

Appendix A Checklist for the Submission of Construction Documents

Date: September 10, 2018	
Project Title: OPMPC Building – Elevator Cab Refurbishment	Project Location: 80 Wellington Street, Ottawa (ONT)
Project Number: PSPC project no. R.090841.420	Contract Number:
Consultant's Name: Mercier Pfalzgraf Architectes Inc.	PWGSC Departmental Representative Chestney Grant
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 checked="" type="checkbox"/>	

Drawings\Design			
Item	Verified by	Explanations	Action By
1 Index			
1a The index shows a complete listing of drawing titles and numbers.	M.P.		
2 Title Blocks			
2a The title block is as per the <i>PWGSC National CADD Standard</i> .	M.P.		
3 Units			
3a All units of measure are metric.	M.P.		
4 Trade Names			
4a Trade names are not used.	M.P.		
5 Specification Notes			
5a There are no specification-type notes.	M.P.		
6 Terminology			
6a The term “Departmental Representative” is used instead of “Engineer,” “PWGSC,” “Owner,” “Consultant,” or “Architect.”	M.P.		
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.	M.P.		
7 Information to be included			
7a The project quantities, configurations, dimensions, and construction details are included.	M.P.		
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.	M.P.		

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.	M.P.		
8b Constructability review of design has been performed.	M.P.		
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.	M.P.		

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

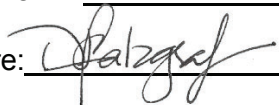
Specifications			
Item	Verified by	Explanations	Action by
7c Non-restrictive, non-trade name “prescription” or “performance” specifications are used throughout.	M.P.		
7d The term “Acceptable Manufacturers” is not used.	M.P.		
7e No sole sourcing has been used.	M.P.		
7f If sole sourcing has been used,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

Specifications			
Item	Verified by	Explanations	Action by
15 Contracting Issues			
15a Contracting issues do not appear in the specifications.	M.P.		
15b Division 00 of the NMS is not used except 00 01 07 (Seals Page) and 00 01 10 (Table of Contents).	M.P.		
16 Quality Assurance			
16a There are no specification clauses with square brackets “[]” or lines “—” indicating that the document is incomplete or missing information.	M.P.		
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.	M.P.		

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: Martine Pfalzgraf

Firm name: Mercier Pfalzgraf architectes Inc.

Signature:  Date: December 3th, 2018