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Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.E.)  
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Bid Fax: (902) 496-5016**

## Comments - Commentaires

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
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Halifax  
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<b>Title - Sujet</b> SA - ARCHITECTURE AND ID	
<b>Solicitation No. - N° de l'invitation</b> E0225-152290/D	<b>Date</b> 2019-09-03
<b>Client Reference No. - N° de référence du client</b> E0225-15-2290	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWA-203-5929
<b>File No. - N° de dossier</b> PWA-5-74017 (203)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-10-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacDonald (PWA), Isabelle	<b>Buyer Id - Id de l'acheteur</b> pwa203
<b>Telephone No. - N° de téléphone</b> (902)403-9839 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 1713 BEDFORD ROW HALIFAX NOVA SCOTIA B3J3C9 Canada	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: Voir aux présentes**

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

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## REFRESH

### Request for Supply Arrangement

This is a request to solicit bids for Supply Arrangements (SAs) for the provision of Architectural and Interior Design Services in the Atlantic Region.

Suppliers capable of meeting the requirement of this solicitation are invited to submit an arrangement.

This document also allows suppliers who were issued an SA under the last solicitation to submit arrangements against additional Specialty Services.

Qualified suppliers that received a Supply Arrangement (SA) under **RFSA E0225-152290/A, E0225-152290/B or E0225-152290/C** are not obligated to respond to this Refresh RFSA.

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## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement, the Basis of Payment and any other annexes.

### 1.2 Summary

Public Works and Government Services Canada requires the provision of Architecture and Interior Design services for projects in the following locations in Atlantic Canada: Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador. Any locations subject to any of the Comprehensive Land Claim Agreements are excluded from the Supply Arrangement.

#### Existing Supply Arrangement Holders

This document allows existing SA Holders to submit arrangement to enable them to qualify for Additional Service Services and/or additional geographic locations for which they currently do not have a supply arrangement. SA Holders are only permitted to qualify for a maximum of three Service Streams.

Existing supply arrangement holders are not required to re-qualify for any service streams for which they already have a supply arrangement although they must otherwise comply with the new requirements of the refresh solicitation.

This Architecture and Interior Design Supply Arrangement includes six (6) Service Streams overall.

- A1: Architecture - Very Low Complexity / Risk
- A2: Architecture – Low Complexity / Risk
- A3: Architecture - Medium Complexity / Risk
- A4: Architecture – High Complexity / Risk
- ID1 Interior Design – Lower Complexity / Risk

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## ID2Interior Design – Higher Complexity / Risk

Suppliers must identify the geographic area(s) in which they propose to provide services. Suppliers are also requested to indicate at least one to a maximum of three Service Stream(s) for which they wish to qualify. Suppliers are only required to submit one arrangement regardless of their number of proposed Service Streams. Suppliers may propose a maximum of three out of six streams of service. Suppliers may choose one or more geographic regions.

There is no maximum to the number of Supply Arrangements that may be issued as result of this RFSA.

The Supply Arrangements will remain valid for a period of seven years or until such time as Canada no longer considers it advantageous to use them. The period for awarding contracts under the Supply Arrangement begins on the start date of the Supply Arrangement.

There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the North American Free Trade Agreement (NAFTA).

### 1.3 Security Requirements

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Suppliers are informed that there is a strong possibility that some solicitations against the Supply Arrangement might require that the consultants and their personnel possess a Facility Security Clearance (FSC) at the SECRET level issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).

Should the successful suppliers not have the level of security indicated above, PWGSC shall sponsor the successful suppliers so CISD can initiate procedures for security clearance. CISD, by letter, shall forward documentation to the successful suppliers for completion.

Suppliers desiring sponsorship should so indicate in their covering letter with their proposal.

Successful supplier(s) issued a Supply Arrangement as a result of this RFSA, not possessing the required security clearance at time of a solicitation, will be bypassed in the selection process as detailed in Part 6B. For all bid solicitations against this supply arrangement (RFSA Part 6C) that contain a security /requirement, it will be mandatory to meet the security requirements at the time of bid closing.

Suppliers are informed that there is a possibility that solicitations for certain government departments (e.g. RCMP and Correctional Services Canada (CSC)) will require their personnel to undergo additional security measures, including but not limited to a security standard screening process.

Note: There are multiple levels of personnel security screening associated with these solicitations.

### 1.4 Debriefings

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Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

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## 1.5 Use of an e-Procurement Solution (EPS)

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Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

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## 1.6 Key Terms

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### "New Supplier"

a supplier that was not issued an SA under solicitation E0225-152290/A

### "Existing Supplier or SA Holder"

a supplier that was issued an SA under solicitation E0225-152290/A

### "Refresh Solicitation"

A solicitation that allows existing and new suppliers to provide arrangement to qualify and existing suppliers to provide arrangement to qualify for more services throughout the entire period of the Supply Arrangement. Existing suppliers are not required to provide and arrangement in order to continue to provide the services in their qualified specialty services.

### "Supplier" (RFSA stage)

the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

### "Supplier" (SA stage)

means the person or entity whose name appears on the Supply Arrangement and who has become a pre-qualified supplier and been issued a Supply Arrangement;

### "Supply Arrangement"

means the written arrangement between Canada and the Supplier, these general conditions, any referenced clauses and conditions, and any other document specified or referred to as forming part of the Supply Arrangement;

### "Supply Arrangement Authority"

means the person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

### "Request for Supply Arrangement"

a procurement tool established by PWGSC for use by clients that allows buyers to solicit bids from a pool of pre-qualified suppliers for specific requirements. The intent is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations  
Supply Arrangement

### "Bid Solicitation"

an invitation, verbal or written, to suppliers to submit a bid, quotation or offer.

### "Responsive bid"

A bid, tender, proposal or quotation that meets all the mandatory requirements stipulated in the solicitation document.

## PART 2 – SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2018-05-22) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days  
Insert: 120 days.

### 2.2 Submission of Arrangements

Arrangements must be submitted only to the Public Works and Government Services Canada (PWGSC) Offer Receiving Unit specified below by the date and time indicated on page 1 of the RFSA:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scotia  
B3J 1T3  
Offer Fax: (902) 496-5016**

[TPSGC.RAReceptionSoumissionsNE-AROfferReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-AROfferReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

Arrangements will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

### 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with



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former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## **2.4 Federal Contractors Program for Employment Equity - Notification**

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The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## **2.5 Enquiries - Request for Supply Arrangements**

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All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## **2.6 Applicable Laws**

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The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

## PART 3 – ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. Suppliers are required to provide their arrangement in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement  
Section II: Financial Arrangement  
Section III: Certifications  
Section IV: Additional Information

- If the Supplier chooses to submit its arrangement in hard copies, Canada requests that the Supplier submits its arrangement in separately bound sections as follows:

Section I: Technical Arrangement (one hard copies)

Section II: Certifications (one hard copies)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy."

- If the Supplier is simultaneously providing copies of its arrangement using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

If there is a discrepancy between the wording of the electronic copy and the hard copy, the wording of the hard copy will have priority over the wording of the electronic copy.

The maximum number of pages (including text and graphics) to be submitted is as follows. The definition of a page is one side of a 216mm x 279mm (8.5" x 11") sheet of paper. 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts, etc. will be counted as **two** pages.

RFSA Section	Number of Pages	Maximum (Range: dependent on number of service stream(s) identified)
R1 Team Approach/Management of Services	4 pages	4
<ul style="list-style-type: none"><li>• There is only one R1 section per Arrangement.</li><li>• R1 is a maximum of 4 pages regardless of the number of proposed service streams</li><li>• The limit includes the one page curriculum vitae of the identified key contact</li><li>• Existing Suppliers with an SA issued against E0225-152290/A are not required to complete this section</li></ul>		

<b>R2 Past Experience of the Firm</b>	<b>3 pages/service stream</b>	
<ul style="list-style-type: none"> <li>Each project is limited to one page per service stream.</li> <li>It is acceptable to use the same project in multiple service streams.</li> <li>The page limit remains at one page per project per service stream. Please provide the one page project description per stream, even if it is a duplicate.</li> </ul>		3 to 9
<b>R3 Key Personnel Past Experience</b>	<b>3 pages/service stream</b>	
<ul style="list-style-type: none"> <li>Each individual is limited to one page per service stream.</li> <li>It is acceptable to use the same individual in multiple service streams.</li> <li>The page limit remains at one page per individual per service stream. Please provide one c.v. per stream even if it is a duplicate.</li> </ul>		3 to 9

<b>Arrangement: Maximum number of pages</b>	
<ul style="list-style-type: none"> <li>The maximum number of pages is dependent on the number of service streams identified.</li> <li>Pages that extend beyond the page limitations and any other attachments will be extracted from the arrangement and they will not be evaluated.</li> </ul>	<b>TOTAL</b> <b>New: 10 to 22</b> <b>Existing: 6 to 12</b>

<b>The following are not part of the page limitation mentioned above:</b>
<ul style="list-style-type: none"> <li>Covering letter</li> <li>Certifications requested in Part 5</li> <li>Front Page of the Request for Supply Arrangement document</li> <li>Front Page of the Revision(s) to the Request for Supply Arrangement document</li> <li>Mandatory Items M1 to M4</li> <li>Table of contents</li> <li>Attachment 2</li> </ul>
<b>Canada requests that suppliers follow the below format instructions when preparing their arrangement</b>
<ul style="list-style-type: none"> <li>use 8.5 x 11 inch (216 mm x 279 mm) paper;</li> <li>use a numbering system that corresponds to that of the Request for Supply Arrangements.</li> <li>Minimum font size – 11 point Times or equal</li> <li>Minimum margins -12 mm left, right, top and bottom</li> <li>Double-side submissions are preferred</li> </ul>

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

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- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Arrangement**

Suppliers must identify in their arrangement their Service Stream(s) and the geographical region(s).

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

Suppliers must submit the certifications required under Part 5.

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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

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### 4.1 Evaluation Procedures

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- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 4.1.1 Technical Evaluation

The mandatory and point rated technical evaluations are included in Attachment 1.

### 4.2 Basis of Selection

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The Basis of Selection is included in Attachment 1.

## PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority may render the arrangement non-responsive, or constitute a default under the Contract.

### 5.1 Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide with its arrangement the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the arrangement non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

##### 5.2.2.1 Status and Availability of Resources

SACC Manual clause [S3005T](#) (2008-12-12) Status and Availability of Resources.

##### 5.2.2.2 Education and Experience

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SACC Manual clause S1010T (2008-12-12) Education and Experience

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## ATTACHMENT 1 ARRANGEMENT EVALUATION PROCEDURES

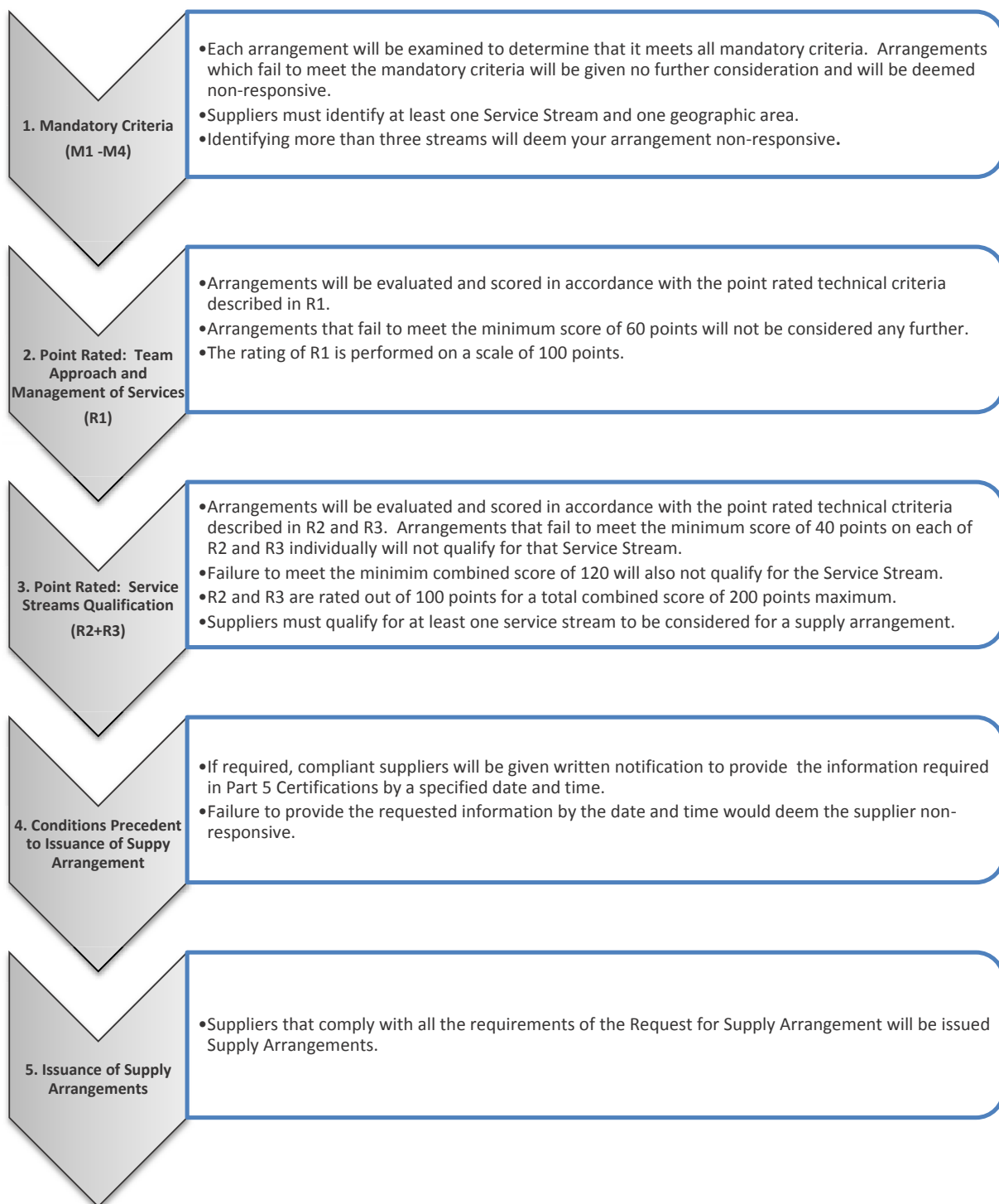
### Bid Submission Grid

The following grid is provided to assist the supplier with their arrangement preparation and submission. As the status and circumstances of each supplier is unique, it is the responsibility of each supplier to read all documents related to this solicitation, and to ensure that all mandatory criteria, certification and elements required for bid validity are met in their submission.

	New Suppliers	Existing Suppliers from the Previous RFSA: E0225-152290/A	
		The Supplier is NOT changing their Technical Response	The Supplier IS applying for additional Service Streams and/or geographic areas or is modifying their Technical Response
Front Page of RFSA and Amendment(s)	Required	No action required	Required
M1 and M2 -	Required	No action required	Required
M3 and M4	Required	No action required	Required
R1	Required	No action required	No action required
R2 and R3	Required	No action required	Required
Integrity Provisions	Required	No action required	No action required
Attachment 2	Required	No action required	Required



## Basis of Selection



## Mandatory Requirements (M)

<b>M1</b>	<b>Identify Geographic Region(s). Minimum 1</b> Failure to identify a region will deem your arrangement non-responsive.
Clearly indicate for which of the following provinces you wish to provide services: <b>Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland &amp; Labrador.</b>	
<b>M2</b>	<b>Identify Service Stream(s) – Minimum 1 Maximum 3</b> Identifying more than three service streams will deem your arrangement non-responsive.
<b>A1</b>	<b>Architecture</b>
<b>Very Low Complexity / Risk</b>	<ul style="list-style-type: none"> <li>• <b>routine and straightforward projects</b></li> <li>• often &lt; \$750 K construction value anticipated</li> <li>• anticipated short construction time (e.g. often six months or less)</li> <li>• little to no risk of sensitivity (e.g. environmental or media profile or heritage building or high security) or low risk of a complex program, scheduling or phasing requirement</li> <li>• sample project types may include: shed, warehouse, storage, maintenance building, general purpose office building; low value upgrades, renovations or system replacements; studies or investigations</li> <li>• possibly single discipline projects</li> </ul>
<b>A2</b>	<b>Architecture</b>
<b>Low Complexity / Risk</b>	<ul style="list-style-type: none"> <li>• <b>relatively straightforward projects</b></li> <li>• often \$750 K - \$1.5 million construction value</li> <li>• anticipated relatively short construction time (e.g. often between six and twelve months)</li> <li>• low risk of sensitivity (e.g. environmental or media profile or heritage building or high security) or a complex program, scheduling or phasing requirement</li> <li>• sample projects may include: specialized storage facilities, manufacturing or processing facilities, general purpose office building, simpler projects involving policing facilities; or renovations to same</li> <li>• likely more than one discipline projects</li> </ul>
<b>A3</b>	<b>Architecture</b>
<b>Medium Complexity / Risk</b>	<ul style="list-style-type: none"> <li>• often \$1.5 – \$4.0 million construction value</li> <li>• anticipated construction time often greater than twelve months</li> <li>• moderate risk of sensitivity (e.g. environmental or media profile or heritage building or high security) or a complex program, scheduling or phasing requirement</li> <li>• sample projects may include: special maintenance garage, emergency operations center, general purpose office space with some special purpose space, policing facilities, minimum security detention facilities; or renovations to same</li> <li>• likely a multi-disciplinary project</li> </ul>
<b>A4</b>	<b>Architecture</b>
<b>High Complexity / Risk</b>	<ul style="list-style-type: none"> <li>• highest complexity / risk category for projects delivered via this Supply Arrangement</li> <li>• often greater than \$4 million construction value</li> <li>• high risk of sensitivity (e.g. environmental or media profile or heritage building or high security) or a complex program, scheduling or phasing requirement</li> <li>• sample projects may include: laboratory or science facilities, medium or maximum security detention center, policing facilities, general purpose office space with special purpose space; or renovations to same</li> <li>• most likely a multi-disciplinary project</li> </ul>

ID1	<b>Interior Design</b>
<b>Lower Complexity / Risk:</b>	<ul style="list-style-type: none"> <li>• smaller scale tenant fit-up, re-fit or space optimization – with mostly general purpose office space – in leased or crown-owned facilities</li> <li>• smaller scale interiors only projects, e.g.: programming, space layouts; selecting new or upgraded finishes, materials, or millwork; base building common area improvements (e.g.: lobbies, washrooms); furniture recommendations, furniture layouts and/or furniture specifications and/or workstation prototypes</li> <li>• lower risk of a complex program, scheduling or phasing requirement</li> </ul>
ID2	<b>Interior Design</b>
<b>Higher Complexity / Risk:</b>	<ul style="list-style-type: none"> <li>• larger scale tenant fit-up, re-fit, or space optimization – with some special purpose space, or other known complexities / unresolved issues – in leased or crown-owned facilities</li> <li>• larger scale interiors only projects, e.g.: programming, space layouts; selecting new or upgraded finishes, materials, or millwork; base building common area improvements (e.g.: lobbies, washrooms); furniture recommendations, furniture layouts and/or furniture specifications and/or workstation prototypes</li> <li>• higher risk of a complex program, scheduling or phasing requirement</li> </ul>
<b>M3</b>	<b>Licensing Requirements</b> Applicable to suppliers applying for Architectural service streams A1, A2, A3, and A4
<p>The supplier must be an architect, licensed in the province of Nova Scotia and/or New Brunswick and/or Prince Edward Island and/or Newfoundland and Labrador, able to provide the necessary professional services to the full extent that may be required by provincial law.</p> <p>If the supplier is licensed to practice in only one of the four provinces and indicates they can provide services in more than one province, then that supplier must be eligible and willing to become licensed in the province in which they are not licensed.</p>	
<b>M4</b>	<b>Licensing Requirements</b> Applicable to suppliers applying for Interior Design ID1 and ID2
<p>The supplier must be a member of the registered class or equal class of membership of the regulating provincial Interior Design Association in the province of Nova Scotia and/or New Brunswick.</p> <p>If the supplier is a member in only one of the four provinces and indicates they can provide services in more than one province, suppliers must be registered members, or be eligible and willing to become registered members in any province in which they are indicating that they can provide services where such Provincial Design Association exist (currently Nova Scotia or New Brunswick; or Newfoundland &amp; Labrador and/or Prince Edward Island should they form a regulating Provincial Design Association, with either a Practice or Title Act, during the supply arrangement).</p>	

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## Rated Requirements (R)

Arrangements meeting the mandatory requirements will be evaluated in accordance with the following criteria.

The clarity of the writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).

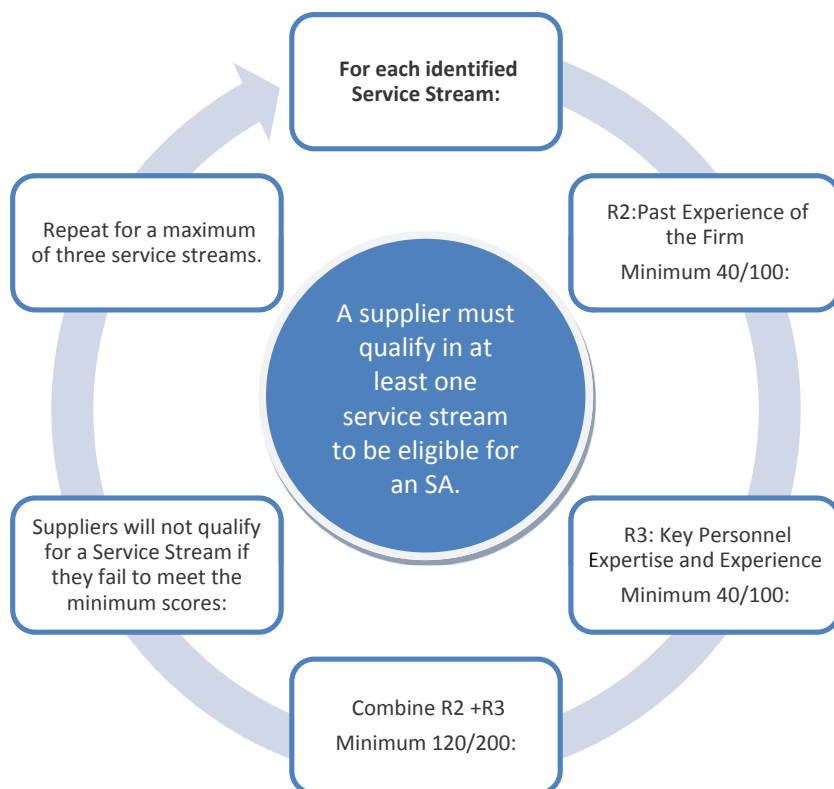
Higher consideration will be given to the appropriate significant involvement of senior personnel in key positions.

R1	Team Approach / Management of Services
Maximum	100 points
Minimum	60 points
Failure to meet the minimum score will deem the supplier non-responsive.	
<p>The supplier must demonstrate how the team will be organized and managed in its approach and methodology in the delivery of the Required Services on a typical project (demonstrating, for example, means of ensuring continuous and consistent control, effective communication, and production efficiency). See Annex A, requirement for an example of the types of Required Services that may be requested on a project.</p> <p>The supplier may provide background on their firm, its stability and longevity in order to substantiate the below criteria.</p> <p>The supplier should ensure that the narrative provided to address R1 covers the above-noted areas with respect to their internal team and structure, but also with respect to their management of potential sub-consultant teams during multi-disciplinary projects, to the extent that this is pertinent, given the Service Streams for which they are applying.</p>	
a. Identify a Supply Arrangement Primary Contact; and define the roles and responsibilities of Primary Contact; and provide a one page curriculum vitae (cv) for Primary Contact	15 points
b. Assignment of the resources and availability of back-up personnel	20 points
c. Management and organization (reporting structure) proposed for typical projects	10 points
d. Quality control techniques to be utilized by the supplier on each project	40 points
e. Demonstration of how the team intends to meet the 'Project Response Time Requirements'	15 points

## Service Stream Qualification

***Suppliers that meet the minimum score in R1 will proceed to the qualification process of their identified Service Stream(s).***

Suppliers must demonstrate an acceptable level of expertise and experience in the Service Stream for which they wish to qualify.



