



# Service proposal for the Correctional Service Canada's Directory of Consulting Architects

The Correctional Service of Canada (CSC) would like to know your interest in being part of the CSC Directory of Consulting Architects, for a maximum period of four (4) years. This directory would allow the identified architects firms to receive, on a rotating basis, an Open Agreement or a Contract for architectural consultant services in various fields. The maximum period of each Open Agreement will be two (2) years or up to \$ 34 790.17 (applicable taxes excluded). Regarding contracts, the duration varies according to the schedule of work established by the project manager.

This Open Agreement/ Contract will allow CSC project managers to obtain services such as plans, specifications, field review and several other services as defined on page 2. Firms will be selected based on locations they have indicated in their service proposal. For further information on CSC's expectations, please contact Gabrielle St-Hilaire Castonguay, Acting Contracting and Procurement Regional Officer at the following e-mail address: [Gabrielle.St-Hilaire.Castonguay@csc-scc.gc.ca](mailto:Gabrielle.St-Hilaire.Castonguay@csc-scc.gc.ca).

**The directory will be effective by December 15<sup>th</sup>, 2018**

Upon deposit of the service proposal:

- Provide the Procurement Business Number: PBN ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca))
- Provide proof of Commercial General Liability Insurance of at least \$2 million;
- The service proposal must be signed by an authorized officer from the firm who will serve as a contact person for all business dealings with the CSC.

If you are interested in being part of "**CSC's Directory of Consulting Architects**", please send this completed form at the following e-mail address: [GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA](mailto:GEN-QUE307SOUMISSIONS@CSC-SCC.GC.CA) (limit of 10MB) or at :

Correctional Service of Canada  
C/O CSC's Directory of Consulting-Architects / Manon Paulin  
Ref. : 21301-19-2952777  
250 Montée St-François  
Laval, Quebec H7C 1S5

CSC will accept Service proposal from architectural firms until **January 31<sup>st</sup>, 2019.**

**Please take note that the mandate awards will be based upon the first offers received within the respective commodity and city.**

Firm's name	
Family name, given name of the authorized officer :	
Address:	
Telephone:	
E-mail:	
PBN:	

**Description of required services:**

In anticipation of various construction and/or consultancy projects, the Consultant must provide the CSC one or more of the following professional services:

Meet with the departmental representatives and prepare a needs analysis;  
Conduct the necessary surveys and analyze the data;  
Produce a budget estimate;  
Produce a work schedule;  
Prepare the plans and specifications;  
Define the concepts with recommendations based on the mandate;  
Participate in the bidding process (visit/answer technical questions during the bidding process/write addenda, as needed);  
Carry out partial supervision of the installation work (the number of visits can vary according to the mandate);  
Participate in worksite meetings;  
Write specialized reports;  
Prepare reports;  
Review shop drawings;  
Participate in acceptance testing.

**Please indicate the unit(s), complex(es) and/or institution(s) you are interested in serving:**

See the Web site for each institution's address: <http://www.csc-scc.gc.ca/institutions/001002-0001-eng.shtml>

- Laval Complex: Regional Services Centre, Correctional Learning and Development Centre and Federal Training Centre (600 and 6099 Sites).
- Community Correctional Centers (CCC) : Ogilvy, Sherbrooke, Martineau, Hochelaga and Laferrière.
- Sainte-Anne-des-Plaines Complex : Regional Reception Centre (RRC), Archambault minimum and Archambault medium.
- Donnacona Institution et Marcel-Caron CCC (Quebec).
- Joliette Institution.
- La Macaza Institution.
- Cowansville Institution.
- Drummond Institution.
- Port-Cartier Institution.

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**Note:** Neither the travel time and costs nor living expenses will be reimbursed for the locations selected above.

**Security Assessment:**

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.

Contractor personnel shall submit to a verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

Security conditions may also be required at the company level, depending on the nature of the project.

**Certification**

We,....., certify that all architects who we will appoint to CSC projects are members of the "Ordre des architectes du Québec".

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Authorized officer's signature

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Date