



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

Title - Sujet Small Craft Harbour Study NU	
Solicitation No. - N° de l'invitation F2470-180025/A	Date 2018-08-01
Client Reference No. - N° de référence du client F2470-180025	
GETS Reference No. - N° de référence de SEAG PW-\$PWU-183-11417	
File No. - N° de dossier PWU-8-41074 (183)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-11	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Tikhonovitch (RPC), Alex	Buyer Id - Id de l'acheteur pwu183
Telephone No. - N° de téléphone (780) 901-7940 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS 501 UNIVERSITY CRESCENT WINNIPEG Manitoba R3T2N6 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

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

REQUEST FOR PROPOSAL (RFP)

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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 requirement and the anticipated limited number of response by the industry leads PWGSC to believe that this approach will not unduly force a large number of firms to expend an overall unreasonable amount of effort in response to PWGSC.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

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

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

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
R1410T (2017-08-17), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal;
Submission Requirements and Evaluation (SRE);

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

b. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP;
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Terms of Reference;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and

(f) the proposal, Declaration/Certifications Form and Price Proposal Form.

3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at e-mail address : alex.tikhonovitch@pwgsc-tpsgc.gc.ca as early as possible. Enquiries should be received no later than 5 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

SI5 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (G1), Integrity Provisions – Proposal, **section 3b**.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

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

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

SI6 WORKERS COMPENSATION

1. The recommended Proponent shall provide to the Contracting Authority, prior to Contract award:

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- a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the proposal being declared non-compliant.

SI7 WEBSITES

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

Employment Equity Act

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

Federal Contractors Program (FCP)

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

Certificate of Commitment to Implement Employment Equity form LAB 1168

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

Ineligibility and Suspension Policy

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

Code of Conduct for Procurement

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

Lobbying Act

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

Buy and Sell

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

Supplier Registration Information

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

Consultant Performance Evaluation Report Form

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

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2018-06-21), 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 (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance
 - (c) Agreement Particulars
 - (d) Terms of Reference;
 - (e) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (f) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (g) the proposal, the Declaration/Certifications Form and the Price Proposal Form.

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

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

3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
 - (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;

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- (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference;
 - (h) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (i) the proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC2 COMPREHENSIVE LAND CLAIMm AGREEMENT (CLCA)

Nunavut Agreement

In this requirement, it is not mandatory for Bidders to include the Inuit Benefit Plan (IBP) as part of their proposal. This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

INUIT FIRM

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

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SC3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT

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

AGREEMENT PARTICULARS

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

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APPENDIX A - TEAM IDENTIFICATION FORMAT

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

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

I. Prime Consultant (Proponent - Professional Civil Engineer with experience in marine construction in the Arctic Environment):

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

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

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.....
.....

II. Key Sub Consultants / Specialists:

Coastal Engineer

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

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

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Fluvial Geomorphologist

Firm Name:
.....
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Sediment Management Scientist

Firm Name:
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.....

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

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Structural Engineer

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Electrical Engineer

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Environmental Specialist

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Surveyor

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Geotechnical Engineer

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Schedule Management Specialist

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Risk Management Specialist

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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Cost Estimating Specialist

Firm Name:
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title: Lancaster Sound – Small Craft Harbour Feasibility Studies

Name of Proponent:

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

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Joint Venture	Size of Organization: Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ Technical Support _____ Other _____
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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Federal Contractors Program for Employment Equity - Certification

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Proponent certifies having no work force in Canada.
- A2. The Proponent certifies being a public sector employer.
- A3. The Proponent certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Proponent has a combined work force in Canada of 100 or more employees; and
 - A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

- B1. The Proponent is not a Joint Venture.

OR

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

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

Former Public Servant (FPS) - Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?
YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Proponent must provide the following information:

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

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

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

Name of Proponent:

DECLARATION:

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

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

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

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

E-mail: _____

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

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DFO F2470-180025

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File No. - N° du dossier
PWU-8-41074

Buyer ID - Id de l'acheteur
pwu183
CCC No./N° CCC - FMS No/ N° VME

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 Applicable Taxes.

PROponents SHALL NOT ALTER THIS FORM

Project Title: Lancaster Sound – Small Craft Harbour Feasibility Studies

Name of Proponent:

The following will form part of the evaluation process:

REQUIRED SERVICES

Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

ARCTIC BAY FEASIBILITY STUDY

SERVICES	FIXED FEE
Pre-Design Service	\$
Design Concept Analysis and Costing	\$
ARCTIC BAY FEASIBILITY STUDY MAXIMUM FIXED FEES	\$

CLYDE RIVER FEASIBILITY STUDY

SERVICES	FIXED FEE
Pre-Design Service	\$
Design Concept Analysis and Costing	\$
CLYDE RIVER FEASIBILITY STUDY MAXIMUM FIXED FEES	\$

Solicitation No. - N° de l'invitation
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GRISE FIORD FEASIBILITY STUDY

SERVICES	FIXED FEE
Pre-Design Service	\$
Design Concept Analysis and Costing	\$
GRISE FIORD FEASIBILITY STUDY MAXIUMUM FIXED FEES	\$

RESOLUTE BAY FEASIBILITY STUDY

SERVICES	FIXED FEE
Pre-Design Service	\$
Design Concept Analysis and Costing	\$
RESOLUTE BAY FEASIBILITY STUDY MAXIUMUM FIXED FEES	\$

