



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions → TPSGC**
10th Floor, 4900 Yonge Street /
10e étage, 4900 rue Yonge
Toronto
Ontario
M2N 6A6

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Kirkfield Liftlock Inspect.&Repairs	
Solicitation No. - N° de l'invitation EQ754-201128/A	Date 2019-11-01
Client Reference No. - N° de référence du client R.076951.186	
GETS Reference No. - N° de référence de SEAG PW-\$PWL-041-2501	
File No. - N° de dossier PWL-9-42038 (041)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-16	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chan, Ricky	Buyer Id - Id de l'acheteur pw1041
Telephone No. - N° de téléphone (647) 530-7185 ()	FAX No. - N° de FAX (416) 952-1257
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Kirkfield Liftlock	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EQ754-201128/A

pwl041

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.076951.186

PWL-9-42038

REQUEST FOR PROPOSAL (RFP)

Qualification Based Selection (QBS) Process

Comprehensive Investigation and Repair of Kirkfield Lift Lock 36

Solicitation No. EQ754-201128/A

Project No. R.076951.186

Public Works and Government Services Canada (PWGSC) Contracting Authority:

Ricky Chan
PWGSC, Real Property Contracting
4900 Yonge Street, 10th Floor
Toronto, Ontario M2N 6A6
Telephone: 647-530-7185
Facsimile: 416-952-1257
Email: ricky.chan@pwgsc-tpsgc.gc.ca

REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal.
2. This is a selection process utilizing a Qualification Based Selection (QBS) methodology for the acquisition of Architectural and Engineering Services. The process is structured as follows:

Stage One: Technical Evaluation		
	Phase One	
	Phase Two	
Stage Two: Project Review and Discussion		
	Step I	Refine Requirements
	Step II	Price Proposal

3. Because of the considerable time and expense involved in the preparation, submission and evaluation of full proposals, Proponents responding to this RFP are requested to submit a proposal in two phases.
4. Stage One - Phase One proposals cover only the qualifications, experience and organization of the proposed Consultant Team. In Stage One - Phase One, firms are invited to submit a technical proposal. Only the Phase One information asked for in the RFP is to be included in the Phase One proposal, and evaluation and rating of Phase One technical proposals will only be carried out on the Phase One information requested.
5. Following evaluation and rating of the submitted proposals, Proponents with rating of 60% and above are invited to participate in Phase Two by submitting and delivering a technical presentation. The Phase Two presentation covers the detailed approach to the work. A combination of the Stage One - Phase One and Phase Two submissions constitutes the final technical proposal.
6. Following evaluation and rating of Stage One - Phase One and Phase Two submissions, the Highest Ranked Technical Proponent (HRTTP) is determined and remaining Proponents are advised of their competitive standing.
7. The HRTTP may then be invited to proceed to Stage Two - Step I, to refine requirements and to Step II, to submit a Price Proposal. At Step II, the HRTTP is expected to fully substantiate its Price Proposal. A combination of the Technical

Proposal, the Record of Discussion and Price Proposal constitutes the final proposal.

8. Debriefs will not be conducted until a contract is awarded.
9. In addition to the traditional methods of submission detailed in section GI16 "Submission of Proposal", this RFP allows Proponents to use the epost Connect service provided by Canada Post Corporation to transmit their proposal electronically. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP 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>) issued by Public Works and Government Services Canada.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);
General Instructions to Proponents (GI);
Submission Requirements and Evaluation (SRE);
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) the technical proposal and presentation submitted at Stage One, the Declaration/Certifications Form and any amendment to the solicitation document issued prior to bid closing;
 - (g) the Record of Discussion, if any; and
 - (h) the Price Proposal submitted in Stage Two.

3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 PROPONENTS' CONFERENCE

A Proponents' Conference will be held by WebEx and teleconference on November 18, 2019. The conference will begin at 10:00 a.m. EST. The scope of the requirement and methodology outlined in the Request for Proposal will be reviewed during the conference and questions will be answered. It is recommended that Proponents who intend to submit a proposal attend or send a representative.

Proponents are required to communicate with the Contracting Authority before the conference to confirm attendance and to receive the information for the WebEx and teleconference. Proponents should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues, if any, they wish to table no later than two (2) days before the Proponents' Conference.

Any clarifications or changes to the Request for Proposal resulting from the Proponents' Conference will be included as an amendment to the bid solicitation. Proponents who do not attend will not be precluded from submitting a proposal.

SI4 OPTIONAL SITE VISIT

It is recommended that the Proponent or a representative of the Proponent visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on November 20, 2019 at 10:00 a.m. EST at:

Parks Canada
Lock 36 - Kirkfield Lift Lock
Kawartha Lakes County Road 6 and Talbot River Road
Kirkfield ON
KOM 2B0

Proponents should dress according to outdoor weather conditions and wear safety boots as well as a reflective vest as a minimum personal safety apparel. A maximum of two (2) representatives per Proponent will be permitted to attend.

Proponents are requested to communicate with the Contracting Authority named on the RFP - Page 1 two (2) business days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Proponents may be requested to sign an attendance form.

Proponents who do not attend or send a representative will not be given an alternative appointment. Proponents who do not attend will not be precluded from submitting a proposal. Any clarifications or changes to the solicitation resulting from the site visit will be included as an amendment to the solicitation.

S15 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at e-mail address ricky.chan@pwgsc-tpsgc.gc.ca as early as possible. Enquiries should be received no later than ten (10) working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

S16 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

S17 CERTIFICATIONS

1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per General Instructions to Proponents, Integrity Provisions – Proposal, **section G11**.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a proposal non-responsive if the Proponent, or any member of the Proponent if the Proponent is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

SI8 WEBSITES

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Buy and Sell

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

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GI1 INTEGRITY PROVISIONS – PROPOSAL

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Proponent must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier sub-consultants, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Proponent must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Proponent certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Proponent or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier

- sub-consultants; and
- f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Proponent is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Proponent provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Proponent to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI2 DEFINITIONS

In this Request for Proposal (RFP), the following words or phrases have the corresponding meaning.

"Applicable Taxes":

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

"Consultant Team":

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

"Highest Ranked Technical Proponent (HRTP)"

The responsive Proponent receiving the highest technical score at Stage One and who has not yet concluded or completed Stage Two. For clarity, the responsive Proponent receiving the highest technical score at Stage One will be considered the Highest Ranked Technical Proponent until and unless Stage Two is terminated or otherwise concluded in accordance with the terms and conditions of the RFP. If Stage Two with the Highest Ranked Technical Proponent is not successful and is otherwise terminated or concluded, the Highest Ranked Technical Proponent will become the responsive Proponent that has the highest technical score at Stage One and who has not yet participated in Stage Two.

"Key Personnel":

Staff of the Proponent, subconsultants and specialists proposed to be assigned to this project.

"Price Proposal"

The document referred to at Appendix C.

"Proponent":

The person or entity (or, in the case of a joint venture, the persons or entities) which submits a proposal. It does not include the parent, subsidiaries or other affiliates of the Proponent, or its sub-consultants.

“Proposal”

A combination of the “Technical Proposal”, “Price Proposal” and the “Record of Discussion” created during the Stage Two Negotiations.

“PWGSC Evaluation Board”:

The board established to evaluate and rate proposals. Board members represent a broad cross-section of professional qualifications and experience.

“Record of Discussion”

A written summary documenting the results of the discussions with respect to any aspect of the Project Brief as a result of Stage Two, Step I. Forms part of the Agreement supplemental to the Project Brief.

“Technical Proposal”:

The proposal submitted at Stage One.

“Technical Rating”:

A rating assigned to the technical component of a proposal in the selection procedure and subsequently used to establish the Highest Ranked Technical Proponent.

GI3 OVERVIEW OF SELECTION PROCEDURE

The following is an overview of the selection procedure.

3.1 Stage One: Technical Evaluation

1. Phase One Technical Proposal

- a. The information that Proponents are required to provide is set out in detail in the Submission Requirements and Evaluation (SRE) section of the RFP.
- b. In response to the RFP, interested Proponents must submit a Phase One proposal in which they:
 - i. indicate whether the technical proposal is submitted by an individual firm or by a joint venture;
 - ii. if the technical proposal is submitted by a joint venture, describe the proposed legal and working relationships of the joint venture;
 - iii. identify the prime consultants, key sub consultants and specialists proposed for inclusion in the Consultant Team;
 - iv. describe the extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the project identified in the Project Brief;
 - v. identify the professional accreditation, experience, expertise and competence of the Consultant Team and Key Personnel proposed to be assigned to perform the required services.

-
- vi. comply with all other requirements set out in the RFP.

2. Phase One Proposal Evaluation and Rating

- a. Each responsive Phase One technical proposal received is reviewed, evaluated and rated by a Public Works and Government Services Canada (PWGSC) Evaluation Board in accordance with the evaluation criteria, components and weight factors set out in the RFP. Upon completion of the evaluation, an initial rating (Phase One Rating) is assigned to the Phase One technical proposal. Phase One Ratings are recorded for subsequent incorporation in the final technical proposal evaluation and rating.
- b. All Proponents who submitted a Phase One technical proposal will be notified of their Phase One Rating at the conclusion of Phase One evaluations. Proponents who submitted a responsive Phase One technical proposal and received a rating of 60% and above are notified in writing of its Phase One Rating and, in addition, are provided with the following:
 - i. an invitation to participate in Stage One – Phase Two of the selection process;
 - ii. a date, time, and location for the delivery of the Phase Two presentation. A select number of options for dates and times may be offered;
 - iii. the date and time for receipt of Phase Two presentation, and any supplementary instructions which may be applicable to Phase Two technical proposal preparation and submission.
- c. The invited Proponents will have a minimum of three (3) weeks from the above notice to prepare for Phase Two presentations.

3. Phase Two Technical Proposal: Technical Presentation and Question Period

- a. Following the conclusion of Phase One, all Proponents with a rating of 60% or above will be invited for a technical presentation and question period. Project understanding and technical capabilities will be evaluated through the presentation and question period phase and will be ranked.
- b. The decision to continue participating in the selection procedure in Phase Two is a decision to be made by each eligible Proponent, within a specified time period.
- c. In Phase Two, a Proponent may not substitute or delete any member of the Consultant Team identified in the Phase One technical proposal without the consent of Canada.
- d. The Phase Two technical proposal consists of an oral presentation to be delivered to the Evaluation Board and the submission of the presentation slide deck to the PWGSC Contracting Authority prior to the oral presentation.

- e. The information that Proponents are required to provide in Phase Two is set out in the SRE section of this RFP.

4. Phase Two Technical Proposal: Technical Presentation and Question Period Evaluation and Rating

- a. All responsive proposals are reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the criteria, components and weight factors set out in this RFP. Upon completion of the evaluation, Phase Two Technical Ratings are established.

5. Total Technical Score

- a. The Total Technical Score assigned to each Proponent's complete technical proposal is calculated as the aggregate of:
 - i. the Phase One Technical Score (Phase One technical proposal on qualifications and experience), and
 - ii. the Phase Two Technical Score (Technical Presentation and Question Period).
- b. The Proponent receiving the highest Total Technical Score is the Highest Ranked Technical Proponent (HRTTP) and is the first entity that the PWGSC Evaluation Board will recommend for Stage Two.
- c. Proponents that submit proposals for Stage One – Phase One and Phase Two, will only be notified of their Total Technical Score once the selection process is complete.

3.2 Stage Two: Project Review and Discussion

After Stage One, if Canada decides to proceed with Stage Two, the HRTTP will receive a written invitation from the Contracting Authority to proceed to Stage Two, which involves discussions to refine the requirement in Stage Two, Step I, and the submission of a price proposal in Stage Two, Step II.

1. Terms of Engagement for Stage Two

- a. Prior to the commencement of Stage Two, the HRTTP must ensure their authorized representatives participating in Stage Two agree to the processes described herein, and must complete and submit Appendix E - Non-Disclosure Agreement (NDA) to the Contracting Authority signed by each authorized representative participating on their behalf.
- b. Canada will not reimburse the HRTTP, any person or entity for any cost incurred in participating in Stage Two including but not limited to travel costs.
- c. The HRTTP must not reveal, discuss or disclose any information to the media regarding the procurement, except to confirm publicly available information. If

the HRTP receives a question from the media related to non-public information on the procurement, they must direct the media to contact the PWGSC Media Relations Office at 416-726-6165.

- d. **Certifications – Compliance:** The continuous compliance with the certifications provided by the HRTP in its response to the RFP and the ongoing cooperation in providing associated information are conditions of maintaining HRTP status. Certifications are subject to verification by Canada during the entire evaluation. If the HRTP does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the HRTP is untrue, whether made knowingly or unknowingly, Canada has the right to terminate the HRTP's status, and proceed to the next highest technically rated Proponent.

2. Stage Two, Step I – Refine Requirements

- a. Once the HRTP has been identified by Canada, if Canada decides to proceed with the next step, the HRTP will receive a written invitation from the Contracting Authority to enter into discussions to refine the Project Brief. Canada may discuss any aspect of the HRTP's Proposal including work plan, scheduling, and other project related issues. Canada may consider any aspect of the Proposal, including innovative ideas and alternative approaches, which may reduce initial or future costs related to the project. Other factors that can affect the design may also be identified. The HRTP may be requested to attend a site visit during this Step.
- b. It is expected that Stage Two, Step I will conclude within 30 calendar days of notification to the HRTP, or any such period as Canada deems reasonable. In the event Stage Two, Step I exceeds 30 calendar days, Canada, in its sole discretion may terminate said discussions and recommence Stage Two, Step I with the next highest technically rated Proponent. A Proponent invited to participate in Stage Two should, therefore, be prepared to provide requested information in a timely fashion and to conduct discussions expeditiously.
- c. These discussions shall not substantially alter the original scope of services as described in the Project Brief or affect the terms of the contract. The result of these discussions shall be incorporated in a "Record of Discussion" which will form part of the contract.
- d. If the final scope of services is agreed to and documented under the Record of Discussion, Canada and the HRTP will proceed to Stage Two, Step II for substantiation of the Price Proposal.
- e. Canada reserves the right to discuss price during Step I, similarly, proceeding to Step II does not prevent Canada from further refining the scope of services.

