





**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 5**

1.1 INTRODUCTION.....5

1.2 SUMMARY .....5

1.3 DEBRIEFINGS .....6

**PART 2 - BIDDER INSTRUCTIONS ..... 7**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....7

2.2 SUBMISSION OF BIDS.....7

2.3 ENQUIRIES - BID SOLICITATION.....7

2.4 APPLICABLE LAWS.....8

2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....8

**PART 3 - BID PREPARATION INSTRUCTIONS..... 9**

3.1 BID PREPARATION INSTRUCTIONS .....9

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 10**

4.1 EVALUATION PROCEDURES.....10

4.2 BASIS OF SELECTION.....10

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 12**

5.1 CERTIFICATIONS REQUIRED WITH THE BID .....12

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....12

**PART 6 - SECURITY REQUIREMENTS..... 17**

6.1 SECURITY REQUIREMENTS .....17

**PART 7 - RESULTING CONTRACT CLAUSES ..... 18**

7.1 STATEMENT OF WORK.....18

7.2 STANDARD CLAUSES AND CONDITIONS.....18

7.3 DISPUTE RESOLUTION.....18

7.4 SECURITY REQUIREMENTS .....19

7.5 TERM OF CONTRACT .....19

7.6 AUTHORITIES .....20

7.7 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....21

7.8 PAYMENT .....21

7.9 INVOICING INSTRUCTIONS .....22

7.10 CERTIFICATIONS .....22

7.11 APPLICABLE LAWS.....22

7.12 PRIORITY OF DOCUMENTS .....22

7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....23

7.14 INSURANCE .....23

7.15 CONTRACT ADMINISTRATION .....23

**ANNEX “A” - STATEMENT OF WORK..... 24**



<b>ANNEX “B” - BASIS OF PAYMENT.....</b>	<b>33</b>
<b>ANNEX “C” – SECURITY REQUIREMENTS .....</b>	<b>34</b>
<b>APPENDIX “1” - EVALUATION CRITERIA.....</b>	<b>38</b>
<b>APPENDIX “2” – FINANCIAL PROPOSAL FORM.....</b>	<b>46</b>



The Articles contains in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Task Authorization for 572.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### 1.2 Summary

- 1.2.1 By means of this RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders to seek professional services to undergo recommissioning (RCx) for the Office of the Prime Minister and Privy Council, the Sir John A MacDonal Building and the Wellington Building.

In 2008, the Federal Sustainable Development Act (FSDA) was passed by Parliament. It provides the Government of Canada with the legal framework for developing and implementing comprehensive sustainable strategies that makes all departments or agencies accountable for compliance. The current national target is to reduce Canada's total greenhouse gas (GHG) emissions by 30% by 2030, relative to 2005 emission levels. To set an example, the Government of Canada has committed to take action to reduce the GHG emissions from federal government buildings and fleets by 40% below 2005 levels by 2030 and up to 80% by 2050.

It is intended to award one (1) contract with firm deliverables due by March 31, 2020. Optional services may be required with deliverable dates to extend the term of the Contract.

- 1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders 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".
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization – Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), the



Canada-Chile Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Korea Free Trade Agreement and the Canada Free Trade Agreement (CFTA).

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Under Subsection 2 of Section 20:** Not applicable

### 2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are sent to the following e-mail address, by the time and date indicated on page 1 of this RFP document:

[nrcan.quebecbid-soumissionquebec.rncan@canada.ca](mailto:nrcan.quebecbid-soumissionquebec.rncan@canada.ca)

#### **IMPORTANT**

It is requested that you write the following information in “Subject” of the e-mail:

**NRCan – 5000048991 Recommissioning audit of three buildings at the Parliamentary Precinct**

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.

**Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.**

**NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is submitted correctly to the above address. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.



Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

## **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) in a separate file and document

Section III: Certifications (1 electronic copy)

Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format;
- (b) use a numbering system that corresponds to the bid solicitation.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix "2". The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the Mandatory Evaluation Criteria and the Financial proposal.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

Mandatory evaluation criteria are included in Appendix "1" – Evaluation Criteria.

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **60 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating. Then they will be ranked in ascending order from highest to lowest to determine the "right of first refusal" basis.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>		84.18	73.14	77.70
<b>Overall Rating</b>		1st	3rd	2nd



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR



Name of each member of the joint venture:

Member 1: \_\_\_\_\_  
Member 2: \_\_\_\_\_  
Member 3: \_\_\_\_\_  
Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

**5.2.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



#### 5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### 5.2.5 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

##### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

##### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:



- a. name of former public servant; \_\_\_\_\_
- b. date of termination of employment or retirement from the Public Service. \_\_\_\_\_

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant; \_\_\_\_\_
- b. conditions of the lump sum payment incentive; \_\_\_\_\_
- c. date of termination of employment; \_\_\_\_\_
- d. amount of lump sum payment; \_\_\_\_\_
- e. rate of pay on which lump sum payment is based; \_\_\_\_\_
- f. period of lump sum payment including:
  - start date \_\_\_\_\_
  - end date \_\_\_\_\_
  - and number of weeks \_\_\_\_\_
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Professional fees	Amount
_____	_____
_____	_____

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**5.2.6 Aboriginal Designation**

Who is eligible?

- a) An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative



- v. a partnership
- vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above.





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## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  
2. For additional information on security requirements, Bidders 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.



## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

#### 7.1.1 Optional Goods and/or Services

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

The Contracting Authority may exercise the option at any time before contract end date by sending a written notice to the Contractor.

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

#### 7.2.1 General Conditions

[2010B \(2018-06-21\)](#), General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

### 7.3 Dispute Resolution

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of



hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

## **7.4 Security Requirements**

**7.4.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

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 Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, or **RELIABILITY STATUS**, as required, granted or approved by the CSP/ISS/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. 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).

