

**REQUIRED SERVICES (RS) / PROJECT BRIEF
KLUANE FARM REMEDIATION**

Table of Contents

P	PROJECT CONSIDERATIONS - PRE-AMBLE	2
1	INTRODUCTION AND SCOPE.....	3
2	PROJECT	3
3	CONSULTANT SERVICE REQUIREMENTS	5
4	PROJECT PLANNING SERVICES.....	10
5	DESIGN SERVICES.....	10
6	TENDER DOCUMENT SERVICES	13
7	TENDERING SERVICES.....	14
8	CONSTRUCTION ADMINISTRATION SERVICES.....	15
9	POST CONSTRUCTION SERVICES.....	20
10	PROJECT ADMINISTRATION REQUIREMENTS.....	21
11	PROJECT PARTICIPANTS.....	24
12	SUBMISSIONS, REVIEW AND APPROVAL PROCESS	24

Appendices

- Appendix A – Kluane Farm - Hazardous Building Materials Assessments**
- Appendix B – Kluane Farm - Stores Maintenance - Historic Drawings (Forty-one in total)**
- Appendix C - Kluane Farm - Site Map and Photos**
- Appendix D - PWGSC Documentation and Submission Standards**

P PROJECT CONSIDERATIONS - PRE-AMBLE

- P.1 The Kluane Farm is located in Kluane National Park approximately 5kms northwest of Haines Junction on the Alaska Highway #1. The site contains fifteen buildings which are of various types and were constructed from the 1950s to 1980s. Thirteen buildings are to be demolished, and one is to be decommissioned.
- P.2 The Kluane Farm was the operational hub for Parks Canada until the early 2000's when operations were moved into the Village of Haines Junction. At this point, the usage for this site and buildings have decreased significantly.
- P.3 The site itself is known to contain contaminated soils and most buildings have been identified to contain hazardous materials by a Hazardous Materials Assessment completed in 2014. Thirteen buildings are to be demolished and all its components are to be removed from site.
- P.4 All buildings on site have been decommissioned with the exception of the Warden's Office which still has electrical connected and the Stores Maintenance Building which is fully operational. The Stores Maintenance Building contains a wet sprinkler system and water reservoir underneath the building. Due to these wet systems, the building has remained heated. The goal is to eliminate the operational costs associated with utilities by decommissioning the building.
- P.5 The Stores Maintenance Building is to be decommissioned so that it can be left for an undetermined length of time without compromising the structural integrity of the building or any of the building's components. The other building which is to remain, the Butler Storage Shed, does not contain any components that will require decommissioning.
- P.6 PCA is seeking an engineering firm to develop a decommissioning; and demolition and rehabilitation plan for the site. The decommissioning plan for the Stores Maintenance Building is to identify a process to properly shut down all systems and minimize long term impacts to the building. The impacts shall address sustainability at 5 and 10 year intervals to fully understand the effects to the building as a result of all utilities being removed. The demolition and rehabilitation plan for the thirteen buildings is to identify a proper and safe procedure to remove the buildings in their entirety and rehabilitate the site. Removal of all surface debris scattered between structures throughout the property is to be identified and included in the demolition plan.

1 INTRODUCTION AND SCOPE

- 1.1 Parks Canada Agency (PCA) is inviting engineering firms to submit Proposals to provide a full range of professional services for Civil services, prime Consultant services, including multi-engineering services, including, but not limited to: investigation, planning, design, construction administration and post-construction professional services. This procurement will follow a technical evaluation process to select the consultant best suited to handle the project.
- 1.2 The site is located in Kluane National Park, approximately 5kms northwest of Haines Junction on the Alaska Highway #1.
- 1.3 The project will include the demolition and proper disposal of thirteen buildings as well as the decommissioning of the Stores Maintenance Building.
- 1.4 The scope of work will include any combination of the services identified as basic services and/or additional services, including sub-consultants: landscaping architecture, hazardous material specialist, civil engineering, surveying, environmental engineering, geotechnical engineering, structural engineering, mechanical engineering, electrical engineering, cost management, commissioning agent, scheduling management, and any other specialty professionals' services as proposed by the prime consultant.

2 PROJECT

2.1 Project Objectives:

2.1.1 General Objectives:

- .1 Deliver the project utilizing best practices in support of PCA needs, respecting the approved scope, quality, budget and schedule.
- .2 Keep an open communication with all members of the project delivery team and key community stakeholders throughout all phases of the project life. But work with Departmental Representative only for the decisions that will impact scope, quality, cost and schedule.
- .3 Provide rigorous quality assurance reviews during the design and construction administration stages, including the application of value architecture/engineering reviews in the design. Timely response to correct issues as they occur.
- .4 Success in satisfying and where possible exceeding the expectations and needs of PCA and stakeholders.
- .5 Continuity of key personnel working in a dedicated effort for the project life.

2.1.2 Project delivery approach:

- .1 Traditional Design-Bid-Build approach.
- .2 PCA will tender contracts through several contracting authorities. All tenders will be managed through PCA.

2.1.3 Official languages:

- .1 Under this offer, services must be provided in English.

2.2 Project Scope

2.2.3 Decommissioning, including but not limited to:

- .1 the Stores Maintenance building.
- .2 the Store Maintenance building components and integrated systems, including but not limited to the wet and dry sprinkler systems, emptying the water reservoir, turning off the boilers, emptying fuel tanks, and all plumbing and water lines and others.
- .3 identify measures to prevent vandalism and theft.
- .4 identify long term impacts to the building as a result of decommissioning the facility indefinitely. Impacts should be looked at over a 5 and 10 year horizon to fully understand the long term effects to the building as result of no heat, water, heating fuel or electrical systems running.
- .5 identify and summarize the challenges and risks with bringing the building back to an operational state for each building component. These components include but are not limited to:
 - .1 building envelope (windows, doors, siding),
 - .2 roof and components,
 - .3 life safety systems (fire suppression and monitoring, other dictated by Federal Code requirements),
 - .4 mechanical (heating and ventilation, plumbing),
 - .5 potable water system and well, waste water systems and others as required by Federal Code,
 - .6 electrical,
 - .7 structural assessment of the building and foundation,
 - .8 any other systems not mentioned above,
 - .9 identify the remaining service life of each of these systems.

