



C. ARTICLES OF AGREEMENT  
C1. DEPARTMENTAL REPRESENTATIVE

[Departmental Representative address]  
Information to be provided at contract award.

**DRAFT**

**Services Contract**

Between

**Her Majesty the Queen in right of Canada**  
(referred to herein as "Her Majesty")  
represented by the Minister of Foreign Affairs  
(referred to herein as the "Minister")

and

[contractor address]  
(referred to herein as the "Contractor")

for

Performance of the Work described in  
Appendix "A" – Statement of Work.

<b>C2. TITLE</b> Chancery - Building Condition Reports, Tokyo, Japan										
<b>C3. CONTRACT PERIOD</b> Start:		End:								
<b>C4. CONTRACT NUMBER</b>	<b>C5. PROJECT NUMBER</b> F-TOKYO-103	<b>C6. DATE</b>								
<b>C7. CONTRACT DOCUMENTS</b> 1. These Articles of Agreement 2. Supplementary Conditions (Section "I") 3. General Conditions (Section "II") 4. Statement of Work 5. The Request for Proposals 6. The Contractor's Proposal 7. Security Requirements Checklist 8. Phase 1 - Level 2 BCR detailed requirements In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.										
<b>C8. CONTRACT AMOUNT</b> Her Majesty shall pay the Contractor an upset amount of <b>XX</b> in Canadian dollars, as follows:										
<table border="1"> <thead> <tr> <th>Milestone</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Phase 1 – Upon completion of the Level 2 Building Condition Report</td> <td>\$0.00</td> </tr> <tr> <td>Phase 2 – Upon completion of the Options Analysis Report</td> <td>Upset of \$</td> </tr> <tr> <td>Phase 3 – Completion of the Level 3 Investigations Reports</td> <td>Upset of \$</td> </tr> </tbody> </table>			Milestone	Amount	Phase 1 – Upon completion of the Level 2 Building Condition Report	\$0.00	Phase 2 – Upon completion of the Options Analysis Report	Upset of \$	Phase 3 – Completion of the Level 3 Investigations Reports	Upset of \$
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Phase 2 – Upon completion of the Options Analysis Report	Upset of \$									
Phase 3 – Completion of the Level 3 Investigations Reports	Upset of \$									
All Amounts are in Canadian dollars and exclusive of taxes										
<b>C9. INVOICES</b> Two (2) copies are to be sent to Departmental Representative showing: a. the amount of the progress payment being claimed for Services satisfactorily performed; b. the amount for any tax (including VAT) calculated in accordance with the applicable legislation; c. the date; d. the name and address of the consignee; e. description of the Work performed; f. the project name; and g. the contract number.										
<b>C10. GOVERNING LAWS</b> Laws in force in Ontario, Canada										
<b>FOR THE CONTRACTOR</b>		Corporate Seal								
_____	_____									
<b>Signature</b>	<b>Date</b>									
_____	_____									
<b>Print Name and Capacity</b>										
<b>FOR THE MINISTER</b>										
_____	_____									
<b>Signature</b>	<b>Date</b>									
_____	_____									
<b>Print Name and Capacity</b>										

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**SECTION "I" – SUPPLEMENTARY CONDITIONS****SC1. Security Requirements**

No security requirements.

**SC2. Definitions**

The following words or phrases have the corresponding meaning:

**"Applicable Taxes":**

The Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

**"Proponent Team":**

The team of consultants, specialists and sub-consultants, including the Proponent, proposed by the Proponent to perform the services required.

**"Key Personnel":**

Staff of the Proponent, sub-consultants and specialists proposed to be assigned to this project.

**"Price Rating":**

A rating assigned to the price component of a proposal and subsequently used to establish a Price Score for inclusion as a percentage of the total score to be established following the evaluation and rating of technical proposals.

**"Proponent":**

"Proponent" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a proposal to provide services related to this Request for Proposal. It does not include the parent, subsidiaries or other affiliates of the Proponent, or its sub-consultants.

**"Technical Rating":**

A rating assigned to the technical component of a proposal in the selection procedure and subsequently used to establish a Technical Score for inclusion as a percentage of the total score.

**SC3. Contract Structure**

Phased 1 is the initial Contract.

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the Statement of work of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option for Phase 2 and Phase 3 at any time before the expiry of the Contract by sending a written notice to the Contractor.

**SC4. Licensing Requirements**

- 4.1. Proponent team members and key personnel shall engage and work with licensed consultants in Japan, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Japanese law in the area of the work.
- 4.2. By virtue of submission of a proposal, the Proponent certifies that the Proponent's team and key personnel are in compliance with the requirements above. The Proponent acknowledges that DFATD reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

**SC5. Insurance Requirements**

- 5.1. The successful Proponent shall be required to obtain and maintain Professional Liability and Comprehensive General insurance coverage of \$1 million CAD.
- 5.2. No insurance requirement stipulated in the Request for Proposal documents should be construed as limiting any insurance required by federal, provincial or municipal law. Neither should it limit any coverage which the successful Proponent and other members of the Proponent team may consider to be necessary for their own protection or to fulfill their obligations.
- 5.3. By virtue of submission of a proposal, the Proponent certifies that the Proponent and the other members of the Proponent team as may be applicable are capable of obtaining, and will obtain and maintain liability insurance in accordance with the requirements set out in the proposal documents.

**SC6. Status and Availability of Resources**

The Proponent certifies that, should it be issued a contract as a result of the Request for Proposal, every individual proposed in its proposal will be available to perform the Services resulting from the contract as required by Canada's representatives and at the time specified in a Request for Proposal or agreed to with Canada's representatives. If the Proponent is unable to provide the services of an individual named in its proposal, the Proponent may propose a substitute with at least the same qualifications and experience. The Proponent must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement for Canada's approval in its sole discretion.

**SC7. Language Requirements**

Communication between Canada and the Proponent shall be in either English or French, but not Japanese. This language, once confirmed by the Proponent, shall be deemed to be the language of the Proponent's proposal.