3. Stage Two, Step II – Price Proposal

-
- a. After the successful conclusion of Stage Two, Step I, the H RTP is to develop and submit a detailed price proposal to Canada within a timeframe specified in writing by the Contracting Authority. Failure to meet this deadline may result in the proposal being declared non-responsive. The detailed price proposal shall include the completed Appendix "C", a detailed explanation of fees and should include supporting documentation or justification to allow Canada to determine the fairness and reasonableness of the price proposal. Canada may, at its discretion, modify the contents of Appendix "C" – Price Proposal Form to better reflect pricing requirements.
 - b. It is expected that Stage Two, Step II will conclude within 30 days from the Step II initiation notice to the H RTP, or any such period as Canada deems reasonable. In the event Stage Two, Step II exceeds 30 days, Canada, in its sole discretion may terminate said discussions and commence Stage Two with the next highest technically rated Proponent.
 - c. By submitting their price proposal, the H RTP certifies that the price proposed:
 - i. is not in excess of the lowest price charged anyone else, including the Proponent's most favoured customer, for the like quality and quantity of the goods, services or both;
 - ii. does not include an element of profit on the sale in excess of that normally obtained by the Proponent on the sale of goods, services or both of like quality and quantity; and
 - iii. does not include any provision for discounts to selling agents.
 - d. Canada may request additional information and documentation to further justify the fees submitted in the detailed price proposal in accordance with one or more of the following price justifications:
 - i. A current published price list indicating the percentage discount available to Canada;
 - ii. A copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers;
 - iii. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; and
 - iv. Any other supporting documentation as requested by Canada.
 - e. In addition to seeking documentation from the H RTP as outlined above, Canada may consult a variety of industry guidelines as part of its assessment of the proposed fees. These could include but not be limited to the following:
 - i. Ontario Society of Professional Engineers (OSPE) Fee Guideline 2015 [<https://www.ospe.on.ca/public/documents/general/2015-fee-guideline.pdf>]
 - ii. The Royal Architectural Institute of Canada's (RAIC) 2019 Edition of "A Guide to Determining Appropriate Fees for the Services of an Architect" [<https://raic.org/news/raic-releases-new-fee-guide->

architects-and-clients]

- f. After receiving the detailed price proposal submitted in accordance with a., above, Canada may:
- i. accept the price proposal as submitted; or
 - ii. enter into negotiations with respect to some or all aspects of the price proposal.
- g. When negotiating in accordance with Stage Two, Step II, f., Canada, at its sole discretion, will determine best value for Canada and may take into consideration all relevant factors relating to the project and services, including, but not limited to, the complexity of the work, the services requested, and the level of the expertise of the Consultant Team.
- h. The parties will have a binding Agreement on the terms and conditions specified in this solicitation, more specifically at section 1. Agreement, when:
- i. Canada confirms in writing acceptance of the price proposal as per f. i., above; or
 - ii. both parties confirm in writing acceptance of a price proposal revised through the negotiations contemplated at f. ii., above.

No legal relationship or obligation regarding the procurement of any services will be created between the HRTP and Canada by this procurement process until the written confirmation of the acceptance of the price proposal as per i. or ii., above, has been received.

- i. In the event that Canada, in its sole discretion, deems Stage Two with the HRTP to have failed, Canada will inform the HRTP in writing of all pending issues and disagreements, and provide them a final opportunity to respond in writing within a timeframe prescribed by Canada. If the response is not acceptable to Canada, in its sole discretion, Canada shall inform the HRTP in writing of termination of Stage Two and that their Proposal will receive no further consideration. Canada will then invite the next highest technically rated proponent to participate in Stage Two defined above. Once Stage Two has commenced with the next ranked proponent, Canada shall not reopen discussions with the previous HRTP.
- j. Without limiting Canada's rights set out in GI19 Acceptance of Proposal, at any time and in its sole discretion, Canada may choose to cancel the solicitation and not enter into a contract with any of the Proponents.

3.3 Notification

PWGSC normally expects to advise in writing all unsuccessful Proponents within one (1) week after PWGSC has entered into a contractual arrangement with the successful Proponent.

GI4 PROCUREMENT BUSINESS NUMBER

Proponents are required to have a Procurement Business Number (PBN) before contract award. Proponents may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, Proponents may contact the InfoLine at 1- 800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

GI5 RESPONSIVE PROPOSALS

To be considered responsive, a proposal must meet all of the mandatory requirements set out in the RFP. No further consideration in the selection procedure will be given to a Proponent submitting a non-responsive proposal.

GI6 COMPLETION OF SUBMISSION

The Proponent shall base the proposal on the applicable proposal documents listed in the Supplementary Instructions to Proponents.

GI7 PROPOSAL PRICE

Unless specified otherwise elsewhere in the proposal documents:

- a. the price proposal shall be in Canadian currency, and
- b. the price proposal shall not include any amount for Applicable Taxes, and
- c. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All proposals including such provision will render the proposal non-responsive.

GI8 COMMUNICATIONS – SOLICITATION PERIOD

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the RFP must be directed only to the Contracting Authority identified in the RFP. Failure to comply with this requirement may result in the proposal being declared non-responsive.

To ensure consistency and quality of information provided to Proponents, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS).

GI9 LIMITATION OF SUBMISSIONS

1. A Proponent may not submit more than one Technical Proposal. This limitation also applies to the persons or entities in the case of a joint venture. If more than one proposal is received from a Proponent (or, in the case of a joint venture, from

- the persons or entities), all such proposals shall be rejected and no further consideration shall be given.
2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
 3. An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant may, therefore, be proposed as part of the Consultant Team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
 4. Notwithstanding paragraph 3. above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Proponent shall not include in its submission another Proponent as a member of its consultant team, as a sub-consultant or specialist consultant.
 5. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

GI10 LICENSING REQUIREMENTS

1. Consultant Team members and Key Personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the Provinces or Territories in which the project is located.
2. By virtue of submission of a proposal, the Proponent certifies that the Proponent's Consultant Team and Key Personnel are in compliance with the requirements of subsection 1 above. The Proponent acknowledges that PWGSC reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

GI11 REJECTION OF PROPOSAL

1. Canada may reject a proposal where any of the following circumstances is present:
 - a. the Proponent has been declared ineligible for selection, following unsatisfactory performance in a previous project as determined in accordance with the department's performance review procedures;
 - b. an employee, sub-consultant or specialist consultant included as part of

the proposal has been declared ineligible, for selection for work with the department in accordance with the performance review procedure referred to in paragraph 1.(a), which would render the employee, sub-consultant or specialist consultant ineligible to bid on the requirement, or the portion of the requirement the employee, sub-consultant or specialist consultant is to perform;

- c. the Proponent is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Proponent, any of its employees, any sub-consultant or any specialist consultant included as part of the proposal;
 - e. evidence, satisfactory to Canada, has been received that based on past conduct or behavior, the Proponent, a sub-consultant, a specialist consultant or a person who is to perform the Services is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada,
 - i. Canada has exercised its contractual remedies of taking the services out of the consultant's hands or termination for default with respect to a contract with the Proponent, any of its employees, any sub-consultant or any specialist consultant included as part of the proposal;
 - ii. Canada determines that the Proponent's performance on other contracts, including the quality of the services provided and the quality and timeliness of the delivery of the project, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a proposal pursuant to subsection 1.(f), the Contracting Authority will so inform the Proponent and provide the Proponent ten (10) days within which to make representations, before making a final decision on the proposal rejection.

GI12 NOT APPLICABLE

GI13 INSURANCE REQUIREMENTS

The successful Proponent shall be required to obtain and maintain Professional Liability and Commercial General Liability insurance coverage in accordance with the requirements set out elsewhere in the proposal documents.

GI14 JOINT VENTURE

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Proponents who bid as a joint venture should indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the proposal, the Proponent must provide the information on request from the Contracting Authority.
3. The proposal and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture and such member has been clearly identified in accordance with 1 c., above. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

GI15 COMPOSITION OF CONSULTANT TEAM

By submitting a proposal, the Proponent represents and warrants that the entities and persons proposed in the proposal to perform the required services will be the entities and persons that will perform the services in the fulfillment of the project under any contractual arrangement arising from submission of the proposal. If the Proponent has proposed any person in fulfillment of the project who is not an employee of the Proponent, the Proponent warrants that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the services to be performed.

GI16 SUBMISSION OF PROPOSAL

GI16.1 Submission

1. Canada requires that each Phase One proposal, at closing date and time or upon request from the Contracting Authority, be signed by the Proponent or by an authorized representative of the Proponent. If a proposal is submitted by a joint venture, it must be in accordance with section GI14.
2. It is the Proponent's responsibility to:

- a. submit a proposal, duly completed, in the format requested, on or before the closing date and time set;
- b. in the case of submission of a hard copy proposal, send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving - PWGSC
 10th Floor, 4900 Yonge Street
 Toronto, Ontario
 M2N 6A6

In the case of submission by epost, open an epost Connect conversation (see instructions in GI16.3 below) via the following email address:

epost: TPSGC.orreceptiondessomissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Proposals will not be accepted if emailed directly to this email address.

- c. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
 - d. ensure that the Proponent's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the proposal; and
 - e. provide a comprehensive and sufficiently detailed proposal that will permit a complete evaluation in accordance with the criteria set out in this RFP.
3. The technical proposal must be submitted in an easily identified envelope in accordance with the instructions contained in the proposal documents. The envelope shall be submitted as a package which shall clearly and conspicuously display and indicate on the outside of the package the information identified in subsection 2.(d) above.
 4. Timely and correct delivery of proposals to the office designated for receipt of proposals is the sole responsibility of the Proponent. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of proposals are the responsibility of the Proponent.
 5. Proposals and supporting information may be submitted in either English or French.
 6. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments using GETS. It is the sole responsibility of the Proponent to

regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Proponent's part nor for notification services offered by a third party.

GI16.2 Non-acceptance of electronic mail (except for epost connect) or facsimile

1. Proposals transmitted to PWGSC by electronic mail (other than epost Connect services) or by facsimile will not be accepted.

GI16.3 Transmission by epost Connect

1. epost Connect
 - a. Unless specified otherwise in the bid solicitation, proposals may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a):
 - i. The only acceptable email address to use with epost Connect for responses to this bid solicitation is TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca.
 - ii. Proposals will not be accepted if emailed directly to the above email address. This email address is to be used to open an epost Connect conversation, as detailed below, or to send proposals through an epost Connect message if the Proponent is using its own licensing agreement for epost Connect.
 - b. To submit a proposal using epost Connect service, the Proponent must either:
 - i. send directly its proposal only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Proponent sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Proponent to access and action the message within the epost Connect conversation. The Proponent will then be able to

transmit its proposal afterward at any time prior to the solicitation closing date and time.

- d. If the Proponent is using its own licensing agreement to send its proposal, the Proponent must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Proponent not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For proposals transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the proposal including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete proposal;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the proposal;
 - v. failure of the Proponent to properly identify the proposal;
 - vi. illegibility of the proposal;
 - vii. security of propopsal data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A proposal transmitted by epost Connect service constitutes the formal proposal of the Proponent and must be submitted in accordance with section G116.

GI17 LATE SUBMISSIONS

Stage One – Phase One and Phase Two submissions delivered after the stipulated closing date and time will be returned unopened.

GI18 REVISION OF STAGE ONE, PHASE ONE PROPOSALS

A proposal submitted may be amended by letter, facsimile or epost Connect provided the revision is received at the office designated for the receipt of proposals, on or before the date and time set for the receipt of proposals. The revision must be on the Proponent's letterhead or bear a signature that identifies the Proponent, and must clearly identify the change(s) to be applied to the original proposal. The revision must also include the information identified in G116.1.2(d).

GI19 ACCEPTANCE OF PROPOSAL

1. Canada may accept any proposal, or may reject any or all proposals.

2. In the case of error in the extension or addition of unit prices, the unit price will govern.
3. While Canada may enter into an agreement or contractual arrangement without prior negotiation, Canada reserves the right to negotiate with Proponents on any procurement.
4. Canada reserves the right to cancel or amend the RFP at any time.
5. Canada is under no obligation to proceed to Stage Two.

GI20 LEGAL CAPACITY

The Proponent must have the Legal capacity to contract. If the Proponent is a sole proprietorship, a partnership or a corporate body, the Proponent must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Proponents submitting a proposal as a joint venture.

GI21 DEBRIEFING

Should a Proponent desire a debriefing, the Proponent should contact the person identified on the front page of the RFP within 15 working days of the notification of the final results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

GI22 FINANCIAL CAPABILITY

1. Financial capability Requirement: The Proponent must have the financial capability to fulfill this requirement. To determine the Proponent's financial capability, the Contracting Authority may, by written notice to the Proponent, require the submission of some or all of the financial information detailed below during the evaluation of proposals. The Proponent must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Proponent's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Proponent's last three fiscal years, or for the years that the Proponent has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting

-
- Authority, the Proponent must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
- c. If the Proponent has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Proponent that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Proponent outlining the total of lines of credit granted to the Proponent and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Proponent's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Proponent's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Proponent is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
 3. If the Proponent is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Proponent, and the financial capability of a parent cannot be substituted for the financial capability of the Proponent itself unless

an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.

4. Financial Information Already Provided to PWGSC: The Proponent is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Proponent identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Proponent authorizes the use of the information for this requirement.It is the Proponent's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
5. Other Information: Canada reserves the right to request from the Proponent any other information that Canada requires to conduct a complete financial capability assessment of the Proponent.
6. Confidentiality: If the Proponent provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, section 20(1) (b) and (c).
7. Security: In determining the Proponent's financial capability to fulfill this requirement, Canada may consider any security the Proponent is capable of providing, at the Proponent's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).
8. In the event that a proposal is found to be non-compliant on the basis that the Proponent is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Proponent.

GI23 PERFORMANCE EVALUATION

Proponents shall take note that the performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Consultant's performance be considered unsatisfactory, the Consultant may be declared ineligible for future contracts. The form PWGSC-TPSGC 2913-1, SELECT - Consultant Performance Evaluation Report, will be used to record the performance.

GI24 PROPOSAL COSTS

No payment will be made for costs incurred in the preparation and submission of a proposal in response to the Request for Proposal. Costs associated with preparing and submitting a proposal, as well as any costs incurred by the Proponent associated with the evaluation of the proposal, are the sole responsibility of the Proponent.

GI25 CONFLICT OF INTEREST—UNFAIR ADVANTAGE

1. In order to protect the integrity of the procurement process, Proponents are advised that Canada may reject a proposal in the following circumstances:
 - a. if the Proponent, any of its sub-consultants, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Proponent, any of its sub-consultants, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other Proponents and that would, in Canada's opinion, give or appear to give the Proponent an unfair advantage.
2. The experience acquired by a Proponent who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Proponent remains however subject to the criteria established above.
3. Where Canada intends to reject a proposal under this section, the Contracting Authority will inform the Proponent and provide the Proponent an opportunity to make representations before making a final decision. Proponents who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a proposal, the Proponent represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Proponent acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI26 LIMITATION OF LIABILITY

Except as expressly and specifically permitted in this RFP, no Proponent or potential Proponent shall have any claim for any compensation of any kind whatsoever in relation to this RFP, or any aspect of the procurement process, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

Solicitation No. - N° de l'invitation

EQ754-201128/A

Client Ref. No. - N° de réf. du client

R.076951.186

Amd. No. - N° de la modif.

File No. - N° du dossier

PWL-9-42038

Buyer ID - Id de l'acheteur

pwl041

CCC No./N° CCC - FMS No/ N° VME

GI27 CODE OF CONDUCT FOR PROCUREMENT—PROPOSAL

The Code of Conduct for Procurement provides that Proponents must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Proponent is certifying that it is complying with the Code of Conduct for Procurement. Failure to comply with the Code of Conduct for Procurement may render the bid non-responsive.

TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the Front Page and this Agreement clause;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2018-06-21), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1250D (2017-11-28) General Condition (GC) 9 - Indemnification and Insurance
 - Supplementary Conditions
 - Agreement Particulars
 - (c) Project Brief;
 - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (f) Record of Discussion;
 - (g) the Proposal, the Declaration/Certifications Form and the Price Proposal Form.