## **7.5 Term of Contract**

### **7.5.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2020 inclusive.

### **7.5.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the



extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.6 Authorities**

### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Julia Pace  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 1 Challenger Drive, Dartmouth, NS B2y 4A2  
Telephone: 902-426-7279  
E-mail address: Julia.pace@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7.6.2 Project Authority (*to be provided at contract award*)**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.6.3 Contractor's Representative (*to be provided at contract award*)**

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address



## 7.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.8 Payment

### 7.8.1 Basis of Payment – Firm Price, Firm Unit Price(S) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## OPTIONAL SERVICES

### 7.8.2 Basis of Payment – Limitation of Expenditure (only 3.2 – Annexe A)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*), Applicable Taxes are extra.

#### 7.8.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. (*Insert le amount of Limitation of Expenditure*), applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.8.3 Method of Payment - Milestone Payments



Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 7.9 Invoicing Instructions

Invoices shall be submitted using **one of the following methods:**

<p><u>E-mail:</u></p> <p><a href="mailto:nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca">nrcan.invoiceimaging-servicedimageriedesfactures.nrcan@canada.ca</a></p> <p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
<b>OR</b>
<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b> Toll-free: <b>1-877-947-0987</b></p> <p><b>Note:</b> Use highest quality settings available.</p>

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

### 7.10 Certifications

#### 7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 7.12 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 Agreement;
- (b) the general conditions 2010B (2018-06-21) Professional services (medium complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) the Contractor's bid dated \_\_\_\_\_

### **7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### **7.14 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **7.15 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



**ANNEX “A” - STATEMENT OF WORK**

**RECOMMISSIONING**

**Definitions**

**Definition of Recommissioning (RCx):** A process dedicated to attaining optimal energy performance in buildings, by ensuring that the equipment and systems in place work in an adequate and efficient manner to meet the owners’ operational requirements and expectations. The process often helps resolve problems that arise during the building design and construction phase or when dealing with issues that arise during the building’s lifespan. RCx inspections, analyses and repair techniques serve as a guide and help provide solutions that fulfill the ongoing needs of occupants, in accordance with existing equipment and system limitations. RCx measures generally have simple return on investment periods that do not exceed 3 to 5 years.

**Description of needs**

In 2008, the Federal Sustainable Development Act (FSDA) was passed by Parliament. It provides the Government of Canada with the legal framework for developing and implementing comprehensive sustainable strategies that makes all departments or agencies accountable for compliance. The current national target is to reduce Canada’s total greenhouse gas (GHG) emissions by 30% by 2030, relative to 2005 emission levels. The Government of Canada has committed to take action to reduce the GHG emissions from federal government buildings and fleet vehicles by 40% below 2005 levels by 2030 and up to 80% by 2050.

The RCx of the buildings listed in Table 1 below will help the respective departments achieve the abovementioned targets. The three buildings were identified as good candidates for RCx.

**TABLE 1 – LIST OF BUILDINGS THAT WILL UNDERGO RECOMMISSIONING (RCx)**

<b>Province</b>	<b>City</b>	<b>Department</b>	<b>Building</b>	<b>Address</b>	<b>Floor Space</b>
Ontario	Ottawa	Public Services and Procurement Canada (PSPC) - Science and Parliamentary Infrastructure Branch	Office of the Prime Minister and Privy Council (OPMPC)	80 Wellington Street	11,434.9 m <sup>2</sup>
			Sir John A. Macdonald Building (SJAM)	144 Wellington Street	6,731 m <sup>2</sup>
			Wellington Building	180 Wellington Street	43,704 m <sup>2</sup> ,

Policy Drivers

The policy driver for recommissioning of SJAM and 180 Wellington is to meet the newest version of the technical requirements for the Energy Services Acquisition Program<sup>1\*</sup> project. The ESAP project is the modernization of the existing National Capital Region district energy systems (DES) supplying energy to the Parliamentary Precinct network of buildings. A major component of the modernization is to transition the DES from Steam or High Temperature Hot Water to Low Temperature Hot Water. One of the goals of

<sup>1</sup> **Energy Services Acquisition Program:** <https://www.tpsgc-pwgsc.gc.ca/biens-property/gestion-management/ecologisation-greener/esap-pase-eng.html>





the ESAP modernization is to lower the temperatures the DES heating system has to provide to meet the peak building loads. In the newest ESAP technical requirements, version 4.0, the Peak Secondary Temperatures for Major Renovations, like SJAM and 180 Wellington, are 60°C for hot water supply and 35°C for hot water return. SJAM and 180 Wellington are recently rehabilitated buildings, occupied since 2016/2017, and were designed to perform in accordance with an earlier version of the ESAP technical requirements. Given the recent rehabilitation, the expectation for SJAM and 180 Wellington is that they should meet the lower secondary heating system temperature requirements as soon as possible. Some investigation is required to evaluate the ability to meet version 4.0 of the ESAP technical requirements. A feasibility study was performed to determine investments required to meet the version 3.1 technical requirements. Recommissioning is a tool to minimize the intervention necessary to meet the ESAP technical requirements before other investments are required

#### Information

The data available from the ESAP Smart Buildings initiative: Each of the buildings' Building Automation System (BAS) is connected to the JLL IntelliCommand Building Data Analytics and Fault Detection and Diagnostics (BDA/FDD) software platform. Using this platform, Public Services Procurement Canada (PSPC) will provide trend logs of various system and building parameters including electrical power, natural gas, steam, hot water, and chilled water. The trend logs will be presented to the Consultant as raw data in Microsoft Excel format for a minimum period of 12 months.

Note: The latest version of ESAP technical requirements (May 2019 – version 4) in PDF will be provided to the winning consultant.

## **Overview of buildings**

- **Office of the Prime Minister and Privy Council (OPMPC: previously know as the Langevin Building)**

#### Description

The OPMPC Building is located at 80 Wellington Street in Ottawa. The **11,434.9 m<sup>2</sup>** building has four storeys and two basement levels. The building was constructed in 1889 with major renovations occurring in 1977 and 1993. The entire building is occupied by the Prime Minister's Office and the Privy Council Office. The building is designated as a Classified Heritage Property.