2.2.1 Demolition and Rehabilitation, including but not limited to:

- .1 thirteen existing buildings on site that were constructed from the 1950s to 1980s and are of various type and size,
- .2 demolition of above grade structures of thirteen buildings,
- .3 demolition of below grade structures of thirteen buildings, from design finished grade up to 2m below,
- .4 assess and locate all unused service lines. Provide a recommendation as to where all existing lines should be capped, near the penetration to the building or at the main service line,
- .5 assess hazardous material abatement possibilities and strategies for the Stores Maintenance Building and provide a recommendation with how to proceed
- .6 separate, identify and deliver all materials/debris to the nearest appropriate accepting facilities,
- .7 fill in excavations with clean fill,
- .8 re-landscape the site with native vegetation,
- .9 removal of all surface debris including but not limited to: gas cans, sheds, equipment, fencing.

2.3 Project Schedule

2.3.1 Planning and design schedule shall meet these milestone dates:

- .1 Phase 1 & 2 – Site visit to assess the Store Maintenance Building decommissioning requirements and hazardous material abatement strategies; and the thirteen buildings demolition requirements Site
 - To be completed within ten (10) days of award of contract
- .2 Phase 1 – Draft decommissioning Plan including Class C estimate for the Stores Maintenance Building
 - To be completed within five (5) days of site visit
- .3 Phase 1 –Final decommissioning Plan for tender including Class A estimate
 - To be completed within five (5) days upon completion of Item 2
- .4 Phase 1 –Contractor Tender Period
 - Tender documents to be posted 21 to 40 days upon completion of Item 3
- .5 Phase 2– Draft Demolition and Rehabilitation Plan including Class C Estimate
 - October 8, 2018
- .6 Phase 1 – Contract issued to contractor
 - To be completed within one(1) week of Item 4
- .7 Phase 2 – Final Demolition and Rehabilitation Plan for tender including Class A Estimate
 - October 22, 2018
- .8 Phase 2 – Contractor Tender Period
 - October 22, 2018 to November 12, 2018
- .9 Phase 1 – Onsite Decommissioning Complete
 - Date to be determined by Department Representative
- .10 Phase 2 – Onsite Demolition and Rehabilitation Complete
 - May 30, 2019

3 CONSULTANT SERVICE REQUIREMENTS

- 3.01 In general, PCA will act as the Project Manager throughout the duration of each project. The Consultant must adhere to the Documentation and Submission Standards established by PWGSC outlined in Appendix “D” of this RFP. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.
- 3.02 The selected consultants shall be expected to provide a full range of relevant architecture and engineering services including, but not limited to: planning, design, construction administration and post construction services for construction project in the Yukon.

3.1 CONSULTANT RESPONSIBILITIES

- 3.1.1 Prime Consultant

- .1 The Prime Consultant is completely responsible for providing and coordinating the work of all professional disciplines required, from the Project Planning, Design, Construction Administrative to the Post Construction Stages.
- .2 The Prime consultant services also responsible for coordinating with PCA's and stakeholders' needs.
- .3 The Prime Consultant and their key personnel are identified in the completed Team Identification Form.

3.1.2 Consultant

- .1 The Consultant will be required to comply with and adhere to:
 - .1 all the requirements in the RFP for services,
 - .2 all commitments made and included in the Consultant's RFP submission and in the completed Declaration Form.
- .2 The Consultant Team shall be comprised of qualified licensed professional and technical expertise with extensive recent relevant experience capable of providing the services identified in the RFP for services.
- .3 The Consultant and their key personnel are identified in the completed Team Identification Form.

3.2 CONSULTANT SERVICE REQUIREMENTS

3.2.1 Overview

- .1 In general, the Departmental Representative will act as the Project Manager. The Consultant must adhere to all the Standards and Guidelines outlined in the RFP to the project and scope of work.
- .2 The Consultant shall deliver integrated professional services, in distinct stages, as follows:
 - Design:
 - Decommissioning Plan
 - Demolition and Rehabilitation Plan
 - Construction Administration:
 - Tender Call and Bid Evaluation
 - Construction and Contract Administration
 - As-built record documents
 - Interim Completion Report
- .3 The outline of deliverables and process, as presented in each stage, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the Departmental Representative.
- .4 Consultant shall perform the Services described herein, in accordance with the terms and conditions of the RFP.
- .5 Consultant shall grant the right to PCA for the use of the record drawing files for maintenance, repair and modify the buildings in the future.

3.2.2 Standard of Care

- .1 In performing the services, provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures developed by professional bodies in the performance of similar services at the time when and the location in which the services are provided.

3.2.3 Cost Management Services

- .1 Prepare and update work breakdown structure throughout the project.
- .2 Throughout the project development, the Construction Cost Estimate prepared by the Consultant shall not exceed the Construction Cost Limit.
- .3 Budget Management Services are required to provide Class C and A level estimates at different stages.
- .4 Cost estimating and budget management shall be provided by an experienced professional architect and/or quantity surveyor.
- .5 The Class C cost estimate shall be submitted in elemental cost analysis format. The standard of acceptance for this format is the current issue of the elemental cost analysis format issued by the Canadian Institute of Quantity Surveyors. The Class A cost estimate shall be submitted in trade cost breakdown format.
- .6 Cost estimates shall have a summary plus full back-up showing items of work, quantities, unit prices and amounts.
- .7 Cost estimates shall also include Life Cycle Cost and Life Cycle Analysis to ensure sustainable design objectives are met.
- .8 In the event that the Consultant considers that the Construction Cost Estimate will exceed the Construction Cost Limit, the Consultant shall immediately notify the Departmental Representative, and
 - .1 if the excess is due to factors under the control of, or reasonably foreseeable by the Consultant, the Consultant shall, if requested by the Departmental Representative, and at no additional cost to Canada, make

