



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving PWGSC / TPSGC reception des  
soumissions

Victory Building / Édifice Victory

Room 310 / pièce 310

269 Main Street / 269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

## 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**

**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 - Western  
Region

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> Engineering Design Services-Nunavut	
<b>Solicitation No. - N° de l'invitation</b> F2470-190036/A	<b>Date</b> 2019-11-08
<b>Client Reference No. - N° de référence du client</b> F2470-190036	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWZ-202-10913	
<b>File No. - N° de dossier</b> PWZ-9-42135 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-12-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Thompson, Valerie	<b>Buyer Id - Id de l'acheteur</b> pwz202
<b>Telephone No. - N° de téléphone</b> (204) 509-0349 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DFO-SCH, Harbour Development Arctic Bay and Clyde River, Nunavut	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **REQUEST FOR PROPOSAL (RFP)**

### **TABLE OF CONTENTS**

The following is intended to clarify the general structure of the whole document.

Front Page

Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Proposal Documents
- SI3 Questions or request for clarifications
- SI4 Canada's Trade Agreements
- SI5 CERTIFICATIONS
- SI6 Web Sites
- SI7 Health and Safety
- SI8 Inuit Benefits Plan (IBP) Nunavut Agreement – see appendix E

Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

- SC1 Inuit Benefits Plan (IBP) Evaluation & Assessment - see appendix E
- SC2 Employer/Prime Consultant

Agreement Particulars

Team Identification Format (Appendix A)

Declaration/Certifications Form (Appendix B)

Price Proposal Form (Appendix C)

Doing Business with PWGSC Documentation and Deliverables Manual (Appendix D)

Inuit Benefits Plan (IBP) Nunavut Agreement (Appendix E)

Submission Requirements and Evaluation (SRE)

Terms of Reference

Description of Project (PD)

Description of Services - Required Services (RS)

Contracting Authority

Valerie Thompson

Phone: (204) 509-0349

Email: [Valerie.thompson@pwgsc-tpsgc.gc.ca](mailto:Valerie.thompson@pwgsc-tpsgc.gc.ca)

---

## 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 (RFP).
2. This is a single phase selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services, and IBP Commitments submissions will constitute the proposal.

### 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);  
R1410T (2017-08-17), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal;  
Submission Requirements and Evaluation (SRE);
  - a. Subsection 2.b. of section GI16, Submission of proposal of R1410T, incorporated by reference above, is deleted in its entirety and replaced with the following:
  - b. send its proposal only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the RFP.
- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
- (c) Terms of Reference;
- (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";

- (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 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 as early as possible. Enquiries should be received no later than 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.

### **SI4 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).

### **SI5 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 R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

#### **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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a 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.

### **3. Insurance requirements (R1410T GI13 (2011-05-16))**

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.

#### **SI6 - 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)

[http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)

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

<https://www.international.gc.ca/gac-amc/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

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

## **SI7 HEALTH AND SAFETY**

### **Workers Compensation**

1. The recommended Proponent shall provide to the Contracting Authority, prior to Contract award:
  - a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the proposal being declared non-compliant.

## **SI8 Inuit Benefits Plan (IBP) Nunavut Agreement – see appendix E for details**

“This procurement is subject to the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.”

---

## 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
  - (c) Project Brief / Terms of Reference;
  - (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) 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) Project Brief / Terms of Reference;
  - (h) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (i) the proposal.



## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 Inuit Benefits Plan (IBP) Nunavut Agreement – see appendix E for details**

"This procurement is subject to the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada."

### **SC2 Employer/Prime Consultant**

#### **1. During the Design Stage**

- a) The Consultant shall, where the Consultant is working on Federal property and is in control of the work site (no Federal presence or construction contractor), for the purposes of the applicable provincial or territorial Occupational Health & Safety Acts and Regulations, and for the duration of the Work of the Contract:
  - i) act as the Employer, where the Consultant is the only employer on the work site, in accordance with the Authority Having Jurisdiction;
  - ii) assume the role of Prime Consultant, where there are two or more employers (including sub-consultants) involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction.

## **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.

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX A - TEAM IDENTIFICATION FORMAT

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

The prime consultant and other members of the Consultant Team **shall 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.

### **I. Prime Consultant – Professional Civil Engineer with experience in marine construction in the Arctic Environment**

Firm or Joint Venture Name: .....  
.....  
.....

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

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

### **II. Key Sub Consultants / Specialists / Own Forces:**

#### **Civil Engineer**

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

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

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

#### **Coastal Engineering**

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

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

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

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## II. Key Sub Consultants / Specialists / Own Forces: *(cont'd)*

### Fluvial Geomorphology

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

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

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

### Sediment Management Science

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

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

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

### Structural Engineering

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

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

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

### Electrical Engineering

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

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

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

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## II. Key Sub Consultants / Specialists / Own Forces: *(cont'd)*

### Environmental Specialist

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

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

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

### Bathymetric and Topographic Surveying

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

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

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

### Georeferenced Aerial Photography

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

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

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

### Geotechnical Engineering

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

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

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

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## II. Key Sub Consultants / Specialists / Own Forces: *(cont'd)*

### Schedule Management Specialist

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

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

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

### Risk Management Specialist

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

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

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

### Cost Estimating Specialist

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

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

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

### Legal Land Surveying

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

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

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

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX B - DECLARATION/CERTIFICATIONS FORM

**Project Title:** Civil Engineering Design Services, Arctic Bay, and Clyde River, Nunavut Territory, Harbour Development Project – Solicitation # F2470-190036/A

**Name of Proponent:**

**Street Address:**

**Mailing Address:**

**Telephone Number:** (    )

**Fax Number:**     (    )

**E-Mail:**

**Procurement Business Number:**

<b>Type of Organization:</b>  _____ Sole Proprietorship _____ Partnership _____ Corporation _____ Joint Venture	<b>Size of Organization:</b>  Number of Employees _____ Graduate Architects / Professional Engineers _____ Other Professionals _____ 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.

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## **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.



Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

## 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.

.....  
name signature .....

.....  
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....  
name signature .....

.....  
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....  
name signature .....

.....  
title

I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

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

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

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.

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

## APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PWGSC Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include Applicable Taxes.

PROPOSERS SHALL NOT ALTER THIS FORM

**Project Title:** Civil Engineering Design Services, Arctic Bay, and Clyde River, Nunavut Territory, Harbour Development Project

**Project Number:** F2470-190036/A

**Name of Proponent:** \_\_\_\_\_

**The following WILL form part of the evaluation process:**

### REQUIRED SERVICES

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

#### **ARCTIC BAY, NU - ENGINEERING DESIGN SERVICES**

#### **FIXED FEE**

RS 2.2 Analysis of Project Scope of Work	\$ _____
RS 2.3 Investigations, Studies and Reports	\$ _____
RS 2.4 Permitting Support	\$ _____
RS 2.5 Design Development	\$ _____
RS 2.6 Construction Tender Documents	\$ _____
<b>ARCTIC BAY, NU – ENGINEERING DESIGN SERVICES MAXIMUM FIXED FEES</b>	<b>\$ _____</b>

#### **CLYDE RIVER, NU - ENGINEERING DESIGN SERVICES**

#### **FIXED FEE**

RS 2.2 Analysis of Project Scope of Work	\$ _____
RS 2.3 Investigations, Studies and Reports	\$ _____
RS 2.4 Permitting Support	\$ _____
RS 2.5 Design Development	\$ _____
RS 2.6 Construction Tender Documents	\$ _____
<b>CLYDE RIVER, NU – ENGINEERING DESIGN SERVICES MAXIMUM FIXED FEES</b>	<b>\$ _____</b>

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX C - PRICE PROPOSAL FORM (cont'd)

### TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

**ARCTIC BAY, NU – ENGINEERING DESIGN SERVICES  
MAXIMUM FIXED FEES**

\$ \_\_\_\_\_

**CLYDE RIVER, NU – ENGINEERING DESIGN SERVICES  
MAXIMUM FIXED FEES**

\$ \_\_\_\_\_

**TOTAL EVALUATED FEES**

\$ \_\_\_\_\_

---

### The following will NOT form part of the evaluation process

---

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

#### 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, section GC5.12 Disbursements:**

*Copies of receipts must be provided upon request.*

1) Travel Costs including mobilization and  
demobilization costs for Geotechnical Investigations

\$ \_\_\_\_\_

2) Travel Costs other

\$ \_\_\_\_\_

**MAXIMUM AMOUNT FOR DISBURSEMENTS**

\$ \_\_\_\_\_

National Joint Council (NJC) Travel Directive link: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

*"Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Departmental Representative."*

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX C - PRICE PROPOSAL FORM (cont'd)

---

**The following will NOT form part of the evaluation process**

---

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

### THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

#### Principals

Name	\$ per hour
.....	\$.....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$.....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$.....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$ .....
.....	\$.....
.....	\$ .....

