



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> A & G Agrandissement IML	
<b>Solicitation No. - N° de l'invitation</b> F3766-170223/A	<b>Date</b> 2018-04-12
<b>Client Reference No. - N° de référence du client</b> F3766-170223	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCM-008-17383	
<b>File No. - N° de dossier</b> QCM-7-40237 (008)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-05-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rochette, Jean	<b>Buyer Id - Id de l'acheteur</b> qcm008
<b>Telephone No. - N° de téléphone</b> (418) 649-2834 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Fisheries and Oceans / Pêches et Océans Biens immobiliers, environnement, sécurité santé Direction régionale 104 rue Dalhousie QUEBEC Québec G1K7Y7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

TPSGC-PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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

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## REQUEST FOR PROPOSAL (RFP)

**TITLE: Building extension – Maurice-Lamontagne Institute**

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## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

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

### SI2 PROPOSAL DOCUMENTS

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

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

2. The following are the proposal documents:
  - (a) Supplementary Instructions to Proponents (SI);  
R1410T (2016-04-04), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal;  
Submission Requirements and Evaluation (SRE);  
  
Subsection 2.b. of section GI16, Submission of proposal of R1410T, incorporated by reference above, is deleted in its entirety and replaced with the following:
    - a. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP;
    - b. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP;
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled "Doing Business ";
  - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to [jean.rochette@tpsgc-pwgsc.gc.ca](mailto:jean.rochette@tpsgc-pwgsc.gc.ca), the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than five (5) working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

### SI4 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP).

### SI5 CERTIFICATIONS

#### 1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2016-04-04), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

#### 2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

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

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

### SI6 - WEBSITES

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

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

Federal Contractors Program (FCP)

Solicitation No – N° de l'invitation  
F3766-170223/A

Client Ref No. – N° de réf. du client  
L132-7305-2186-003-02

Amd. No. – N° de la modif.

File No. – N° du dossier  
QCM-7-40237

Buyer ID – id de l'acheteur  
qcm008

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[http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

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

Lobbying Act

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

Buy and Sell

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

Supplier Registration Information

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

Consultant Performance Evaluation Report Form

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

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

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## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:

- (a) the Front Page and this Agreement clause;
- (b) the General Terms, Conditions and Clauses, as amended, identified as:
  - R1210D (2016-04-04), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
  - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
  - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
  - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
  - R1230D (2016-01-28), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2011-05-16), General Condition (GC) 7 - Taking the Services Out of the Consultant’s Hands, Suspension or Termination
  - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
  - R1250D (2015-07-03), General Condition (GC) 9 - Indemnification and Insurance

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

ADD:

“Architectural and Engineering Services”:

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

“Construction Services”:

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

“Facility Maintenance Services”:

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

Section GC1.12 of R1210D, Not applicable, incorporated by reference above, is deleted in its entirety and replaced with the following:

R1210D CG1.12 (2016-04-04) Performance evaluation - contract

1. Consultants shall take note that the performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria:
  - a. Design
  - b. Quality of Results
  - c. Management
  - d. Time
  - e. Cost
  
2. A weighting factor of 20 points will be assigned to each of the five criteria as follows:
  - a. Unacceptable: 0 to 5 points
  - b. Not satisfactory: 6 to 10 points
  - c. Satisfactory: 11 to 16 points
  - d. Superior: 17 to 20 points
  
3. The consequences resulting from the performance evaluation are as follows:
  - a. For an overall rating of 85% or higher, a congratulation letter is sent to the Consultant.
  - b. For an overall rating of between 51% and 84%, a standard, meets expectations, letter is sent to the Consultant.
  - c. For an overall rating of between 30% and 50%, a warning letter is sent to the Consultant indicating that if, within the next two (2) years, they receive 50% or less on another evaluation, the firm may be suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
  - d. For an overall rating of less than 30%, a suspension letter is sent to the Consultant indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
  - e. For a rating of 5 points or less on any one criterion, a suspension letter is sent to the Consultant indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

The form PWGSC-TPSGC 2913-1, Select - Consultant Performance Evaluation Report (CPERF), is used to record the performance.

Supplementary Conditions  
Agreement Particulars

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

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

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

3. If there is a discrepancy between the wordings of any document that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
- (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
  - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (c) this Agreement clause;
  - (d) Supplementary Conditions;
  - (e) General Terms, Conditions and Clauses;
  - (f) Agreement Particulars;
  - (g) Project Brief / Terms of Reference;
  - (h) the document entitled "Doing Business with National Capital Area";
  - (i) the proposal.

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## SUPPLEMENTARY CONDITIONS (SC)

### CS1 EXIGENCES RELATIVES À LA SÉCURITÉ

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex E;
  - b. Industrial Security Manual (Latest Edition).

### SC2 LANGUAGE REQUIREMENTS

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

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

## AGREEMENT PARTICULARS

Solicitation No – N° de l'invitation  
F3766-170223/A

Client Ref No. – N° de réf. du client  
L132-7305-2186-003-02

Amd. No. – N° de la modif.

File No. – N° du dossier  
QCM-7-40237

Buyer ID – id de l'acheteur  
qcm008

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

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## SUBMISSION REQUIREMENTS AND EVALUATION

### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

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

#### 1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 90 %=	Technical Score (Points)
<u>Price Rating x 10 %</u> =	<u>Price Score (Points)</u>
Total Score =	Maximum of 100 points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal:

1. Submit one (1) bound original plus five (5) bound copies of the proposal.
2. Paper size should be – 216 mm x 279 mm (8.5" x 11").
3. Minimum font size - 11 point Times or equal.
4. Minimum margins - 12 mm left, right, top, and bottom.
5. Double-sided submissions are preferred.
6. One « page » means one side of a sheet of paper.
7. 11" x 17" (279 mm x 432 mm) fold-out sheets for spreadsheets, organization charts, etc., will be counted as two pages.
8. The order of the proposals should follow the order established in the Request for Proposal SRE section.

#### 2.2 Specific Requirements for Proposal Format

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

The following are not part of the page limitation mentioned above:

1. Covering letter
2. Consultant team identification (Appendix A)
3. Declaration/certification forms (Appendix B)
4. Code of Conduct Certifications
5. Front page of the RFP
6. Front page of revision(s) to the RFP
7. Price Proposal Form (Appendix C)

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

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## **SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

### **3.1 Mandatory Requirements**

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

#### **3.1.1 Licensing, Certification or Authorization**

The proponent shall be a Consulting Engineering firm, licensed to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of Québec.

#### **3.1.2 Consultant Team Identification**

The Consultant team to be identified must include the following:

1. Proponent (Prime Consultant) – Architecture
2. Key-Sub-consultants/Specialists – Consultant on timetables (Structural, mechanical and electrical engineers)

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be mentioned here.

Information required:

1. Name of firm, key personnel to be assigned to the project;
2. For the Prime Consultant, indicate current license and/or how you intend to meet the provincial or territorial licensing requirements.
3. In the case of a joint-venture identify the existing or proposed legal form of the joint-venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

#### **3.1.3 Declaration/Certifications Form**

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

#### **3.1.4 Integrity Provisions – Required documentation**

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2016-04-04), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

### **3.2 Rated Requirements**

#### **3.2.1 Achievements of Proponent on Projects**

Describe the Proponent's accomplishments, achievements and experience as prime consultant on similar projects.

The proponent must demonstrate that since 2008, he himself, or his key personnel have participated to different design and construction projects requiring a comprehensive continuum of services such as described in sections Required Services (RS 1 to 8).

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Joint-venture submissions are not to exceed the maximum number of projects. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

1. Clearly indicate how this project is comparable/relevant to the requested project;
2. Brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
3. Scope of services performed and objectives, constraints and deliverables, as well as dates at which prior services were rendered;
4. Budget control and management - i.e. contract price and final construction cost - explain variation;
5. Project schedule control and management - i.e., initial schedule and revised schedule - explain variation;
6. Client references - name, address, phone and fax of client contact at working level - references may be checked;
7. Names of key personnel responsible for project delivery;
8. Awards received.

The Proponent (as defined in R1410T General Instructions to Proponents, G12 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a joint-venture Proponent.

Please indicate those projects which were carried out in joint-venture and the responsibilities of each of the entities involved in each project

### **3.2.2 Achievements of Sub-consultants and/Specialists Key Personnel on Projects**

Demonstrate that the personnel identified as members of the proposed work team meet the essential requirements in terms of capacity, experience and qualifications to perform the full continuum of services listed in the Required Services (RS) section.

The key persons identified below are members of the proponent's personnel who will be called upon to perform the full continuum of services listed in the Required Services section (RS). To this end, submit three (3) structural modification projects of comparable complexity as described in the "Project Brief". The three projects are to have been undertaken after 2008 and completed.

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied for each key personnel:

1. Indicate clearly how the submitted projects compare in complexity to the described project;
2. Professional accreditation;
3. Accomplishments/achievements/awards;
4. Relevant experience, expertise, number of years' experience;
5. Role, responsibility and degree of involvement of individual in past projects;
6. How the project performance and control was achieved regarding budget, scope and schedule;
7. Client references: name, address, phone number and e-mail of client contact at working level; references may be checked.

### **3.2.3 Key Personnel on Projects**

Demonstrate that the personnel identified as members of the proposed work team meet the essential requirements in terms of capacity, experience and qualifications to perform the full continuum of services listed in the Required Services (RS) section.

The key persons identified below are members of the proponent's personnel who will be called upon to perform the full continuum of services listed in the Required Services section (RS). To this end, submit three (3) structural modification projects of comparable complexity as described in the "Project Brief". The three projects are to have been undertaken after 2008 and completed.

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied for each key personnel:

1. Professional accreditation;
2. Accomplishments/achievements/awards;
3. Relevant experience, expertise, number of years' experience;
4. Role, responsibility and degree of involvement of individual in past projects;
5. Client references: name, address, phone number and e-mail of client contact at working level; references may be checked.

For each of the following key-person, demonstrate the experience acquired assuming same status and role in previous projects. For the approver, the experience gained may be as an approver or designer.

1. **Project manager:** senior architect with experience in project management;
2. **Design team**
  - a. Senior designer: senior structural engineer <sup>(1)</sup>
  - b. Assistant designer:
    - i. Intermediate architect <sup>(1)</sup>
    - ii. intermediate mechanical engineer <sup>(1)</sup>
    - iii. electrical engineer <sup>(1)</sup>
  - c. Draftspersons (one per discipline: structural, mechanical, electrical and architectural)
  - d. Approver (Design Engineer to approve structural drawings): senior architect <sup>(1)</sup>.
  - e. Drafting coordinator: intermediate architect <sup>(2)</sup>.

(1): The name of this person to appear in the title box of the drawings pertaining to that specialty. The designers are responsible for the design and also the elaboration of the most relevant sections of the specifications.

(2) Not included in the evaluation.(Cf. 3.3: Evaluating and rating). CVs of non-evaluated resources are to be appended. It is therefore not necessary to present their achievements. However, their CV must be appended to the proposal in the same way as all members of the project team

NB: The design Engineer in charge may not be the person who will approve the drawings.

### 3.2.4 Understanding of the Project

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The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product.

Information that should be supplied:

1. In your own words, explain the functional and technical requirements of the project;
2. Broader goals (federal image, sustainable development, sensitivities);
3. Significant issues, challenges and constraints, including the risks and how your team's approach will apply to the issues and challenges at hand.
4. Project schedule and cost; review schedule and cost information and assess risk management elements that may affect the project.

### **3.2.5 Scope of services**

The proponent shall demonstrate his capability to perform the services, to meet the challenges and solve the constraints; to address the project issues and to provide a plan of action allowing to deliver a quality product to the client's requirements at all stages of the project. Submit scope of services briefly.

Information that should be supplied:

1. Scope of services - detailed list of services;
2. Work plan – detailed breakdown of work tasks and deliverables;
3. Project schedule - proposed major milestone schedule;
4. Risk management strategy.

### **3.2.6 Management of services**

The Proponent should describe how he/she proposes to perform the services and meet the constraints, how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency, how the team will be organized and how it will fit in the existing structure of the firms; and should describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

1. Confirm the makeup of the full project team including the names of the consultant, sub-consultants and specialized personnel and their role on the project.
2. Organization chart with position titles and names (Consultant team). Joint venture business plan, team structure and responsibilities, if applicable.
3. What back-up will be committed;
4. Profiles of the key positions (specific assignments and responsibilities);
5. Outline of an action plan of the services with implementation strategies and sequence of main activities.
6. Reporting relationships;
7. Communication strategies;
8. Response time - demonstrate how the response time requirements will be met.

### **3.2.6 Design/approach/methodology**

The proponent should develop those aspects of the project considered to be a major challenge and which illustrate the design philosophy / approach / methodology. This is the opportunity for the Proponent to state the overall design philosophy of the team as well as their approach in solving design issues and to focus on the unique aspects of the current project.



### Generic Evaluation Table

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

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

To be considered further, proponents **must** achieve a minimum Technical Rating of sixty (50) points out of the hundred (100) points available as specified above.

**No further consideration will be given to proponents not achieving the pass mark of sixty (50) points.**

#### **SRE 4 PRICE OF SERVICES**

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty (50) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 100.
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40 and 20 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating, and the corresponding numbers of following ratings are skipped.

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

#### **SRE 5 TOTAL SCORE**

Total Scores will be established in accordance with the following:

<b>Cote</b>	<b>Possible range</b>	<b>% of total score</b>	<b>Score (points)</b>
Technical Rating	0 - 100	90	0 - 90
Price Rating	0 - 100	10	0 - 10
Total Score		100	0 - 100

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

#### **SRE 6 SUBMSSION REQUIREMENTS - CHECKLIST**

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, G116 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

1. Team identification – see typical format in Appendix A
2. Declaration/Certification Form – completed and signed form provided in Appendix B
3. Integrity Provisions – list of Directors/Owners
4. Integrity Provisions – The completed Declaration Form (if applicable in accordance with the Declaration of Conviction, section of the Integrity - Submission Provisions of the General Instructions).
5. Proposal – submit one (1) original plus five (5) copies
6. Front page of RFP
7. Front page of any solicitation amendment

In a separate envelope:

Price proposal form - one (1) completed and submitted in a separate envelope.