**SC8. Disbursements**

- 8.1 The following costs shall be included in the fees required to deliver the proponent services and shall not be reimbursed separately;
  - (a) reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Request for Proposal;
  - (b) standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Proponent's main office and branch offices or between the Proponent's offices and other team members offices;
  - (c) courier and delivery charges for deliverables specified in the Request for Proposal;
  - (d) plotting;
  - (e) presentation material;
  - (f) parking fees;
  - (g) taxi charges;
  - (h) travel time;
  - (i) travel expenses; and
  - (j) local project office; and

- (k) all electronic transfer fees or hosting fees need to be added here for data management.
- 8.2 The following disbursements reasonably incurred by the Proponent, that are related to the Services and approved by the Departmental Representative, shall be reimbursed to the Proponent at actual cost:
- (a) transportation costs for material samples and models additional and related to optional phases 2 and 3;
  - (b) project related travel and accommodation additional and related to optional phases 2 and 3 shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?dlabel=travel-voyage&lang=eng&did=10&merge=2>), and
  - (c) other disbursements additional and related to optional phases 2 and 3.
- 8.3 Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Proponent's business. The amounts payable, shall not exceed the amount entered in the Request for Proposal, without the prior authorization of the Departmental Representative.

## SECTION "II" – GENERAL CONDITIONS

**GC1 INTERPRETATION**

- 1.1** In the present Contract,
- 1.1.1** "Contract" an agreement between the Her Majesty and a Contractor for the acquisition by, or provision to, Canada of good(s) and/or services;
- 1.1.2** "invention" means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement in any art, process, machine, manufacture or composition of matter;
- 1.1.3** "Minister" means Minister of Foreign Affairs and any person duly authorized to act on behalf of the Minister.
- 1.1.4** "Work", unless otherwise expressed in the Contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor's obligations under the contract;
- 1.1.5** "Departmental Representative" means the officer or employee of Her Majesty who is designated by the Articles of Agreement and includes a person authorized by the Departmental Representative to perform any of the Departmental Representative's functions under the Contract. A Departmental representative may from time to time act as a technical authority;
- 1.1.6** "Technical Authority" (also sometimes referred to as "Project Authority"): Canada's agent in charge of inspecting the accuracy of any aspects of the Work as described in the Statement of Work.
- 1.1.7** "Days" means continuous calendar days, including weekends and statutory public holidays.
- 1.1.8** The headings used in these general conditions are inserted for convenience of reference only and shall not affect their interpretation; and
- 1.1.9** In the Contract, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter.

**GC2 INFORMATICS SECURITY**

- 2.1** In accordance with the departmental informatics security policy, all diskettes, whether software or data must be scanned for viruses. The approval of the Information Management & Technology Bureau / SXD must be obtained prior to loading any software, computer programs or data onto any departmental computer.
- 2.2** Non-compliance with this requirement could result in your organization being excluded from consideration for future work contracted by Foreign Affairs, Trade and Development Canada.

**GC3 SUCCESSORS AND ASSIGNS**

- 3.1** The Contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

**GC4 ASSIGNMENT**

- 4.1** The Contract shall not be assigned in whole or in part by the Contractor without the prior written consent

of the Minister, and any assignment made without that consent is void and of no effect.

- 4.2** No assignment of the Contract shall relieve the Contractor from any obligation under the Contract or impose any liability upon Her Majesty or the Minister unless otherwise agreed to in writing by the Minister.

**GC5 TIME OF THE ESSENCE**

- 5.1** Time is of the essence of the Contract.
- 5.2** Any delay by the Contractor in performing the Contractor's obligations under the Contract which is caused by an event beyond the control of the Contractor, and which could not have been foreseen and could not have been avoided by the Contractor by means reasonably available to the Contractor, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of Her Majesty, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and unusually severe weather.
- 5.3** The Contractor shall give notice to the Minister immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the Work affected by the delay. When requested to do so by the Contracting Authority, the Contractor shall deliver a description in a form satisfactory to the Minister, of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavour to prevent any further delay. Upon approval in writing by the Minister of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay. Any additional costs caused by the delay shall be supported by the Contractor.
- 5.4** Unless the Contractor complies with the notice requirements set forth in the Contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 5.5** Notwithstanding that the Contractor has complied with the requirements of GC5.3, Her Majesty may exercise any right of termination contained in GC8.

**GC6 INDEMNIFICATION**

- 6.1** The Contractor shall indemnify and save harmless Her Majesty and the Minister from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any wilful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants or agents in performing the Work or as a result of the Work. Any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work-in-process or finished Work furnished to, or in