2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is

available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. If there is a discrepancy between the wording of any documents that appear on the following 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) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Record of Discussion;
 - (h) Project Brief;
 - (i) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
 - (j) the Proposal.

SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

There is no security requirement applicable to this Agreement.

SC2 OPTIONAL SERVICES

The Consultant grants to Canada the option to acquire the Optional Services described in the Project Brief under the same conditions and at the 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 by sending a written notice to the Consultant.

Canada reserves the right to contract for the Optional Services or part thereof, through either negotiation with the Consultant under the present Contract or to contract separately with other firms/Consultants.

SC3 PRICE CERTIFICATION

The Consultant certifies that the price proposed:

- i. is not in excess of the lowest price charged anyone else, including the Proponent's most favoured customer, for the like quality and quantity of the goods, services or both;
- ii. does not include an element of profit on the sale in excess of that normally obtained by the Proponent on the sale of goods, services or both of like quality and quantity; and
- iii. does not include any provision for discounts to selling agents.

SC4 DISCRETIONARY AUDIT

The Consultant's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Consultant's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Consultant.

If the audit demonstrates that the certification is in error after payment is made to the Consultant, the Consultant must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Consultant pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Consultant agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

AGREEMENT PARTICULARS

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

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File No. - N° du dossier

PWL-9-42038

Buyer ID - Id de l'acheteur

pw1041

CCC No./N° CCC - FMS No/ N° VME

PROJECT BRIEF

**COMPREHENSIVE INVESTIGATION AND REPAIR OF
KIRKFIELD LIFT LOCK 36
PARKS CANADA TRENT-SEVERN WATERWAY
ONTARIO**

Project No. R.076951.186

PROJECT BRIEF

Public Works and Government Services Canada (PWGSC)

October 29, 2019

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SECTION 1 – PROJECT DESCRIPTION

PD 1 PROJECT INFORMATION

PD 1.1 PWGSC Project Title: Kirkfield Lift Lock 36 Comprehensive Investigation and Repairs

PD 1.2 Location of the Project: Trent Severn Waterway
Kirkfield, ON

PD 1.3 PWGSC Project Numbers: R.076951.180

PD 1.4 PWGSC Project Team: Jean Lemire, Project Manager
Luc Beriault, Design Manager
Thuc Van Quan, Design Team

PD 1.5 Client Department: Duncan Manser
Parks Canada Agency (PCA),
Project Leader,
Ontario Waterways Unit,
Trent-Severn Waterway

PD 1.6 Client Project Numbers: 30029788

PD2 PROJECT INTRODUCTION AND BACKGROUND

PD 2.1 User Department

1. The User Department, referred to throughout this Project Brief is: Parks Canada Agency (PCA) – Trent Severn Waterway
2. The Trent-Severn Waterway meanders 386 kilometers along Central Ontario and consists of locks, bridges and dams.
3. The Trent-Severn Waterway is designated as a National Historic Site.
4. Additional information can be found online at:
<http://www.pc.gc.ca/eng/lhn-nhs/on/trentsevern/index.aspx>

PD 2.2 Objectives

1. The intent of this project is to retain a qualified Consultant to conduct a comprehensive multidisciplinary engineering study and prepare designs for the rehabilitation of the Kirkfield Lift Lock 36 structure. The project scope of work anticipates the expertise from geotechnical, structural, mechanical and electrical engineers to investigate, analyse and

prepare the investigation reports and design solutions to proceed for future recapitalization of the structure.

PD 2.3 Project Background

The Ontario Waterways Unit of Parks Canada Agency owns and operates the Trent-Severn Waterway, which is a 386km waterway extending from the Bay of Quinte on Lake Ontario at the City of Quinte West (Trenton) to Port Severn in the north, located to the south of Georgian Bay (Lake Huron).

The Kirkfield Lift Lock (KLL) 36 is part of the waterway system located 4 kilometers north of the village of Kirkfield on Kawartha Lakes Road 6. The Lift Lock is positioned on a manmade canal cut of the Trent Severn system connecting Canal Lake to the north with Mitchell Lake to the south. City of Kawartha Lakes Road 6 passes underneath (through) the Lift Lock below the upper reach.

The Lift Lock was designed in 1901 by R.B. Rogers, constructed circa 1902-1907 and rehabilitated in 1962-1965. It consists of mainly three sections: The upper reach, the concrete /steel structure and the lower reach. The structure holds the two boat chambers and all necessary controls to operate them. The boat chambers have a length of approximately 42.2 metres and width of 10.2 metres, with an average lift height of 15 metres.

In 1962, the steel structures were rehabilitated and repainted. The press struts were also replaced. In 1965, a new upper reach concrete structure with control rooms and road tunnel were added, allowing the City of Kawartha Lakes Road Six passing through the lock below the upper reach.

The water level during Navigation Season are

Downstream of KLL = 241.2(m)

Upstream of KLL = 256.3(m)

The water level during Non-Navigation are

Downstream of KLL = 240.5(m)

Upstream of KLL = No water as the upper reach above the KLL is drained for the winter.

The upper reach is drained during non-navigation season by closing the radial guard gate located approximate 300m upstream, to allow for maintenance and prevent water and ice forces against the upper gates in the winter.



Photo 1 and 2 - Kirkfield Lift Lock 36 (archive and current view, respectively)



Photo 3 - Aerial View

Existing Structural Condition:

The Mitigating Measures for High Risk Dams in Ontario Report – Kawartha Sector (Genivar Inc., February 2012) recommended that Kirkfield Lift Lock 36 maintain an overall preliminary classification rating of “High A” as PCA rating. Note that a Dam Safety Review of this structure has not been performed.

The structure of Lock 36 consists of upper reach, lower reach, boat chamber, steel tower, lock control buildings, etc. The steel tower and boat chamber were repainted in 2006.

The concrete walls and floor of the upper reach sections is showing signs of localized deterioration. The upper reach abutment walls show signs of spalling concrete at the road elevation which may be caused by leakage through the wall or a rotation of the abutment itself.

Under the chamber, the concrete has been poured on top of existing natural limestone bedrock and the bedrock has many areas of drainage and leaking problems. Significant water penetration through the limestone occurs year round, filling the Lift Lock basin with approximately 6 feet of ice each winter.

The concrete aprons and stairs below the two chambers (namely NE, NW, SE, SW quadrants) have been replaced through earlier smaller projects by PCA forces. The

concrete in the center lower wells surrounding the lift rams and between the east and west end of each tub have not been rehabilitated. PWGSC is in the process of designing new winter support stands that will incorporate some additional concrete repair in this area.

Other issues of concern are misalignment of tubs and packing seal gland. Alignment of the chambers has been a concern to operators not only from the rubbing on the walls but also shortening the lifetime of the packing seals. KGS Group Inc. was retained for the Peterborough Lift Lock comprehensive study to conduct an investigation of similar issues at the Peterborough site regarding the packing seal and has provided a performance specification to solve the gland sealing problem and realign the press/ram. It is expected that this performance specification is applicable to the Kirkfield Lift Lock (KLL), but should be reviewed to confirm the compatibility to KLL.

Refer to photos below for some details.



Photo 4 – Upper Reach



Photo 5 – Upper Reach Abutment Wall and partial view of Lock Chamber



Photo 6 - Upper Structure and Road Tunnel



Photo 7 – Control Building and Lift Lock looking South



Photo 8 – Lower Reach and Gate Recess showing winter service gate in position



Photo 9 – Ram and Support Frames in navigation season



Photo 10 – Ram and Support Frames in Winter support position



Photo 11 - Increasing joint gap between stairways and the main concrete structure, located upstream of Upper Reach Abutment

Existing Electrical Condition:

.1 Main Electrical Service

The main electrical service comprises of original build and partly upgraded per record as-built in 1965. Small upgrades were done in 2015. The power is fed from hydro pole with mounted transformer located at the north side of Kirkfield Lift Lock along Kirkfield Road. The voltage lines are installed underground duct bank up to the Service Building where the three phase 225 kVA main power distribution transformer is located. The transformer feeds into a 600V 400A distribution panel. The first enclosed branch breaker rated 50 Ampere, 2-pole feeds the Service Building via single phase dry type transformer rated 25 KVA , 600 V primary, 120/240 V secondary. The second enclosed branch breaker rated 200 Ampere, 3-pole feeds the 600 V Motor Control Centre (MCC) located at the lock concrete structure Pump Room. The MCC provides power requirement for two units' hydraulic pumps each rated 15 Hp; two units water pumps each rated 15 Hp and two units sump pumps each rated 7.5. Hp. These pumps are located in other Machine/Engine Rooms. Other loads fed from this MCC is a 30 Ampere, 3-pole, 600V branch breaker for elevator.

The complete Electrical Systems and related components require detailed physical inspection and applicable testing to justify/determine any potential equipment breakdown or failure due to various factors such as the end of service life. In addition to its service life issue, most major equipment and devices noted above require upgrade. Some components and devices are obsolete which can be removed. The electrical system for upstream guard gate also need upgrades. The battery back-up service is also to be improved along with the electrical upgrades.

.2 Electrical Control Systems

Control systems for the Lift Lock and related equipment are a combination of mechanical and electrical components and devices including but not limited to electric and mechanical relays, limit switches and pressure switches. The control systems also date back to the original construction, but with some upgrades done during the early 1970's mostly on mechanical components and devices. The main Control Desk/Console located in the Lock Control Room comprises of a number of cubicles that houses both hydraulic and electrical control apparatus, relay sub-panels, annunciation and communication devices. This main Control Panel/Console can be operated manually or set in automatic sequence of operation for both the water and hydraulic pumps.

The devices, relays, control switches and control wiring that form part of the main control panel plus the other field control devices outside the control building and field wiring requires physical inspection and applicable testing to justify/determine any potential devices failure. The main Control Panel/Console need to be upgraded in accordance to current industry standards for safely and simply controlling the sequence of operation of the Lift Locks. Equipment such as electro-mechanical components and devices failure will cause a partial or complete shutdown of the control system as most of its components are electrically and mechanically interconnected with each other. All related control systems components, devices and associated power and control wiring are to be inspected and tested to determine operational integrity and reliability.

Existing Mechanical Condition:

The Lift Lock structure holds the two boat chambers. The boat chambers have gates on both ends. These gates are engaged with the gates on the concrete structure and operating as one unit locked by latching pins. The operation of gates are achieved by hydraulic cylinders and controls located in the Machine/Engine Rooms. The components and devices of the hydraulic systems could be old product items which are no longer manufactured. Oil accumulator and water pump also require upgrades.

The boat chambers are attached to and moved by vertical rams. One ram for each chamber. The rams are hydraulically connected to each other by a 12-inch diameter schedule 80 pipe. The boat chambers are guided by rails mounted externally on the concrete structure towers.

The water flow through the pipe between the rams, achieved by the crossover valve assembly located in the bottom floor confine pit, will set the boat chambers in motion. Improvement of safety access to crossover valve, isolation valves and alignment valves from within the confined space is required.

There's a machine room for the upstream reach guard gate, located 300m upstream of liftlock, in which the hydraulic system also requires upgrades.

There are concerns regarding the rams alignment, the boat chamber guides effectiveness, the crossover drainage arrangements and general wear and tear of the system and its components, such as hydraulic lines, filters, piping, pumps, hoses etc.



Photo 12, 13 and 14 - Gate latching pins and latching cylinders



Photo 15 - Guide Rollers



Photo 16 - Control Panel / Console



Photo 17 and 18 - Pump Room with MCC and upper gate oil accumulator



Photo 19 - Electrical and Mechanical lines extending from Pipe and Conduit Shaft



Photo 20 – Upper gate operating cylinder



Photo 21 – Upper gate hydraulic controls

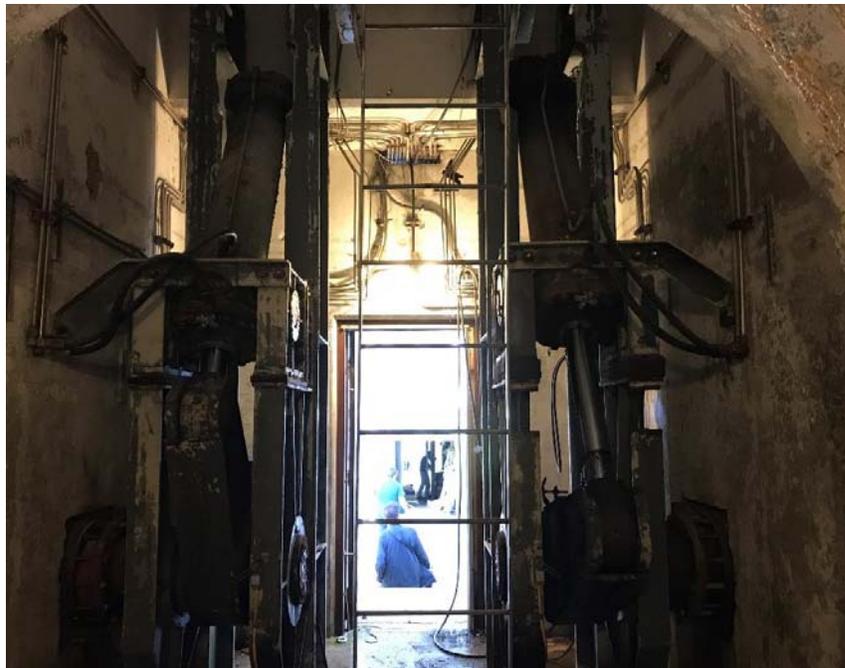


Photo 22- Lower gate operating cylinders



Photo 23 – Lower gates hydraulic controls



Photo 24 – Lower gates oil accumulator



Photo 25 – Part of the filling system for the chamber and reach gate gap



Photo 26 - Guard gate Hydraulic Power Unit (HPU)

PD 2.4 Constraints and Challenges

1. There are as-built or construction drawings of the KLL 36 Structure. However, drawings are not available in CAD format and the Consultant will need to verify dimensions and redraw for required design, construction and tender documentation.
2. Time Constraints - Investigation. Investigations that affect the daily operation of the Lift Lock i.e. geotechnical, electrical, mechanical disciplines cannot be started until the non-navigation season (Monday of Thanksgiving weekend to Friday of the following Victoria Day weekend). Non-intrusive investigation/observations are recommended during the navigation operating season which commences the Friday of the Victoria Day weekend and ends the Monday of Thanksgiving weekend.
3. Time Constraints - Construction. Construction cannot be started until the non-navigation season, operations have finished and the upper reach is dewatered. It's also important that the work be completed in the scheduled timelines as any delays in the work would prevent operation of the Lift Lock for navigation.
4. The lower reach is not dewatered. There is no direct vehicular access to the lower reach.