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
DFO-SCH -190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No./N° VME

**APPENDIX C - PRICE PROPOSAL FORM (cont'd)**

**Staff**

Name / Position	\$ per hour
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**END OF PRICE PROPOSAL FORM**



## Doing Business with PWGSC

### Documentation and Deliverables Manual



---

## Contents

1	General .....	1
1.1	Effective Date .....	1
1.2	Authority .....	1
1.3	Purpose .....	1
1.4	Scope .....	1
1.5	Harmonization with Terms of Reference .....	1
1.6	Departmental Name Change .....	1
1.7	Terminology .....	1
1.8	Definitions .....	2
2	Construction Documents .....	3
2.1	General .....	3
2.2	Drawings .....	4
2.3	Building Information Modelling (BIM) .....	6
2.4	Specifications .....	6
2.5	Addenda .....	10
3	Cost Estimates .....	12
3.1	Cost Estimates Submission Formats .....	12
3.2	Classes of Cost Estimates for Construction Projects .....	12
4	Project Schedules .....	14
4.1	Schedule Format .....	14
4.2	Progress Report .....	14
Appendix A	Checklist for the Submission of Construction Documents .....	17
Appendix B	Drawings and Specifications Table of Contents Template .....	22
Appendix C	Addenda Formatting Template .....	23
Appendix D	Directory Structure and Naming Convention Standards for Construction Tender Documents ..	24

---

## Revisions

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



---

# **1 General**

## **1.1 Effective Date**

January 12, 2018

## **1.2 Authority**

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

## **1.3 Purpose**

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

## **1.4 Scope**

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

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

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

## **1.6 Departmental Name Change**

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

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

## **1.7 Terminology**

This document utilizes the following terminology:

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

---

## 1.8 Definitions

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

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

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

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

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

---

## 2 Construction Documents

### 2.1 General

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

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

#### 2.1.1 Principles of PWGSC Contract Documents

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

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

#### 2.1.2 Translation

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

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

#### 2.1.3 Construction Documents Definitions

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

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

#### 2.1.4 Quality Assurance

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

---

### 2.1.5 Quality Assurance Deliverables

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

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

### 2.1.6 Terminology & Quantities

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

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

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

### 2.1.7 Units of Measure

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

## 2.2 Drawings

### 2.2.1 General

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

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

### 2.2.2 Information to be Included

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

### 2.2.3 Title Blocks and Revision Notes

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

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

---

## 2.2.4 Drawing Numbers

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

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

## 2.2.5 Presentation Requirements

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

## 2.2.6 Legends

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

## 2.2.7 Schedules and Tables

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

## 2.2.8 North Arrow

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

## 2.2.9 Drawing Symbols

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

## 2.2.10 As-Built Drawings

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

## 2.2.11 Submission Format

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

---

### 2.2.11.1 Drawing Hard Copy Deliverable Format

Drawing submitted in hard copy shall be:

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

### 2.2.11.2 Drawing Electronic Copy Deliverable Format

Drawing submitted electronically shall be provided:

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

## 2.3 Building Information Modelling (BIM)

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

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

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

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

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

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

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

## 2.4 Specifications

### 2.4.1 National Master Specification

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

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

---

## 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 Unifomat II format.

#### 3.1.2 Contents

All cost estimates shall contain the following:

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

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

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

### 3.2 Classes of Cost Estimates for Construction Projects

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

#### 3.2.1 Class D (Indicative) Estimate

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

#### 3.2.2 Class C Estimate

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

---

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

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

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

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

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

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

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

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

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

---

## Appendix B Drawings and Specifications Table of Contents Template

### B.1 General

List all drawings by number and title.

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

### B.2 Sample Table of Contents

---

<b>Project No:</b>	<b>Table of Contents</b>	<b>Index</b>
<hr/>		<b>Page 1 of ____</b>

---

#### DRAWINGS:

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

#### SPECIFICATIONS:

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

---

## Appendix C Addenda Formatting Template

### C.1 Instructions

To re-issue a drawing with an addendum:

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

To re-issue a specification with an addendum:

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

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

### C.2 Sample Addendum

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

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

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

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

#### **DRAWINGS:**

- 1 A1 Architecture  
.1

#### **SPECIFICATIONS:**

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

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



---

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

## - Y

Where:

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

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

For the “Drawings - Dessins” folder:

## = Y - Z

Where:

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

Y = the English title of the folder

Z = the French title of the folder

Example:

04 - Electrical – Électrique

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

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

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

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

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

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

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

## - Y

Where:

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

Y = the title of the folder

Example:

---

## 02 – Divisions

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

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

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

---

## D.2.6 Directory Structure Example

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

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

## D.3 Naming Convention for PDF Files

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

### D.3.1 Drawing File Names

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

X### - Y

Where:

---

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

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

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

Example:

A001 - First Floor Details

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

The following important points about drawings are to be noted:

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

### **D.3.2 Specifications**

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

### **D.3.3 Documents Other Than Specifications Divisions**

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

## - Y

Where:

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

Y = Name of the document

Example:

01 – Drawings and Specifications Index

---

#### **D.3.4 Specifications Divisions**

The specifications divisions must be named as follows:

Division ## - Y

Where:

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

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

Example:

Division 05 – Metals

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

#### **D.4 Media Label**

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

Project Number / Numéro de projet

Project Title / Titre du projet

Documents for Tender / Documents pour appel d'offres

Disk X of/de X

Example:

Project 123456 / Projet 123456

Repair Alexandra Bridge / Réparation du pont Alexandra

Documents for Tender / Documents pour appel d'offres

Disk 1 of/de 1

**SI8 Inuit Benefits Plan (IBP) NUNAVUT AGREEMENT**

In this requirement, it is not mandatory for Bidders to include the Inuit Benefit Plan (IBP) as part of their proposal. This procurement is subject to the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

**INUIT FIRM**

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

**SC1 INUIT BENEFITS PLAN (IBP)****Evaluation and Assessment of IBP Guarantee**

For a bid to be assigned points for representations made in respect of any IBP bid criteria, the bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders shall include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. Canada may seek clarification of the information included in the "Bidder Guarantee and Certification" section, prior to evaluation.

URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

**INUIT BENEFITS PLAN CRITERIA**

ITEM	CATEGORY	Available Points												
1.0	This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. Canada reserves the right to confirm validity of all declarations / guarantees.													
1.1	<b>HEAD OFFICE:</b> Bidders are requested to demonstrate the existence of head offices (5 pts); staffed administrative offices (3 pts); or other staffed facility (1 pt) in the area of the Nunavut Settlement Area. <i>A maximum of 5 points will be assigned for this item.</i>	/5												
1.2	<p><b>TRAINING:</b> Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job professional training programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract. “Training” is considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, <u>each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours</u>, with the proposal committing to the highest number of training hours receiving full points.</p> <table><tr><td></td><td>Bidder 1</td><td>Bidder 2</td><td>Bidder 3</td></tr><tr><td>Total number of Inuit training hours proposed</td><td>20 hours</td><td>35 hours</td><td>60 hours</td></tr><tr><td>Calculation of points</td><td>20/60 = 33% of total points available</td><td>35/60 = 58% of total points available</td><td>60/60 = 100 % of total points available</td></tr></table>		Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available	/15
	Bidder 1	Bidder 2	Bidder 3											
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours											
Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available											
1.3	<p><b>PROFESSIONAL LABOUR:</b> The employment of Inuit individuals in carrying out the work or sub-consulting work of the contract.</p> <p>Bidders will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to labour hours regardless of whether they are Prime Consultant staff and/or Sub- consultant staff.</p> <p>Percentages should be supported by a list of specific positions that may or will be staffed by Inuit. Inuit employment will be confirmed during activities based on supporting documentation provided by the Consultant and Departmental Representative if applicable.</p> <p><i>Inuit labour must meet the following criteria: An Inuit individual who is working on-site performing services related to the project for a consultant, sub-consultant or supplier who has a contract with PWGSC to do work related to the project. The individual must live within the area of the contract. Proof of residency may be requested (Driver’s Licence, Territorial Health Card)</i></p> <p>0-100% of total labour hours = 0-40 points. Points will be assigned based on a percentage % of the total Points available:</p> <p>___ % x total points available</p>	/40												