- respect of which any payment has been made by Canada.
- 6.2** The Contractor shall indemnify Her Majesty and the Minister from all costs, charges and expenses whatsoever that Her Majesty sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the Contract, and in respect of the use of or disposal by Her Majesty of anything furnished pursuant to the Contract.
- 6.3** The Contractor's liability to indemnify or reimburse Her Majesty under the Contract shall not affect or prejudice Her Majesty from exercising any other rights under law.
- 6.4** The Contractor acknowledges that he is not an employee, servant or agent of Her Majesty and will not represent or hold himself out to third parties in that capacity. To the extent that any third party, in reliance upon representations by the Contractor, considers the Contractor to be an agent or employee of the Minister, the Contractor agrees to indemnify the Minister for any loss or damages and costs occasioned thereby by such third party.
- GC7 NOTICES**
- 7.1** Any notice, request, direction, consent, decision, or other communication that is required to be given or made by either party pursuant to this Contract, shall be in writing, and shall be deemed to have been effectively given when:
- 7.1.1** served personally to either the Departmental Representative or the Consultant's Representative (as the case may be), on the day it is delivered; or
- 7.1.2** forwarded by registered mail, on the day the postal receipt is acknowledged by the other party; or
- 7.1.3** forwarded by facsimile or other electronic means of transmission, three (3) days after it was transmitted.
- 7.2** The address of either party, or the person authorized to receive notices, may be changed by notice in the manner set out in this provision.
- GC8 TERMINATION OR SUSPENSION**
- 8.1** The Minister may, by giving notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed. The Contractor shall proceed to complete parts of the Work not affected by the termination notice. Additional notices for different parts of the Contract may be given subsequently.
- 8.2** All Work completed by the Contractor to the satisfaction of Her Majesty before the giving of such notice shall be paid for by Her Majesty in accordance with the provisions of the Contract.
- 8.3** All Work not completed before the giving of such notice shall be paid by Her Majesty to the Contractor on the following terms:
- 8.3.1** the amount of any capital expenditures actually incurred only if they were specifically authorized under the Contract or approved in writing by the Minister for the purpose of the Contract, less any depreciation in respect thereof already taken into account in determining Cost, to the extent that the capital expenditures are properly apportionable to the performance of the Contract;
- 8.3.2** all Costs of and incidental to the termination of the Work or part thereof, including the Cost of cancellation of obligations incurred by the Contractor with respect to the terminated Work or part thereof; but not including the cost of severance payments or damages to employees whose services are no longer required by reason of the termination;
- 8.3.3** where Her Majesty pays for costs for inventory under GC8, this inventory shall vest with Her Majesty.
- 8.4** Payment and reimbursement under the provisions of GC8 shall be made only to the extent that it is established to the satisfaction of the Minister that the costs and expenses were actually incurred by the Contractor and that the same are fair and reasonable and are properly attributable to the termination or suspension of the Work or the party thereof so terminated.
- 8.5** The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract amount applicable to the work or the particular part thereof.
- 8.6** The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the Minister under the provisions of GC8 except as expressly provided therein.
- GC9 TERMINATION DUE TO DEFAULT OF CONTRACTOR**
- 9.1** Her Majesty may, by notice to the Contractor, terminate the whole or any part of the Work if:
- 9.1.1** the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or
- 9.1.2** the Contractor fails to perform any of the Contractor's obligations under the Contract, or, in the Minister's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2** In the event that Her Majesty terminates the Work in whole or in part under GC9.1, Her Majesty may arrange, upon such terms and conditions and in such manner as Her Majesty deems appropriate, for the Work to be completed that was so terminated, and the Contractor shall be liable to Her Majesty for any excess costs relating to the completion of the Work.
- 9.3** Upon termination of the Work under GC9.1, the Minister may require the Contractor to deliver and transfer title to Her Majesty, in the manner and to the extent directed by the Minister, any finished Work which has not been delivered and accepted prior to such termination and any materials or work-in-

process which the Contractor has specifically acquired or produced for the fulfilment of the Contract. Her Majesty shall pay the Contractor for all such finished Work delivered pursuant to such direction and accepted by Her Majesty, the cost to the Contractor of such finished Work plus the proportionate part of any fee fixed by the said Contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or Work-in-process delivered to Her Majesty pursuant to such direction. Her Majesty may withhold from the amounts due to the Contractor such sums as the Minister determines to be necessary to protect Her Majesty against excess costs for the completion of the Work.

- 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the Contract, exceeds the contract amount applicable to the work or the particular part thereof.
- 9.5 If, after the Minister issues a notice of termination under GC9.1, it is determined by the Minister that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

#### **GC10 APPROPRIATION**

- 10.1 In accordance with Section 40 of the Canadian Financial Administration Act, payment under the Contract is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in course of payment.

#### **GC11 MEMBERS OF THE CANADIAN HOUSE OF COMMONS**

- 11.1 No member of the Canadian House of Commons shall be admitted to any share or part of this Contract or to any benefit to arise therefrom.

#### **GC12 ACCOUNTS AND AUDIT**

- 12.1 The Contractor shall keep proper accounts and records of the cost to the Contractor of the Work and of all expenditures or commitments made by the Contractor in connection therewith, and shall keep all invoices, receipts and vouchers relating thereto. The Contractor shall not, without the prior written consent of the Minister, dispose of any such accounts, records, invoices, receipts or vouchers until the expiration of six (6) years after final payment under this Contract, or until the settlement of all outstanding claims and disputes, whichever is later.
- 12.2 All such accounts and records as well as any invoices, receipts and vouchers shall at all times during the retention period referred to in GC12.1 be open to audit, inspection and examination by the authorized representatives of the Minister, who may make copies and take extracts thereof. The Contractor shall provide all facilities for such audits and inspections and shall furnish all such information as the representatives of the Minister may from time to time require with respect to such accounts, records, invoices, receipts and vouchers.

#### **GC13 CONFLICT OF INTEREST**

- 13.1 The Contractor declares that the Contractor has no interest in the business of any third party that would cause a conflict of interest or seem to cause a Conflict of Interest in carrying out the Work. Should such an interest be acquired during the life of the Contract, the Contractor shall declare it immediately in writing to the Departmental Representative.
- 13.2 It is a term of this Contract that no individual, for whom the post-employment provisions of the Canadian Conflict of Interest and Post-Employment Code for Public Office holders or the Conflict of Interest and Post-Employment Code for the Public Service apply, shall derive a direct benefit from this Contract unless that individual is in compliance with the applicable post-employment provisions.

#### **GC14 CONTRACTOR STATUS**

- 14.1 This is a Contract for the performance of a service and the Contractor is engaged under the Contract as an independent Contractor for the purpose(s) of delivering a good or goods and/or providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the Contract as an employee, servant or agent of Her Majesty. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or Income Tax.