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R2	<b>Past Experience of the Firm</b>						
<i>Maximum</i> 100 pts	<i>Minimum</i> 40 pts						
<p>Demonstrate that the firm has recently <b>completed</b>, within the past 10 years, a range of projects, similar in size and complexity to the Service Stream identified.</p> <p>Projects should demonstrate participation at all stages of the design/construction process (preliminary, concept, detailed design and tendering and construction). An example of the Required Services that may be required on a specific project is provided in Annex A.</p> <p>Project descriptions are limited to one page per project; pages exceeding this limitation will not be reviewed. If more than three projects are submitted, only the first three projects, in the order of appearance /received /presented, will be reviewed.</p> <p>For each project provide the following client information - name, address, phone and email of client contact at working level. If deemed necessary, references may be contacted to verify project details.</p> <p>For projects which were carried in joint venture, indicate the responsibilities of each of the involved firms, being specific regarding the roles and experience of the Supplier.</p> <table><tr><td data-bbox="261 940 1258 1060">a. Provide a brief description of three (3) relevant projects. For each project indicate the project title, supplier roles/responsibilities, names of key personnel responsible for project delivery and the dates the services were provided and how this project is comparable/relevant to the requested service stream.</td><td data-bbox="1258 940 1437 1060"><b>20 points</b></td></tr><tr><td data-bbox="261 1115 1258 1266">b. Scope of services rendered, project objectives and description, constraints and deliverables; budget and schedule control and management, design philosophy and challenges overcome. Suppliers should describe their experience in relation to architecture and interior design, but also in relation to their role as prime consultant leading a multidisciplinary team, where applicable.</td><td data-bbox="1258 1115 1437 1266"><b>40 points</b></td></tr><tr><td data-bbox="261 1291 1258 1350">c. Describe the accomplishments, achievements and experience either as a prime consultant or in a sub-consultant capacity on projects.</td><td data-bbox="1258 1291 1437 1350"><b>40 points</b></td></tr></table>		a. Provide a brief description of three (3) relevant projects. For each project indicate the project title, supplier roles/responsibilities, names of key personnel responsible for project delivery and the dates the services were provided and how this project is comparable/relevant to the requested service stream.	<b>20 points</b>	b. Scope of services rendered, project objectives and description, constraints and deliverables; budget and schedule control and management, design philosophy and challenges overcome. Suppliers should describe their experience in relation to architecture and interior design, but also in relation to their role as prime consultant leading a multidisciplinary team, where applicable.	<b>40 points</b>	c. Describe the accomplishments, achievements and experience either as a prime consultant or in a sub-consultant capacity on projects.	<b>40 points</b>
a. Provide a brief description of three (3) relevant projects. For each project indicate the project title, supplier roles/responsibilities, names of key personnel responsible for project delivery and the dates the services were provided and how this project is comparable/relevant to the requested service stream.	<b>20 points</b>						
b. Scope of services rendered, project objectives and description, constraints and deliverables; budget and schedule control and management, design philosophy and challenges overcome. Suppliers should describe their experience in relation to architecture and interior design, but also in relation to their role as prime consultant leading a multidisciplinary team, where applicable.	<b>40 points</b>						
c. Describe the accomplishments, achievements and experience either as a prime consultant or in a sub-consultant capacity on projects.	<b>40 points</b>						

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**R3** **Key Personnel Expertise and Experience**

**Maximum 100 points**

**Minimum 40 points**

The supplier should demonstrate that they have key personnel with the capability, capacity and expertise in the identified Service Stream. Please demonstrate expertise/experience in accordance with the following:

Service Stream	Key Personnel Minimum Years of Experience as a licensed Architect or registered Interior Designer
----------------	---

A1, ID1 .....	6 years
---------------	---------

A2, A3, A4 and ID2 .....	10 years
--------------------------	----------

A maximum of three key personnel may be proposed per identified Service Stream. The curriculum vitae (cv) are limited to one page per person per Service Stream. Suppliers may propose the same individual on multiple Service Streams; however, they are still limited to one per page per Service Stream. Pages that exceed this one page per person per service stream limitation will not be reviewed.

a. Each cv should clearly indicate the years of experience the key personnel has on pertinent projects in the Service Stream identified. Also indicate the professional accreditation of the key personnel and their membership in provincial professional associations.	<b>40 points</b>
--	------------------

b. Identify the personnel's total years of experience, the number of years with the firm and their role on past projects.	<b>40 points</b>
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c. Accomplishments/achievements/awards	<b>20 points</b>
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## Evaluation Summary

Criterion	Sub-criterion	Weight Factor	Rating 0,2,4,6,8 or 10	Weighted Score
R1: Team Approach / Management of Services	a	1.5	0-10	0-15
	b	2	0-10	0-20
	c	1	0-10	0-10
	d	4	0-10	0-40
	e	1.5	0-10	0-15
To be considered further, suppliers must achieve a minimum R1 Rating of 60 points out of the 100 points available.				
R2 Past Experience of the Firm	a	2	0-10	0-20
	b	4	0-10	0-40
	c	4	0-10	0-40
R3 Key Personnel Expertise and Experience	a	4	0-10	0-40
	b	4	0-10	0-40
	c	2	0-10	0-20
To qualify for a Service Stream the supplier must achieve a minimum rating on each R2 and R3 of 40 points out of the 100 points available and a minimum of 120 out of the 200 points available on the combined Rating (R2+R3).				



## Generic Evaluation Table

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

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

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## ATTACHMENT 2 – SUPPLIER INFORMATION

The supplier is requested to complete the following Attachment and include it with their arrangement.

Name of Supplier					
M1	Identify Geographic Region(s). Minimum 1				
<input type="checkbox"/>	Nova Scotia	<input type="checkbox"/>	New Brunswick	<input type="checkbox"/>	<input type="checkbox"/>
			Prince Edward Island		Newfoundland & Labrador
M2	Identify Service Stream(s) Minimum 1 Maximum 3				
<input type="checkbox"/>	A1	<input type="checkbox"/>	A2	<input type="checkbox"/>	A3
			A4	<input type="checkbox"/>	ID1
				<input type="checkbox"/>	ID2
M3	Licensing Requirements for Architectural service streams A1, A2, A3, and A4				
Suppliers are requested to indicate their current license(s) held and how they intend to meet the pertinent provincial licensing requirements in their proposed geographical areas. In the space below, either provide this information or indicate where this information is located within their proposal.					
M4	Licensing Requirements for Interior Design service streams ID1 and ID2				
Suppliers are requested to indicate their current membership(s) held and how they intend to meet the pertinent provincial membership requirements in their proposed geographical areas. In the space below, either provide this information or indicate where this information is located within their proposal.					
Street Address:			Mailing Address:		

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<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Procurement Business Number:</b>	
<b>Type of Organization:</b>	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<b>During the proposal evaluation period, PWGSC contact will be with the following person:</b>	
Name:	
Telephone Number:	
E-mail:	
<b>In any resultant SA, PWGSC should send solicitations to the following e-mail(s):</b>	
E-mail:	

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## PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

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## **A. SUPPLY ARRANGEMENT**

### **A6.1 Arrangement**

The Supply Arrangement covers the Work described in the Requirement at Annex A.

### **A6.2 Security Requirements**

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Supply Arrangement.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY or SECRET, as required, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) Industrial Security Manual (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

### **A6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

#### **A6.3.1 General Conditions**

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

#### **A6.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 30 calendar days after the end of the reporting period.

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## **A6.4 Term of Supply Arrangement**

### **6.4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is six years from the date of supply arrangement.

### **6.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

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## **A6.5 Authorities**

### **6.5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:  
Isabelle MacDonald  
Supply Specialist  
Public Works and Government Services Canada  
Atlantic Region, Acquisitions  
1713 Bedford Row  
Halifax, NS B3J 1T3

E-mail address: isabelle.macdonald@pwgsc-tpsgc.gc.ca  
Telephone: 902-403-9839  
Facsimile: 902-496-5016

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### **6.5.2 Supplier's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

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Email:

Telephone:

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#### A6.6 Identified Users

The Identified User is: Architectural and Engineering Resources, Professional and Technical Services, Public Works Government Services Canada, Atlantic Region.

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#### A6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement but may refresh their arrangement to modify their Service Streams.

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#### A6.8 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Requirement;
- (d) Annex B, Supplier List;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Doing Business
- (g) the Supplier's arrangement dated \_\_\_\_\_

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#### A6.9 Certifications and Additional Information

##### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

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#### A6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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## **A6.11 Insurance**

SACC Manual Clause R1250D (2017-11-28 ) General Condition (GC) 9 - Indemnification and Insurance



## B. BID SOLICITATION

### B6.1 Bid Solicitation Documents

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) R1410T, General Instructions (GI) – Architectural and/or Engineering Services – Request for Proposal

Subsection 3.a) of Section 01, Integrity Provisions – Proposal, of the General Instruction (GI) – Architectural and/or Engineering Services – Request for Proposal R1410T incorporated by reference above is deleted in its entirety and replaced with the following:

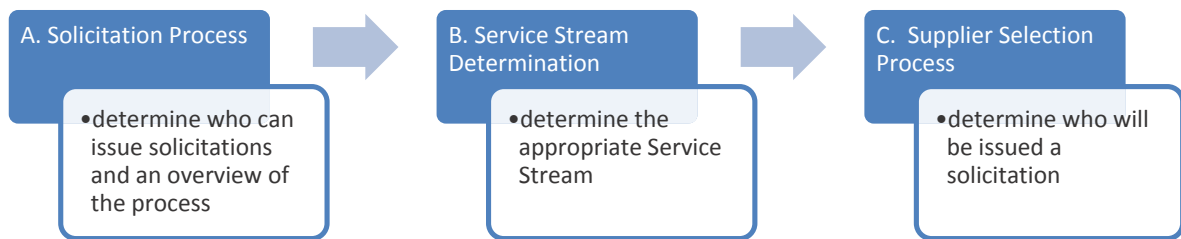
- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the Proponent has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Proponent must immediately inform Canada in writing of any changes affecting the list of directors.
  - (d) bid preparation instructions;
  - (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
  - (f) evaluation procedures and basis of selection;
  - (g) certifications;
- **Federal Contractors Program (FCP) for Employment Equity - Notification**
  - SACC Manual A3005T, A3010T for service requirements when specific individuals will be proposed for the work;
  - **5.1.1 Integrity Provisions – Declaration of Convicted Offences**
- (i) conditions of the resulting contract.

## B6.2 Bid Solicitation Process

**6.2.1** Proposals will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

The following explains how government personnel will utilize this SA.

### 6.2.2 Selection Process:



#### A. Solicitation Process

- Proposals will be solicited for specific requirements within the scope of the Supply Arrangement from suppliers who have been issued a SA.
- The responsibility for the bid solicitation process and award of contracts will depend on the estimated fees of the proposed service (Identified User versus PWGSC Acquisitions)
- Specific Security Requirements will be identified at the time of solicitation and will be mandatory upon bid closing
- Bid Response time will vary depending on the complexity of the project.
- The evaluation procedures and basis of selection for each requirement will be unique to each bid solicitation issued.
- Treasury Board Approval will be required in the event the recommended contractor for award is a Former Public Servant (FPS) as identified under the policy and the contract value is \$25,000 and over (applicable taxes included) for non-competitive requirements and \$100,000 and over (applicable taxes included) for competitive requirements.
- Solicitations will not be issued for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements requiring deliveries in a CLCSA are to be submitted to PWGSC for individual processing.

#### Identified Users

(Part6A, 6. Identified Users)

<\$75,000

- Invited suppliers will be requested via e-mail for a technical/financial proposal
- Bids by email are permitted
- Identified users will sign and approve the contract
- Identified Users must determine whether they have the delegation of authority in order to proceed with any of the following thresholds. If Identified Users do not have delegation of authority to proceed, the requirement must be submitted to PWGSC Contracting Authority for processing.
- Forms, PWGSC-TPSGC 9400-3 and PWGSC-TPSGC 9400-4, will be used as the first pages of the bid solicitation document and the resulting contract document, respectively. These forms are available on the Electronic Forms Catalogue Website, [http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html).

#### PWGSC Acquisitions

>\$75,000 to <\$2M

- A Notice of proposed procurement (NPP) will be posted on GETS
- Invited suppliers will be requested via e-mail for a technical/financial proposal
- Bids are to be sent to the Bid Receiving Unit identified on the front page of the solicitation

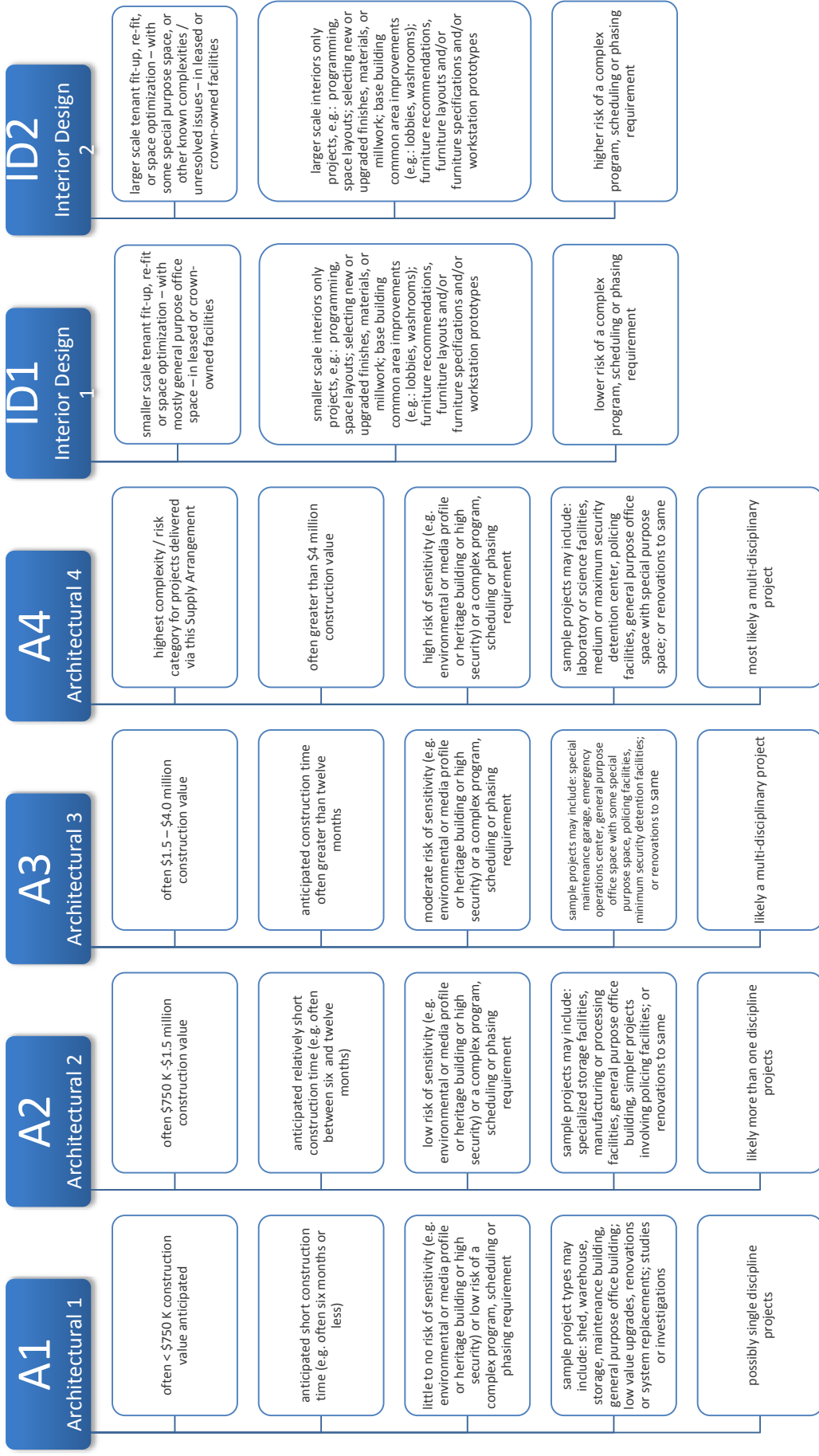
## B. Service Stream Determination

- PWGSC will use the service stream that best suits the project.
- The estimated construction or project costs will not be the only determining factor. PWGSC technical project personnel will assess a proposed project's scope, complexity, risk, estimated construction or project costs to determine the service stream.
- This is the first step in determining the rotational list to use in Annex B.

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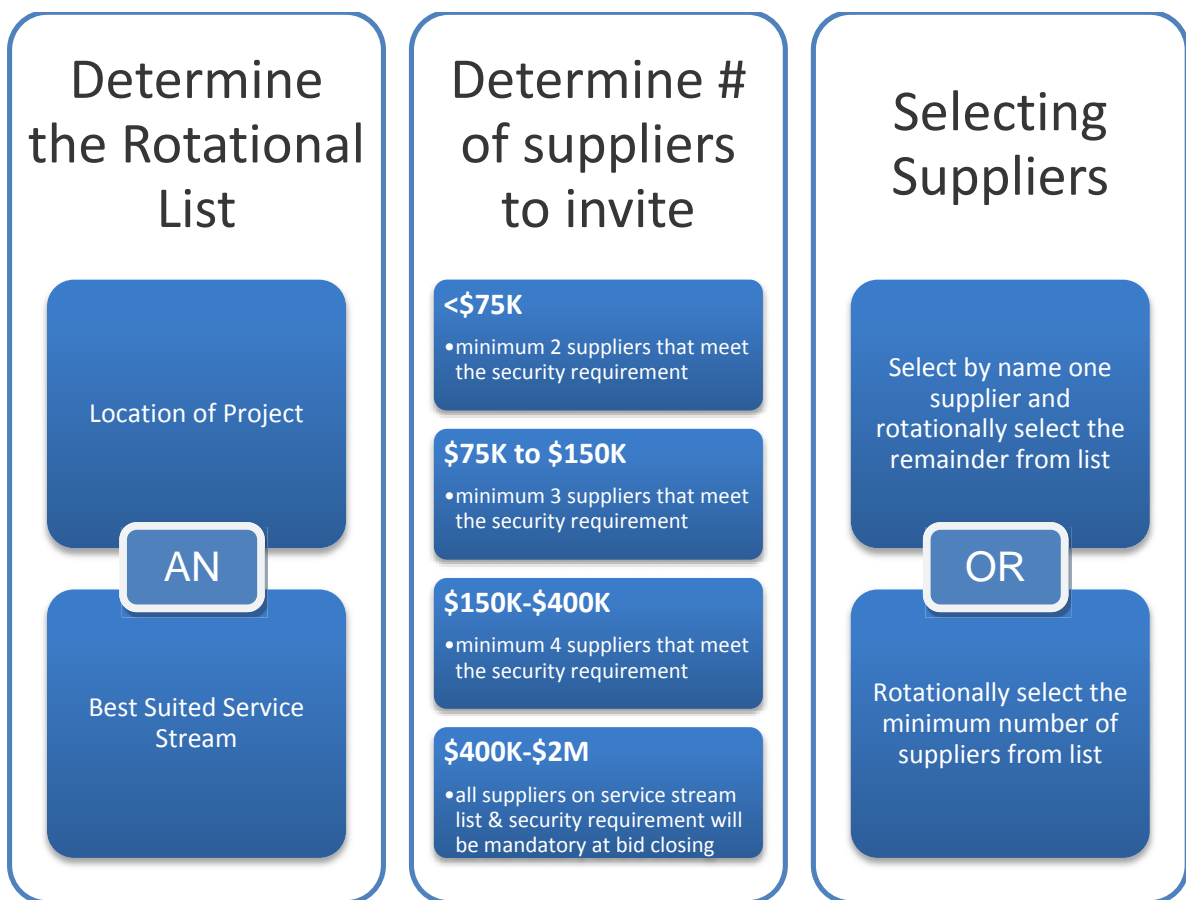
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## C Supplier Selection Process

- The geographical location of the project will be determined by the physical location of the work, not the location of the government department or PWGSC office requesting the services.
- The **estimated consultant fees** will determine the supplier selection process to be used
- Should there not be enough suppliers in any one service stream to meet the minimum selection criteria the process will be expanded to include suppliers in the next highest service stream within the same discipline.
- Should there not be enough suppliers to meet the minimum selection criteria the selection process will be expanded to include all geographical areas.



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## C. RESULTING CONTRACT CLAUSES

### C6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the templates in the Annexes:

- (a) For requirements less than 100K, the below listed general conditions will apply to the resulting contract;
  - R1210D (2018-06-21), General Conditions (GC) 1 - General Provisions
  - R1215D (2016-01-28), General Conditions (GC) 2 - Administration of the Contract
  - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
  - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
  - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution
  - R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance
- (b) For requirements greater than \$100K, the below listed general conditions will apply to the resulting contract.
  - R1210D (2018-06-21), General Condition (GC) 1 - General Provisions
  - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract
  - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
  - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
  - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment
  - R1235D (2011-05-16), General Condition (GC) 6 - Changes
  - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
  - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution
  - R1250D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

**Note:** The latest versions of the template and terms and conditions will be used at time of bid solicitation.

## ANNEX A - REQUIREMENT

### 1.0 Typical services

Typical services which may be sought under each of the Service Streams may include, but are not limited to:

#### 1) Architecture (A) Service Streams

- A1 Architecture - Very Low Complexity / Risk
- A2 Architecture – Low Complexity / Risk
- A3 Architecture - Medium Complexity / Risk
- A4 Architecture – High Complexity / Risk

##### Sample Projects and Services:

- Pre-planning and Feasibility Studies
- Building Condition Reports
- Various other studies and/or reports
- Long-term Accommodation Plans
- Master planning exercises for campuses of buildings
- Functional Programming
- Site Selection processes
- Concept Design
- Design Development
- Construction Documents (working drawings and specifications)
- Services during Bidding, Construction, and Post-Construction
- New Building Construction
- Renovations
- Building or System Upgrades
- Mid-life Re-fits
- Testing, Inspection, and Analysis Services
- As-measured drawings
- Commissioning
- Full Project Services, including Coordination, Contracting with & Management of Sub-Consultant Teams and their deliverables & documents

#### 2) Interior Design (ID) Service Streams

- ID1 Interior Design – Lower Complexity / Risk
- ID2 Interior Design – Higher Complexity / Risk

##### Sample Projects and Services:

- Pre-planning and Feasibility Studies
- Various other studies and/or reports
- Long-term Accommodation Plans
- Workplace 2.0 (or future) Fit-up Standard Analysis
- Functional Programs
- Space Relationship / Bubble Diagrams / Block Planning
- Space Planning
- Furniture and Equipment (F & E) inventory and evaluation

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- F & E recommendations (e.g.: free-standing, systems furniture, height adjustability, and size)
  - F & E configuration and layouts (including workstation prototype design)
  - Custom furniture and millwork design
  - Concept Design, Design Development, Construction Documents, Services during Bidding, Construction, and Post-Construction for Interior Building Renovations and Tenant Fit-up and Re-fit Projects
  - Commissioning, Project Coordination, Management of Sub-Consultant Teams and their deliverables & documents

**When projects arise via this Supply Arrangement which require multi-disciplinary teams, it is expected that the Supply Arrangement holder, acting as the prime consultant, (either the Architectural (A1, A2, A3 and A4) or Interior Design firm (ID1 and ID2), whichever is appropriate for the solicitation at hand), will be expected to contract with, manage and coordinate the efforts of the required sub-consultants. Services from the Supply Arrangement holder, or prime consultant, in this role will include:**

- Contracting with, Directing, Monitoring, and Managing of qualified typical sub-consultants and their efforts (e.g. Structural, Mechanical, Electrical, Cost Planning) on routine multi-disciplinary projects.
- When required, Contracting with, Directing, Monitoring, and Managing of specialty sub-consultants and their efforts (e.g.: Civil, Municipal, &/or Geotechnical Engineers, Landscape Architects, Wind & Snow Studies Consultants, LEED Consultants, Acoustical Consultants, Building Code Consultants, Fire Protection Engineers, Building Envelope Specialists, Security Consultants, Airport Specialists, Food Service / Kitchen Consultants, Specifications Writers, Hardware Specialist, Value Engineering Consultants, Construction Managers, Project Managers, Scheduling Specialists, Building Condition Report specialists, Commissioning Specialists, and any other specialists appropriate to a given solicitation)
- Quality Control, Coordination of Project Documentation and Deliverables, and Conflict Resolution for the multi-disciplinary team.

## **2.0 Project Brief / Terms of Reference/Required Services**

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To follow is an example of a Project Brief/Terms of Reference/Required Services that may be required for the proposed service(s) detailed above. The actual Required Service(s) (RS) requested will be detailed in the bid solicitation document and will vary depending on the scope of the project. It may include all RSs, a single RS or a combination of RSs.



## General Project Objectives

- GPO 1 Project Objectives
- GPO 2 Issues

## Description of Services

- PA 1 Project Administration

## REQUIRED SERVICES (RS)

- RS 1 Pre-Design Services
- RS 2 Schematic Design
- RS 3 Design Development
- RS 4 Construction Documents
- RS 5 Tender Call, Bid Evaluation & Construction Contract Award
- RS 6 Construction & Contract Administration & Post Construction Warranty Review
- RS 7 Risk Management
- RS 8 Estimating and Cost Planning
- RS 9 Commissioning
- RS 10 Additional Services

## GPO 1 PROJECT OBJECTIVES

Each RFP will elaborate on the specific objectives for individual projects; however, the following broader government objectives will apply to all solicitations:

### GPO 1.1 Design Principles - General

- PWGSC expects the Consultant to maintain a high standard of architectural design, based upon recognized contemporary design principles. All design elements, planning, architectural, and engineering, must be fully coordinated, and consistent in adherence to good design principles.
- The level of quality is to be consistent with other Government of Canada Buildings.

- The projects are to be implemented in a sustainable environmentally responsible manner.
- Quality of materials and construction methods shall be commensurate with the type of building and the budget. Avoid experimental materials. Take into account the total life-cycling of the building.
- Operating costs must be kept to a minimum and reflect the projected operating costs in the cost plan. This is to be achieved by compliance with the Energy Budget, selection of equipment, requiring the minimum of operating personnel, and building finishes for easy maintenance, etc.
- Design for maximum flexibility in immediate and future use of space. Where possible, devise a building grid with column spacing, fenestration and service runs suited to flexible interior space arrangements.

### GPO 1.2 Sustainable Development

The Canadian Federal Government has begun a series of initiatives to ensure that sustainable development principles are built into the policy of all federal organizations. Sustainable development goals will be outlined in each solicitation.

### GPO 1.3 Code Compliance

Codes, regulations, by laws and decisions of "authorities having jurisdiction" will be observed. In cases of overlap, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.

### GPO 1.4 Risk Management

A risk management strategy is crucial for PWGSC Project Management and integrates project planning into procurement planning. All the stakeholders of a project will be an integral part of the risk management strategy, culminating in an integrated product team. Specific services required for project delivery are outlined in Required Services.

### GPO 1.5 Health and Safety

1. Public Works and Government Services Canada (PWGSC), recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both

federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.

2. In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC voluntarily complies with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

3. The Consultant will be required to develop site specific Health and Safety Plans for their personnel while working on projects awarded under the Supply Arrangement. Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.