#### Usage and population

The facility houses approximately 200 full-time workers during normal business hours. During silent hours, only 3-4 security staff members are present in the building.

#### Date of construction

1889

#### Expansion and/or major renovations, when applicable

No major renovations

#### Building systems and equipment

The building's primary source for heating and cooling is provided by the Cliff Street Central Heating and Cooling Plant. Cooling is provided through chilled water and steam is provided to heat the building's heating water system. Heating water then supplies perimeter heating convectors for the majority of the heating required in the building. The radiant fin tube perimeter heat was installed in the 1976 renovation. The pneumatic control valves were recently rebuilt and work in conjunction with the VAV boxes and thermostats to provide required ventilation and tempered air. The chilled water is connected to coils in various compartmental air handling units to provide cooling throughout the building.



A make-up air handling unit in the penthouse (installed in 1976) mechanical room provides tempered ventilation air to the building through compartmental units on each floor. Building operators shut down make-up air unit when outdoor temperatures drop below -20C. The AHU can only heat up the air to 12C when it is -20C outside. When the temperature drops below -20C the building operators shut the make-up air unit off. The replacement of unit should modulate according to what is required in the occupied spaces for ventilation and the pressurization.

There are a total of 10 compartmental air handling units; two (2) units on each floor. One unit serves the east side of the building and the other unit serves the west side of the building. Each compartmental air handling unit supplies high pressure air to variable air volume boxes (VAVs). The zoned VAV terminal units located on each of the floors are generally distributed with one per each office or area. The compartmental air handling units have mounted chilled water cooling coils to provide primary air conditioning to the building. The primary air-handling systems were installed during the 1976 building renovations. In 2010-2012, the compartmental air handling units were modified to work with Variable Frequency Drives (VFDs) and the motors were switched to inverter duty type. This modification provided improved efficiency and reliability compared to the 1975 problematic variable technology.

The variable air volume boxes are pneumatic from 1976 and supply air to each required zone. The VAV boxes are tied in conjunction to the perimeter heating through pneumatic control valves; this in turn is controlled with the thermostats so heating and cooling does not happen simultaneously. Because the VAV boxes are beyond their expected service life, they are increasingly failing throughout the building. Generally, a VAV system provides ventilation air as a minimum set point to the space and then opens 100% when conditioned air is required. The age and controllability of the VAV boxes along with the outdated make-up air unit can lead to occupant discomfort with temperatures leaving the VAV terminals.

In 1998, a dedicated air-handling system was installed to serve the newly renovated boardroom and conference facility, located on the 4th floor. Chilled or heated glycol solution is circulated to heating and cooling coils located in a single Haakon, VAV air-handling unit. Humidification unit is present but has never been used because the building operators do not want to add more humidification to the building. The building operators, in order to preserve the heritage building exterior, have taken measures not introduce more humidity. The air-handling unit has been installed in the attic space, while the glycol circulation system has been installed in the main penthouse mechanical room. This system feeds a dual duct system (cold deck - hot deck) including dual duct VAV's for temperature control.

Numerous exhaust/ventilation fans were introduced into the Langevin Building in 1976 renovation project and are still operating. The general exhaust fans have been turned off because the building operators want to keep the building positive and keep the infiltration of unconditioned air to a minimum.

Plumbing fixtures are for the vast majority from the last major renovation in 1976. Plumbing fixtures and or associated accessories have been replaced as required by building maintenance staff leading to a mixture of different fixtures throughout. Every plumbing fixture is in working condition but is in need of updating and should be coordinated with the future washroom renovation in 2020. Newer fixtures will provide greater water conservation opportunities for overall building usage.

#### Focus of the RCx project

The focus of the RCx activities should include a total systems condition analysis and provide a report containing optimization measures and energy efficiency modification project suggestions in order to maximize energy efficiency.

#### ➤ **Sir John A. Macdonald Building (SJAM)**

#### Description

The building known as Sir John A. MacDonald Building, formerly known as Bank of Montreal, is situated between Wellington and Sparks Street, located at 144 Wellington



Street in Ottawa and sits directly opposite to the Parliament Hill. In June 1986, the building was designated as a Classified Federal Heritage Building. The original Bank of Montreal building has an inside gross area of 3,784.8 m<sup>2</sup> and provides 2,018.7 m<sup>2</sup> of rentable space, with one floor above grade, a basement level and partial mezzanine floors.

The building underwent a complete heritage restoration project in 2013-2015 and is now the permanent home for large parliamentary meetings and functions. The rehabilitation project included:

- A full heritage restoration of the building;
- Structural and seismic upgrades;
- Interior refurbishment;
- The replacement of the mechanical, electrical, plumbing and life safety systems; and
- The construction of a 3,100 square metre annex.

The building structure (original 1932 and 2015 addition) is in good condition overall. With regular maintenance and repairs, the building structures is anticipated to last another 100 years.

### **Occupancy**

The facility is used primarily as an event and conference space for Parliamentary functions and therefore has variable occupancy with a peak of approximately 500 people. The global occupancy schedule in the Building Automation System (BAS) is set at 6:00 am to 9:00 pm, Monday to Friday with occasional use of the space during evening and weekends. In addition, security personnel are on site 24 hours per day, 7 days per week.

### **Date of construction**

1932

### **Expansion and/or major renovations, when applicable**

The building received a complete heritage restoration project in 2013-2015. Building is in good condition.

The 2015 addition was constructed in 2015 as part of the major rehabilitation project that the original building underwent. Like the original building, it is comprised of 2 above-grade levels, 2 basement levels and a mechanical penthouse.

### **Mechanical systems (history)**

1932: Building construction completed with original mechanical system.

1968: Steam humidifier added to the building ventilation system (disabled later).

1996: Fuel oil tank removal.