	<p><i>“Bidder must demonstrate how they will meet their Labor %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation. “</i></p> <p>Example: Bidder guarantees 65% of labor hours will be Inuit = 65% of total points (40)</p> <p>65 % x 40 = 26 points</p> <p>*** Penalty Conditions will apply to this criterion.</p>							
1.4	<p><b>SUPPLIERS:</b> The use of suppliers that are Inuit in carrying out the contract.</p> <p>Bidders will be evaluated on their firm guarantee for the procurement of accommodation, meals, transportation and supplies from Inuit from the Nunavut Settlement Area associated with the Contract.</p> <p>Points will be assigned based on a percentage % of the total points available:</p> <p><u>a</u> % x total points = assigned points 100 %</p> <p>Example:</p> <table><tr><td>Estimated value of Contract:</td><td>\$100,000</td></tr><tr><td>- Less Non-Inuit suppliers:</td><td>\$ 45,000 =</td></tr><tr><td>Total guaranteed for Inuit Suppliers:</td><td>\$ 55,000</td></tr></table> <p>\$55,000 / \$100,000 = 0.55 x 100 = 55% (a)</p> <p><u>55 % x 40 = 22 points</u> 100 %</p> <p>*** Penalty Conditions will apply to this criterion.</p> <p><i>Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors. The Inuit Firm Registry Database <a href="http://inuitfirm.tunngavik.com/">http://inuitfirm.tunngavik.com/</a></i></p>	Estimated value of Contract:	\$100,000	- Less Non-Inuit suppliers:	\$ 45,000 =	Total guaranteed for Inuit Suppliers:	\$ 55,000	/40
Estimated value of Contract:	\$100,000							
- Less Non-Inuit suppliers:	\$ 45,000 =							
Total guaranteed for Inuit Suppliers:	\$ 55,000							
1.5	<b>TOTAL POINTS AVAILABLE</b>	<b>/100</b>						

**BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided will be subject to verification.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Bidders are requested to demonstrate the existence of head offices; staffed administrative offices; or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Inuit Training**

<b>Position Title and # of people in that position (Provide name(s) where possible)</b>	<b>Type of Training</b>	<b>Number of Inuit trained</b>	<b>Inuit Training Hours</b>
Include type of training and hours of training.			

**TABLE 3 – Guarantee of Inuit Labour Content for Sub-Contracting**

$$\frac{\text{Total No. Of Inuit Employee Hours for This Contract}}{\text{Total No. Of Employee Hours for This Contract}} = \text{_____} \%$$

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Inuit Employee Hours</b>	<b>Non-Inuit Employee Hours</b>
Bidders to include the # of hours to be worked.		

**TABLE 4 – Guarantee of Inuit Content for Suppliers Content:**

Total Estimated Cost for accommodation, meals, and supplies/materials procured from Inuit Companies for this Contract.

Total Bid Price

= \_\_\_\_\_ %

Name & Position Title (Provide name(s) where possible)	Inuit Company	Non-Inuit Company
Bidder to include the value of accommodation, meals, transportation, supplies to be procured from an Inuit of Nunavut firm. <i>"NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations. Verification of Inuit businesses will be made in accordance with 3.4 Sub-consultants / Suppliers."</i>		

**Bidder Certification**

The Bidder must submit the following Certification if a guarantee of IBP is being provided, either at time of bid submission, or prior to contract award.

**INUIT BENEFITS PLAN CERTIFICATION:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.

**CONSULTANTS ACHIEVEMENT REPORTING AND CERTIFICATION**

1. **For successful Consultant only** - If an IBP guarantee is provided as part of the bid, the successful Consultant must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the Consultant on a monthly basis.
2. The Consultant must indicate if any objectives were not met, identify why they were not, explain how the situation will be remedied and within what timeframe.
3. Information provided may be subject to verification.
4. The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Consultant met its' IBP guarantee.
5. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.

**Return Reports to:**

Contracting Authority Name: Valerie Thompson

Email: [valerie.thompson@pwgsc-tpsgc.gc.ca](mailto:valerie.thompson@pwgsc-tpsgc.gc.ca)**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Consultants are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Achievement of Inuit Labour Content (Employee of Prime or Sub-consultant)**

Total No. Of Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
 Total No. Of Employee Hours for This Contract

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Inuit Employee Hours</b>	<b>Non-Inuit Employee Hours</b>
Consultant to include the # of hours worked		

**TABLE 3 – Achievement of Inuit Suppliers Content:**

Total Cost For Supplies/Materials, Equipment Procured From Inuit Companies for This Contract  
Final Contract Value:

= \_\_\_\_\_%

Company Name	Inuit Company	Non-Inuit Company
Consultant to include the value of Suppliers work (e.g.: accommodation, food, transportation, supplies, etc.)		

Consultant Certification

**INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:**

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

The Consultant certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.

**INUIT BENEFITS PLAN PENALTY CONDITIONS**

1. Under the provisions of the proposed contract, where the Consultant meets the guarantees specified and certified in his bid, the Consultant will be paid the agreed contract price.
2. If the Consultant fails to fulfill their Inuit employee hours / sub-consulting guarantee, an amount of up to .5% of the final contract value may be deducted from the hold back provisions. The Consultant will not be evaluated on their achievements. (Table 2A).
3. If the Consultant does not meet the certified percentage of Inuit Suppliers, and fails to fulfill their Inuit supplier's guarantees, an amount of up to .5% of the final contract value may be deducted from the hold back provisions. (Table 2B)
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Consultant, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate penalties if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Consultant's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.

<b>INUIT EMPLOYMENT PENALTY CHECKLIST</b> <b>CONSULTANT : _____</b>			
STEP#	FINAL STATISTICS	% PROPOSE	% ACHIEV
1	Percentage of Inuit Labour / Sub-Consulting Person Hours		
2	Percentage of Inuit Supplier costs		
3	Final Contract Value (no gst)	\$	
4	<b>Certified Inuit Labour guarantee met or fell short?</b>  <b>Met</b> - No applicable penalty.  <b>Shortfall</b> - Consultant may be penalized up to .5% of the final contract value <b>Proceed to Table 2A</b>		
5	<b>Certified Inuit Supplier guarantee met or fell short?</b>  <b>Met</b> - No applicable penalty.  <b>Shortfall</b> - Consultant may be penalized up to .5% of the final contract value <b>Proceed to Table 2B</b>		
6	<b>COMMENTS:</b>       		

TABLE 2A - ASSESSMENT OF INUIT LABOUR / SUB-CONSULTING PENALTY			
ITEM#	REQUIREMENT	WEIGH	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% * 60\%</math></p> <p><b>Notes:</b> percentage of 50% or less receives zero points</p>	60	
2	<p><b>CONSULTANT DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to Consultant's ability to demonstrate diligent efforts to achieve <b>Inuit</b> employment guarantees.</p> <p><b>Points awarded for Consultant's due diligence based on the following scale:</b></p> <p>0-13 points - Consultant demonstrated little to no effort and made no attempt to meet the IBP employment guarantee.</p> <p>14-27 points - Consultant demonstrated moderate effort while attempting to meet the IBP employment guarantee.</p> <p>28-40 points - Consultant demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b>  <math>(100 - \text{total assessed score})\% \times (\text{Final contract value}) \times .5\%</math></p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		



TABLE 2B - ASSESSMENT OF INUIT SUPPLIER PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% \quad * 60\%</math></p> <p><b>Note:</b> Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p><b>CONSULTANT DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to Consultant's ability to demonstrate diligent efforts to achieve Inuit supplier guarantees.</p> <p><b>Points awarded for Consultant's due diligence based on the following scale:</b></p> <p>0-13 points - Consultant demonstrated little to no effort and made no attempt to meet the IBP supplier guarantees.</p> <p>14-27 points - Consultant demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p> <p>28-50 points - Consultant demonstrated outstanding effort while attempting to meet the IBP sub-consulting/supplier guarantees.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b></p> <p><math>(100 - \text{total assessed score})\% \times (\text{Final contract value}) \times .5\%</math></p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____</p> <p>Project Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

Solicitation No. - N° de l'invitation  
F2470-190036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWZ202

Client Ref. No. - N° de réf. du client  
DFO F2470-190036

File No. - N° du dossier  
PWZ-9-42135

CCC No./N° CCC - FMS No/ N° VME

---

## **SUBMISSION REQUIREMENTS AND EVALUATION**

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Inuit Benefits Evaluation Criterion
- SRE 6 Total Score
- SRE 7 Submission Requirements – Checklist

## SUBMISSION REQUIREMENTS AND EVALUATION

### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

An 'Overview of the selection procedure' can be found in R1410T General Instructions to Proponents (GI3).

#### 1.2 Calculation of Total Score

For this project the Total Score will be established as follows:

Technical Rating x 90%	=	Technical Score (Points)
Price Rating x 10%	=	Price Score (Points)
<u>IBP Rating</u>	=	<u>IBP Score (Points)</u>
Total Score	=	Max. 110 Points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus five (5) bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

#### 2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is fifty (50) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Integrity Provisions – Required Documentation
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the Evaluation Board members for evaluation.***

## **SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

### **3.1 MANDATORY REQUIREMENTS**

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

#### **3.1.1 Licensing, Certification or Authorization**

The proponent shall be a Civil Engineering Firm specializing in marine construction in the Arctic environment, licensed, 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 in the territory of Nunavut.