Solicitation No – N° de l'invitation  
F3766-170223/A  
Client Ref No. – N° de réf. du client  
L132-7305-2186-003-02

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCM-7-40237

Buyer ID – id de l'acheteur  
qcm008

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## **PROJECT BRIEF**

This Project Brief is divided into two sections:

**Description of Project**  
**Description of Services**

Project Administration  
Required Services  
Additional Services.

For standards relating to the service provisions herein please refer to the document "Doing Business". The standards in "Doing Business" must be adhered to in conjunction with this scope of services.

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## DESCRIPTION OF PROJECT

### PD 1 PROJECT INFORMATION

Public Works and Government Services Canada (PWGSC) intends to retain a Prime Consultant engineering firm for the provision of the services required for this project. To simplify the text, the project designates the extension of rooms C108 and C109 of the Maurice-Lamontagne Institute.

- 1.1 **PWGSC Project Title:** Building extension – Maurice-Lamontagne Institute
- 1.2 **Location of the Project:** 850, route de la mer, Mont-Joli, Québec
- 1.3 **Project Number:** L132-7305-2186-003-02
- 1.4 **Client/User:** Fisheries and Oceans / Real Property
- 1.5 **DFO Project Manager:** will be appointed after the award.

### PD 2 PROJECT IDENTIFICATION

#### 2.1 Description

##### 2.1.1 Introduction

Fisheries and Oceans Canada (DFO) assigned Public Works and Government Services Canada (PWGSC) to proceed to the competitive selection of a consulting expert who shall prepare drawings and specifications toward a call for tenders, provide resident worksite services and manage the contract for the extension of rooms C108 and C109 of the Maurice-Lamontagne Institute base in Mont-Joli.

##### 2.1.2 Role and context of realisation

The maintenance and fabrication workshops (rooms C108 and C109) are located in block C of the MLI. With the proposed expansion, the new workshop will be of sufficient height to store and maintain the buoys safely and to standards. The current situation represents a health and safety issue when it comes time to carry out buoy work or maintenance. This project will ensure buoy durability and represent substantial savings for the Department

##### 2.1.3 Description of intended work

###### 2.1.3.1 General

The goal of the project is to expand the roof level of rooms C108 and C109 and also to make it a single workshop.

The work to be completed in this project is located in C block of the MLI in Mont-Joli. It consists of:

1. Raise the roof from 14 500 mm to 17 600 mm of the project premises. Raise the 2 100 mm garage door. It is important to note that a bridge crane with a capacity of 5 MT is currently located in one of the areas affected by the expansion and will need to be reinstalled on the new structure. In addition, a second crane with the same capacity will have to be installed to extend the existing one along the entire length of the newly created space.
2. A tendering process will follow the final delivery of the plans and specifications covered by this mandate.

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### 2.1.3.2 Design criteria toward the performance of the project

1. Building environment: The MLI is located in an area facing saline air, the components suggested in the plans and specifications will have to consider the possibility of corrosion.
2. Location of the premises: The existing walls are of mixed masonry and the raising must be of the same type since the existing structure is to be preserved. The expenses required for the project are to be calculated by the structural sub-consultant.

## 2.2 Schedule

The Prime Consultant shall conduct the project and meet all the quality, budget and timeline requirements.

The overall project should be performed according to the provisional timetable presented which may be reviewed according to contract award dates. The terms or periods between the different steps or phases remain unchanged. Dates shown are that of document presentations (taking holidays into account):

1. Designation of the Prime Consultant	June 13th, 2018
2. RS1	4 weeks
3. RS2	4 weeks
4. RS3	4 weeks
5. RS4:	
a. Plans and specs at 33% and Class C estimate	4 weeks
b. Plans and specs at 66% and Class B estimate	4 weeks
c. Plans and specs at 99% and Class A estimate	2 weeks
d. Plans and specs at 100% and Class A estimate	2 weeks
6. Call of tenders and granting of construction contract	7 weeks
7. Substantial completion of work	13 weeks
8. Work completion <sup>1</sup>	4 weeks

## PD 3 PROJECT HISTORY

The MLI is located near the St-Laurent estuary; the consultant must take into consideration, while developing plans and specifications:

1. All aspects related to salt air corrosion;
2. Site located near water;
3. Site located in an operational environment;
4. Maintenance of services to the surrounding areas during construction.

## PD 4 AVAILABLE DOCUMENTS

Non applicable

## PD 5 PROGRAM

The purpose of this mandate is to design plans and specifications to raise the roof of rooms C108 and C109 and to make it into a single workshop. The deliverables of the project will have to integrate all required disciplines for the realization as well as present all related tasks.

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The work to be realized must include:

- Upgrade the current roof from 14 500 mm to 17 600 mm
- Enhance the 2 100 mm garage door
- Dismantle and reinstall the existing bridge crane
- Install a second bridge crane

A call for tender will take place following the delivery of the final (100%) plans and specifications in order to carry out the necessary construction work.

The following design criteria must be respected throughout the project:

- Work environment
- Location
- Proximity to other buildings and their use

## **PD 6 PROJECT OBJECTIVE**

### **6.1 Quality**

#### **6.1.1 Design Principles - General**

Le Departmental Representative expects the Consultant to maintain a high standard of architectural and structural design, based upon recognized contemporary design principles. All design elements, planning and engineering must be fully co-ordinated, and consistent in adherence to good design principles.

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

Quality of materials and construction methods shall be commensurate with the type of work to construct and the budget. Avoid experimental materials. Take into account the total life-cycling of the structure.

The character, massing, scale, materials of this project will be compatible with its surrounding context.

#### **6.1.2 Design Principles - Specific**

1. The elevation of the rook in rooms C108 and C109 must take into account the maintenance of the existing structure, which will be used as a base for the reconstruction of the said roof.
2. Project requires increased coordination and communication between project stakeholders.
3. Presence of block B and other users in the work area
4. Presence of other construction work in other parts of the building

### **6.2 Sustainable Development**

The Canadian Federal Government has begun a series of initiatives to ensure that sustainable development principles are built into the policy of all federal organizations. Public Works and Government Services Canada (PWGSC), like all federal departments, is required to uphold a Sustainable Development Strategy (SDS). Real Property Services Branch of PWGSC has developed a Strategy Plan that sets out principles, goals and actions for integrating sustainable development principles into policies and operations. The Branch has established the following sustainable development goals under the issues of management, leadership and operation.

### **6.3 Waste Management**

The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which Real Property Services (RPS) is bound, provides directions on the undertaking of Non-hazardous solid waste management actions for CRD projects. The protocol is designed to meet the requirements of federal and provincial policies and the objectives of the RPS Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in CRD projects.

When possible, encourage the reuse of materials generated by demolition as fill.

#### **6.4 Code Compliance**

Codes, regulations, by laws and decisions of authorities having jurisdiction (AHJ) will be observed. In cases of overlap, the most stringent will apply. The Prime Consultant shall identify other jurisdictions appropriate to the project.

#### **6.5 Risk Management**

A risk management strategy is crucial for PWGSC Project Management and integrates project planning into procurement planning. All the stakeholders of a project will be an integral part of the risk management strategy, culminating in an integrated product team. Specific services required for project delivery are outlined in Required Services (RS).

The consultant must provide a written report on project risks and before going to tender. See "Doing Business with A&ES" for "Definitions" and "Checklist" of risk management.

#### **6.6 Health and Safety**

Public Works and Government Services Canada (PWGSC) and the Department of Fisheries and Oceans (DFO) recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.

In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC and DFO will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

### **PD 7 ISSUES**

#### **7.1 Major Cost Issues**

Effective cost estimating and cost control is of critical importance and shall be provided by professional quantity surveyors. The Class C and Class B cost estimates shall be submitted in elemental cost analysis format. The standard of acceptance for this format is the current issue of the elemental cost analysis format issued by the Canadian Institute of Quantity Surveyors.

The Class A cost estimate shall be submitted in trade cost breakdown format. Cost estimates shall have summary plus full back-up showing items of work, quantities, unit prices and amounts. The estimate must take into account the indexation according to the dates of realization of the main elements of the project.

#### **7.2 Major Time Issues**

The Prime Consultant must be aware of the importance of time issues for both the design phase and the construction and monitoring phase of the project. This concern is all the more critical since the project schedule and the risks involved with delays are closely related to the project's inherent issues.

Follow-up and analysis of the contractor's timelines should be done as often as necessary to ensure that the project is completed on time

#### **7.3 Continuation of services (maintaining activities and operations)**

Continued services must be provided throughout the construction period in order to minimize interference with users' activities. It is the Contractor's responsibility to implement the measures deemed necessary and sufficient for uninterrupted user activities. Collaboration and co-ordination must prevail between the Contractor and all users. The relevant requirements in the drawings and specifications shall convey a strict liability to perform and the Contractor shall propose and obtain from PWGSC and the client (DFO) the advance approval of continued service measures he will deem appropriate.

The Work requires extensive planning in conjunction with maintenance operations. It is also part the Prime Consultants responsibility to contemplate all the means required to plan and perform the work in order to ensure that users may continue their activities and operations outside and near the work zone.

#### **7.4 Presence of buildings in the work area**

Wharf to be constructed is located near existing buildings with unknown structural condition and therefore wharf design must be planned accordingly.. Therefore, during the implementation phase, protection, monitoring and follow-up measures during the excavation and pile driving shall be planned by the consultant

#### **7.5 Environment**

In addition to the legal and regulatory requirements usually prescribed in the specifications, specific environmental requirements will have to be taken into account during the design, planning and construction phases, especially with regard to the protection of fish habitat. These requirements will be clarified according to applicable regulations in this area, including, but not limited to, the Fisheries Act and various regulations.

To this end, the Prime Consultant shall obtain from PWGSC the required alleviation measures and any other directives (anticipated or) issued by the Department of Fisheries and Oceans (DFO) and he shall include them in the drawings and specifications before the construction call for tender is launched.

#### **7.8 Health and safety**

The Prime Consultant shall specify the safety measures required at all times and until work completion to ensure worksite safety, the security of the infrastructures, and the safety of users and the public.

### **PD 8 CONSULTANT SERVICES**

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

- Structural engineering
- Mechanical engineering
- Electrical engineering

## **DESCRIPTION OF SERVICES**

### **PA 1 PROJECT ADMINISTRATION**

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

#### **1.1 PWGSC Project Management**

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

The Project Manager is the Departmental representative directly concerned with the project and responsible for its progress. The Project Manager is the liaison between the Prime Consultant, Public Works and Government Services Canada, and other client Departments.

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

#### **1.2 General Project Deliverables**

Where deliverables and submissions include summaries, reports, drawings, plans or schedules, three (3) hard copies shall be provided, and two (2) copies shall be provided in electronic format unless otherwise specified. Electronic files shall be provided in PDF format in addition to the original formats (DWG, Word, Excel, MS-Project, etc.).

The number of required hard copies for construction plans and specifications is ten (10) copies.

#### **1.3 Lines of Communication**

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

During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and makes the contract award.

#### **1.4 Media**

The consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Project Manager.

#### **1.5 Meetings**

Only the first meeting (launch) shall be called by the PWGSC Project Manager. The Prime Consultant shall thereafter convene the other meetings (note 1) during the project preparation phase, to which all the members of the Prime Consultant's project team shall attend.

The Prime Consultant shall attend the meetings, record the items discussed and decisions taken, and draft and distribute the minutes of the meetings within five (5) days following each meeting.

### **NOTE 1**

**Design Phase:** eight (8) meetings are scheduled at the DFO offices in Mont-Joli including a meeting with tenderers during tender process.

**Construction Phase:** Meetings will take place at the worksite. Every two weeks during the critical phases of the project and every three weeks for less critical work.

**1.6 Response Time**

It is a requirement of this project that the key personnel of the successful proponent and sub-consultant or specialized firms be personally available to attend meeting or respond to inquiries within three (3) days.

**1.7 Submissions, views and approvals**

The Prime Consultant shall submit the project documents to PWGSC as follows:

1. Presentation format: oral presentation of report(s), drawings and specifications, cost estimates and work implementation schedule with screen projection.
2. Presentation schedule : presentations shall be examined at every step of the design (33%, 66%, 99%, and final presentation);
3. Submission of presentation documents to PWGSC and DFO: one (1) week ahead of meeting date.
4. Number of presentations: three (3).

Work in progress is to be reviewed by the Project Manager at different stages as follows:

Chart of reviews and approvals	PWGSC		DFO	
	E	A	E	A
<b>RS1 Analysis of project brief</b>				
Project scope of services report		x		x
<b>RS2 Design concept</b>				
Design option	x		x	
Recommended design option				x
Class D estimate				x
<b>RS3 Design development</b>				
Design development documents				x
Class C estimate				x
<b>RS4 Construction documents / Tender call</b>				
33% construction drawings	x			x
66% construction drawings and specifications	x			x
99% construction drawings and specifications	x			x
Class B estimate				x
Class A estimate				x
Final tender documents		x	x	

E = Review  
 A = Approval

**1.8 Official languages**

This project requires services in both official languages. Refer to the Supplementary Condition section of this Request for Proposal document entitled "Language Requirements".

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## REQUIRED SERVICES

### RS 1 ANALYSIS OF PROJECT REQUIREMENTS

#### 1.1 Intent

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

#### 1.2 General

##### Scope and activities:

1. Visit the site and adjacent structures, and assess the availability and capacity for the services required in this project.
2. Attend the project launch meeting;
3. Analyse the project's program and requirements;
4. Examine all the drawings, reports, studies and surveys provided by the Departmental Representative relative to the project;
5. Meet with ALL the stakeholders who pursue activities in specified workshops that are likely to have an impact on the flow of work;
6. Identify the various reference documents needed to perform the design;
7. Establish the need for further studies and complementary surveys;
8. Perform all surveys and inspections required to update one's knowledge of the structures' condition toward project design (includes materials, equipment and labour).
9. Establish the list of required/missing documents and request them from the Departmental Representative;
10. Gather all documentation likely to be useful toward the definition and development of the project (construction background, current conditions of the structures, data on the utilization of the sites and their working loads, etc.);
11. Review, validate, supplement and finalize the project brief, presentation and parameters;
12. Study, examine and assess the sustainable development strategies likely to be applied in the framework of the project;
13. Explore and examine different construction and implementation schedule options and outline their impact or consequence on the activities at MLI and on budget planning.
14. Review the proposed schedule and assess whether all phases and stages can be performed as planned;
15. Review the budget/cost planning in order to assess whether they are realistic and whether such planning can be adhered to;
16. Determine and verify all authorities involved in the project;
17. Establish a list of all applicable codes, regulations and standards;
18. Follow-up on DFO comments.