Health and Safety Plan shall include the following components:

- 1 List of health risks and safety hazards identified by hazard assessment.
- 2 Control measures used to mitigate risks and hazards identified.
- 3 On-site Contingency and Emergency Response Plan as specified below.
- 4 On-site Communication Plan as specified below.

On-site Contingency and Emergency Response Plan shall include:

- 1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
- 2 Evacuation Plan: prior to entering the Work Site confirm escape routes, marshalling areas, and location of fire fighting equipment.
- 3 Emergency Contacts: name and telephone number of officials from:

- 1 Departmental Representative.
  - 2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
  - 3 Local emergency resource organizations.
  - 4 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- On-site Communication Plan:

- 1 Procedures for sharing of work related safety information to subconsultants, including emergency and evacuation measures.
  - 2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
- Address all activities of the Work including those of subconsultants. Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever a new subconsultant arrives at Work Site.
- Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.

#### **GPO 1.6 PWGSC Standards and Procedures**

For standards relating to the service provisions required, please refer to the most up to date guidelines for creating Plans and Specifications (in the Atlantic Region). They can be found at:

<http://www.tpsgc-pwgsc.gc.ca/cdao-cadd-atlantique-atlantic/atl-cdao-cadd-intro-eng.html>

and

<http://www.tpsgc-pwgsc.gc.ca/biens-property/ddn-nms/editeurs-publishers-eng.html>

#### **GPO 2 ISSUES**

##### **GPO 2.1 Major Cost Issues**

**Issue:** Budget Limitations

Effective cost estimating and cost control is of prime importance and shall be provided by professional quantity surveyors. The class C and Class B cost estimates 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. Cost estimates shall have a summary plus full back-up showing items of work, quantities, unit prices and amounts.

#### **GPO 2.2 Major Time Issues**

**Issue:** "out of service time frame"

It is imperative that the out of service time frame for the various projects as a result of construction be minimized as much as possible. Program operations and time frames will govern the particular allotted time frame for construction through the identified solicitation.

#### **GPO 2.3 Major Operational Issues**

**Issue:** Adjacent Programs

Sustainability of adjacent programs is mandatory and therefore design decisions must be sensitive to that requirement. Additional factors recognized as affecting adjacent programs are the following: reliability of systems and equipment, redundancy to ensure continued operation, and prolonged commissioning issues.

### **PROJECT ADMINISTRATION**

#### **PA 1 INTENT**

The following administrative requirements apply during all phases of project delivery and will be stipulated in each solicitation.

#### **PA 1.1 COORDINATION WITH PWGSC**

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

The Departmental Representative is directly concerned with the project and responsible for its progress. The Departmental Representative is the liaison between the Consultant, Public Works and Government Services Canada and the Client Departments.

Public Works and Government Services Canada administers the project and exercises continuing control over the Consultant's work during all phases of development. Unless directed otherwise by the Departmental Representative, the Consultant obtains all Federal requirements and approvals necessary for the work. The consultant shall:

- A. Carry out services in accordance with approved documents and directions given by the Departmental Representative.

- B. Prior to starting any project, obtain the Departmental Representative's approval of sub-consultant(s). Upon receipt from the Departmental Representative of written confirmation that the proposed sub-consultant(s) are acceptable.
- C. Ensure all communications carry the PWGSC's Project Title, Project Number and File Number.
- D. Advise the Departmental Representative of any changes, that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The consultant shall detail the extent and reasons for the changes and obtain written approval before proceeding.

#### **PA 1.2 COORDINATION WITH SUB-CONSULTANTS**

The consultant shall:

- A. Throughout all stages of the Project, coordinate and assume responsibility for the work of any sub-consultants and specialists retained by the consultant or provided by PWGSC.
- B. Ensure clear, accurate and ongoing communication of concept, budget, and scheduling issues (including changes) as they relate to the responsibilities of all sub-consultants and specialists from initial base building reviews to post construction reports.
- C. Ensure Sub-Consultants provide adequate site inspection services and attend all required meetings.

#### **PA 1.3 Lines of Communication**

Correspond only with the Departmental Representative at the times and in the manner dictated by the Departmental Representative. The consultant shall not communicate with the client department unless so authorized in writing by the Departmental Representative.

- During construction tender call, Public Works and Government Services Canada conducts all correspondence with bidders and makes the contract award.

#### **PA 1.4 Media**

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

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#### PA 1.5 Meetings

The Departmental Representative shall arrange meetings every 2 weeks, or as agreed relative to project scope and phase of work, for all members of project team, including representatives from:

- Client Department
- Public Works and Government Services Canada
- Consultants

The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting.

#### PA 1.6 Project Response Time

- It is a requirement that the prime consultant and their proposed sub-consultants should be personally available to attend meetings **within a maximum of 48 hours**, in the locality of the place of the work and to respond to inquiries **within a maximum of 24 hours** of the Departmental Representative's request, from the date of the award of the consultant call-up until final inspection and turnover.
- The consultant must demonstrate the availability of adequate resources to deliver the scope of services.

#### PA 1.7 Submissions, Reviews and Approvals

Work in progress may be reviewed by the Departmental Representative as well as; but not limited to, the following..

##### PWGSC in-house services

- Submission Format: drawings and specifications
- Submission Schedule: Submissions are reviewed at a time to be arranged with 10 days notice when completed work has been forwarded to the Departmental Representative.
- Expected Turnaround Time: 2 weeks
- Number of Submissions: until approval has been received

##### Design review committee - client

- Submission Format: reports, drawings and specifications, and oral presentations
- Submission Schedule: Submissions are reviewed at a time to be arranged with **10** days notice
- Expected Turnaround Time: 2 weeks
- Number of Submissions: until approval has been received

#### HRSDC Labour Canada - Fire Protection

- Submission Format: drawings and specifications
- Submission Schedule: Submissions are reviewed at a time to be arranged with 10 days notice
- Expected Turnaround Time: 1 month
- Number of Submissions: until approval has been received.

Chart of Reviews and Approvals		PWGSC		Client		Labour Canada	
		R	A	R	A	R	A
<b>RS1 Pre-Design Services</b>							
Project Scope of Services Report			x		x		
Class 'D' Estimate			x		x		
<b>RS2 Schematic Design</b>							
Design Options		x		x		x	
Recommended Design Option			x		x		x
Class 'C' Estimate(s)			x		x		
<b>RS3 Design Development</b>							
Design Development Documents			x		x		x
Class 'B' Estimate(s)			x		x		
<b>RS4 Construction Documents / Tender Call</b>							
33% Construction Drawings			x	x		x	
66% Construction Drawings and Specs			x	x		x	
99% Construction Drawings and Specs			x		x	x	
Class 'A' Estimate(s)			x		x		
Final Tender Documents			x		x		x

R = Review      A = Approval

## CHECKLIST FOR THE SUBMISSION OF CONSTRUCTION DOCUMENTS

**Instructions: The Prime Consultant is to submit this completed and signed checklist at each required review stage.**

**A1.1 TITLE BLOCK**

<b>Project Title:</b>	<b>Date:</b>
<b>Project Location:</b>	<b>Project Number:</b>
<b>Consultant's Name:</b>	<b>Contract Number:</b>
<b>PWGSC PM:</b>	
<b>Review Stage:</b>	
66 %	99%
	100%

**A1.2 STANDARDS & GUIDELINES**

ITEM	Checked by:	Comments:
<b>1. General</b> The design meets the requirements of the most current;		
.1 National Building Code		
.2 National Fire Code		
.3 National Plumbing Code		
.4 Canada Labour Code		
.5 NFPA 10 - Standard for Portable Fire Extinguishers		
.6 NFPA 13 - Standard for the Installation of Sprinkler Systems		

.7	NFPA 14 – Standard for the Installation of Standpipe and Hose Systems		
<b>2. Treasury Board</b>	The design meets the requirements of;		
.1	Chapter 3-6: Fire Protection Standard for Correctional Institutions. <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13580">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13580</a>		
.2	Chapter 3-2: Fire Protection Standard for Design & Construction. <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13581">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13581</a>		
.3	Fire Protection Standard for Electronic Data Processing Equipment. <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13582">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13582</a>		
<b>3. HRSDC Fire Protection Engineer Standards</b>	The design meets the requirements of;		
.1	Federal Fire Protection Standards. <a href="http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/index.shtml">http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/index.shtml</a>		
.2	FC-403 Standard for Sprinkler Systems. <a href="http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/403/page00.shtml">http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/403/page00.shtml</a>		
.3	FC-311-M Standard for Record Storage. <a href="http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/311/page00.shtml">http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/311/page00.shtml</a>		
<b>4. Labour Canada Standards</b>	The design meets the requirements of;		
.1	Canada Labour Code. <a href="http://laws.justice.gc.ca/en/L-2/">http://laws.justice.gc.ca/en/L-2/</a>		
.2	Canada Occupational Health and Safety Regulations. <a href="http://laws.justice.gc.ca/eng/SOR-86-304/index.html">http://laws.justice.gc.ca/eng/SOR-86-304/index.html</a>		



.3	The current edition of the NMS database		
.4	Deletion of "Related Sections" and "Section Includes" throughout.		
.5	PWGSC GCs for projects tendered through PWGSC		
.6	Consistent use of CCDC or other for privately tendered projects.		
.7	Non-proprietary Specifications.		
.8	Being completely edited with removal of all square choice brackets and Spec Notes.		
.9	Including all relevant Sections as evident by the by the scope of work indicated by the drawings.		
.10	Not referring to the Tender Submission (Contract B)		
.11	Use of command imperative style of language.		
.12	Formatting in either the NMS 1/3 - 2/3 page format or the Construction Specifications Canada full page format.		
.13	Each Section starting on a new page and the Project Number, Section Title, Section Number and Page Number show on the header of each page only.		

.3	Movable Storage Units Standard. <a href="http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/guidelines/mobile.shtml">http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/guidelines/mobile.shtml</a>		
<b>5. ASHRAE Standards</b> The design meets the most current requirements of;			
.1	ANSI/ASHRAE 55 – Thermal Environmental Conditions for Human Occupancy		
.2	ASHRAE 62.1 – Ventilation for Acceptable Indoor Air Quality		
.3	ASHRAE Applications Handbook		
.4	ASHRAE Fundamentals Handbook		
<b>6. PWGSC MD Standards</b> The design meets the requirements of;			
.1	MD 15116 – Computer Room Air Conditioning Systems		
.2	MD 15128 – Minimum Guidelines for Laboratory Fume Hoods		
.3	MD 15129 – Perchloric Acid Fume Hoods		
.4	MD 15161 – Guidelines for the control of Legionella in mechanical systems		
.5	MD 250005 – Energy Monitoring and Control Systems Design Guidelines		

A1.3 SPECIFICATIONS – ALL DISCIPLINES

ITEM	Checked by:	Comments:
<b>1. General</b> The Specifications meet the requirements of;		
.1	The NMS Users Guide.	
.2	Masterformat	

.14	Specification headers not including date or consultant's name.		
.15	Departmental Representative being used throughout instead of Engineer, PWGSC, Owner, Consultant or Architect. (That is: the contractual entity)		
.16	Non use of notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to", "equivalent to" and "to be determined on site by".		
.17	Dimensions being provided in metric only.		
.18	Indicating the latest edition of all references noted in Part 1 of each Section and that un-used reference Standards are deleted.		
.19	No bolding of text.		
.20	Use of Western Regions standard payments procedures clause.		

A1.4 DRAWINGS GENERAL – ALL DISCIPLINES		
ITEM	Checked by:	Comments:
1. General The Drawings meet the requirements of;		

.1	PWGSC Atlantic Region AutoCAD drafting standards.		
.2	Using the "toolkit" and the "drawing checker".		
.3	All dimensions in SI. No dual dimensioning has been used.		
.4	Providing a north arrow.		
.5	Providing a legend on all relevant sheets.		
.6	Indicating grid lines on all sheets.		
.7	Using standard scales. (1:50, 1:100 etc.)		
.8	Cross referencing and detailing is consistent.		
.9	No Specifications on drawings.		
.10	All notes being written in the command imperative style of speech.		
.11	Not naming the "Contractor" or "sub trades" in the notes.		
.12	Numbering all rooms on all floor plans.		
.13	Using appropriate line weights to differentiate new versus existing versus demolition.		
.14	Using font sizes and types following PWGSC drafting standards.		

.15	Providing separate drawings for demolition and new work.		
.16	Drawing acceptance by the FPE of HRSDC.		

**A1.5 DRAWINGS - DISCIPLINE SPECIFIC (TOP 10 FOR EACH)**

ITEM	Check ed by:	Comments:
<b>1. Architectural</b> The Drawings meet the requirements of;		
.1 Providing a Building Code Analysis.		
.2 Indicating fire separations and firewalls and rating.		
.3 Providing a complete site plan with all related details.		
.4 Providing a fully detailed reflected ceiling plan showing lighting, diffusers, sprinkler heads, etc.		
.5 Wall sections being coordinated with the structural and other disciplines drawings.		
.6 Building elevations showing all mechanical and electrical ancillaries.		
.7 Sub surface drainage being shown on the foundation plans and coordinated with all other disciplines.		

.8	Accessibility conforming to CAN/CSA 651-04.		
.9	Coordination of door, finish, hardware schedules in conjunction with fire separations and other disciplines.		
.10	All conflict points identified have been resolved.		
<b>2. Structural</b> The Drawings meet the requirements of;			
.1	Ensuring that General Notes provide additional information that is NOT covered in Specifications.		
.2	Remove all information that is or should be covered by the Specifications.		
.3	Note loads used for design.		
.4	PWGSC policy of using general product descriptions, not proprietary product names followed.		
.5	Table of Abbreviations used provided.		
.6	Section bubbles properly cross referenced.		
.7	Coordination with all other disciplines.		
<b>3. Mechanical</b> The Drawings meet the requirements of;			



.1	Separate drawings for Plumbing, HVAC, Fire Suppression, etc.		
.2	Provision for humidification with a clean source of water and no standing water		
.3	Provision of separate HVAC zoning for each unique thermal zone.		
.4	Providing Ventilation to ASHRAE 62.1.		
.5	The building and systems and equipment meeting all requirements of Section 5 of ASHRAE 62.1.		
.6	Conformance to ASHRAE 55 for; .1 Operative temperature .2 Air motion .3 Radiant Temperature Asymmetry .4 Draft .5 Vertical Temperature Difference .6 Floor Surface Temperature .7 Temperature Variations with Time .8 Cyclic Variations .9 Drifts and Ramps		
.7	Providing building cross-sections at all key locations showing clearances for the mechanical installation and access for maintenance.		

.8	Providing sufficient access to mechanical equipment for maintenance.		
.9	Providing mechanical schematics showing design pressure and temperatures as well as all instrumentation and control points labels.		
.10	Coordination with all other disciplines.		
<b>4. Electrical</b>	The Drawings meet the requirements of;		
.1	Separate drawings for Lighting, Power, Fire Alarm System, Communication and Data, Security & CCTV etc.		
.2	Verification and acceptance of the Grounding condition for this project.		
.3	The Overcurrent and Short Circuit Study and confirming all components are fully coordinated.		
.4	The Arch-Flash Study and confirming all components are fully coordinated.		
.5	Providing Arch protection warning signs and labeling.		
.6	Providing Lighting Levels in accordance with the National Building Code and IESNA recommendations.		

.7	Not using Armored Cable. Using Armored Cable will be allowed only for jumping from one light fixture to the other in a distance up to 3m.		
.8	Providing identification for each circuit including: <ul style="list-style-type: none"> <li>.1 Name</li> <li>.2 Voltage,</li> <li>.3 Phase,</li> <li>.4 Amps,</li> <li>.5 Circuit-s</li> <li>.6 Fed from Panel, Destination.</li> </ul>		
.9	The Voltage Drop Calculation for each circuit and conformance to CEC requirements.		
.10	Providing phase load and total load for each panel and ensuring proper balance of the Electrical System.		
.11	Coordination with all other disciplines.		
<b>5. Civil</b>			
	The Drawings meet the requirements of;		
.1	The design criteria. (e.g. design vehicle for surface structures, design period and other data for WM.WW, SW and other systems including data and calculations showing design requirements and provided capacities)		

.2	The reference standards. (e.g. minimum service connection pipe or minimum WM size, etc have been used for municipal works, name the local authority whose standards are used.)		
.3	Indicating existing sub-grade soil properties and strength that has been used for the design is indicated on drawings or in a report.		
.4	Indicating Bench Marks used for the Topographic Survey are shown with Northing, Easting and elevation data.		
.5	Indicating the Final Geometric layout for existing and new infrastructures and facilities including centerline of all access roads and pipes. The data provided includes Northing and Easting of all points including start and end point and for all other points wherever there is change in direction, and all horizontal curve data		
.6	Providing typical X-sections for all structures, including type, thickness of various materials for pavement structures, and pipe diameter, material		

	types and thickness and SDR values.		
.7	Providing design grades and slopes.		
.8	Providing details for all infrastructures and facilities indicating all works and type of materials and all geometrics and dimensions..		
.9	Coordination with all other disciplines.		

A1.6 CONSULTANT'S DECLARATION

66% Submission:

The consultant confirms the following:	
1)	The consultant has reviewed the checklist in conjunction with the requirements contained in the consultant's contract.
2)	The consultant has completed a full review and coordination of the contractual documents in accordance with professional standards of care.
Firm name:	
Signature:	
Date:	

99% Submission:

REQUIRED SERVICES

The consultant confirms the following:	
1)	The consultant has reviewed the checklist in conjunction with the requirements contained in the consultant's contract.
2)	The consultant has completed a full review and coordination of the contractual documents in accordance with professional standards of care.
Firm name:	
Signature:	
Date:	

Final Submission:

The consultant confirms all of the following:	
1)	The documents are ready to be issued for tender.
2)	The consultant has reviewed the checklist in conjunction with the requirements contained in the consultant's contract.
3)	The consultant has completed a full review and coordination of the contractual documents in accordance with professional standards of care.
Consultant's Representative:	
Firm name:	
Signature:	
Date:	

The services rendered by the selected firms will be in support of the Real Property Services Branch of PWGSC. The vendor(s) shall be licensed to practice Architecture and/or Engineering in the Province of the work. Individual commissions will provide support to the Regional Manager of Architecture & Interior Design and may include one or more of the following activities broadly related to architecture. Firms will be expected to be able to provide expertise in most, if not all, of the areas that follow.

Be advised that, in general, architectural services provided to PWGSC must be complete in that they identify all major issues that will have a significant impact on the project. This will promote a surprise-free environment which will enhance the success of project implementation.

Note that depending on the type of project, PWGSC may dictate input into the design via in house resources or other PWGSC standing offers and this prime consultant is to incorporate and coordinate these "subs" in the prime consultant's team for that project. Further, this Prime Consultant will be required to sign and seal all documents that it prepares as required by the Province of the work and or its municipalities.

If the project requirements are such that the prime consultant is asked to provide a specialist/sub consultant not listed in the primary sub consultant team, the proposed specialist/sub consultant names are to be submitted to the PWGSC for approval, prior to their being engaged for the work.

The following RS sections indicate the full extent of required services that the consultant team must be able to provide. **RS 1 Pre-Design Services (Stage 1A)**

The purpose of this stage is to develop:

1. Feasibility Studies / Options Analysis;
2. Functional Requirements ;
3. Implementation Strategy and Schedule;
4. Building Condition Reports and Performance Audits;
5. Sustainable Development Strategies and Reports;
6. Facility Equipment Evaluation and Recommendations Report;
7. Order of Magnitude Cost Report.
8. Production of RFP documents for PWGSC Projects

### **RS 1.1 Feasibility Studies / Options Analysis**

#### **1.1.1 Intent**

##### **Feasibility Study:**

A report which outlines the research and subsequent analysis to determine the viability and practicability of a project. A feasibility study analyzes economic, financial, market, regulatory, environmental/sustainable and technical issues. The purpose at this stage is to: investigate and analyze site conditions, including soil conditions, zoning, bylaws, traffic reports, service capacities, base building support systems, special purpose support systems etc. and to provide recommendations.

##### **Options Analysis:**

A design test (in schematic form) for the feasibility study recommendations to determine that the recommendations can be accommodated in a minimum of three (3) distinctly different options.

##### **Cost Estimate:**

Complete with class 'D' "Order of Magnitude" costs. (see RS 1.7)

#### **1.1.2 Scope and Activities**

##### **Feasibility Study:** (but not limited to)

Visit the building/site, investigate and analyze the availability and capacity of building services

needed for the project, including renewable energy;

Investigate the requirements for the particular facility, including existing and new technologies;

Analyze the project requirements/program;

Review all available existing material related to the type of facility;

Investigate and analyze all applicable codes, regulations standards,

including (but not limited to):

National Building Code, Canada Labour Code, Model National Energy

Code, NFPA, Ontario and Québec Occupational Health and Safety,

Medical Research Council;

Evaluate existing facilities including: building envelop, mechanical,

electrical and structural

systems, functional adaptability, code compliance, hazardous and non-

hazardous waste;

Identify and verify all authorities having jurisdiction over the project;  
Establish a policy for this project to minimize environmental impacts consistent with the project objectives and economic constraints, and consider impacts of the application of the Canadian Environmental Assessment Act (CEAA); and

Prepare recommendations on the feasibility of the project.

### **Options Analysis (but not limited to)**

Test the feasibility study recommendations on a minimum of three (3)

options, schematic (sketch) only;

Bubble and flow diagrams;

Adjacencies and functional relationships;

Horizontal and vertical stacking relationships;

Orientation and renewable energy and

Indication of the preferred option.

### **Class 'D' Order of Magnitude Cost (for each option)**

See RS 1.7

#### **1.1.3 Deliverables:**

Comprehensive summary of the existing conditions, feasibility and options analysis including:

Report on existing base building system elements including their condition, deficiencies and life expectancy;

Report on existing facility systems requirements;

Report on all applicable codes, regulation, standards and authorities having jurisdiction;

Report on environmental impact, and sustainability;

Report on recommendations and options analysis;

Written identification of the problems, conflicts or other perceived information/clarifying

assumptions for the acknowledgment of the Departmental Representative;

Report on Class 'D' Order of Magnitude Cost for each option.

## **RS 1.2 Functional Requirements**

### **1.2.1 Intent**

For any interior work related to office fit-up, the consultant shall follow the **Government of Canada Fit-up Standards:**

[Http://publiserie.pwgsc.gc.ca/fitup/text/new-e.html](http://publiserie.pwgsc.gc.ca/fitup/text/new-e.html)

#### **Functional Requirements (Program):**

A written statement which describes various criteria and data for a building (facility) project including design objectives, site requirements and constraints, spatial requirements and relationships, building systems and equipment, facility systems and equipment, and future expandability. The purpose of this stage is to describe the requirements which a building (facility) must satisfy in order to support and enhance human activities.

The programming process seeks to answer the following questions:

What is the nature and scope of the problem?

What information is required to develop a proper architectural solution to the problem?

How much and what type of space is needed?

What space will be needed in the next five to ten years to continue to operate efficiently?

How can sustainability be addressed at this stage?

#### **Options Analysis:**

A design test (in schematic form) for the functional program recommendations to determine that the recommendations can be accommodated in a minimum of three (3) options.

#### **Cost Estimate:**

Complete with class 'D' "Order of Magnitude" costs. (see RS 1.7)

### **1.2.2 General**

#### **Scope and Activities**

In preparing a functional program, the consultant's main task is to examine the client's world in detail so as to define the clients needs and objectives.

These requirements will establish criteria for evaluating potential design solutions and other strategic alternatives.

The consultant must understand:

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The impacts of a building's occupants and processes (facilities) on the built environment;  
The social and environmental impacts of the building's program on the community;  
The planning impacts of its function on the local infrastructure.

To prepare a functional program, consultant's shall identify, research, and observe the Users of the proposed building (facility) and their work activities, including:

Research and information gathering through information sessions with employees, focus group sessions etc.  
Function-by-function, room-by-room, or branch by branch activity plans;  
Staffing plans (current/future);  
Office standards; open vs. Closed  
Special purpose space;  
Support space  
Storage requirements.  
The volume of activity planned for specific facility components, such as:  
Throughput (amount of material put through experimentation, analysis);  
Flow patterns (proximity /circulation).

The consultant shall then develop approximate floor areas and technical requirements for the proposed facility, including:  
Details of the space, facility, or of the workstation;  
Special facility equipment or furniture configurations;  
Environmental criteria  
Must be based on the GOC Fit-up Standards

The Consultant shall also advise the client on alternatives, such as the architectural and financial implications of various building options. Functional programs for buildings (facilities) are future oriented - alternative scenarios may be based on high-, medium-, and low-growth projections, or on fast, medium or slow roll-outs of anticipated events. The consultant shall assist the client in assessing

the advantages or benefits - and the disadvantages or costs - of each alternative.

### 1.2.3 Deliverables:

Depending on the size/scope of work, the consultant shall submit record documentation at the 33%, 66% and final stages of delivery as required.  
The final Functional Program is a report which may include (but not limited to):  
The client's philosophy, values, goals, and desired "image";  
Site requirements, such as parking, circulation orientation.  
Explicit space requirements for the future building (facility), including:  
Definition of the activities which will take place in each space in the building;  
The functional relationships of the spaces;  
"Bubble" diagrams and flow diagrams;  
The size of each of the spaces;  
Sketch (schematic) design options;  
Special technical requirements of each of the spaces and the building systems;  
Financial requirements and a preliminary "Order of Magnitude" budget;  
Scheduling and time frame for the project;  
Other requirements including:  
Regulatory issues such as zoning and building code requirements  
Other requirements from Authorities having Jurisdiction;  
Community goals and concerns;  
Ecological and environmental concerns;  
Advice on a recommended construction delivery method (traditional design-bid-build, design-build, construction management)

## RS 1.3 Implementation Strategy and Schedule

### 1.3.1 Intent

The purpose of this stage is to detail an implementation strategy to meet the project goals and Objectives.