5. Upper reach is dewatered annually from mid-October and flooded late April to mid-May, weather dependent. The Kawartha Voyageur tour boat is dry docked annually in the reach above the Lift Lock.
6. There is an annual ice build-up (+/- 1.8m) in the basins below the tubs.
7. Kawartha Lakes Road 6 passes directly under the Lift Lock east of the chambers similar to passing under a bridge. Any work on the abutments will require traffic control and approval from authorizing bodies.
8. Staging and access are limited to the visitor parking lot.
9. Hazards on-site include but are not limited to:
 - a. Working in confined space
 - b. Hazardous waste
 - c. Falling hazards
 - d. Corroded steel
 - e. Electrical wiring
 - f. Ice, slippery, wet floor

PD 2.5 Codes, Best Practices and Regulations

1. Codes, regulations, by-laws, and decisions of authorities having jurisdiction shall be observed. In cases of overlap, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.
2. It is the responsibility of the Consultant to ensure that the design is in accordance with the latest versions of all applicable standards, codes, regulations and specifications. The Consultant shall identify and report to the PWGSC Project Manager all unavoidable non-conformances.
3. The standards, codes and regulations that may be required for the study shall be the latest edition of the following (including all amendments, supplements and revisions thereto):
 - .1 Workplace Safety and Insurance Act
 - .2 Occupational Health and Safety Act of Ontario
 - .3 Federal and Provincial Environmental Regulations
 - .4 National Building Code of Canada
 - .5 Canada Labour Code (including latest revisions of all regulations)
 - .6 Provincial and Municipal Traffic Acts and Regulations
 - .7 Municipal Statutes and Authorities
 - .8 Parks Canada Directive for Safety on Dams and Water Retaining Structures
 - .9 Navigation Protection Act
 - .10 Canadian Electrical Code
 - .11 Canadian Dam Associations – Dam Safety Guidelines (2007)

.12 Canadian Dam Association Technical Bulletins

PD 2.6 Quality Control

1. The Department expects the Consultant to maintain a high standard of design. All design elements are to be fully coordinated, and in adherence to the design principles and good engineering practices applicable to the work.
2. The project is to be implemented in an environmentally responsible manner.
3. The Consultant shall take into account the total life-cycle costs and activities for maintenance and operation of the structure.
4. The Consultant shall take into consideration the impact and design implementation with relation to the cultural management role of the asset to the National Historic Site.

PD 2.7 Consultant Contract Approach

1. The following Required Services (RS) are the overall Consultant Services which may be required to deliver this project.
2. The present Contract only covers the Required Services under Phase I as described herein.
3. Canada reserves the right to contract for the Required Services under Phase II up to Phase IV, or part thereof, through either negotiation with the Consultant under the present Contract or to contact separately with other firms/Consultants.

PHASE I:

RS1 Analysis of Project Scope of Work

RS2 Comprehensive Multidisciplinary Engineering Analysis and Reports with Design Concepts

PHASE II:

RS3 Design Development

RS4 Construction Documents, Pre-Tender Estimates and Schedule

PHASE III:

RS5 Tender Bid Evaluation

RS6 Construction Site Services and Inspections

RS7 Commissioning, Closure Reports and Post Construction Services

PD 2.8 Schedule

1. The project schedule is based on preliminary project information and is to be reviewed and updated as the project is developed.
2. Early milestones for site investigations and multidisciplinary engineering analysis are important to maintain project momentum. The preliminary site visit will be coordinated with PWGSC and PCA after contract award.

3. The Consultant is to schedule delivery of draft reports sufficiently in advance to allow for review by the Departmental Representative and update according to the comments.
4. Anticipated Phase I duration is 24 weeks.

PD 2.9 Existing Drawing and Documentation

The existing drawings and documents provided by PWGSC and the User Department for this project are to be treated as reference material only. The Consultant is responsible to review/verify all information applicable to use in this project.

1. Drawings:
 - a. 1902 Original Construction 160 drawings
 - b. 1962 Rehabilitation 9 drawings
 - c. 1964 Painting of Steel Work 3 drawings
 - d. 1965 Rehabilitation 80 drawings
 - e. 1967 Control Modifications 9 drawings
 - f. Undated schematic diagrams for Hydraulic Control and Electrical System 7 drawings
2. The Mitigating Measures for High Risk Dams in Ontario Report – Kawartha Sector (Genivar Inc., February 2012)
3. Peterborough Lift Lock 21 Comprehensive Report (KGS, April 2018) applicable section:

a. 4.3.10 Boat Chambers	226
b. 4.3.11 Lift Lock Gates	258
c. 4.3.12 Boat Chamber Thrust Guide System.....	276
d. 4.3.13 Upper/Lower Reach Gate Actuator Supports.....	282
e. 4.3.14 Accumulator Support System.....	287
f. 4.3.15 Gate Stop Anchorage.....	294
g. 5.7 Guide Rails and Alignment.....	334
h. 5.8 Rams, Presses and Accumulator.....	337
i. 5.9 Upper and Lower Reach Gates.....	366
j. 5.10 Review of the Boat Chamber Gate Hinges and Latching System.....	376
k. 5.11 Torque Tube Packing.....	384
4. Peterborough Lift Lock 21 Press & Ram Seal Performance Specification (KGS, June 2019)
5. Kirkfield Lift Lock Operation Manual (H.&G. Acres) (paper copy on site)

SECTION 2 – PROJECT ADMINISTRATION

PA 1 PROJECT ADMINISTRATION

PA 1.1 General

1. The following administrative requirements apply during all phases of the project delivery.

PA 1.2 PWGSC Project Management

1. The Project Manager assigned to the project is the Departmental Representative.
2. The Departmental Representative is directly concerned with the project and responsible for its progress on behalf of Parks Canada.
3. The Departmental Representative is the liaison amongst and between the Consultant, Public Works and Government Services Canada and the User Department.
4. Public Works and Government Services Canada administers the project and exercises continuing control over the project during all phases.
5. Unless directed otherwise by the Departmental Representative, the Consultant obtains all Federal requirements and approvals necessary for the work from the Departmental Representative.

PA 1.3 Health and Safety

1. General Requirements
 - a. Develop written Health and Safety Plan (HSP) based on hazard assessment prior to beginning any field work and continue to implement, maintain, and enforce plan through all phases of the project.
 - b. The HSP needs to cover all activities of the Consultant Team (consultant personnel, sub-consultants and contractors).
 - c. The Consultant shall incorporate in his HSP and abide by any additional constraints or safety requirements imposed by PWGSC, PCA, and/or other potential stakeholders for accessing and using their property or part thereof.
 - d. Coordinate field work with other owners and stakeholders for any activity on or adjacent to the project site.
 - e. Provide all Personal Protective Equipment, equipment and material as required to meet the intent of the safety requirement set forth in the HSP or as required by the Provincial Occupational Health and Safety Legislation.
 - a. Confined space inspection training is required.
 - f. The Consultant shall be responsible for health and safety for all of its team members on site, and for protection of the general public and government employees adjacent to the site to the extent that they may be affected by conduct of the field work.
 - g. Assign responsibility and obligation to a Competent Person or Supervisor to oversee the field work. At Competent Person's discretion, the field work may be stopped if necessary or interrupted for reasons of health or safety. The Departmental Representative and PCA Representative may also stop work for health and safety considerations.
 - h. During the future Construction Phase of the project, incorporate into the HSP and abide by any additional constraint or safety requirements imposed by the Contractor.

2. Reference Codes and Standards

- a. Occupational Health and Safety Act Revised Statutes of Ontario 1990, Chapter O.1 as amended, and Regulations for Construction Projects, O. Reg. 213/91 as amended;
- b. Canada Labour Code;
- c. Workplace Safety and Insurance Act, 1997;
- d. Book 7 of the Ontario Traffic Manual;
- e. Municipal statutes and authorities.

3. Submittals

- a. Submit Health and Safety Plan: Within seven (7) days after date of 'Notice to Proceed' and prior to commencement of field work. Health and Safety Plan must include:
 - 1) Mitigation and precaution measures that will be implemented as a result of safety and health risk or hazard analysis for site tasks and operations.
 - 2) Consultants' Team Safety Communication Plan.
 - 3) Contingency and Emergency Response Plan addressing standard operating procedures specific to the project site to be implemented during emergency situations. Where applicable, coordinate plan with existing PWGSC Emergency Response requirements and procedures provided by Departmental Representative.
- b. In addition to the HSP the following documents shall also be submitted:
 - 1) Occupational health and safety training and certification records: the Consultant must provide documentation verifying all members of the Consultant Team have received the appropriate safety training including confined space entry and equipment operation training as required to perform the specific field work.
- c. The Departmental Representative may respond in writing, where deficiencies or concerns are noted and may request a resubmission with correction of deficiencies, concerns or requested improvements implemented.
- d. The Departmental Representative's review of the Consultant's final HSP should not be construed as approval and does not reduce the Consultant's overall responsibility for Health and Safety at the project site.

PA 1.4 Language

1. The language of communication for the project is English.

PA 1.5 Lines of Communication

1. Unless otherwise directed by the Departmental Representative, conduct all project communication through the Departmental Representative only.
2. Formal contact between the Consultant and the PWGSC Project Team, which includes User Department Representatives, shall be through the Departmental Representative. Direct communication between members of the PWGSC Project Team on routine matters

is required to enable the discussion and resolution of technical issues. However, no communication shall alter the terms of the project scope, budget or schedules unless directed in writing by the Departmental Representative

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

PA 1.6 Media

1. The Consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Departmental Representative.
2. The information, data materials, etc. gathered as part of this study shall be treated as confidential and shall only be discussed with the Departmental Representative unless otherwise directed.

PA 1.7 General Project Deliverable

1. Where deliverables and submissions are required under this Project Brief they shall be submitted in accordance to the protocols as prescribed in "Doing Business with PWGSC Documentation and Deliverables Manual", Appendix D.

PA 1.8 Acceptance and Project Deliverables

1. While PWGSC acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles PWGSC to review the work. PWGSC reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain the Departmental Representative's acceptances during each of the project stages.
2. Acceptances indicate that based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices, and that overall project objectives are being satisfied.
3. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the contract.
4. PWGSC acceptances do not prohibit rejection of work, which is determined to be unsatisfactory at later stages of review. If progressive design development or time/cost/risk updates or technical investigation reveals that earlier acceptances must be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.
5. Acceptances by the Client / Users and other agencies and levels of government must be obtained to supplement PWGSC acceptances. The Consultant shall assist the Departmental Representative in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

PA 1.9 Meetings

1. The Departmental Representative shall arrange meetings generally monthly throughout the entire project implementation period, for all members of the project team, including representatives from:

- a. User Department;
- b. Public Works and Government Services Canada;
- c. Consultant Team.

PA 1.10 Coordination with Sub-Consultants / Specialists

1. The Consultant throughout all phases of the project is to assume responsibility for and coordinate the work of all in-house personnel and Sub-consultants and Specialists retained by the Consultant.
2. Coordinate submissions of Sub-consultants and Specialists and ensure they are complete and signed-off.

PA 1.11 Project Response Time

1. It is a requirement of this project that the key personnel of the Consultant and sub-consultants or specialist firms are personally available to attend meetings within two (2) business days of the request.
2. Key personnel of the Consultant and sub-consultants or specialist firms are to respond to inquiries within one (1) business day.
3. Feedback to the Consultant Team during document reviews to be reviewed by Consultant and comments returned within three (3) business days of their receipt.
4. Review and respond to Contractor submissions within three (3) business days of receipt.
5. Review and respond to technical issues raised during construction within three (3) business days.

PA 1.12 Project Schedule

1. Project schedule and specific delivery dates for the project are to be achieved, unless otherwise accepted by the Departmental Representative in writing.

SECTION 3 – REQUIRED SERVICES

PHASE I:

RS 1 ANALYSIS OF PROJECT SCOPE OF WORK

1.1 Intent

1. This stage is intended for the Consultant to review and report on all aspects of the project requirements. The Consultant will review and evaluate all available project information including the Project Brief, existing reports and drawings, consult and advise the Departmental Representative of any noted problems or the need for more information, clarification or direction. The Consultant will also hire a contractor to clean one press well prior to RS2 investigation.

1.2 Scope and Activities

1. Review existing documentation provided by PWGSC to understand the project scope of work, background, and previous applicable investigations and studies.
2. Attend site inspection(s) to get a better understanding of the structure condition and mechanical/electrical operating system and equipment.
3. Interview PCA operation team members, maintenance team members and asset management staff to collect asset related concerns.
4. Observe and analyse the lock operations for safety improvements and simplifications.
5. Identify analysis methodology and investigations needed to deliver the project.
6. Recommendations for adjustments to project requirements.
7. Prepare and submit, for the review and acceptance of the Departmental Representative a letter report on the Analysis of Project Scope of Work including, but not limited to:
 1. List of documentation that were reviewed.
 2. Discussion of major findings and analysis of scope of work.
 3. Define the scope, schedule and cost of necessary investigations, studies, or tests, to fulfill project objectives.
 4. Propose the method of structural analysis to be used in RS2.
 5. Describe impact of any proposed changes in terms of their effect on project cost and schedule.

1.3 Press Well Clean Up Service

1. Hire contractor to clean the South press well: The Press well is about 57 ft (17.4 m) deep with a diameter of 14.2 ft (4.3 m). The press of 7.7 ft (2.3 m) diameter was installed in the center of the well. The remaining opening surrounding the press is about 3.2 ft (1 m), for access into the well and covered with checkered plate. This opening of press well is full of slurry waste accumulated over time.
2. Prepare and submit, for the review and acceptance of the Departmental Representative:
 - a. Health and Safety Plan
 - b. Press well cleaning work plan
 - c. Confined space access plan
 - d. Hazardous waste handling plan
3. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of hazardous waste and debris.
4. Provide all equipment required for slurry waste removing and press well cleaning work. Provide on-site containers for collection of waste materials and debris.
5. Execute the cleaning work as the accepted plan submitted by contractor.
6. Enter the well to pressure wash the walls, struts and all elements installed on the press.
7. Perform final clean up at the bottom of the well.
8. Waste water must be treated before re-entering the waterway or sewage system. Solids remaining are to be disposed to appropriate facility.

9. Store hazardous waste in covered containers, and remove from site at end of each day. Do not burn waste materials on site.
10. Submit photos of inside press well to confirm that cleaning is completed.

1.4 Deliverables – Analysis of Project Report

1. Letter report of the Analysis of Project Scope of Work.
2. Plan and schedule for RS2 field investigation program and deliverable.
3. Prepare a Health and Safety Plan and an Environmental Protection Plan for all required consultant services.
4. The letter report will consolidate the Scope and Activities identified above and will be utilized as a guide for further project development. The letter report may require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout this cycle.

RS 2 COMPREHENSIVE MULTIDISCIPLINARY ENGINEERING ANALYSIS AND REPORT WITH DESIGN CONCEPTS

2.1 Intent

1. Based on the acceptance of the plan of work in RS1, this stage is intended for the Consultant to inspect, analyse, measure, perform tests and identify recommendations for recapitalization. The report will include condition assessments of the components and their expected remaining service lives, identify key parameters, assumptions, deficiencies and risks, provide a program of rehabilitation and repair work with priorities for action and Class C cost estimate.

2.2 Scope and Activities

The activities include but are not limited to the following:

1. Engineering inspections
2. Special inspections
3. Code and regulatory compliance assessment
4. Special tests and measurements
5. Structural stability assessment

2.2.1 Civil Inspection and Survey

The Consultant shall refer to existing drawings and verify measurements of the Lift Lock to produce general CAD drawings as required and to complete the comprehensive engineering analysis and design concepts (i.e. elevation views and typical section details). Note that a complete set of drawings with all details is not required.