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

ARCTIC BAY FEASIBILITY STUDY MAXIUMUM FIXED FEES	\$
CLYDE RIVER FEASIBILITY STUDY MAXIUMUM FIXED FEES	\$
GRISE FIORD FEASIBILITY STUDY MAXIUMUM FIXED FEES	\$
RESOLUTE BAY FEASIBILITY STUDY MAXIUMUM FIXED FEES	\$
TOTAL EVALUATED FEES	\$

Solicitation No. - N° de l'invitation
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DFO F2470-180025

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SUBMISSION REQUIREMENTS AND EVALUATION

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Comprehensive Land Claim Agreement
- SRE 5 Price of Services
- SRE 6 Total Score
- SRE 7 Submission Requirements – Checklist

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 82%	=	Technical Score (Points)
CLCA Score x 9%	=	CLCA Score (Points)
Price Rating x 9%	=	Price Score (Points)
Total Score	=	Max. 100 Points

SRE 2 PROPOSAL REQUIREMENTS

2.1 Requirement for Proposal Format

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

- Submit one (1) bound original plus five (5) bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- 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 fifty (50) pages.

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

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

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

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 Civil Engineering Firm specializing in marine construction in the Arctic environment, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the territory of Nunavut.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

Proponent (prime consultant) -	Professional Civil Engineer with experience in marine construction in the Arctic Environment
Key Sub-consultants / Specialists -	Coastal Engineer Fluvial Geomorphologist Sediment Management Scientist Structural Engineer Electrical Engineer Environmental Specialist Surveyor Geotechnical Engineer Schedule Management Specialist Risk Management Specialist Cost Estimating Specialist

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

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. 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 the following:

- 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 (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

3.2 RATED REQUIREMENTS

3.2.1 Arctic Marine Infrastructure Engineering Specific Past Experience

Describe the Proponent's accomplishments, achievements and experience as prime consultant on harbour detailed design projects in Nunavut.

Select a maximum of four (4) projects undertaken within the last ten (10) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 4 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- a. A brief description of a maximum of four (4) significant projects completed / undertaken over the last ten (10) years by the firm, or its senior personnel;
- b. For the above projects, include the names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget per discipline;
- c. Indicate the dates the services were provided for the listed projects;
- d. Scope of services rendered, project objectives, constraints and deliverables; and
- e. Client references - name, address, phone and fax of client contact at working level.

Reference checks may be completed if deemed necessary.

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

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered.

3.2.2 Achievements of Proponent on Arctic Harbour Feasibility Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on harbour feasibility projects in Nunavut.

Select a **maximum** of three (3) projects undertaken within the last ten (10) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project;
- Brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
- Budget control and management - i.e. contract price & final cost - explain variation;

-
- Project schedule control and management - i.e. initial schedule and revised schedule - explain variation;
 - Client references - name, address, phone and fax of client contact at working level - references may be checked;
 - Names of key personnel responsible for project delivery.

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered.

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

3.2.3 Achievements of Key Sub-consultants and Specialists on Projects

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

Select a **maximum** of three (3) projects undertaken within the last ten (10) years per key sub consultant or specialist. Only the first 3 projects listed in sequence (per key sub consultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project;
- Brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
- Budget control and management;
- Project schedule control and management;
- Client references - name, address, phone and fax of client contact at working level - references may be checked;
- Names of key personnel responsible for project delivery.

3.2.4 Achievements of Key Personnel on Harbour Projects

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.

Information that should be supplied for each key personnel:

- Professional accreditation;
- Accomplishments/achievements/awards;
- Relevant experience, expertise, number of years experience;
- Role, responsibility and degree of involvement of individual in past projects.

3.2.5 Scope of Services

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services;
- Work Plan - detailed breakdown of work tasks and deliverables;

- Project schedule - proposed major milestone schedule;
- 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; to 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:

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

3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Arctic Marine Infrastructure Engineering Specific Past Experience	5.0	0 - 10	0 – 50
Achievements of Proponent on Arctic Harbour Feasibility Projects	2.0	0 - 10	0 – 20
Achievements of Key Sub-consultants and Specialists on Projects	0.5	0 – 10	0 – 5
Achievements of Key Personnel on Harbour Projects	1.5	0 – 10	0 – 15
Scope of Services	0.5	0 - 10	0 – 5
Management of Services	0.5	0 - 10	0 – 5
Technical Rating	10.0		0 – 100

Generic Evaluation Table

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

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

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

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

SRE 4 COMPREHENSIVE LAND CLAIM AGREEMENT

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. **BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.** Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

INUIT BENEFIT PLAN CRITERIA

ITEM	CATEGORY	Available Points
3.0	This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. Canada reserves the right to confirm validity of all declarations / guarantees.	
3.1	HEAD OFFICE: Bidders are requested to demonstrate the existence of the bidders head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.	/50
3.2	<p>LABOUR: The employment of onsite Inuit in carrying out the work of the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>0-100% of total labour hours = 0-25 points. Points will be assigned based on a percentage % of the total Points available:</p> <p>___ % x total points available</p>	/25