- such changes or revisions to the design as may be necessary to bring the Construction Cost Estimate within the Construction Cost Limit; or
- .2 if the excess is due to factors that are not under the control of the Consultant, changes or revisions may be requested by the Departmental Representative. Such changes or revisions shall be undertaken by the Consultant at Canada's expense, and the cost involved shall become an amount to be mutually agreed, prior to performance of the said changes or revisions.
- .9 Evaluate bids and assist in negotiation. If the lowest price obtained by bid process or negotiation exceeds the Construction Cost Limit, and if the excess is due to reasons within the control of, or reasonably foreseeable by the Consultant, the Consultant shall, if requested by the Departmental Representative, and without additional charge, be fully responsible for revising the project scope and quality as required to reduce the construction cost and shall modify the construction documents as necessary to comply with the Construction Cost Limit.
- .10 During construction stage, provide assistance and advice to evaluate Contemplated Change Order value.
- .11 During construction stage, provide assistance to assess progress claim.

3.2.4 Schedule Management Services

- .1 Schedule Management Services are required to prepare and monitor the project schedule through to the completion of the design process and to monitor construction progress. Schedule Management shall generally be provided using industry accepted software to provide detailed bar charts and/or critical path schedules.
- .2 Submit in a timely manner to the Departmental Representative, for review, a time schedule for the consultant services to be performed, in detail appropriate to the size and complexity of the project, and in a format acceptable to the Departmental Representative.
- .3 Cooperate and coordinate all schedule information with the General Contractor for incorporation into the master schedule during construction.
- .4 Adhere to the approved time schedules and, if changes in the approved time schedule become necessary, indicate the extent of, and the reasons for such changes, and submit to the Departmental Representative for approval.
- .5 Coordinate project schedule with project cash flow to assist Departmental Representative to manage funding through multiple government financial years.

3.2.5 Project Information, Decisions, Acceptances & Approvals

- .1 The Departmental Representative will provide, in a timely manner, project information, written decisions and requests, including acceptances and approvals relating to the Services provided by the Consultant.
- .2 No acceptance nor approval by the Departmental Representative, whether expressed or implied, shall be deemed to relieve the Consultant of the professional, technical or financial responsibility for the Services provided by the Consultant.

3.2.6 Changes in Services

- .1 Make changes in the Services to be provided for the Project, including changes which may increase or decrease the original scope of Services, when requested in writing by the Departmental Representative ; and
- .2 Prior to commencing such changes, advise the Departmental Representative of any known and anticipated effects of the changes on the Construction Cost Estimate, Consultant fees, Project Schedule, and other matters concerning the Project.

3.2.7 Codes, Regulations, By-laws, Licenses, Permits and PCA Directives:

- .1 Comply with all latest statutes, codes, regulations and by-laws applicable to the design and where necessary, review the design with authorities having jurisdiction in order that the consents, approvals, licenses and permits required for the project may be applied for and obtained. Permits include but not limited to Development Permit, Demolition Permit, Building Permit and Occupancy Permit.
- .2 Complying with National Codes and Regulations are mandatory requirements, including but not limited to National Building Code, National Fire Code, National Plumbing Code, National Energy Code, Canada National Parks Act and Regulations, Canadian Environmental Assessment Act, Canadian Environmental Protection Act, Species at Risk Act (SARA) etc.
- .3 PCA will also voluntarily comply with the Local Provincial and Municipal Codes, Standards and Regulations. Where there is a conflict of the requirements, the most stringent requirements shall apply.

3.2.8 Provision of Staff and Sub-Consultant Services

- .1 For proposed changes to the roles of any and all persons, including principals, to be employed by the Consultant to provide the Services for the Project, submit in writing, to the Departmental Representative for approval, the names, addresses, qualifications and experience of the proposed individual(s).
- .2 When fees are on a Payroll Cost basis, submit to the Departmental Representative, for approval, a statement of Payroll Costs, and any amendments thereof, for all persons to be employed by the Consultant to provide the Services for the Project.

3.2.9 Project Monitoring Reporting

- .1 Provide a system for documentation and project monitoring and reporting through each stage of project delivery, for approval by the Departmental Representative.
- .2 Prepare and submit monthly progress reports in a format agreed to with the Departmental Representative. The purpose of the report will be to review and monitor the progress of the work by the Consultant. The report shall:
 - .1 identify the progress of all deliverables,
 - .2 identify all instances where the schedule or cost plan is not being met,
 - .3 outline remedial measure being taken, and
 - .4 identify any anticipated or potential problems and provide solutions to address them.

3.2.10 Additional Services, submission to be signed and sealed by professional registered in the Yukon Territory:

- .1 Additional Services will include surveying service, to provide a full survey for the entire site once buildings are demolished and the site has been rehabilitated. The

survey shall include the remaining utilities locations and the location where they are capped.

4 PROJECT PLANNING SERVICES

4.1 GENERAL REQUIREMENTS

- 4.1.1 The purpose of this stage is to ensure the consultant has reviewed and integrated all the project requirements, identified and evaluated conflicts or problems, provided alternative strategies, presented and received approval on a Project scope, delivery process, schedule and estimate required to deliver a cohesive quality project. This approved deliverable will become the Project Scope of Services and will be utilized throughout the project to guide the delivery.
- 4.1.2 The following list identifies those reports which are required for the project and must be produced/provided by the Consultant.
 - .1 Project Reports
 - .1 Interim Completion Report
 - .2 Cost and Scheduling Reports
 - .1 Implementation Strategy and Schedule Report
 - .2 Order of Magnitude (Class C and A) Cost Report

5 DESIGN SERVICES

5.1 GENERAL REQUIREMENTS

- 5.1.1 Based on the RFP prepared by the PCA Departmental Representative, the scope of services including analysis of Project Requirements and review of deliverables.
- 5.1.2 Obtain written authorization from the Departmental Representative before proceeding with the Final Decommissioning and Demolition Report.
- 5.1.3 Review and report on all aspects of the project requirements. The Consultant will further review and analyze all available program information, consult with PCA and Authorities having Jurisdiction, and deliver a comprehensive and integrated Pre-Design Report. This report will form the basis for the scope of work for the remainder of the project and will be utilized throughout the project to guide the project delivery.