2.2.2 Structural Inspection and Analysis

1. Site Inspections

Inspection of the site will be undertaken to assess existing conditions, confirm material condition, strength and integrity. All inspections will include photography and the following:

A. Structures for press and rams

- i. Observe plumbness, alignment and stress crack of the vertical rams.
- ii. Recommend and perform Non-Destructive Testing on the rams to detect any structural cracking or defects, especially the internal surface. Identify the location, length and depth of the defects. Acceptable testing method is Alternating Current Field Measurement (ACFM), which was used to inspect the rams at Peterborough Lift Lock.
- iii. Identify any concerns with the steel structural capacity.

B. Concrete for Upper and Lower Reach Walls and Main Structure

- i. Inspect all structural elements to determine their condition.
- ii. Map areas of cracking, settlement, delamination and spalled areas of concrete.
- iii. Inspect and identify locations of construction and expansion joints to determine the existing condition. Identify cause of concrete displacement at upper reach stairways location.
- iv. Testing as required to identify material and structural defects.

C. A diving inspection is not required as KLL upper reach is dewatered in the Fall/Winter. For the downstream reach, a camera on a pole can be used to identify any damages to the concrete below low water level (winter level).

2. Analysis Requirement

Structural analysis will be required. Method of analysis will need to be confirmed with the Departmental Representative. A report containing the following will be required:

- i. Confirm the structural load capacities of the structures and factor of safety of components.
- ii. Estimate life expectancy / residual life of each structure/component.
- iii. Compile Class 'C' estimates of cost to repair deficiencies for immediate, medium and long term.
- iv. Collect sufficient data for repair options for all concrete structures, including full and selected areas of repairs.

2.2.3 Geotechnical Investigation

Review documents listed in PD 2.9 and determine sufficient number of boreholes and depth, and provide data and report for engineering analysis for the following:

- A. Permeability of bedrock within the perimeter of lock chamber for stability analysis of concrete structures.
- B. Collect sufficient data for concrete to identify structural improvement required.

2.2.4 Electrical Inspection

1. Perform Code and regulatory compliance assessment of the system and its components.
2. Evaluate the life expectancies of each system components with recommendation of replacement timeframe and parts availability.

Electrical Main Power Systems

1. Review of lock-out procedures prior to commencing any services.
2. Main Power Transformer(s) inspection including both primary and secondary busses, supports and enclosure.
3. For main busses and terminations/connections, Megger testing, tightening and inspection for signs of damaged or overheated components.
4. Visual and physical condition, operation and functionality test for Breakers and Switches.
5. Primary and Secondary power distribution cables insulation resistance testing.
6. Infrared scan to the Main Distribution Panels, MCC and associated devices and components.
7. Inspect battery back-up system, electric pump motors and other electrical power distribution equipment.
8. Investigate the redesign to eliminate obsolete electrical components.
9. Review the electrical system at guard gate supply and redesign to eliminate obsolete components.

Electrical Control Systems

1. Test, simulate and check alarm and signal functions and status input for related control devices such as but not limited to the following: relays, pneumatic and pressure switches and other electro-mechanical signal and input devices.
2. Check/test output and input control wirings for all control devices to include annunciation of relays, hydraulic power low pressure, water accumulation levels.
3. Field adjustments of applicable or required settings for relays and other signal, control and interlocking devices/switches for sequence of operation of Lift Lock.

2.2.5 Mechanical Inspection

Inspections include, but are not limited to the following:

1. Verify the perpendicularity of the rams and their relations to the guides.
2. Inspect rams for structural soundness, leaks, general damages and mounting connections to the concrete base. Of particular interest are the internal surface of the ram and the “wedges” used to adjust for perpendicularity.
3. Inspect guides and guide rollers for wear and function.
4. Inspect gates for structural soundness including the torque tubes turning the gates.
5. Inspect the gates latching mechanisms and its components for function, wear, clearances and lubrication.
6. Inspect all pump motors for wear, leakage, applicable working conditions, mounts and service life expectancy.
7. Inspect all valves for function, possible component failure, leaks and mounting. Investigate the redesign of the cross over valve assembly to relocate to upper floor.
8. Inspect all pipes for rust, leaks, damage and need for replacement.
9. Inspect all cylinders for mounting, stroke, leakage, rust and paint.
10. Inspect and evaluate strainer condition for function and possible replacement.
11. Inspect all remaining mechanical/hydraulic components such as elevator, sump pump, oil accumulator and energy storage.
12. Evaluate and give recommendation on the replacement and maintainability requirements (i.e. spare parts) for the various mechanical components of the system.
13. Investigate the redesign to eliminate obsolete hydraulic components.

2.2.6 Lock Operations Review and Assessment

Review the operations and control system of the Lift Lock to determine its ability to provide safe and reliable operation for the foreseeable future. The review includes, but are not limited to the following:

1. The control room's ability to provide operators with communication, access and visibility of the condition and status of the Lift Lock.
2. The control system itself comprised of the relay logic controller, the control logic and sequence, field devices and instrumentation, control documentation and the control panel that provides the operator with controls, lift lock status information and alarms.
3. The high pressure hydraulic system that actuates many of the lift lock operators.
4. The high pressure water system that is the main moving force of the rams.
5. Prepare a new Piping and Instrumentation Diagram (P&ID) if there are errors in the existing PCA drawings.

2.3 Constraints and Limitations

1. Investigations and studies are to be coordinated and executed in a manner that minimizes impact on Client Department operations, vehicle access, visitor access and the general public.

2. Site investigations may require an assessment of the environmental impacts prior to proceeding.
3. Coordination of sub-consultants and contractors to perform tests on site.
4. The lock chamber is normally filled with infiltrated water and froze up during winter. Thus the lock could not be operated in winter.

2.4 Deliverables – Engineering Report and Presentation

1. A comprehensive detailed Engineering Report identifying problems by each engineering discipline, with workable options of resolution. The report is to include a realistic schedule for the implementation for each option including Class C cost estimate for each option. Prioritize recommendations in following format:
 1. Additional inspection testing required in the next 5 years.
 2. Any underwater inspection requirement in the next 5 years.
 3. Maintenance work to be taken immediately for safety reasons.
 4. Urgent remedial work required in the next 2 years.
 5. Rehabilitation work required in the next 5 years and next 10 years.
2. Submit draft and final reports to the Departmental Representative for review within schedule following the completion of each investigation or study.
3. Present the design options for various discipline components with sufficient detail and clarity for the Departmental Representative and Client to make informed decision on the optimal option, rehabilitation sequence and schedule.
4. Give presentation of the concept design options to the Departmental Representative and Client.

PHASE II (Optional):

The following Optional Services may be subject to further revisions at the time of exercising:

RS 3 DESIGN DEVELOPMENT

3.1 Intent

1. This stage is intended for the Consultant to develop detailed design for the resolution of the engineering problems identified in RS2. After the selection and acceptance of each design concept by the Departmental Representative and Client, the Consultant is to prepare detailed design with Class B estimates. The Department Representative will confirm the design concept options which are selected for Design Development.

3.2 Scope and Activities

1. Refine the accepted preferred conceptual design option to a level of detail which will facilitate Class B cost estimate.

2. Prepare design development documents in sufficient detail to define the size, intent and cost of the construction project. Define the details of the design components, identify systems and materials for all applicable disciplines, and confirm their compliance with codes, standards and all other project requirements; elaborate the details of construction implementation strategies (e.g. phased construction, demolition, dewatering, water diversion, traffic control, mobilization, duration, etc.); identify and assess potential risks, and recommend mitigation measures; facilitate the reviews, discussions and decisions relating to the design; and obtain the necessary approvals to proceed to the development of Construction Documents.

3. Refine Class B construction cost estimate prepared by the Cost Estimating Specialist.

4. Submit design drawings, notes and calculations of the 50% completion stage of Design Development.

5. Implement where appropriate the Departmental Representative's comments and directions within the subsequent design submissions.

3.3 Deliverables – Report/Presentation, Drawings and Specifications

1. Prepare AutoCAD Drawings and functional specifications for the chosen options.
2. Design review(s) with the Departmental Representative and Client.
3. Class B estimates, schedule and project Risk Management Plan.

RS 4 CONSTRUCTION DOCUMENTS, PRE-TENDER ESTIMATES AND SCHEDULE

4.1 Intent

1. This stage is for the Consultant to finalize drawings and specifications ready for tender. Separate tendering packages may be expected. Some construction work could be arranged and performed by PCA internal staff.

4.2 Scope and Activities

1. Obtain written authorization from the Departmental Representative before proceeding with the services related to the development of Construction Documents. Information of how work is tendered after the design development will be provided.

2. Submit outline of proposed drawings and specifications for review.

3. Refine the concept design in stages and submit drawings, cost estimates and specifications for review at 30, 66 and 100% completion, incorporating the following considerations:

1. The Consultant is required to develop a Commissioning Plan and specification to be incorporated into the construction tender documents which will detail how the commissioning is to proceed.

2. Specify in the construction documents product and performance testing to be undertaken by the Contractor.

3. Incorporate approved archaeological, cultural and environmental protection measures into the drawings and specifications.

4. Incorporate Quality Assurance / Quality Control measures into the drawings and specifications.
4. Provide a response to all review comments and incorporate them into Construction Documents where required.
5. Refine list of construction risks, qualify/quantify probability of risk event (Low, Medium, High) and their impact (Low, Medium, High); prioritize risk events (i.e. concentrate efforts on risk events with High probability and Medium to High impact); and develop risk response (i.e. evaluate alternatives for mitigation. This is the real added-value of risk management).
6. Update the project schedule including deliverable requirements as required.
7. Sign and seal one (1) set of 100% complete construction documents for each tender package.
8. Prepare a final Class 'A' estimate for each tender package.
9. If requested by the Departmental Representative, submit hard copies and/or electronic copies of design notes and calculations for review and record purposes.

4.3 Deliverables

1. 30% Tender ready drawings and specifications.
2. 66% Tender ready drawings and specifications (including Class A estimates).
3. 100% Tender ready drawings and specifications (including Class A estimates): one complete electronic set signed and sealed by a Professional Engineer licensed to practice in Ontario.
4. Updated detailed schedule and construction project risk management plan.

PHASE III (Optional):

The following Optional Services may be subject to further revisions at the time of exercising:

RS 5 TENDER BID EVALUATION

5.1 Intent

This stage is to assist the Departmental Representative in the tender process, except for the work performed by PCA internal staff.

5.2 Scope and Activities

The Consultant shall, on request:

1. Provide additional information if required to the interpretation and clarification of the construction documents.
2. Assist in answering tender related questions to alternative materials, methods and systems.
3. Attend job and site meetings as required.
4. Prepare amendment(s) based on questions arising at the bidders meeting or during tendering for issue. Provide the Departmental Representative with all information required

for the interpretation and clarification of the construction documents. Examine the impact that any Addenda may have on cost and schedule, and advise the Departmental Representative accordingly. Note: only the PWGSC Contracting Officer can issue the amendment(s) to bidders.

5. Assist in review and evaluate the construction bids received, advise on their relative merits and/or shortcomings.

6. Provide support in price negotiations.

5.3 Deliverables

1. Evaluation of submitted bids within the given timeline.
2. Recommendation for acceptance of the best bid with the highest benefits for the Client.
3. Answers/clarification during tendering.
4. Electronic copy of the updates to all construction documents, drawings and specifications with Addenda information prior to start of construction if required.

RS 6 CONSTRUCTION SITE SERVICES AND INSPECTIONS

6.1 Intent

1. Under this section the Consultant shall provide technical assistance to the Departmental Representative during construction, including site resident services, and quality assurance services to ensure an orderly, timely, safe and within budget implementation of the project goals as per drawings and specifications.

6.2 Scope and Activities

1. Assist in identifying risks, manage them by implementing risk mitigation during the construction period.
2. Provide a review of shop drawings, samples, and mock-ups from Contractor within five (5) working days. Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the Contractor and stamped: "Reviewed" by the Consultant before return to the Contractor(s).
3. Attend regular biweekly on-site meetings with the Contractor, Departmental Representative, and Client Department. Prepare minutes as required and distribute copies to all participants.
4. Review Construction Documents periodically to ensure that the Contractor has recorded all changes for purposes of as-built information.
5. Site Resident to keep daily log of labour, equipment, material/quantities, issues, weather, etc.
 - a. Request and obtain a daily construction schedule from the Contractor.
 - b. Monitor and report to the Departmental Representative the progress of the construction or lack thereof, on an on-going basis; and immediately notify the Departmental Representative of any known and anticipated delays which may affect the completion date of the Project, and keep accurate records of the causes and duration of delays.
 - c. Ensure Health and Safety and Environmental Plans are being followed.

- d. Attend and keep records of construction meetings.
 - e. Request the Contractor to take remedial action when observed material or construction fails to comply with the requirements of the Construction Contract, and advise the Departmental Representative accordingly.
 - f. If the construction is based on unit prices, measure and record the quantities of labour, materials and equipment involved for the purpose of certifying progress claims.
 - g. Submit a daily photographic record of construction activity and site progress.
 - h. Prepare any other reports or surveys as may be requested by the Departmental Representative through the Consultant.
6. Conduct periodic site visits to ensure the conformity with construction documents and design intent. Inform the Departmental Representative of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review.
7. Recommend the need for, and review, test reports of materials and/or construction; recommend quality assurance testing to be undertaken during construction, evaluate the results and advise the Departmental Representative accordingly.
8. Ensure that all specified testing, commissioning and other quality assurance specifications and recommendations are adequately implemented throughout the construction process.
9. Assist the Departmental Representative in ensuring prompt implementation by the Contractor of all remedial actions, when observed material or construction fails to comply with the requirements of the Construction Contract.
10. Prepare a Contemplated Change Notice (CCN) whenever a change to the work is being proposed. A copy of the CCN is to be forwarded to the Departmental Representative. Review the prices for acceptability, assess the effect on construction progress, and submit recommendations to the Departmental Representative.
11. The Consultant does not have authority to change the work or the price of the Contractor's contract. The Departmental Representative will issue all Change Orders to the Contractor.
12. Review the Contractor's progress payments (typically monthly) and recommend payment to the Departmental Representative within five (5) days. Examine progress claims and, if acceptable, certify the progress claims for work completed and materials delivered pursuant to the Construction Contract, and submit them to the Departmental Representative for approval and processing.
13. Certificate of Substantial Performance: Inspect the work and list all deficient and incomplete work. The Consultant is to sign the Certificate for approval and payment to the Contractor.
- a. Request from the Contractor, review for completeness and adequacy and provide the Departmental Representative with all Operation and Maintenance (O&M) Manuals and any other documents or items to be provided by the Contractor, in accordance with the Construction Contract.
14. Certificate of Completion: Conduct a final inspection of the construction with the Departmental Representative and if satisfactory, prepare and submit Certificate for approval and payment to the Contractor, including manufacturers' and suppliers' warranties.
15. Request and verify as built drawings submitted by the Contractor. Provide CAD version of "as built" drawings.