#### **GC15 WARRANTY**

- 15.1 Notwithstanding inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision implied or imposed by law, the Contractor warrants that, for a period of twelve (12) months from the date of delivery, or if acceptance takes place on a later date, the date of acceptance, or for such other period as may be specified in the written agreement between the Parties, the Work shall be free from all defects in design, materials or workmanship, and shall conform with the requirements of the Contract, provided that with respect to Government Property, the Contractor's warranty shall extend only to its proper incorporation into the Work. In addition, the Contractor has the obligation to respect any other warranty provided for by law.
- 15.2 In the event of a defect or non-conformance in any part of the Work during the warranty period defined in GC15.1 and GC15.5, the Contractor, at the request of the Minister to do so, shall as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.
- 15.3 The Work or any part thereof found to be defective or non-conforming shall be returned to the Contractor's plant for replacement, repair or making good; provided that, when in the opinion of the Minister it is not expedient to remove the Work from its location, the Contractor shall carry out any

- necessary repair or making good of the Work at that location, and to the extent the defect does not occur during the warranty period, shall be paid the fair and reasonable Cost (including reasonable traveling and living expenses) incurred in so doing, with no allowance therein by way of profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant.
- 15.4** Canada shall pay the transportation cost associated with returning any Work or part thereof to the Contractor's plant pursuant to GC15.3, and the Contractor shall pay the transportation cost associated with forwarding the replacement or returning the Work or part thereof when rectified to the delivery point specified in the Contract, or such lesser cost as may be required to transport the Work or part thereof to another location directed by the Technical Authority.
- 15.5** The warranty period set out in GC15.1 shall be extended by the duration of any period or periods during the life of the warranty, including any such extension, in which the Work is unavailable for use or cannot be used because of a defect or non-conformance referred to in this section, less the duration of any delay by Canada in informing the Contractor of the defect or non-conformance or in returning the Work or part thereof to the Contractor's plant. Upon returning the Work or part remaining, including any such extension.
- 15.6** The warranties set out in GC15.1 shall apply to any part of the Work repaired, replaced or otherwise made good pursuant to GC15.2, for the greater of:
- 15.6.1** the warranty period remaining under GC15.5, or
- 15.6.2** ninety (90) days or such other period as may be specified for that purpose in the written agreement between the Parties.
- 15.7** All of the provisions of GC15.2 to GC15.6 inclusive apply, with such minimum changes as the context may require, to any such part of the Work that is found during that period to be defective or not in conformance with the Contract.
- GC16 AMENDMENTS AND WAIVERS**
- 16.1** No design change, modification to the Work, or amendment to the Contract shall be binding unless it is incorporated into the Contract by written amendment or design change memorandum executed by the authorized representatives of the Minister and of the Contractor.
- 16.2** While the Contractor may discuss any proposed changes or modifications to the scope of the Work with the Technical Authority, Canada shall not be liable for the cost of any such change or modification until it has been incorporated into the Contract in accordance with GC16.1.
- 16.3** No waiver shall be valid, binding or affect the rights of the Parties unless it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.
- 16.4** The waiver by a Party of a breach of any term or condition of the Contract shall not prevent the enforcement of that term or condition by that Party in the case of a subsequent breach, and shall not be deemed or construed a waiver of any subsequent breach.
- GC17 ENTIRE AGREEMENT**
- 17.1** The Contract constitutes the entire agreement between the parties with respect to the subject matter of the Contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the Contract.
- GC18 OFFICIAL LANGUAGE**
- 18.1** In accordance with the Official Languages Act, any survey, questionnaire, report or other forms may be required to be conducted and prepared in both Official Languages at the discretion of the Departmental Representative.
- GC19 CONFIDENTIAL INFORMATION**
- 19.1** Any information of a character confidential to the affairs of Her Majesty to which the Contractor, or any officer, servant or agent of the Contractor becomes privy as a result of the Work to be performed under this Contract, shall be treated as confidential, during as well as after the performance of the said services.
- 19.2** All persons working through Foreign Affairs, Trade and Development Canada on a contract basis must sign a declaration of secrecy, and consent to be cleared through a security check to the level designated for the work assignment. Rights to access Foreign Affairs, Trade and Development Canada premises and material shall cease with the termination of the Contract.
- GC20 PAYMENT**
- 20.1** Payments under this Contract except advance payments, shall be conditional upon performance, completion and delivery of the Work, or any part of the Work to the satisfaction of the Minister but subject to the submission to the Departmental Representative of a claim for payment.
- 20.2** Subject to Parliamentary appropriation of funds and to GC20.1, payment by the Minister for the Work shall be made:
- 20.2.1** in the case of an advance payment, within thirty (30) days of the signing of this Contract by both parties or within thirty (30) days of receipt of an invoice requesting payment, whichever is later,
- 20.2.2** in the case of progress payment, within thirty (30) days following the date of receipt of a duly completed work or progress report or within thirty (30) days of receipt of an invoice requesting payment, whichever is later, and
- 20.2.3** in the case of a final payment, within thirty (30) days following the date of receipt of the completed work or within thirty (30) days or receipt of an invoice requesting payment whichever is later.
- 20.3** For purposes of this Contract, a full day is any period of seven and one half (7.5) hours within any twenty-four (24) hour period.
- 20.4** If the Contractor is engaged in the performance of the work for any period that exceeds or is less than a full day, the Contractor will be paid a pro-rata portion of the firm daily rate that corresponds to the number