5.2 ROLE OF PCA

- 5.2.1 PCA will:
 - .1 Provide all background reports and technical data;
 - .2 Provide functional program direction;
 - .3 Provide all available drawings and plans;
 - .4 Review and provide a quality assurance report on the consultant
 - .5 Review revisions and consultant rebuttal to the PCA quality assurance report;
 - .6 Review and Approve the detailed work breakdown structure for the project;
 - .7 Review and Approve the final Decommissioning and Demolition Report;
 - .9 Liaison with all other PCA staff on behalf of the consultant.
 - .10 Provide Archeological services – when required.

5.3 RESPONSIBILITIES OF THE CONSULTANT

- 5.3.1 The scope and activities shall include but are not limited to the following:

- .1 Administrative:
 - .1 Provide information and advice during the Project Start-up meetings;
 - .2 Outline the quality management process for the consultant;
 - .3 Confirm that all necessary documentation required for this project is available and confirm that all information is still current and up-to-date. Notify the Departmental Representative of any missing and /or out-of-date reports.
- .2 Regulatory Analysis:
 - .1 Review and analyze regulatory and statutory requirements;
 - .2 Identify and verify all authorities having jurisdiction over the project;
 - .3 Identify applicable codes, regulations and standards; and
 - .4 Other.
- .3 Program Analysis:
 - .1 Review and analyze all available reports, studies and data provided by PCA.
- .4 Site Analysis:
 - .1 Review and analyze all available reports, studies and data provided by PCA:
 - .1 Existing site conditions;
 - .2 Existing site plans;
 - .3 Subsurface reports (geotechnical);
 - .4 Surface reports (survey);
 - .5 Municipal infrastructure: Note any field investigations that will be required to verify and / or confirm existing site utilities and their capacities;
 - .6 Historical site features;
 - .7 Archaeological features;
 - .8 Hazardous Material Assessment;
 - .8 Environmental features, including sustainable design strategy (i.e. storm water), wild life and Environmental Impact Assessment;
 - .9 Prepare Site Analysis
- .5 Budget, Schedule and Risk Analysis:
 - .1 Review and analyze the project budget and schedule data, constraints and opportunities.
 - .2 Advise and recommend budget and schedule modifications and outline risk implications and mitigation strategies,
 - .3 Prepare Class C and A estimates;
 - .4 Prepare risk implications and mitigation strategies; and
 - .5 Prepare Budget, Schedule and Risk Analysis section.

5.4 DELIVERABLES

5.4.1 Decommissioning Plan for Tender

- .1 Prepare and submit an integrated Decommissioning and Demolition Plan for review and approval by the Departmental Representative.
- .2 Revise as required by the Departmental Representative and resubmit for acceptance.
- .3 The Plan will consolidate the "Service Requirements" identified above and will be utilized as the benchmark project control document to monitor progress of the project.

- .4 The Plan will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and approved throughout the project life cycle.

5.4.2 Decommissioning Plan Content - The Decommissioning Plan shall include but is not limited to the following:

- .1 Executive Summary,
- .2 The executive summary is intended to provide a précis of the Report and outline any recommendations requiring PCA approval,
- .3 Regulatory Analysis,
- .4 Program Analysis,
- .5 Prepare Waste Management Plan,
- .6 Site Analysis,
- .7 Stores Maintenance Building Decommissioning Plan,
- .8 Stores Maintenance Building Long Term Impact Analysis – 5 and 10 years,
- .9 Stores Maintenance Building requirements and risks to make operable in the future,
- .10 Budget, Schedule and Risk Analysis,
- .11 Class C and A Estimates to include all works,
- .12 Rebuttal to PCA Quality Assurance Report,
- .13 Prepare and submit a written response to all comments provided by PCA.

5.4.3 Demolition and Rehabilitation Plan for Tender

- .1 Prepare and submit an integrated Decommissioning and Demolition Plan for review and approval by the Departmental Representative.
- .2 Revise as required by the Departmental Representative and resubmit for acceptance.
- .3 The Plan will consolidate the “Service Requirements” identified above and will be utilized as the benchmark project control document to monitor progress of the project.
- .4 The Plan will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and approved throughout the project life cycle.

5.4.4 Demolition and Rehabilitation Plan Content - The Decommissioning Plan shall include but is not limited to the following:

- .1 Executive Summary,
- .2 The executive summary is intended to provide a précis of the Report and outline any recommendations requiring PCA approval,
- .3 Regulatory Analysis,
- .4 Program Analysis,
- .5 Prepare Waste Management Plan,
- .6 Site Analysis,
- .7 Stores Maintenance Building Hazardous Material Abatement Procedure,
- .8 Demolition Plan for thirteen buildings,
- .9 Site Rehabilitation Plan,
- .10 Budget, Schedule and Risk Analysis,
- .11 Class C and A Estimates to include all works,
- .12 Rebuttal to PCA Quality Assurance Report,
- .13 Prepare and submit a written response to all comments provided by PCA.

5.4.5 Interim Completion Report

- .1 Prepare and submit an integrated Decommissioning and Demolition Plan for review and approval by the Departmental Representative.
- .2 Revise as required by the Departmental Representative and resubmit for acceptance.

5.4.6 Interim Completion Report Content - Interim Completion Report shall include but is not limited to the following:

- .1 Executive Summary,
- .2 The executive summary is intended to provide a précis of the Report and provide a summary of the entire project,
- .3 Final survey drawing shall include utility locations and where they were capped,
- .4 Site Analysis,
- .5 Decommissioning Reports / Tests / Records,
- .6 Updated Decommissioning Plan,
- .7 Updated Demolishing and Rehabilitation Plan.

