectural heritage services;
- iii. Project management services;
- iv. Architectural conservation services;
- v. Decontamination services and industrial hygiene;
- vi. Estimating and cost control services;
- vii. Continuous site inspection services;
- viii. Other services not mentioned in these items, required for the execution of the project.

3.2 Proponent Services (Principal Consultant): Senior Project Architect

- .1 This professional shall also be identified as the consulting services Project Manager for the Agency and as the architect in chief of this project.
- .2 The Principal Consultant must be an architect member of the Ordre des architectes du Québec and have more than ten (10) full years' full-time experience of architectural project management services covering all aspects of project management necessary to ensure comprehensive coordination and supervision of a project. The Principal Consultant must perform the role of the principal member of the proponent's team, have the legal authority to bind the proponent and to demonstrate manifest ability to collaborate effectively with clients. Be a member in good standing of the proponent's personnel and form part of his/her company.
- .3 The architect in chief of this project shall also take on the responsibility of the reviewing architect, which means being responsible for the content of reports, drawings and estimates.

3.3 Key Consultant/Specialist: Architect Project Manager, Conservation Specialist

- .1 This professional shall also be identified as intermediate conservation architect.
- .2 This professional must be an architect member of the Ordre des architectes du Québec and have at least seven (7) full years' full-time experience of historical masonry building conservation.

3.4 Key Consultant/Specialist: Structural Engineer, Expert in the conservation of masonry structure

- .1 This professional shall also be identified as intermediate conservation architect.
- .2 This professional must be an structural engineer member of the Ordre des ingénieurs du Québec and have at least seven (7) full years' full-time experience of conservation of historical masonry buildings, including substantial experience of non-reinforced masonry.

3.5 Key Consultant/Specialist: Mechanical Engineer

- .1 Mechanical engineer member of the Ordre des ingénieurs du Québec with at least seven (7) full years' full-time experience.

3.6 Key Consultant/Specialist: Electrical Engineer

- .1 Electrical engineer member of the Ordre des ingénieurs du Québec with at least seven (7) full years' full-time experience.

3.7 Construction Supervision Services Representative in Residence

- .1 A representative-in-residence of the consulting team is required for the supervision of the restoration work. This person shall be selected as "supervisor-in-residence" within the framework of this RFP. The supervisor-in-residence shall provide resident supervisory services during construction, including inspection,

coordination, monitoring and reporting during the construction work and shall report to the Consultant.

.2 The supervisor-in-residence will have to work on site:

- a) Full-time, five days in five for 35 weeks onsite (plan for the first weeks of sitework);
- b) Full-time, three days in five for 23 weeks onsite;
- c) Full-time, one day in five for 6 weeks onsite (plan for the first weeks of sitework);

3.7.1 Experience and educational requirements

The supervisor-in-residence must:

- 1) Architect, architectural graduate or architectural technologist with a minimum of five (5) full years' experience of construction, including experience of heritage conservation projects;
- 2) Have the necessary training and accreditations to oversee the work needed to accomplish this mandate.

3.7.2 Description of services

The purpose of the supervisor-in-residence is to ensure the Consultant's presence at the site for the duration of the construction project. The Representative must inspect, coordinate and supervise all aspects of the work during the construction of the project, and be the liaison with the Contractor, the Parks Canada Representative and other bodies, as necessary.

The supervisor-in-residence shall also play a key role in maintaining workplace safety.

The supervisor-in-residence must:

- 1) report directly to the Consultant;
- 2) be familiar with the contractual documents, the National Building Code and all standards of the Fire Commissioner of Canada pertinent to the construction work;
- 3) be aware of all municipal, federal and provision standards regarding the health and safety of construction workers;
- 4) in an emergency, the supervisor-in-residence has the authority to stop work, or issue orders to protect the safety of workers or Crown property;
- 5) the Consultant must make sure that the supervisor-in-residence maintains records and submits timesheets. The Consultant must send the supervisor-in-residence's timesheets to the Parks Canada Representative after checking their accuracy and approving them, within two weeks following the completion of forty (40) hours of service by the supervisor-in-residence.

3.7.3 Weekly Inspection and Reporting

The supervisor-in-residence must inspect all stages of the project, with the objective of drawing to the Consultant's attention any discrepancy between the work, the contractual documents and accepted construction procedures. Maintain a record of inspections and deliver a weekly written report to the Consultant. The Consultant must review and approve the weekly reports before sending them to the Parks Canada Representative. The reports shall be circulated within five (5) working days after the last day of the reported week. The supervisor-in-residence must also prepare any other reports or investigations requested by the Parks Canada Representative through the Consultant.

The supervisor-in-residence must prepare weekly reports summarizing the record of site visits. The reports must include digital photographs and sketches illustrating the work.