- of hours during which the Contractor was so engaged.
- 20.5** If Her Majesty has any objections to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt, She shall notify the Contractor of the nature of the objection. "Form of the invoice" means an invoice which contains or is accompanied by such substantiating documentation as Her Majesty requires. Failure by Her Majesty to act within fifteen (15) days only result in the date specified in GC20.1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.
- 20.6** Notwithstanding any other provision of the Contract, no payment shall be made to the Contractor unless and until, with respect to all parts of the Work in respect of which payment is claimed, the Contractor, where required to do so, establishes to the satisfaction of the Minister that such parts of the Work will be free from all claims, liens, attachments, charges or encumbrances.
- GC21 INTEREST ON OVERDUE ACCOUNTS**
- 21.1** For the purposes of this section:
- 21.1.1** "Average Rate" means the simple arithmetic mean of the Canadian Bank Rates in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made, where the "Bank Rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association.
- 21.1.2** "date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable;
- 21.1.3** an amount is "due and payable" when it is due and payable by Canada to the Contractor in accordance with the terms of the Contract; and
- 21.1.4** an amount becomes "overdue" when it is unpaid on the first day following the day upon which it is due and payable.
- 21.1.5** Canada shall be liable to pay to the Contractor simple interest at the Average Rate plus three percent (3%) per annum on any amount that is overdue, from the date such amount becomes overdue until the day prior to the date of payment, inclusive. Interest shall be paid without notice from the Contractor.
- 21.1.6** Canada shall not be liable to pay interest in accordance with this clause if Canada is not responsible for the delay in paying the Contractor.
- 21.1.7** Canada shall not be liable to pay interest on overdue advance payments.
- GC22 GOODS AND SERVICES TAX / HARMONIZED SALES TAX (GST/HST) VAT OR OTHER LEGAL TAXES**
- 22.1** All prices and amounts of money in the Contract are exclusive of GST, HST, VAT or other legal taxes as applicable, unless otherwise indicated. The Goods and Services Tax (GST) or Harmonized Sales Tax (HST), Value Added Tax (VAT) or other legal taxes, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 22.2** The estimated GST, HST, VAT or other legal taxes is included in the total estimated cost. GST, HST, VAT, or other legal taxes to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST, HST, VAT or other legal taxes does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to the appropriate Government Agency any amounts of GST, HST, VAT or other legal taxes paid or due.
- GC23 INCAPACITY TO CONTRACT WITH GOVERNMENT**
- 23.1** The Contractor certifies that the Contractor, including the contractor's officers, agents and employees, has not been convicted of an offence under the following provisions of the Criminal Code:
- 23.1.1** Section 121, Frauds upon the Government;
- 23.1.2** Section 124, Selling or Purchasing Office; or
- 23.1.3** Section 418, Selling Defective Stores to Her Majesty;  
(Subsection 750(3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- GC24 CERTIFICATION - CONTINGENCY FEES**
- 24.1** The Contractor certifies that it has not directly or indirectly paid or agreed to pay any covenants that it will not directly or indirectly pay a contingency fee for the solicitation, negotiation or obtaining of this Contract to any person other than an employee acting in the normal course of the employee's duties.
- 24.2** All accounts and records pertaining to payments of fees or other compensation for the solicitation, obtaining or negotiation of the Contract shall be subject to the Accounts and Audit provision of the Contract.
- 24.3** If the Contractor certifies falsely under this section or is in default of the obligations contained therein, the Minister may either terminate this Contract for default or recover from the Contractor by way of reduction to the Contract Price or otherwise the full amount of the contingency fee.
- 24.4** In this section:
- 24.4.1** "contingency fee" means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining a Government Contract or negotiating the whole or any part of its terms.
- 24.4.2** "employee" means a person with whom the Contractor has an employer/employee relationship.
- 24.4.3** "person" includes an individual or group of individuals, a corporation, a partnership, an organization and an association and, without restricting the generality of the foregoing, includes an individual who is required to file a return with the registrar pursuant to section 5 of the Lobbyist Registration Act R.S. 1985 c.44 (4th supplement) as the same may be amended from time to time.

**GC25 PROVINCIAL SALES TAX**

25.1 The property and/or services ordered/purchased hereby are for the use of, and are being purchased by Foreign Affairs, Trade and Development Canada with Crown funds, and are therefore not subject to visible Provincial Sales Tax.

**GC26 INTERNATIONAL SANCTIONS**

26.1 From time to time, in compliance with United Nations obligations or other international agreements, Canada imposes restrictions on trade, financial transactions or other dealings with a foreign country or its nationals. These sanctions may be implemented by regulation under the United Nations Act (UNA), R.S.C. 1985, c. U-2, the Special Economic Measures Act (SEMA), S.C. 1992, c. 17, or the Export and Import Permits Act (EIPA), R.S.C. 1985, c. E-19. The Contractor agrees that it will, in the performance of the Contract, comply with any such regulations that are in force on the effective date of the Contract, and will require such compliance by its first-tier subcontractors.

26.2 The Contractor agrees that Canada relies on the Contractor's undertaking in GC26.1 to enter into the Contract, and that any breach of the undertaking shall entitle Canada to terminate the Contract under the provisions of the Contract relating to default by the Contractor, and therefore to recover damages from the Contractor, including recprocurement costs arising out of such a termination.

26.3 The countries or groups currently subject to Canadian Economic Sanctions are listed on the Foreign Affairs, Trade and Development Canada site:

<http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

26.4 Canada will use reasonable efforts to make the text of any such regulations available on its electronic bulletin board on a reasonably current basis by way of assistance to the Contractor, but the Contractor agrees that only the text as published in the Canada Gazette, Part II, is authoritative, and the Contractor waives any claim against Canada, the Minister, or their employees or agents for any costs, loss, or damage whatever that results from the Contractor's reliance on the text of a regulation as reproduced on the electronic bulletin board.

26.5 If the Contract is concluded prior to the imposition of a sanction as described in GC26.1, Her Majesty reserves the right to terminate the Contract in accordance with GC8.

**GC27 STATUS AND REPLACEMENT OF PERSONNEL**

27.1 If at any time during the period of the Contract the Contractor is unable to provide the services of any person who must perform the Work in the Contract, it shall immediately provide a replacement person with similar qualifications and experience. The Contractor shall, as soon as possible, give notice to the Minister of:

- 27.1.1 the reason for the removal of the person from the Work;
- 27.1.2 the name, qualifications and experience of the proposed replacement person; and
- 27.1.3 proof that the person has the required security clearance granted by Canada, if applicable.

27.2 The Minister may order the removal from the Work of any such replacement person and the Contractor shall immediately remove the person from the Work and shall, in accordance with GC27.1, secure a further replacement.

27.3 The fact that the Minister does not order the removal of a replacement person from the Work shall not relieve the Contractor from its responsibility to meet the requirements of the Contract.