2015: Mechanical system upgrade during the Building Rehabilitation Project to meet the most recent codes with sustainable and energy efficient measures incorporated into the building include:

- Green roof to absorb rainwater;
- Water-conserving features such as new faucets and low-flush toilets; and
- Automated building control systems for ventilation, heating and cooling.

2016: Green roof watering new booster pump proposal report.

### **Building systems and equipment**

The building's primary source for heating and cooling is provided by the Cliff Central Heating and Cooling Plant. Steam is provided to heat the building's heating water system and cooling is provided through chilled water. Hot water is distributed to the air handling units heating coils, snow melt system, VAVs reheat coils, fan-coil units and to hot water to glycol heat exchangers feeding the preheat coils.

The chilled water is connected to the air handling units cooling coils via heat exchangers HE-03a and HE-03b with the three primary cooling pumps P-05, P-06 and P-09 to provide cooling throughout the building.



The Daikin dry cooler provides freecooling to the primary cooling plant chilled water in conjunction with heat exchanger HE- 04 and pump P-08. The heat exchangers replacement is anticipated in 2040.

The building is served by 10 air handling units installed during the building rehabilitation Project in 2015. The building has seven (7) variable volume air handling units and three (3) constant volume air handling units.

Air handling unit's replacement is anticipated in 2040.

Conditioned air is distributed throughout the building to terminals via insulated supply air ducts. Duct systems are from 2015 and are in good condition.

The 2007 energy audit established an energy intensity of 1,423 MJ/m<sup>2</sup>/yr.

### **Focus of the RCx project**

The primary policy driver for recommissioning of SJAM is to meet the newest version of the technical requirements for the ESAP project. The ESAP Requirements will be made available to the winning bidder as well as the feasibility study/options analysis (building conversion) to meet the requirements. Recommissioning is a tool to minimize the intervention necessary to meet the ESAP technical requirements before other investments are required.

The second driver of the project is to optimize the operations and reduce energy consumption and GHG emissions of the building.

### **➤ Wellington Building**

#### **Description**

The Wellington Building is a seven (7) story building with two (2) subgrade levels, located at 180 Wellington Street in the downtown core. The building was built in phases with the first phase completed in 1927 and the second phase completed in 1959. In 1987, the building was designated as a Recognized Federal Heritage Building. Between 2014 and 2016, the building underwent major architectural, mechanical and electrical restorations and renovations. It is currently used as parliamentarian offices and multipurpose rooms with a main floor cafeteria. The total gross floor area of the building is 43,704 m<sup>2</sup>.

#### **Space use**

The Wellington Building will now house 70 members of Parliament, 10 committee rooms and a library for years to come. The building is being used as a long-term swing-space for Parliamentary Offices and Committee Rooms while East and West Block are undergoing construction after which the Wellington Building will be retained as a key asset for House of Commons administrative functions. There are also two areas on the ground floor, along the façade facing Sparks Street, of storefront for third party rental occupancy.

#### **Date of construction**

1925-1927

#### **Expansion and/or major renovation, when applicable**

Between 2014 and 2016, the building underwent major architectural, mechanical and electrical restorations and renovations. The HVAC and Plumbing systems in the building were completely replaced during the 2010-2016 Building Rehabilitation.

#### **Buildings systems and equipment (Mechanical)**



The building's primary source for heating and cooling is the Cliff Central Heating and Cooling Plant (CHCP)\*. Steam is provided to heat the building's hot water system and cooling is provided through chilled water. Additional cooling for the IT room WSHP system is provided through a rooftop cooler.

Hot water is distributed to the air handling units heating coils, snow melt system, VAVs reheat coils, fan-coil units, and to hot water to glycol heat exchangers feeding the preheat coils

The chilled water is connected to the internal chilled water system through heat exchangers. Cooling is provided to AHU's, and cooling units.

A rooftop dry cooler provides free-cooling for water sourced heat pump cooling of IT rooms. Twenty-one air handling units provide ventilation, heating, and cooling through the building. These systems distribute through VAV and constant volume systems. AHU's are in the penthouse and in both levels of the basement.

Domestic water in the building is provided through a 200mm diameter water line entering the sub basement from the emergency tunnel system. The incoming water supply decreases to 150mm diameter meter, backflow preventer, and pressure booster system make up the water entrance. Domestic water is distributed through the building through copper piping.

### **Focus of the RCx project**

The primary policy driver for recommissioning of the Wellington Building is to **meet the newest version of the technical requirements for the ESAP project**. The ESAP Requirements will be made available to the winning bidder as well as the feasibility study/options analysis to meet the requirements.

Recommissioning is a tool to minimize the intervention necessary to meet the ESAP technical requirements before other investments are required.

The second driver of the upcoming recommissioning project is to optimize the operations and reduce energy consumption and GHG emissions of the building.

## **Objectives of Recommissioning Work**

The main objective of the services requested for SJAM and Wellington Building is to meet the newest version of the technical requirements for the ESAP project. The second objective is to reduce GHG emissions resulting from the energy consumption of the building.

The main objective of the services requested for OPMPC is to reduce GHG emissions resulting from the energy consumption of the building. This GHG reduction is accomplished through the use of RCx.

Other objectives may include:

- Identifying operational and maintenance enhancements that result in improvements in energy efficiency, occupant comfort, and/or indoor air quality;
- Optimizing control systems through calibration of critical sensors, review metered data and trend logs, and functional equipment testing;
- Enhancing documentation of operational and maintenance (O&M) requirements for equipment and systems;
- Documenting baseline operating conditions through trending of performance measurements; and
- Identifying O&M staff training needs.

## **Description of Work**



The work statement complies with the Building Commissioning Association (BCA)'s "**Best Practices in Commissioning Existing Buildings**"<sup>2</sup> document, along with CanmetENERGY's "**Recommissioning (RCx) Guide for Building Owners and Managers**"<sup>3</sup>.