#### **3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following:

Proponent (prime consultant) -	Professional Civil Engineer with experience in marine construction in the Arctic Environment
Key Sub-consultants / Specialists -	Civil Engineer Coastal Engineer Fluvial Geomorphologist Sediment Management Scientist Structural Engineer Electrical Engineer Environmental Specialist Bathymetric and Topographic Surveying Georeferenced Aerial Photography Geotechnical Engineering Schedule Management Specialist Risk Management Specialist Cost Estimating Specialist Legal Land Surveying

If the proponent proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here.

Information required - name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial or territorial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

#### **3.1.3 Declaration/Certifications Form**

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

### 3.1.4 Integrity Provisions – Required documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must provide, **as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

## 3.2 RATED REQUIREMENTS

### 3.2.1 Arctic Marine Infrastructure Engineering Specific Past Experience

Describe the Proponent's accomplishments, achievements and experience as prime consultant on harbour detailed design projects in Nunavut.

Select a **maximum** of four (4) projects undertaken to the completion of construction, within the last ten (10) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 4 projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- A brief description of a maximum of four (4) significant projects completed / undertaken over the last ten (10) years by the firm, or its senior personnel;
- for the above projects, include the names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget per discipline;
- indicate the dates the services were provided for the listed projects;
- scope of services rendered, project objectives, constraints and deliverables; and
- client references - name, address, phone and fax of client contact at working level - references may be checked to verify validity of a project. If project reference checks prove invalid, the proposal may be deemed non-compliant.

Reference checks may be completed if deemed necessary.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved firms in each project.

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered.

### 3.2.2 Achievements of Proponent on Arctic Harbour Feasibility Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on harbour feasibility projects in Nunavut.

Select a **maximum** of three (3) projects undertaken to the completion of the services, within the last ten (10) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included.

---

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project;
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
- budget control and management - i.e. contract price versus final cost - explain variation;
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation; and
- client references - name, address, phone and fax of client contact at working level - references may be checked to verify validity of a project. If project reference checks prove invalid, the proposal may be deemed non-compliant.
- Names of key personnel responsible for project delivery.

The Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions) must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered.

Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

### **3.2.3 Achievements of Key Sub-consultants and Specialists on Projects**

Describe the accomplishments, achievements and experience either as prime consultant or in a sub-consultant capacity on projects. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Select a **maximum** of three (3) projects undertaken to the completion of the services, within the last ten (10) years per key sub consultant or specialist. Only the first 3 projects listed in sequence (per key sub consultant or specialist) will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- Clearly indicate how this project is comparable/relevant to the requested project;
- brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions;
- budget control and management - i.e. contract price versus final cost - explain variation;
- project schedule control and management; and
- client references - name, address, phone and fax of client contact at working level - references may be checked to verify validity of a project. If project reference checks prove invalid, the proposal may be deemed non-compliant.
- Names of key personnel responsible for project delivery.

### **3.2.4 Achievements of Key Personnel on Harbour Projects**

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Information that should be supplied for each key personnel:

- Professional accreditation;
- Accomplishments/achievements/awards;
- Relevant experience, expertise, number of years experience;
- Role, responsibility and degree of involvement of individual in past projects.

### 3.2.5 Scope of Services

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services;
- Work Plan - detailed breakdown of work tasks and deliverables;
- Project schedule - proposed major milestone schedule;
- Risk management strategy.

### 3.2.6 Management of Services

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists personnel and their role on the project;
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable;
- What back-up will be committed;
- Profiles of the key positions (specific assignments and responsibilities);
- Outline of an action plan of the services with implementation strategies and sequence of main activities;
- Reporting relationships;
- Communication strategies;
- Response time: demonstrate how the response time requirements will be met.

## 3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Arctic Marine Infrastructure Engineering Specific Past Experience	5.0	0 - 10	0 – 50
Achievements of Proponent on Arctic Harbour Feasibility Projects	2.0	0 - 10	0 – 20
Achievements of Key Sub-consultants and Specialists on Projects	0.5	0 – 10	0 – 5
Achievements of Key Personnel on Harbour Projects	1.5	0 – 10	0 – 15
Scope of Services	0.5	0 - 10	0 – 5
Management of Services	0.5	0 - 10	0 – 5
<b>Technical Rating</b>	<b>10.0</b>		<b>0 – 100</b>

### Generic Evaluation Table

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

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

To be considered further, proponents **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available as specified above. **No further consideration will be given to proponents not achieving the pass mark of fifty (50) points.**



#### SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 100
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

#### SRE 5 INUIT BENEFITS EVALUATION CRITERION

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

Inuit Benefits Evaluation Criterion	Available Points	Rating	Inuit Benefits Points Rating
<b>1. Inuit Benefits</b>			
1.1 Head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.	5	0-5	0-5
1.2 Inuit Training	15	0-1.5	0-1.5
1.3 Employment of professional Inuit labour	40	0-4	0-4
1.4 Use of Inuit suppliers	40	0-4	0-4
<b>Total Inuit Benefits Evaluation Rating</b>	<b>100</b>		<b>0-10</b>

See Inuit Benefits Plan Conditions contained in Appendix E.

## SRE 6 TOTAL SCORE

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 - 100	90	0 - 90
Price Rating	0 - 10	10	0 - 10
IBP Rating	0 - 10	10	0 - 10
Total Score		110	0 - 110

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

## SRE 7 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 R1410T General Instructions to Proponents, GI16 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

- 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 (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 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/ciif/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, section 3b.
- Proposal - one (1) original plus five (5) of copies required.
- Front page of RFP
- Front page(s) of any solicitation amendment

In a separate envelope:

Price Proposal Form - one (1) completed and submitted in a separate envelope.



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada



## **TERMS OF REFERENCE**

### **ENGINEERING DESIGN SERVICES ARCTIC BAY, NU & CLYDE RIVER, NU HARBOUR CONSTRUCTION PROJECT**

**F2470-190036**

OCTOBER 2019

Department of Fisheries & Oceans

Small Craft Harbours Branch



**Canada**



---

## TABLE OF CONTENTS:

1	PROJECT DESCRIPTION .....	1
1.1	GENERAL .....	1
1.2	BACKGROUND INFORMATION .....	1
1.3	SUMMARY OF DESIGN WORK .....	3
1.4	SUMMARY OF SERVICES AND QUALIFICATIONS .....	5
1.5	SCHEDULE .....	6
1.6	COST .....	7
1.7	EXISTING DOCUMENTATION.....	7
1.8	CODES, ACTS, STANDARDS, REGULATIONS .....	8
2	REQUIRED SERVICES .....	9
2.1	GENERAL REQUIREMENTS .....	9
2.2	ANALYSIS OF PROJECT SCOPE OF WORK .....	9
2.3	INVESTIGATIONS, STUDIES AND REPORTS .....	10
2.4	PERMITTING SUPPORT .....	14
2.5	DESIGN DEVELOPMENT.....	15
2.6	CONSTRUCTION TENDER DOCUMENTS.....	18
2.7	SUB-CONSULTANT/SPECIALIST COORDINATION.....	19
2.8	ADDITIONAL SERVICES.....	19
3	PROJECT ADMINISTRATION.....	19
3.1	GENERAL REQUIREMENTS .....	19
3.2	MEETINGS.....	20
4	APPENDICES .....	21
4.1	APPENDIX A – HARBOUR SITE PLANS .....	21
4.2	APPENDIX B – TERMS OF REFERENCE – LANCASTER SOUND – SMALL CRAFT HARBOUR FEASIBILITY STUDIES – JULY 2018 .....	21



# 1 PROJECT DESCRIPTION

## 1.1 General

### 1.1.1 Purpose

1.1.1.1 The Department of Fisheries & Oceans Canada (DFO), Small Craft Harbours (SCH) requires the services of a civil engineering firm with the knowledge of construction of marine infrastructure in the Arctic environment, acting as prime Consultant together with a multi-disciplinary team of sub-consultants for the provision of service required for this project.

### 1.1.2 PSPC “Doing Business with PWGSC – Documentation and Deliverables Manual”

1.1.2.1 The Terms of Reference (TOR) document must be used in conjunction with the Public Services and Procurement Canada (PSPC) “Doing Business with PWGSC – Documentation and Deliverables Manual”, as the two documents are complimentary.

1.1.2.2 The TOR describes project-specific requirements, services and deliverables while the “Doing Business with PWGSC – Documentation and Deliverables Manual” document outlines with minimum standards and procedures common to all projects.

1.1.2.3 In the case of a conflict between the two documents, the requirements of the TOR override the “Doing Business with PWGSC – Documentation and Deliverables Manual”.