	<p>Example: Bidder guarantees 65% of labor hours will be Inuit = 65% of total points (25)</p> <p>65 % x 25 = 16.25 points</p> <p>NOTE: Bidder must demonstrate how they will meet their Labor %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p> <p>*** Penalties and Incentives Conditions will apply to this criterion.</p>																			
<p>3.3</p>	<p>SUB-CONTRACTORS/SUPPLIERS: The use of sub-contractors or suppliers that are Inuit in carrying out the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from the Nunavut Settlement Area associated with the Contract.</p> <p>Note: if the Prime Contractor is an Inuit owned business, all supplier and subcontracting costs qualify as Inuit Sub-Contracting/Supplier Costs.</p> <p><u>Bidders should provide their guarantee of Inuit Subcontractors in accordance with the following:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Estimated value of Contract:</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>- Less Non-Inuit subcontracting:</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Total guaranteed for Inuit Subcontractors/Suppliers:</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p>Points will be assigned to bidder as follows: Total guaranteed / Estimated value of contracting = <u> </u>a<u> </u> %</p> <p>Points will be assigned based on a percentage % of the total points available:</p> <p><u> </u>a<u> </u> % x total points = assigned points</p> <p>Example:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Estimated value of Contract:</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">100,000</td> </tr> <tr> <td>- Less Non-Inuit subcontracting:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">45,000 =</td> </tr> <tr> <td>Total guaranteed for Inuit Subcontractors/Suppliers:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">55,000</td> </tr> </table> <p>\$55,000 / \$100,000 = 0.55 x 100 = 55%</p> <p>55 % x 25 = 13.75 points</p> <p>NOTE: Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors. Verification of Aboriginal businesses will be made through:</p> <ul style="list-style-type: none"> • Indigenous and Northern Affairs Canada (INAC) Aboriginal Business Directory. https://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058 <p>or</p> <ul style="list-style-type: none"> • In accordance with the Supply Manual Chapter 9.35.60 Business Directories / Lists. 	Estimated value of Contract:	\$		- Less Non-Inuit subcontracting:	\$		Total guaranteed for Inuit Subcontractors/Suppliers:	\$		Estimated value of Contract:	\$	100,000	- Less Non-Inuit subcontracting:	\$	45,000 =	Total guaranteed for Inuit Subcontractors/Suppliers:	\$	55,000	<p>/25</p>
Estimated value of Contract:	\$																			
- Less Non-Inuit subcontracting:	\$																			
Total guaranteed for Inuit Subcontractors/Suppliers:	\$																			
Estimated value of Contract:	\$	100,000																		
- Less Non-Inuit subcontracting:	\$	45,000 =																		
Total guaranteed for Inuit Subcontractors/Suppliers:	\$	55,000																		

	or <ul style="list-style-type: none"> The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/ *** Penalties and Incentives Conditions will apply to this criterion.	
3.	TOTAL POINTS AVAILABLE	/100
	Weight	0.09
	Total CLCA Rating	9

SRE 5 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (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.

The remaining price proposals are rated as follows:

- The lowest price proposal receives a Price Rating of 100
- 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.
- On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

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

SRE 6 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	82	0 - 82
CLCA Rating	0 - 100	9	0 - 9
Price Rating	0 - 100	9	0 - 9
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 7 SUBMISSION 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.

- Team Identification - see typical format in Appendix A

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Buyer ID - Id de l'acheteur
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-
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
 - Integrity Provisions – Required documentation – as applicable in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, section 3a. Integrity Provisions - Declaration of Convicted Offences – with its bid, as applicable in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ciif/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, section 3b.
 - Proposal - one (1) original plus five (5) of copies required.
 - Front page of RFP
 - Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal Form - one (1) completed and submitted in a separate envelope.

INUIT BENEFITS PLAN (IBP)

BIDDER GUARANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results.

TABLE 1 – Head Office

Provide Current Business address
Bidders MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Guarantee of Onsite Inuit Labour Content

Total No. Of onsite Inuit Employee Hours for This Contract = _____ %
 Total Employee Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Bidders to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		

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TABLE 3 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:

Total Estimated Cost for Supplies/Materials, Equip and Services Procured From Inuit Companies for This Contract
Total Bid Price

= _____ %

Name & Position Title (Provide name(s) where possible)	Inuit Company	Non-Inuit Company
Bidder to include the value of work to be Sub-Contracted. NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations. Verification of Inuit businesses will be made in accordance with 3.4 Subcontractors / Suppliers.		

Bidder Certification

The Bidder must submit the following certification if a guarantee of IBP is being provided, either at time of bid submission, or prior to contract award.

INUIT BENEFITS PLAN CERTIFICATION:		
_____	_____	_____
PRINT NAME	SIGNATURE	DATE
The bidder certifies it's IBP guarantee for contracting submitted with its bid is accurate and complete.		

PART C - CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

1. For the successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on a quarterly basis.
2. The Contractor must indicate if any objectives were not met, identify why they were not, explain how the situation will be remedied and within what timeframe.
3. Information provided may be subject to verification.
4. The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Contractors met its' IBP guarantee.
5. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.
6. For follow-up purposes, the communities may receive copies of the contractors Aboriginal/Inuit Benefits plan and periodically receive performance monitoring results

Return Reports to:

Contracting Authority Name: Alex Tikhonovitch
 Email: alex.tikhonovitch@pwgsc-tpsgc.gc.ca

TABLE 1 – Head Office

Provide Current Business address
Contractors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Achievement of onsite Inuit Labour Content

Total No. Of onsite Inuit Employee Hours for This Contract = _____ %
Total Employee Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Contractor to include the # of hours worked		

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pwu183
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TABLE 3 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:

Total Cost For Supplies/Materials, Equipment and Services Procured From Inuit Companies for This Contract
Final Contract Value: = _____%

Company Name	Inuit Company	Non- Inuit Company
Contractor must include the value of Sub-Contracted work		

Contractor Certification

INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:		
_____	_____	_____
PRINT NAME	SIGNATURE	DATE
The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.		