### 1.3.2 General



## Scope and Activities

The consultant shall provide a detailed implementation strategy and schedule including (but not limited to):

Prepare a detailed implementation strategy that documents, in a report, all activities, milestones and deliverables required for the effective delivery of the project including time frames for submissions, reviews and approvals.

Prepare a project schedule that identifies, in a graphic format such as Critical Path Method (CPM) or Program Evaluation Review Technique (PERT), all activities, milestones including critical deadlines, long lead delivery items and drop dead dates, required for the effective delivery of the project deliverables, including time frames for submissions, reviews and approvals.

The Implementation Strategy and Schedule described above shall include, but not be limited to the following:

- Space acquisition strategy, building master plan;
- Decommissioning and environmental clean-up strategy;
- Move sequencing;
- Swing space requirements;
- Procurement of facility equipment and furniture strategy; and
- Construction strategy.

Advise the Departmental Representative of any changes to the scope that may affect schedule or are inconsistent with instructions or written approvals previously given. The consultant shall detail the extent and reasons for the changes and obtain written approval before proceeding. Submit the Implementation Strategy and Schedule for review. Revise as required. Resubmit for final approval. The original approved schedule will become the "Baseline" schedule to monitor project progress.

Throughout the project, monitor critical path and deadlines for submissions, revisions and approvals. Submit weekly Progress Reports identifying completed deliverables, slippage and upcoming activities.

## 1.3.3 Deliverables

Implementation strategy  
Time Plan (Schedule)

## RS 1.4 Building Condition Reports and Performance Audits

### 1.4.1 Intent

The purpose of this stage is to evaluate a building asset in order to determine the most appropriate management strategy for the retention, maintenance and/or retrofit / renewal of the facilities in order to satisfy current and future client requirements.

The cyclical review of building assets consists of the performance of a range of major evaluation and analysis studied:

- Asset Management Plans
- Investment Analysis Report (IAR) Studies
- Building Management Plans
- Building Condition Reports (BCR) Level 2
- Building Performance Reviews
- Serviceability

The scope of these cyclical reviews provides, in general terms an examination of inventory performance in five major areas:

- Operational Performance
- Functional Performance
- Financial Performance
- Technical Performance
- Environmental Performance

## 1.4.2 Scope and Activities

### 1.4.2.1 Project Start-up

A Start-Up Meeting will be held at the time and place to be determined by the Departmental Representative.

### 1.4.2.2 Research Phase

This phase represents the building pre-inspection review of the existing documentation in order to confirm the range of information available and to identify any missing components or areas of concern which will require special attention during the next phase - Building Survey.

### 1.4.2.3 Surveys Phase

The Consultant team will undertake a detailed review of the current performance conditions of the building with respect to:  
Operational, Functional, Technical, Environmental and Financial  
Performance

With respect to building maintenance, the consultant will:  
assess the levels of maintenance with respect to equipment meeting its anticipated life cycle  
ensure that maintenance is done to a level so as to avoid critical systems failure that could impact on tenants  
ensure that life protection systems are evaluated for maintenance and testing, including randomly verifying the extinguisher maintenance, riser pressure etc.

The on-site review will be structured in such a manner as to identify and document the inter-relationship of the findings for each specific set of performance criteria as they are affected by other sets of criteria.

**1.4.2.4 Report Development**

After the inspection of the facility, the data is analyzed with respect to condition, remaining useful life, code compliance, condition descriptions, and their impact on the functionality of the asset, and priorities for intervention are established. All deferred maintenance, capital renewal project recommendations and the replacement value of each building are calculated and presented in the report, based on local material and labour rates.

**1.4.3 Deliverables**

1.4.3.1 Content Plan This section of the Terms of Reference outlines the format and minimum scope of review to be undertaken in the performance of this building condition study.

The format has been developed in order to provide a direct link with the development of the

Asset Management Plan and therefore must be strictly adhered to.

The content plan is divided into seven major divisions and appendices:

- A. Executive Summary
- B. Project Framework/Introduction
- C. Operational Performance
- D. Functional Performance
- E. Technical Performance
- F. Environmental Performance
- G. Building Components Summary Tables
- H. Appendices
  - a) Annual Building Inspection (ABI)

- b) Serviceability - Occupant and Facility Profiles
- c) Sustainable Development Report Card
- d) Life and Safety Systems Compliance Testing
  - e) Balancing Reports
  - f) Indoor Air Quality Study
  - g) Designated Substances Report
  - h) Environmental Audit
  - i) Accessibility Audit
  - j) Energy Audit
  - k) Other Audits and Studies
  - l) Heritage/FHBR0 Report
  - m) Federal Building Initiative
  - n) BCR (3).

**RS 1.5 Sustainable Development Strategies and Reports**

Specific projects may require the services of a certified LEED consultant. If so such requirement will be identified in the terms of reference for the project.

**1.5.1 Intent**

The purpose is to research and investigate a wide range of strategies to achieve sustainability

including; but, not limited to:

Recycling and reuse of materials, systems, equipment;

Procurement of "green" materials;

Energy reduction and management;

Water management

Waste reduction and management;

Life-cycle costing, cost benefit analysis;

Integrated Design process.

**1.5.2 General**

**Scope and Activities**

The consultant shall research and investigate sustainable development strategies in the context of the project and make recommendations



Prepare a detailed inventory of existing non-contaminated materials, systems, equipment identified for reuse or recycling. Include target markets for recycled material and make recommendations. Verify with client department. Revise as required. Obtain approval.

Investigate and identify potential "green" building materials and products for the project include sourcing (i.e. In order to meet government objectives sole source is necessary). Verify with client department. Revise as required. Obtain approval.

Investigate and analyze potential to exceeding the Model National Energy Code by 30% to 50%.

Make recommendations for an Energy Reduction and Management plan. Investigate and analyze potential to increasing energy efficiency, and strategies to decrease water run-offs

Develop a non-hazardous and hazardous waste reduction and management plan. Make recommendations, verify with client department. Revise as required. Obtain approval.

Based on the recommendations included in 1 to 4, perform a cost / benefit and life-cycle costing analysis for the Sustainability Strategy for the project.

### 1.5.3 Deliverables

Submit the Sustainability Strategy for review, in a report.  
Revise as required.  
Resubmit for final approval.

## RS 1.6 Facility Equipment Evaluation & Recommendations Report

### 1.6.1 Intent

The purpose of this stage is to identify and evaluate existing facility equipment and furniture and to make recommendations for their reuse, recycling, refurbishment and/or replacement. Generally, this will be at a high level and only Special Purpose Space should be identified. All other areas i.e. offices, common areas etc. Fall under Fit-up Standards.

### 1.6.2 General Scope and Activities

- A. At such time as the Departmental Representative determines, prepare a detailed **inventory** of existing furniture and equipment found in workstations/worksettings, support space and special purpose facility space. Include drawings identifying existing location, layout, and user's name or employee number, if applicable. Verify with client department. Revise as required. Obtain approval. Note that the Consultant shall refer to the PWGSC National Project Management System. This type of activity should not be undertaken too early in the process as information is quickly "stale dated".
- B. Based on parameters developed in conjunction with the Departmental Representative and the client department, prepare a furniture and equipment **evaluation report** that assesses the condition of existing furniture and equipment. Assess the current inventory against the client department's functional requirements. Include an examination of the following: Reusing/refurbishing existing furniture and equipment; and/or Procuring new furniture and equipment; and Current technologies and innovative solutions for the total office facility environment.
- C. Prepare a detailed cost analysis (Class B) that compares the reuse/refurbishment of existing furniture and equipment, with the purchase of new furniture and equipment. Consideration should be given to cost effectiveness and time frames required for refurbishment of existing furniture and equipment and/or the procurement of new furniture and equipment.

### 1.6.3 Deliverables

Submit (1) **inventory**, (2) **evaluation report**, & (3) **cost analysis** in a report for review.  
Revise as required.  
Resubmit for final approval.

## RS 1.7 Order of Magnitude "Class D" (Indicative) Cost Reports

### 1.7.1 Intent

The purpose of this stage is to provide an indication of the total cost of the project, based on the user's

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functional requirements to the degree known at the time. It is based on historical cost data for similar work, suitably adjusted for such factors as: effect of inflation, location, risk, quality, size and time. All related factors affecting cost are considered to the extent possible. Such an estimate is strictly an indication (rough order of magnitude) of the project total cost and completion date. This estimate is used to establish the indicative estimate required by Treasury Board for Preliminary Project Approval.

### **1.7.2 General Scope and Activities**

#### **Cost Planning**

Specific tasks may include, but are not limited to:  
Prepare (life-cycle) cost plans from project briefs, preliminary concepts or other preliminary information;  
Prepare cost analysis;  
Prepare option analysis and "what if" scenarios;  
Provide advice and recommendations on project planning in order to achieve the most cost effective project sequence;  
Identify and quantify potential risks and make contingency recommendations in order to minimize negative cost impacts;  
Advise on alternative procurement and construction strategies to create efficiencies wherever possible; and/or  
Identify, forecast and analyze project-related issues including possible market shortages and potential price fluctuations.

#### **Cost Estimating**

Develop cost estimates of projects;  
Prepare order of magnitude "class D" cost estimates;  
Quantify design and construction costs, contingencies and risks;  
Prepare and investigate costing alternatives to assist in the identification of the most cost-effective

design and/or construction approach;  
Investigate and report on life-cycle costs; or  
Document all unit pricing, analysis, and valuation.

### **1.7.3 Deliverables**

#### **Cost Planning**

Cost plans;  
Cost analyses and "what if" scenarios;  
Cash flows; and / or  
Reports on alternative procurement and construction strategies or other project-related issues.

#### **Cost Estimating**

Fully detailed cost estimate. Order of magnitude "class D" accuracy;  
Documentation of the methodology of the estimate and any assumptions made;  
Documentation of all pricing and valuation calculations;  
Reports on investigation of costing alternatives; and / or  
Reports on life-cycle costs.

## **RS 1.8 Production of RFP documents for PWGSC Projects**

### **1.8.1 Intent**

From time to time PWGSC will require the services of a consultant to prepare RFP documents for Government of Canada projects. The level of effort will vary depending on the scale of project and the scope of work and may require the consultant team to continue become involved as Bridging Consultants, as the project develops. If the selected consultant wishes to be considered for the actual project that will result from the RFP process, they are free to decline that commission.

### **1.8.2 General**

#### **Scope and Activities**

Visit, as necessary, the building/site, investigate and analyze the availability and capacity of building or site services needed for the project, including renewable energy  
Investigate the requirements for the particular facility, including existing and new technologies;  
Analyze the project requirements and the stated program

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Meet client representatives, in conjunction with PWGSC, to confirm existing program requirements and or potential for future growth  
Prepare feasibility studies or review previous studies, should they exist, to determine whether they suit current client needs  
Prepare options analysis, or review previous options, should they exist, to determine whether they suit current client requirements  
Assist with decisions on project delivery whether it should be design-bid-build, design-build, lease to own or any other acceptable method  
Coordinate with PWGSC to obtain client approval of all ongoing decisions and of the final RFP documents  
If required, this consultant may be retained to act as a Bridging Consultant to liaise between the client group, PWGSC and the successful proponent on the project.

### 1.8.3 Deliverables

Prepare, on behalf PWGSC, complete RFP documents suitable for solicitation of bids from other consultants for the noted project.  
Assist in management of the bid process including answering questions during the bid period.

Be available to assist with tender analysis.

Provide the full scope of services described in the T.O.R.

**RS 1 Pre-Design Services (Stage 1B) - Verification** (when RS 1 has been prepared by others)

Based on the Project Brief prepared by the PWGSC Departmental Representative at the time of call-up, the scope of services will either be based on Section RS 1 "Pre-Design Services (Stage 1A)" or "Pre-Design Services (Stage 1B) - Verification".  
Analysis of Project Requirements  
Review Pre-Design deliverables (Stage 1A) prepared by others.

### RS 1.1 Analysis of Project Requirements

#### 1.1.1 Intent

The purpose of this stage is to ensure the consultant has reviewed and integrated all the project requirements, identified and evaluated conflicts or problems, provide 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.

### 1.1.2 General Scope and Activities

Visit the building/site and verify the availability and capacity of services needed for the project  
Attend project start up meeting  
Analyze the project requirements/program  
Review all available existing material related to the project  
Review the proposed project schedule for verification that all milestone dates are achievable  
Review the cost plan/budget for verification that the costs are realistic and achievable  
Identify and verify all authorities having jurisdiction over the project  
Identify the codes, regulations and standards that apply  
Establish a policy for this project to minimize environmental impacts consistent with the project objectives and economic constraints

### 1.1.3 Deliverables

Comprehensive summary of the project requirements/program demonstrating understanding of the scope of work including:  
♦ report on existing base building system elements including their condition, deficiencies and life expectancy.  
♦ confirmed or adjusted project cost and time plans  
♦ written identification of the problems, conflicts or other perceived information/clarifying assumptions for the acknowledgment of the Departmental Representative

### RS 1.2 Review of Pre-Design Deliverables - Stage 1A (prepared by others)

#### 1.2.1 Intent

The purpose of this stage is to ensure the consultant has reviewed and integrated all the pre-design

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deliverables prepared by others 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.

## 1.2.2 General

### Scope and Activities

Ensure Pre-Design (Stage 1A) prepared by others include the following deliverables, and that those are still current, up-to-date and are approved:

1. Feasibility Studies / Options Analysis;
2. Functional Requirements ;
3. Implementation Strategy and Schedule;
4. Building Condition Reports and Performance Audits;
5. Sustainable Development Strategies and Reports;
6. Facility Equipment Evaluation and Recommendations Report;
7. Order of Magnitude Cost Report.
8. Production of RFP documents for PWGSC Projects

**For a more detailed description of the content requirements of Pre-Design Services, see Section RS 1 "Pre-Design Services (Stage 1A)".**

## 1.2.3 Deliverables

Update the Pre-Design deliverables if required. Submit for review. Revise. Resubmit for final Approval.

## RS 2 Schematic Design

### 2.1 Intent

To translate the project requirements into space perimeters in the most environmentally and sustainable manner. To explore design options and analyze them with respect to priorities and program objectives previously identified. Out of this process, one option will be recommended to proceed to Design Development.

## 2.2 General

### Scope and Activities:

Obtain written approval from the Departmental Representative for development of schematic design options based on the analysis of the Project Brief;

Provide alternative design options exploring possible technical and environmental strategies which are viable and have potential for development;

Analyze each solution with regard to the project goals including cost and schedule;

Write a preliminary project-description report outlining the various components and system options;

Minimize the use of hazardous/toxic materials and products made for endangered or rare species (i.e. tropical hardwoods);

Recommend one option for further development with all supporting background and technical justifications;

Produce a class 'C' cost estimate for the various options;

Produce an implementation schedule, including alternative procurement and construction strategies.

## 2.3 Details

### 2.3.1 Architectural Drawings:

Site plan showing proposed building outlines, orientation, main accesses and traffic patterns;

Schematic building plans of alternatives showing relative disposition of main accommodation

areas, circulation patterns, numbers of floors, etc.;

Sketch elevations and sections indicating the basic design approach and aesthetic philosophy;

Sketch perspectives or massing studies;

Outside gross building areas and summary of main accommodation areas required and proposed;

Horizontal and Vertical space relationships.

### 2.3.2 Structural Drawings:

Proposed or alternative structural systems including foundation methods, explanatory sketches, etc.

and a copy of the site report on which the design is based;

Initial seismic analysis.

### 2.3.3 Mechanical:

The schematic design submission shall include a description of specific mechanical requirements and function for each area (room) in the project. Identify any unique or specialized equipment required by the subject facility. Incorporate in the submission a schedule of requirements listing all rooms and identify the mechanical building services to be provided. Explain in the concept submission the manner in which the proposed mechanical systems correlate with user requirements.

Identify the volume of outdoor air to be supplied per person.  
Identify the delivery rate of supply air to occupied spaces.

Identify whether full time operating staff will be needed for operating any of the mechanical

equipment. Differentiate between staff that is needed by code requirements versus that staff which is needed because of the nature and size of the facility.

Identify location of entry point into the building of all mechanical services into the building.

Identify in square metres the area to be provided for mechanical rooms, and then identify what percentage of total building area this represents. Identify location of mechanical spaces in the building.

Analysis of alternative mechanical schemes at the schematic design stage shall reveal energy consumption of building systems, operating and maintenance costs on a month by month basis for a time span of one year. Accordingly the estimated energy, operating and maintenance costs shall be used in life cycle cost analyses in order to determine the most beneficial mechanical systems alternative. Life cycle cost analyses shall be based on a projected building life of 25 years.

Carry out energy analysis on system alternatives.  
Establish an energy budget for the building and compare it to energy consumption of other similar

buildings. Total energy consumed in the building shall be expressed in kWh/m<sup>2</sup>.

Submit a complete energy analysis.

Identify the type of boilers to be used (i.e. cast iron sectional, fire tube, etc.) and provide an economic and technical explanation of the reason for the type of boiler to be used.

List of non-Canadian products and materials proposed for the project with written justification

### 2.3.4 Electrical:

Proposed basic electrical systems of significance to the early design.

Site plan showing location of service entrances.

Distribution diagram showing single line diagrams to distribution centres.

Floor plans complete with locations of major electrical equipment and distribution centres.

Lighting layouts.

Power outlets.

Ceiling distribution systems for lighting, power and telecommunications.

List of standard PWGSC details to be utilized.

Telephone rooms, conduits and telecommunication cable systems requirements and layout.

Provide an electrical design synopsis, describing the electrical work in sufficient detail for

assessment and approval by the Department. Include feasibility and economic studies of proposed systems complete with cost figures and loads.

List of non-Canadian products and materials proposed for the project with written justification.

### 2.3.5 Commissioning:

Define Commissioning Requirements

Identify in square meters the area to be provided to maintenance personnel, including storage and workshops for mechanical, electrical and housekeeping.

Define project verification archives (data storage and retrieval system).

### 2.3.6 Sustainable Development:



Design and evaluate Schematic Design Options exploring positive environment strategies.

**2.3.7 Specifications:**

Preliminary outline specification in Unifomat indicating main building components and options for use of "Green" components and systems.

**2.3.8 Cost Plan:**

Prepare preliminary cost plan from the schematic design;

Prepare preliminary cost analysis;

Prepare options analysis and "what if" scenarios;

Provide advice and recommendations on project planning in order to achieve the most cost effective project sequence;

Identify and quantify potential risks and make contingency recommendations in order to minimize negative cost impacts;

Advise on alternative procurement and construction strategies to create efficiencies wherever possible; and/or

Identify, forecast and analyze project-related issues including possible market shortages and potential price fluctuations.

**2.3.9 Cost Estimate:**

Prepare "class C" cost estimates;

Quantify design and construction costs, contingencies and risks;

Prepare and investigate costing alternatives to assist in the identification of the most cost-effective design and/or construction approach;

Investigate and report on life-cycle costs; and / or

Document all unit pricing, analysis, and valuation.

**2.3.10 Time Plan (Schedule):**

Prepare project master schedule;

Identify potential risks to schedule;

Advise on alternative procurement and construction strategies to create efficiencies wherever possible.

**2.4 Deliverables:**

**Provide the following:**

Schematic Design Drawings;

Description of the options with recommendation of preferred solution;

Waste management report;

Audit plan and Phase II Waste Division Action Plan;

Project specification amendment;

Environmental Design Modification Report;

Indoor Air Quality Report;

Cost Plan, including cost analysis, "what if" scenarios, potential risks, alternative procurement and construction strategies;

Class 'C' Cost Estimate, including methodology of the estimate, assumptions made, costing alternatives and life cycle costs; Report on deviation from schedule and recommend corrective measures or updated time line.

Sustainable Design / Development checklist from LEED, BOMA or other relevant format.

**RS 3 DESIGN DEVELOPMENT**

**3.1 Intent**

To further develop one of the options presented at the Schematic Design stage. The Design

Development documents consist of drawings and other documents to

describe the size and character of

the entire project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

**3.2 General**

**Scope and Activities:**

Obtain written approval from Departmental Representative for development of one of the proposed Schematic Design options;

If any alterations are demanded, document all required changes, analyze the impact on all project components, and resubmit for approval if required;

Expand and clarify the Schematic Design intent for each design discipline;

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Present the design materials to the client, design review or other committees as indicated by the  
Departmental Representative;  
Present the design to the government or local authorities where required;  
Ensure coordination of all disciplines' design development;  
Analyze the constructability of the project and advise on the construction process and duration;  
Based on all material available at the time, prepare a milestone schedule for the consideration with  
special attention to the impact on tenants;  
Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design  
of the project;  
Provide a list of all NMS sections to be used, complete with a full draft specification, catalogue  
cuts and sustainable development/green choices.

### 3.3 Details

#### Scope and Activities:

##### 3.3.1 Architectural Drawings:

Floor Plans of each floor showing all accommodation required with room names and calculated  
areas, including all necessary circulation areas, stairs, elevators, etc., and ancillary spaces  
anticipated for service use. Indicate building grids, modules, etc., and key dimensions;  
Furniture and Equipment plans;  
Cross Sections through the building(s) to show floor levels, room heights, inner corridor or court  
elevations, etc.;

Detail Sections of walls, building envelope design features or other special design features  
requiring illustration and explanation at this stage, including  
fireproofing methods.

Demolition plans, partition plans reflected ceiling plans, finish schedules, door/window schedules  
Etc.

##### 3.3.2 Structural Drawings:

Drawings indicating the proposed structural framing system, structural materials, and other  
significant or unusual details proposed. Drawings may be separate or incorporated on the  
Architectural sheets. Include a copy of the site report on which the design is based;  
Update seismic report.

**3.3.3 Mechanical:**  
Site Plan showing service entrances for water supply, sanitary and storm drains and connections to  
public utility services, including all key invert elevations;  
Drawings showing preliminary sizing of ventilation, cooling and heating systems showing  
locations, and all major equipment layouts in mechanical rooms;  
Drawings of plumbing system, showing routing and sizing of major lines and location of pumping  
and other equipment where required ;  
Drawings of the fire protection systems showing major components;  
Produce preliminary designs based on the approved schematic design.  
Update the energy analysis  
and energy budget established at the schematic design stage;  
Update the schedule of requirements;  
Provide information of all internal and external energy loads in sufficient detail to determine the  
compatibility of the proposal with existing services, approved concept and energy budget;  
Analysis of selected equipment and plant with schematics and calculations sufficient to justify the  
economy of the selected systems;  
Describe the mechanical systems to be provided and the components of each system. Describe the  
perceived operation of the mechanical systems;  
Explain what operating staff will be needed to operate the building systems and the expected  
functions of the operation staff;  
Describe the building systems control architecture. Provide preliminary EMCS network  
architecture, mechanical control schematics, and sequence of operation;

Explain what acoustical and sound control measures are to be included in the design.

3.3.4 Electrical drawings:

Provide drawings showing advanced development of the following:

- ❖ Single line diagram of the power circuits with their metering and protection, including:

1. Complete rating of equipment.
  2. Ratios and connections of CT's and PT's.
  3. Description of relays when used.
  4. Maximum short circuit levels on which design is based.
  5. Identification and size of services.
  6. Connected load and estimated maximum demand on each load centre.
- Electrical plans with:

1. Floor elevations and room identification.
2. Legend of all symbols used.
3. Circuit numbers at outlets and control switching identified.
4. All conduit and wire sizes except for minimum sizes which should be given in the specification.
5. A panel schedule with loadings for each panel.
6. Telephone conduits system layout for ceiling/floor distribution.

Riser diagrams for lighting, power, telephone and telecommunication cable systems, fire alarm and other systems.

Elementary control diagrams for each system.

Schedule for motor and controls.

Complete lighting layout and fixture schedule clearly indicating methods of circuiting,

switching and fixture mounting.

Electric heating layout and schedule.

Provide the following data:

Total connected load.

Maximum demand and diversity factors.

Sizing of standby load.

Short-circuit requirements and calculations showing the ratings of equipment used.

3.3.5 Commissioning

Define operational requirements.

Define Commissioning Requirements.

Prepare a commissioning Brief describing major commissioning activities for mechanical, electrical and integrated system testing.  
Define and establish project specific archives

3.3.6 Sustainable Development:

Develop Design and evaluate options exploring positive environment strategies;

3.3.7 Specifications

Provide a list and draft specification sections of all NMS sections to be used;

Submit outline specifications for all systems and principle components and equipment;

Provide in the outline specifications manufacturers literature about principal components proposed for use in this project;  
Highlight proposed "Green" materials, components and systems.

3.3.8 Cost Plan

Update cost plan;

Highlight changes from preliminary cost plan;

Include cash flow analysis.

3.3.9 Cost Estimate

Provide class "B" (substantive) cost estimate;

Highlight changes from class "C" (indicative) cost estimate.

3.3.10 Time Plan (Schedule)

Update time plan (Schedule);

Highlight changes to the time plan.

3.4 Deliverables

Floor plans including all disciplines showing all floor elements and services to detail necessary to



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make all design decisions and to substantially estimate the cost of the project;

Two (2) or three (3) building sections;

Demolition Plans;

Architectural, structural, engineering, millwork and finishing details to determine choice of

materials and finishes;

Reflected ceiling plans;

Elevations;

Site and building models as required;

Finish and colour schemes;

Outline specifications for all systems and principle components or equipment;

Updated cost plan and cash flow;

Class 'B' cost estimate;

Preliminary construction schedule including long term delivery items;

Fire Protection Engineers Report including requirements, strategies or interventions for protection

of the building and it's occupants;

Project dossier detailing the basic assumptions of the project and the justifications for all major

decisions;

Commissioning Plan;

Updated sustainable development strategy report.

## RS 4 CONSTRUCTION DOCUMENTS

### 4.1 Intent

To prepare bilingual coordinated A&E drawings and specifications setting forth in detail the

requirements for the construction and final cost estimate of the project.