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### 1.3 **Deliverables**

Comprehensive summary of the project requirements/program demonstrating understanding of the scope of work, including:

1. Visual Inspection of the current installation
2. Analyze the impact of the work on the current installation
3. List of work implementation options (schedule) and cost planning of the project—confirmed and/or readjusted.
4. List of additional studies and surveys, if necessary;
5. List of the design criteria;
6. Complete list of existing documentation;
7. List of codes, regulations and standards;
8. Identification in writing of any problem, discrepancies and/or any other information (hypothetical or perceived) for the benefit of the Project Manager;

## RS2 **DESIGN CONCEPT**

### 2.1 **Intent**

To translate the project requirements into space perimeters, to explore design options and analyze them against previously identified priorities and program objectives. Out of this process, one option will be recommended to proceed to Design Development.

### 2.2 **General**

#### **Scope and activities:**

1. Perform the complementary studies and surveys approved by the Departmental Representative. Any complementary studies and surveys are paid for by DFO from the "Disbursement for Services" budget.
2. Evaluate the sequence of work in the zone
3. Assess the risks of future structural issues that may occur due to the work and propose solutions where appropriate.
4. Submit viable and feasible design options. At least two options should be analyzed.
5. Analyse each proposed solution with respect to project objectives, cost and schedule.
6. Recommend one option subject to further development and include all the supporting literature and technical rationale.
7. Examine and propose a strategy to manage demolition materials in view of maximising reuse in the project or recycling.
8. Updated timeline of the overall project (explain discrepancies if any).
9. Coordinate all disciplines and trades involved.

### 2.3 **Deliverables**

#### **Provide the following:**

1. List of engineering design of accepted option;
2. Drawings of the design study process.
3. Report describing the options proposed as well as the recommended solution; DFO is not obliged to

- 
- choose the recommended option;
4. Validated class D estimate;
  5. Report on schedule deviations and recommended corrective measures or updated timeline.
  6. Report on the management of demolition materials.
  7. Report on the management of excavation materials, both clean and contaminated.
  8. Mandates of the others complementary studies and surveys.
  9. Report analyzing the impact of work on existing building.

### **RS 3 DESIGN DEVELOPMENT**

#### **3.1 Intent**

To further develop one of the options presented at the Design Concept stage. The Design Development documents consist of drawings and other documents to describe the size and character of the entire project as to structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

#### **3.2 General**

##### **Scope and activities:**

1. Obtain the Project Manager's written authorisation to develop one of the proposed options prepared in the Design Study.
2. Where modifications are required, provide all the data and information (documentation) in support of any such required change, analyse the impacts and effects of said modifications on all the components of the project, and resubmit the documents for approval.
3. Develop and clarify the object of the concept studies for each discipline in terms of design.
4. Review project feasibility and provide an opinion on the construction processes and duration.
5. Based on all the information and data available at this stage, prepare a schedule of control points (events) for consideration, and pay special attention to the repercussions on the users' activities in and around block C
6. Identify any particular methods (i.e. scheduling of the work).
7. Update the project schedule.
8. Update the work/project estimate.
9. Provide a list and summaries (briefs) of all NMS specification sections to be used.
10. Submit a specification abstract or synopsis for all systems, and main elements and equipment concerned. Include the manufacturers' documentation on the main elements and equipment proposed for the purpose of this project.
11. Coordinate all the disciplines involved.

#### **3.3 Details**

##### **Scope and activities:**

##### **3.3.1 Layout drawings**

Plans showing the work zones

##### **3.3.2 Structural drawings**

1. Site layout showing both the accepted option and the existing structures.

2. Elevation and cross sectional views of the different structures.
3. Cross sectional details of any special characteristic or design feature which, at this stage, require some form of graphic representation or explanation.
4. Drawings to depict the proposed structural elements, the type of foundation, the construction materials as well as any other relevant and/or unusual feature proposed.

### **3.4 Deliverables**

1. General layout showing current condition of the facility before construction.
2. General layout showing the structures after construction.
3. Two (2) or three (3) sections of each type of structure.
4. Demolition drawing.
5. Elevation and cross sectional views.
6. Temporary support (false work) of the existing structures near the work zones.
7. All architectural, structural, civil, and mechanical engineering details as required in determining the selection of materials.
  - a. Table of contents of specifications;
  - b. Class C estimate of construction cost;
  - c. Preliminary construction schedule;
  - d. Project files describing in detail all the project and relying assumptions (concepts) and the rationale behind every significant decision.

## **RS 4 CONSTRUCTION DOCUMENTS**

### **4.1 Intent**

To prepare drawings and specifications setting forth in detail the requirements for the construction and final cost estimate of the project.

1. 33% indicates 33% completeness of all technical working documents;
2. 66% indicates substantial technical development of the project - well advanced architectural and engineering plans, details, schedules and specifications;
3. 99% is the submission of complete Construction Documents ready for tender call;
4. Final Submission incorporates all revisions required in the 99% version and is intended to provide DFO with complete construction documents for tender call.

### **4.2 General**

**Activities are similar at all three stages. Completeness of the project development should reflect the stage of a submission.**

#### **Scope and activities:**

1. Obtain Project Manager's approval for Design Development submissions (33%, 66%, 99% and final).
2. Confirm format of drawings and specifications.
3. Clarify special procedures (i.e. phased construction).
4. Specify the sequence of placement of the main structural elements: piles, sheet piles, tie-rods, berm, dock filling and more particularly the section between 0 + 00 and 0 + 017 m chaining.

- 
5. Submit drawings and specifications at the required stages. (33%, 66%, 99%).
  6. Provide written response to all review comments and incorporate them into Construction.
  7. Inform as to the progress of cost estimates and submit updated cost estimates as the project develops.
  8. Update the project schedule.
  9. Prepare a Class B estimate at 66%.
  10. Prepare a final Class A estimate.
  11. Review and approve materials and construction processes & specifications to meet sustainable development objectives.
  12. Develop a risk management plan for carrying out the work.

#### **4.3 Details**

##### **Scope and activities:**

##### **4.3.1 Technical and production meetings**

1. Production of construction documents will be reviewed during the meetings arranged by Prime Consultant.
2. Representatives from client Department support staff will be present as arranged by the Project Manager.
3. Prime Consultant shall ensure that his staff and the sub-consultant representatives attend the technical and production meetings as required.
4. Prime Consultant shall arrange for all necessary data, progress prints, etc.
5. Prime Consultant shall prepare minutes of the meetings and distribute copies to all participants.

##### **4.3.2 Progress review**

1. As work progresses on construction drawings, submit drawings, schedules, details, pertinent design data and updated Cost Plan and Project Schedule as required.
2. Calculations submitted shall not necessarily be reviewed. They are required for record purposes and in certain instances to assist in the understanding and interpretation of designs. Calculations shall be submitted in a format that is legible, neat and easily understandable.
3. Sections of specifications must be prepared using the latest version of NMS.

#### **4.4 Deliverables**

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

##### **4.4.1 Presentation at 33%, 66% and 99 %: Complete specifications and construction drawings.**

1. One (1) copy of the design criteria, studies, etc., required by DFO for archiving and final verification purposes.
2. One (1) copy of the updated cost plan and project schedule.

##### **4.4.2 Final Submission**

This submission incorporates all revisions required by the review of the 99% submission. Provide the following:

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1. Complete set of signed and sealed construction drawings (originals), for tender;
  2. Complete sets of signed and sealed specifications;
  3. Class A construction cost estimates;
  4. Bid schedule/form;
  5. Construction schedule in MS-Project format;
  6. Project risk management plan/program;
  7. List of shop drawings to be submitted by the Contractor (submit this list before the launch meeting with the Contractor).
  8. Quality assurance laboratory assignments during construction (submit this item before the launch meeting with the Contractor).

As a safeguard against loss of or damage to the originals, retain a complete set of drawings in reproducible form and one copy of specifications.

## **RS 5 TENDER CALL, BID EVALUATION & CONSTRUCTION CONTRACT AWARD (OPTIONAL)**

### **5.1 Intent**

To obtain and evaluate bids from qualified Contractors to construct the project as per the Tender Documents, to award the construction contract according to government regulations, including Federal Rules for Bid Depositories.

### **5.2 General**

#### **Scope and activities:**

1. Attend tenderers briefing meeting(s).
2. Prepare addenda based on questions arising in such meetings for issue by the Project Manager
3. Provide the Project Manager with all information required by tenderers to fully interpret the Construction Documents. The Project Manager will issue the addenda to all participants.
4. Keep full notes of all inquiries during the bidding period and submit same to Project Manager at the end, for DFO records.
5. Assist in tender evaluation by providing advice on the following:
  - a) Completeness of tender documents in all respects;
  - b) Technical aspects of tenders;
  - c) Effect of alternatives and qualifications which may have been included in the tender. Tenderers' capability to undertake the full scope of work.
  - d) Tenderers' capability to undertake the full scope of work.
  - e) Availability of adequate equipment to carry out the work.
  - f) If DFO decides to re-tender the project, provide advice and assistance to the Project Manager.
6. Revise and amend, at your expense, the construction documents to bring the cost of the work within the limits stipulated.
7. Examine and report on any cost and schedule impact created by the issue of tender / contract addenda.

### **5.3 Deliverables**

1. Originals of drawings and specifications;
2. Electronic copies of drawings and specifications.

3. Addenda where needed;
4. Changes to the documents, if re-tendering is necessary, including updated cost estimate or schedule.

## **RS 6 CONSTRUCTION AND CONTRACT ADMINISTRATION**

### **6.1 Intent**

Implementing the project in compliance with the Contract Documents and to direct and monitor all necessary or requested changes to the scope of work during construction.

### **6.2 General**

#### **Scope and activities:**

1. During the implementation of the project, act on DFOs behalf to the extent provided in this document.
2. Revise the submitted calculation notes for temporary works.
3. Analyze the contractor's work methods and ensure that they comply with plans and specifications and do not jeopardize the safety of the wharf
4. Carry out the review of the work at intervals appropriate to determine if the work is in conformity with the Contract Documents.
5. Keep DFO informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review.
6. Determine the amounts owing to the Contractor based on the progress of the work and certify payments to the Contractor.
7. Act as interpreter of the requirements of the Contract Documents.
8. Provide cost advice during construction.
9. Advise the Project Manager of all potential changes to scope for the duration of the implementation.
10. Review the Contractor's submittals.
11. Prepare and justify change orders for issue by the Department Representative.
12. Indicate any changes or material/equipment substitutions on Record Documents.
13. During the twelve (12) month warranty period investigate all defects and alleged defects and issue to the instructions to Contractor.
14. Finalize Systems Operations Manual
15. Conduct a final warranty review.

### **6.3 Details**

#### **6.3.1 Construction Meetings**

Immediately after contract award arrange a briefing meeting with the Contractor and the Departmental representative. Prepare minutes of the meeting and distribute copies to all participants and to other persons agreed upon with the Project Manager.

Call job meetings as frequently as required, commencing with the construction briefing meeting.

The meetings should include the job superintendent, Inspector of Construction, main sub-subcontractors, affected sub-consultants and Departmental Representative as necessary. Prepare minutes of the meeting and distribute copies to all participants. The Project Manager may invite client Departments to attend any of these meetings.

### **6.3.2 Project Schedule**

Obtain Project Schedule with detailed commissioning component shown separately, as soon as possible after contract award and ensure proper distribution.

Monitor the approved construction schedule, take necessary steps to ensure that the schedule is maintained and submit a detailed report to the Departmental Representative concerning any delays.

Keep accurate records of causes of delays.

Make every effort to assist the Contractor to avoid delays.

### **6.3.3 Time Extensions**

Only the Departmental Representative may approve any request for Time Extensions. Approval will be issued in writing by the Project Manager.

### **6.3.4 Cost Breakdown**

Obtain from the Contractor detail cost breakdown on standard PWGSC form and submit to the Departmental Representative with the first Progress Claim.

### **6.3.5 Sub-contractor Changes**

The Contractor is required to use the sub-contractors listed on the tender form unless a change is authorized by the Departmental Representative. Changes are only considered when they involve no increase in cost. Review all requests for changes of sub-contractors, and submit recommendations to the Project Manager.

When sub-contractors have not been listed on the Tender Form, obtain the list from contractors not later than 10 working days after date of award.

### **6.3.6 Labour Requirements**

The Contractor is bound by the Contract to maintain competent and suitable workmen on the project and to comply with the Canada Department of Labour - Labour Conditions. Inform the Departmental Representative of any labour situations that appear to require corrective action by the Departmental representative.

The Prime Consultant shall ensure that a copy of the Labour Conditions for the Contract is posted in a conspicuous place on site.

### **6.3.7 Bylaw Compliance**

Ensure that construction complies with applicable bylaws and regulations. Matters pertaining to the Department of Labour shall be referred to the Project Manager.

### **6.3.8 Construction Safety**

All construction projects that are occupied by Federal employees during construction are subject to the Canada Occupational Safety and Health Act and Regulations as administered by Health and Welfare Canada.

Fire safety provisions during construction must comply with FCC standards 301 and 302, administered by the Fire Commissioner Canada.

In addition to the above, the Contractor must comply with the provincial and municipal safety laws and

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regulations, and with any instructions issued by the officers of these authorities having jurisdiction relating to construction safety.

Ensure the Contractor is mandated to provide all required coordination, isolation, protection and reinstatement of the fire protection and suppression systems throughout construction. Notify the Property Manager each time the fire protection and suppression systems are bypassed and advise of estimated reinstatement time. Ensure the Contractor is mandated to provide Watchman Service as defined in FC 301 and by the Fire Commissioner.

### **6.3.9 Site Visits**

1. Provide non-resident construction inspection services. Ensure compliance with contract documents.
2. Provide services of qualified personnel who are fully knowledgeable with technical and administrative requirements of the project.
3. Establish a written understanding with contractors as to what stages or aspect of the work are to be inspected prior to being covered up.
4. Assess quality of work and identify in writing to the Contractor and to the Departmental representative all defects and deficiencies observed at time of such inspections.
5. Inspect materials and prefabricated assemblies and components at their source or assembly plant, as necessary for the progress of the project.
6. Any directions, clarifications or deficiency list shall be issued in writing to DFO.