6 TENDER DOCUMENT SERVICES

6.1 GENERAL REQUIREMENTS

- 6.1.1 The objective of the Construction Document stage is to prepare tender ready documents, setting forth in detail all the requirements for the construction of the project along with a Class A cost estimate.
- 6.1.2 The Consultant must obtain written authorization from the Departmental Representative before proceeding with Construction Documents.

6.2 ROLE OF PCA

- 6.2.1 PCA will:
 - .1 Review and comment on each Consultant submission;
 - .2 Respond to questions from the Consultant as required,
 - .3 Review revisions and consultant rebuttal to the PCA quality assurance report;
 - .4 Formally accept documents ready for Tender.
 - .5 Liaison with all PCA staff.

6.2 RESPONSIBILITIES OF THE CONSULTANT

- 6.3.1 The Consultant Scope and activities shall include but are not limited to the following:
 - .1 Administrative:
 - .a Manage and provide information and advice during meetings;
 - .b Update quality management process for the consultant.
 - .2 Regulatory:
 - .a complete detailed code and regulations analysis;
 - .3 Scope and Activities:
 - .c Provide written response to all review comments and incorporate them into Construction Documents.
 - .d Confirm format of tender documents.
 - .e Clarify special procedures
 - .g Update the project schedule.

- .h Submit Class 'A' estimate.
- .4 Technical Meetings:
 - a. Production of tender documents will be reviewed during the meetings arranged by Departmental Representative and Consultant.
 - b. Representatives from PCA will be present as arranged by the Departmental Representative.
 - c. Consultant shall ensure that his staff and the sub-consultant representatives attend the technical meetings.
 - d. Consultant shall ensure all documents are coordinated with all sub-consultants and disciplines.
 - e. Consultant shall arrange for all necessary progress prints, data, product information etc.
 - f. Consultant shall prepare minutes of the meetings and distribute copies to all participants.
 - g. Prepare and submit a written response to the Departmental Representative, to all comments provided by PCA.

7 TENDERING SERVICES

7.1 GENERAL REQUIREMENTS

- 7.1.1 PCA will undertake public tendering of the Project.
- 7.1.2 The Consultant's original Construction Documents (signed and sealed) are used to issue to the Government Electronic System (Buyandsell.gc.ca) and/or to produce sets of prints required for tender call.
- 7.1.3 After printing, the originals are retained by PCA and the Consultant is provided with sets of prints as needed, for use by the Consultant during the tender and construction phases.

7.2 BIDDERS CONFERENCE

- 7.2.1 During the tender period, the Contracting Authority may, at the request of a potential offer or, arrange a Bidders Conference to clarify its requirements.
- 7.2.2 The Consultant with their Sub-Consultants and Specialist Consultants, must attend any tender meeting, mandatory site meeting.
- 7.2.3 Questions arising in such meetings will be answered by written addenda only, issued by the Contracting Authority.
- 7.2.4 All enquiries from bidders during the tender period shall be forwarded immediately to the Contracting Authority named on the front page of the Invitation to Tender, without providing any information to the inquirers. The Contracting Authority will obtain technical answers through the Departmental Representative and will publish both questions and answers to all bidders at the same time, and will issue clarifications without publication.

7.3 DOCUMENT INTERPRETATION

- 7.3.1 Provide the Departmental Representative with all information required by tenderers to fully interpret the Construction Documents, including sample boards, colour boards and other special reports.

7.4 ADDENDA

- 7.4.1 Addenda to Tender Documents are to be prepared, as required, by the Consultant and submitted to the Departmental Representative, then forwarded to Contracting Authority.
- 7.4.2 Addenda to Tender Documents are issued through the Contracting Authority to all recipients of the Tender Documents.

7.5 TENDER OPENING

- 7.5.1 Tenders are opened at the location stated in the advertisement.

7.6 PRICE NEGOTIATION

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

7.7 RE-TENDERING

- 7.7.1 If no satisfactory reduction can be negotiated with the low tenderer or if the desired price reduction entails significant changes in the scope of work or the character of the design, PCA may re-tender the Project.
- 7.7.2 If the Project has to be re-tendered, the Consultant shall provide advice and information to the Departmental Representative as how the re-tender should be done.
- 7.7.3 Consultant is not entitled to additional fee.

7.8 RE-WORK

- 7.8.1 Consultant shall revise or amend the Construction Documents to bring the cost of the work within the limits stipulated.
- 7.8.2 Consultant is not entitled to additional fee.

8 CONSTRUCTION ADMINISTRATION SERVICES

8.1 GENERAL

- 8.1.1 Review all contractor reports and documents.
- 8.1.2 Prepare and provide to the Departmental Representative, detailed drawings, clarification advice, Site Instructions, Contemplated Change Orders and Change Orders and other related consultant input documents.
- 8.1.3 Reply to Request for Information.

- 8.1.4 Review and accept quality / test reports.
- 8.1.5 Report on contractors maintaining specified quality and schedules, ensuring that contractors are monitoring delivery of critical materials and equipment.
- 8.1.6 Review and make recommendations on progress claims.
- 8.1.7 Issue interim and final deficiency reports.
- 8.1.8 Finalize project documentation and accounts.
- 8.1.9 Ensure compliance with Decommissioning; and Demolition Rehabilitation Plan.
- 8.1.10 Recommend the release of holdback upon satisfactory completion.
- 8.1.12 Issue interim and final certifications.

8.2 CONSTRUCTION SAFETY

- 8.2.1 All construction projects that are occupied by Federal employees during construction are subject to the Canada Occupational Safety and Health Act and Regulations and/or Provincial/Territorial Regulations - whichever is more restrictive.
- 8.2.2 Notify the Departmental Representative when the fire protection and suppression systems are decommissioned and/or become inoperable. Notify the Departmental Representative when remaining systems have been decommissioned and/or become inoperable.
- 8.2.3 Ensure the Contractor is mandated to comply with FCC 301 and 302 and by the Federal Fire Protection/Prevention Engineer.