6.2 Deliverables

1. Shop drawing, sample, mock-up reviews.
2. Construction progress meeting reports.
3. Issue of Site Instructions and Change Orders. Log of all changes.
4. Review of Contractor's Progress Claims.
5. Written reports from site visits, testing, inspections when required.
6. Site Resident daily logs.
7. Additional detailed drawings when required to clarify, interpret or supplement the Construction Documents.
8. Contemplated Change Notices text.
9. Certificate of Substantial Performance and list of deficient and incomplete work.
10. Certificate of Completion.
11. Electronic as-built records and as-built specifications based on the Contractor's as-built submissions.

RS 7 COMMISSIONING, CLOSURE REPORTS AND POST CONSTRUCTION SERVICES

7.1 Intent

1. This stage is to assist the Departmental Representative with construction project closure procedure and provide commissioning services to verify that functional requirements are correctly implemented.

7.2 Scope and Activities

1. Provide Commissioning Services to verify that all design parameters and functional requirements of the KLL operation have been met, and that the structures operate consistently, under all normal load conditions, temperatures, weather conditions, and in all operating positions.
2. Obtain written authorization from the Departmental Representative before proceeding with the services related to Post Construction.
3. Provide inspection, trouble-shooting, problem-solving and construction contract warranty review/assistance services for a period of one (1) calendar year following the date of issuance of the final Certificate of Completion by the Departmental Representative.
4. Initial (Ten-month) Warranty Inspection
 1. Sixty (60) days prior to expiration of the warranty period, the Consultant is to:
 - .1 conduct a Ten-month Warranty Inspection of the construction projects;
 - .2 verify the integrity and performance of all constructed components and systems, to ensure that they continue to effectively meet the prescribed requirements;
 - .3 review all warranty service callback work performed by the Contractor;
 - .4 identify and report deficiencies to the Departmental Representative and to the Contractor for corrective action;

.5 submit Initial Warranty Inspection Letter Report.

5. Final Warranty Inspection

1. Prior to the expiry of the warranty period, the Consultant is to:
 - .1 conduct a Final Warranty Inspection of the construction projects;
 - .2 verify whether all deficiencies identified at the Ten-month Warranty Inspection have been corrected, and confirm any outstanding work;
 - .3 identify any other deficiencies that might have developed since the Ten-month Warranty Inspection;
 - .4 report all deficiencies to the Departmental Representative and to the Contractor for corrective action;
 - .5 do a follow-up inspection when the Contractor has corrected all deficiencies;
 - .6 inform the Departmental Representative in writing when all deficiencies listed on the Final Warranty Report have been corrected;
 - .7 submit Final Warranty Inspection Report.

7.3 Deliverables

1. Comments on Contractor's O&M Manuals and warranty documents.
2. Review of Contractor's submittals and end-of-construction deliverables.
3. Initial Ten-month Warranty Inspection Letter Report.
4. Final Warranty Inspection Report.

N° de l'invitation - Solicitation No.

EQ754-201128

N° de réf. du client - Client Ref. No.

R.076951.186

N° de la modif - Amd. No.

File No. - N° du dossier

PWL-9-42038

Id de l'acheteur - Buyer ID

pwl041

N° CCC / CCC No./ N° VME - FMS

ANNEX AA - EXISTING DRAWINGS

(see attached)

Solicitation No. - N° de l'invitation

EQ754-201128/A

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SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 General Information
- SRE 2 Proposal Format
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Evaluation and Rating
- SRE 5 Submission Requirements – Checklist

SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

SRE 1 GENERAL INFORMATION

1.1 Reference to the Selection Procedure

1. An "Overview of the Selection Procedure" can be found in General Instructions to Proponents (GI3)

1.2 Calculation of Stage One Total Rating

For this Project, Proponents with a rating of 60% and above in Stage One - Phase One will be invited to Phase Two. Only Proponents who are invited to Stage One - Phase Two will receive a Total Technical Rating, which will be established as follows:

Phase One Rating	= Maximum 100 Points
<u>Phase Two Rating (invited Proponents)</u>	= Maximum 100 Points
Total Technical Rating	= Maximum 200 Points

SRE 2 PROPOSAL FORMAT

2.1 Electronic Submission

Due to the nature of the solicitation, proposals transmitted by facsimile will not be accepted.

2.2 Epost Connect Service

1. If the Proponent chooses to submit its proposal electronically, Canada requests that the Bidder submits its proposal in accordance with General Instructions 16, Submission of Proposal. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
2. If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.
3. If the Proponent is simultaneously providing copies of its proposal using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

2.3 Proposal in Hard Copies

If the Proponent chooses to submit its proposal in hard copy, Canada requests that the Proponent submits its proposal as follows:

1. Technical Proposal: submit one (1) bound original plus three (3) bound. Double-sided submissions are preferred.

2.4 Requirement for Stage One - Phase One Submission Format

1. The following information format to be implemented when preparing the submission.
 - .1 Paper (or page) size should be – 216mm X 279mm (8.5" x 11")
 - .2 Minimum font size – 11 point Arial, or equivalent
 - .3 Minimum margins - 12 mm left, right, top, and bottom
 - .4 One (1) 'page' means one side of a 216mm X 279mm (8.5" x 11") sheet of paper
 - .5 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two (2) pages.
 - .6 The order of the content of the submission to follow the order established in the Rated Requirements SRE section.
2. The maximum total number of pages to be submitted for the Stage One - Phase One Rated Requirements under SRE 3.2 is **fifteen (15) pages**.
3. Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the submission and will not be forwarded to the PWGSC Evaluation Board members for evaluation.
4. The following are not part of the page limitation mentioned above;
 - .1 Covering letter
 - .2 Cover page
 - .3 Tab/Dividers, provided they are free of text and/or graphics
 - .4 Table of Contents
 - .5 Consultant Team Identification (Appendix A)
 - .6 Declaration/Certification Form (Appendix B)
 - .7 Integrity Provisions – Required Documentation
 - .8 Non-disclosure Agreement (Appendix E)
 - .9 Front page of the RFP
 - .10 Front page of revision(s) to the RFP

2.5 Requirement for Stage One - Phase Two Technical Presentation Format

1. Proponents who received a rating of 60% and above in Phase One will be invited to present their proposed implementation strategy on the Project in person. The presentation is the second phase in the evaluation process

which gives Proponents the opportunity to present their approach to selected topics under SRE 3.3, in the context of the information provided in the Project Brief.

2. The timeline for Phase Two is as follows. At the discretion of Canada, the following timeline may be modified and Proponents will be notified of such changes in the invitation to Phase Two. Proponents must signal their interest to continue in the RFP process within one (1) week following the invitation to Phase Two. The Proponent must submit by e-mail the presentation slide deck in PowerPoint file format to the Contracting Authority within three (3) weeks following the invitation to Phase Two. Revisions to the presentation slide deck may be sent by e-mail to the Contracting Authority before the closing date and time specified. Late submissions will not be accepted.
3. The Proponent must present in the week following slide submission deadline, unless otherwise specified by the Contracting Authority. Presentation dates and time slots will be made available in the Invitation to Phase Two. Slots will be filled on a first come-first serve basis.
4. The Proponent Presentation and Question Period team may have, up to, a maximum of four (4) members, three (3) of which must be Key Personnel proposed as part of the Consultant Team and represent each of the three required disciplines.
5. The Proponents will be allotted a total of **one (1) hour** for the technical presentation, which will include a **45 minute** presentation and **15 minute** Question and Answer Clarification period. No additional time beyond the one (1) hour will be given to any Proponent.
6. The maximum total number of slides in the PowerPoint presentation for the Stage One - Phase Two Rated Requirements under SRE 3.3 is **fifteen (15) slides**.
7. The Presentation Room will be equipped with a projector and computer suitable for PowerPoint (version 2013) presentations.
8. Consequence of non-compliance: any slides which extend beyond the above page limitation and any other attachments will be extracted from the presentation and will not be evaluated.

SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

3.1 Stage One - Phase One Mandatory Requirements

Failure to meet these mandatory requirements will render the submission as non-responsive and no further evaluation will be carried out.

-
1. Licensing, Certification and Authorization
 - .1 The Proponent must be a **Multidisciplinary Engineering Consultant**, licensed in the province of Ontario, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that is required by provincial or territorial law.
 - .2 This licensing and certification requirement also applies to Key Personnel of the Proponent's Consultant Team.
 2. Consultant Team Identification
 - .1 The Consultant Team to be identified for the purposes of the evaluation must include the following:
 - a) Prime Consultant (Proponent) – Engineering firm
 - b) Key Personnel to be assigned to this Project:
 - Two (2) Structural Engineers
 - Two (2) Mechanical Engineers
 - Two (2) Electrical Engineers
 - .2 Information required:
 - a) Name of Proponent firm, and name of Structural, Mechanical and Electrical Engineers, forming the delivery team.
 - b) At least one of the engineering disciplines must be in-house personnel. In-house personnel means personnel within the Proponent's organization (see definition of Proponent in General Instructions GI 20). For example, either the structural engineers, mechanical engineers or electrical engineers must be in-house personnel.
 - c) For the Prime Consultant, indicate current license and/or how you intend to meet the Ontario professional licensing requirements without generating any project delays. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to General Instructions to Proponents, GI9 Limitation of Submissions).
 - d) For all Key Personnel, indicate current professional license status and affiliation, and/or how you intend to meet the Ontario professional licensing requirements.
 - e) If the above licensing information for the Proponent and Key Personnel are not provided with the submission, it must be provided within two (2) days of request by the Contracting Authority. Failure to do so will render the submission non-responsive.
 - .3 The format for submission of the Team Identification information is provided in Appendix A.

3. Declaration/Certifications Form

.1 Proponents must complete, sign and submit the following:

a) Appendix B, Declaration/Certifications Forms as required;

4. Integrity Provisions –Required Documentation - List of Names

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the proponent must provide, as applicable, to be given further consideration in the procurement process, the required documentation as per General Instructions to Proponents (GI 1), Integrity Provisions – Proposal, Section 3a.

3.2 Rated Requirements in Stage One - Phase One

The evaluation criteria for Phase One addresses only the previous achievements and experiences of the proposed Consultant Team. No material is to be prepared or presented on the subject project itself. The submission provides the opportunity for the Proponent to present their past work **in the context of the proposed Project in the RFP**. The Proponent is required to submit to PWGSC a history of their accomplishments in order to establish the capabilities of the Proponent and the proposed personnel.

1. Achievements of Proponent on Similar Projects

.1 Describe the Proponent's knowledge, experience and details of work performed as a prime consultant, specifically related to structural analysis and rehabilitation projects involving complex electrical and mechanical components.

.2 Select three (3), separate projects, undertaken within the last seven (7) years that are comparable to the project described in the Project Brief of this RFP, in terms of scale and complexity involving hydraulic mechanics and electrical control systems. Examples of comparable projects involving hydraulic mechanics and electrical control systems include lift bridges and power generating plants.

.3 Information to be supplied:

- a) Name of projects and location;
- b) Clearly indicate how each project is relevant and comparable to the project described in this RFP;
- c) Provide brief project description and intent. Narratives should include a discussion of Engineering approach used;

-
- d) Consultant project schedule and budget control and management - i.e. initial schedule/budget and revised schedule/budget - explain variation;
 - e) Client references - name, address, phone and email address of client contact at working level - references may be checked to confirm accuracy of information; and
 - f) Highlight Key Personnel who worked together in those sample project delivery that are proposed for involvement in this Project.

The Proponent should possess the knowledge and experience on the above projects. Past project experience from entities other than the Proponent shall not be considered in the evaluation.

Only the first three (3) Projects provided in the proposal, determined by sequential page order, will be evaluated for the criterion "Achievements of Proponent on Similar Projects." Any additional Projects provided will not be considered for the evaluation of "Achievements of Proponent on similar Projects."

2. Achievements of Key Personnel Delivering this Project

All Key Personnel are required to submit their related expertise, performance, and experience (regardless of their past association with the Proponent) that demonstrates the Key Personnel's ability to deliver this Project. All Key Personnel identified should have at least seven (7) years' total experience in inspection, analysis, design and construction projects within the past ten (10) years. If multiple disciplines are proposed to be performed by one Key Personnel, it should be identified here and each applicable discipline should be demonstrated separately.

- .1 Provide information for applicable Key Personnel for evaluation, two (2) for each discipline: Structural, Mechanical and Electrical Engineers. The actual Consultant Team for the Project may include more staff, but only list two (2) for each Engineering discipline Key Personnel, who will carry out the majority of the work, for evaluation.
 - a) At least one of the structural engineers should have at least seven (7) years of experience working with water retaining structures of similar complexity as this project within the past ten (10) years.
 - b) At least one of the mechanical engineers should have at least seven (7) years of experience working with hydraulic equipment of similar complexity as this project within the past ten (10) years.

- c) At least one of the electrical engineers should have at least seven (7) years of experience working with control systems of similar complexity as this project within the past ten (10) years.

.2 Information that is to be supplied for each Engineering Team Member:

- a) Name of the member and their Title;
- b) Current employer of the Key Personnel;
- c) All related and current professional accreditation and eligibility for professional licensure in Ontario;
- d) Description of expertise and experience (with number of years) relevant to the Project;
- e) Role, responsibility, degree and details of involvement of the individual in relevant past projects;
- f) Past project experience shared with other proposed Key Personnel should be noted.

3.3 Rated Requirements in Stage One - Phase Two

The evaluation criteria for Phase Two addresses the work identified in the Project Brief. The Key Personnel (one (1) from each of the three (3) disciplines) submitted by each Proponent in Phase One will prepare and attend the PowerPoint presentation with material addressing the following topics related to the Project in this RFP. A maximum of four (4) people, including the Key Personnel may participate in the presentation and Question Period. The presentation will be evaluated against the criteria in SRE 4.2. The presentation will be delivered by the Proponent in a one-on-one private and closed session between the Proponent and PWGSC. Information provided during the presentation will be kept confidential. Proponents will not be permitted to observe another Proponent's presentation.

1. Project Team

- .1 Confirm the makeup of the full project team including the names of the Consultant, sub-consultants, and specialist personnel and their role on the project. The Proponent should provide an organization chart with position titles and names for the proposed Consultant Team, Joint Venture business plan, team structure and responsibilities, if applicable. The Proponent should also provide profiles of the key positions and supporting positions (specific assignments and responsibilities, e.g. Project Manager and Cost Estimator).

2. Strategy and Methodology

- .1 State the strategy to determine the scope of investigation required and the method to accurately evaluate the site conditions, to generate sufficient information for structural analysis and preliminary designs.
- .2 State the strategy to evaluate the life expectancy / residual life of each electrical/mechanical components.
- .3 Describe any design challenges of past rehabilitation or replacement project involving a complex electrical and mechanical control system.

The Proponent should clearly address each discipline's involvement in each of the topics, if applicable.

3. Risk Approach

- .1 In the context of available information provided in the RFP and related documents, assess risk elements that may affect the Project Schedule. Describe how your team will address these risks to keep the project on track by giving examples on previous projects.

4. Innovation

- .1 Present any innovative idea in design approach/philosophy/methodology which is applicable to this project and demonstrate its benefit.