33% indicates technical completeness of all working documents;

66% indicates substantial technical development of the project - well

advanced architectural and

engineering plans, details, schedules and specifications;

99% is the submission of complete Construction Documents ready for

tender call and submission

to local authorities for pre-permit purposes;

Develop project specific Systems Operations Manual (SOM);

Final Submission incorporates all revisions required in the 99% version and is intended to provide

PWGSC with complete construction documents for tender call.

### 4.2 General

**Activities are similar at all three stages; completeness of the project development should reflect the stage of a submission.**

#### Scope and Activities:

Obtain Departmental Representative's approval for Design Development submissions (33%, 66%, 99% and

final);

Confirm format of drawings and specifications;

Clarify special procedures (i.e. phased construction);

Submit drawings and specifications at the required stages. (33%, 66%, 99%);

Provide written response to all review comments and incorporate them into

Construction

Documents where required;

Advise as to the progress of cost estimates and submit updated cost

estimates as the project

develops;

Update the project time plan (schedule);

Prepare a final Class 'A' (substantive) estimate. Review and approve

materials and construction

processes specifications to meet sustainable development objectives.

### 4.3 Details

#### 4.3.1 Technical and Production Meetings

Production of construction documents at the 33%, 66%, and 99%

submissions will be

reviewed during the meetings arranged by Departmental Representative

and Consultant;

Representatives from Client Department(s) and PWGSC support staff will

be present as

arranged by the Departmental Representative;

Consultant shall ensure that his staff and the sub-consultant representatives

attend the

technical and production meetings as required;

Consultant shall ensure all documents are coordinated with all sub-

consultants and disciplines;

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Consultant shall arrange for all necessary data, progress prints, etc.;  
Consultant shall prepare minutes of the meetings and distribute copies to all participants.

#### 4.3.2 Progress Review

As work progresses on construction drawings, submit drawings, schedules, details, pertinent design data and updated Cost Plan and Project Schedule as required.

#### 4.4 Deliverables

Deliverables are similar at all three stages;  
completeness of the project development should reflect the stage of a submission.

##### 4.4.1 99% Submission:

Complete specification and working drawings.

99% Commissioning plan and Systems Operations manual

One copy of the complete colour schedules, including textures, sheens, super-graphics, colour chips and material samples.

One copy of site information, soil investigating report, borehole logs, etc.

One copy of support data, studies, calculations, etc., required by PWGSC Engineering disciplines

for final checking and record.

One copy of updated Cost Plan and Project Schedule

##### 4.4.2 Final Submission:

This submission incorporates all revisions required by the review of the 99% submission. Provide the following:

- ❖ Complete set of originals of the working drawings.
  - Complete sets of original specifications.
  - Class 'A' estimate
  - Complete Commissioning Plan
  - Complete Systems Operations manual
  - Complete set of original Colour Schedule.
  - One set of designated substance survey report (provided by PWGSC).
- As a safeguard against loss or damage to the originals, retain a complete set of drawings in reproducible form and one copy of specification.

Fire Protection Engineering Services, Labour Program, Human Resources Development Canada, formerly known as the Fire Commissioner of Canada (i.e. Fire Marshall)

## RS 5 TENDER CALL, BID EVALUATION & CONSTRUCTION CONTRACT AWARD

### 5.1 Intent

To obtain and evaluate bids from qualified contractors to construct the project as per the Tender Documents. To award the construction contract according to government regulations.

### 5.2 General

#### Scope and Activities:

Attend tenderers briefing meeting(s)

Prepare addenda based on questions arising in such meetings for issue by the Contracting Authority

Provide the Departmental Representative with all information required by tenderers to fully interpret the Construction Documents. PWGSC will issue the addenda to all participants.

If PWGSC decides to re-tender the project, provide advice and assistance to the Departmental Representative

Revise and amend the construction documents to bring the cost of the work within the limits stipulated

Examine and report on any cost and schedule impact created by the issue of tender / contract addenda

### 5.3 Deliverables

Addenda where needed

Changes to the documents, if re-tendering is necessary

Updated cost estimate or schedule

## RS 6 CONSTRUCTION & CONTRACT ADMINISTRATION & POST CONSTRUCTION WARRANTY REVIEW

### 6.1 Intent

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To implement the project in compliance with the Contract Documents and to direct and monitor all necessary or requested changes to the scope of work during construction.

## **6.2 General**

### **Scope and Activities:**

During the implementation of the project, act on PWGSC's behalf to the extent provided in this document

Carry out the review of the work at intervals appropriate to determine if the work is in conformity with the Contract Documents

Keep PWGSC informed of the progress and quality of the work and report any defects or

deficiencies in the work observed during the course of the site review

Ensure compliance with Commissioning Plan, update plan as necessary

Determine the amounts owing to the Contractor based on the progress of the work and certify

payments to the contractor

Act as interpreter of the requirements of the Contract Documents

Provide cost advice during construction

Advise the Departmental Representative on all potential changes to scope for the duration of the implementation

Review the Contractor's submittals

Prepare and justify change orders for issue by the Departmental Representative

Indicate any changes or material/equipment substitutions on Record Documents

During the twelve (12) month warranty period investigate all defects and alleged defects Review Systems Operations Manual prepared by General Contractor

Conduct a final warranty review

## **6.3 Details**

### **Scope and Activities:**

#### **6.3.1 Construction Meetings**

Immediately after contract award attend a briefing meeting with the Contractor and the

Departmental Representative. Prepare minutes of the meeting and distribute copies to all participants and to other persons agreed upon with the Departmental Representative.

Attend job meetings commencing with the construction briefing meeting.

The Departmental Representative may invite client Departments to attend any of these meetings.

#### **6.3.2 Project Schedule**

Obtain Project Schedule with detailed commissioning component shown separately, as soon as

possible after contract award and ensure proper distribution.

Monitor the approved construction schedule, take necessary steps to ensure that the schedule is maintained and submit a detailed report to the PM concerning any delays.

Keep accurate records of causes of delays.

Make every effort to assist the Contractor to avoid delays.

#### **6.3.3 Time Extensions**

Only the Department may approve any request for Time Extensions.

Approval will be issued in writing by the Departmental Representative.

#### **6.3.4 Labour Requirements**

The Contractor is bound by the Contract to maintain competent and suitable workmen on the

project and to comply with the Canada Department of Labour - Labour Conditions. Inform the

Department of any labour situations that appear to require corrective action by the Department.

The General Contractor shall ensure that a copy of the Labour Conditions for the Contract is posted in a conspicuous place on site.

#### **6.3.5 Bylaw Compliance**

Ensure that construction complies with applicable bylaws and regulations. Matters pertaining to the Department of Labour shall be referred to the

Departmental Representative.

#### **6.3.6 Construction Safety**

All construction projects that are occupied by federal employees during construction are subject to the Canada Occupational Safety and Health Act and Regulations as administered by Health and Welfare Canada and/or Provincial Regulations -which ever is more restrictive.	Any directions, clarifications or deficiency list, shall be issued in writing to PWGSC.
Fire safety provisions during construction must comply with FCC Standards 301 and 302, administered by Fire Protection Engineering Services, Labour Program, Human Resources Development Canada, formerly known as the Fire Commissioner of Canada.	
In addition to the above, the Contractor must comply with the provincial and municipal safety laws and regulations, and with any instructions issued by the officers of these authorities having jurisdiction relating to construction safety.	
Ensure the Contractor is mandated to provide all required coordination, isolation, protection and reinstatement of the fire protection and suppression systems throughout construction. Ensure the Contractor is mandated to provide Watchman Service as defined in FC 301 and by the Fire Commissioner	
<b>6.3.7 Site Visits</b> Provide non-resident construction inspection services if required by the Terms of Reference for the call-up. Ensure compliance with contract documents. Provide services of qualified personnel who are fully knowledgeable with technical and administrative requirements of project. Establish a written understanding with contractors as to what stages or aspect of the work are to be inspected prior to being covered up. Assess quality of work and identify in writing to the Contractor and to the Department all defects and deficiencies observed at time of such inspections. Inspect materials and prefabricated assemblies and components as necessary for the progress of the project.	<b>6.3.8 Clarifications</b> Provide clarifications on Plans and Specifications or site conditions, to the Departmental Representative as required, in order that project not be delayed. <b>6.3.9 Progress Reports</b> Report to the PM regularly on the progress of the work. <b>6.3.10 Work Measurement</b> If work is based on unit prices, measure and record the quantities for verification of monthly progress claims. When Contemplated Change Notice is to be issued based on Unit Prices, keep accurate account of the work. Record dimensions and quantities. <b>6.3.11 Detail Drawings</b> Provide for the Department's information any additional detail drawings as and when required to properly clarify or interpret the contract documents. <b>6.3.12 Shop Drawing Reviews</b> Verify the number of copies of shop drawings required. Consider additional copies for Client's departmental review. Ensure that shop drawings include the project number and are recorded in sequence. Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the Contractor. Expedite the processing of Shop Drawings. On completion of project forward three copies of reviewed shop drawings to the Department. <b>6.3.13 Inspection and Testing</b> Prior to tender, provide Department with recommended list of tests to be undertaken, including on site and factory testing

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Ensure all testing is detailed within commissioning plan  
When contract is awarded, assist Departmental Representative in briefing testing firm on required services, distribution of reports, communication lines, etc.  
Review all test reports and take necessary action with Contractor when work fails to comply with contract.  
Immediately notify Departmental Representative when tests fail to meet project requirements and when corrective work will affect schedule.  
Assist Departmental Representative in evaluating testing firm's invoices for services performed.

#### **6.3.14 Construction Changes**

The Consultant does not have authority to change the work or the price of the Contract. However, the Consultant will prepare Contemplated Changes Notices (CCNs) and Change Orders (COs) as required by project conditions for consideration by the Department.  
Changes which affect cost or design concept must be approved by the Department.

Upon Department approval obtain quotations from the Contractor in detail. Review prices and forward promptly recommendations to the Department.

The Department will issue Consultant-prepared CCNs and COs to the Contractor, with copy to

Consultant, once the Department is in agreement with the change.  
All changes, including those not affecting the cost of the project, will be covered by Change Orders.

The practice of "trade offs" is not allowed.

#### **6.3.15 Contractor's Progress Claims**

Each month the Contractor submits a progress claim for work and materials as required in the Construction Contract.

The claims are made by completing the following forms where applicable:

- ♦ Request for Construction Payment
- ♦ Cost Breakdown for Unit and/or combined Price Contract
- Cost Breakdown for Fixed Price Contract
- ♦ Statutory Declaration Progress Claim

Review and sign designated forms and promptly forward claims to the Department (Departmental representative) for processing.  
Submit with each progress claim:

- ♦ Updated schedule of the progress of the work.
- Photographs of the progress of the work.

#### **6.3.16 Materials On Site**

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

Materials must be stored in a secure place designated by the Department.

A detailed list of materials with supplier's invoices showing the price of each item must accompany a claim; the Consultant shall check and verify this list (Detail Sheet).

Items shall be listed separately on the Detail Sheet after the break-down list and total.

As material is incorporated in the work the cost must be added to the appropriate Detail item and removed from the material list.

#### **6.3.17 Acceptance Board**

Inform the Department when satisfied that the project is substantially completed. The Consultant shall ensure that his/her representative, his/her sub-consultant representative, Resident On-Site Reviewer, Contractor and major sub-trades representatives shall form part of the Project Acceptance Board and attend all meetings as organized by the Department.

#### **6.3.18 Interim Inspection**

The Acceptance Board shall inspect the work and list all unacceptable and incomplete work on a designated form. The Board shall accept the project from the Contractor subject to the deficiencies and uncompleted work listed and priced.

#### **6.3.19 Interim Certificates**

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

- ❖ Certificate of Substantial Completion
- Statutory Declaration Interim Certificate of Completion
- Worker's Compensation Board Certificate.



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Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Department for processing.

#### **6.3.20 Building Occupation**

The Department or Client Department may occupy the building after the date of acceptance of the building by the Acceptance Board. The acceptance date is normally that of the Interim Certificate issued to the Contractor. As of the acceptance date, the Contractor may cancel the Contract Insurance, and the Department or Client Department (as the case may be) assumes responsibility for:

- ❖ Security of the work(s).
- Fuel and utility charges.
- Proper operation and use of equipment installed in the project.
- General maintenance and cleaning of the work(s).
- Maintenance of the site. (Except any landscaping maintenance covered by the contract.)

#### **6.3.21 Operation and Maintenance Data Manual**

Operation and Maintenance Data Manuals: The required sets of each volume produced by Contractor in accordance with project specifications and verified for completeness, relevance and format by the Architectural, Mechanical and Electrical Consultants and submitted to PWGSC Departmental Representative prior to interim acceptance or actual start of operation and instruction period, whichever occurs sooner. The Contractor shall retain one copy of each volume for his record and use during the instruction period.

#### **6.3.22 Instruction of Operating Personnel**

Make arrangements and ensure that Department's /occupants operating personnel are properly instructed on the operation of all services and systems using the final manuals as reference.

Consultant to provide training sessions, as required, on the subject of design intent and systems operations. Utilize Systems operations manual for training sessions.

#### **6.3.23 Final Inspection**

The Department reconvenes the Acceptance Board which makes a final inspection of the project. Inform the Departmental Representative when satisfied that all work under the contract has been completed, including the deficiency items. If everything is satisfactory the Board recommends final acceptance of the project from the Contractor.

#### **6.3.24 Final Certificate**

The final payment requires completion and signing, by the parties concerned, of the following Documents:

- ❖ Final Certificate of Completion
- Statutory Declaration
- Workers Compensation Clearance Certificate

Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Department for processing.

#### **6.3.25 Take-over**

The official take-over of the project, or parts of the project, from the Contractor is established by the PWGSC Project Team which includes the Consultant and the Client Department. The date of Interim Certificate of Completion and the Final Certificate of Completion signifies commencement of the 12 month warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.

Provide Department with original copy of Contractor's warranties for all materials and work covered by an extended warranty or guarantee, according to the conditions of the specifications.  
Verify their completeness and extent of coverage.

#### **6.3.26 As-Built and Record Drawings and Specifications**

Following the take-over, obtain as-built marked-up hard copy from the Contractor:

As-built drawings will show significant deviations in construction from the original Contract drawings, including changes shown on Post-Contract Drawings, changes resulting from Change Orders or from On Site Instructions.

Check and verify all as-built records for completeness and accuracy and submit to PWGSC.  
Produce Record Drawings by incorporating As-Built information into project drawings.  
Submit Record Drawings and Specifications in number and format required by the Consultant  
Agreement within [8] weeks of final acceptance.  
General Contractor to provide a complete set of final shop drawings.

#### 6.4 Deliverables

Written reports from site visits including persons involved  
Written reports on the progress of the work and the cost of the project at the end of each month  
Additional detail drawings when required to clarify, interpret or supplement the Construction Documents  
Post contract drawings  
Interim or Final certificates  
Debrief of Commissioning Activities  
As built records  
Warranty deficiency list  
Report on Final Warranty Review

### RS 7 RISK MANAGEMENT (ALL STAGES)

#### 7.1 Intent

The consultant is to provide support to the Departmental Representative in identifying risks throughout the project life cycle.

#### 7.2 General

##### Scope and Activities

##### Risk Management Process:

Identify risk events based on past experience and using proposed checklist or other available lists;  
Qualify/quantify probability of risk event (Low, Medium, High) and their impact (Low, Medium, High);  
Prioritize risk events (i.e. concentrate efforts on risk events with High probability and Medium to High impact);

Develop risk response (i.e. evaluate alternatives for mitigation. This is the real added-value of risk management); and,  
Implement risk mitigation.

#### 7.3 Deliverables

Prepare Risk Management Reports at Design Development, 66% Design Documents, and 100% Design Documents stages.  
Include input from all sub-consultants, and from Client.  
Take steps to implement risk mitigation as required. This may include (but is not limited to) further recommendations, analysis, investigations, site meetings, site supervision, etc.

### RS 8 ESTIMATING AND COST PLANNING

**8.1 Cost Specialist:** (where required by project scale/scope and as outlined in the call-up)

Delivering projects on time and within budget is a high priority. A fully qualified cost estimating, cost planning and cost control resource(s), referred to herein as the Cost Specialist, with a demonstrated record of successful cost management on construction projects may be required. This Cost Specialist will be conversant with all aspects of construction cost estimating during the design stages including the use of Elemental Cost Analysis, Risk Analysis, Life Cycle Costing and Value Engineering/Management techniques.

The purpose of cost planning and cost control is to assist in the accomplishment of project cost objectives. It is a continuous and interactive process involving planning, action, measurement, evaluation and revision.

1. For projects budgeted at more than \$1,000,000 construction value, the "Cost Specialist" shall hold one of three designations:

- PQS (Professional Quantity Surveyor) or
  - CEC (Construction Estimator Certified) or
  - "Gold Seal Certified Estimator"
2. For projects budgeted at more than \$5,000,000 construction value, an independent cost consulting firm shall be hired to perform the Cost Planning/Estimating functions.
3. Cost Plan presentation format: The link shown is to the NPMS system which gives the required forms and formats.

<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/conn-know/couts-cost/definition-eng.html>

4. When an estimate, at any stage, is presented for PWGSC review it must be covered by a "sign-off" sheet encompassing the names and signatures of all those sub consultants who contributed to the estimate. The submitting cost specialist will also verify, by signature, that the estimate has been coordinated, to properly contain all required elements relevant to the "class" of the submission.

## 8.2 Scope of Services

The Cost Specialist shall provide an interactive and continuous cost consulting service from the commencement of project design through to construction completion and subsequent evaluation, including the preparation of complete estimates for all construction trades, escalation, inflation and contingency costs, as noted in the previous RS sections.

The Cost Specialist shall provide to PWGSC and the Consultant, a cost advising, and cost monitoring/reporting service.

The Cost Specialist shall attend all relevant project and production meetings throughout the design phases and be prepared to present and defend the estimates directly to the Departmental Representative.

- **Exception Report** The Cost Specialist is to provide continuous cost monitoring, timely identification and early warning of all changes that affect or potentially affect the estimated construction costs of the project.
- If the estimate falls short of or exceeds the Construction Cost Limit due to such changes, the Cost Specialist with the Consultant team shall fully advise the Departmental Representative. The Cost Specialist with the Consultant team shall submit to PWGSC proposed alternative design solutions.
- An Exception Report will include sufficient description and cost detail to clearly identify:
  - A. Scope Change: Identifying the nature, reason and total cost impact of all identified and potential project scope changes affecting Construction Cost Estimate.
  - B. Cost Overruns and Under runs: Identifying the nature, the reason and the total cost impact of all identified and potential cost variations.
  - C. Options Enabling a return to the Construction Cost Estimate: Identifying the nature and potential cost effects

of all identified options proposed, in order to return the project within the Construction Cost Estimate.

## 8.3 Responsibilities to PWGSC

PWGSC will review all respects of the Cost Specialist's work on a continuing basis to determine the validity and completeness of the information provided. In the event PWGSC may identify areas of concern including errors and omissions as well as areas of inadequate detail or areas that require further explanation, the Cost Specialist shall re-examine the estimates provided and make such revisions as are subsequently agreed to be necessary and/or provide ample acceptable evidence that such corrections or amendments are unnecessary.

## 8.4 No Action Abrogates Consultant's Responsibilities

- No acceptance or approval by PWGSC, whether expressed or implied, shall be deemed to relieve the Cost Specialist, or the Consultant, of professional or technical responsibility for the estimates and cost reports.
- Neither does acceptance of an estimate by PWGSC in any way abrogate the Consultant's responsibility to maintain the specified Construction Cost Limit throughout the life of the project, or the requirement to redesign should the lowest acceptable bid differ significantly from the agreed Construction Cost Plan, unless and until the Departmental Representative indicates otherwise in writing.

## RS 9 Commissioning

### 9.1 Commissioning objectives

As a member of the PWGSC team, the Commissioning Manager/Representative represents the Crown, Owner's and User's interests, and is responsible for overseeing all commissioning activities from the initial Project Identification Stage through to the Post Operational Stage.

Through these stages, the Consultant and Consultant's representatives on site will work closely with the Commissioning Manager/Representative, PWGSC and the Contractor to implement commissioning activities and create useful, well integrated drawings, reports and manuals, in compliance with Contract Documents: The Contract Documentation will reference the



PWGSC Commissioning Manual CP 1 2006, as the guidelines to achieve the Commissioning requirements.

Commissioning is a planned program of activities that advances the built works, from the earliest project stages of planning to a condition of full operation, to meet the objectives of commissioning as defined in the PWGSC Commissioning Manuals CP 1 2006.

To ensure that the Commissioning Policy pursuant to the Federal Real Property Act 1992 is implemented as part of the PWGSC accountabilities for commissioning.

## 9.2 Intent

To define the operational and performance requirements of the Owner and User.

To support real property assets to meet the needs of the owner and occupants

To ensure that the assets operate satisfactorily within the design parameters defined for the asset.

To ensure the process is fully documented.

To ensure the process is officially accepted by the PWGSC Commissioning Manager and operational staff.

To ensure that responsibility for meeting those requirements and demonstrating compliance is defined in the design and contract documents.

To ensure that appropriate and start-up and checkout procedures are employed for components, subsystems, including meaningful documentation for and certification of Quality Control reports and techniques under the normal or enhanced basic services and contractual procedures.

To ensure that the building components, subsystems are exposed to a system integrated testing format to ensure the integrity of the building operational systems.

To ensure that the final product meets the specified requirements.

To document the operations, maintenance and management requirements, and transferring the completed works to qualified facility operators.

To minimize the life-cycle operating and maintenance costs.

To verify that the department's functional requirements are correctly interpreted during the design stage, and that the building systems

operate consistently at peak efficiencies, under all normal load conditions, and within the specified energy budget.

## 9.3 Scope and Activities:

Commissioning is not a replacement for good design and construction practices. Commissioning of buildings ensures that when a building or facility is handed over to its owner as an operating entity it will meet the requirements of the occupants and owner, as described in the Project Brief. It requires coordinated efforts of the part of the Project Planning Team, the Design Team, the Commissioning Team, the Construction Team and the Project Management Team

The process consists of a series of checks and balances to ensure that the work is designed, installed and proven to operate as intended. The roles and responsibilities of the various teams involved are defined in the Commissioning Plan, Project Brief, Consultant Brief and Construction Specifications. These documents also will define the commissioning testing, reporting, witnessing, and acceptance requirements.

This commissioning approach has those responsible for the delivery of the build works, the Design Consultant and the Contractor, utilized in the delivery of the commissioning service and is audited by the PWGSC Commissioning Manager/Representative.

The PWGSC Commissioning Manager shall provide a Commissioning Brief to all Commissioning Agents and Commissioning Representatives to help support the Commissioning Guidelines and requirements.

The Consultants will co-ordinate and facilitate the commissioning activities as part of the basic services provided by the consultant.

The Contractor will execute the commissioning verifications, testing and reporting as a deliverable outlined in the contract documents.

The Commissioning Manager/Representative will audit the entire process on behalf of the PWGSC Project Team. The Commissioning Manager/Representative will also recommend the acceptance of the commissioning results to the Departmental Representative.

## 9.4 Standards

Follow industry standard best practices  
PWGSC CP 1 Commissioning Manual 2006  
PWGSC CP 1 - CP 13 Commissioning Guidelines

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**RS 10 Additional Services**

If required, any additional services will be identified at the time of each individual Call-up, and the consultant will be responsible for the provision and management of these additional services. Such additional services could include specialists for acoustics, building envelope design or assessment, seismic studies, traffic design, landscape design, heritage buildings, clerk of the works, etc. or any other work generally considered to be Architecture and or Engineering. Fees for any such required specialist, unless provided by PWGSC staff, will be considered as a disbursement against fees.

-

ANNEX B ROTATIONAL LISTS

The Annex provides the qualified Suppliers for each Specialty Service by Geographical Region. The order of the suppliers presented will be used in Part 6B, Selection Process when determining invited suppliers on a rotational basis. The order of the suppliers will be randomly generated.

The number of names selected is based on the selection process detailed in Part 6B. The name at the top of the list would be selected first. If a supplier is selected they move to the bottom of the list even if they choose to not participate in the RFP or they do not receive a contract as a result of a RFP process.

Suppliers may be added to the list after the annual refresh. New suppliers would be added to bottom of the list and the selection process would continue as per Part 6B.

		Geographic Region			
		Nova Scotia	New Brunswick	Prince Edward Island	Newfoundland and Labrador
Architectural 1	1	1	1	1	1
	2...	2...	2...	2...	2...
Architectural 2	1	1	1	1	1
	2...	2...	2...	2...	2...
Architectural 3	1	1	1	1	1
	2...	2...	2...	2...	2...
Architectural 4	1	1	1	1	1
	2...	2...	2...	2...	2...
Interior Design 1	1	1	1	1	1
	2...	2...	2...	2...	2...
Interior Design 2	1	1	1	1	1
	2...	2...	2...	2...	2...

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## ANNEX C SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (Annex C) appended to the arrangement package is to be inserted at this point and forms part of this document.