### **6.3.10 Clarifications**

Provide clarifications on Plans and Specifications or site conditions, as required in order that project not be delayed.

### **6.3.11 Progress Reports**

Update the Departmental Representative regularly on the progress of the work. Submit weekly reports.

### **6.3.12 Work Measurement**

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

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

### **6.3.13 Detail Drawings**

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

### **6.3.14 Shop Drawings**

1. On completion of project forward three (3) copies of reviewed shop drawings to the Departmental Representative.
2. Ensure that shop drawings include the project number and are recorded in sequence.
3. Verify the number of copies of shop drawings required. Consider additional copies for Clients' departmental review.
4. Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the Contractor

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and stamped: "reviewed" by the Prime Consultant before return to the Contractor.

5. Expedite the processing of Shop Drawings.

#### **6.3.15 Inspection and Testing**

1. Prior to tender, provide Departmental representative with recommended list of tests to be undertaken, including on site and factory testing.
2. Ensure all testing is detailed within commissioning plan.
3. When Contract is awarded, assist Departmental Representative in briefing testing firm on required services, distribution of reports, communication lines, etc.
4. Review all test reports and take necessary action with Contractor when work fails to comply with contract.
5. Immediately notify Project Manager when tests fail to meet project requirements and when corrective work will affect schedule.
6. Assist Departmental Representative in evaluating testing firm's invoices for services performed.

#### **6.3.16 Training**

1. Prior to tender, provide Departmental representative with recommended list of training to be undertaken.
2. Ensure all training is detailed within the commissioning plan.

#### **6.3.17 Construction Changes (Change Orders)**

The Prime Consultant does not have authority to change the work or the price of the Contract.

Changes which affect cost or design concept must be approved by the Departmental Representative.

Upon Departmental representative approval, obtain quotations from the Contractor in detail. Review prices and forward promptly recommendations to the Departmental Representative.

The Departmental Representative will issue Prime Consultant-prepared Change Orders to the Contractor, with copy to Prime Consultant.

All changes, including those not affecting the cost of the project, will be covered by Change Orders.

The practice of "trade-offs" is not allowed.

#### **6.3.18 Contractor's Progress Claims**

Each month the Contractor submits a progress claim for work and materials as required in the Construction Contract.

Where applicable, the claims are made by completing the following forms:

1. Cost Breakdown for Unit and/or combined Price
2. Cost Breakdown for unit or combined Price Contract.
3. Cost Breakdown for Fixed Price Contract.
4. Statutory Declaration Progress Claim.
5. Review and sign designated forms and promptly forward claims to the Departmental representative for processing.

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6. Submit with each progress claim:
    - a. Updated schedule of work progress;
    - b. Pictures of work progress.

#### **6.3.19 Materials on Site**

The Contractor may claim for payment of material on site but not incorporated in work.

Material must be stored in a secure place designated by the Departmental Representative.

Detailed list of materials with supplier's invoice showing price of each item must accompany claim; Prime Consultant shall check and verify the list.

Items shall be listed separately on the Detail Sheet after the break-down list and total.

As material is incorporated in the work the cost must be added to the appropriate Detail item and removed from the material list.

#### **6.3.20 Acceptance Board**

Inform the Departmental Representative when satisfied that the project is substantially completed. The Prime Consultant shall ensure that his representative, his sub-consultant representative, Resident On-Site Reviewer, Contractor and major sub-trade representatives shall form part of the Project Acceptance Board and attend all meetings as organized by the Departmental Representative.

#### **6.3.21 Interim Inspection**

The Acceptance Board shall inspect the work and list all unacceptable and incomplete work on a designated form. The Board shall accept the project from the Contractor subject to the deficiencies and uncompleted work listed and priced.

#### **6.3.22 Interim Certificates**

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

1. Interim Certificate of completion
2. Cost breakdown for fixed price contract
3. Cost breakdown for unit or combined price contract
4. Inspection and acceptance
5. Statutory Declaration Interim Certificate of Completion
6. Workmen's Compensation Board Certificate

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

#### **6.3.23 Occupation of workspace**

The Departmental Representative or client Department may occupy the wharf after the date of acceptance of the building by the Acceptance Board. The acceptance date is normally that of the Interim Certificate issued to the Contractor. As of the acceptance date, the Contractor may cancel the Contract Insurance, and the Departmental Representative or client Department (as the case may be) assumes responsibility for:

1. Security of works;

2. Fuel and utility charges;
3. Proper operation and use of equipment installed in the project;
4. General maintenance and cleaning of works;
5. Maintenance of the site (except any landscaping maintenance covered by the contract).

#### **6.3.24 Operation and Maintenance Data Manual**

Operation and Maintenance Data Manual: four (4) sets of each volume produced by the Contractor in accordance with Section 01 78 00 of project specification and verified for completeness, relevance and format by the Architectural, Mechanical and Electrical consultants and submitted to DFO Project Manager prior to interim acceptance or actual start of operation and instruction period, whichever occurs sooner. The Contractor shall retain one copy of each volume for his record and use during the instruction period.

#### **6.3.25 Instruction of Operating Personnel**

Make arrangements and ensure that the Departmental Representative operating personnel is properly instructed on the operation of all services and systems using the final manuals as reference.

Prime Consultant to provide training sessions, as required, on the subject of design intent and systems operations. Utilize Systems operations manual for training sessions.

#### **6.3.26 Keys**

Ensure that all keys and safe combinations are delivered to the Departmental Representative and/or the client Department as applicable.

#### **6.3.27 Final Inspection**

Inform the Departmental Representative when satisfied that all work under the Contract has been completed, including the deficiency items. Inspection and Acceptance as a result of the Interim Inspection: the Departmental Representative reconvenes the Acceptance Board which makes a final inspection of the project. If everything is satisfactory the Board makes final acceptance of the project from the Contractor.

#### **6.3.28 Final Certificate**

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

1. Final Certificate of completion
2. Cost Breakdown for fixed price contract
3. Inspection and acceptance
4. Statutory Declaration Final Certificate of Completion.
5. Cost Breakdown for unit and/or combined price contract
6. Workmen's Compensation Clearance Certificate.
7. Hydro Certificate

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

#### **6.3.29 Take-over**

The official take-over of the project or parts of the project, from the Contractor is established by the DFO Project Team which includes the Prime Consultant and the client Department. The date of Interim Certificate of Completion and the Final Certificate of Completion signifies commencement of the 12 month warranty

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period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.

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

### **6.3.30 As-built and Record Drawings and Specifications**

Following the take-over, obtain as-built marked-up hard copy from the Contractor:

1. Show significant deviations in construction from the original Contract drawings, including changes shown on Post-Contract Drawings, changes resulting from Change Orders or from On Site Instructions.
2. Check and verify all as-built records for completeness and accuracy and submit to DFO.
3. Produce Record Drawings by incorporating As-Built information into project drawings.
4. Submit Record Drawings and Specifications in number and format required by the Prime Consultant Agreement within [8] weeks of final acceptance.
5. Provide a complete set of final shop drawings.

### **6.4 Deliverables**

1. Written reports from site visits including persons involved.
2. Written reports on the progress of the work and the cost of the project at the end of each month.
3. Additional detail drawings when required to clarify, interpret or supplement the Construction Documents.
4. Post contract drawings.
5. Interim or Final certificates.
6. Debrief of Commissioning Activities.
7. As built records.
8. Warranty deficiency list.
9. Report on Final Warranty Review.

## **SR 7 COMMISSIONING THE FACILITY**

Provide a project life cycle management plan that includes, but is not limited to, instructions for proper use of the installation, inspections to be carried out during the life of the project.

### **7.1 General**

#### **Extent of work:**

1. Establish a commissioning plan
2. Monitor the different design processes by integrating the commissioning preparations
3. Supervise the installation of systems requiring commissioning
4. Perform commissioning
5. Provide a commissioning manual and training required for the use of commissioned systems
6. Carry out the preliminary acceptance of the work

### **7.2 Deliverables**

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1. Completion manual
  2. Commissioning reports
  3. Submit preliminary acceptance of the work and list of deficiencies to the Departmental Representative

## **SR 8 RISK MANAGEMENT**

The Prime Consultant is to provide support to the Project Manager in identifying risks throughout the project life cycle.

See “Doing Business with A&ES” for Risk Management “Definitions” and “Checklist”.

### **Risk Management Process:**

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

## **ADDITIONAL SERVICES**

### **AS 1 BILINGUAL CONSTRUCTION DOCUMENTS**

Construction Documents in both official languages as required.

#### **Bilingual Requirements:**

The Prime Consultant shall prepare all construction documents in Canada's two official languages.

The languages are considered equal in status; neither is considered to be a translation of the other.

The Prime Consultant shall be responsible for the accuracy and completeness of translations and the consistency of documents.

It is standard practice to produce a single set of drawings (originals) on which written information is shown in both languages and separate written documents for each language for tendering, record drawings and operating and maintenance documentation.

### **AS 2 RESIDENT SITE SERVICES DURING CONSTRUCTION**

#### **2.1 Description of services**

The purpose of the Resident Site services is to ensure the presence the Prime Consultant's full-time representative on site to inspect, co-ordinate and monitor all aspects of the work during the construction of the facility, and liaise with the Contractor, DFO and other agencies as appropriate to the work. More than one person may be required to suit the hours of construction.

The Consultant Resident Site Representative is responsible for providing full time (including overtime) resident inspection for all aspects of the project, maintaining daily records of all construction work placed. He is to ensure constant communication amongst the PWGSC Property Manager, the Project Manager and design agencies, Contractor, Regional Fire Commissioner and the Provincial Department of Labour.

The Consultant Resident Site Representative is directly responsible to the Prime Consultant.

The Consultant Resident Site Representative shall become thoroughly familiar with the Contract documents, the National Building Code of Canada and all Fire Commissioner of Canada Standards for Construction operations (incl. FCC No. 301 dated June 1982 and the Standard for Welding and Cutting FCC No. 302 dated June 1982); he shall also be aware of all provincial and municipal standards for the health and safety of construction workers.

The Consultant Resident Site Representative shall become thoroughly familiar with the requirements of the Project Brief and project responsibilities of others which relate to services.

#### **2.2 Specific Duties and Responsibilities**

The Consultant Resident Site Representative provides full time resident inspection; co-ordination and monitoring during the construction work and be responsible to the Prime Consultant. In addition, the Departmental Representative may delegate additional responsibilities subject to Prime Consultant's agreement.

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The Consultant Resident Site Representative maintains daily records of all construction work placed and ensure constant communication amongst PWGSC Property Manager, the Project Manager, the Regional Fire Commissioner, the Prime Consultant, the Contractor, the appropriate PWGSC Departmental Representative and consultants.

The Consultant Resident Site Representative co-ordinate and direct an assistant as approved by PWGSC.

In case of emergencies, the Consultant Resident Site Representative is empowered to stop the work, or give orders to protect the safety of the workers or Crown property.

### **2.3 Inspection and Reporting**

The Consultant Resident Site Representative shall inspect all phases of the work in progress for the purpose of bringing to the attention of the Contractor, after checking with the Prime Consultant, and Departmental Representative any discrepancies between the work, the contract documents and accepted construction procedures. He shall keep a daily log of such inspections and shall issue a weekly written report to the Prime Consultant, both for distribution, in the form directed. The Resident Site representative shall make any other reports or surveys as may be requested by the Project Manager through the Prime Consultant.

### **2.4 Interpretation of the Contract Documents**

Interpretation of the contract documents shall be the responsibility of the Prime Consultant. The Prime Consultant may, however, have the Resident Site representative provide him with information regarding job conditions and may require him to relay day-to-day instructions to the Contractor.

It shall be the duty of the Resident Site Representative to assist the Prime Consultant and further inform the Prime Consultant of any anticipated problems which may delay the progress of the work. The method of relaying such information shall be determined by the Prime Consultant.

### **2.5 Changes in Work**

The Resident Site Representative shall not authorize or order any change in the work which will constitute a change in design or in the value of the contract except as delegated by the Departmental Representative.

The Prime Consultant may call upon the Resident Site Representative to assist in the evaluation of changes in the work, where knowledge of job conditions is required.

### **2.6 Communication and Liaison**

The Resident Site Representative shall:

1. Convey the Prime Consultant's instructions regarding the required standards of workmanship to the Contractor. Confer and obtain guidance on these findings with the Prime Consultant; the matter is then to be brought to the attention of the Contractor's superintendent. Although informal discussions with sub-trade superintendents are usually permissible (but only with the agreement of the Contractor), the Resident Site representative should not deal directly with foremen or tradesmen, or interfere with the progress of the work.
2. Communicate formally with the Contractor via memorandum form only. When this form is issued, the Resident Site Representative must immediately file copies with DFO and the Prime Consultant.
3. Contact the Prime Consultant immediately when it is apparent that information or action is required of the Prime Consultant, e.g. general instructions, clarifications, sample of shop drawing approvals, requisitions, contemplated change orders, site instructions, details, drawings, etc.
4. Accompany DFO representatives on inspections and report to the Prime Consultant

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requirements, comments or instructions of the DFOs forces. Note that the Resident Site Representative should encourage such requirements, comments or instructions to be provided to him in writing.

5. Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to the Prime Consultant with comments.
6. Ensure that PWGSC and the Prime Consultant are notified promptly when key pieces and/or components of materials and equipment are delivered so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.
7. The Resident Site representative will investigate, schedule and approve in writing, all temporary or permanent connections into any of the buildings' systems prior to the work being done. He shall provide advanced forecasts and advise the PWGSC Property Manager of any interruption of normal building services with a minimum 24 hours' notice prior to the work being undertaken, where this work cannot be done during the silent hours.

## **2.7 Daily Log**

The resident Site Representative shall keep a daily log recording, including:

1. Weather conditions, particularly unusual weather relative to construction activities in progress;
2. Major material and equipment deliveries;
3. Daily activities and major work done;
4. Start, stop or completion of activities;
5. Presence of inspection and testing firms, tests taken, results, etc.;
6. Unusual site conditions experienced;
7. Significant developments, remarks, etc.;
8. Special visitors on site;
9. Authorities given Contractor to undertake certain or hazardous works;
10. Environmental incident;
11. Reports, instructions from Appropriate Authorities Response Actions.

Note: The log is the personal property of the Resident Site representative. Copies of the log book, certified as copies, are to be provided to DFO and Prime Consultant at the end of the project.