### 1.1.3 Project Information

Project Title: Engineering Design Services – Arctic Bay, NU & Clyde River, NU Harbour Construction Project

Project Location: Arctic Bay, NU  
Clyde River, NU

Project Number: F2470-190036

Contracting Authority: Public Services and Procurement Canada

Project Authority: Fisheries and Oceans Canada, Small Craft Harbours Branch

## 1.2 Background Information

### 1.2.1 Departmental Need

1.2.1.1 Fisheries and Oceans Canada, Small Craft Harbours requires proposals from Engineering Consultants for professional services to carry out the scope of work outlined under section 2.0 Required Services for the construction of small craft harbours at Arctic Bay, NU & Clyde River, NU.

1.2.1.2 On August 1st, 2019, The Prime Minister, Premier of Nunavut, and President of the Qikiqtani Inuit Association (QIA), announced the first step in the creation of a long term protected area in Canada’s High Arctic Basin – the new Tuvaijuittuq Marine Protected



Area. They also announced the completion of the Tallurutiup Imanga National Marine Conservation Area through an Inuit Impact and Benefit Agreement.

- 1.2.1.3 The Inuit Impact and Benefit Agreement supports Inuit stewardship of Tallurutiup Imanga and Tuvaijuittuq. It also creates economic development opportunities in local communities, including Inuit training and employment. In addition, the Government of Canada is investing in infrastructure for communities in the Tallurutiup Imanga area. These infrastructure investments include funding for the construction of harbours and a training centre.
- 1.2.1.4 Within the Government of Canada, this marine conservation area is a commitment and joint priority for Parks Canada, Fisheries and oceans Canada, and Transport Canada.
- 1.2.1.5 Fisheries and Oceans Canada (DFO) is responsible within its mandate for the acquisition, maintenance, operation, contribution to and provision of repairs to fishing and recreational harbour facilities. Small Craft Harbours (SCH) is a program run by DFO with a mandate to keep harbours critical to the fishing industry open and in good repair.
- 1.2.1.6 As part of the establishment of the Tallurutiup Imanga National Marine Conservation Area and the associated Inuit Impact and Benefit Agreement, the Government of Canada, through DFO Small Craft Harbours, will establish commercial fishing harbours in the communities of Arctic Bay, Nunavut and Clyde River, Nunavut.
- 1.2.1.7 The construction of SCH harbours in Arctic Bay and Clyde River, modelled on the small craft harbour developed for Pangnirtung, shall be designed to support safe access to the land and sea in the context of rapid environmental changes in the Arctic and in support of community fish harvesting and marine mammal harvest.
- 1.2.1.8 These harbours will also be designed to support the developing inshore and offshore commercial fisheries, ensuring that local fishing operations have access to safe harbours and landing facilities.

## **1.2.2 Existing Conditions**

### **1.2.2.1 Arctic Bay, NU**

- 1.2.2.1.1 The site is located in the Hamlet of Arctic Bay in the northern part of the Borden Peninsula on Baffin Island. Arctic Bay is accessible by scheduled airline service from Iqaluit, Nunavut. The community is supplied via sealift at various times during the shipping season.
- 1.2.2.1.2 The existing harbour site consists of a small rubble mound breakwater and gravel shoreline.
- 1.2.2.1.3 The location is being considered for the construction of a small craft harbour as shown on the site plan in Appendix A.

### **1.2.2.2 Clyde River, NU**



1.2.2.2.1 The site is located in the Hamlet of Clyde River on the shore of Baffin Island's Patricia Bay, off Clyde Inlet, an arm of the Davis Strait. Clyde River is accessible by scheduled airline service from Iqaluit, Nunavut. The community is supplied via sealift at various times during the shipping season.

1.2.2.2.2 The harbour site consists of a small rubble mound breakwater and gravel shoreline.

1.2.2.2.3 The location being considered for the construction of a small craft harbour as shown on the site plan in Appendix A.

#### 1.2.2.3 Geology and Terrain

1.2.2.3.1 Both of the site locations are located above the tree line and within the permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain.

### 1.2.3 Constraints and Challenges

1.2.3.1 Both site locations are located in remote communities in Nunavut. The Consultant is required to be familiar with the logistical constraints imposed by these remote locations.

1.2.3.2 The Consultant will be required to become familiar with the project sites and obtain local information as required.

1.2.3.3 The remote locations for some of these harbours mean that equipment and materials are not readily available. Consider life cycle costs when selecting materials and equipment, including not only the cost of construction but also the costs associated with doing maintenance on infrastructure in remote locations.

1.2.3.4 The Consultant shall maximize the reliability of design by specifying simple, durable, and robust materials and equipment that DFO can easily maintain by using persons with moderate technical skills working in remote locations.

## 1.3 Summary of Design Work

### 1.3.1 Design Objectives

1.3.1.1 The objective of this project is to provide detailed design for the construction of small craft harbours at the two communities identified. The Consultant shall prepare a complete tender ready package including Class 'A' estimates for the construction of the final designs, construction schedule and estimated annual maintenance costs including cost and frequency of dredging. A design to budget approach shall be used.

1.3.1.2 Final designs shall be consistent with the DFO Harbour Accommodations Guidelines, Version 1.2 updated in 2015. This document will be provided to the successful Consultant after contract award.

1.3.1.3 Each final design shall include the following elements:



- 1.3.1.3.1 Design of a new fixed wharf for a design vessel that has a length of 28.53m, breadth of 7.77m, depth of 5.3m and net tonnage of 199.38 tonnes (similar to the Arctic Fisheries Alliance vessels Suvak and Kiviuq 1). The fixed wharf shall be accessible to the design vessel at low tide conditions.
- 1.3.1.3.2 Design of breakwater(s) to ensure that wave agitation within the harbour does not exceed the design criteria outlined in the DFO Harbour Accommodation Guidelines, Version 1.2. A wave agitation study shall be undertaken to verify that each of the recommended design options meets this criteria.
- 1.3.1.3.3 Accommodation for small craft vessels ranging in length from 6 metres to 9 metres and a draft of 1.5m via a floating wooden dock system. The estimated number of small craft vessels to be accommodated at each of the harbour locations is as follows:
- Arctic Bay, NU – 90 vessels  
Clyde River, NU – 105 vessels
- 1.3.1.3.4 Design of a harbour basin and/or entrance channels with sufficient depth to support the navigation of small craft vessels and the design vessel to the fixed wharf at low tide conditions. A detailed sedimentation analysis shall be completed to ensure that any future maintenance dredging requirements are minimized and the estimated cost and frequency of future dredging requirements shall be included in the final deliverables.
- 1.3.1.3.5 The final designs shall include harbour lighting and an electrical service on the fixed wharf.
- 1.3.1.3.6 Design of a launch ramp for small craft vessels (6 metre to 9 metres in length) within each harbour basin shall be included in the design. The launch ramp shall also be designed so that Sea-Lift loading and unloading operations can be undertaken on the ramp. Consultation with Sea-Lift companies will be required to ensure approach angles and turning radius' required for the Sea-Lift vessels are considered.
- 1.3.1.3.7 Detailed design shall include accommodation of sea-lift activities within the harbour with an emphasis on minimizing interaction between harbour users and sea-lift activities.

### **1.3.2 Design Life**

#### **1.3.2.1 Infrastructure shall have the following minimum service lives:**

- Breakwater – 75 Years
- Fixed Wharf – 40 Years including corrosion protection and allowance to meet the required service life
- Timber Float Wharves – 20 Years
- Launching Facility – 25 Years
- Electrical Facilities – 15 Years
- Basin/Channel Initial Dredging – 15 Years





### **1.3.3 Environmental Objectives**

- 1.3.3.1 Minimizing adverse effects on the environment is a government-wide goal. At all stages of work, keep in mind the need to have projects and facilities that DFO can build and maintain in an environmentally responsible manner.

## **1.4 Summary of Services and Qualifications**

### **1.4.1 General services**

- 1.4.1.1 The prime consultant will provide a full consulting team including the following consultant services and specialties:

- Civil Engineering
- Coastal Engineering
- Fluvial Geomorphology
- Sediment Management Science
- Structural Engineering
- Electrical Engineering
- Environmental Specialist
- Bathymetric and Topographic Surveying
- Georeferenced Aerial Photography
- Geotechnical Engineering
- Schedule Management Specialist
- Risk Management Specialist
- Cost Estimating Specialist
- Legal Land Surveying



## 1.5 Schedule

### 1.5.1 General

1.5.1.1 Deliver the project in accordance with the project milestone listing identified below.

Project Phase	Milestone Completion Date
Project Kick-Off Meeting	January 15, 2020
Project Plan and Schedule Submission	February 3, 2020
Community Consultation	March 2, 2020
Geotechnical Investigation Complete	April 30, 2020
33% Draft Plans, Specification, Schedule & Class 'D' Cost Estimate	June 1, 2020
Legal Land Survey Filed with Land Titles Office	July 20, 2020
Community Consultation	August 10, 2020
Topographic and Bathymetric Survey Complete	September 14, 2020
66% Draft Plans, Specification, Schedule & Class 'C' Cost Estimate	October 5, 2020
Community Consultation	November 2, 2020
Applications for Permits and Approvals Submitted by Consultant	December 2, 2020
99% Draft Plans, Specification, Schedule & Class 'B' Cost Estimate	January 11, 2021
Community Consultation	February 1, 2021
Final Tender Ready Package including Final Plans, Specification, Construction Schedule & Class 'A' Cost Estimate	March 15, 2021

1.5.1.2 Field work shall be completed no later than October 15, 2020 to ensure that the overall project schedule is maintained.