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## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Real Property Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail This SRCL pertains to an overall Supply Arrangement for Architectural & Interior Design professional services, Atlantic Region (to permit PWGSC to sponsor supplies in advance of individual solicitations).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |  |  |

Special comments:  
Commentaires spéciaux : This Supply Arrangement will be utilized to procure professional services re: a variety of projects in a variety of locations in Atlantic Region. Most may require Reliability Status, but a smaller number of projects may require Secret level.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Baggs, Sarah

Title - Titre

Manager, Architecture & Interior Design

Signature

*Sarah Baggs*

Telephone No. - N° de téléphone

802-408-5064

Facsimile No. - N° de télécopieur

802-408-5549

E-mail address - Adresse courriel

sarah.baggs@pwgsc.gc.ca

Date

2015/03/05

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Locas, Lucie

Title - Titre

SO

Signature

*L. Locas*

Telephone No. - N° de téléphone

802-408-5830

Facsimile No. - N° de télécopieur

802-408-5077

E-mail address - Adresse courriel

lucie.locas@pwgsc.gc.ca

Date

2015/03/06

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Tanya Allen

Title - Titre

Supply Specialist

Signature

*Leanne Nowakowski* (signed on behalf of TA)

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Date

2015/09/01

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Chrisoula Langis

Title - Titre

Signature

*Chrisoula Langis*

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Date

Mar. 9/15

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5152



Solicitation No. - N° de l'invitation  
E0225-152290/C  
Client Ref. No. - N° de réf. du client  
E0225-152290

Amd. No. - N° de la modif.  
File No. - N° du dossier  
E0225-152290

Buyer ID - Id de l'acheteur  
PWA203  
CCC No./N° CCC - FMS No./N° VME

## ANNEX D DOING BUSINESS

Doing Business (Annex D) appended to the arrangement package is to be inserted at this point and forms part of this document.



## Doing Business with PWGSC

### Documentation and Deliverables Manual



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## Revisions

Version	Date	Description
0.1	August 14, 2017	Draft version for consultation.
1.0	January 12, 2018	Original Issuance

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# **1 General**

## **1.1 Effective Date**

January 12, 2018

## **1.2 Authority**

This manual is issued by the authority of the Director General, Technical Services, Real Property Branch (RPB), Public Works and Government Services Canada (PWGSC).

## **1.3 Purpose**

This document provides architectural and engineering (A&E) consultants with the requirements for producing deliverables for PWGSC projects in order to ensure a well-documented design process, and facilitate review by PWGSC staff.

## **1.4 Scope**

This document shall apply to design-bid-build projects undertaken by PWGSC on its own behalf as well as for other government departments (OGDs). It is applicable to all regions of PWGSC and can be supplemented with regional addendum.

## **1.5 Harmonization with Terms of Reference**

This document shall be used in conjunction with the project's Project Brief / Terms of Reference (TOR). In case of a conflict between documents, the requirements of the TOR prevail over those of this document.

## **1.6 Departmental Name Change**

In the fall of 2015, Public Works and Government Services Canada (PWGSC) was renamed Public Services and Procurement Canada (PSPC).

This name change is occurring in a phased approach, and for most documents PSPC should be used. However, all contract documents shall use the legal name Public Works and Government Services Canada (PWGSC) until the name has been changed in legislation.

## **1.7 Terminology**

This document utilizes the following terminology:

- “shall” is used to express a requirement, a provision the Consultant is obligated to meet;
- “should” is used to express a recommendation; and
- “may” is used to express an option or that which is permissible within the limits of this document.

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## 1.8 Definitions

**Addenda:** Changes to the construction documents or tendering procedures, issued during the tendering process.

**Construction Documents:** The drawings and specifications (including addenda).

**Drawings:** The graphic means of showing work to be done, as they depict shape, dimension, location, quantity of materials and relationship between building components.

**Reports:** Written account given of a particular matter after thorough investigation or consideration prepared by the Consultant.

**Specifications:** Written descriptions of materials and construction processes in relation to quality, colour, pattern, performance and characteristics of materials, installation and quality of work requirements.

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## 2 Construction Documents

### 2.1 General

This section provides direction to Consultant firms on the preparation of construction documents (namely specifications and drawings) to be submitted to PWGSC for real property projects across Canada.

Specifications, drawings, and addenda shall be complete and clear so that contractors can prepare bids without guesswork.

#### 2.1.1 Principles of PWGSC Contract Documents

Contact documents shall be prepared based on common public procurement principles. PWGSC does not use Canadian Construction Documents Committee (CCDC) documents.

PWGSC is responsible for preparing and issuing the construction contract and the terms and conditions as well as all other related bidding and contractual documents. For detailed information, the standard acquisition clauses and conditions commonly used by PWGSC in the contracting process are available on the [buyandsell.gc.ca](http://buyandsell.gc.ca) website.

#### 2.1.2 Translation

When bilingual documents are required in the Terms of Reference, all documentation including drawings, specifications, reports as well as all bidder questions shall be in both official languages.

Ensure that English and French documents are equal in all respects. There can be no statements where one version takes precedence over the other.

#### 2.1.3 Construction Documents Definitions

Unless otherwise indicated in the Project Brief / Terms of Reference, construction document submissions (33%, 50 or 66%, 99%, and 100% / final) shall meet the definitions outlined below. Further discipline based requirements may be included in the TOR.

- 33%: shall demonstrate general intent of design and compliance and alignment with relevant standards. Summary specification required, but not a full specification.
- 50% or 66%: shall show full system, all components, requirements, and lack only minor details on drawings. Specifications shall be well advanced and contain major work and material requirements and lack only minor details.
- 99%: shall be for final review by PWGSC, lacking no detail and complete with a project specific specification.
- 100% (or final): shall address comments by PWGSC as required, signed and sealed by the responsible design professional in compliance with various provincial jurisdiction requirements, ready for tender.

#### 2.1.4 Quality Assurance

It is the sole responsibility of the Consultant firms to undertake their own quality control process and to review, correct, and coordinate their documents (between disciplines). The Consultant shall also ensure the constructability of their design.

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### 2.1.5 Quality Assurance Deliverables

For every construction document submission (33 %, 50 % or 66 %, 99 % and 100 %), the Consultant shall provide:

- a completed and signed Checklist for the Submission of Construction Documents (see Appendix A); and
- an index as per Appendix B.

### 2.1.6 Terminology & Quantities

The Consultant shall use the term “Departmental Representative” instead of Engineer, PWGSC, Owner, Consultant or Architect. “Departmental Representative” means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

Notations such as “verify on site,” “as instructed,” “to match existing,” “example,” “equal to,” “equivalent to,” and “to be determined on site by Departmental Representative” shall not be indicated in specifications nor in drawings, as such wording promotes inaccurate and inflated bids.

Construction documents shall permit bidders to bid accurately. If a precise quantity is impossible to identify (e.g. cracks to be repaired), then provide an estimated quantity for bidding purposes (to be used in conjunction with unit prices). Ensure that the terminology used throughout construction documents is consistent and does not contradict applicable codes and standards.

### 2.1.7 Units of Measure

All units of measure within drawings and specifications shall be based on the International System of Units (SI).

## 2.2 Drawings

### 2.2.1 General

Drawings shall be prepared in accordance with the [PWGSC National CADD Standard](#) and the Canadian Standards Association CSA B78.5-93: *Computer-Aided Design Drafting (Buildings)*. Drawing shall also meet the following criteria:

- dimensions shall be in metric only (no dual dimensioning);
- no trade names present on any drawings; and
- no specification-type notes are on any drawing.

### 2.2.2 Information to be Included

Drawings should show the quantities of the elements, the configuration of the project, the dimensions, and details of how the work is constructed. There should be no references to future work or information that will be changed by future addenda. The scope of work should be clearly detailed, and elements not in the Contract should be eliminated or kept to an absolute minimum.

### 2.2.3 Title Blocks and Revision Notes

PWGSC title block shall be used for drawings and sketches (including addenda).

The percent of drawing completion should be included in the revision notes. Revision notes shall be inputted during design development, but cleared for 100% complete drawing (ready for tender).



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## 2.2.4 Drawing Numbers

Drawings should be numbered in sets according to the type of drawing and the discipline involved as indicated in the following table. The requirements of the *PWGSC National CADD Standard* supersede these requirements, where warranted.

Discipline	Drawing
Demolition	D01, D02, etc.
Architecture	A01, A02, etc.
Civil	C01, C02, etc.
Landscaping	L01, L02, etc.
Mechanical	M01, M02, etc.
Electrical	E01, E02, etc.
Structural	S01, S02, etc.
Interior Design	ID01, ID02, etc.

## 2.2.5 Presentation Requirements

Present the drawings in sets, providing the applicable demolition, site plan, civil, landscaping, architecture, structural, mechanical, and electrical drawings in that order. All drawings should be of uniform standard size.

## 2.2.6 Legends

Provide a legend of symbols, abbreviations, references, etc., on the front sheet of each set of drawings, or in the case of large sets of drawings, provided the legend immediately after the title sheet and index sheets.

## 2.2.7 Schedules and Tables

Where schedules or tables occupy entire sheets, locate them at the back of each set of drawings for convenient reference.

## 2.2.8 North Arrow

Include a north arrow on all plans. Orient all plans in the same direction for easy cross-referencing. Wherever possible, lay out plans so that the north point is at the top of the sheet.

## 2.2.9 Drawing Symbols

Follow generally accepted drawing conventions, understandable by the construction trades and in accordance with PWGSC publications.

## 2.2.10 As-Built Drawings

As-built drawings are official record drawings and shall represent as constructed conditions including location and size of equipment, devices, plumbing lines, mechanical and electrical equipment, structural elements etc. As-built drawings shall be updated in CAD, handwritten notes are not acceptable.

## 2.2.11 Submission Format

Unless otherwise stated in the Terms of Reference, drawing submissions shall be in electronic and hard copy format.

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### 2.2.11.1 Drawing Hard Copy Deliverable Format

Drawing submitted in hard copy shall be:

- printed to scale with black lines on white paper;
- bound with staple or other means into sets, where presentations exceed 50 sheets, the drawings for each discipline may be bound separately for convenience and ease of handling; and
- of a paper size as agreed to with the Departmental Representative.

### 2.2.11.2 Drawing Electronic Copy Deliverable Format

Drawing submitted electronically shall be provided:

- without password protection or printing restrictions;
- in two formats:
  - PDF/E-1 (in compliance with ISO 24517-1);
  - .dwg format; and
- in accordance with Appendix D.

## 2.3 Building Information Modelling (BIM)

PWGSC is committed to using non-proprietary or “OpenBIM” standards. As such, the Consultant is not required to use any specific proprietary software format. For the sake of legacy information quality, the Consultant shall use the international standards of interoperability for BIM (IFC) in all cases where models are submitted. Consultants shall work with software that is compliant to this standard.

Where used, BIM shall not replace the submission requirements outlined by this document. Rather, consultants shall submit models in addition requirements outlined herein.

Where BIM is used, models and modelled information shall be submitted in the following two formats:

- .native (whichever format is native to the Modelling software used by the Consultant);
- .ifc (Industry Foundation Classification – IFC4 – [ISO 16739:2013](#)); and

All Modelled Information, and Model Information Exchanges shall conform to:

- Project-specific requirements, such as they are laid out in the Project Execution Plan, Project Documentation and Model Element Table; and
- The project-identified BIM Standards & Guidelines.

Models for electronic submissions shall be organized as per Appendix D.

## 2.4 Specifications

### 2.4.1 National Master Specification

Specifications prepared for PWGSC shall follow the most current version of the [National Master Specification \(NMS\)](#) format offered by the National Research Council.

The Consultant has overriding responsibility for the content of construction project specifications. For each specification, he or she shall edit, amend, and supplement the NMS template as deemed necessary to produce an appropriate project specification free of conflict and ambiguity. The Consultant should refer to the latest *NMS User's Guide* and *NMS Development Guide* issued by the National Research Council for further guidance on using the NMS.

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## 2.4.2 Index

Specifications shall include an index which list all specification sections, including numbers of pages, as well as the division and section names in the format shown in Appendix B.

## 2.4.3 Specification Organization

Narrow scope sections describing single units of work should be used for complex work. Broad scope sections may be used for less complex work. The Consultant shall use consistently for the entire specification either the NMS 1/3 page format, the NMS 2/3-page format or the Construction Specifications Canada (CSC) full-page format.

Start each section on a new right hand page and show the PWGSC project number, NMS section title, NMS section number, page number, and specification date on each page. The project title, and Consultant's name are not to be indicated.

## 2.4.4 Standards

Code and standard references in the NMS may not be up to date, the Consultant shall ensure that the project specification use the current applicable edition of all references quoted.

## 2.4.5 Specifying Materials

Specifications should make use of generic names in referencing construction materials. The Consultant should refer to the latest version of the *NMS Development Guide* issued by the National Research Council for further details. The term "Acceptable Manufacturers" shall not be used, as this restricts competition and does not ensure the actual material or product will be acceptable.

### 2.4.5.1 Alternate Products and Materials

Alternative materials to those specified may be considered during the solicitation period; however, the onus will be on the Consultant to review and evaluate all requests for approval of alternative materials.

### 2.4.5.2 Sole Sourcing

Sole sourcing of materials and/or work is only allowed in exceptional and justifiable circumstances. Prior to including sole source materials and/or work, the Consultant shall contact the Departmental Representative to obtain approval for the sole sourcing. Consultants shall provide proper justification for all individual sole source requirements.

Sole sourcing for materials and work may be required when performing work on existing proprietary systems, such as fire alarm systems, building automation systems (BAS) etc.

Wording for the sole source of work should be in Part 1 as follows:

Designated Contractor

- .1 Retain the services of [\_\_\_\_\_] to do the work of this section.

Wording for the sole source of building automation system should be in Part 1 as follows:

Designated Contractor

- .1 Retain the services of [\_\_\_\_\_] or its authorized representative to complete the work of all building automation system sections.

Wording for the sole source of building automation system should be in Part 2 as follows:

## Materials

- .1 There is an existing [\_\_\_\_\_] system presently installed in the building. All materials must be selected to ensure compatibility with the existing [\_\_\_\_\_] system.

Wording for the sole source of materials (i.e. fire alarm systems) should be in Part 2 as follows:

### Acceptable Materials

- .1 The only acceptable materials are [\_\_\_\_\_].

## 2.4.6 Measurement for Payment

The measurement for payment shall be provided in lump sum or unit prices.

### 2.4.6.1 Unit Prices

Unit prices should only be used in instances where the quantity can only be roughly estimated (e.g. earth work). The approval of the Departmental Representative shall be sought in advance of their use. In each applicable NMS section where unit prices are used, add new or replace paragraph title “Measurement for Payment” with “Unit Prices.” and use the following wording:

[The work for this section] or [define the specific work if required, e.g. rock excavation] will be paid based on the actual quantities measured on site and the unit prices stated in the Bid and Acceptance Form.

Provide a unit price table, sample shown below, to designate the work to which a unit price arrangement applies. The table shall include:

- the price per unit and the estimated total price for each item listed;
- a complete description of each type of work covered; and
- items as described in the referenced specification section.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Price per Unit GST/HST extra	Estimated Total Price GST / HST extra
TOTAL ESTIMATED AMOUNT						

## 2.4.7 Cash Allowances

Construction documents shall be complete and contain all of the requirements for the contractual work. Cash allowances are to be used only under exceptional circumstances (i.e. utility companies, municipalities), where no other method of specifying pricing is appropriate.

To include cash allowances, obtain approval from the Departmental Representative in advance, and use Section 01 21 00 – Allowances of the NMS to specify the criteria.

## 2.4.8 Warranties

The 12-month warranty period specified in PWGSC’s standard acquisition clauses and conditions with regard to the contract should typically be retained as is. Extended warranties should only be used where experience has shown that serious defects are likely to appear after expiry of the standard one-year warranty period. When necessary to extend beyond the 12 month warranty period,

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use the following wording in Part 1 of the applicable technical sections, under the heading “Extended Warranty”:

For the work of this Section [\_\_\_\_], the 12 month warranty period is extended to [\_\_\_\_] months.

Where the extended warranty is intended to apply to a particular part of a specification section, modify the previous text as follows:

For [\_\_\_\_], the 12 month warranty period is extended to [\_\_\_\_] months.

#### **2.4.9 Miscellaneous Requirements**

Paragraphs noted as “Scope of Work” shall not be included. Within Part 1 – General of specifications, the paragraphs “Summary” and “Section Includes” shall not be utilized.

#### **2.4.10 Specification Coordination**

All sections of the specifications shall be coordinated, including the “Related Sections” portion of specifications and appendices. References to non-existent sections shall not be present within the specifications.

#### **2.4.11 Regional Guide**

The Consultant should contact the Departmental Representative to obtain the region’s requirements for Division 01 (General Requirements) or other short-form specifications as appropriate.

#### **2.4.12 Health and Safety**

All project specifications are required to include Section 01 35 29 – Health and Safety Requirements. Confirm with the Departmental Representative to determine if there are any instructions to meet regional requirements.

#### **2.4.13 Subsurface Investigation Reports**

If required, subsurface investigation report(s) shall be included after Section 31, and the following paragraph added to Section 31:

Subsurface Investigation Report(s)

- .1 Subsurface investigation report(s) are included in the specification following this section.

If the Departmental Representative determines that it is not practical to include the subsurface investigation report(s), alternate instructions will be provided.

Where tender documents are to be issued in both official languages, the subsurface investigation report(s) shall be issued in both languages.

In addition to providing the subsurface investigation report(s), the foundation information required by the current *National Building Code of Canada* (Division C, Part 2, 2.2.4.6) shall be included on foundation drawings.

#### **2.4.14 Prequalification and Pre-Award Submissions**

Do not include in the specifications any mandatory contractor and/or subcontractor prequalification or pre-award submission requirements that could become a contract award condition. If a

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prequalification process or a pre-award submission is required, contact the Departmental Representative.

There should be no references to certificates, transcripts, samples, the license numbers of a trade or subcontractor, or any other documentation or item being included with the bid.

#### **2.4.15 Contracting Issues**

Specifications describe the workmanship and quality of the work and shall not contain any contracting issues. Division 00 of the NMS is not used by PWGSC, except for the Seals page 00 01 07 and the Table of Contents 00 01 10. In specifications, remove all references to the following:

- general instructions to bidders;
- general conditions;
- Canadian Construction Documents Committee (CCDC) documents;
- priority of documents;
- security clauses and clearances;
- terms of payment or holdback;
- the tendering process;
- bonding requirements;
- insurance requirements;
- alternative and separate pricing;
- site visits (mandatory or optional); and
- the release of lien and deficiency holdbacks.

#### **2.4.16 Specification Submission Format**

Unless otherwise stated in the Terms of Reference, specification submissions shall be in electronic and hard copy format.

##### **2.4.16.1 Specification Hard Copy Deliverable Format**

Specifications submitted in hard copy shall be printed on both sides of 216 mm x 280 mm white bond paper.

##### **2.4.16.2 Specification Electronic Copy Deliverable Format**

Specifications submitted electronically shall be:

- provided in PDF/A (in compliance with ISO 19005) format, without password protection and printing restrictions; and
- in accordance with Appendix D.

### **2.5 Addenda**

#### **2.5.1 Format**

Prepare addenda using the format shown in Appendix C. No signature-type information is to appear.

Every page of the addendum (including attachments) shall be numbered consecutively. All pages shall have the PWGSC project number and the appropriate addendum number. Sketches shall appear in the PWGSC format, signed and sealed.

No Consultant information (name, address, phone #, Consultant project #, etc.) should appear in addenda or their attachments (except on sketches).

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### **2.5.2 Content**

Each item should refer to an existing paragraph of the specification or note/detail on the drawings. The clarification style is not acceptable.

Where there are many or major changes to a section or drawing, consider deleting the entire section or drawing and replacing it with a new version.



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## 3 Cost Estimates

### 3.1 Cost Estimates Submission Formats

#### 3.1.1 Format

Construction cost estimates for projects shall be prepared in the elemental analysis format, which is in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors (CIQS) for all PWGSC regions excluding Quebec. Within Quebec region the cost estimates shall be prepared in the Unifomat II format.

#### 3.1.2 Contents

All cost estimates shall contain the following:

- introduction narrative complete with an outline description of the cost estimate basis;
- description of information obtained and used in the cost estimate including the date received;
- listing of notable inclusions;
- listing of notable exclusions;
- listing of items/issues carrying significant risk;
- summary of the itemized cost estimate;
- itemized breakdown of cost estimate by elemental analysis for Class B, C, and D; and
- itemized breakdown of costs estimate in both elemental analysis and National Master Specification division format for Class A, including measured quantities, unit rate pricings and amounts for each item of work.

Allowances, if deemed necessary by Consultant, shall contain the following:

- design allowance to cover unforeseen items during design phase;
- escalation allowance for changes in market conditions between the date of the cost estimate and the date tender is called;
- construction allowance to cover unforeseen items during construction; and
- the basis of calculations of the above allowances.

### 3.2 Classes of Cost Estimates for Construction Projects

PWGSC applies a detailed, four-level classification using the terms Class A, B, C and D. Apply these estimate classifications at the project stages as defined in the TOR. For projects required to be submitted to Treasury Board (TB) for approval: an indicative estimate shall be at least a Class D and a Substantive Estimate shall be at least a Class B.

#### 3.2.1 Class D (Indicative) Estimate

Based upon a comprehensive statement of requirements, an outline of potential solutions and/or functional program, this estimate is to provide an indication of the final project cost that will enable ranking to be made for all the options being considered. This cost estimate shall be prepared in elemental analysis format. The level of accuracy of a Class D cost estimate shall be such that no more than a 20% design allowance is required.

#### 3.2.2 Class C Estimate

Based on schematic/conceptual design and/or comprehensive list of project requirements, this estimate shall be adequately detailed and shall be sufficient for making the correct investment decision. This cost estimate shall be based on measured quantities of all items of work and prepared

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in elemental analysis format. The level of accuracy of a Class C cost estimate shall be such that no more than a 15% design allowance is required.

### **3.2.3 Class B (Substantive) Estimate**

Based on design development drawings and outline specifications, which include the preliminary design of all major systems and subsystems, as well as the results of all site/installation investigations, this estimate shall provide for the establishment of realistic cost objectives and be sufficient to obtain effective project approval.

This cost estimate shall be based on measured quantities of all items of work and prepared in elemental analysis format. The level of accuracy of a Class B cost estimate shall be such that no more than a 10% design allowance is required.

### **3.2.4 Class A (Pre-Tender) Estimate**

Based on completed construction drawings and specifications prepared prior to calling competitive tenders, this estimate shall be sufficient to allow a detailed reconciliation and/or negotiation with any contractor's tender submission. This cost estimate shall be based on fully measured quantities of all items of work and prepared in both elemental analysis and Trade division format as per MasterFormat™. The level of accuracy of a Class A cost estimate shall be such that no more than a 5% design allowance is required.

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## 4 Project Schedules

### 4.1 Schedule Format

Project schedules shall be submitted in the .mpp file extension (compatible with MS Project). The schedule shall include:

- major and minor milestones;
- activities representing discrete elements of work assigned to one person which:
  - are named using verb-noun combination (i.e. Review Design Development Report);
  - contain realistic durations in days;
- project logic linking activities with appropriate relationships finish-start (FS), finish-finish (FF), start-start (SS); and
- Identification of the critical path activities.

### 4.2 Progress Report

The progress report shall detail the progress of each activity up to the date of the report. It shall also include any logic changes made, both historic and planned; projections of progress and completion; as well as the actual start and finish dates of all activities being monitored.

The contents of each progress report will vary depending on the requirements at each project phase. A progress report should include:

- an executive summary;
- a narrative report;
- a variance report;
- a criticality report;
- an exception report (as required);
- the master schedule with cash flow projections; and
- the detailed project schedule (network diagram or bar charts).

#### 4.2.1 Executive Summary

The executive summary should provide a synopsis of narrative, variance, criticality and exception report, and is not to exceed one page.

#### 4.2.2 Narrative Report

The project narrative shall detail the work performed to date, comparing work progress to planned, and presenting current forecasts. This report should summarize the progress to date, explaining current and possible deviations and delays and the required actions to resolve delays and problems with respect to the Detailed Schedule, and Critical Paths.

#### 4.2.3 Variance Report

The variance report, with supporting schedule documentation, should detail the work performed to date and compare work progress to work planned. It should summarize the progress to date and explain all causes of deviations and delays and the required actions to resolve delays and problems with respect to the detailed schedule and critical paths. The variance report shall be presented in the following format:

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Paper size: Letter  
Paper format: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Body text: Narratives for each report to match other reports  
Columns: Activity ID, Activity Name, Planned Finish, Revised Finish, Variance, Activity % Complete

#### 4.2.4 Criticality Report

The criticality report identifies all activities and milestones with negative, zero, and up to five days' Total Float. It is used as a first sort for ready identification of the critical paths, or near-critical paths, through the entire project. The criticality report shall be presented in the following format:

Paper size: Letter  
Orientation: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Body text: Narratives for each report to match other reports  
Columns: Activity ID, Activity Name, Duration, Start, Finish, Activity % Complete, Total Float

#### 4.2.5 Exception Report

The exception report shall be provided when unforeseen or critical issues arise. The Consultant shall advise the Departmental Representative and submit the details and proposed solutions in the form of an exception report. The report shall include sufficient description and detail to clearly identify:

- scope changes, including identifying the nature, reason, and total impact of all identified and potential project scope changes affecting the project;
- delays and accelerations, including identifying the nature, reason, and total impact of all identified and potential duration variations; and
- options enabling a return to the project baseline, including Identifying the nature and potential effects of all proposed options for returning the project within the baselined duration.

The exception report shall be provided in the following format:

Paper size: Letter  
Orientation: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision  
Body text: Narrative to match other reports

Paper size: Letter  
Orientation: Landscape  
Title format: Project Title, Report Type, Print Date, Data Date, Revision  
Columns: Activity ID, Activity Name, Duration, Remaining Duration, Start, Finish, Total Float

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#### **4.2.6 Master Schedule**

A master schedule including cash projection shall be provided in the following format:

Paper size: 11X17  
Orientation: Landscape  
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,  
Total Float  
Footer format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Sorting: Early Start, then Early Finish, then Activity ID based on the WBS.

#### **4.2.7 Detailed Project Schedule**

A detailed project schedule shall be provided along with a network diagram or bar charts in the following format:

Paper size: 11X17  
Orientation: Landscape  
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,  
Total Float  
Footer format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Sorting: Early Start, then Early Finish, then Activity ID based on the WBS.