## **2.8 Weekly Records**

The Resident Site Representative shall prepare weekly reports for the Prime Consultant in the form directed:

1. Progress relative to schedule.
2. Major activities commencing or completed during the week, and main activities now in progress.
3. Major deliveries of materials and/or equipment.
4. Difficulties which may cause delays in completion.
5. Materials and labour needed immediately.
6. Cost estimates of work completed and materials delivered (cost plus contracts);
7. Outstanding information or action required by Prime Consultant or PWGSC;
8. Work force;
9. Weather;
10. Remarks;
11. Accidents on site;
12. Life safety or building hazards caused by the work, the Contractor or his agents.

## **2.9 Site Records**

The Resident Site representative shall maintain orderly and updated files at the site for the use of the PWGSC, Prime Consultant and himself as follows:

1. Contract and tender documents;
2. Approved shop drawings;
3. Approved samples;
4. Samples;
5. Site instructions;
6. Contemplated change orders;
7. Change orders;
8. Memorandum;
9. Test and deficiency reports.
10. Correspondence and Minutes of Meeting;
11. Names, addresses, telephone numbers of Client Representatives, Prime Consultant and all contractors, sub-trades key personnel associated with the contract, including home telephone numbers in case of emergencies;
12. In addition, the Resident Site Representative shall maintain an updated progress schedule;
13. A reproduction of the original contract drawings shall be carefully preserved and shall be kept marked up to date with all addenda, change orders, site instructions, details, as-built conditions, etc., issued subsequent to the award of the contract.

## **2.10 Work Inspection**

The Resident Site Representative shall make on site observations and spot checks of the work to determine whether the work, materials and equipment conform to the contract documents and supplementary conditions. The Site Consultant's Representative shall advise the Contractor of any deficiencies or unapproved deviations via memorandum and report immediately to the Prime Consultant and Departmental Representative any of these on which the Contractor is tardy or refuses to correct.

The Resident Site Representative shall arrange for the Sub-Consultants to make the periodic inspections required by the Prime Consultant's contract, and for these inspections to be made timely with respect to the progress of the work.

The Resident Site Representative shall also report if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.

The Resident Site Representative shall assist in the preparation of all deficiency reports, interim, preliminary and final, in collaboration with the DFO and Prime Consultant's Representatives.

The Resident Site Representative shall be responsible for the measurement of all work to be done on a unit-cost basis.

## **2.11 Site Meetings**

The Resident Site Representative shall attend all job-site meetings.

## **2.12 Inspection and Testing**

The Resident Site Representative must see that the tests and inspections required by the Contract documents are conducted, and should observe these tests and report the results in the daily log.

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

## **2.13 Emergencies**

In the case of emergency where safety of persons or property is concerned, or work is endangered by the actions of the Contractor or the elements, to safeguard the interests of PWGSC, the Resident Site Representative shall give immediate written notice to the Contractor of the possible hazard. He shall further, if necessary, stop the work or give orders for remedial work, and contact the Prime Consultant immediately for further instruction.

## **2.14 Limitations**

The Resident Site Representative shall not:

1. Authorize deviations from the contract documents;
2. Conduct tests;
3. Approve shop drawings or samples;
4. Advise the user-client in any matter without obtaining guidance from the Prime Consultant.
5. Accept any work or portions of the building.
6. Enter into the area of responsibility of the Contractor's field superintendent, stop the work unless convinced that an emergency exists as noted above.

## **2.15 Hazardous Construction Operations**

It is the duty of the Resident Site Representative to examine all site conditions and methods to be used by the Contractor undertaking hazardous operations.

Give written authority to undertake hazardous operations to the Contractor when fully satisfied that all necessary precautions and acts have been taken by the Contractor to safeguard the life safety of the workers and building occupants and Crown property. Such written authority shall be countersigned by the Contractor to acknowledge that the latter is aware of the Resident Site Representative's instructions and requirements and both parties will retain copies of the authority document signed mutually by them.

The Resident Site Representative shall inspect the areas where hazardous work is under way to ensure that the Contractor is maintaining the agreed safety standards. Any infraction to such standards may result in the Resident Site Representative stopping the work. All infractions, or work stoppages ordered shall be reported in writing and verbally to the Prime Consultant and Construction Supervisor.

## **2.16 Site Security**

Special precautions must be taken at all times to prevent unauthorized entry of the site of work. The Resident Site Representative is to ensure that all contractor-made openings and means of access are firmly secured when the Contractor leaves the site.

The Resident Site Representative will liaise closely with the Prime Consultant and DFO Representative on all security and/or safety problems that may arise due to the contractor's operations.

## **2.17 Waste Management**

The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which Real Property Services (RPS) is bound, provides directions on the undertaking of Non-hazardous solid waste management actions for CRD projects. The protocol is designed to meet the requirements of federal and provincial policies and the objectives of the RPS Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in CRD projects.

When possible, encourage the reuse of materials generated by demolition as fill.

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**APPENDIX A –TEAM IDENTIFICATION FORMAT**

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

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

**I. Prime Consultant (Proponent - Architect):**

Firm or Joint venture name: .....

.....

.....

Key individuals and provincial professional licensing status:

Name	N° OAQ
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**II. Key Sub-Consultants / Specialists (if applicable):**

Firm name: .....

.....

.....

Key individuals and provincial professional licensing status and:

Name	N° OIQ
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Copy from the above for other required disciplines.

Solicitation No – N° de l'invitation  
F3766-170223/A  
Client Ref No. – N° de réf. du client  
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Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCM-7-40237

Buyer ID – id de l'acheteur  
qcm008

---

## APPENDIX B – DECLARATION/CERTIFICATIONS FORM

**Project Title:**

**Name of Proponent:**

**Street Address:**

**Mailing Address**

(if different than street address)

**City:**

**City:**

**Prov./Terr./State:**

**Prov./Terr./State:**

**Postal Code:**

**Postal Code:**

**Telephone Number:**

**Fax Number:**

**E-Mail:**

**Procurement Business Number:**

**Type of Organization:**

**Size of Organization:**

Sole Proprietorship

Number of Employees

Partnership

Graduate Architects/Professional Engineers

Corporation

Other Professional

Joint Venture

Technical Support

Other

---

## APPENDIX B - DECLARATION/CERTIFICATION FORM (CONT'D)

### Federal Contractors Program (FCP) - Certification

Pursuant to GI 12, The Proponent must complete the following certification.

1. The Proponent, or, if the Proponent is a joint venture the member of the joint venture, certifies its status with FCP, as follows:

The Proponent or the Member of the Joint Venture:

- a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada,
- b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d) ( ) is subject to the FCP, and has a valid certificate number (i.e. has not been declared an ineligible Contractor by HRSDC).

Please check the appropriate item above. Further information on the FCP is available on the HRSDC Web site.

2. If the Proponent does not fall within the exceptions enumerated in 1. (a) or (b), or does not have a valid certificate number confirming its adherence to the FCP, the Proponent must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

---

## APPENDIX B - DECLARATION/CERTIFICATION FORM (CONT'D)

### Former Public Servant (FPS) – Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, proponents must provide the information required below.

#### Definitions

For the purposes of this clause:

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

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

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

## APPENDIX B - DECLARATION/CERTIFICATION FORM (CONT'D)

### Former public servant in receipt of a pension

Is the Proponent a FPS in receipt of a pension as defined above?  
YES ( ) NO ( )

If so, the Proponent must provide the following information:

- a) Name of former public servant;
- b) Date of termination of employment or retirement from the Public Service.

### Work Force Reduction Program

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

If so, the Proponent must provide the following information:

- a) Name of former public servant;
- b) Conditions of the lump sum payment incentive;
- c) Date of termination of employment;
- d) Amount of lump sum payment;
- e) Rate of pay on which lump sum payment is based;
- f) Period of lump sum payment including start date, end date and number of weeks;
- g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### Certification

By submitting a proposal, the Proponent certifies that the information submitted by the Proponent in response to the above requirements is accurate and complete.

**APPENDIX B - DECLARATION/CERTIFICATION FORM (CONT'D)**

**Name of Proponent**

**DECLARATION:**

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

..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name	..... Signature
..... Title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... Name	..... Signature
..... Title	

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

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

\_\_\_\_\_.

Phone number: (    ) \_\_\_\_\_ Fax number: (    ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

---

**APPENDIX C – PRICE PROPOSAL FORM**

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

**PROPONENTS SHALL NOT ALTER THIS FORM**

**Project Title:**

**Name of Proponent:**

---

**The following will form part of the evaluation process:**

---

**REQUIRED SERVICES**

- ♦ **Fixed Fees** (R1230D (2011-05-16), CG 5 – Terms of Payment)

**SERVICES**

**FIXED FEES**

RS1 to RS4 including meetings and translation: <sup>(1)</sup> \_\_\_\_\_ \$

RS5 (including translation) to RS7 (Optional work) \_\_\_\_\_ \$

Meetings during construction phase (Optional work) <sup>(2)</sup>  
Approximate quantity: 40 meetings / Unit price: \$ \_\_\_\_\_ X 15 = \_\_\_\_\_ \$

**MAXIMUM - FIXED FEES:** \_\_\_\_\_ \$

<sup>(1)</sup> Deliverables in the preliminary stages are in French only.

<sup>(2)</sup> Costs related to meetings include round trip travel time, site visits, meeting time and the cost of hotel and meals.

**APPENDIX C – PRICE PROPOSAL FORM (CONT'D)**

**Time based fees** (R1230D (2016-01-28), GC 5 – Terms of payment)

<b>Resident Site Services*</b>	<b>Estimated hours</b>	<b>Hourly rate**</b>	<b>Fees based on time</b>
	<b>Column (a)</b>	<b>Column (b)</b>	<b>Columns (a) x (b)</b>
Senior supervisor			
Based on a 40 hours average week X 17 weeks	680	\$.....	\$.....
Based on a 15 hours overtime average week X 17 weeks	255	\$.....	\$.....
Assistant supervisor:			
Based on a 40 hours regular hour average week X 10 weeks	400	\$.....	\$.....
Based on a 2 hours overtime hour average week X 10 weeks	20	\$.....	\$.....
<b>MAXIMUM TIME BASED FEES</b>			\$.....

\* Payment will be based on actual hours spent. Travel time and/or expenses have to be included in these fees and will not be reimbursed separately.

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

**TOTAL FEES FOR REQUIRED SERVICES** \_\_\_\_\_ \$

**ADDITIONAL SERVICES**

**AS 1 BILINGUAL DOCUMENTS**

Include in RS1 to RS5

**AS2-COSTS FOR RESIDENT SITE SERVICES**

These costs shall belong to the project and may not include normal operation costs of the Consultant's business. Unless prior authorization is obtained from the Department Representative, the amounts payable shall not exceed the amount indicated in the section entitled «Agreement particulars » herein included.

For the purposes of the proposal, the total duration of work execution is estimated at 500 days, spread according to the Contractor's execution schedule.

**Costs for resident site services\***

Senior supervisor, **boarding expenses**  
85 days (estimated) x \$ \_\_\_\_\_ (fixed) = (estimated total) \$ \_\_\_\_\_

Assistant supervisor, **boarding expenses:**  
10 days (estimated) x \$ \_\_\_\_\_ (fixed) = (estimated total) \$ \_\_\_\_\_

Site equipment:  
85 days (estimated) x \$ \_\_\_\_\_ (fixed) = (estimated total) \$ \_\_\_\_\_

**MAXIMUM TIME BASED FEES** \$ \_\_\_\_\_

\* Payment will be based on actual hours spent. Travel time and/or expenses have to be included in these fees and will not be reimbursed separately.

NOTE: In addition, the Consultant shall give thought to the following hypotheses:

1. Plant (implements, etc.) means one (1) vehicle including motor vehicle registration, insurance, fuel and maintenance at the disposal of the supervisors, the necessary surveying tools and equipment, computer with scanner, printer and stationary, digital camera and cellular phone. All personal protection equipment used by the Consultant's employees shall be furnished by the Consultant and are included in the Plant item. Any other equipment shall be submitted to and approved beforehand by the project manager.
2. A total of 85 days, for the personal protection, computer and electronics, survey and others needed by the supervision personnel during construction.
3. Boarding costs for the supervision personnel: payable for each day over the duration of construction according to the Contractor's execution schedule on site. Boarding costs include: the cost of travel and travel time to and from CCG base, boarding, meals and incidental expenses.
4. Any extended leave of worksite supervisors, i.e., more than seven (7) consecutive days, is subject to the project manager's approval regarding effectively payable disbursements regardless of the reason for this absence (interruption of work, temporary shutdown of worksite or other).

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File No. – N° du dossier  
QCM-7-40237

Buyer ID – id de l'acheteur  
qcm008

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**TOTAL AMOUNT FOR ADDITIONAL SERVICES** \$ \_\_\_\_\_

**TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES**

**TOTAL FEES FOR REQUIRED SERVICES:** \$ \_\_\_\_\_

**TOTAL AMOUNT FOR ADDITIONAL SERVICES:** + \$ \_\_\_\_\_

**TOTAL COST FOR EVALUATION PURPOSES:** = \$ \_\_\_\_\_

Solicitation No – N° de l'invitation  
F3766-170223/A  
Client Ref No. – N° de réf. du client  
L132-7305-2186-003-02

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCM-7-40237

Buyer ID – id de l'acheteur  
qcm008

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### APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

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**The following will NOT form part of the evaluation process**

---

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

#### **DISBURSEMENTS**

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2016-01-28), GC 5 - Terms of Payment, section GC5.12 Disbursements:

#### **SERVICES**

AS 1 Bilingual construction documents

Included in RS 1 to RS 5

**MAXIMUM AMOUNT FOR DISBURSEMENTS: \$10,000.00**



---

**APPENDIX C - PRICE PROPOSAL FORM (CONT'D)**

**THE FOLLOWING TIME RATES MAY BE USED FOR CHANGES IN THE CONTRACT.**

Personnel / Job title	\$ per hour
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$
.....	.....\$

**END OF PRICE PROPOSAL FORM**

Solicitation No – N° de l'invitation  
EE517-180117/A  
Client Ref No. – N° de réf. du client  
L132-7305-2186-003-02

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCM-7-40014

Buyer ID – id de l'acheteur  
qcm008

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## **APPENDIX D – DOING BUSINESS**



# Doing Business with PWGSC

## Documentation and Deliverables Manual



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## Revisions

Version	Date	Description
0.1	August 14 2017	Draft version for consultation.
1.0	January 12, 2018	Original Issuance

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# **1 General**

## **1.1 Effective Date**

January 12, 2017

## **1.2 Authority**

This manual is issued by the authority of the Director General, Technical Services, Real Property Branch (RPB), Public Works and Government Services Canada (PWGSC).