The weekly reports must include but not be limited to the following information:

- 1) Person, time and date of the visit by members of the consulting team;
- 2) Weather conditions, particularly if they are unusual, affecting the construction in progress;
- 3) Major deliveries of materials and equipment;
- 4) Major activities and work carried out;
- 5) The start, interruption or completion of activities;
- 6) Progress in relation to the timeline;
- 7) Difficulties that may cause completion delays;
- 8) Information, or exceptional measurements, required by the Consultant or Parks Canada;
- 9) Presence of testing or inspection firms, the tests carried out, their results, etc.;
- 10) Unusual site conditions;
- 11) Significant developments, comments, etc.;
- 12) Accidents at the site;
- 13) Environmental incidents;
- 14) Number of Contractor's personnel and equipment at the site.

3.7.4 Interpretation of Contractual Documents

The Consultant is responsible for the interpretation of the contractual documents. However, the Consultant may require the supervisor-in-residence to provide information about job conditions, and require the Representative to send instructions to the Contractor.

The supervisor-in-residence has the duty to assist and inform the Consultant of any anticipated problems that may delay the progress of work. The method for sending such information shall be decided by the Consultant.

3.7.5 Work Changes

The supervisor-in-residence may not authorize or order a change of work that would constitute a change in the design or the value of the contract, unless indicated in writing by the Parks Canada Representative.

The Consultant may, however, ask the supervisor-in-residence to assist in evaluating changes in the work, where knowledge of job conditions is necessary.

3.7.6 Communication and Liaison

The supervisor-in-residence must:

- 1) Transmit to the Contractor the Consultant's instructions regarding the required work standards.
- 2) Check estimates and obtain advice from the Consultant regarding results. All of which must be drawn to the attention of the Contractor's own superintendent. Informal discussions with trade superintendents are generally permissible (but only with the Contractor's consent), but the supervisor-in-residence must not deal directly with the foreman or trades, or interfere with the progress of work.
- 3) Communicate formally with the Contractor only via a form. When said form is delivered, the supervisor-in-residence must immediately submit copies to the Parks Canada project manager and to the Consultant.
- 4) Contact the Consultant immediately if it is clear that information or measurements are required from the Consultant; for example, general directives, clarifications, samples of approved shop drawings, requisitions, envisaged Change Orders, directives relating to the site, details, drawings, etc.
- 5) Accompany Parks Canada representatives on inspections and report to the Consultant, mentioning the requirements, comments and directives by Parks Canada representatives. Note: the supervisor-in-residence must insist that requirements, comments and directives/instructions be given in writing.

- 6) Review and evaluate suggestions or modifications to the documents advanced by the Contractor and immediately report them to the Consultant with comments.
- 7) Make sure that the Parks Canada Representative and the Consultant are notified promptly when pieces or components of key materials and equipment are delivered, so that those parties can make the necessary provision for appropriate personnel to inspect them before installation.

3.7.7 Site Records

The supervisor-in-residence must keep orderly and up-to-date site records for use by the Parks Canada Representative, Consultant and himself/herself, as follows:

- 1) Tender documents and contract;
- 2) Approved shop drawings;
- 3) Approved samples;
- 4) Digital photographs showing the work;
- 5) Samples;
- 6) Site directives;
- 7) Envisaged Change Orders;
- 8) Change Orders;
- 9) Memorandums;
- 10) Photographs;
- 11) Tests and reports of deficiencies;
- 12) Correspondence and minutes of meetings;
- 13) Names, addresses, telephone numbers of Client representatives, Consultant and all Contractors, sub-trades key personnel associated with the contract; including home telephone numbers in case of emergency.

Additionally, the representative of construction services to residents must maintain an up-to-date calendar of progress.

A copy of the original contractual drawings must be carefully kept and updated along with all addenda, Change Orders, site directives, details, construction conditions, etc., issued after the contract award.

3.7.8 Inspection of Work

The supervisor-in-residence must carry out observations of the site and ad-hoc verifications of work to determine whether the work, materials and equipment conform to the contractual documents and additional terms and conditions. The supervisor-in-residence must notify the Contractor of any deficiency or unapproved discrepancy by memorandum and immediately report to the Consultant and to the Parks Canada Representative if the Contractor is late or refuses to make the necessary corrections.

The supervisor-in-residence must make provision for the architectural, structural, mechanical, electrical and other engineering consultants to be able to carry out the periodic inspections required by the consulting contract in a timely manner.

The supervisor-in-residence must also report if materials and equipment are integrated into the project before the associated shop drawings or samples are approved.

The supervisor-in-residence must help to prepare all reports (provisional, preliminary and final) regarding deficiencies, in collaboration with Parks Canada and the Consultant's representatives.

The supervisor-in-residence shall be responsible for measuring all unit-price-based work to be done by the Contractor.