INUIT BENEFITS PLAN INCENTIVE AND PENALTY CONDITIONS

1. Under the provisions of the proposed contract, where the contractor meets the guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
- 2.. If the contractor does not meet the certified percentage of onsite Inuit employee hours worked on the Contract and fails to fulfill their Inuit employment guarantees, an amount of up to 0.5% of the final contract value may be deducted from the final payment or hold back provisions. (Table 1)
3. If the contractor does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit sub-contractors/suppliers guarantees, an amount of up to 0.5% of the final contract value may be deducted from the final payment or hold back provisions. (Table 2)
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate penalties if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.

Solicitation No. - N° de l'invitation
 F2470-180025/A
 Client Ref. No. - N° de réf. du client
 DFO F2470-180025

Amd. No. - N° de la modif.
 File No. - N° du dossier
 PWU-8-41074

Buyer ID - Id de l'acheteur
 pwu183
 CCC No./N° CCC - FMS No/ N° VME

INUIT EMPLOYMENT INCENTIVE AND PENALTY CHECKLIST			
CONTRACTOR: _____			
STEP#	FINAL STATISTICS	% PROPOSED	% ACHIEVED
1	Percentage of On-site Inuit Labour Person Hours		
2	Percentage of Inuit Sub-Contracting/Supplier costs		
3	Final Contract Value (no gst)	\$	
4	Certified Inuit employment guarantee met or fell short? Met - No applicable penalty. Shortfall - Contractor may be penalized up to 0.5% of the final contract value Proceed to Table 1.		
5	Certified Inuit Sub-contracting/Supplier guarantee met or fell short? Met - No applicable penalty. Shortfall - Contractor may be penalized up to 0.5% of the final contract value Proceed to Table 2		
7	COMMENTS:		

TABLE 1 - ASSESSMENT OF ONSITE INUIT LABOUR PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where:</p> <p>Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% * 60$</p> <p>Notes: percentage of 50% or less receives zero points</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite Inuit employment guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x 0.5%</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative (if applicable): _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

TABLE 2 - ASSESSMENT OF INUIT SUB-CONTRACTING/SUPPLIER PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where: Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% * 60$</p> <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale: 0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x 0.5%	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative (if applicable): _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

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pwu183
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APPENDIX D

Doing Business with PWGSC Documentation and Deliverables Manual



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

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 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
TOTAL ESTIMATED AMOUNT						

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,

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

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).

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

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

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

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

Specifications			
Item	Verified by	Explanations	Action by
7c Non-restrictive, non-trade name “prescription” or “performance” specifications are used throughout.			
7d The term “Acceptable Manufacturers” is not used.			
7e No sole sourcing has been used.			
7f 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.			
8 Measurement for Payment			
8a Unit prices are used only for work that is difficult to estimate.			
9 Cash Allowances			
9a No cash allowances have been used or if they have, approval from the Departmental Representative has been received.			
10 Miscellaneous Requirements			
10a No paragraphs noted as “Scope of Work” are included.			
10b In Part 1 - General of any section, the paragraphs “Summary” and “Section Includes” are not used.			
11 Specification Coordination			
11a The list of related sections and appendices are coordinated.			
12 Health and Safety			
12a Section 01 35 29.06 – Health and Safety Requirements is included.			
13 Subsurface Investigation Reports			
13a Subsurface investigation reports are included after Section 31.			
14 Prequalifications			
14a 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.			

Specifications			
Item	Verified by	Explanations	Action by
15 Contracting Issues			
15a Contracting issues do not appear in the specifications.			
15b Division 00 of the NMS is not used except 00 01 07 (Seals Page) and 00 01 10 (Table of Contents).			
16 Quality Assurance			
16a There are no specification clauses with square brackets “[]” or lines “_” indicating that the document is incomplete or missing information.			
17 Signing and Sealing			
17a 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 InstructionsXX
	01 14 25 – Designated Substances ReportXX
	01 35 30 – Health and SafetyXX
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 1st 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 2nd Tier Subfolder

The 2nd 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 3rd Tier Subfolder

The 3rd 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 4th 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 4th 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 4th 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 4th-Tier Subfolders for Specifications

The “Specifications” and “Devis” folders must have 4th 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 4th 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



Fisheries and Oceans
Canada

Pêches et Océans
Canada



TERMS OF REFERENCE

LANCASTER SOUND - SMALL CRAFT HARBOUR FEASIBILITY STUDIES

F2470-180025

JULY 2018

Department of Fisheries & Oceans

Small Craft Harbours Branch



Canada



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1 PROJECT DESCRIPTION

1.1 General

1.1.1 Purpose

1.1.1.1 The Department of Fisheries & Oceans Canada (DFO), Small Craft Harbours (SCH) requires the services of a civil engineering firm with the knowledge of construction of marine infrastructure in the Arctic environment, acting as prime Consultant together with a multi-disciplinary team of sub-consultants for the provision of service required for this project.

1.1.2 PWGSC General Procedures and Standards Document (GP&S)

1.1.2.1 The Terms of Reference (TOR) document must be used in conjunction with the Public Services and Procurement Canada (PSPC) General Procedures and Standards Document (GP&S), as the two documents are complimentary.

1.1.2.2 The TOR describes project-specific requirements, services and deliverables while the GP&S document outlines with minimum standards and procedures common to all projects.