The duties that the contractor may be required to accomplish include but are not limited to: An actual recommissioning mandate applicable to specific buildings. The mandate includes the following activities:

Phase Description	Expected deliverables*
<p>Phase 1: Planning Planning work in an effort to define the objectives, scope, owner's operational requirements, calendar and documentation included in the project.</p>	<p>1.0 Kick-Off Meeting** 1.1 RCx Plan 1.2 Owner's Operating Requirement</p>
<p>Phase 2: RCx Investigation – (Winter, summer and mid-season) <b>plus an ASHRAE Level 2 energy audit for the 180 Wellington building only.</b></p> <p>Investigations to assess and recommend recommissioning measures for electromechanical systems, in order to reduce energy consumption and GHG emissions. For each measure, the following information will be supplied: energy consumption and cost savings, GHG reductions, investment costs and simple payback. All energy-consuming systems will be analyzed.</p> <p>A list of major systems and equipment to be analyzed is supplied in the ANNEX A4 including the main areas to be investigated in each case.</p> <p>Moreover, an ASHRAE level 2 energy audit needs to be performed for the 180 Wellington building only.</p> <p>Note: For this RCx project, <b>phase 3 and 4 are optional.</b></p>	<p>2.0 Post-Planning Phase Meeting** 2.1 Diagnostic Monitoring Plan 2.2 Functional Testing Plan 2.3 RCx Findings Log 2.4 RCx Investigation Report 2.5 <b>ASHRAE Level 2 energy audit report for the 180 Wellington building only</b> 2.6 End of Phase 2 Meeting **</p>
<p>Phase 3 (Optional): Implementation (RCx only )</p> <p>Implementation of selected improvements aimed at reducing GHG emissions. The implementation methods should include design and/or specification of the improvements, a work management plan or a turnkey project plan. Implementation must also include commissioning and verification of expected GHG reduction targets.</p>	<p>3.1 RCx implementation Plan for Phase 2 3.2 Tendering documents with plans and specifications, as required for Phase 2 3.3 Implementation Report for Phase 2</p>

<sup>2</sup> <http://www.bcxa.org/wp-content/pdf/BCA-Best-Practices-Commissioning-Existing-Construction.pdf>

<sup>3</sup> [https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/canmetenergy/pdf/fichier.php/codectec/En/2008-167/NRCan\\_RCx\\_Guide.pdf](https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/canmetenergy/pdf/fichier.php/codectec/En/2008-167/NRCan_RCx_Guide.pdf)



Phase Description	Expected deliverables*
<p>Phase 4 (<b>Optional</b>): Hand-off and Persistence</p> <p>Transferring knowledge and know-how among building operations staff to ensure the effectiveness of improvements made. This work will include training operations staff and building awareness among occupants. A persistence plan will be provided, in which operational and energy performance targets will be established to measure and follow up on results.</p>	<p>4.1 RCx Final Report including updated O&amp;M Manuals and As-Built Documentation as required for Phase 2</p> <p>4.2 Persistence Plan for Phase 2</p> <p>4.3 Training materials and training sessions for Phase 2</p> <p>4.4 Project Hand-off/Lessons Learned Meeting for Phase 2</p>

see Annex A1 for the minimal content requirements for deliverables (Shown at the end of this SOW)

**\*\* The contractor is responsible for scheduling, managing the logistics and the writing the minutes of all meetings.**

### Incentives

The contractor is responsible for obtaining in their name or for the building undergoing RCx all incentives available and applicable:

- Incentives for Recommissioning services or equivalent
- Incentives for Implementation of measures (**Optional**)
- **The details on the available incentives (organization, categories, amounts, etc.) must be presented by the consultants during the kick-off meeting. Note: some incentive requests and applications might need to be completed at the beginning of the project.**

### Schedule of work

It is required that the proposal specify the implementation schedule (milestones, deliverables and completion dates) that will allow the service provider to meet the project deadlines, as per the table below.

Project phase	Project Deadlines
<p>PHASE 1: Planning Including deliverables 1.0 1.1 &amp; 1.2</p>	<p><b>3 weeks after contract awarded</b></p>
<p>PHASE 2a: RCx Investigation (all seasons) Including deliverables 2.0, 2.1, 2.2</p>	<p><b>January 15, 2020</b></p>
<p>PHASE 2b: Including deliverables 2.3</p>	<p><b>February 28, 2020</b></p>
<p>PHASE 2c: Including deliverables 2.4,2.5 &amp;2.6</p>	<p><b>March 23, 2020</b></p>
<p><b>OPTIONAL SERVICES (Estimated deadlines)</b></p>	
<p>PHASE 3: Implementation (plans and specs) Including deliverables 3.1 and 3.2 for Phase 2</p>	<p><b>June 30, 2020</b></p>
<p>PHASE 3: Implementation of measures Including deliverable 3.3 for Phase 2</p>	<p><b>December 31<sup>st</sup>, 2020</b></p>



PHASE 4: Hand-off and Persistence Including deliverables 4.1, 4.2, 4.3 & 4.4 for Phase 2	March 31 <sup>st</sup> , 2021
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## REQUIREMENTS

- The contractor is responsible for ensuring that all staff understand and adhere to federal and provincial laws on personnel's security, the *Canada Labour Code* – Part II (Workplace Health and Safety), and CSA Standard Z320-11 (Building Commissioning).