27.4 If the Contractor intends to use any person in fulfillment of this Contract who is or who is not an employee of the Contractor, the Contractor hereby warrants that such a person is under no restrictive covenants in relation to a constraint of trade that would prevent the person from fulfilling his or her services in relation to the work and, the Contractor has written permission from the person or (the employer of such a person) to propose the services of the person in relation to the work to be performed in fulfillment of this Contract.

**GC28 NO BRIBE**

The Contractor represents and covenants that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.

**GC29 SEVERABILITY**

29.1 If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provision shall be severed from the Contract and all other provisions of the Contract shall remain in full force and effect.

**GC30 COPYRIGHT**

30.1 In this section,

30.1.1 "Material" includes anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists, but does not include computer programs and related software documentation;

30.1.2 "Moral Rights" has the same meaning as in the Copyright Act, R.S.C. 1985, c. C-42.

30.2 Copyright in the Material shall vest in Canada and the Contractor shall incorporate in all Material the copyright symbol and the following notice:

30.3 HER MAJESTY THE QUEEN IN RIGHT OF CANADA (year)

30.4 At the completion of the Contract, or at such other time as the Contractor or the Minister may require, the Contractor shall fully and promptly disclose to the Minister all Material created or developed under the Contract.

30.5 Where copyright in any Material vests in Canada under the Contract, the Contractor shall execute such conveyances and other documents relating to title or copyright as the Minister may require.

30.6 The Contractor shall not use, copy, divulge or publish any Material except as it is necessary to perform the Contract.

30.7 At the request of the Minister, the Contractor shall provide to Canada, at the completion of the Work, or at such other time as the Minister may require, a written permanent waiver of Moral Rights, in a form acceptable to the Minister, from every author that contributed to the Material.

30.8 If the Contractor is the author of the Material, the Contractor hereby permanently waives the Contractor's Moral Rights in respect of the Material.

**GC31 COMPLIANCE WITH NETWORK ACCEPTABLE USE POLICY**

31.1 The Contractor must at all times during the performance of the Work comply with the Policy on the Use of the DFAIT Electronic Networks. A Contractor who does not abide by the terms and conditions of the policy may be subject to termination of the Contract as per GC8.

**GC32 HANDLING OF PERSONAL INFORMATION**

32.1 The Contractor acknowledges that DFAIT is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract. All such personal information is the property of Foreign Affairs, Trade and Development Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Foreign Affairs, Trade and Development Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Foreign Affairs, Trade and Development Canada, the

Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

**GC33 LANGUAGE**

33.1 The language of communication between Her Majesty and the Contractor shall be English or French.

**GC34 PROACTIVE DISCLOSURE**

34.1 The Government of Canada is committed to publicly disclose all contracts entered into it for amounts over \$10,000, with only very limited exceptions such as national security. These requirements cover the procurement contracts for goods and services. It is a term of this Contract that information contained in it in relation to the following data elements - vendor name, reference number, contract date, description of Work, contract period or delivery date, contract value - will be gathered, and posted on the departmental Intranet site <http://www.fac-acc.gc.ca/department/disclosure/menu-en.asp>. Information that would normally be withheld under the Access to Information Act and Privacy Act will not appear on that website. This "public disclosure" is intended to ensure that contract information is collected and presented consistently across government and in a manner that promotes transparency and facilitates public access.

**GC35 HEALTH AND SAFETY**

35.1 The Contractor shall ensure, in fulfilling its contractual obligations under this Contract, that its employees and agents are appropriately equipped with all safety clothing and equipment required to perform the Work.

The Contractor shall further ensure that its employees and agents adhere to and follow all applicable health and safety regulations, standards and procedures in force in the jurisdiction and have been trained and will use all mandatory safety equipment imposed by local law when completing the Work under this Contract.

## APPENDIX “A” – STATEMENT OF WORK (SOW)

### 1. CLIENT / INTENDED USER

Her Majesty the Queen in Right of Canada, as represented by Department of Foreign Affairs, Trade and Development Canada (DFATD) is the client.

### 2. CONTEXT

Place Canada Embassy compound in Japan (Chancery, Official Residence, Canada Court) was constructed in 1991, valued in 2008 at JPY 8,600,000,000 (est. CAD \$111,542,000) and is currently operated via a complex arrangement (“the Master Agreement”) among Canada, investors, a developer, a trustee, and a property manager (Mitsubishi UFJ Trust Bank with Shimizu Incorporated).

Canada currently owns the Chancery portion (52.5% of the building) under condominium title and the remaining 47.5% of the building (“the Surplus Portion”) is being rented out. Canada will take possession of the surplus portion in 2021, the terms of which have been agreed to by all parties. The rental agreements will be terminated by March 2021. As of July 2018, 30% of the Chancery portion is empty (15.75%) This will leave the entire structure approximately 60% vacant as of March 2021.

In Tokyo, Canada owns the official residence and a complex of staff quarters located on the compound known as Canada Court as well as two additional off-site compounds known as Azuba and Aoyama. Canada is in the process of selling a compound known as Motoyoyogu.

A feasibility study is under development with an aggressive target for completion of October 2019. This feasibility study must provide a detailed evaluation of the options related to the future of the portfolio in order to ensure the optimal solution to meet Canada’s property needs in Tokyo for the foreseeable future.

The **Chancery** was designed in the 1980s by Canadian architect Raymond Moriyama. It was constructed under a P3 arrangement and opened on Aoyama Avenue, in Minato-ku, Tokyo in 1991. The building has a total of 36,318 m<sup>2</sup> gross space. The official address is Akasaka 7-chome, Minato-ku. The Chancery is housed on the upper levels of the building while the lower above-grade levels house commercial rental tenants. The building is now 27 years into its life span and therefore, upon the termination of the Master Agreement in 2021, the building will be due for a major midlife upgrade/refit, including seismic and security upgrades. The property is situated directly across from imperial grounds in the Minato-Ku district of Tokyo; this fact – along with the 1979 shade legislation - places strict limitations on the built height and volume of potential structures on the property. Lot 167-1 and 167-2 are freehold. The leasehold of lot 167-2 is registered by Mitsubishi Trust Bank K.K.; the leasehold on lot 167-2 is entrusted by Mitsubishi Trust Bank into Trust Beneficiary interest until 28 March 2021 when the ownership will revert to Canada.