1.1.2.3 In the case of a conflict between the two documents, the requirements of the TOR override the GP&S Document

1.1.3 Project Information

Project Title:	Lancaster Sound – Small Craft Harbour Feasibility Studies
Project Location:	Arctic Bay, NU Clyde River, NU Grise Fiord, NU Resolute Bay, NU
Project Number:	F2470-180025
Contracting Authority:	Public Services and Procurement Canada
Project Authority:	Fisheries and Oceans Canada, Small Craft Harbours Branch

1.2 Background Information

1.2.1 Departmental Need

1.2.1.1 Fisheries and Oceans Canada, Small Craft Harbours requires a consultant to undertake feasibility studies for the potential construction of small craft harbours at four locations in Nunavut: Arctic Bay, Clyde River, Grise Fiord and Resolute Bay.

1.2.1.2 The marine infrastructure shall be designed to support safe access to the land and sea in the context of rapid environmental changes in the Arctic and in support of community fish harvesting and marine mammal harvest.



1.2.1.3 These harbours will also be designed to support the developing inshore and offshore commercial fisheries, ensuring that local fishing operations have access to safe harbours and landing facilities.

1.2.2 Existing Conditions

1.2.2.1 Arctic Bay, NU

1.2.2.1.1 The site is located in the Hamlet of Arctic Bay in the northern part of the Borden Peninsula on Baffin Island. Arctic Bay is accessible by scheduled airline service from Iqaluit, Nunavut. The community is supplied via sealift at various times during the shipping season.

1.2.2.1.2 The harbour site consists of a small rubble mound breakwater and gravel shoreline.

1.2.2.1.3 One location is being considered for the construction of a small craft harbour as shown on the site plan in Appendix A.

1.2.2.2 Clyde River, NU

1.2.2.2.1 The site is located in the Hamlet of Clyde River on the shore of Baffin Island's Patricia Bay, off Clyde Inlet, an arm of the Davis Strait. Clyde River is accessible by scheduled airline service from Iqaluit, Nunavut. The community is supplied via sealift at various times during the shipping season.

1.2.2.2.2 The harbour site consists of a small rubble mound breakwater and gravel shoreline.

1.2.2.2.3 One location is being considered for the construction of a small craft harbour as shown on the site plan in Appendix A.

1.2.2.3 Grise Fiord, NU

1.2.2.3.1 The site is located in the Hamlet of Grise Fiord on the southern shore of Ellesmere Island, overlooking Jones Sound. Grise Fiord is only accessible by small plane from Resolute Bay. The community is supplied via sealift at various times during the shipping season.

1.2.2.3.2 There is no existing harbour infrastructure.

1.2.2.3.3 Two locations are being considered for the construction of a small craft harbour as shown on the site plan in Appendix A. One location is at the western end of the community in a small bay, and the other is on the eastern end of the community located in front of the community freezer.

1.2.2.4 Resolute Bay, NU

1.2.2.4.1 The site is located in the Hamlet of Resolute Bay at the northern end of Resolute Bay on Cornwallis Island. Resolute Bay is accessible by scheduled



airline service from Iqaluit, Nunavut. The community is supplied via sealift at various times during the shipping season.

1.2.2.4.2 There is no existing harbour infrastructure.

1.2.2.4.3 Two locations are being considered for the construction of a small craft harbour as shown on the site plan in Appendix A. One location is at the western shore of Resolute Bay around a small gravel breakwater, and the other is on the north eastern shore of Resolute Bay, closer to the community.

1.2.3 Geology and Terrain

1.2.3.1 All of the site locations are located above the tree line and within the permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain.

1.2.4 Constraints and Challenges

1.2.4.1 The site locations are all located in remote communities in Nunavut. The Consultant is required to be familiar with the logistical constraints imposed by these remote locations.

1.2.4.2 The Consultant will be required to become familiar with the project site and obtain local information as required.

1.2.4.3 The remote locations for some of these harbours mean that equipment and materials are not readily available. Consider life cycle costs when selecting materials and equipment, including not only the cost of construction but also the costs associated with doing maintenance on infrastructure in remote locations.

1.2.4.4 Maximize reliability of design by specifying simple, durable, and robust materials and equipment that DFO can easily maintain using by persons with moderate technical skills working in remote locations.

1.3 Summary of Design Work

1.3.1 Design Objectives

1.3.1.1 The objective of this project is to provide a stand-alone feasibility study for each of the four communities identified. The final report shall include Class 'D' estimates for the construction of the conceptual designs and estimated annual maintenance cost and frequency of dredging (if required).

1.3.1.2 The consultant shall develop layouts for small craft facilities at each of the four sites.

1.3.1.3 Design concepts shall be consistent with the DFO Harbour Accommodations Guidelines, Version 1.2 updated in 2015. This document will be provided to the successful Consultant after contract award.

1.3.1.4 Each conceptual design shall include the following elements:

1.3.1.4.1 Design of a new fixed wharf for a design vessel that has a length of 28.53m, breadth of 7.77m, depth of 5.3m and net tonnage of 199.38 tonnes (similar to



the Arctic Fisheries Alliance vessels Suvak and Kiviuq 1). The fixed wharf shall be accessible to the design vessel at low tide conditions.

1.3.1.4.2 Design of breakwater(s) to ensure that wave agitation within the harbour does not exceed the design criteria outlined in the DFO Harbour Accommodation Guidelines, Version 1.2. A wave agitation study shall be undertaken to verify that each of the recommended design options meets this criteria.