## Appendix A Checklist for the Submission of Construction Documents

Date:	
Project Title:	Project Location:
Project Number:	Contract Number:
Consultant's Name:	PWGSC Departmental Representative
Review Stage (stages may vary at discretion of project team): 33% <input type="checkbox"/> 50% or 66% <input type="checkbox"/> 99% <input type="checkbox"/> 100% <input type="checkbox"/>	

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

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



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

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

<b>Specifications</b>			
<b>Item</b>	<b>Verified by</b>	<b>Explanations</b>	<b>Action by</b>
<b>15 Contracting Issues</b>			
<b>15a</b> Contracting issues do not appear in the specifications.			
<b>15b</b> Division 00 of the NMS is not used except 00 01 07 (Seals Page) and 00 01 10 (Table of Contents).			
<b>16 Quality Assurance</b>			
<b>16a</b> There are no specification clauses with square brackets “[ ]” or lines “—” indicating that the document is incomplete or missing information.			
<b>17 Signing and Sealing</b>			
<b>17a</b> Every final specification bears the seal and signature of the responsible design professional as required. Seals and signatures shall be shown in NMS section 00 01 07.			

I confirm that the drawings and specifications have been thoroughly reviewed and that the items listed above have been addressed or incorporated. I acknowledge and accept that by signing, I am certifying that all items noted above have been addressed.

Consultant's Representative: \_\_\_\_\_

Firm name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Appendix B Drawings and Specifications Table of Contents Template

### B.1 General

List all drawings by number and title.

For specifications, list all divisions, sections (by number and title), and the number of pages in each section.

### B.2 Sample Table of Contents

---

**Project No:** \_\_\_\_\_ **Table of Contents** **Index**  
**Page 1 of** \_\_\_\_\_

---

#### DRAWINGS:

C-1	Civil
L-1	Landscaping
A-1	Architecture
S-1	Structural
M-1	Mechanical
E-1	Electrical

#### SPECIFICATIONS:

DIVISION	SECTION	NO. OF PAGES
01	01 00 10 – General Instructions	.....XX
	01 14 25 – Designated Substances Report	.....XX
	01 35 30 – Health and Safety	.....XX
23	23 xx xx	
26	26 xx xx	

---

## Appendix C Addenda Formatting Template

### C.1 Instructions

To re-issue a drawing with an addendum:

- indicate the drawing number and title; and
- list the changes or indicate the revision number and date.

To re-issue a specification with an addendum:

- indicate the section number and title; and
- list all changes (i.e. deletions, additions, and replacements) by article or paragraph.

The addendum, drawings and specifications should be sent as separate files.

### C.2 Sample Addendum

**Date:** \_\_\_\_\_

**Addendum Number:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**The following changes in the bid documents are effective immediately.  
This addendum will form part of the construction documents.**

#### **DRAWINGS:**

- 1 A1 Architecture  
.1

#### **SPECIFICATIONS:**

- 1 Section 01 00 10 – General Instructions
  - .1 Delete article (xx) entirely.
  - .2 Refer to paragraph (xx.x),  
delete the following: ...  
and replace with the following: ...
- 2 Section 23 05 00 – Common Work Results - Mechanical
  - .1 Add new article (x) as follows:

---

## **Appendix D Directory Structure and Naming Convention Standards for Construction Tender Documents**

### **D.1 Electronic Submissions**

Electronic submittals of drawings, specification and models shall be in the following format unless otherwise specified in the Terms of Reference or instructed by the Departmental Representative:

- On media burned to read only memory (ROM) on either CD-ROM or DVD+R where:
  - CD-ROMs comply with ISO 9660:1988 standards;
  - DVD+Rs are 4.7 GB, single-sided, single-layer and comply with ISO/IEC 17344:2006 standards;
  - media is “closed” upon completion of burning; and
  - media is usable in such a way that files may be accessed and copied from it.

If BIM model size is greater than storage capacity of a DVD, refer to Terms of Reference or contact the Departmental Representative for transmission instructions.

Some projects may require the Consultant to upload files to an electronic system outlined in the Terms of Reference or as instructed by the Departmental Representative.

### **D.2 Directory Structure**

#### **D.2.1 1<sup>st</sup> Tier Subfolder**

The 1st tier of the directory structure shall be “Project #####” where ##### represents each digit of the Project Number. The Project Number must always be used to name the 1st tier folder and it is always required. Free text can be added following the Project Number, to include such things as a brief description or the project title.

#### **D.2.2 2<sup>nd</sup> Tier Subfolder**

The 2<sup>nd</sup> tier of the directory structure shall consist of: “Bilingual - Bilingue”, “English” and “Français” folders. The folders of the 2nd tier cannot be given any other names since the Government Electronic Tendering System (GETS) uses these names for validation purposes. At least one of the “Bilingual - Bilingue”, “English” and “Français” folders is always required, and these must always have one of the applicable subfolders of the 3rd tier.

#### **D.2.3 3<sup>rd</sup> Tier Subfolder**

The 3<sup>rd</sup> tier of the directory structure shall consist of: “Drawings - Dessins”, “Drawings”, “Models”, “Specifications”, “Reports”, “Dessins”, “Modèles”, “Devis” and “Rapports”. The folders of the 3rd tier cannot be given any other names since GETS also uses these names for validation purposes. There must be always at least one of the applicable 3rd tier folder in each document.

#### **D.2.4 4<sup>th</sup> Tier Subfolder - Drawings**

The 4th-tier subfolders for Drawings should reflect the various disciplines of the set of drawings. Because the order of appearance of the subfolders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the subfolders in the “Drawings – Dessins”, “Drawings” and “Dessins” folders. The first subfolder must be always reserved for the Title Page and/or the List of Drawings unless the first drawing of the set is an actual numbered discipline drawing.

---

The 4<sup>th</sup> tier “Drawings” and “Dessins” folder shall follow the naming convention:

## - Y

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the title of the folder Example: 03 – Mechanical

For the “Drawings - Dessins” folder:

## = Y - Z

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the English title of the folder

Z = the French title of the folder

Example:

04 - Electrical – Électrique

The numbering of the 4<sup>th</sup> tier subfolders is for sorting purposes only and is not tied to a specific discipline. For example, “Architecture” could be numbered 05 for a project where there is four other disciplines before “Architecture” in the set of drawings or 01 in another project where it’s the first discipline appearing in the set.

The order of the drawings shall be the same as in the hard copy set. GETS will sort each drawing for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order;
- The alphanumerical order of the subfolders determines the order of appearance on the screen as well as the order of printing (as an example: all the drawing PDF files in the 01 sub-older will be printed in alphanumerical order before the drawings in the 02 sub- folder etc.);

Each drawing PDF file within each subfolder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Drawing A001 will be printed before Drawing A002, Drawing M02 before Drawing M03, etc.).

#### **D.2.5 4<sup>th</sup>-Tier Subfolders for Specifications**

The “Specifications” and “Devis” folders must have 4<sup>th</sup> tier subfolders created to reflect the various elements of the specifications. Because the order of appearance of the subfolders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the subfolders in the “Specifications” and “Devis” folders.

The 4<sup>th</sup> tier subfolders for specifications must adhere to the following standard naming convention for the “Specifications” and “Devis” folders:

## - Y

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the title of the folder

Example:

---

## 02 – Divisions

Numbering of the 4th tier subfolders is for sorting purposes only and is not tied to an element of the specifications.

It is essential to ensure that the order of the elements of the specifications on the CD-ROM be exactly the same as in the hard copy. GETS will sort each element of the specifications for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order.
- The alphanumerical order of the subfolders determines the order of appearance on the screen as well as the order of printing (as an example: all the specifications PDF files in the 01 subfolder will be printed, in alphanumerical order before the PDF files in the 02 subfolder, etc.).
- Each specifications PDF file within each subfolder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Division 01 will be printed before Division 02, 01 - Appendix A before 02 - Appendix B, etc.).



---

## D.2.6 Directory Structure Example

The following is an example of the directory structure for the tender document, refer to previous sections for requirements, and use only sections applicable to the given project:

```
Project #####
  Bilingual – Bilingue
    Drawings – Dessins
      01 - Drawing List – Liste des dessins
      02 – Demolition – Démolition
      03 – Architecture – Architectural
      04 – Civil – Civil
      05 – Landscaping - Aménagement paysager
      06 – Mechanical – Mécanique
      07 – Electrical – Électricité
      08 – Structural - Structural
      09 – Interior Design – Aménagement intérieur
  English
    Drawings
      01 - Drawing List
      02 – Demolition
      03 – Architecture
      04 – Civil
      05 – Landscaping
      06 – Mechanical
      07 – Electrical
      08 – Structural
      09 – Interior Design
    ...
    Models
    Specifications
      01 – Index
      02 – Divisions
      03 – Appendices
    Reports
  Français
    Dessins
    Modèles
    Devis
    Rapports
```

## D.3 Naming Convention for PDF Files

Each drawing, specifications division or other document that are part of the tender documents must be converted in PDF format (without password protection) in accordance with the following standard naming convention and each PDF file must be located in the appropriate subfolder of the directory structure.

### D.3.1 Drawing File Names

Each drawing must be a separate single page PDF file. The naming convention of each file shall be:

X### - Y

Where:

---

X = the letter or letters from the drawing title block (“A” for Architecture or “ID” for Interior Design for example) associated with the discipline

### = the drawing number from the drawing title block (one to three digits)

Y = the drawing name from the drawing title block (for bilingual drawings, the name in both English and French is to appear).

Example:

A001 - First Floor Details

Each drawing that will be located in the appropriate discipline 4th tier subfolders must be named with the same letter (“A” for Architecture Drawings for example) and be numbered. The drawing number used to name the PDF file must match as much as possible the drawing number of the actual drawing (the exception being when leading zeros are required).

The following important points about drawings are to be noted:

- The drawing PDF files within each subfolder are sorted alphanumerically for both displaying and printing. If there are more than 9 drawings in a particular discipline the numbering must use at least two numerical digits (i.e. A01 instead of A1) in order to avoid displaying drawing A10 between A1 and A2. The same rule applies when there are more than 99 drawings per discipline i.e. three digits instead of two must be used for the numbering (for example M003 instead of M03);
- If drawing PDF files are included in the “Bilingual - Bilingue” folder, these cannot be included as well in the “English” and/or “Français” folders;
- If drawings not associated with a particular discipline are not numbered (title page or list of drawings for example), these will be sorted alphabetically. While this does not represent a problem if there is only one drawing in the subfolder, it could disrupt the order when there are two or more drawings. If the alphabetical order of the drawings name does not represent the order on the hard copy set, the drawings are to be named as per the following standard convention when converted in PDF format to ensure proper display and printing order.

### **D.3.2 Specifications**

Each specifications division must be a separate PDF file and all pages contained in each PDF file must have the same physical size (height, width). The drawings and specifications index must also be a separate PDF file. If there are other documents that are part of the Specifications (e.g. Appendix or other) these are to be separate PDF files as well.

### **D.3.3 Documents Other Than Specifications Divisions**

Because PDF files within the Specifications subfolders are sorted alphanumerically (in ascending order) for both on screen display and printing order, all files that appear in folders other than the “Divisions” subfolder must be named using a number:

## - Y

Where:

## = Two digit number ranging from 01 to 99 with leading zeros required

Y = Name of the document

Example:

01 – Drawings and Specifications Index

---

#### **D.3.4 Specifications Divisions**

The specifications divisions must be named as follows:

Division ## - Y

Where:

Division ## = the actual word “Division” followed by a space and a two digit number ranging from 01 to 99 (with leading zeros required)

Y = name of the Specifications Division as per CSC/CSI MasterFormat™

Example:

Division 05 – Metals

The Numbering of the Divisions cannot be altered from CSC/CSI MasterFormat™ even if some Divisions are not used in a given project. For example, Division 05 will always remain Division 05 even if Division 04 is not used for a given project.

#### **D.4 Media Label**

The CD-ROM or DVD+R shall be labeled with the following information:

Project Number / Numéro de projet

Project Title / Titre du projet

Documents for Tender / Documents pour appel d'offres

Disk X of/de X

Example:

Project 123456 / Projet 123456

Repair Alexandra Bridge / Réparation du pont Alexandra

Documents for Tender / Documents pour appel d'offres

Disk 1 of/de 1



## Doing Business with PWGSC

### Documentation and Deliverables Manual



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## Revisions

Version	Date	Description
0.1	August 14, 2017	Draft version for consultation.
1.0	January 12, 2018	Original Issuance

---

# **1 General**

## **1.1 Effective Date**

January 12, 2018

## **1.2 Authority**

This manual is issued by the authority of the Director General, Technical Services, Real Property Branch (RPB), Public Works and Government Services Canada (PWGSC).

## **1.3 Purpose**

This document provides architectural and engineering (A&E) consultants with the requirements for producing deliverables for PWGSC projects in order to ensure a well-documented design process, and facilitate review by PWGSC staff.

## **1.4 Scope**

This document shall apply to design-bid-build projects undertaken by PWGSC on its own behalf as well as for other government departments (OGDs). It is applicable to all regions of PWGSC and can be supplemented with regional addendum.

## **1.5 Harmonization with Terms of Reference**

This document shall be used in conjunction with the project's Project Brief / Terms of Reference (TOR). In case of a conflict between documents, the requirements of the TOR prevail over those of this document.

## **1.6 Departmental Name Change**

In the fall of 2015, Public Works and Government Services Canada (PWGSC) was renamed Public Services and Procurement Canada (PSPC).

This name change is occurring in a phased approach, and for most documents PSPC should be used. However, all contract documents shall use the legal name Public Works and Government Services Canada (PWGSC) until the name has been changed in legislation.

## **1.7 Terminology**

This document utilizes the following terminology:

- “shall” is used to express a requirement, a provision the Consultant is obligated to meet;
- “should” is used to express a recommendation; and
- “may” is used to express an option or that which is permissible within the limits of this document.



---

## 1.8 Definitions

**Addenda:** Changes to the construction documents or tendering procedures, issued during the tendering process.

**Construction Documents:** The drawings and specifications (including addenda).

**Drawings:** The graphic means of showing work to be done, as they depict shape, dimension, location, quantity of materials and relationship between building components.

**Reports:** Written account given of a particular matter after thorough investigation or consideration prepared by the Consultant.

**Specifications:** Written descriptions of materials and construction processes in relation to quality, colour, pattern, performance and characteristics of materials, installation and quality of work requirements.

---

## 2 Construction Documents

### 2.1 General

This section provides direction to Consultant firms on the preparation of construction documents (namely specifications and drawings) to be submitted to PWGSC for real property projects across Canada.

Specifications, drawings, and addenda shall be complete and clear so that contractors can prepare bids without guesswork.

#### 2.1.1 Principles of PWGSC Contract Documents

Contact documents shall be prepared based on common public procurement principles. PWGSC does not use Canadian Construction Documents Committee (CCDC) documents.

PWGSC is responsible for preparing and issuing the construction contract and the terms and conditions as well as all other related bidding and contractual documents. For detailed information, the standard acquisition clauses and conditions commonly used by PWGSC in the contracting process are available on the [buyandsell.gc.ca](http://buyandsell.gc.ca) website.

#### 2.1.2 Translation

When bilingual documents are required in the Terms of Reference, all documentation including drawings, specifications, reports as well as all bidder questions shall be in both official languages.

Ensure that English and French documents are equal in all respects. There can be no statements where one version takes precedence over the other.

#### 2.1.3 Construction Documents Definitions

Unless otherwise indicated in the Project Brief / Terms of Reference, construction document submissions (33%, 50 or 66%, 99%, and 100% / final) shall meet the definitions outlined below. Further discipline based requirements may be included in the TOR.

- 33%: shall demonstrate general intent of design and compliance and alignment with relevant standards. Summary specification required, but not a full specification.
- 50% or 66%: shall show full system, all components, requirements, and lack only minor details on drawings. Specifications shall be well advanced and contain major work and material requirements and lack only minor details.
- 99%: shall be for final review by PWGSC, lacking no detail and complete with a project specific specification.
- 100% (or final): shall address comments by PWGSC as required, signed and sealed by the responsible design professional in compliance with various provincial jurisdiction requirements, ready for tender.

#### 2.1.4 Quality Assurance

It is the sole responsibility of the Consultant firms to undertake their own quality control process and to review, correct, and coordinate their documents (between disciplines). The Consultant shall also ensure the constructability of their design.

---

### 2.1.5 Quality Assurance Deliverables

For every construction document submission (33 %, 50 % or 66 %, 99 % and 100 %), the Consultant shall provide:

- a completed and signed Checklist for the Submission of Construction Documents (see Appendix A); and
- an index as per Appendix B.

### 2.1.6 Terminology & Quantities

The Consultant shall use the term “Departmental Representative” instead of Engineer, PWGSC, Owner, Consultant or Architect. “Departmental Representative” means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

Notations such as “verify on site,” “as instructed,” “to match existing,” “example,” “equal to,” “equivalent to,” and “to be determined on site by Departmental Representative” shall not be indicated in specifications nor in drawings, as such wording promotes inaccurate and inflated bids.

Construction documents shall permit bidders to bid accurately. If a precise quantity is impossible to identify (e.g. cracks to be repaired), then provide an estimated quantity for bidding purposes (to be used in conjunction with unit prices). Ensure that the terminology used throughout construction documents is consistent and does not contradict applicable codes and standards.

### 2.1.7 Units of Measure

All units of measure within drawings and specifications shall be based on the International System of Units (SI).

## 2.2 Drawings

### 2.2.1 General

Drawings shall be prepared in accordance with the [PWGSC National CADD Standard](#) and the Canadian Standards Association CSA B78.5-93: *Computer-Aided Design Drafting (Buildings)*. Drawing shall also meet the following criteria:

- dimensions shall be in metric only (no dual dimensioning);
- no trade names present on any drawings; and
- no specification-type notes are on any drawing.

### 2.2.2 Information to be Included

Drawings should show the quantities of the elements, the configuration of the project, the dimensions, and details of how the work is constructed. There should be no references to future work or information that will be changed by future addenda. The scope of work should be clearly detailed, and elements not in the Contract should be eliminated or kept to an absolute minimum.

### 2.2.3 Title Blocks and Revision Notes

PWGSC title block shall be used for drawings and sketches (including addenda).

The percent of drawing completion should be included in the revision notes. Revision notes shall be inputted during design development, but cleared for 100% complete drawing (ready for tender).

---

## 2.2.4 Drawing Numbers

Drawings should be numbered in sets according to the type of drawing and the discipline involved as indicated in the following table. The requirements of the *PWGSC National CADD Standard* supersede these requirements, where warranted.

Discipline	Drawing
Demolition	D01, D02, etc.
Architecture	A01, A02, etc.
Civil	C01, C02, etc.
Landscaping	L01, L02, etc.
Mechanical	M01, M02, etc.
Electrical	E01, E02, etc.
Structural	S01, S02, etc.
Interior Design	ID01, ID02, etc.

## 2.2.5 Presentation Requirements

Present the drawings in sets, providing the applicable demolition, site plan, civil, landscaping, architecture, structural, mechanical, and electrical drawings in that order. All drawings should be of uniform standard size.

## 2.2.6 Legends

Provide a legend of symbols, abbreviations, references, etc., on the front sheet of each set of drawings, or in the case of large sets of drawings, provided the legend immediately after the title sheet and index sheets.

## 2.2.7 Schedules and Tables

Where schedules or tables occupy entire sheets, locate them at the back of each set of drawings for convenient reference.

## 2.2.8 North Arrow

Include a north arrow on all plans. Orient all plans in the same direction for easy cross-referencing. Wherever possible, lay out plans so that the north point is at the top of the sheet.

## 2.2.9 Drawing Symbols

Follow generally accepted drawing conventions, understandable by the construction trades and in accordance with PWGSC publications.

## 2.2.10 As-Built Drawings

As-built drawings are official record drawings and shall represent as constructed conditions including location and size of equipment, devices, plumbing lines, mechanical and electrical equipment, structural elements etc. As-built drawings shall be updated in CAD, handwritten notes are not acceptable.

## 2.2.11 Submission Format

Unless otherwise stated in the Terms of Reference, drawing submissions shall be in electronic and hard copy format.

---

### 2.2.11.1 Drawing Hard Copy Deliverable Format

Drawing submitted in hard copy shall be:

- printed to scale with black lines on white paper;
- bound with staple or other means into sets, where presentations exceed 50 sheets, the drawings for each discipline may be bound separately for convenience and ease of handling; and
- of a paper size as agreed to with the Departmental Representative.

### 2.2.11.2 Drawing Electronic Copy Deliverable Format

Drawing submitted electronically shall be provided:

- without password protection or printing restrictions;
- in two formats:
  - PDF/E-1 (in compliance with ISO 24517-1);
  - .dwg format; and
- in accordance with Appendix D.

## 2.3 Building Information Modelling (BIM)

PWGSC is committed to using non-proprietary or “OpenBIM” standards. As such, the Consultant is not required to use any specific proprietary software format. For the sake of legacy information quality, the Consultant shall use the international standards of interoperability for BIM (IFC) in all cases where models are submitted. Consultants shall work with software that is compliant to this standard.

Where used, BIM shall not replace the submission requirements outlined by this document. Rather, consultants shall submit models in addition requirements outlined herein.

Where BIM is used, models and modelled information shall be submitted in the following two formats:

- .native (whichever format is native to the Modelling software used by the Consultant);
- .ifc (Industry Foundation Classification – IFC4 – [ISO 16739:2013](#)); and

All Modelled Information, and Model Information Exchanges shall conform to:

- Project-specific requirements, such as they are laid out in the Project Execution Plan, Project Documentation and Model Element Table; and
- The project-identified BIM Standards & Guidelines.

Models for electronic submissions shall be organized as per Appendix D.

## 2.4 Specifications

### 2.4.1 National Master Specification

Specifications prepared for PWGSC shall follow the most current version of the [National Master Specification \(NMS\)](#) format offered by the National Research Council.

The Consultant has overriding responsibility for the content of construction project specifications. For each specification, he or she shall edit, amend, and supplement the NMS template as deemed necessary to produce an appropriate project specification free of conflict and ambiguity. The Consultant should refer to the latest *NMS User's Guide* and *NMS Development Guide* issued by the National Research Council for further guidance on using the NMS.

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## 2.4.2 Index

Specifications shall include an index which list all specification sections, including numbers of pages, as well as the division and section names in the format shown in Appendix B.

## 2.4.3 Specification Organization

Narrow scope sections describing single units of work should be used for complex work. Broad scope sections may be used for less complex work. The Consultant shall use consistently for the entire specification either the NMS 1/3 page format, the NMS 2/3-page format or the Construction Specifications Canada (CSC) full-page format.

Start each section on a new right hand page and show the PWGSC project number, NMS section title, NMS section number, page number, and specification date on each page. The project title, and Consultant's name are not to be indicated.

## 2.4.4 Standards

Code and standard references in the NMS may not be up to date, the Consultant shall ensure that the project specification use the current applicable edition of all references quoted.

## 2.4.5 Specifying Materials

Specifications should make use of generic names in referencing construction materials. The Consultant should refer to the latest version of the *NMS Development Guide* issued by the National Research Council for further details. The term "Acceptable Manufacturers" shall not be used, as this restricts competition and does not ensure the actual material or product will be acceptable.

### 2.4.5.1 Alternate Products and Materials

Alternative materials to those specified may be considered during the solicitation period; however, the onus will be on the Consultant to review and evaluate all requests for approval of alternative materials.

### 2.4.5.2 Sole Sourcing

Sole sourcing of materials and/or work is only allowed in exceptional and justifiable circumstances. Prior to including sole source materials and/or work, the Consultant shall contact the Departmental Representative to obtain approval for the sole sourcing. Consultants shall provide proper justification for all individual sole source requirements.

Sole sourcing for materials and work may be required when performing work on existing proprietary systems, such as fire alarm systems, building automation systems (BAS) etc.

Wording for the sole source of work should be in Part 1 as follows:

Designated Contractor

- .1 Retain the services of [\_\_\_\_\_] to do the work of this section.

Wording for the sole source of building automation system should be in Part 1 as follows:

Designated Contractor

- .1 Retain the services of [\_\_\_\_\_] or its authorized representative to complete the work of all building automation system sections.

Wording for the sole source of building automation system should be in Part 2 as follows:

## Materials

- .1 There is an existing [\_\_\_\_\_] system presently installed in the building. All materials must be selected to ensure compatibility with the existing [\_\_\_\_\_] system.

Wording for the sole source of materials (i.e. fire alarm systems) should be in Part 2 as follows:

### Acceptable Materials

- .1 The only acceptable materials are [\_\_\_\_\_].

## 2.4.6 Measurement for Payment

The measurement for payment shall be provided in lump sum or unit prices.

### 2.4.6.1 Unit Prices

Unit prices should only be used in instances where the quantity can only be roughly estimated (e.g. earth work). The approval of the Departmental Representative shall be sought in advance of their use. In each applicable NMS section where unit prices are used, add new or replace paragraph title “Measurement for Payment” with “Unit Prices.” and use the following wording:

[The work for this section] or [define the specific work if required, e.g. rock excavation] will be paid based on the actual quantities measured on site and the unit prices stated in the Bid and Acceptance Form.

Provide a unit price table, sample shown below, to designate the work to which a unit price arrangement applies. The table shall include:

- the price per unit and the estimated total price for each item listed;
- a complete description of each type of work covered; and
- items as described in the referenced specification section.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Price per Unit GST/HST extra	Estimated Total Price GST / HST extra
TOTAL ESTIMATED AMOUNT						

## 2.4.7 Cash Allowances

Construction documents shall be complete and contain all of the requirements for the contractual work. Cash allowances are to be used only under exceptional circumstances (i.e. utility companies, municipalities), where no other method of specifying pricing is appropriate.