## **1.3 Purpose**

This document provides architectural and engineering (A&E) consultants with the requirements for producing deliverables for PWGSC projects in order to ensure a well-documented design process, and facilitate review by PWGSC staff.

## **1.4 Scope**

This document shall apply to design-bid-build projects undertaken by PWGSC on its own behalf as well as for other government departments (OGDs). It is applicable to all regions of PWGSC and can be supplemented with regional addendum.

## **1.5 Harmonization with Terms of Reference**

This document shall be used in conjunction with the project's Project Brief / Terms of Reference (TOR). In case of a conflict between documents, the requirements of the TOR prevail over those of this document.

## **1.6 Departmental Name Change**

In the fall of 2015, Public Works and Government Services Canada (PWGSC) was renamed Public Services and Procurement Canada (PSPC).

This name change is occurring in a phased approach, and for most documents PSPC should be used. However, all contract documents shall use the legal name Public Works and Government Services Canada (PWGSC) until the name has been changed in legislation.

## **1.7 Terminology**

This document utilizes the following terminology:

- “shall” is used to express a requirement, a provision the Consultant is obligated to meet; “should” is used to express a recommendation; and
- “may” is used to express an option or that which is permissible within the limits of this document.

---

## 1.8 Definitions

**Addenda:** Changes to the construction documents or tendering procedures, issued during the tendering process.

**Construction Documents:** The drawings and specifications (including addenda).

**Drawings:** The graphic means of showing work to be done, as they depict shape, dimension, location, quantity of materials and relationship between building components.

**Reports:** Written account given of a particular matter after thorough investigation or consideration prepared by the Consultant.

**Specifications:** Written descriptions of materials and construction processes in relation to quality, colour, pattern, performance and characteristics of materials, installation and quality of work requirements.

---

## 2 Construction Documents

### 2.1 General

This section provides direction to Consultant firms on the preparation of construction documents (namely specifications and drawings) to be submitted to PWGSC for real property projects across Canada.

Specifications, drawings, and addenda shall be complete and clear so that contractors can prepare bids without guesswork.

#### 2.1.1 Principles of PWGSC Contract Documents

Contact documents shall be prepared based on common public procurement principles. PWGSC does not use Canadian Construction Documents Committee (CCDC) documents.

PWGSC is responsible for preparing and issuing the construction contract and the terms and conditions as well as all other related bidding and contractual documents. For detailed information, the standard acquisition clauses and conditions commonly used by PWGSC in the contracting process are available on the [buyandsell.gc.ca](http://buyandsell.gc.ca) website.

#### 2.1.2 Translation

When bilingual documents are required in the Terms of Reference, all documentation including drawings, specifications, reports as well as all bidder questions shall be in both official languages.

Ensure that English and French documents are equal in all respects. There can be no statements where one version takes precedence over the other.

#### 2.1.3 Construction Documents Definitions

Unless otherwise indicated in the Project Brief / Terms of Reference, construction document submissions (33%, 50 or 66%, 99%, and 100% / final) shall meet the definitions outlined below. Further discipline based requirements may be included in the TOR.

- 33%: shall demonstrate general intent of design and compliance and alignment with relevant standards. Summary specification required, but not a full specification.
- 50% or 66%: shall show full system, all components, requirements, and lack only minor details on drawings. Specifications shall be well advanced and contain major work and material requirements and lack only minor details.
- 99%: shall be for final review by PWGSC, lacking no detail and complete with a project specific specification.
- 100% (or final): shall address comments by PWGSC as required, signed and sealed by the responsible design professional in compliance with various provincial jurisdiction requirements, ready for tender.

#### 2.1.4 Quality Assurance

It is the sole responsibility of the Consultant firms to undertake their own quality control process and to review, correct, and coordinate their documents (between disciplines). The Consultant shall also ensure the constructability of their design.

---

### 2.1.5 Quality Assurance Deliverables

For every construction document submission (33 %, 50 % or 66 %, 99 % and 100 %), the Consultant shall provide:

- a completed and signed Checklist for the Submission of Construction Documents (see Appendix A); and
- an index as per Appendix B.

### 2.1.6 Terminology & Quantities

The Consultant shall use the term “Departmental Representative” instead of Engineer, PWGSC, Owner, Consultant or Architect. “Departmental Representative” means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

Notations such as “verify on site,” “as instructed,” “to match existing,” “example,” “equal to,” “equivalent to,” and “to be determined on site by Departmental Representative” shall not be indicated in specifications nor in drawings, as such wording promotes inaccurate and inflated bids.

Construction documents shall permit bidders to bid accurately. If a precise quantity is impossible to identify (e.g. cracks to be repaired), then provide an estimated quantity for bidding purposes (to be used in conjunction with unit prices). Ensure that the terminology used throughout construction documents is consistent and does not contradict applicable codes and standards.

### 2.1.7 Units of Measure

All units of measure within drawings and specifications shall be based on the International System of Units (SI).

## 2.2 Drawings

### 2.2.1 General

Drawings shall be prepared in accordance with the [PWGSC National CADD Standard](#) and the Canadian Standards Association CSA B78.5-93: *Computer-Aided Design Drafting (Buildings)*. Drawing shall also meet the following criteria:

- dimensions shall be in metric only (no dual dimensioning);
- no trade names present on any drawings; and
- no specification-type notes are on any drawing.

### 2.2.2 Information to be Included

Drawings should show the quantities of the elements, the configuration of the project, the dimensions, and details of how the work is constructed. There should be no references to future work or information that will be changed by future addenda. The scope of work should be clearly detailed, and elements not in the Contract should be eliminated or kept to an absolute minimum.

### 2.2.3 Title Blocks and Revision Notes

PWGSC title block shall be used for drawings and sketches (including addenda).

The percent of drawing completion should be included in the revision notes. Revision notes shall be inputted during design development, but cleared for 100% complete drawing (ready for tender).

---

## 2.2.4 Drawing Numbers

Drawings should be numbered in sets according to the type of drawing and the discipline involved as indicated in the following table. The requirements of the *PWGSC National CADD Standard* supersede these requirements, where warranted.

Discipline	Drawing
Demolition	D01, D02, etc.
Architecture	A01, A02, etc.
Civil	C01, C02, etc.
Landscaping	L01, L02, etc.
Mechanical	M01, M02, etc.
Electrical	E01, E02, etc.
Structural	S01, S02, etc.
Interior Design	ID01, ID02, etc.

## 2.2.5 Presentation Requirements

Present the drawings in sets, providing the applicable demolition, site plan, civil, landscaping, architecture, structural, mechanical, and electrical drawings in that order. All drawings should be of uniform standard size.

## 2.2.6 Legends

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

## 2.2.7 Schedules and Tables

Where schedules or tables occupy entire sheets, locate them at the back of each set of drawings for convenient reference.

## 2.2.8 North Arrow

Include a north arrow on all plans. Orient all plans in the same direction for easy cross-referencing. Wherever possible, lay out plans so that the north point is at the top of the sheet.

## 2.2.9 Drawing Symbols

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

## 2.2.10 As-Built Drawings

As-built drawings are official record drawings and shall represent as constructed conditions including location and size of equipment, devices, plumbing lines, mechanical and electrical equipment, structural elements etc. As-built drawings shall be updated in CAD, handwritten notes are not acceptable.

## 2.2.11 Submission Format

Unless otherwise stated in the Terms of Reference, drawing submissions shall be in electronic and hard copy format.

---

### 2.2.11.1 Drawing Hard Copy Deliverable Format

Drawing submitted in hard copy shall be:

- printed to scale with black lines on white paper;
- bound with staple or other means into sets, where presentations exceed 50 sheets, the drawings for each discipline may be bound separately for convenience and ease of handling; and
- of a paper size as agreed to with the Departmental Representative.

### 2.2.11.2 Drawing Electronic Copy Deliverable Format

Drawing submitted electronically shall be provided:

- without password protection or printing restrictions;
- in two formats:
  - PDF/E-1 (in compliance with ISO 24517-1);
  - .dwg format; and
- in accordance with Appendix D.

## 2.3 Building Information Modelling (BIM)

PWGSC is committed to using non-proprietary or “OpenBIM” standards. As such, the Consultant is not required to use any specific proprietary software format. For the sake of legacy information quality, the Consultant shall use the international standards of interoperability for BIM (IFC) in all cases where models are submitted. Consultants shall work with software that is compliant to this standard.

Where used, BIM shall not replace the submission requirements outlined by this document. Rather, consultants shall submit models in addition requirements outlined herein.

Where BIM is used, models and modelled information shall be submitted in the following two formats:

- .native (whichever format is native to the Modelling software used by the Consultant);
- .ifc (Industry Foundation Classification – IFC4 – [ISO 16739:2013](#)); and

All Modelled Information, and Model Information Exchanges shall conform to:

- Project-specific requirements, such as they are laid out in the Project Execution Plan, Project Documentation and Model Element Table; and
- The project-identified BIM Standards & Guidelines.

Models for electronic submissions shall be organized as per Appendix D.

## 2.4 Specifications

### 2.4.1 National Master Specification

Specifications prepared for PWGSC shall follow the most current version of the [National Master Specification \(NMS\)](#) format offered by the National Research Council.

The Consultant has overriding responsibility for the content of construction project specifications. For each specification, he or she shall edit, amend, and supplement the NMS template as deemed necessary to produce an appropriate project specification free of conflict and ambiguity. The Consultant should refer to the latest *NMS User's Guide* and *NMS Development Guide* issued by the National Research Council for further guidance on using the NMS.

---

## 2.4.2 Index

Specifications shall include an index which list all specification sections, including numbers of pages, as well as the division and section names in the format shown in Appendix B.

## 2.4.3 Specification Organization

Narrow scope sections describing single units of work should be used for complex work. Broad scope sections may be used for less complex work. The Consultant shall use consistently for the entire specification either the NMS 1/3 page format, the NMS 2/3-page format or the Construction Specifications Canada (CSC) full-page format.

Start each section on a new right hand page and show the PWGSC project number, NMS section title, NMS section number, page number, and specification date on each page. The project title, and Consultant's name are not to be indicated.

## 2.4.4 Standards

Code and standard references in the NMS may not be up to date, the Consultant shall ensure that the project specification use the current applicable edition of all references quoted.

## 2.4.5 Specifying Materials

Specifications should make use of generic names in referencing construction materials. The Consultant should refer to the latest version of the *NMS Development Guide* issued by the National Research Council for further details. The term "Acceptable Manufacturers" shall not be used, as this restricts competition and does not ensure the actual material or product will be acceptable.

### 2.4.5.1 Alternate Products and Materials

Alternative materials to those specified may be considered during the solicitation period; however, the onus will be on the Consultant to review and evaluate all requests for approval of alternative materials.

### 2.4.5.2 Sole Sourcing

Sole sourcing of materials and/or work is only allowed in exceptional and justifiable circumstances. Prior to including sole source materials and/or work, the Consultant shall contact the Departmental Representative to obtain approval for the sole sourcing. Consultants shall provide proper justification for all individual sole source requirements.

Sole sourcing for materials and work may be required when performing work on existing proprietary systems, such as fire alarm systems, building automation systems (BAS) etc.

Wording for the sole source of work should be in Part 1 as follows:

Designated Contractor

- .1 Retain the services of [\_\_\_\_\_] to do the work of this section.

Wording for the sole source of building automation system should be in Part 1 as follows:

Designated Contractor

- .1 Retain the services of [\_\_\_\_\_] or its authorized representative to complete the work of all building automation system sections.

Wording for the sole source of building automation system should be in Part 2 as follows:

---

## Materials

- .1 There is an existing [\_\_\_\_\_] system presently installed in the building. All materials must be selected to ensure compatibility with the existing [\_\_\_\_\_] system.

Wording for the sole source of materials (i.e. fire alarm systems) should be in Part 2 as follows:

### Acceptable Materials

- .1 The only acceptable materials are [\_\_\_\_\_].

## 2.4.6 Measurement for Payment

The measurement for payment shall be provided in lump sum or unit prices.

### 2.4.6.1 Unit Prices

Unit prices should only be used in instances where the quantity can only be roughly estimated (e.g. earth work). The approval of the Departmental Representative shall be sought in advance of their use. In each applicable NMS section where unit prices are used, add new or replace paragraph title “Measurement for Payment” with “Unit Prices.” and use the following wording:

[The work for this section] or [define the specific work if required, e.g. rock excavation] will be paid based on the actual quantities measured on site and the unit prices stated in the Bid and Acceptance Form.

Provide a unit price table, sample shown below, to designate the work to which a unit price arrangement applies. The table shall include:

- the price per unit and the estimated total price for each item listed;
- a complete description of each type of work covered; and
- items as described in the referenced specification section.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Price per Unit GST/HST extra	Estimated Total Price GST / HST extra
<b>TOTAL ESTIMATED AMOUNT</b>						

## 2.4.7 Cash Allowances

Construction documents shall be complete and contain all of the requirements for the contractual work. Cash allowances are to be used only under exceptional circumstances (i.e. utility companies, municipalities), where no other method of specifying pricing is appropriate.

To include cash allowances, obtain approval from the Departmental Representative in advance, and use Section 01 21 00 – Allowances of the NMS to specify the criteria.

## 2.4.8 Warranties

The 12-month warranty period specified in PWGSC’s standard acquisition clauses and conditions with regard to the contract should typically be retained as is. Extended warranties should only be used where experience has shown that serious defects are likely to appear after expiry of the standard one-year warranty period. When necessary to extend beyond the 12 month warranty period,

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use the following wording in Part 1 of the applicable technical sections, under the heading “Extended Warranty”:

For the work of this Section [\_\_\_\_], the 12 month warranty period is extended to [\_\_\_\_] months.

Where the extended warranty is intended to apply to a particular part of a specification section, modify the previous text as follows:

For [\_\_\_\_], the 12 month warranty period is extended to [\_\_\_\_] months.

#### **2.4.9 Miscellaneous Requirements**

Paragraphs noted as “Scope of Work” shall not be included. Within Part 1 – General of specifications, the paragraphs “Summary” and “Section Includes” shall not be utilized.