### **Associated documents shown as Annexes to the Statement of Work** (Attached in separate files to this RFP)

A1 Annex – English – Minimal Content requirements for RCx deliverables  
A3 1.1 Annex – English – Building Owner's Operating Requirement  
A3 2.1 Annex – English – Template – Diagnostic Monitoring Plan  
A3 2.3 Annex – English – Findings Log  
A3 3.1 Annex – English – Implementation Plan Template and Sample  
A3 3.3 Annex – English – Implementation Report Template and Sample  
A3 4.2.1 Annex – English – Operational Persistence Matrix  
A3 4.2.2 Annex – English – Calibration and Maintenance Checks  
A4 Annex – Bilingual – List of analyzed systems (Office of Prime Minister, Sir John A. Macdonald, 180 Wellington) - PPB - August 2019





**ANNEX "B" - BASIS OF PAYMENT**

*(to be completed at contract award)*



Contract Number / Numéro du contrat T-154971 19-213
Security Classification / Classification de sécurité UNCLASSIFIED

**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 Natural Resources Canada	2. Branch or Directorate / Direction générale ou Direction Building and Industrial
---	---

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 Recommissioning Services
---

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 / Non	<input type="checkbox"/> Yes / 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 / Non	<input type="checkbox"/> Yes / 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 type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / 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 checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
---	--	------------------------------------

6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / 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 checked="" 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 checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" 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 checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" 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"/>



**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 / Non  Yes / 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 / Non  Yes / 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC 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?  No  Yes  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classier 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?  No  Yes  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  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, classier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

810.91

19-213.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Ticket 154971
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Marie Lyne Tremblay		Title - Titre Deputy Director	Signature <i>M. Tremblay</i>
Telephone No. - N° de téléphone 343-292-6383	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel marielyne.tremblay@canada.ca	Date 26 août 2019
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) MARTHA Duce		Title - Titre SECURITY Screening Analyst	Signature <i>MD</i>
Telephone No. - N° de téléphone 343-292-8086	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel MARTHA.DUCE@canada.ca	Date 2019-08-30
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?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Julia Pace		Title - Titre Procurement Officer	Signature <i>Julia Pace</i>
Telephone No. - N° de téléphone 902-426-7279	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel julia.pace@canada.ca	Date August 27, 2019
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Stephanie Tompkins Contract Security Officer <a href="mailto:Stephanie.tompkins@tpgsc-pwgsc.gc.ca">Stephanie.tompkins@tpgsc-pwgsc.gc.ca</a>		Title - Titre	Signature
de télécopieur		E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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### APPENDIX “1” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

#### 1. TECHNICAL CRITERIA

##### 1.1 MANDATORY EVALUATION CRITERIA

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	The Project Manager has a minimum of 5 years experience in Recommissioning within the last 15 years.  <b>NOTE:</b> The Project Manager is the one who will conduct the site visit during the investigation phase. He will also be the responsible for overseeing the whole project, from project coordination to the approval and submission of deliverables.		
M2	The bidder <b>MUST</b> provide a letter of reference from <b>one</b> (1) client for a recommissioning project completed (referenced in R2 below).  Note: The letter will specify the overall client satisfaction (respect of the deliverables, the budget and the schedule).		



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
<b>M3</b>	<p>The Bidder <b>MUST</b> assign to the project at least one (1) resource who is a certified Professional Engineers (P.Eng) with experience in developing an energy audit report in government or private sector.</p> <p>The resource <b>MUST</b> have at least completed two (2) energy audits (<b>ASHRAE Level 2 or 3 Energy Audit</b>) in the last five (5) years.</p> <p><b>Note:</b> Provide only the name of the client organization, the dates of the projects and the type of energy audit performed. The complete details of the projects need to be provided at the rated criteria R5 only.</p>		
<b>M4</b>	<p>The Bidder <b>MUST</b> provide one (1) client contact for whom it has performed an energy audit (ASHRAE Energy Audit level 2 or 3) referred in M3. The client contact has to be related to the project submitted for M3.</p> <p>Client Contact information:</p> <ul style="list-style-type: none"><li>• Name and role of the client contact</li><li>• Telephone number and Email address</li></ul>		



## 1.2 EVALUATION OF RATED CRITERIA

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals **must obtain a minimum of 60 points (60%)** for all rated criteria in order to be considered as meeting the rated technical criteria; proposals that do not obtain the required minimum points will be deemed non-compliant.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
R1	<p><b>Quality of the proposed plan and approach</b></p> <p>Provide a brief overview of the RCx project plan (i.e. approach to services) and a proposed work schedule for all 3 buildings (that include all the recommissioning phases). The plan must also include the energy audit work for 180 Wellington building.</p> <ul style="list-style-type: none"> <li>• Work Plan:               <ul style="list-style-type: none"> <li>○ The Bidder should describe their understanding of the project scope and its challenges and the approach chosen to meet the objectives of the mandate. (4 points)</li> <li>○ The Bidder should provide a well-structured work plan that outlines the different steps that are needed. Points will be allocated comparing the work plan to our requirement. (4 points)</li> </ul> </li> <li>• Work Schedule: The Bidder should specify the milestones and schedule that will meet the project deadlines (4 points)</li> <li>• Highlight how the special needs of the buildings described in the Sow - Annex A will be addressed (3 points)</li> </ul>	15 points	
R2	<p><b>Resource experience in performing recommissioning projects</b></p> <p>Bidders may submit a maximum of three (3) projects completed within the last five (5) years of the closing date of this RFP demonstrating that the <b>proposed Project Manager</b> has experience in leading RCx projects.</p> <p>The projects submitted must comply with the definition of RCx in the proposed scope of work.</p> <p>Using Table A (below) to structure the information, clearly describe the information below for each project:</p> <ul style="list-style-type: none"> <li>• the role and responsibilities of the Project Manager and all other resource(s); 5 points</li> </ul>	60 points (20 points / project)	