1.5.1.3 The consultant shall submit a detailed project schedule based on the critical milestones for this project and the deliverables listed in section 2.0 Required Services. This schedule will then be used to coordinate all phases of the Consultants services. This schedule is to submitted to DFO by February 3, 2020 at the latest.

1.5.1.4 Once the Project Authority has approved the schedule, the Consultant shall complete the Services in accordance with the approved schedule.



- 1.5.1.5 The schedule shall be of sufficient detail to provide a reasonable basis for progress monitoring and control. The list of activities to be tracked is to be consistent with the Milestones developed and approved in the project schedule.
- 1.5.1.6 The Consultants schedule must provide allowance for a 5 business day technical review and comment period following its presentation of each of the major deliverables, as laid out in section 2.0 Required Services.

## **1.5.2 Progress Monitoring and Reporting**

- 1.5.2.1 On a monthly basis prepare a detailed schedule update showing project status effective as of the last day of the month. The detailed schedule is to reflect the following:
  - 1.5.2.1.1 Progress of each activity to the effective date of the report;
  - 1.5.2.1.2 Estimates for progress and completion milestone dates;
  - 1.5.2.1.3 Actual start and finish dates of all activities being monitored;
  - 1.5.2.1.4 Any potential delays, and outstanding issues and concerns from the design team's point of view; and
  - 1.5.2.1.5 Proposed resolution(s) for any serious planning or scheduling issues.
- 1.5.2.2 Prior to the monthly progress meetings via telephone, submit a written monthly narrative report consistent with, and expanding on, the detailed schedule. The narrative report is to detail the work performed to date, compare actual progress to planned progress, and present updated forecasts.

## **1.6 Cost**

### **1.6.1 General**

- 1.6.1.1 The consultant will maintain the necessary records to confirm the work performed.
- 1.6.1.2 If at any time during the progress of the work, the Consultant considers that the cost approved in the contract will be exceeded, the Consultant shall immediately provide DFO with complete details in writing.
- 1.6.1.3 At no time shall the approved contract value be exceeded without prior written authorization from PSPC.

## **1.7 Existing Documentation**

### **1.7.1 Available for the Consultant**

- 1.7.1.1 DFO Harbour Accommodations Guidelines, Version 1.2 updated in 2015 will be provided to the successful Consultant after contract award.
- 1.7.1.2 A feasibility study for each harbour location is to be completed by December 2019 and copies of the final reports will be provided to the successful Consultant after contract



award. The scope of work in the feasibility study includes pre-design service and design concept analysis and the TOR outlining the work to be provided with the feasibility study is included in Appendix B. A preferred conceptual design for each harbour location will be provided in the completed feasibility study and shall be used as the basis for design development. The Consultant will be responsible for verifying the accuracy of the information incorporated into the design.

1.7.1.3 Bathymetric surveys of both locations were completed in 2018 and will be provided to the successful Consultant after contract award. The Consultant will be responsible for verifying the accuracy of the information incorporated into the design.

1.7.1.4 Georeferenced high resolution aerial photography taken in the summer of 2019 will be provided to the successful Consultant after contract award. The Consultant will be responsible for verifying the accuracy of the information incorporated into the design.

## **1.7.2 Disclaimer**

1.7.2.1 Reference information will be available in the language in which it is written.

1.7.2.2 The documentation is offered “as is” for the information of the Consultant.

## **1.8 Codes, Acts, Standards, Regulations**

### **1.8.1 General**

1.8.1.1 The Consultant must identify, analyze and design the project in accordance with the requirements of all Authorities Having Jurisdiction (AHJ) and all applicable Codes, Acts, Standards and Guidelines and Legislation.

1.8.1.2 The Consultant team must be fully versed with the legislation and requirements that are unique to Federal Government harbours in Canada.

1.8.1.3 The Consultant team must be fully versed with the legislation and requirements that are unique to Federal Government projects tendered through PSPC.

1.8.1.4 The consultant will be responsible for the submission of permits for the harbour construction work and the project shall be undertaken in such a way that the designs are compliant with the AHJ. The AHJ on this project may include but are not limited to:

- Nunavut Planning Commissions (NPC)
- Nunavut Impact Review Board (NIRB)
- Fisheries and Oceans Canada (DFO)
- Environment and Climate Change Canada (ECCC)
- Nunavut Research Institute (NRI)
- Nunavut Water Board (NWB)
- Transport Canada (TC)
- Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)
- Hamlet of Arctic Bay
- Hamlet of Clyde River
- Nunavut Land Claim Agreement
- Canadian Environmental Assessment Act (CEAA)



- Any other authority that is triggered by NIRB/NPC review

### **1.8.2 Code Compliance**

- 1.8.2.1 Adhere to the most recent versions of all applicable laws, regulations, codes, standards, and guidelines applicable to the work. Where these overlap, adhere to the more stringent requirements.
- 1.8.2.2 Where there is no clear “more stringent” requirement, give priority to the Federal requirement over the provincial or municipal version.

### **1.8.3 Health and Safety**

- 1.8.3.1 Be responsible for ensuring health and safety of project team (own employees, sub-consultants, and other specialists) when working on-site.
- 1.8.3.2 Abide by all relevant Legislation, Regulations, Codes, and Standards and ensure sub-consultants and other specialists are equally compliant.
- 1.8.3.3 Assess hazards inherent in the fieldwork.
- 1.8.3.4 Provide all necessary safety training and personnel protective equipment as required to address hazards.
- 1.8.3.5 Immediately address health and safety non-compliance issues identified by the AHJ or by the Departmental Representative and provide the Departmental Representative with written report of action taken.

## **2 REQUIRED SERVICES**

### **2.1 General Requirements**

#### **2.1.1 Background Information**

- 2.1.1.1 The Services under a contract resulting from this TOR will include the provision of the work as described below.

#### **2.1.2 Cost Management**

- 2.1.2.1 Effective cost estimating and cost control is of prime importance. The construction cost estimate shall be provided in a combined unit price and lump sum format. The civil works shall be provided in unit price format.

#### **2.1.3 Time Management**

- 2.1.3.1 Effective time control is crucial. Project schedules shall be established and monitored using current project management tools and techniques, such as Critical Path scheduling.

### **2.2 Analysis of Project Scope of Work**



### **2.2.1 Scope and Activities**

- 2.2.1.1 The Consultant shall analyze the Project Brief and advise the Departmental Representative of any noted problems or the need for more information, clarification or direction.
- 2.2.1.2 Provide a Health and Safety plan and an environmental protection plan for all required consultant services.
- 2.2.1.3 Subject to applicable security restrictions, the Consultant will be given access to existing plans, surveys, feasibility studies, aerial photography or reports that will aid in the work.
- 2.2.1.4 The Consultant shall examine all factors likely to affect environment as well as aspects of the projects that will require permits for construction for any Authorities Having Jurisdiction (AHJ).

## **2.3 Investigations, Studies and Reports**

### **2.3.1 Review of Existing Information**

- 2.3.1.1 The Consultant shall review all existing documentation including Feasibility Studies and other information provided by DFO.
- 2.3.1.2 The Consultant shall gather any additional information required from DFO staff, user representatives and other stakeholders as required.

### **2.3.2 Community Consultation**

- 2.3.2.1 The consultant shall make allowance for one initial on site consultation meeting with each community to accomplish the following:
  - Develop a rapport with key community stakeholders to be further developed at the next consultations.
  - Develop a good understanding of the site limitations by obtaining local and Inuit knowledge of the site conditions and land use.
  - Listen to and consider the opinions of key community members and stakeholders.
  - Workshop ideas to provide a good understanding of the perspectives and needs of the communities and the various users of the harbour.
  - Consult with the community on the upcoming field work that will be undertaken as part of Section 2.3 Investigations, Studies and Reports.
- 2.3.2.2 The Consultant shall complete this community consultation prior to any field work being conducted and no later than March 2, 2020.
- 2.3.2.3 The Consultant shall prepare a Consultation Summary Report in PDF format.