8.3 PROJECT MEETINGS

- 8.3.1 The Consultant shall arrange meetings every two weeks or as deemed suitable, throughout the entire construction period, for representatives from:
 - .1 Stakeholders
 - .2 PCA in-house staff
 - .3 Prime Consultant
 - .4 Prime Consultant's Sub-Consultants and Specialist Consultants as determined by Departmental Representative.
 - .5 Contractor and their Consultants and Subcontractors.
- 8.3.2 The Consultant shall host project meetings via conference call.
- 8.3.3 The Consultant shall record the issues and decisions and prepare and distribute minutes to all attendees within two (2) working days of the meeting.
- 8.3.4 The Prime Consultant and their proposed Sub/Specialist Consultants, should be personally available to attend all construction meetings via conference call and respond to inquiries within one (1) working day of the Departmental Representative's request, from the date of the award of the Consultant agreement, until final inspection and turnover.

- 8.3.5 Review minutes for errors in fact, omissions or other discrepancies and report to the Departmental Representative.

8.4 PROJECT SCHEDULE

- 8.4.1 Immediately upon receipt of the Project Schedule from the Contractor, after Contract award, review and verify whether the schedule is reasonable and has all detailed components of work shown separately.
- 8.4.2 Provide review comments and advice to the Departmental Representative prior to the Consultant approving the project Schedule.
- 8.4.3 Assist the Contractor to avoid delays by providing timely reports and advice.
- 8.4.4 Keep accurate records of causes of delays.
- 8.4.5 Record all discrepancies and recommend remedial measures to the Departmental Representative.
- 8.4.6 Any request for Time Extensions shall be submitted to Department Representative who will forward to the Contracting officer. Only the Contracting officer may approve any request for Time Extensions.

8.5 BUDGET/FORECAST/CASH FLOW

- 8.5.1 Review the value of progress of work against the approved cost breakdown. When each trade is regularly reviewed against the Project Schedule and the cost breakdown, it quickly becomes apparent whether the Contractor is on budget and is generating the appropriate cash flow for the work.
- 8.5.2 Record all discrepancies and agreed remedial measures.
- 8.5.3 Provide project financial planning/advice to the Departmental Representative, including funding commitment for the government fiscal year.

8.6 CLARIFICATIONS DURING CONSTRUCTION

- 8.6.1 The Consultant must provide clarifications on Drawings and Specifications or site conditions, as required in order that the project not be delayed.
- 8.6.2 Record contractor's acknowledgment of receipt of all clarifications.
- 8.6.3 Verify and record whether an impact on cost or schedule may be expected and advise the Departmental Representative.
- 8.6.4 Provide to the Departmental Representative, any additional detail drawings, as and when required, to properly clarify or interpret the Contract documents, in a timely manner.

8.7 INSPECTIONS AND SITE REVIEW

- 8.7.1 Qualified personnel to review construction photos provided weekly by the contractor to verify compliance with Contract documents. These personnel must be fully knowledgeable with technical and administrative requirements of project.

- 8.7.2 Assess quality of work and identify, in writing to the Departmental Representative, all defects and deficiencies observed at time of review.
- 8.7.3 Any recommendations, clarifications or deficiency lists shall be issued in writing to the Departmental Representative, with a copy to the Contractor.
- 8.7.4 Keep the Departmental Representative informed of the progress and quality of the work and report any defects or deficiencies in the work observed in contractors photos.
- 8.7.5 The Contractor is responsible for recording any and all changes from the original Contract on a marked-up hard copy of drawings and then at the end of the project, check and verify the changes with the Sub-Contractors and after that forward to the Consultant. The Consultant is responsible for updating the drawing files and provides electronic version of the as-built Drawings and Specifications.
- 8.7.6 In the case of emergency where safety of persons or property is concerned, or Work is endangered by the actions of the Contractor or the elements, to safeguard the interests of PCA, the Consultant shall give immediate written notice to the Departmental Representative and to the Contractor of the possible hazard. The Consultant shall, if necessary, stop the work to protect the safety of the public, the workers or Crown property or give orders for remedial work, and contact the Departmental Representative immediately for further instruction.
- 8.7.7 The Consultant shall not: authorize deviations from the Contract documents; enter into the area of the responsibility of the Contractor's Field Superintendent; stop the work unless convinced that an emergency exists as noted above; authorize any payments.

8.8 CONSTRUCTION CHANGES

- 8.8.1 The Consultant does NOT have authority to change the scope of Work or the price of the Contract. Approved Change Orders must be issued to cover all changes, including those NOT affecting the cost of the project, such as schedule, substitutions, etc.
- 8.8.2 The Consultant must prepare Contemplated Change Notices (CCNs), review quotations associated with Change Orders (CO's). This includes monitoring and recording the progress of CCN's and CO's. Where Work must proceed pending issue of a Change Order, the Consultant must record time and materials expended.
- 8.8.3 Proposed changes that affect cost or design or otherwise alter the terms of the Contract must be accepted and approved by the Departmental Representative to process. Upon approval from the Departmental Representative, quotations must be obtained from the Contractor in detail. Prices are then reviewed and recommendations forwarded to the Departmental Representative.
- 8.8.4 The Departmental Representative will then forward the CCN to Contracting Authority to issue the COs to the Contractor, with a copy to Consultant.
- 8.8.5 The practice of "tradeoffs" is not allowed.

8.9 CONTRACTOR'S PROGRESS PAYMENTS

8.9.1 The Consultant must determine the amounts owing to the Contractor based on the progress of the work and certify payments to the Contractor.

8.9.2 The Consultant must review and sign designated government forms and promptly forward claims to the Departmental Representative for processing. Obtain the following information from the Contractor and submit with each progress claim:
.1 Updated schedule of the progress of work

8.10 PAYMENT FOR MATERIALS ON SITE

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

8.10.2 Material must be stored in a secure place and protected from weather as designated by the Departmental Representative.

8.11 TESTING

8.11.1 Prior to tender, the Consultant must provide the Departmental Representative with a recommended list of tests to be undertaken which is to be included in the Contract specifications.

8.11.2 Prepare a list of allowance for the tests in the specifications, identify with a detail breakdown of the types of testing and amount.