	<ul style="list-style-type: none"> <li>the building type, total floor space and total project cost (<b>see note (A) below</b>); 5 points</li> <li>top two (2) RCx measures that were implemented, the associated implementation cost, energy savings (in gigajoule and/or cost saved and/or expressed in %) and simple payback period for each; 5 points</li> <li>how the project (scope, building type, objectives, process and outcomes) demonstrate relevant experience and qualification to successfully complete the project proposed in this RFP and meet the “<b>heritage</b>” needs of the buildings described in this RFP – Annex A. 5 points</li> </ul> <p><b>(A) Preference will be given to projects where the total building floor space was greater than 5,000 m<sup>2</sup> and/or the total cost of the project (fees and work) was greater than \$30,000. – 3 pts will be deducted for each smaller projects less than 5,000 m<sup>2</sup> and/or less than \$30,000 for project costs.</b></p> <p><b>NOTE 1:</b> The information provided for R2 should not exceed ten (10) pages. NRCan reserves the right to disregard any portion exceeding the tenth page.</p> <p><b>NOTE 2:</b> The contact names may be used as references and could be contacted to confirm the information provided.</p>		
<p><b>R3</b></p>	<p><b>Quality of the Proposal</b></p> <p>The quality and clarity of the proposal will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> <li>Structure, where the compatibility between the structure of the document and that outlined in the assessment criteria. (1 point)</li> <li>Ease with which relevant information can be obtained. (1 point)</li> <li>Format<sup>(*)</sup>.(1 point)</li> <li>Quality of visual presentation (1 point)</li> <li>Overall clarity of information (1 point)</li> </ul> <p><b>(*) The Technical portion of this proposal should contain a maximum of fifteen (15) 8½" x 11" pages in total and be typed using at least a 10-point font.</b></p> <p><b>Note:</b> The appendices are not included in these 15 pages.</p>	<p>5 points</p>	
<p><b>R4</b></p>	<p><b>Practitioner Certification (i)</b></p> <p>Provide a valid recommissioning training certificate</p> <p><b>(i)</b> To verify <b>certification</b>, the applicant should provide an achievement certificate, valid at bid submission, obtained after a building commissioning or existing</p>	<p>10 points</p>	



	<p>building recommissioning exam and delivered by a recognized institution.</p> <p>→ The following table provides a partial list of recognized certificates and institutions. Certificates, related to RCx, not mentioned in this table will require the bidder to provide a detailed description of the training content, the name of the certifying institution as well as a copy of the certificate, valid at bid submission.</p> <ul style="list-style-type: none"> <li>• <b>the certificate is to be provided in the appendix to the proposal</b></li> </ul> <p><b>NOTE: For this criteria, the points that will be awarded are either 10 or 0.</b></p>																																																																																																																																
	<table border="1"> <thead> <tr> <th>Cx &amp; RCx certification</th> <th>RNCan NRCAN</th> <th>CIET</th> <th>AEE</th> <th>BCA</th> <th>NEBB</th> <th>ASHRAE</th> <th>ACG</th> <th>UWisconsin</th> </tr> </thead> <tbody> <tr> <td>NRCAN (Advanced course on RCx + Exam Certificate) RNCAN (Cours avancé en RCx + Certificat d'examen)</td> <td>*</td> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBCP (Certified Building Commissioning Professional)</td> <td></td> <td>*</td> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CBCF (Certified Building Commissioning Firm)</td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>EBCP (Existing Building Commissioning Professional)</td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CCP (Certified Commissioning Professional)</td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RCxEB-CP (Retrocommissioning of Existing Building Certified Professional)</td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BSC-CP (Building System Commissioning Certified Professional)</td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CxPP (Commissioning Process Professional)</td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BCxP (Building Commissioning Professional)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> </tr> <tr> <td>CBMP (Commissioning Process Management Professional)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> <td></td> </tr> <tr> <td>CCA (Certified commissioning Authority)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> <td></td> </tr> <tr> <td>QCPP (Qualified Commissioning Process Provider)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> </tr> <tr> <td>CPEB (Commissioning Process Existing Buildings)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>*</td> </tr> </tbody> </table>	Cx & RCx certification	RNCan NRCAN	CIET	AEE	BCA	NEBB	ASHRAE	ACG	UWisconsin	NRCAN (Advanced course on RCx + Exam Certificate) RNCAN (Cours avancé en RCx + Certificat d'examen)	*	*							CBCP (Certified Building Commissioning Professional)		*	*						CBCF (Certified Building Commissioning Firm)			*						EBCP (Existing Building Commissioning Professional)			*						CCP (Certified Commissioning Professional)				*					RCxEB-CP (Retrocommissioning of Existing Building Certified Professional)					*				BSC-CP (Building System Commissioning Certified Professional)					*				CxPP (Commissioning Process Professional)					*				BCxP (Building Commissioning Professional)						*			CBMP (Commissioning Process Management Professional)						*			CCA (Certified commissioning Authority)							*		QCPP (Qualified Commissioning Process Provider)								*	CPEB (Commissioning Process Existing Buildings)								*		
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QCPP (Qualified Commissioning Process Provider)								*																																																																																																																									
CPEB (Commissioning Process Existing Buildings)								*																																																																																																																									
<p><b>R5</b></p>	<p><b>Experience in conducting an ASHRAE Level 2 Energy Audit</b></p> <p>The Bidder has described experience, in the last five (5) years in conducting two (2) energy audits, (<b>ASHRAE Energy Audit Level 2 or 3</b>). The descriptions should include details providing an overview of the two (2) energy audit projects. The two (2) energy audits presented are to be those included for M3 (see mandatory requirement above). For each project, please provide:</p> <ul style="list-style-type: none"> <li>• a description of the approach taken.(3 points)</li> </ul>	<p>10 points</p>																																																																																																																															



	<ul style="list-style-type: none"> <li>• The name of the Bidder's resource(s) that performed the energy audit and the roles and responsibilities (tasks) of each. (3 points)</li> <li>• a description of the complete list of energy efficiency measures (EEMs) and renewable energy measures (REM) recommended and; (2 points)</li> <li>• the level of effort (total days and cost) for the services provided. (2 points)</li> </ul> <p>The description of the experience should not exceed four (4) pages. NRCan reserves the right to disregard any portion exceeding the fourth page.</p>		
<b>Total points</b>		<b>100 points</b>	

**Note:** *The criteria R1 to R5 will be evaluated according to the evaluation grid below.*

<b>EVALUATION GRID</b>	
<b>Excellent (100%)</b>	Rated criteria are covered in-depth and submitted information demonstrates a complete and deep understanding of all rated criteria elements.
<b>Very good (80%)</b>	Submitted information clearly indicates a full understanding of all rated criteria elements.
<b>Good (60%)</b>	Submitted information clearly indicates a full understanding of most of rated criteria, but not all.
<b>Unsatisfactory (40%)</b>	Submitted information indicates some understanding of criteria outlined, but does not demonstrate a full understanding of all rated criteria.
<b>Poor (20%)</b>	Submitted information indicates that the tenderer has minimal understanding of the criteria outlined.
<b>Not acceptable (0%)</b>	Submitted information does not meet criteria.