### **2.3.3 Legal Land Survey**

- 2.3.3.1 The Consultant shall assist DFO in requesting a transfer of administration and control for a water lot and uplands at each harbour location from AHJ. A Plan of Survey is required to define the property.
- 2.3.3.2 The Consultant shall:



- 2.3.3.2.1 Conduct a legal survey of the proposed uplands and waterlot. Place legal survey monuments as required for a plan of survey of the harbour property. Proposed harbour property boundaries to be provided by DFO after contract award.
  - 2.3.3.2.2 Submit a first draft of the plan to the Project Authority.
  - 2.3.3.2.3 Advise of any potential problems that may affect the survey or transfer of ownership.
  - 2.3.3.2.4 On approval to proceed from the Project Authority, the Consultant shall obtain all required plan approvals and file the Plan of Survey and appropriate documents in the appropriate Land Titles Office.
- 2.3.3.3 All work shall be performed by, or under the supervision of, a Land Surveyor licenced in Nunavut so that the final legal survey plan(s) may be filed in the appropriate Land Titles Office.
- 2.3.3.4 Plan of Survey shall be filed with the appropriate Land Titles Office by July 20, 2020.

#### **2.3.4 Bathymetric and Topographic Survey**

- 2.3.4.1 The consultant shall undertake a topographic and bathymetric survey at both harbour locations to confirm the 2018 survey data provided by DFO.
- 2.3.4.2 The consultant shall Establish permanent reference points at each of the harbour locations that is convenient for future use and in a position likely to be safe from damage during the construction of the harbours. Permanent reference points are to be specifically identified on all drawings produced.
- 2.3.4.3 Survey must be conducted in accordance with the CHS Standards for Hydrographic Surveys: <http://www.charts.gc.ca/documents/data-gestion/standards-normes/standards-normes-2013-eng.pdf>
- 2.3.4.4 Horizontal Control:
- 2.3.4.4.1 All points to be in UTM coordinates referenced to NAD83 (CSRS) datum.
  - 2.3.4.4.2 Primary shore control points shall be established by ground survey methods to a relative accuracy of 1 part in 100,000. When geodetic satellite positioning methods are used to establish such points, the error shall not exceed 10 cm at 95% confidence level with respect to NAD 83 (CSRS).
- 2.3.4.5 Vertical Datum:
- 2.3.4.5.1 All depths must be reduced to a low water datum.
  - 2.3.4.5.2 In tidal waters, soundings are reduced to Lowest Low Water Large Tide (LLWLT).



- 2.3.4.5.3 Sounding datum must be referred to a minimum of 3 vertical benchmarks whose elevations must be determined to the accuracy stated in the Canadian Tidal Manual.
- 2.3.4.6 Undertake a topographic/sounding survey to the limits of the harbour area that is accurate in all planes to within +/- 0.05m of the reference point for points on land and +/- 0.1m for points underwater.
- 2.3.4.7 Survey lines are to start at the limits of the upland area and extend into the water to the limits of the water area. Survey lines are to be spaced at a maximum offset of 10m.
- 2.3.4.8 Survey points along the lines are to have a maximum spacing of 5m for points underwater and a maximum spacing of 5m for points on land. Additional survey points may be required along or between the lines to completely identify significant site features.
- 2.3.4.9 Significant site features to be surveyed include but are not limited to the following:
- Locations and elevations of any existing structures (buildings, wharves, floats, launch ramps, power poles, concrete pads, parking lots, culverts, etc.)
  - Shoulder of roads
  - Top of slope and toe of slope of any breakwater, shore line or naturally sloped feature
  - Extents of any topographical or geological features (bedrock outcrops, cliffs, ravines, streams, ditches)
  - Location of any evidence of high water lines in addition to Ordinary High Water Mark
  - Locations of any navigational aids (lights, ranges, buoys)
  - Edge of water on the given day
  - Property pins
  - Any other site conditions that may impact the development of a harbour at the site.
- 2.3.4.10 Topographic and bathymetric survey shall be submitted to DFO by September 14, 2020.
- 2.3.4.11 The Consultant shall prepare a report that includes the following items:
- Site Plan that illustrates the findings of the field work. Drawing is to be to a scale that shows the limits of the field investigation on ARCH D sized paper.
  - Copies of any Field Notes recorded on site.
  - Copies of the raw data collected on site.
  - Details of survey method used, equipment used and any pertinent site information.
  - Electronic copy of the Site Plan in an AutoCAD format with all features drawn on separate layers.
  - Electronic copy of the raw data in a CSV or similar format.
- 2.3.5 Biological Environment and Socio-Economic Environment Assessment:**
- 2.3.5.1 Consultant shall produce the following reports/studies to support the construction work and permit requirements for AHJ:
- Traditional knowledge study
  - Fish and fish habitat assessment and baseline study
  - Migratory and marine bird assessment
  - Terrestrial vegetation assessment
  - Wildlife assessment





- Marine mammal assessment
- Species at Risk assessment
- Archeological and Cultural Historic Site assessment

2.3.5.2 The Consultant shall prepare a report for each harbour location that includes the above items in PDF format.

### **2.3.6 Geotechnical and material investigations**

2.3.6.1 The Consultant shall undertake a geotechnical drilling and site investigation program that includes but is not limited to the following:

- Review of existing geotechnical information for the project
- Report showing investigation procedures used
- Site Description
- Subsurface Soil Description from Laboratory Tests
- Grain Size Distribution Report
- Laboratory Report
- Borehole Location Plan
- Borehole Logs inclusive of number of rock core fractures per 0.3m run depth
- Colored photos of all cores
- Load Evaluation Assessment
- Recommendations on soil parameters to support wharf and breakwater design
- Review and determination of aggregate requirements and quarry assessment
- Assessment of the stability of the proposed dredge and breakwater slopes
- Foundation recommendations for the breakwaters and fixed wharves
- Dredge spoil re-use viability recommendations
- Detailed assessment of fixed wharf design including wall embedment, bending, shear and axial capacities, wall deflection, ground settlement behind the wall, assessment of anchor walls, as required
- Sequence of construction analysis
- Provide the stated global factor of safety for main harbour structures based on detailed design
- Consideration of ice effects on structures
- Consideration of the potential effects of permafrost on harbour structures

2.3.6.2 The Consultant shall plan to undertake geotechnical drilling in key areas where the main harbour structures are to be constructed (fixed wharf, breakwaters, basin and channel dredging) to depths that surpass the design elevations to ensure there is suitable information available to Contractors for constructability evaluations.

2.3.6.3 On-site geotechnical investigation work is to be completed by April 30, 2020.

2.3.6.4 The Consultant shall prepare a report for each harbour location that includes the above items in PDF format.

### **2.3.7 Coastal Processes and Sedimentation Assessments**

2.3.7.1 The Consultant shall undertake a detailed coastal process and sedimentation study specific to the detailed harbour design layout to assess the following:

- Characterization of sediment, identification of transport pathways and sediment trend analysis



- Contaminate testing of proposed dredge areas
- Numerical modeling to determine the current flow of sediments, sedimentation rates, source of sediment, siltation patterns
- Identify the rate of littoral drift
- Identify the rate of accretion of sediment on the proposed site
- Assessment of how proposed structures will affect littoral drift
- Predicted shoreline change after construction of the harbour

2.3.7.2 Consultant shall estimate the frequency of dredging required for the final design and associated cost.

2.3.7.3 The Consultant shall prepare a report for each harbour location that includes the above items in PDF format.

### **2.3.8 Wave Climate and Agitation Study**

2.3.8.1 The Consultant shall undertake a detailed wave climate and agitation study specific to the detailed harbour design layout to assess the following:

- Perform a parametric wind-wave hindcast to peak significant wave height and peak wave periods, and to estimate the extreme wave heights by return period (25, 50, 100 year period).
- Provide numerical wave modeling to provide an estimate of wave generation, propagation and transformation under select wind conditions for the final harbour design.
- Modelling will take into consideration attenuation of wave energy due to shallow water effects.
- Estimated wave climate at the harbour entrance and harbour basin for the final design.
- Current modelling
- Vessel motion modelling

2.3.8.2 The Consultant shall prepare a report for each harbour location that includes the above items in PDF format.

## **2.4 Permitting Support**

### **2.4.1 Scope and Activities**

2.4.1.1 The Consultant shall assist DFO in obtaining approvals from the following authorities having jurisdiction for the harbour construction project as described in Section 1.8.1.4 above.

2.4.1.2 The Consultant shall assist DFO in conducting any environmental impact assessments required.

2.4.1.3 The Consultant shall provide the DFO with a comprehensive list of required permits including timelines for issuing, level of effort, contact information, and application requirements.

2.4.1.4 Permitting support includes but is not limited to conducting meetings, consultations, meeting with regulatory bodies and completing application forms for required permits.



2.4.1.5 The Consultant shall provide the regulatory authorities with required information to complete the permitting process on behalf of DFO, including but not limited to methodology, testing locations and health and safety plans.