1.3.1.4.3 Accommodation for small craft vessels ranging in length from 6 metres to 9 metres and a draft of 1.5m, either via a floating dock system or by mooring bollards depending on the preference of each community. The estimated number of small craft vessels to be accommodated at each of the harbour locations is as follows:

Arctic Bay, NU – 90 vessels
Clyde River, NU – 105 vessels
Grise Fiord, NU – 15 vessels
Resolute Bay, NU – 20 vessels

1.3.1.4.4 Design of a harbour basin and/or entrance channels with sufficient depth to support the navigation of small craft vessels and the design vessel to the fixed wharf at low tide conditions. Sedimentation analysis shall be completed to ensure that any future maintenance dredging requirements are minimized and the estimated cost and frequency of future dredging requirements shall be included in the report.

1.3.1.4.5 A plan for harbour lighting and an electrical service on the fixed wharf shall be included in the conceptual design.

1.3.1.4.6 Design of a launch ramp for small craft vessels (6 metre to 9 metres in length) within each harbour basin shall be included in the design.

1.3.2 Design Life

1.3.2.1 Infrastructure shall have a minimum service life of 50 years for all major structures.

1.3.3 Environmental Objectives

1.3.3.1 Minimizing adverse effects on the environment is a government-wide goal. At all stages of work, keep in mind the need to have projects and facilities that DFO can build and maintain in an environmentally responsible manner.

1.4 Summary of Services and Qualifications

1.4.1 General services

1.4.1.1 The prime consultant will provide a full consulting team including the following consultant services and specialties:

- Civil Engineering
- Coastal Engineering



- Fluvial Geomorphology
- Sediment Management Science
- Structural Engineering
- Electrical Engineering
- Environmental Specialist
- Surveying
- Geotechnical Engineering
- Schedule Management Specialist
- Risk Management Specialist
- Cost Estimating Specialist

1.5 Schedule

1.5.1 General

1.5.1.1 Deliver the project in accordance with the project milestone listing identified below.

Project Phase	Milestone Completion Date
• Project Plan and Schedule	October 15, 2018
• 33% Draft Report	June 12, 2019
• Community Consultation	July 17, 2019
• 66% Draft Report	September 11, 2019
• Community Consultation	October 9, 2019
• 99% Draft Report	November 13, 2019
• Final Report	December 11, 2019

1.5.1.2 Field work shall be completed not later than September 30, 2019 to ensure that the overall project schedule is maintained.

1.5.1.3 The consultant shall submit a detailed project schedule based on the critical milestones for this project and the deliverables listed in section 2.0 Required Services. This schedule will then be used to coordinate all phases of the Consultants services.

1.5.1.4 Once the Project Authority has approved the schedule, the Consultant shall complete the Services in accordance with the approved schedule.

1.5.1.5 The schedule is to be in sufficient detail to provide a reasonable basis for progress monitoring and control. The list of activities to be tracked is to be consistent with the Milestones developed and approved in the project schedule.

1.5.1.6 The Consultants schedule must provide allowance for a 5 business day technical review and comment period following its presentation of each of the major deliverables, as laid out in section 2.0 Required Services.

1.5.2 Progress Monitoring and Reporting

1.5.2.1 On a monthly basis prepare a detailed schedule update showing project status effective as of the last day of the month. The detailed schedule is to reflect the following:

1.5.2.1.1 Progress of each activity to the effective date of the report;



- 1.5.2.1.2 Estimates for progress and completion milestone dates;
 - 1.5.2.1.3 Actual start and finish dates of all activities being monitored;
 - 1.5.2.1.4 Any potential delays, and outstanding issues and concerns from the design team's point of view; and
 - 1.5.2.1.5 Proposed resolution(s) for any serious planning or scheduling issues.
- 1.5.2.2 Prior to the monthly progress meetings via telephone, submit a written monthly narrative report consistent with, and expanding on, the detailed schedule. The narrative report is to detail the work performed to date, compare actual progress to planned progress, and present updated forecasts.

1.6 Cost

1.6.1 General

- 1.6.1.1 The consultant will maintain the necessary records to confirm the work performed.
- 1.6.1.2 If at any time during the progress of the work, the Consultant considers that the cost approved in the contract will be exceeded, the Consultant shall immediately provide DFO with complete details in writing.
- 1.6.1.3 At no time shall the approved contract value be exceeded without prior written authorization from PSPC.

1.7 Existing Documentation

1.7.1 Available for the Consultant

- 1.7.1.1 Bathymetric surveys to be undertaken in the summer of 2018 for the areas identified in Appendix A will be available to the Consultant by November 2018. The Consultant will be responsible for verifying the accuracy of the information incorporated into the design.
- 1.7.1.2 Georeferenced high resolution aerial photography taken in the summer of 2018 for the areas in consideration will be available to the Consultant by November 2018. The Consultant will be responsible for verifying the accuracy of the information incorporated into the design.
- 1.7.1.3 DFO Harbour Accommodations Guidelines, Version 1.2 updated in 2015 will be provided to the successful Consultant after contract award.

1.7.2 Disclaimer

- 1.7.2.1 Reference information will be available in the language in which it is written.
- 1.7.2.2 The documentation is offered "as is" for the information of the Consultant.