The space within the chancery is designated as follows:

• Chancery operations	7,864 m <sup>2</sup>
• Chancery Representational space	4,275 m <sup>2</sup>
• Space under Partner’s operations	13,993 m <sup>2</sup>
• Building services	8,626 m <sup>2</sup>
• Parking	1,560 m <sup>2</sup>
<b>Total</b>	<b>36,318 m<sup>2</sup></b>

The distribution and segregation of base building systems have different patterns. For example, the distribution system is one system for the full compound.

The last condition assessment (Building Condition Report) was done in the year 2018. Given the requirement for detailed sort and long-term cost data, there needs to be a wholesome approach to these investigations in establishing the new baseline document. Assessments for the purposes of strategic decision making is usually done every 5 years.

Site conditions, which may influence this project, include the following which are not limited to:

- Compliance with the Japan Building Standard Law and all supplementary documents;
- The Occupational Safety and Health Law of Japan;

- Any Health & Safety Acts, and Regulations;
- The requirements of Canada Occupational Safety and Health Regulations;
- The Canada Labour Code.

### 3. SCOPE OF WORK

DFATD is inviting consulting firms with Architectural or Engineering expertise to submit proposals for a single contract. The selected Proponent shall provide a range of services as identified in this Statement of Work (SOW) for the project at the designated location. Proponents shall be eligible and willing to work with licensed consultants in Japan because of the majority of the base building system information and all computerized building management system and reports will be provided in Japanese.

DFATD requires the Contractor to be responsible for the provision of the following services for three (3) phases as follows:

- a. The first phase would include the provision of a **Chancery - Building Condition Report Level-2** to establish a Baseline document. A Level-2 Building Condition Report is to set a good baseline document with detailed technical and financial information for the Asset by completing the Required Services as adjusted with specific notations to provide nuances to the specific activity identified. The report will be used to generate analysis of all viable options for the portfolio redevelopment for the Place Canada Embassy compound, and
- b. The optional second phase would include the provision of advisory services in support of the development of an **options analysis** involving the analysis of major system impact of two fit-up options in-situ.
- c. The optional third phase would include the provision of **selected level 3 investigations** should some base building systems be deemed in urgent needs of repairs and/or are cause of concerns following the completion of Phase 1 Level 2 report. Based on the required package of work and a comprehensive review of the site and building systems, the proponent shall submit to DFTAD any findings for the need to implement additional studies (level 3), and all associated costs. DFATD will select the most cost effective & prudent decision as it relates to the critical assessment of the Asset. DFATD will confirm the need to pursue additional studies (level 3), the Proponent will be formally instructed to implement and deliver the assessment document inclusive of all level 3 studies identified.

The required services would include informed advice in the fields of:

- a. Mechanical Engineering
- b. Electrical Engineering
- c. Structural Engineering
- d. Architectural Consulting
- e. Quantity Surveyor Consulting
- f. Administration support

DFTAD acknowledges that the delivery of the provided scope of work is somewhat aggressive for the required level of information. However, the documented report will directly support and the subsequent presentation to Treasury Board to meet the end date of the Master Agreement facilitating the reversion of the ground lease and transfer of title to Canada.

The Proponent must therefore plan for the required workforce to meet these timelines with the expectation that there will not be room for approved delays by the client. The Building is to be reviewed for an overall Building Condition Assessment so that future decisions can be taken with an understanding of the full impact relative to all events planned in the Life Cycle.

### 4. PROJECT ADMINISTRATION

The following administrative requirements apply during all phases of project delivery and will be or applicable to the contract.

#### 4.1 Coordination with DFATD and PSPC

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

The Project Manager is directly concerned with the project and responsible for its progress. The Project Manager is the liaison between the Proponent and DFATD.

DFATD will administer the contract and Public Services and Procurement Canada (PSPC) Project Manager will manage the project and exercises continuing control over the Proponent's services during all phases of development.

Unless directed otherwise by the Project Manager, the Proponent shall obtain all Federal requirements and approvals necessary for the work.

The Proponent shall:

1. Carry out services in accordance with approved documents and directions given by the Project Manager.
2. Ensure all communications carry the DFATD's Project Title, Project Number and File Number.
3. Advise the Project Manager of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. Detail the extent and reasons for the changes and obtain written approval before proceeding.

#### **4.2. Coordination with Sub-Consultants**

The Proponent shall throughout all stages of the Project, coordinate and assume responsibility for the timely delivery of all services of all and any Sub-Consultants and specialists retained by the Proponent.

The Proponent shall:

- (a) notify the Departmental Representative of any other sub-consultants with whom the Proponent intends to enter into agreements for part of the Services and, on request, provide details of the terms, and Services to be performed under the said agreements and the qualifications and names of the personnel of the Sub-Consultants proposed to be employed;
- (b) include in any agreements entered into with sub-consultants such provisions of this Request for Proposal as they apply to the Sub-Consultants' responsibilities; and
- (c) upon written notice by a Sub-Consultant, with whom the Proponent has a direct contract, inform the Sub-Consultant of the Proponent's obligations to the Sub-Consultant under this Request for Proposal.

The Departmental Representative may object to any Sub-Consultant within six (6) days of receipt of notification and, on notification of such objection, the Proponent shall not enter into the intended agreement with the Sub-Consultant.

Neither an agreement with a Sub-Consultant nor the Departmental Representative's consent to such an agreement by the Proponent shall be construed as relieving the Proponent from any obligation under this Request for Proposal, or as imposing any liability upon Canada.

#### **4.4. Lines of Communication**

The Proponent shall correspond only with the Project Manager, at times and in the manner dictated by the Project Manager. The Proponent shall not communicate with client departments unless so authorized in writing by the Project Manager.

#### **4.5. Media**

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

#### **4.6. Meetings**

The Proponent will attend all meetings at the request of the Departmental Representative. These meetings will include all meetings with DFATD representatives and consultants.