5. Organization and Communication of Information

- .1 The information in the presentation will be evaluated for overall organization and communication, including:
 - a) Information is organized and communicated clearly, concisely and without interpretive ambiguity;
 - b) The information is communicated in a logical order;
 - c) Information uses appropriate industry-standard language; and
 - d) The degree of participation from three (3) of the Key Personnel.

SRE 4 EVALUATION AND RATING

4.1 Stage One - Phase One Rating and Evaluation Table

1. Stage One - Phase One: Qualification of the Proponent and the Consultant Team will be evaluated in accordance with the following table and the rating for this evaluation will determine if the Proponent is carried over to the presentation phase of the process.

Criterion	Weight Factor	Rating	Weighted Rating
1. Achievements of Proponent on similar projects Reference SRE 3.2.1.3 a) – e)	3.0	0 - 10	0 - 30
2. Team's experience working together on previous projects Reference SRE 3.2.1.3 f) and 3.2.2.2 f)	1.0	0 - 10	0 - 10
3. Qualifications of Structural Engineers to be assigned to this Project Reference SRE 3.2.2.1 a) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
4. Qualifications of Mechanical Engineers to be assigned to this Project Reference SRE 3.2.2.1 b) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
5. Qualifications of Electrical Engineers to be assigned to this Project Reference SRE 3.2.2.1 c) and 3.2.2.2 a) - e)	2.0	0 - 10	0 - 20
Phase One Rating	10.0		0 - 100

To be considered further, Proponents must achieve a minimum rating of sixty (60) points out of the hundred (100) points available as specified above.

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

CRITERION	NON RESPONSIVE 0 point	INADEQUATE 2 points	WEAK 4 points	ADEQUATE 6 points	FULLY SATISFACTORY 8 points	STRONG 10 points
1	Did not submit information which could be evaluated.	Sample projects not related to this requirement. Weaknesses in schedule control and project management	Sample projects generally not related to this requirement. Generally doubtful that weaknesses in schedule	Sample projects generally related to this requirement. Weaknesses in schedule control and project	Sample projects directly related to this requirement. No significant weaknesses in schedule control and project management.	Sample projects are directly related to this requirement and Key Personnel in sample projects directly related to this requirement. No apparent weaknesses in

		cannot be corrected.	control and project management can be corrected.	management can be corrected.		schedule control and project management.
2		Team proposed did not work together on past similar projects.	Half of the team proposed worked together on 1 past similar project.	Half of the team proposed worked together on 2 past similar projects OR full team worked together on 1 past similar project.	Full team proposed worked together on 2 past similar projects.	Full team proposed worked together on all 3 past similar projects.
3-5		Key Personnel have extremely poor, insufficient experience to meet performance requirements.	Key Personnel lacks qualifications and experience.	Key Personnel have an acceptable level of qualifications and experience.	Key Personnel are qualified and experienced.	Key Personnel are highly qualified and experienced.

4.2 Stage One - Phase Two Rating and Evaluation Table

1. Stage One - Phase Two: The Proponent will be evaluated on their presentation in accordance with the following table.

Criterion	Weight Factor	Rating	Weighted Rating
1. Overview of the full project team and organization chart Reference SRE 3.3.1	1.0	0 - 10	0 - 10
2. Response to Structural technical topic Reference SRE 3.3.2	2.0	0 - 10	0 - 20
3. Response to Mechanical technical topic Reference SRE 3.3.2	2.5	0 - 10	0 - 25
4. Response to Electrical technical topic Reference SRE 3.3.2	2.5	0 - 10	0 - 25
5. Presentation of risks and approaches Reference SRE 3.3.3	1.0	0 - 10	0 - 10
6. Innovative idea in design approach/philosophy/methodology Reference SRE 3.3.4	0.5	0 - 10	0 - 5
7. Organization and Communication of Information Reference SRE 3.3.5	0.5	0 - 10	0 - 5
Phase Two Rating	10.0		0 - 100

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

CRITERION	NON RESPONSIVE	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
	0 point	2 points	4 points	6 points	8 points	10 points
1	Did not submit information which could be evaluated.	Organizational chart or roles and responsibilities are incomplete.	Organizational chart or roles and responsibilities unclear.	Organizational chart or roles and responsibilities are clear, but additional resources or details could be supplied.	Team covers additional project components to support project delivery and overall experience is satisfactory.	Team covers all additional project components to support project delivery and overall experience is excellent.
2-4		Proponent lacks complete or almost complete understanding of the technical requirements.	Proponent has some understanding of the requirements but lacks adequate response in to the technical topic.	Proponent demonstrates a good understanding of the requirements, response to the topic covers some significant areas and errors in response can be corrected.	Proponent demonstrates a very good understanding of the requirements and response to the topic covers most significant areas.	Proponent demonstrates an excellent understanding of the requirements and response to the topic identifies all significant areas with additional credible concerns.
5		Proponent did not covers areas of risk and concern related to this Project.	Proponent covers in-significant areas of risk related to this Project.	Proponent covers some significant areas of risk and concerns but still missing the most significant one.	Proponent's assessment of risk covers most significant areas and errors in assessment can be corrected.	Proponent's assessment of potential risks covers all significant areas and also identifies additional credible areas of concern.
6		Proponent's innovative idea response is irrelevant to this Project.	Proponent's innovative idea response bears little relevancy to Project.	Proponent's innovative idea response is relevant but cannot be achieved in this Project.	Proponent's innovative idea response is mostly relevant to and achievable in this Project.	Proponent's innovative idea response is relevant and achievable in this Project.

7		Generally unclear; use of inappropriate vocabulary; does not grasp quickly. Lacks quality; presentation is poor and disorderly OR none of the proposed Key Personnel participated.	Ideas are not always presented clearly or with logic; may be off topic. Some weaknesses observed; fair amount of prompting or redirection OR only one (1) Key Personnel out of three (3) disciplines participated.	Adequate expansion of ideas given in a reasonable sequence. Board members may have to ask the presenter(s) to clarify its answers and sometimes requests that questions be reformulated. Appropriate vocabulary. Presentation includes input from two (2) Key Personnel out of three (3) disciplines.	Very logical, clear, precise, gets message across easily, good vocabulary, quickly grasps meaning of subjects being dealt with. Presentation includes input from all Key Personnel.	Articulate, clear, concise and logical; excellent vocabulary; grasps immediately subject being dealt with. Presentation includes balanced input from all Key Personnel.
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4.3 Total Technical Rating

1. The Phase One Rating and Phase Two Technical Rating will be combined to establish a Total Technical Rating as described in SRE 1.2.
2. In the event two or more Proponents receive the same Technical Score, for the purposes of determining the Highest Ranked Technical Proponent, the Proponent with the highest rating in the criterion with the highest weight factor in Phase Two will be deemed to have the highest Technical Score. In the event the tie continues the Proponent with the highest rating in the criterion with the next highest weight factor in Phase Two will be deemed to have the highest technical score and so on.

SRE 5 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in General Instructions to Proponents, GI16 Submission of Proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

Phase One:

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
- Integrity Provisions - Required documentation – **as applicable** in accordance with the Ineligibility and Suspension Policy (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per General Instructions to Proponent 1 (GI1), Integrity Provisions – Proposal, **section 3a**.
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per General Instructions to Proponents 1 (GI1), Integrity Provisions – Proposal, **section 3b**.
- Proposal
- Front page of RFP- completed and signed
- Front page(s) of any solicitation amendment – completed and signed

Phase Two (only invited candidates with a rating of 60% and above from Stage One - Phase One):

- Presentation of 15 slides including cover page and appendix.

APPENDIX A - TEAM IDENTIFICATION FORMAT

For details on this format, please see SRE in the Request for Proposal.

The Consultant and other members of the Consultant Team must be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

As detailed in SRE 3.1.2, at least one of the engineering disciplines below (structural, mechanical, or electrical) must be in-house personnel. In-house personnel means personnel within the Proponent's organization (see definition of Proponent in General Instructions GI 20). For example, either the structural engineers, mechanical engineers or electrical engineers must be in-house personnel.

I. Prime Consultant (Proponent) – Engineer:

Firm Name:
.....
.....

II. Key Personnel:

Structural Engineer

Firm name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....

Mechanical Engineer

Firm name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....

Electrical Engineer

Firm name:

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Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

Type of Organization:	Size of Organization:
<input type="checkbox"/> Sole Proprietorship	Number of Employees _____
<input type="checkbox"/> Partnership	Graduate Architects / Professional Engineers _____
<input type="checkbox"/> Corporation	Other Professionals _____
<input type="checkbox"/> Joint Venture	Technical Support _____
	Other _____

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant (FPS) - Certification

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 FPS, Proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS 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, Proponents agree that the successful Proponent'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 Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent 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.

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.

APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the Proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

<p>.....</p> <p>.....</p> <p>name signature</p> <p>.....</p> <p>title</p> <p>I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture</p>
<p>.....</p> <p>.....</p> <p>name signature</p> <p>.....</p> <p>title</p> <p>I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture</p>
<p>.....</p> <p>.....</p> <p>name signature</p> <p>.....</p> <p>title</p> <p>I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture</p>

During proposal evaluation period, PWGSC contact will be with the following person:_____.

Telephone Number: () _____ Fax Number: () _____

E-mail: _____

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APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: To be populated by Highest Ranked Technical Proponent as part of Stage Two, Step II. Price Proposals are not to include Applicable Taxes.

Note: Canada may, at its discretion, modify the contents of Appendix "C" – Price Proposal Form, to better reflect pricing requirements.

PROPOSERS SHALL NOT ALTER THIS FORM

Project Title:

Name of Proponent:

The following will NOT form part of the Stage One evaluation process:

REQUIRED SERVICES

Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)

SERVICES

FIXED FEE

Phase I

RS 1 Analysis of Project Scope of Work \$.....

RS 2 Comprehensive Multidisciplinary Engineering
Analysis and Report with Design Concepts \$.....

MAXIMUM TOTAL FIXED FEES \$.....¹

Disbursements

At cost without allowance for mark-up or profit, supported by invoices/receipts - see clause R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services, section GC5.12 Disbursements:

Phase I

RS 1 Press Well Cleaning \$.....

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

RS 2* Field Investigations, Studies and Reports

Magnetic Particle Testing	\$.....
Geotechnical Field Work	\$.....
Additional Testing	\$.....

* RS 2: Consultant's time to carry out investigations, studies and prepare reports to be billed as Fees. Costs for carrying out fieldwork, typically through sub-consultants or specialized service providers to be billed as Disbursements.

MAXIMUM TOTAL AMOUNT FOR DISBURSEMENTS \$.....²

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Fixed Fee for Required Services	\$..... ¹
Maximum amount for Disbursements	\$..... ²
Total Evaluated Fee (1+2)	\$.....

HOURLY RATES FOR OPTIONAL SERVICES AND/OR POTENTIAL AMENDMENTS

FIRM HOURLY RATES (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services) for the Optional Services and potential amendments shall be, subject to Escalation, based on the Proponent's following hourly rate for the Proponent's Personnel (inclusive of payroll costs, overhead and profit):

1. STRUCTURAL ENGINEER

Category of Personnel	Firm Hourly Rate*
Partners or principals of the firm	\$
Senior Engineer	\$
Intermediate Engineer	\$
Intermediate Technician	\$
Junior Engineer	\$
Administrative Support	\$

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

2. MECHANICAL ENGINEER

Category of Personnel	Firm Hourly Rate*
Partners or principals of the firm	\$
Senior Engineer	\$
Intermediate Engineer	\$
Intermediate Technician	\$
Junior Engineer	\$
Administrative Support	\$

3. ELECTRICAL ENGINEER

Category of Personnel	Firm Hourly Rate*
Partners or principals of the firm	\$
Senior Engineer	\$
Intermediate Engineer	\$
Intermediate Technician	\$
Junior Engineer	\$
Junior Technician	\$
Administrative Support	\$

* This all-inclusive hourly rate is applicable to both normal working hours and any other shift work as required. For clarity, travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements).

The firm hourly rates detailed in the Hourly Rates for Optional Services and/or Potential Amendments Table (located in Appendix C) will be adjusted (the “**Escalation**”) annually on the start date of each new Contract Year (starting with Contract Year 2) based on the annual average percentage increase (decrease) in the monthly index of the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published in Statistics Canada Catalogue no.62-001-X, Table 5, for the 12-month period ending 3 months prior to the new Contract Year Start date.

APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

For clarity, if the contract start date was April 10, 2018 then at the start of Contract Year 2 (i.e. April 10, 2019), the Contract Year 1 rates as stated in the Optional Services Table (Appendix C) would be increased by 1.3% based on the following assumptions:

		% Change in Monthly CPI
February	2018	1.1%
March	2018	1.2%
April	2018	0.9%
May	2018	0.9%
June	2018	1.1%
July	2018	1.0%
August	2018	1.4%
Septembe	2018	1.6%
October	2018	1.6%
November	2018	1.7%
December	2018	1.5%
January	2019	<u>1.7%</u>

$$15.7\% / 12 = 1.3\%$$

Moreover, to determine the Contract Year 3 rates, the Contract Year 2 rates calculated above would be adjusted using the same Statistics Canada Table and same formula with data for the February 2019 - January 2020 12-month period.

END OF PRICE PROPOSAL FORM

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APPENDIX D

**Doing Business with PWGSC Documentation and Deliverables Manual
(see attached)**

APPENDIX E – NON-DISCLOSURE AGREEMENT

THIS AGREEMENT made as of the _____ day of __, 20__.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF CANADA,

as represented by the Minister of Public Works and Government Services Canada
("PWGSC")

- and -

(Insert Proponent Name), [a company incorporated under the laws of _____, having its
head office at _____] ("**Insert Proponent Name**")

WHEREAS:

- A. The Parties wish to enter into a free and open dialogue regarding the Qualification Based Selection (QBS) Process - Comprehensive Investigation and Repair of Kirkfield Lift Lock 36 request for proposal (hereinafter the "**Project**");
- B. Each Party has Confidential Information that it is willing to share with the other Party for the purposes of the Project;
- C. Each Party wishes to preserve the confidentiality of its Confidential Information because of the commercial worth attributed by each Party to its Confidential Information; and
- D. The Parties wish to set out in this Agreement their rights and obligations with respect to the disclosure and use of their Confidential Information;

NOW THEREFORE IN CONSIDERATION of the mutual terms and conditions, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. DEFINITIONS

- a) **“Agreement”** means this agreement between PWGSC and **(Insert Proponent Name)** respecting the Project, as the same may be amended from time to time.
- b) **“Confidential Information”** means without limitation, all scientific, technical, business, financial, legal, marketing or strategic information and data
- i. that is non-public, protected, confidential, privileged or proprietary in nature;
 - ii. that may have actual or potential economic value, in part, from not being known;
 - iii. however fixed, stored, expressed or embodied (and includes, without limitation, samples, prototypes, specimens and derivatives);
 - iv. disclosed during discussions, telephone calls, meetings, tests, demonstrations, correspondence or otherwise;
 - v. that is consistently treated as confidential; or any part or portion thereof, related to the Project pursuant to this Agreement, whether or not such information is specifically marked confidential or identified as confidential at the time of disclosure.
- c) **“Party”** means either PWGSC or **(Insert Proponent Name)** individually, and **“Parties”** means both PWGSC and **(Insert Proponent Name)** collectively.
- d) **“Permitted Representatives”** means, for PWGSC, government officials, employees and agents from any organization of the federal public administration, including, for greater certainty, departments and central agencies, Crown corporations, as well as any contractors, representatives or advisors retained by any portion thereof; and for **(Insert Proponent Name)**, directors, employees, authorized representatives or advisors.