1.8 Codes, Acts, Standards, Regulations

1.8.1 General



- 1.8.1.1 The Consultant must identify, analyze and design the project in accordance with the requirements of all Authorities Having Jurisdiction (AHJ) and all applicable Codes, Acts, Standards and Guidelines and Legislation.
- 1.8.1.2 The Consultant team must be fully versed with the legislation and requirements that are unique to Federal Government harbours in Canada.
- 1.8.1.3 The Consultant team must be fully versed with the legislation and requirements that are unique to Federal Government projects tendered through PSPC.
- 1.8.1.4 Although submission of permits is not part of the scope of this project, the project shall be undertaken in such a way that they are compliant with the AHJ. The AHJ on this project may include but are not limited to:
- Nunavut Planning Commissions (NPC)
 - Nunavut Impact Review Board (NIRB)
 - Fisheries and Oceans Canada (DFO)
 - Environment and Climate Change Canada (ECCC)
 - Nunavut Research Institute (NRI)
 - Nunavut Water Board (NWB)
 - Transport Canada (TC)
 - Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)
 - Hamlet of Arctic Bay
 - Hamlet of Clyde River
 - Hamlet of Grise Fiord
 - Hamlet of Resolute Bay
 - Nunavut Land Claim Agreement
 - Any other authority that is triggered by NIRB/NPC review

1.8.2 Code Compliance

- 1.8.2.1 Adhere to the most recent versions of all applicable laws, regulations, codes, standards, and guidelines applicable to the work. Where these overlap, adhere to the more stringent requirements.
- 1.8.2.2 Where there is no clear “more stringent” requirement, give priority to the Federal requirement over the provincial or municipal version.

1.8.3 Health and Safety

- 1.8.3.1 Be responsible for ensuring health and safety of project team (own employees, sub-consultants, and other specialists) when working on-site.
- 1.8.3.2 Abide by all relevant Legislation, Regulations, Codes, and Standards and ensure sub-consultants and other specialists are equally compliant.
- 1.8.3.3 Assess hazards inherent in the fieldwork.
- 1.8.3.4 Provide all necessary safety training and personnel protective equipment as required to address hazards.



- 1.8.3.5 Immediately address health and safety non-compliance issues identified by the AHJ or by the Departmental Representative and provide the Departmental Representative with written report of action taken.

2 REQUIRED SERVICES

2.1 General Requirements

2.1.1 Background Information

- 2.1.1.1 The Services under a contract resulting from this TOR will include the provision of the necessary field investigations as described below.

2.1.2 Cost Management

- 2.1.2.1 Effective cost estimating and cost control is of prime importance. The construction cost estimate shall be provided in a combined unit price and lump sum format. Where possible, the civil works shall be provided in unit price format.

2.1.3 Time Management

- 2.1.3.1 Effective time control is crucial. Project schedules shall be established and monitored using current project management tools and techniques, such as Critical Path scheduling.

2.2 Pre-Design Service

2.2.1 General

- 2.2.1.1 The following pre-design investigations, assessments and studies will be included in the services provided.

2.2.2 Scope and Activities

- 2.2.2.1 The consultant shall undertake the following for each stand-alone feasibility study at each of the four site locations.
- Analysis of existing facilities and operations:
 - Existing small craft facilities
 - Fishing and hunting activities
 - Fuel re-supply
 - Cargo handling and sea-lift
 - Analysis of existing resources available in each community:
 - Fuel supply available for future construction activities
 - Available land based construction equipment for construction and maintenance
 - Available manpower for construction and maintenance
 - Analysis of existing site conditions:
 - Location
 - Temperature
 - Daylight hours
 - Rainfall



- Snow
- Wind
- Seismic
- Tides
- Water levels
- Waves
- Storm surge
- Overtopping
- Currents
- Sea ice
- Conceptual design of 3 harbour layout options including the following:
 - Develop a layout for small craft facilities, including fixed wharf, breakwater, basin/channel dredging, floating docks/mooring bollards, launch ramp, electrical, to accommodate the number of vessels identified in Section 1.3.1 above
 - Develop a small craft float / mooring concept that is suitable for the environmental conditions at the site
- Wave Climate and Agitation Study:
 - Perform a parametric wind-wave hindcast to peak significant wave height and peak wave periods, and to estimate the extreme wave heights by return period (25, 50, 100 year period)
 - Provide numerical wave modeling to provide an estimate of wave generation, propagation and transformation under select wind conditions for each of the alternatives
 - Modelling will take into consideration attenuation of wave energy due to shallow water effects.
 - Breakwater Analysis will consider the preliminary location, alignment, dimensions and options associated with the breakwater(s)
 - Estimated wave climate at the harbour entrance and harbour basin for design concepts
- Desktop geotechnical site investigation and on-site sub-bottom profiling:
 - Provide a factual summary of any existing geotechnical information gathered
 - Conduct a geophysical sub-bottom profiling survey to identify changes in bottom hardness and to recommend locations for future geotechnical drilling programs
 - Permafrost assessment
- Coastal processes and sedimentation study:
 - Characterization of sediment and identification of transport pathways
 - Numerical modeling to determine the current flow of sediments, sedimentation rates, source of sediment, siltation patterns
 - Shoreline change through historical aerial photographs if available
 - Identify the rate of littoral drift
 - Identify the rate of accretion of sediment on the proposed site
 - Assessment of how proposed structures will affect littoral drift
- Ice assessment studies:
 - Assessment of level ice thickness, mean maximum, and extreme maximum
 - Early and late break-up period
 - Ice breakup pattern within each harbour
 - Ice development and cracking patterns along the shoreline
- Quarry Investigation:
 - Investigate existing or potential quarry sites to evaluate the potential for developing both large and small crushed rock
 - Materials sampling, identification and testing, including hardness tests
 - Assess availability of materials for harbour construction