The Proponent should plan for a minimum of one weekly meeting during the full scope of the project. These meetings will be held in Ottawa, Canada, either in person or using videoconference or teleconference capabilities.

Unless otherwise stated and/or approved by the Project manager, travel is not authorized to attend the weekly meetings.

#### 4.7. Project Response Time

The Proponent shall be personally available to attend meetings and respond to inquiries within seven (7) business day of request, from the date of the award of the Proponent contract until delivery of the final documents or files.

For Access to the Site and Security Requirements, The proponent shall pre-arrange dates & times for site access at least one (1) month in advance and shall follow the following procedures:

- Requests for visits will be made to the PSPC Departmental Representative who in turn will advise the designated project officer at DFATD. A jointly co-ordinated visit will be made with the GAC property manager on site. All visits may be interrupted or re-scheduled if there are unforeseen concurring activities at the chancery.
- A security clearance will not be required as the client will handle site access escorting.
- For general access while at the site, the proponent will be required to conduct site related work Monday to Friday between the established working hours provided from DFATD project officer. All other access times will be determined by consultation with the PSPC departmental representative and from DFATD project officer.

#### 4.8. Standard of Care

In performing the services, the Proponent shall 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 the services at the time when and the location in which the Services are provided.

#### 4.9. Time Schedule

The Proponent shall:

- a. submit in a timely manner to the Departmental Representative, for approval, a time schedule for the Services to be performed, in detail appropriate to the size and complexity of the Project, and in a format as requested by the Departmental Representative;
- b. adhere to the approved time schedule and, if changes in the approved time schedule become necessary, indicate the extent of, and the reasons for such changes, and obtain the approval of the Departmental Representative.

#### 4.10. Project Information, Decisions, Acceptances, Approvals

The Departmental Representative shall provide, in a timely manner, project information, written decisions and instructions, including acceptances and approvals relating to the Services provided by the Proponent.

No acceptance or approval by the Departmental Representative, whether expressed or implied, shall be deemed to relieve the Proponent of the professional or technical responsibility for the Services provided by the Proponent.

#### 4.11. Changes in Services

The Proponent shall:

- (a) 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
- (b) prior to commencing such changes, advise the Departmental Representative of any known and anticipated effects of the changes on the Construction Cost Estimate, Proponent fees, Project Schedule, and other matters concerning the Project.

#### 4.12. Codes, By-Laws, Licences, Permits

The Proponent shall comply with all statutes, codes, regulations and by-laws applicable for building system operations.

For the optional phase 2, the Proponent must where necessary, review the building system operations with those public authorities having jurisdiction in order that the consents, approvals, licences and permits required for the project may be applied for and obtained.

#### 4.13. Provision of Staff

The Proponent shall, on request, submit to the Departmental Representative for approval, the names, addresses, qualifications, experience and proposed roles of all persons, including principals, to be employed by the Proponent to provide the Services identified in the Request for Proposal and, on request, submit any subsequent changes to the Departmental Representative for approval.

### 5. PHASE 1 - LEVEL 2 BCR - PROJECT REQUIREMENTS

The Contractor is responsible for performing the required Level 2 BCR shall be completed as per the specifics of the document ‘Phase 1 – Level 2 BCR detailed Requirements.’

As part of the assessment, the Proponent shall obtain relevant asset information by attending the initial meetings planned with the PSPC Project Manager, the designated project officer at DFATD and other departmental stakeholders to provide relevant input. Discussions should be limited to information related to technical deficiencies and areas of perceived improvement to the building performance. This technical input is imperative to the success of the Chancery assessment.

### 6. DELIVERABLES AND TIMELINES

Different services are required under this contract, each with different deliverables. The language of the report will be English and the copyright of the reports is to rest with Her Majesty the Queen in Right of Canada.

The services are as follows:

- a) Phase 1 – Chancery Building Condition Report – Level 2 BCR – fixed price.
  - i. DFATD requires five (5) copies of the final reports, as well as one electronic version (in Word or PowerPoint formats, Adobe Acrobat “PDF” version, inclusive of all information and signatures in the bound copies).
  - ii. DFATD will require the download of Level 2 BCR information into its authorized VFA Tokyo portfolio the details are provided into the SOW.
- b) Phase 2 (Optional) – **Options Analysis** will entail hourly-based services associated with:
  - i. Attendance at meetings at the Chancery in Tokyo, either in person or by videoconference.
  - ii. Provision of information via e-mails to the Project Director or assigned representative in Tokyo.
  - iii. The language of all correspondences will be English.
  - iv. Phase 2 will start on the completion of the rough data report, at 16 weeks from contract award with a pre-final report due at 27 weeks and a final report due at 31 weeks.
  - v. DFATD requires two (2) copies of the final reports, as well as one electronic version (in Word or PowerPoint formats, Adobe Acrobat “PDF” version, inclusive of all information and signatures in the bound copies). AutoCad versions could be submitted through Canada’s database site.
- c) Phase 3 (Optional) – **Selected Level 3 investigations** – will entail hourly-based services associated with:
  - i. Attendance at meetings at the Chancery in Tokyo, either in person or by videoconference,
  - ii. Provision of information via e-mails to the Project Director or assigned representative in Tokyo, and
  - iii. The language of all correspondences will be English
  - iv. Phase 3 will start on the completion of 25 weeks from contract award with a pre-final report(s) due at 30 weeks and 1 a final report due at 35 weeks, or as negotiated by the two parties if more than one study is required, and
  - v. DFATD requires two (2) copies of the final reports, as well as one electronic version (in Word or PowerPoint formats, Adobe Acrobat “PDF” version, inclusive of all information and signatures in the bound copies). AutoCad versions could be submitted through Canada’s database site.



**7. DFATD DOCUMENTATION**

Past conditions reports, as-built drawings, system reports or studies will be made available, but may not be available in English or electronically. These will be shared through a shared database with the Contractor upon award of contract.