2. CONFIDENTIALITY

- a) **Obligation of Confidentiality** – Confidential Information disclosed by one Party (the **“Disclosing Party”**) to the other Party (the **“Receiving Party”**) under this Agreement shall:
- i. be held in confidence by the Receiving Party;
 - ii. be used by the Receiving Party exclusively for the Project and for no other purpose whatsoever;
 - iii. be safeguarded by the Receiving Party using all reasonable

-
- measures and taking such action as may be appropriate to prevent the unauthorized access, use or disclosure of the Confidential Information;
- iv. not be disclosed to third parties, except Permitted Representatives (and each Permitted Representative of **(Insert Proponent Name)** is required to agree in writing to be bound by the terms of this Agreement) of the Receiving Party and then only for the Project; and
 - v. not be disclosed unless required by law.
- b) No Waiver of Privilege – Each Party acknowledges that the Confidential Information of the Disclosing Party is the property of the Disclosing Party or a third party and that neither the Disclosing Party nor the third party intends to, or does, waive any rights, title or privilege it may have in respect of any of the Confidential Information.
- c) Confidentiality Exclusions - The obligations imposed by Article 2 (Confidentiality) do not apply to information:
- i. In the Public Domain – the information is now or hereafter becomes, through no act or failure to act on the part of the Receiving Party, generally known or available to the public without breach of this Agreement;
 - ii. Already Known to the Receiving Party - the information was already in the possession of the Receiving Party at the time of disclosure and was not acquired by the Receiving Party, directly or indirectly, from the Disclosing Party (as evidenced by documentation sufficient to establish the timing of such possession);
 - iii. Disclosed by a Third Party - the information becomes available from a third party who has a lawful and legitimate right to disclose the information to others;
 - iv. Independently Developed - the information was independently developed by the Receiving Party without any of the Confidential Information being reviewed or accessed by the receiving Party (as evidenced by documentation sufficient to establish the timing of such development);
 - v. Required to be Disclosed Pursuant to a Judicial, Administrative or Parliamentary Order - the information was released pursuant to a compulsory order under a judicial process or under a compulsory regulatory requirement, or Parliamentary Order. The Parties agree to provide written notice of such orders as soon as reasonably possible;
 - vi. Required to be Disclosed by Law – nothing in this Agreement shall

- be interpreted so as to preclude **(Insert Proponent Name)** from disclosing information that **(Insert Proponent Name)** may be required or ordered to disclose under the federal *Access to Information Act* or otherwise, pursuant to any applicable federal laws;
- vii. Required to be Disclosed to the Auditor General of Canada - nothing in this Agreement shall be interpreted so as to preclude **(Insert Proponent Name)** from disclosing information that **(Insert Proponent Name)** may be obligated to disclose to the Auditor General of Canada;
 - viii. To which the Disclosing Party Consents to be Released – the information may be released if the Disclosing Party agrees in writing to the release of the information by the Receiving Party.
- d) Confidential Information may only be reproduced as necessarily required to carry out the Project, or with written permission from the Disclosing Party.

3. EFFECTIVE DATE AND DURATION

This Agreement shall come into force and effect on the date of last signature (the "Effective Date"). The Confidential Information shall be held confidential for a term of 1 year from the Effective Date of this Agreement, notwithstanding termination of the Agreement.

4. EXECUTION / SIGNATURES

IN WITNESS WHEREOF this Agreement has been executed by duly authorized representatives of the Parties.

HER MAJESTY THE QUEEN

IN RIGHT OF CANADA, as represented by

the Minister of Public Works and Government Services Canada

By: _____

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CCC No./N° CCC - FMS No/ N° VME

[Name of official]

Date

[Title]

FOR (Insert Proponent Name):

By: _____

[Name of official]

Date

[Title]

I have authority to bind the [corporation, etc.]



Doing Business with PWGSC

Documentation and Deliverables Manual



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Revisions

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

1 General

1.1 Effective Date

January 12, 2018

1.2 Authority

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

1.3 Purpose

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

1.4 Scope

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

1.5 Harmonization with Terms of Reference

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

1.6 Departmental Name Change

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

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

1.7 Terminology

This document utilizes the following terminology:

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

1.8 Definitions

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

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

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

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

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

2 Construction Documents

2.1 General

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

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

2.1.1 Principles of PWGSC Contract Documents

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

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

2.1.2 Translation

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

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

2.1.3 Construction Documents Definitions

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

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

2.1.4 Quality Assurance

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

2.1.5 Quality Assurance Deliverables

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

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

2.1.6 Terminology & Quantities

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

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

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

2.1.7 Units of Measure

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

2.2 Drawings

2.2.1 General

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

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

2.2.2 Information to be Included

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

2.2.3 Title Blocks and Revision Notes

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

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

2.2.4 Drawing Numbers

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

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

2.2.5 Presentation Requirements

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

2.2.6 Legends

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

2.2.7 Schedules and Tables

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

2.2.8 North Arrow

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

2.2.9 Drawing Symbols

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

2.2.10 As-Built Drawings

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

2.2.11 Submission Format

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

2.2.11.1 Drawing Hard Copy Deliverable Format

Drawing submitted in hard copy shall be:

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

2.2.11.2 Drawing Electronic Copy Deliverable Format

Drawing submitted electronically shall be provided:

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

2.3 Building Information Modelling (BIM)

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

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

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

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

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

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

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

2.4 Specifications

2.4.1 National Master Specification

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

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

2.4.2 Index

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

2.4.3 Specification Organization

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

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

2.4.4 Standards

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

2.4.5 Specifying Materials

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

2.4.5.1 Alternate Products and Materials

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

2.4.5.2 Sole Sourcing

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

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

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

Designated Contractor

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

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

Designated Contractor

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

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

Materials

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

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

Acceptable Materials

- .1 The only acceptable materials are [_____].

2.4.6 Measurement for Payment

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

2.4.6.1 Unit Prices

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

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

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

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

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

2.4.7 Cash Allowances

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

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

2.4.8 Warranties

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

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

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

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

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

2.4.9 Miscellaneous Requirements

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

2.4.10 Specification Coordination

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

2.4.11 Regional Guide

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

2.4.12 Health and Safety

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

2.4.13 Subsurface Investigation Reports

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

Subsurface Investigation Report(s)

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

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

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

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

2.4.14 Prequalification and Pre-Award Submissions

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

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

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

2.4.15 Contracting Issues

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

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

2.4.16 Specification Submission Format

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

2.4.16.1 Specification Hard Copy Deliverable Format

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

2.4.16.2 Specification Electronic Copy Deliverable Format

Specifications submitted electronically shall be:

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

2.5 Addenda

2.5.1 Format

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

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

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

2.5.2 Content

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

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

3 Cost Estimates

3.1 Cost Estimates Submission Formats

3.1.1 Format

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

3.1.2 Contents

All cost estimates shall contain the following:

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

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

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

3.2 Classes of Cost Estimates for Construction Projects

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

3.2.1 Class D (Indicative) Estimate

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

3.2.2 Class C Estimate

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

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

3.2.3 Class B (Substantive) Estimate

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

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

3.2.4 Class A (Pre-Tender) Estimate

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

4 Project Schedules

4.1 Schedule Format

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

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

4.2 Progress Report

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

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

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

4.2.1 Executive Summary

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

4.2.2 Narrative Report

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

4.2.3 Variance Report

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

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

4.2.4 Criticality Report

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

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

4.2.5 Exception Report

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

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

The exception report shall be provided in the following format:

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

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

4.2.6 Master Schedule

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

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

4.2.7 Detailed Project Schedule

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

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

Appendix A Checklist for the Submission of Construction Documents

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

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

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

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

Specifications			
Item	Verified by	Explanations	Action by
7c Non-restrictive, non-trade name “prescription” or “performance” specifications are used throughout.			
7d The term “Acceptable Manufacturers” is not used.			
7e No sole sourcing has been used.			
7f If sole sourcing has been used, the correct wording has been used and a justification, estimate, and specification have been provided to the Departmental Representative for the sole-sourced products.			
8 Measurement for Payment			
8a Unit prices are used only for work that is difficult to estimate.			
9 Cash Allowances			
9a No cash allowances have been used or if they have, approval from the Departmental Representative has been received.			
10 Miscellaneous Requirements			
10a No paragraphs noted as “Scope of Work” are included.			
10b In Part 1 - General of any section, the paragraphs “Summary” and “Section Includes” are not used.			
11 Specification Coordination			
11a The list of related sections and appendices are coordinated.			
12 Health and Safety			
12a Section 01 35 29.06 – Health and Safety Requirements is included.			
13 Subsurface Investigation Reports			
13a Subsurface investigation reports are included after Section 31.			
14 Prequalifications			
14a There are no mandatory contractor and/or subcontractor prequalification requirements or references to certificates, transcripts, licence numbers of a trade or subcontractor, or other such documentation or item included in the bid.			

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

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

Consultant's Representative: _____

Firm name: _____

Signature: _____ Date: _____

Appendix B Drawings and Specifications Table of Contents Template

B.1 General

List all drawings by number and title.

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

B.2 Sample Table of Contents

Project No: _____ **Table of Contents** **Index**
Page 1 of ____

DRAWINGS:

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

SPECIFICATIONS:

DIVISION	SECTION	NO. OF PAGES
01	01 00 10 – General InstructionsXX
	01 14 25 – Designated Substances ReportXX
	01 35 30 – Health and SafetyXX
23	23 xx xx	
26	26 xx xx	

Appendix C Addenda Formatting Template

C.1 Instructions

To re-issue a drawing with an addendum:

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

To re-issue a specification with an addendum:

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

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

C.2 Sample Addendum

Date: _____

Addendum Number: _____

Project Number: _____

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

DRAWINGS:

- 1 A1 Architecture
.1

SPECIFICATIONS:

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

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

D.1 Electronic Submissions

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

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

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

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

D.2 Directory Structure

D.2.1 1st Tier Subfolder

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

D.2.2 2nd Tier Subfolder

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

D.2.3 3rd Tier Subfolder

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

D.2.4 4th Tier Subfolder - Drawings

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

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

- Y

Where:

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

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

For the “Drawings - Dessins” folder:

= Y - Z

Where:

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

Y = the English title of the folder

Z = the French title of the folder

Example:

04 - Electrical – Électrique

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

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

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

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

D.2.5 4th-Tier Subfolders for Specifications

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

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

- Y

Where:

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

Y = the title of the folder

Example:

02 – Divisions

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

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

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

D.2.6 Directory Structure Example

The following is an example of the directory structure for the tender document, refer to previous sections for requirements, and use only sections applicable to the given project:

```
Project #####
  Bilingual – Bilingue
    Drawings – Dessins
      01 - Drawing List – Liste des dessins
      02 – Demolition – Démolition
      03 – Architecture – Architectural
      04 – Civil – Civil
      05 – Landscaping - Aménagement paysager
      06 – Mechanical – Mécanique
      07 – Electrical – Électricité
      08 – Structural - Structural
      09 – Interior Design – Aménagement intérieur
  English
    Drawings
      01 - Drawing List
      02 – Demolition
      03 – Architecture
      04 – Civil
      05 – Landscaping
      06 – Mechanical
      07 – Electrical
      08 – Structural
      09 – Interior Design
    ...
    Models
    Specifications
      01 – Index
      02 – Divisions
      03 – Appendices
    Reports
  Français
    Dessins
    Modèles
    Devis
    Rapports
```

D.3 Naming Convention for PDF Files

Each drawing, specifications division or other document that are part of the tender documents must be converted in PDF format (without password protection) in accordance with the following standard naming convention and each PDF file must be located in the appropriate subfolder of the directory structure.

D.3.1 Drawing File Names

Each drawing must be a separate single page PDF file. The naming convention of each file shall be:

X### - Y

Where:

X = the letter or letters from the drawing title block (“A” for Architecture or “ID” for Interior Design for example) associated with the discipline

= the drawing number from the drawing title block (one to three digits)

Y = the drawing name from the drawing title block (for bilingual drawings, the name in both English and French is to appear).

Example:

A001 - First Floor Details

Each drawing that will be located in the appropriate discipline 4th tier subfolders must be named with the same letter (“A” for Architecture Drawings for example) and be numbered. The drawing number used to name the PDF file must match as much as possible the drawing number of the actual drawing (the exception being when leading zeros are required).

The following important points about drawings are to be noted:

- The drawing PDF files within each subfolder are sorted alphanumerically for both displaying and printing. If there are more than 9 drawings in a particular discipline the numbering must use at least two numerical digits (i.e. A01 instead of A1) in order to avoid displaying drawing A10 between A1 and A2. The same rule applies when there are more than 99 drawings per discipline i.e. three digits instead of two must be used for the numbering (for example M003 instead of M03);
- If drawing PDF files are included in the “Bilingual - Bilingue” folder, these cannot be included as well in the “English” and/or “Français” folders;
- If drawings not associated with a particular discipline are not numbered (title page or list of drawings for example), these will be sorted alphabetically. While this does not represent a problem if there is only one drawing in the subfolder, it could disrupt the order when there are two or more drawings. If the alphabetical order of the drawings name does not represent the order on the hard copy set, the drawings are to be named as per the following standard convention when converted in PDF format to ensure proper display and printing order.

D.3.2 Specifications

Each specifications division must be a separate PDF file and all pages contained in each PDF file must have the same physical size (height, width). The drawings and specifications index must also be a separate PDF file. If there are other documents that are part of the Specifications (e.g. Appendix or other) these are to be separate PDF files as well.

D.3.3 Documents Other Than Specifications Divisions

Because PDF files within the Specifications subfolders are sorted alphanumerically (in ascending order) for both on screen display and printing order, all files that appear in folders other than the “Divisions” subfolder must be named using a number:

- Y

Where:

= Two digit number ranging from 01 to 99 with leading zeros required

Y = Name of the document

Example:

01 – Drawings and Specifications Index

D.3.4 Specifications Divisions

The specifications divisions must be named as follows:

Division ## - Y

Where:

Division ## = the actual word “Division” followed by a space and a two digit number ranging from 01 to 99 (with leading zeros required)

Y = name of the Specifications Division as per CSC/CSI MasterFormat™

Example:

Division 05 – Metals

The Numbering of the Divisions cannot be altered from CSC/CSI MasterFormat™ even if some Divisions are not used in a given project. For example, Division 05 will always remain Division 05 even if Division 04 is not used for a given project.

D.4 Media Label

The CD-ROM or DVD+R shall be labeled with the following information:

Project Number / Numéro de projet

Project Title / Titre du projet

Documents for Tender / Documents pour appel d'offres

Disk X of/de X

Example:

Project 123456 / Projet 123456

Repair Alexandra Bridge / Réparation du pont Alexandra

Documents for Tender / Documents pour appel d'offres

Disk 1 of/de 1