- Assessment of haul roads and bridges from quarry to harbour location
- Community consultation:
 - Feedback on harbour layout options
 - Impact of ice break-up and flushing
 - Potential for sedimentation
 - Boat sizes and number forecasts
 - Opportunities for expanding the harbour in the future at minimal cost
 - Ability to accommodate (room and board, fuel) the contractors work force
 - Mooring/float concept, including removal and reinstallation procedures (if applicable)
 - Equipment availability in the community for construction and/or maintenance
 - Assess the labour potential, including local contractors, from the local community to assist in the construction of the harbour or even to execute as the general contractor
- Biological environment and socio-economic environment assessment:
 - Traditional knowledge study
 - Fish and fish habitat assessment
 - Migratory and marine bird assessment
 - Terrestrial vegetation assessment
 - Wildlife assessment
 - Marine mammal assessment
 - Species at Risk assesment
 - Archeological and Cultural Historic Site assessment
 - Identification of permitting requirements relevant to the Authorities Having Jurisdiction
- Landform and soil studies:
 - Collect samples of soils encountered for classification testing
 - Grain size analysis and visual classification
 - Surface sediment samples and testing to meet the minimum sampling required as described in the Disposal at Sea Guidelines
- Identify any project constraints to the development and construction of a harbour, including but not limited to: permitting, local contracting capabilities, source of materials, road access, etc.
- Identification of concerns expressed in Consultation meetings and proposed strategies to address concerns

2.2.3 Deliverables

2.2.3.1 Completion dates for the deliverables listed below are identified in Section 1.5:

- Project plan and schedule
- 33% Draft Report for each harbour location
- Community Consultation
- 66 % Draft Report for each harbour location

2.2.3.2 Provide digital copies of documents for review at each stage.

2.3 Design Concept Analysis and Costing

2.3.1 General

2.3.1.1 The following shall be included in the services provided.

2.3.2 Scope and Activities



2.3.2.1 The consultant shall undertake the following for each stand-alone feasibility study at each of the four site locations:

- Options analysis of each of the three layout options
- Consultation with the local community to determine their preferred layout option and presentation of preliminary results from field investigations
- Class 'D' estimates for each design option
 - Broken down by each component in the harbour (wharf, breakwater, basin/channel dredging, floating docks/mooring bollards, launch ramp, electrical)
 - Assuming a stand-alone construction contract unconnected with any other regional harbour developments
 - Include estimate for all approvals, engineering investigations and studies required for detailed design, design work, and construction
- Class 'D' maintenance estimates for each design option (including cost and frequency of any dredging required)
- Recommendation on preferred design option with a priority on minimizing future dredging and maintenance requirements
- Recommendation on further studies required for detailed design
- Provide projected timelines for completion of approvals, engineering investigations and studies required for detailed design, design work, permitting and construction for the recommended design option

2.3.2.2 The Treasury Board (TB) cost estimate classification definition of a Class 'D' estimate is as follows:

- 2.3.2.2.1 Class 'D' (Indicative) Estimate: accurate to within 25% of eventual contract award price and to be in unit cost analysis format (such as cost per m² or other measurement unit) based upon a comprehensive list of project requirements (i.e. scope) and assumptions; the Class 'D' estimate is developed during the Conceptual Design Stage and used for the Preliminary Project Approval Document for preliminary design.

2.3.3 Deliverables

2.3.3.1 Completion dates for the deliverables listed below are identified in Section 1.5:

- Community Consultation
- 99% Draft Report for each harbour location
- Final Report for each harbour location

2.3.3.2 Provide digital copies of documents for review at each stage and 6 hard copies of the Final report along with supporting electronic documents (including .dwg files).

3 PROJECT ADMINISTRATION

3.1 General Requirements

3.1.1 General

3.1.1.1 All data collected, reports and drawings made in connection with the project become the property of DFO and must be turned over with full copyright to DFO upon completion of the contract.



3.1.2 Project Delivery

- 3.1.2.1 Deliver the project within the key milestones and according to the detailed project schedule. Ensure that each Consultant team member understands the project requirements for seamless delivery of the required services.
- 3.1.2.2 Provide a continuous risk management program; address the risks associated specifically with this project including the remoteness of the site and the logistics of completing field work in remote locations.

3.1.3 Media

- 3.1.3.1 The Consultant shall not respond to requests for project related information or questions from the media. Such inquiries shall be directed to DFO's Project Authority.

3.2 Meetings

3.2.1 Project Kick-Off Meeting

- 3.2.1.1 Project Kick off meeting will be conducted at DFO premises at 501 University Cres, Winnipeg, MB. Consultant should include the cost to travel to this meeting in their proposal.

3.2.2 Monthly Progress Meetings

- 3.2.2.1 Monthly progress meeting shall be held via telephone during the first week of each month. Consultant is to lead these meetings and provide minutes for each meeting within 48 hours of the meeting.

3.2.3 On Site Consultation Meetings

- 3.2.3.1 The consultant shall make allowance for one on site consultation meeting with each community during the Pre-Design Service phase in each of the four communities.
- 3.2.3.2 The consultant shall make allowance for one on site consultation meeting with each community during the Design Concept Analysis and Costing phase in each of the four communities.
- 3.2.3.3 The above requirements do not include the site visits required for the pre-design field investigations. The Contractor is to schedule those visits as required and advise the project authority as to when they will be in the communities. Costs for travel to undertake these investigations should be included in the contract.



4 APPENDICIES

4.1 Appendix A - Harbour Site Plans

4.2 Appendix B – General Procedures & Standards for Professional & Design Services