8.11.3 The Consultant shall proposed testing agency to Departmental Representative for approval prior to arrange for the testing agency's services. Arrange testing, distribute test reports, and coordinate with Contractor etc. for the test.

8.11.4 The Consultant must review all test reports and take necessary action with Contractor when work fails to comply with contract requirements. The Departmental Representative must be immediately notified when test fails to meet project requirements and when corrective work will affect the schedule.

8.12 INTERIM COMPLETION

8.12.1 The Contractor shall propose the site review when the project is at Interim Completion stage and provide a list of deficiencies prior to the site review.

8.12.2 The Contractor shall arrange for an Interim on Site Review with the Departmental Representative, PCA representatives, stakeholders, Consultants and major sub-contractors for the site review.

8.12.3 Consultants will prepare an Interim Completion report and a list of deficiencies. Upon reviewing the report, satisfy that the Work complies with Contract requirements and confirming the value of remaining work, Consultants will recommend the acceptance of Interim Completion by signing the Interim Certificate.

8.12.4 When PCA is also satisfied that the construction work is substantially complete, they will also co-sign and issue the Interim Certificate of Completion to the Contractor; provided that the Work remaining to be done under the contract is, in the opinion of the Departmental Representative, capable of completion or correction at a cost of not more than:

- .1 3% of the first \$500,000, and
- .2 2% of the next \$500,000, and
- .3 1% of the balance of the value of the contract at the time this cost is calculated.

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

- .1 Interim Certificate of Completion (Government form),
- .2 Interim Site Review report and Acceptance,
- .3 Progress Claim including holdback amount to be released,
- .4 Cost Breakdown for the Fixed Price Contract and the cost for the remaining Work,
- .5 Cost Breakdown for Unit and/or Combined Price Contract,
- .6 Project Schedule for the remaining Work,
- .7 Statutory Declaration for Interim Certificate of Completion, and
- .8 Worker's Compensation Board Clearance Certificate.

8.12.6 The Consultant must verify that all items are correctly stated and ensure that completed documents and any supporting invoices/documents are given to the Departmental Representative for processing.

8.13 FINAL COMPLETION

8.13.1 The Contractor shall inform Department Representative when satisfied that all work under the Contract has been completed, including all deficiency items listed during the Interim Inspection.

8.13.2 The Contractor shall arrange for the Final Site Review with the Departmental Representative, PCA representatives and stakeholders.

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

- .1 Final Certificate of Completion (Government form),
- .2 Final Site Review report and Acceptance,
- .3 Progress Claim including holdback amount to be released,
- .4 Cost Breakdown for Fixed Price Contract,
- .5 Cost Breakdown for Unit and/or Combined Price Contract,
- .6 Statutory Declaration for Final Certificate of Completion,
- .7 Worker's Compensation Clearance Certificate
- .8 Trades' Certificates as appropriate
- .9 Occupancy permit.

8.13.4 The Consultant must verify that all items are correctly stated and ensure that completed documents and any supporting invoices/documents are given to the Departmental Representative for processing.

8.13.5 The Consultant shall continue to monitor the situation and communicate with the Departmental Representative to ensure that he/she is aware of any deficiency work being delayed beyond reasonable time frames.

9 POST CONSTRUCTION SERVICES

9.1 RECORD (AS-BUILT) DRAWINGS AND SPECIFICATIONS

- 9.1.1 Consultant must produce as-built drawings for all deviations in construction from the original Contract drawings, including as-built information, changes shown on Post-Contract Drawings, changes resulting from Change Orders or from on Site Instructions.
- 9.1.2 Include final survey drawing and Real Property Report in the as-built record. The final survey drawing shall include utility locations and where they were capped.
- 9.1.3 Check and verify all as-built records for completeness and accuracy prior to submitting to the Departmental Representative.

9.2 CLOSEOUT DOCUMENTS

- 9.2.1 Print project name, project number, project address, building number, contractor's name and contact information on all page.
- 9.2.2 Include a complete set of as-builts.
- 9.2.3 Include an updated copy of the Interim Completion Report.

10 PROJECT ADMINISTRATION REQUIREMENTS

10.1 PROJECT MANAGEMENT

- 10.1.1 The Departmental Representative assigned to the project is the Project Manager unless noted otherwise.
- 10.1.2 The Departmental Representative is directly concerned with the project and is responsible for its progress. The Departmental Representative is the liaison officer with the Consultant, PCA, stakeholders and Contractor.
- 10.1.3 Unless stated otherwise by the Departmental Representative, the Consultant obtains all Federal and Provincial/Territorial requirements, permits and approvals necessary for the work.

10.2 LINES OF COMMUNICATION

- 10.2.1 Unless otherwise requested by the Departmental Representative, the Consultant shall communicate with the Departmental Representative only.
- 10.2.2 During Construction Tender stage, Contracting Authority conducts all correspondence with bidders and award the Contract with the assistance from Departmental Representative (with recommendation from Consultant).
- 10.2.3 During construction stage, Departmental Representative (with recommendation from Consultant) shall submit the CCN with Contractor's quote to Contracting Authority who will issue the Change Orders.

10.3 MEDIA

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

10.4 GENERAL DELIVERABLES

10.4.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, one (1) copy shall be provided in electronic PDF format and three (3) hard copies shall be provided to the Departmental Representative. The Survey Plan required at Interim Completion shall be provided in AutoCAD format as well as one (1) copy in electronic PDF format and three (3) hard copies to the Departmental Representative.

10.4.2 Deliverable submissions including, but not limited to the following:

Document	Deliverable format
.1 Written reports and studies:	Microsoft Word, Excel & PowerPoint
.2 Spreadsheets and budgets:	Microsoft Word, Excel & PowerPoint
.3 Presentations:	Microsoft Word, Excel & PowerPoint
.4 Schedules	Adobe PDF
.5 Drawings:	AutoCAD and Adobe PDF
.6 Specifications:	NMS Editable
.7 Web	Adobe PDF
.8 Internet	HTML, Macromedia Flash
.9 Alternatively, the Consultant may submit the work in pdf format. Except final drawings at any stage and record drawings must be in AutoCAD and PDF formats.	
.10 All drawings will be generated and distributed in the format using layering and file transfer protocols as prescribed in Standards and Procedures.	