#### **2.4.10 Specification Coordination**

All sections of the specifications shall be coordinated, including the “Related Sections” portion of specifications and appendices. References to non-existent sections shall not be present within the specifications.

#### **2.4.11 Regional Guide**

The Consultant should contact the Departmental Representative to obtain the region’s requirements for Division 01 (General Requirements) or other short-form specifications as appropriate.

#### **2.4.12 Health and Safety**

All project specifications are required to include Section 01 35 29 – Health and Safety Requirements. Confirm with the Departmental Representative to determine if there are any instructions to meet regional requirements.

#### **2.4.13 Subsurface Investigation Reports**

If required, subsurface investigation report(s) shall be included after Section 31, and the following paragraph added to Section 31:

Subsurface Investigation Report(s)

- .1 Subsurface investigation report(s) are included in the specification following this section.

If the Departmental Representative determines that it is not practical to include the subsurface investigation report(s), alternate instructions will be provided.

Where tender documents are to be issued in both official languages, the subsurface investigation report(s) shall be issued in both languages.

In addition to providing the subsurface investigation report(s), the foundation information required by the current *National Building Code of Canada* (Division C, Part 2, 2.2.4.6) shall be included on foundation drawings.

#### **2.4.14 Prequalification and Pre-Award Submissions**

Do not include in the specifications any mandatory contractor and/or subcontractor prequalification or pre-award submission requirements that could become a contract award condition. If a

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prequalification process or a pre-award submission is required, contact the Departmental Representative.

There should be no references to certificates, transcripts, samples, the license numbers of a trade or subcontractor, or any other documentation or item being included with the bid.

#### **2.4.15 Contracting Issues**

Specifications describe the workmanship and quality of the work and shall not contain any contracting issues. Division 00 of the NMS is not used by PWGSC, except for the Seals page 00 01 07 and the Table of Contents 00 01 10. In specifications, remove all references to the following:

- general instructions to bidders;
- general conditions;
- Canadian Construction Documents Committee (CCDC) documents;
- priority of documents;
- security clauses and clearances;
- terms of payment or holdback;
- the tendering process;
- bonding requirements;
- insurance requirements;
- alternative and separate pricing;
- site visits (mandatory or optional); and
- the release of lien and deficiency holdbacks.

#### **2.4.16 Specification Submission Format**

Unless otherwise stated in the Terms of Reference, specification submissions shall be in electronic and hard copy format.

##### **2.4.16.1 Specification Hard Copy Deliverable Format**

Specifications submitted in hard copy shall be printed on both sides of 216 mm x 280 mm white bond paper.

##### **2.4.16.2 Specification Electronic Copy Deliverable Format**

Specifications submitted electronically shall be:

- provided in PDF/A (in compliance with ISO 19005) format, without password protection and printing restrictions; and
- in accordance with Appendix D.

### **2.5 Addenda**

#### **2.5.1 Format**

Prepare addenda using the format shown in Appendix C. No signature-type information is to appear.

Every page of the addendum (including attachments) shall be numbered consecutively. All pages shall have the PWGSC project number and the appropriate addendum number. Sketches shall appear in the PWGSC format, signed and sealed.

No Consultant information (name, address, phone #, Consultant project #, etc.) should appear in addenda or their attachments (except on sketches).

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## **2.5.2 Content**

Each item should refer to an existing paragraph of the specification or note/detail on the drawings. The clarification style is not acceptable.

Where there are many or major changes to a section or drawing, consider deleting the entire section or drawing and replacing it with a new version.

---

## **3 Cost Estimates**

### **3.1 Cost Estimates Submission Formats**

#### **3.1.1 Format**

Construction cost estimates for projects shall be prepared in the elemental analysis format, which is in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors (CIQS) for all PWGSC regions excluding Quebec. Within Quebec region the cost estimates shall be prepared in the Unifomat II format.

#### **3.1.2 Contents**

All cost estimates shall contain the following:

- introduction narrative complete with an outline description of the cost estimate basis;
- description of information obtained and used in the cost estimate including the date received;
- listing of notable inclusions;
- listing of notable exclusions;
- listing of items/issues carrying significant risk;
- summary of the itemized cost estimate;
- itemized breakdown of cost estimate by elemental analysis for Class B, C, and D; and
- itemized breakdown of costs estimate in both elemental analysis and National Master Specification division format for Class A, including measured quantities, unit rate pricings and amounts for each item of work.

Allowances, if deemed necessary by Consultant, shall contain the following:

- design allowance to cover unforeseen items during design phase;
- escalation allowance for changes in market conditions between the date of the cost estimate and the date tender is called;
- construction allowance to cover unforeseen items during construction; and
- the basis of calculations of the above allowances.

### **3.2 Classes of Cost Estimates for Construction Projects**

PWGSC applies a detailed, four-level classification using the terms Class A, B, C and D. Apply these estimate classifications at the project stages as defined in the TOR. For projects required to be submitted to Treasury Board (TB) for approval: an indicative estimate shall be at least a Class D and a Substantive Estimate shall be at least a Class B.

#### **3.2.1 Class D (Indicative) Estimate**

Based upon a comprehensive statement of requirements, an outline of potential solutions and/or functional program, this estimate is to provide an indication of the final project cost that will enable ranking to be made for all the options being considered. This cost estimate shall be prepared in elemental analysis format. The level of accuracy of a Class D cost estimate shall be such that no more than a 20% design allowance is required.

#### **3.2.2 Class C Estimate**

Based on schematic/conceptual design and/or comprehensive list of project requirements, this estimate shall be adequately detailed and shall be sufficient for making the correct investment decision. This cost estimate shall be based on measured quantities of all items of work and prepared

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in elemental analysis format. The level of accuracy of a Class C cost estimate shall be such that no more than a 15% design allowance is required.

### **3.2.3 Class B (Substantive) Estimate**

Based on design development drawings and outline specifications, which include the preliminary design of all major systems and subsystems, as well as the results of all site/installation investigations, this estimate shall provide for the establishment of realistic cost objectives and be sufficient to obtain effective project approval.

This cost estimate shall be based on measured quantities of all items of work and prepared in elemental analysis format. The level of accuracy of a Class B cost estimate shall be such that no more than a 10% design allowance is required.

### **3.2.4 Class A (Pre-Tender) Estimate**

Based on completed construction drawings and specifications prepared prior to calling competitive tenders, this estimate shall be sufficient to allow a detailed reconciliation and/or negotiation with any contractor's tender submission. This cost estimate shall be based on fully measured quantities of all items of work and prepared in both elemental analysis and Trade division format as per MasterFormat™. The level of accuracy of a Class A cost estimate shall be such that no more than a 5% design allowance is required.

---

## 4 Project Schedules

### 4.1 Schedule Format

Project schedules shall be submitted in the .mpp file extension (compatible with MS Project). The schedule shall include:

- major and minor milestones;
- activities representing discrete elements of work assigned to one person which:
  - are named using verb-noun combination (i.e. Review Design Development Report);
  - contain realistic durations in days;
- project logic linking activities with appropriate relationships finish-start (FS), finish-finish (FF), start-start (SS); and
- Identification of the critical path activities.

### 4.2 Progress Report

The progress report shall detail the progress of each activity up to the date of the report. It shall also include any logic changes made, both historic and planned; projections of progress and completion; as well as the actual start and finish dates of all activities being monitored.

The contents of each progress report will vary depending on the requirements at each project phase. A progress report should include:

- an executive summary;
- a narrative report;
- a variance report;
- a criticality report;
- an exception report (as required);
- the master schedule with cash flow projections; and
- the detailed project schedule (network diagram or bar charts).

#### 4.2.1 Executive Summary

The executive summary should provide a synopsis of narrative, variance, criticality and exception report, and is not to exceed one page.

#### 4.2.2 Narrative Report

The project narrative shall detail the work performed to date, comparing work progress to planned, and presenting current forecasts. This report should summarize the progress to date, explaining current and possible deviations and delays and the required actions to resolve delays and problems with respect to the Detailed Schedule, and Critical Paths.

#### 4.2.3 Variance Report

The variance report, with supporting schedule documentation, should detail the work performed to date and compare work progress to work planned. It should summarize the progress to date and explain all causes of deviations and delays and the required actions to resolve delays and problems with respect to the detailed schedule and critical paths. The variance report shall be presented in the following format:

---

Paper size: Letter  
Paper format: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Body text: Narratives for each report to match other reports  
Columns: Activity ID, Activity Name, Planned Finish, Revised Finish, Variance, Activity % Complete

#### 4.2.4 Criticality Report

The criticality report identifies all activities and milestones with negative, zero, and up to five days' Total Float. It is used as a first sort for ready identification of the critical paths, or near-critical paths, through the entire project. The criticality report shall be presented in the following format:

Paper size: Letter  
Orientation: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Body text: Narratives for each report to match other reports  
Columns: Activity ID, Activity Name, Duration, Start, Finish, Activity % Complete, Total Float

#### 4.2.5 Exception Report

The exception report shall be provided when unforeseen or critical issues arise. The Consultant shall advise the Departmental Representative and submit the details and proposed solutions in the form of an exception report. The report shall include sufficient description and detail to clearly identify:

- scope changes, including identifying the nature, reason, and total impact of all identified and potential project scope changes affecting the project;
- delays and accelerations, including identifying the nature, reason, and total impact of all identified and potential duration variations; and
- options enabling a return to the project baseline, including Identifying the nature and potential effects of all proposed options for returning the project within the baselined duration.

The exception report shall be provided in the following format:

Paper size: Letter  
Orientation: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision  
Body text: Narrative to match other reports

Paper size: Letter  
Orientation: Landscape  
Title format: Project Title, Report Type, Print Date, Data Date, Revision  
Columns: Activity ID, Activity Name, Duration, Remaining Duration, Start, Finish, Total Float

---

#### **4.2.6 Master Schedule**

A master schedule including cash projection shall be provided in the following format:

Paper size: 11X17  
Orientation: Landscape  
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,  
Total Float  
Footer format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Sorting: Early Start, then Early Finish, then Activity ID based on the WBS.

#### **4.2.7 Detailed Project Schedule**

A detailed project schedule shall be provided along with a network diagram or bar charts in the following format:

Paper size: 11X17  
Orientation: Landscape  
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,  
Total Float  
Footer format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Sorting: Early Start, then Early Finish, then Activity ID based on the WBS.

## Appendix A Checklist for the Submission of Construction Documents

Date:	
Project Title:	Project Location:
Project Number:	Contract Number:
Consultant's Name:	PWGSC Departmental Representative
Review Stage (stages may vary at discretion of project team): 33% <input type="checkbox"/> 50% or 66% <input type="checkbox"/> 99% <input type="checkbox"/> 100% <input type="checkbox"/>	

Drawings\Design			
Item	Verified by	Explanations	Action By
<b>1 Index</b>			
<b>1a</b> The index shows a complete listing of drawing titles and numbers.			
<b>2 Title Blocks</b>			
<b>2a</b> The title block is as per the <i>PWGSC National CADD Standard</i> .			
<b>3 Units</b>			
<b>3a</b> All units of measure are metric.			
<b>4 Trade Names</b>			
<b>4a</b> Trade names are not used.			
<b>5 Specification Notes</b>			
<b>5a</b> There are no specification-type notes.			
<b>6 Terminology</b>			
<b>6a</b> The term "Departmental Representative" is used instead of "Engineer," "PWGSC," "Owner," "Consultant," or "Architect."			
<b>6b</b> Notations such as "verify on site," "as instructed," "to match existing," "example," "equal to," "equivalent to," and "to be determined on site by" are not used.			
<b>7 Information to be included</b>			
<b>7a</b> The project quantities, configurations, dimensions, and construction details are included.			
<b>7b</b> References to future work and elements not in the tender documents do not appear or are kept to an absolute minimum and clearly marked.			

<b>Drawings\Design</b>			
<b>Item</b>	<b>Verified by</b>	<b>Explanations</b>	<b>Action By</b>
<b>8 Quality Assurance</b>			
<b>8a</b> Coordination review of the design between various disciplines has been completed by the Consultant.			
<b>8b</b> Constructability review of design has been performed.			
<b>9 Signing and Sealing</b>			
<b>9a</b> Every final drawing bears the seal and signature of the responsible design professional in compliance with various provincial jurisdiction requirements.			

<b>Specifications</b>			
<b>Item</b>	<b>Verified by</b>	<b>Explanations</b>	<b>Action by</b>
<b>1 National Master Specification</b>			
<b>1a</b> The current edition of the National Master Specification (NMS) has been used.			
<b>1b</b> Sections have been included for all work identified on drawings and sections have been edited.			
<b>2 Index</b>			
<b>2a</b> The index shows a complete list of specifications sections with the correct number of pages.			
<b>3 Organization</b>			
<b>3a</b> Either the NMS 1/3- or 2/3-page format or the Construction Specifications Canada full-page format is used consistently for the entire specifications.			
<b>3b</b> Each section starts on a new page and the project number, section title, section number, page number and date is shown on each page.			
<b>3c</b> The Consultant's name is not indicated.			
<b>4 Terminology</b>			
<b>4a</b> The term "Departmental Representative" is used instead of "Engineer," "PWGSC," "Owner," "Consultant," or "Architect."			
<b>4b</b> Notations such as "verify on site," "as instructed," "to match existing," "example," "equal to," "equivalent to," and "to be determined on site by" are not used.			
<b>5 Dimensions</b>			
<b>5a</b> Dimensions are provided in metric only.			
<b>6 Standards</b>			
<b>6a</b> The current edition of all references quoted is used.			
<b>7 Specifications Materials</b>			
<b>7a</b> The method of specifying materials uses recognized standards. Actual brand names and model numbers are not specified.			
<b>7b</b> Materials are specified using standards and performance criteria.			