To include cash allowances, obtain approval from the Departmental Representative in advance, and use Section 01 21 00 – Allowances of the NMS to specify the criteria.

## 2.4.8 Warranties

The 12-month warranty period specified in PWGSC’s standard acquisition clauses and conditions with regard to the contract should typically be retained as is. Extended warranties should only be used where experience has shown that serious defects are likely to appear after expiry of the standard one-year warranty period. When necessary to extend beyond the 12 month warranty period,



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use the following wording in Part 1 of the applicable technical sections, under the heading “Extended Warranty”:

For the work of this Section [\_\_\_\_], the 12 month warranty period is extended to [\_\_\_\_] months.

Where the extended warranty is intended to apply to a particular part of a specification section, modify the previous text as follows:

For [\_\_\_\_], the 12 month warranty period is extended to [\_\_\_\_] months.

#### **2.4.9 Miscellaneous Requirements**

Paragraphs noted as “Scope of Work” shall not be included. Within Part 1 – General of specifications, the paragraphs “Summary” and “Section Includes” shall not be utilized.

#### **2.4.10 Specification Coordination**

All sections of the specifications shall be coordinated, including the “Related Sections” portion of specifications and appendices. References to non-existent sections shall not be present within the specifications.

#### **2.4.11 Regional Guide**

The Consultant should contact the Departmental Representative to obtain the region’s requirements for Division 01 (General Requirements) or other short-form specifications as appropriate.

#### **2.4.12 Health and Safety**

All project specifications are required to include Section 01 35 29 – Health and Safety Requirements. Confirm with the Departmental Representative to determine if there are any instructions to meet regional requirements.

#### **2.4.13 Subsurface Investigation Reports**

If required, subsurface investigation report(s) shall be included after Section 31, and the following paragraph added to Section 31:

Subsurface Investigation Report(s)

- .1 Subsurface investigation report(s) are included in the specification following this section.

If the Departmental Representative determines that it is not practical to include the subsurface investigation report(s), alternate instructions will be provided.

Where tender documents are to be issued in both official languages, the subsurface investigation report(s) shall be issued in both languages.

In addition to providing the subsurface investigation report(s), the foundation information required by the current *National Building Code of Canada* (Division C, Part 2, 2.2.4.6) shall be included on foundation drawings.

#### **2.4.14 Prequalification and Pre-Award Submissions**

Do not include in the specifications any mandatory contractor and/or subcontractor prequalification or pre-award submission requirements that could become a contract award condition. If a

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prequalification process or a pre-award submission is required, contact the Departmental Representative.

There should be no references to certificates, transcripts, samples, the license numbers of a trade or subcontractor, or any other documentation or item being included with the bid.

#### **2.4.15 Contracting Issues**

Specifications describe the workmanship and quality of the work and shall not contain any contracting issues. Division 00 of the NMS is not used by PWGSC, except for the Seals page 00 01 07 and the Table of Contents 00 01 10. In specifications, remove all references to the following:

- general instructions to bidders;
- general conditions;
- Canadian Construction Documents Committee (CCDC) documents;
- priority of documents;
- security clauses and clearances;
- terms of payment or holdback;
- the tendering process;
- bonding requirements;
- insurance requirements;
- alternative and separate pricing;
- site visits (mandatory or optional); and
- the release of lien and deficiency holdbacks.

#### **2.4.16 Specification Submission Format**

Unless otherwise stated in the Terms of Reference, specification submissions shall be in electronic and hard copy format.

##### **2.4.16.1 Specification Hard Copy Deliverable Format**

Specifications submitted in hard copy shall be printed on both sides of 216 mm x 280 mm white bond paper.

##### **2.4.16.2 Specification Electronic Copy Deliverable Format**

Specifications submitted electronically shall be:

- provided in PDF/A (in compliance with ISO 19005) format, without password protection and printing restrictions; and
- in accordance with Appendix D.

### **2.5 Addenda**

#### **2.5.1 Format**

Prepare addenda using the format shown in Appendix C. No signature-type information is to appear.

Every page of the addendum (including attachments) shall be numbered consecutively. All pages shall have the PWGSC project number and the appropriate addendum number. Sketches shall appear in the PWGSC format, signed and sealed.

No Consultant information (name, address, phone #, Consultant project #, etc.) should appear in addenda or their attachments (except on sketches).

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### **2.5.2 Content**

Each item should refer to an existing paragraph of the specification or note/detail on the drawings. The clarification style is not acceptable.

Where there are many or major changes to a section or drawing, consider deleting the entire section or drawing and replacing it with a new version.

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## 3 Cost Estimates

### 3.1 Cost Estimates Submission Formats

#### 3.1.1 Format

Construction cost estimates for projects shall be prepared in the elemental analysis format, which is in accordance with the latest edition issued by the Canadian Institute of Quantity Surveyors (CIQS) for all PWGSC regions excluding Quebec. Within Quebec region the cost estimates shall be prepared in the Unifomat II format.

#### 3.1.2 Contents

All cost estimates shall contain the following:

- introduction narrative complete with an outline description of the cost estimate basis;
- description of information obtained and used in the cost estimate including the date received;
- listing of notable inclusions;
- listing of notable exclusions;
- listing of items/issues carrying significant risk;
- summary of the itemized cost estimate;
- itemized breakdown of cost estimate by elemental analysis for Class B, C, and D; and
- itemized breakdown of costs estimate in both elemental analysis and National Master Specification division format for Class A, including measured quantities, unit rate pricings and amounts for each item of work.

Allowances, if deemed necessary by Consultant, shall contain the following:

- design allowance to cover unforeseen items during design phase;
- escalation allowance for changes in market conditions between the date of the cost estimate and the date tender is called;
- construction allowance to cover unforeseen items during construction; and
- the basis of calculations of the above allowances.

### 3.2 Classes of Cost Estimates for Construction Projects

PWGSC applies a detailed, four-level classification using the terms Class A, B, C and D. Apply these estimate classifications at the project stages as defined in the TOR. For projects required to be submitted to Treasury Board (TB) for approval: an indicative estimate shall be at least a Class D and a Substantive Estimate shall be at least a Class B.

#### 3.2.1 Class D (Indicative) Estimate

Based upon a comprehensive statement of requirements, an outline of potential solutions and/or functional program, this estimate is to provide an indication of the final project cost that will enable ranking to be made for all the options being considered. This cost estimate shall be prepared in elemental analysis format. The level of accuracy of a Class D cost estimate shall be such that no more than a 20% design allowance is required.

#### 3.2.2 Class C Estimate

Based on schematic/conceptual design and/or comprehensive list of project requirements, this estimate shall be adequately detailed and shall be sufficient for making the correct investment decision. This cost estimate shall be based on measured quantities of all items of work and prepared

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in elemental analysis format. The level of accuracy of a Class C cost estimate shall be such that no more than a 15% design allowance is required.

### **3.2.3 Class B (Substantive) Estimate**

Based on design development drawings and outline specifications, which include the preliminary design of all major systems and subsystems, as well as the results of all site/installation investigations, this estimate shall provide for the establishment of realistic cost objectives and be sufficient to obtain effective project approval.

This cost estimate shall be based on measured quantities of all items of work and prepared in elemental analysis format. The level of accuracy of a Class B cost estimate shall be such that no more than a 10% design allowance is required.

### **3.2.4 Class A (Pre-Tender) Estimate**

Based on completed construction drawings and specifications prepared prior to calling competitive tenders, this estimate shall be sufficient to allow a detailed reconciliation and/or negotiation with any contractor's tender submission. This cost estimate shall be based on fully measured quantities of all items of work and prepared in both elemental analysis and Trade division format as per MasterFormat™. The level of accuracy of a Class A cost estimate shall be such that no more than a 5% design allowance is required.

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## 4 Project Schedules

### 4.1 Schedule Format

Project schedules shall be submitted in the .mpp file extension (compatible with MS Project). The schedule shall include:

- major and minor milestones;
- activities representing discrete elements of work assigned to one person which:
  - are named using verb-noun combination (i.e. Review Design Development Report);
  - contain realistic durations in days;
- project logic linking activities with appropriate relationships finish-start (FS), finish-finish (FF), start-start (SS); and
- Identification of the critical path activities.

### 4.2 Progress Report

The progress report shall detail the progress of each activity up to the date of the report. It shall also include any logic changes made, both historic and planned; projections of progress and completion; as well as the actual start and finish dates of all activities being monitored.

The contents of each progress report will vary depending on the requirements at each project phase. A progress report should include:

- an executive summary;
- a narrative report;
- a variance report;
- a criticality report;
- an exception report (as required);
- the master schedule with cash flow projections; and
- the detailed project schedule (network diagram or bar charts).

#### 4.2.1 Executive Summary

The executive summary should provide a synopsis of narrative, variance, criticality and exception report, and is not to exceed one page.

#### 4.2.2 Narrative Report

The project narrative shall detail the work performed to date, comparing work progress to planned, and presenting current forecasts. This report should summarize the progress to date, explaining current and possible deviations and delays and the required actions to resolve delays and problems with respect to the Detailed Schedule, and Critical Paths.

#### 4.2.3 Variance Report

The variance report, with supporting schedule documentation, should detail the work performed to date and compare work progress to work planned. It should summarize the progress to date and explain all causes of deviations and delays and the required actions to resolve delays and problems with respect to the detailed schedule and critical paths. The variance report shall be presented in the following format:

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Paper size: Letter  
Paper format: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Body text: Narratives for each report to match other reports  
Columns: Activity ID, Activity Name, Planned Finish, Revised Finish, Variance, Activity % Complete

#### 4.2.4 Criticality Report

The criticality report identifies all activities and milestones with negative, zero, and up to five days' Total Float. It is used as a first sort for ready identification of the critical paths, or near-critical paths, through the entire project. The criticality report shall be presented in the following format:

Paper size: Letter  
Orientation: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Body text: Narratives for each report to match other reports  
Columns: Activity ID, Activity Name, Duration, Start, Finish, Activity % Complete, Total Float

#### 4.2.5 Exception Report

The exception report shall be provided when unforeseen or critical issues arise. The Consultant shall advise the Departmental Representative and submit the details and proposed solutions in the form of an exception report. The report shall include sufficient description and detail to clearly identify:

- scope changes, including identifying the nature, reason, and total impact of all identified and potential project scope changes affecting the project;
- delays and accelerations, including identifying the nature, reason, and total impact of all identified and potential duration variations; and
- options enabling a return to the project baseline, including Identifying the nature and potential effects of all proposed options for returning the project within the baselined duration.

The exception report shall be provided in the following format:

Paper size: Letter  
Orientation: Portrait  
Title format: Project Title, Report Type, Print Date, Data Date, Revision  
Body text: Narrative to match other reports

Paper size: Letter  
Orientation: Landscape  
Title format: Project Title, Report Type, Print Date, Data Date, Revision  
Columns: Activity ID, Activity Name, Duration, Remaining Duration, Start, Finish, Total Float



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#### **4.2.6 Master Schedule**

A master schedule including cash projection shall be provided in the following format:

Paper size: 11X17  
Orientation: Landscape  
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,  
Total Float  
Footer format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Sorting: Early Start, then Early Finish, then Activity ID based on the WBS.

#### **4.2.7 Detailed Project Schedule**

A detailed project schedule shall be provided along with a network diagram or bar charts in the following format:

Paper size: 11X17  
Orientation: Landscape  
Columns: Activity ID, Activity Name, Duration, Activity % Complete, Start, Finish,  
Total Float  
Footer format: Project Title, Report Type, Print Date, Data Date, Revision Block  
Sorting: Early Start, then Early Finish, then Activity ID based on the WBS.

## Appendix A Checklist for the Submission of Construction Documents

Date:	
Project Title:	Project Location:
Project Number:	Contract Number:
Consultant's Name:	PWGSC Departmental Representative
Review Stage (stages may vary at discretion of project team): 33% <input type="checkbox"/> 50% or 66% <input type="checkbox"/> 99% <input type="checkbox"/> 100% <input type="checkbox"/>	

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

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

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

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

<b>Specifications</b>			
<b>Item</b>	<b>Verified by</b>	<b>Explanations</b>	<b>Action by</b>
<b>15 Contracting Issues</b>			
<b>15a</b> Contracting issues do not appear in the specifications.			
<b>15b</b> Division 00 of the NMS is not used except 00 01 07 (Seals Page) and 00 01 10 (Table of Contents).			
<b>16 Quality Assurance</b>			
<b>16a</b> There are no specification clauses with square brackets “[ ]” or lines “—” indicating that the document is incomplete or missing information.			
<b>17 Signing and Sealing</b>			
<b>17a</b> Every final specification bears the seal and signature of the responsible design professional as required. Seals and signatures shall be shown in NMS section 00 01 07.			

I confirm that the drawings and specifications have been thoroughly reviewed and that the items listed above have been addressed or incorporated. I acknowledge and accept that by signing, I am certifying that all items noted above have been addressed.

Consultant's Representative: \_\_\_\_\_

Firm name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix B Drawings and Specifications Table of Contents Template

### B.1 General

List all drawings by number and title.

For specifications, list all divisions, sections (by number and title), and the number of pages in each section.

### B.2 Sample Table of Contents

---

<b>Project No:</b>	<b>Table of Contents</b>	<b>Index</b>
<hr/>		<b>Page 1 of ____</b>

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#### DRAWINGS:

C-1	Civil
L-1	Landscaping
A-1	Architecture
S-1	Structural
M-1	Mechanical
E-1	Electrical

#### SPECIFICATIONS:

DIVISION	SECTION	NO. OF PAGES
01	01 00 10 – General Instructions	.....XX
	01 14 25 – Designated Substances Report	.....XX
	01 35 30 – Health and Safety	.....XX
23	23 xx xx	
26	26 xx xx	

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## Appendix C Addenda Formatting Template

### C.1 Instructions

To re-issue a drawing with an addendum:

- indicate the drawing number and title; and
- list the changes or indicate the revision number and date.

To re-issue a specification with an addendum:

- indicate the section number and title; and
- list all changes (i.e. deletions, additions, and replacements) by article or paragraph.

The addendum, drawings and specifications should be sent as separate files.

### C.2 Sample Addendum

**Date:** \_\_\_\_\_

**Addendum Number:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**The following changes in the bid documents are effective immediately.  
This addendum will form part of the construction documents.**

#### **DRAWINGS:**

- 1 A1 Architecture  
.1

#### **SPECIFICATIONS:**

- 1 Section 01 00 10 – General Instructions
  - .1 Delete article (xx) entirely.
  - .2 Refer to paragraph (xx.x),  
delete the following: ...  
and replace with the following: ...
- 2 Section 23 05 00 – Common Work Results - Mechanical
  - .1 Add new article (x) as follows:



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## **Appendix D Directory Structure and Naming Convention Standards for Construction Tender Documents**

### **D.1 Electronic Submissions**

Electronic submittals of drawings, specification and models shall be in the following format unless otherwise specified in the Terms of Reference or instructed by the Departmental Representative:

- On media burned to read only memory (ROM) on either CD-ROM or DVD+R where:
  - CD-ROMs comply with ISO 9660:1988 standards;
  - DVD+Rs are 4.7 GB, single-sided, single-layer and comply with ISO/IEC 17344:2006 standards;
  - media is “closed” upon completion of burning; and
  - media is usable in such a way that files may be accessed and copied from it.

If BIM model size is greater than storage capacity of a DVD, refer to Terms of Reference or contact the Departmental Representative for transmission instructions.

Some projects may require the Consultant to upload files to an electronic system outlined in the Terms of Reference or as instructed by the Departmental Representative.

### **D.2 Directory Structure**

#### **D.2.1 1<sup>st</sup> Tier Subfolder**

The 1<sup>st</sup> tier of the directory structure shall be “Project #####” where ##### represents each digit of the Project Number. The Project Number must always be used to name the 1<sup>st</sup> tier folder and it is always required. Free text can be added following the Project Number, to include such things as a brief description or the project title.

#### **D.2.2 2<sup>nd</sup> Tier Subfolder**

The 2<sup>nd</sup> tier of the directory structure shall consist of: “Bilingual - Bilingue”, “English” and “Français” folders. The folders of the 2<sup>nd</sup> tier cannot be given any other names since the Government Electronic Tendering System (GETS) uses these names for validation purposes. At least one of the “Bilingual - Bilingue”, “English” and “Français” folders is always required, and these must always have one of the applicable subfolders of the 3<sup>rd</sup> tier.

#### **D.2.3 3<sup>rd</sup> Tier Subfolder**

The 3<sup>rd</sup> tier of the directory structure shall consist of: “Drawings - Dessins”, “Drawings”, “Models”, “Specifications”, “Reports”, “Dessins”, “Modèles”, “Devis” and “Rapports”. The folders of the 3<sup>rd</sup> tier cannot be given any other names since GETS also uses these names for validation purposes. There must be always at least one of the applicable 3<sup>rd</sup> tier folder in each document.

#### **D.2.4 4<sup>th</sup> Tier Subfolder - Drawings**

The 4<sup>th</sup>-tier subfolders for Drawings should reflect the various disciplines of the set of drawings. Because the order of appearance of the subfolders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the subfolders in the “Drawings – Dessins”, “Drawings” and “Dessins” folders. The first subfolder must be always reserved for the Title Page and/or the List of Drawings unless the first drawing of the set is an actual numbered discipline drawing.

---

The 4<sup>th</sup> tier “Drawings” and “Dessins” folder shall follow the naming convention:

## - Y

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the title of the folder Example: 03 – Mechanical

For the “Drawings - Dessins” folder:

## = Y - Z

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the English title of the folder

Z = the French title of the folder

Example:

04 - Electrical – Électrique

The numbering of the 4<sup>th</sup> tier subfolders is for sorting purposes only and is not tied to a specific discipline. For example, “Architecture” could be numbered 05 for a project where there is four other disciplines before “Architecture” in the set of drawings or 01 in another project where it’s the first discipline appearing in the set.

The order of the drawings shall be the same as in the hard copy set. GETS will sort each drawing for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order;
- The alphanumerical order of the subfolders determines the order of appearance on the screen as well as the order of printing (as an example: all the drawing PDF files in the 01 sub-older will be printed in alphanumerical order before the drawings in the 02 sub- folder etc.);

Each drawing PDF file within each subfolder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Drawing A001 will be printed before Drawing A002, Drawing M02 before Drawing M03, etc.).

#### **D.2.5 4<sup>th</sup>-Tier Subfolders for Specifications**

The “Specifications” and “Devis” folders must have 4<sup>th</sup> tier subfolders created to reflect the various elements of the specifications. Because the order of appearance of the subfolders on the screen will also determine the order of printing, it is necessary to start with a number the identification name of the subfolders in the “Specifications” and “Devis” folders.

The 4<sup>th</sup> tier subfolders for specifications must adhere to the following standard naming convention for the “Specifications” and “Devis” folders:

## - Y

Where:

## = a two digit number ranging from 01 to 99 (leading zeros must be included)

Y = the title of the folder

Example:

---

## 02 – Divisions

Numbering of the 4th tier subfolders is for sorting purposes only and is not tied to an element of the specifications.

It is essential to ensure that the order of the elements of the specifications on the CD-ROM be exactly the same as in the hard copy. GETS will sort each element of the specifications for both screen display and printing as per the following rules:

- The alphanumerical sorting is done on an ascending order.
- The alphanumerical order of the subfolders determines the order of appearance on the screen as well as the order of printing (as an example: all the specifications PDF files in the 01 subfolder will be printed, in alphanumerical order before the PDF files in the 02 subfolder, etc.).
- Each specifications PDF file within each subfolder will also be sorted alphanumerically. This will determine the order of appearance on the screen as well as the order of printing (i.e. Division 01 will be printed before Division 02, 01 - Appendix A before 02 - Appendix B, etc.).

---

## D.2.6 Directory Structure Example

The following is an example of the directory structure for the tender document, refer to previous sections for requirements, and use only sections applicable to the given project:

```
Project #####
  Bilingual – Bilingue
    Drawings – Dessins
      01 - Drawing List – Liste des dessins
      02 – Demolition – Démolition
      03 – Architecture – Architectural
      04 – Civil – Civil
      05 – Landscaping - Aménagement paysager
      06 – Mechanical – Mécanique
      07 – Electrical – Électricité
      08 – Structural - Structural
      09 – Interior Design – Aménagement intérieur
  English
    Drawings
      01 - Drawing List
      02 – Demolition
      03 – Architecture
      04 – Civil
      05 – Landscaping
      06 – Mechanical
      07 – Electrical
      08 – Structural
      09 – Interior Design
    ...
    Models
    Specifications
      01 – Index
      02 – Divisions
      03 – Appendices
    Reports
  Français
    Dessins
    Modèles
    Devis
    Rapports
```

## D.3 Naming Convention for PDF Files

Each drawing, specifications division or other document that are part of the tender documents must be converted in PDF format (without password protection) in accordance with the following standard naming convention and each PDF file must be located in the appropriate subfolder of the directory structure.

### D.3.1 Drawing File Names

Each drawing must be a separate single page PDF file. The naming convention of each file shall be:

X### - Y

Where:

---

X = the letter or letters from the drawing title block (“A” for Architecture or “ID” for Interior Design for example) associated with the discipline

### = the drawing number from the drawing title block (one to three digits)

Y = the drawing name from the drawing title block (for bilingual drawings, the name in both English and French is to appear).

Example:

A001 - First Floor Details

Each drawing that will be located in the appropriate discipline 4th tier subfolders must be named with the same letter (“A” for Architecture Drawings for example) and be numbered. The drawing number used to name the PDF file must match as much as possible the drawing number of the actual drawing (the exception being when leading zeros are required).

The following important points about drawings are to be noted:

- The drawing PDF files within each subfolder are sorted alphanumerically for both displaying and printing. If there are more than 9 drawings in a particular discipline the numbering must use at least two numerical digits (i.e. A01 instead of A1) in order to avoid displaying drawing A10 between A1 and A2. The same rule applies when there are more than 99 drawings per discipline i.e. three digits instead of two must be used for the numbering (for example M003 instead of M03);
- If drawing PDF files are included in the “Bilingual - Bilingue” folder, these cannot be included as well in the “English” and/or “Français” folders;
- If drawings not associated with a particular discipline are not numbered (title page or list of drawings for example), these will be sorted alphabetically. While this does not represent a problem if there is only one drawing in the subfolder, it could disrupt the order when there are two or more drawings. If the alphabetical order of the drawings name does not represent the order on the hard copy set, the drawings are to be named as per the following standard convention when converted in PDF format to ensure proper display and printing order.

### **D.3.2 Specifications**

Each specifications division must be a separate PDF file and all pages contained in each PDF file must have the same physical size (height, width). The drawings and specifications index must also be a separate PDF file. If there are other documents that are part of the Specifications (e.g. Appendix or other) these are to be separate PDF files as well.

### **D.3.3 Documents Other Than Specifications Divisions**

Because PDF files within the Specifications subfolders are sorted alphanumerically (in ascending order) for both on screen display and printing order, all files that appear in folders other than the “Divisions” subfolder must be named using a number:

## - Y

Where:

## = Two digit number ranging from 01 to 99 with leading zeros required

Y = Name of the document

Example:

01 – Drawings and Specifications Index

---

#### **D.3.4 Specifications Divisions**

The specifications divisions must be named as follows:

Division ## - Y

Where:

Division ## = the actual word “Division” followed by a space and a two digit number ranging from 01 to 99 (with leading zeros required)

Y = name of the Specifications Division as per CSC/CSI MasterFormat™

Example:

Division 05 – Metals

The Numbering of the Divisions cannot be altered from CSC/CSI MasterFormat™ even if some Divisions are not used in a given project. For example, Division 05 will always remain Division 05 even if Division 04 is not used for a given project.

#### **D.4 Media Label**

The CD-ROM or DVD+R shall be labeled with the following information:

Project Number / Numéro de projet

Project Title / Titre du projet

Documents for Tender / Documents pour appel d'offres

Disk X of/de X

Example:

Project 123456 / Projet 123456

Repair Alexandra Bridge / Réparation du pont Alexandra

Documents for Tender / Documents pour appel d'offres

Disk 1 of/de 1



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## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Real Property Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail This SRCL pertains to an overall Supply Arrangement for Architectural & Interior Design professional services, Atlantic Region (to permit PWGSC to sponsor supplies in advance of individual solicitations).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |  |  |

Special comments:  
Commentaires spéciaux : This Supply Arrangement will be utilized to procure professional services re: a variety of projects in a variety of locations in Atlantic Region. Most may require Reliability Status, but a smaller number of projects may require Secret level.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui





**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Baggs, Sarah

Manager, Architecture & Interior Design

*Sarah Baggs*

Telephone No. - N° de téléphone  
802-408-5064

Facsimile No. - N° de télécopieur  
802-408-5549

E-mail address - Adresse courriel  
sarah.baggs@pwgsc.gc.ca

Date  
2015/03/05

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Locas, Lucie

SO

*L. Locas*

Telephone No. - N° de téléphone  
802-408-5830

Facsimile No. - N° de télécopieur  
802-408-5077

E-mail address - Adresse courriel  
lucie.locas@pwgsc.gc.ca

Date  
2015/03/06

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Tanya Allen

Supply Specialist

*Leanne Nowakowski*  
*T. Allen*

Telephone No. - N° de téléphone  
902-496-5142

Facsimile No. - N° de télécopieur  
902-496-5016

E-mail address - Adresse courriel  
tanya.allen@pwgsc.gc.ca

Date  
2015/09/01

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Chrisoula Langis

Contract Security Officer / Agent de sécurité  
Chrisoula.Langis@tpsgc.pwgsc.gc.ca

*Chrisoula Langis*

Tel/Tél - 613-941-4835 / Téléc/Fax - 613-954-4171

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