**Table A - Rated Technical Criteria R2**

<b>Project(s) completed in the last five (5) years</b>		<b>Maximum Points</b>
Project Title		
Role and responsibilities of the Project Manager (PM) and all other resources, if applicable (5 points)	<p><u>1. The <b>Project Manager's</b> role and responsibilities in the planning and investigation phases of the RCx project. Briefly describe the scope of work and the services provided:</u></p> <p><u>a. Planning the work;</u></p> <p><u>b. Scope of the RCx analysis (i.e. systems and equipment that were investigated)</u></p> <p><u>c. Method for calculating savings.</u></p>	20 points / project



	<p><u>2. The Project Manager’s role in implementing the RCx measures. Briefly describe the services provided:</u></p> <p><u>a. Engineering of selected measures ;</u> <u>b. Management or execution of work involved.</u></p> <p><u>3. The Project Manager’s role in the transfer and persistence phase. Provide the following information where applicable:</u></p> <p><u>a. Training of operations staff;</u> <u>b. Method used to follow up on results, along with their duration;</u> <u>c. Describe the persistence services provided to help ensure the sustainability of results.</u></p>	
<p>Project description, building type(s) (specify if special purpose building), start and end date</p> <p>Client name/ Contact information</p> <p><b>(5 points)</b></p>	<p><u>Description:</u></p> <p><u>Building Type:</u></p> <p><b><u>Total floor space (m<sup>2</sup>)</u></b></p> <p><b><u>Total cost of recommissioning project:</u></b></p> <p><u>Date (start and end):</u></p> <p><u>Systems recommissioned during this project:</u></p> <p><u>Client name:</u></p> <p><u>Client Telephone and email:</u></p>	



<p>Brief description of the top two (2) RCx measures that were implemented  <b>(5 points)</b></p>	<p><u>Top two (2) RCx measures that were implemented</u></p> <p><u>Associated implementation cost</u></p> <p><u>Energy savings (in gigajoule and/or cost saved and/or expressed in %)</u></p> <p><u>Simple payback period.</u></p> <p><u>Comparison of expected savings outlined in the analysis and actual savings generated after one year.</u></p> <p><u>Description of other non-energy benefits.</u></p>	
<p>How the project process and outcome(s) demonstrate relevant experience and qualification to successfully complete the project described in this RFP and meet the “heritage” needs of the buildings described in this RFP – Annex A <b>(5 points)</b></p>		



APPENDIX “2” – FINANCIAL PROPOSAL FORM

1. FIRM PRICE - Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

The bidder must complete the schedule below indicating the firm proposed amounts for each step according to the indicated percentages and **FOR ALL 3 BUILDINGS:**

Table A

Milestone #	Description of Milestone	Milestone Firm Price (applicable taxes excluded) <b>OPMPC</b>	Milestone Firm Price (applicable taxes excluded) <b>SJAM</b>	Milestone Firm Price (applicable taxes excluded) <b>180 Wellington</b>	Total
1	<b>PHASE 1:</b> Planning deliverables 1.0, 1.1 & 1.2	\$ _____	\$ _____	\$ _____	\$ _____
2	<b>PHASE 2a:</b> RCx Investigation deliverables 2.0, 2.1, 2.2	\$ _____	\$ _____	\$ _____	\$ _____
3	<b>PHASE 2b:</b> RCx Investigation deliverables 2.3	\$ _____	\$ _____	\$ _____	\$ _____
4	<b>PHASE 2c:</b> RCx Investigation and Energy audit for 180 Wellington only Deliverable 2.4, 2.5 & 2.6 (2.5 applies only for the 180 Wellington building)	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Firm Price:</b>					\$ _____



Table B.1					
<b>OPTIONAL SERVICES</b>					
5	<b>PHASE 3:</b> Implementation deliverables 3.1, & 3.3	\$ _____	\$ _____	\$ _____	\$ _____
6	<b>PHASE 4:</b> Hand-off and Persistence deliverables 4.1, 4.2, 4.3 & 4.4	\$ _____	\$ _____	\$ _____	\$ _____
<b>B.1 - Total Firm Price for Optional Services:</b>					\$ _____

**OPTIONAL SERVICES**

**2. LIMITATION OF EXPENDITURE – FIRM PERCENTAGE FEE FOR IMPLANTATION MEASURES**

The fees offered by the bidder for the work at 3.2 Specifications of selected measures – Annex A should be all-inclusive (in Canadian funds) prices. Applicable taxes are excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm percentage.

Please note that the estimated costs of selected measures in the table below only consists as an estimated for evaluation. **The actual percentage fee for Required Services will recognize the variability of the selected measures cost estimate. Note: The percentage fee in the table below cannot exceed 20%.**

**Table B.2**

A	B	C	D (BxC)
DESCRIPTION Specifications of selected measures (plans and specifications if required)	FIRM PERCENTAGE FEE	ESTIMATION OF THE IMPLANTATION COSTS FOR RCx MEASURES*	TOTAL ESTIMATED FEES
OPMPC	_____ %	\$22,000.00	\$ _____



SJAM	_____ %	\$13,000.00	\$ _____
180 Wellington	_____ %	\$78,000.00	\$ _____
<b>B.2 - Total Cost Fees for Financial Proposal Evaluation:</b>			<b>\$ _____</b>

**3. Bid Price**

Table A - Total Firm Price	\$ _____
Table B - Total Optional Services B.1	\$ _____
Table C - Total Optional Services B.2	
<b>A + B +C = Total Bid Price for Financial Proposal Evaluation only:</b>	<b>\$ _____</b>