<b>Specifications</b>			
<b>Item</b>	<b>Verified by</b>	<b>Explanations</b>	<b>Action by</b>
<b>7c</b> Non-restrictive, non-trade name “prescription” or “performance” specifications are used throughout.			
<b>7d</b> The term “Acceptable Manufacturers” is not used.			
<b>7e</b> No sole sourcing has been used.			
<b>7f</b> If sole sourcing has been used, the correct wording has been used and a justification, estimate, and specification have been provided to the Departmental Representative for the sole-sourced products.			
<b>8 Measurement for Payment</b>			
<b>8a</b> Unit prices are used only for work that is difficult to estimate.			
<b>9 Cash Allowances</b>			
<b>9a</b> No cash allowances have been used or if they have, approval from the Departmental Representative has been received.			
<b>10 Miscellaneous Requirements</b>			
<b>10a</b> No paragraphs noted as “Scope of Work” are included.			
<b>10b</b> In Part 1 - General of any section, the paragraphs “Summary” and “Section Includes” are not used.			
<b>11 Specification Coordination</b>			
<b>11a</b> The list of related sections and appendices are coordinated.			
<b>12 Health and Safety</b>			
<b>12a</b> Section 01 35 29.06 – Health and Safety Requirements is included.			
<b>13 Subsurface Investigation Reports</b>			
<b>13a</b> Subsurface investigation reports are included after Section 31.			
<b>14 Prequalifications</b>			
<b>14a</b> There are no mandatory contractor and/or subcontractor prequalification requirements or references to certificates, transcripts, licence numbers of a trade or subcontractor, or other such documentation or item included in the bid.			

<b>Specifications</b>			
<b>Item</b>	<b>Verified by</b>	<b>Explanations</b>	<b>Action by</b>
<b>15 Contracting Issues</b>			
<b>15a</b> Contracting issues do not appear in the specifications.			
<b>15b</b> Division 00 of the NMS is not used except 00 01 07 (Seals Page) and 00 01 10 (Table of Contents).			
<b>16 Quality Assurance</b>			
<b>16a</b> There are no specification clauses with square brackets “[ ]” or lines “_” indicating that the document is incomplete or missing information.			
<b>17 Signing and Sealing</b>			
<b>17a</b> Every final specification bears the seal and signature of the responsible design professional as required. Seals and signatures shall be shown in NMS section 00 01 07.			

I confirm that the drawings and specifications have been thoroughly reviewed and that the items listed above have been addressed or incorporated. I acknowledge and accept that by signing, I am certifying that all items noted above have been addressed.

Consultant's Representative: \_\_\_\_\_

Firm name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Appendix B Drawings and Specifications Table of Contents Template

### B.1 General

List all drawings by number and title.

For specifications, list all divisions, sections (by number and title), and the number of pages in each section.

### B.2 Sample Table of Contents

---

**Project No:** \_\_\_\_\_ **Table of Contents** **Index**  
**Page 1 of** \_\_\_\_

---

#### DRAWINGS:

C-1 Civil  
L-1 Landscaping  
A-1 Architecture  
S-1 Structural  
M-1 Mechanical  
E-1 Electrical

#### SPECIFICATIONS:

DIVISION	SECTION	NO. OF PAGES
01	01 00 10 – General Instructions	.....XX
	01 14 25 – Designated Substances Report	.....XX
	01 35 30 – Health and Safety	.....XX
23	23 xx xx	
26	26 xx xx	

---

## Appendix C Addenda Formatting Template

### C.1 Instructions

To re-issue a drawing with an addendum:

- indicate the drawing number and title; and
- list the changes or indicate the revision number and date.

To re-issue a specification with an addendum:

- indicate the section number and title; and
- list all changes (i.e. deletions, additions, and replacements) by article or paragraph.

The addendum, drawings and specifications should be sent as separate files.

### C.2 Sample Addendum

**Date:** \_\_\_\_\_

**Addendum Number:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**The following changes in the bid documents are effective immediately.  
This addendum will form part of the construction documents.**

#### **DRAWINGS:**

- 1 A1 Architecture  
.1

#### **SPECIFICATIONS:**

- 1 Section 01 00 10 – General Instructions
  - .1 Delete article (xx) entirely.
  - .2 Refer to paragraph (xx.x),  
delete the following: ...  
and replace with the following: ...
- 2 Section 23 05 00 – Common Work Results - Mechanical
  - .1 Add new article (x) as follows:

---

## Appendix D Directory Structure and Naming Convention Standards for Construction Tender Documents

### D.1 Electronic Submissions

Electronic submittals of drawings, specification and models shall be in the following format unless otherwise specified in the Terms of Reference or instructed by the Departmental Representative:

- On media burned to read only memory (ROM) on either CD-ROM or DVD+R where:
  - CD-ROMs comply with ISO 9660:1988 standards;
  - DVD+Rs are 4.7 GB, single-sided, single-layer and comply with ISO/IEC 17344:2006 standards;
  - media is “closed” upon completion of burning; and
  - media is usable in such a way that files may be accessed and copied from it.

If BIM model size is greater than storage capacity of a DVD, refer to Terms of Reference or contact the Departmental Representative for transmission instructions.

Some projects may require the Consultant to upload files to an electronic system outlined in the Terms of Reference or as instructed by the Departmental Representative.

### D.2 Directory Structure

#### D.2.1 1<sup>st</sup> Tier Subfolder

The 1st tier of the directory structure shall be “Project #####” where ##### represents each digit of the Project Number. The Project Number must always be used to name the 1st tier folder and it is always required. Free text can be added following the Project Number, to include such things as a brief description or the project title.

#### D.2.2 2<sup>nd</sup> Tier Subfolder

The 2<sup>nd</sup> tier of the directory structure shall consist of: “Bilingual - Bilingue”, “English” and “Français” folders. The folders of the 2nd tier cannot be given any other names since the Government Electronic Tendering System (GETS) uses these names for validation purposes. At least one of the “Bilingual - Bilingue”, “English” and “Français” folders is always required, and these must always have one of the applicable subfolders of the 3rd tier.

#### D.2.3 3<sup>rd</sup> Tier Subfolder

The 3<sup>rd</sup> tier of the directory structure shall consist of: “Drawings - Dessins”, “Drawings”, “Models”, “Specifications”, “Reports”, “Dessins”, “Modèles”, “Devis” and “Rapports”. The folders of the 3rd tier cannot be given any other names since GETS also uses these names for validation purposes. There must be always at least one of the applicable 3rd tier folder in each document.

#### D.2.4 4<sup>th</sup> Tier Subfolder - Drawings

The 4th-tier subfolders for Drawings should reflect the various disciplines of the set of drawings. Because the order of appearance of the subfolders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the subfolders in the “Drawings – Dessins”, “Drawings” and “Dessins” folders. The first subfolder must be always reserved for the Title Page and/or the List of Drawings unless the first drawing of the set is an actual numbered discipline drawing.

---

The 4<sup>th</sup> tier “Drawings” and “Dessins” folder shall follow the naming convention:

## - Y

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the title of the folder Example: 03 – Mechanical

For the “Drawings - Dessins” folder:

## = Y - Z

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the English title of the folder

Z = the French title of the folder

Example:

04 - Electrical – Électrique

The numbering of the 4<sup>th</sup> tier subfolders is for sorting purposes only and is not tied to a specific discipline. For example, “Architecture” could be numbered 05 for a project where there is four other disciplines before “Architecture” in the set of drawings or 01 in another project where it’s the first discipline appearing in the set.

The order of the drawings shall be the same as in the hard copy set. GETS will sort each drawing for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order;
- The alphanumerical order of the subfolders determines the order of appearance on the screen as well as the order of printing (as an example: all the drawing PDF files in the 01 sub-older will be printed in alphanumerical order before the drawings in the 02 sub- folder etc.);

Each drawing PDF file within each subfolder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Drawing A001 will be printed before Drawing A002, Drawing M02 before Drawing M03, etc.).

#### **D.2.5 4<sup>th</sup>-Tier Subfolders for Specifications**

The “Specifications” and “Devis” folders must have 4<sup>th</sup> tier subfolders created to reflect the various elements of the specifications. Because the order of appearance of the subfolders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the subfolders in the “Specifications” and “Devis” folders.

The 4<sup>th</sup> tier subfolders for specifications must adhere to the following standard naming convention for the “Specifications” and “Devis” folders:

## - Y

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the title of the folder

Example:

---

## 02 – Divisions

Numbering of the 4th tier subfolders is for sorting purposes only and is not tied to an element of the specifications.

It is essential to ensure that the order of the elements of the specifications on the CD-ROM be exactly the same as in the hard copy. GETS will sort each element of the specifications for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order.
- The alphanumerical order of the subfolders determines the order of appearance on the screen as well as the order of printing (as an example: all the specifications PDF files in the 01 subfolder will be printed, in alphanumerical order before the PDF files in the 02 subfolder, etc.).
- Each specifications PDF file within each subfolder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Division 01 will be printed before Division 02, 01 - Appendix A before 02 - Appendix B, etc.).

---

## D.2.6 Directory Structure Example

The following is an example of the directory structure for the tender document, refer to previous sections for requirements, and use only sections applicable to the given project:

```
Project #####
  Bilingual – Bilingue
    Drawings – Dessins
      01 - Drawing List – Liste des dessins
      02 – Demolition – Démolition
      03 – Architecture – Architectural
      04 – Civil – Civil
      05 – Landscaping - Aménagement paysager
      06 – Mechanical – Mécanique
      07 – Electrical – Électricité
      08 – Structural - Structural
      09 – Interior Design – Aménagement intérieur
  English
    Drawings
      01 - Drawing List
      02 – Demolition
      03 – Architecture
      04 – Civil
      05 – Landscaping
      06 – Mechanical
      07 – Electrical
      08 – Structural
      09 – Interior Design
    ...
    Models
    Specifications
      01 – Index
      02 – Divisions
      03 – Appendices
    Reports
  Français
    Dessins
    Modèles
    Devis
    Rapports
```

## D.3 Naming Convention for PDF Files

Each drawing, specifications division or other document that are part of the tender documents must be converted in PDF format (without password protection) in accordance with the following standard naming convention and each PDF file must be located in the appropriate subfolder of the directory structure.

### D.3.1 Drawing File Names

Each drawing must be a separate single page PDF file. The naming convention of each file shall be:

X### - Y

Where:

---

X = the letter or letters from the drawing title block (“A” for Architecture or “ID” for Interior Design for example) associated with the discipline

### = the drawing number from the drawing title block (one to three digits)

Y = the drawing name from the drawing title block (for bilingual drawings, the name in both English and French is to appear).

Example:

A001 - First Floor Details

Each drawing that will be located in the appropriate discipline 4th tier subfolders must be named with the same letter (“A” for Architecture Drawings for example) and be numbered. The drawing number used to name the PDF file must match as much as possible the drawing number of the actual drawing (the exception being when leading zeros are required).

The following important points about drawings are to be noted:

- The drawing PDF files within each subfolder are sorted alphanumerically for both displaying and printing. If there are more than 9 drawings in a particular discipline the numbering must use at least two numerical digits (i.e. A01 instead of A1) in order to avoid displaying drawing A10 between A1 and A2. The same rule applies when there are more than 99 drawings per discipline i.e. three digits instead of two must be used for the numbering (for example M003 instead of M03);
- If drawing PDF files are included in the “Bilingual - Bilingue” folder, these cannot be included as well in the “English” and/or “Français” folders;
- If drawings not associated with a particular discipline are not numbered (title page or list of drawings for example), these will be sorted alphabetically. While this does not represent a problem if there is only one drawing in the subfolder, it could disrupt the order when there are two or more drawings. If the alphabetical order of the drawings name does not represent the order on the hard copy set, the drawings are to be named as per the following standard convention when converted in PDF format to ensure proper display and printing order.

### D.3.2 Specifications

Each specifications division must be a separate PDF file and all pages contained in each PDF file must have the same physical size (height, width). The drawings and specifications index must also be a separate PDF file. If there are other documents that are part of the Specifications (e.g. Appendix or other) these are to be separate PDF files as well.

### D.3.3 Documents Other Than Specifications Divisions

Because PDF files within the Specifications subfolders are sorted alphanumerically (in ascending order) for both on screen display and printing order, all files that appear in folders other than the “Divisions” subfolder must be named using a number:

## - Y

Where:

## = Two digit number ranging from 01 to 99 with leading zeros required

Y = Name of the document

Example:

01 – Drawings and Specifications Index

---

### **D.3.4 Specifications Divisions**

The specifications divisions must be named as follows:

Division ## - Y

Where:

Division ## = the actual word “Division” followed by a space and a two digit number ranging from 01 to 99 (with leading zeros required)

Y = name of the Specifications Division as per CSC/CSI MasterFormat™

Example:

Division 05 – Metals

The Numbering of the Divisions cannot be altered from CSC/CSI MasterFormat™ even if some Divisions are not used in a given project. For example, Division 05 will always remain Division 05 even if Division 04 is not used for a given project.

### **D.4 Media Label**

The CD-ROM or DVD+R shall be labeled with the following information:

Project Number / Numéro de projet

Project Title / Titre du projet

Documents for Tender / Documents pour appel d'offres

Disk X of/de X

Example:

Project 123456 / Projet 123456

Repair Alexandra Bridge / Réparation du pont Alexandra

Documents for Tender / Documents pour appel d'offres

Disk 1 of/de 1

Solicitation No – N° de l'invitation  
EE517-180117/A  
Client Ref No. – N° de réf. du client  
L132-7305-2186-003-02

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCM-7-40014

Buyer ID – id de l'acheteur  
qcm008

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## **APPENDIX E – SECURITY REQUIREMENTS CHECK LIST**



Government of Canada

Gouvernement du Canada

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Contract Number / Numéro du contrat

73766-170223

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Fisheries and Oceans Canada	2. Branch or Directorate / Direction générale ou Direction BISS
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Fournir l'expertise requise pour la conception de plans et devis nécessaire au rhaussement du toit et de la fusion des locaux C-108 et C-109 de l'Institut Maurice-Lamontagne.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada

Gouvernement du Canada

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UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> CCSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
Non  Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de organisme			
Name (print) - Nom (en lettres moulées) Bureau, Christine		Title - Titre Agente de projets immobiliers	Signature 
Telephone No. - N° de téléphone 418-455-1788	Facsimile No. - N° de télécopieur 418-648-3097	E-mail address - Adresse courriel christine.bureau@dfo-mpo.gc.ca	Date 2017/08/22
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Rueland, Nicole		Title - Titre SO	Signature 
Telephone No. - N° de téléphone 418-648-5868	Facsimile No. - N° de télécopieur 418-648-7718	E-mail address - Adresse courriel nicole.rueland@dfo-mpo.gc.ca	Date 2017/08/23
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Jean Rochette		Title - Titre Spécialiste de l'approvisionnement	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25-Août-2017

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
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