10.5 ACCEPTANCE OF CONSULTANT DELIVERABLES

10.5.1 While Departmental Representative acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles Departmental Representative to review the Consultant's work.

10.5.2 Consultant must obtain Departmental Representative approval at each Project stages. Departmental Representative reserves the right to reject undesirable or unsatisfactory Consultant's work.

10.5.3 Acceptances indicate that, based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the project and compliance with the terms and conditions of the Contract.

10.5.4 Departmental Representative acceptances do not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If progressive design development or technical investigation reveals that earlier acceptances should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

10.6 COORDINATION WITH SUB-CONSULTANTS

10.6.1 The Consultant shall:

- .1 Throughout all phases of the project, assume responsibility for coordinating the work of any sub-consultants and specialists retained by the Consultant or by the Departmental Representative.

- .2 Ensure clear, accurate and ongoing communication of design concept, budget, scheduling issues (including changes) and all project information are provided to the sub-consultants and specialists in a timely manner.
- .3 Coordinate input for the Departmental Representative's Risk Management Plan.
- .4 Coordinate the Quality Assurance process ensuring submissions of sub-consultants and specialists are complete and signed-off by the designated senior reviewer,
- .5 Ensure Sub-consultants and specialists provide adequate site review services at critical time. Attend all required meetings and attend site meetings while they coincide with site reviews.

10.7 PROJECT RESPONSE TIME

- 10.7.1 Key personnel of the consultant and sub-consultants or specialist firms must be personally available to attend meetings or respond to inquiries via conference call within one (1) working day.

10.8 DESIGN MEETINGS

- 10.8.1 The Consultant shall schedule meetings generally every two weeks throughout the design and tendering stages of the project, for representatives from:
 - .1 Departmental Representative,
 - .2 Parks Canada Agency representatives,
 - .3 stakeholders,
 - .4 Consultants.
- 10.8.2 Meetings will be by conference calls. Allow 2 site meetings for the prime consultant at initiation stage and for Interim Completion.
- 10.8.3 The Consultant shall:
 - .1 Attend the meetings via conference call,
 - .2 Record the issues and decisions,
 - .3 Prepare and distribute minutes within 48 hours of the meeting.
- 10.8.4 Standing agenda items shall include: schedule, cost, risk, quality, health and safety, sustainable, environmental, ecology, site specific and project specific issues.
- 10.8.5 On occasion, there may be urgent, problem-solving meetings. The Consultant must be available to attend such meetings via conference call within 24 hours' notice.

10.9 CONSTRUCTION MEETINGS

- 10.9.1 The Consultant shall arrange meetings generally every two weeks throughout the construction period, for representatives from:
 - .1 Departmental Representative,
 - .2 Parks Canada Agency representatives,
 - .3 stakeholders,
 - .4 Consultants,
 - .5 Contractor,
 - .6 major sub-trades.
- 10.9.2 Meetings will be held via conference calls.
- 10.9.3 The Consultant shall:
 - .1 Attend meetings via conference call,
 - .2 Record the issues and decisions, and

- .3 Prepare and distribute minutes within 48 hours of the meeting.
- 10.9.4 Standing agenda items shall include: schedule, project progress, cost, changes, risk, quality, health and safety, sustainable, environmental, ecology, site specific and project specific issues.
- 10.9.5 On occasion, there may be urgent, problem-solving meetings. The Consultant must be available to attend such meetings within 24 hours' notice.

10.10 QUALITY ASSURANCE / VALUE FOR MONEY REVIEWS

- 10.10.1 In concert with the Integrated Design process, Departmental Representative will conduct Value Architecture/Engineering for Money/Quality Assurance reviews on design and construction documents prepared by the Consultants. Consultants and sub-consultants must respond in writing to Departmental Representative's comments, in a timely manner and will be held accountable for delays if proper and timely responses do not occur.
- 10.10.2 Departmental Representative reviews are not intended as a check against errors or omissions contained within the documents submitted. Consultants are responsible for checking and correcting any such errors or omissions prior to submission, and regardless of any review comments by Departmental Representative.

11 PROJECT PARTICIPANTS

11.1 FEDERAL PROJECT TEAM

- 11.1.1 The Federal Project Team includes:
 - .1 Project Leader who represents the Owner (PCA), identifies requirements and initiates projects, develops requirements in both functional and operational terms, obtain approvals and funding and participates in the selection of consultants.
 - .2 Departmental Representative who is assigned by the Project Leader and is responsible for the day-to-day management of the project. The Departmental Representative will be the Consultant's single point of contact for all project requests.
 - .3 PCA representatives. There may be numerous representatives involved in the project. These representatives will be responsible for functional issues on the project, related to their respective organizations.

12 SUBMISSIONS, REVIEW AND APPROVAL PROCESS

12.1 SUBMISSIONS:

- 12.1.1 Provide all required submissions, either to, or as identified by the Departmental Representative.
- 12.1.2 Provide drafts for all reports to the Departmental Representative for review at the appropriate stages.
- 12.1.3 Provide tender ready documents to the Departmental Representative.

12.2 PCA DESIGN REVIEW COMMITTEE

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

12.2.2 The Departmental Representative will schedule review sessions for the Decommissioning and Demolition Report and tender documents.

12.3 OTHER AUTHORITIES HAVING JURISDICTION

12.3.1 Although the Federal Government does not formally recognize jurisdictions at other levels of government, voluntary compliance with the requirements of these other levels of government is a requirement.

12.3.2 Codes, regulations, by laws and decisions of Authorities Having Jurisdiction will be observed. In cases of conflicts, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.

12.3.3 PCA will voluntarily comply with the applicable provincial/territorial Occupational Health and Safety Acts and Regulations, in addition to the related Canada Occupational Safety and Health Acts and Regulations.