3.7.9 Site Meetings

The supervisor-in-residence must attend and participate at all site meetings, which shall be held once every two

(2) weeks throughout the duration of work.

3.7.10 Inspection and Testing

The supervisor-in-residence must make sure that all onsite tests, including daily mortar mixtures and the inspections required by the contractual documents, are carried out, and must observe such tests as well as record their results in the daily record.

The Consultant must be notified if the test results do not meet the specified requirements, or if the Contractor does not have tests undertaken as required.

3.7.11 Emergency Situations

In an emergency, where the safety of persons or property is concerned, in order to safeguard the interests of Parks Canada, the supervisor-in-residence must immediately notify the Contractor, in writing, of the existing danger. The supervisor-in-residence must, if necessary, stop the work or give orders for repair work, and immediately contact the Consultant to obtain additional instructions.

3.7.12 Restrictions

The supervisor-in-residence must not:

- 1) Authorize deviations from the contractual documents;
- 2) Conduct tests;
- 3) Approve shop drawings or samples;
- 4) Accept work or parts of the building;
- 5) Usurp the responsibility of the Contractor's site manager;
- 6) Stop the work unless there is an emergency, as indicated above.

3.7.13 Hazardous Construction Work

The supervisor-in-residence must communicate regularly with the (Contractor) construction safety coordinator, regarding site safety concerns. All safety concerns must be sent immediately to the safety professional and to the Parks Canada Representative.

3.7.14 Equipment Required and Supplied by Consultant

Necessary equipment includes but is not limited to:

- 1) Digital camera;
- 2) Personal protective equipment;
- 3) Office supplies necessary for the performance of the services;
- 4) Machines and devices necessary to record and measure work;
- 5) Portable phone with internet access;
- 6) Portable computer.

3.7.15 Building Safety

Special precautions must be taken at all times to prevent unauthorized entry to the construction site and building. The supervisor-in-residence must make sure that all openings and means of access are solidly secured when the Contractor leaves the site.

The supervisor-in-residence shall remain in close communication with the Consultant and the Parks Canada Representative regarding any safety problems that may arise due to the Contractor's work.

3.8 Other Subcontractors

In the event that other subcontractors are necessary such as masons, roofers, welders, cabinetmakers or other specialists, they must have at least ten years' demonstrable experience of restoration work.

RS4 HEALTH & SAFETY

- .1 Parks Canada acknowledges its duty to protect the health and safety of all persons at all construction, maintenance and demolition sites of the Crown, and the right of federal and private sector workers to the full protection granted them by occupational health and safety regulations.
- .2 To discharge this duty and improve protection of the health and safety of all persons working at federal government construction sites, Parks Canada complies voluntarily with applicable provincial and territorial laws and regulations governing health and safety in the field of construction, and with the Canada Occupational Health and Safety Regulations.

RS5 AUTHORIZATIONS AND PERMITS

- .1 Although the Canadian government does not recognize the authority of other levels of government, compliance with the regulations and requirements of such other jurisdictions is mandatory, unless indicated otherwise by the Parks Canada Representative.
- .2 The Consultant must identify the bodies that have authority over the project. Where provisions overlap, the stricter regulation shall apply.
- .3 Parks Canada shall take responsibility for obtaining all necessary authorizations and permits. It is the Consultant's responsibility to provide the technical documentation for such permits when requested by the Parks Canada Representative.
- .4 No permits are necessary for this project, as it concerns federal land and no work is near a watercourse. In the event that permits are necessary, Parks Canada shall be in charge of applying for and managing such permits. No expense should be provided for this purpose in the Fees Proposal. If drawings or estimates are required, it is the Consultant's responsibility to provide the technical documentation for such permits when requested by the Parks Canada Representative. The documents issued in the drawings and estimates phase shall be used for permit applications in the event that permits are necessary.

RS6 DESIGN EXCELLENCE

- .1 This project involves substantial public funding for the preservation or one of the most important Canadian historical monuments. It is therefore the Consultant's responsibility to present only feasible and well-justified, long-lasting solutions, reflecting an in-depth review and a contemporary approach to heritage conservation, and the promotion and delivery of services to visitors.
- .2 Parks Canada expects the Consultant to maintain high standards of design in terms of architectural conservation and engineering. All aspects of design, planning, architecture and engineering must be fully coordinated and demonstrate continuous adherence to good design principles.
- .3 The project must be carried out in a sustainable and environmentally respectful way.
- .4 The quality of the materials and the construction methods must be in keeping with the type of heritage building and the budget. Avoid experimental materials. Take into account requirements in terms of scheduling, risk,

and maintenance during any intervention.

- .5 The proposed measures must conform to Parks Canada's Cultural Resource Management Policy and to the Standards and Guidelines for the Conservation of Historic Places in Canada, 2nd edition.

PROJECT BRIEF/TERMS OF REFERENCE