2.4.1.6 Applications for Permits and Approvals shall start by December 2, 2020.

## **2.5 Design Development**

### **2.5.1 33% Report and Class 'D' Estimate & Community Consultation**

2.5.1.1 The Consultant shall, after acceptance of the design concept documents prepared in the provided feasibility studies, prepare and:

- 2.5.1.1.1 Refine the approved Conceptual Design Option to a level of detail which will facilitate Class 'D' cost estimates and conduct design review and discussions with the Client Department.
- 2.5.1.1.2 33% indicates technical completeness of all working documents.
- 2.5.1.1.3 Submit to the Departmental Representative, design development documents in sufficient detail to define the size, intent and character of the entire Project.
- 2.5.1.1.4 Submit an updated Class 'D' Construction Cost Estimate based on the design development documents, and an updated Cost Plan, Project Risk Management Plan and Project Schedule.

#### **2.5.1.2 Community Consultation**

- 2.5.1.2.1 The consultant shall make allowance an on site consultation meeting with each community to accomplish the following:
  - Develop a rapport with key community stakeholders to be further developed at the next consultations.
  - Listen to and consider the opinions of key community members and stakeholders.
  - Workshop ideas to provide a good understanding of the perspectives and needs of the communities and the various users of the harbour.
  - Consult with the community on the results of any completed field work and present the 33% plans for discussion.
- 2.5.1.2.2 The Consultant shall complete this community consultation no later than August 10, 2020.
- 2.5.1.2.3 The Consultant shall prepare a Consultation Summary Report in PDF format.

#### **2.5.1.3 Deliverables:**

- 2.5.1.3.1 Provide copies of all design development documents in the type and number specified below:
  - One copy of working specification in National Master Specification (NMS) format in MS Word and PDF.
  - One copy of working drawings in AutoCAD .dwg format and PDF.



- One copy of supporting data, studies, design brief and calculations in PDF format.
- One copy of internal quality review check in PDF format.
- One copy of the Cost Plan, Estimate and Unit Price Table in MS Excel and PDF format.
- One copy of the Project Risk Management Plan in MS Word and PDF format.
- One copy of the Project Schedule in MS Project and PDF format.

2.5.1.3.2 Deliverables to be submitted to DFO by June 1, 2020 at the latest.

## **2.5.2 66% Report and Class 'C' Estimate & Community Consultation**

2.5.2.1 The Consultant shall, after acceptance of the 33% design documents, prepare and:

- 2.5.2.1.1 Refine the approved 33% design documents to a level of detail which will facilitate Class 'C' cost estimates and conduct design review and discussions with the Client Department.
- 2.5.2.1.2 66% indicates substantial technical development of the project – well advanced engineering plans, details, schedules and specifications and ready for submission to local authorities for pre-permit purposes.
- 2.5.2.1.3 Submit for review to the Departmental Representative construction documents detailing the requirements for the construction of the Project at the stage of production as specified.
- 2.5.2.1.4 Submit an updated Class 'C' Construction Cost Estimate based on the design development documents, and an updated Cost Plan, Project Risk Management Plan and Project Schedule.

### **2.5.2.2 Community Consultation**

- 2.5.2.2.1 The consultant shall make allowance for an on site consultation meeting with each community to accomplish the following:
  - Develop a rapport with key community stakeholders to be further developed at the next consultations.
  - Listen to and consider the opinions of key community members and stakeholders.
  - Workshop ideas to provide a good understanding of the perspectives and needs of the communities and the various users of the harbour.
  - Consult with the community on the results of any completed field work and present the 66% plans for discussion.
- 2.5.2.2.2 The Consultant shall complete this community consultation no later than November 2, 2020.
- 2.5.2.2.3 The Consultant shall prepare a Consultation Summary Report in PDF format.

2.5.2.3 Deliverables:



- 2.5.2.3.1 Provide copies of all design development documents in the type and number specified below:
- One copy of the updated specification in National Master Specification (NMS) format in MS Word and PDF.
  - One copy of the updated drawings in AutoCAD .dwg format and PDF;
  - One copy of supporting data, studies, design brief and calculations in PDF format.
  - One copy of internal quality review check in PDF format.
  - One copy of the updated Cost Plan, Estimate and Unit Price Table in MS Excel and PDF format.
  - One copy of the updated Project Risk Management Plan in MS Word and PDF format.
  - One copy of the updated Project Schedule in MS Project and PDF format.

2.5.2.3.2 Deliverables to be submitted to DFO by October 5, 2020 at the latest.

### **2.5.3 99% Report and Class 'B' Estimate & Community Consultation**

2.5.3.1 The Consultant shall, after acceptance of the 66% design documents, prepare and:

- 2.5.3.1.1 Refine the approved 66% design documents to a level of detail which will facilitate Class 'B' cost estimates and conduct design review and discussions with the Client Department.
- 2.5.3.1.2 99% is the submission of complete Construction Documents ready for tender call and for final consultation with stakeholders.
- 2.5.3.1.3 Submit for review to the Departmental Representative construction documents detailing the requirements for the construction of the Project at the stage of production as specified.
- 2.5.3.1.4 Submit an updated Class 'B' Construction Cost Estimate based on the design development documents, and an updated Cost Plan, Project Risk Management Plan and Project Schedule.

#### **2.5.3.2 Community Consultation**

- 2.5.3.2.1 The consultant shall make allowance for an on site consultation meeting with each community to accomplish the following:
- Develop a rapport with key community stakeholders to be further developed at the next consultations.
  - Listen to and consider the opinions of key community members and stakeholders.
  - Workshop ideas to provide a good understanding of the perspectives and needs of the communities and the various users of the harbour.
  - Consult with the community on the results of any completed field work and present the 99% plans for discussion.
- 2.5.3.2.2 The Consultant shall complete this community consultation prior to any field work being conducted and no later than February 1, 2021.



2.5.3.2.3 The Consultant shall prepare a Consultation Summary Report in PDF format.

2.5.3.3 Deliverables:

2.5.3.3.1 Provide copies of all design development documents in the type and number specified below:

- One copy of the updated specification in National Master Specification (NMS) format in MS Word and PDF.
- One copy of the updated drawings in AutoCAD .dwg format and PDF.
- One copy of supporting data, studies, design brief and calculations in PDF format.
- One copy of internal quality review check in PDF format.
- One copy of the updated Cost Plan, Estimate and Unit Price Table in MS Excel and PDF format.
- One copy of the updated Project Risk Management Plan in MS Word and PDF format.
- One copy of the updated Project Schedule in MS Project and PDF format.

2.5.3.3.2 Deliverables to be submitted to DFO by January 11, 2021 at the latest.

## 2.6 Construction Tender Documents

### 2.6.1 100% Report and Class 'A' Estimate

2.6.1.1 The Consultant shall, after acceptance of the 99% design documents, prepare and:

- 2.6.1.1.1 Refine the approved 99% design documents to a level of detail which will facilitate Class 'A' cost estimates.
- 2.6.1.1.2 100% is the submission of complete Construction Documents ready for tender call.
- 2.6.1.1.3 Submit the final Class 'A' Construction Cost Estimate based on the design development documents, and a final Cost Plan, Project Risk Management Plan and Project Schedule.
- 2.6.1.1.4 Final documents are to be sealed by the engineer of record and suitable for reproduction.

2.6.1.2 The Consultant shall prepare a presentation package that illustrates the overall site and harbour design for each site. It must include rendered final design presentation drawings, a model and supporting text.

2.6.1.3 Deliverables:

2.6.1.3.1 Provide copies of all final construction documents in the type and number specified below:

- One copy of the final specification in National Master Specification (NMS) format in MS Word and PDF.
- One copy of the final drawings in AutoCAD .dwg format and PDF.



- One copy of final supporting data, studies, reports, design brief and calculations in PDF format.
- One copy of the final internal quality review check in PDF format.
- One copy of the final Cost Plan, Estimate and Unit Price Table in MS Excel and PDF format.
- One copy of the final Project Risk Management Plan in MS Word and PDF format.
- One copy of the final Project Schedule in MS Project and PDF format.
- Rendered presentation package in PDF format.

2.6.1.3.2 Deliverables to be submitted to DFO by March 15, 2021 at the latest.

## **2.7 Sub-Consultant/Specialist Coordination**

### **2.7.1 Scope and Activities**

2.7.1.1 The Consultant shall coordinate and manage the services of sub-Consultants/Specialists required to complete project requirements in support of the requested services.

## **2.8 Additional Services**

2.8.1.1 Consultant services may be extended to include additional studies and/or the construction phases. This will be determined at a later date.

2.8.1.2 The present contract only covers the Required Services as described above. DFO reserves the right to contract for the following Required Services, or part thereof, through either negotiation with the Consultant under the present contract or separately with other firms/Consultants.

2.8.1.3 Optional Services:

2.8.1.3.1 Tender Call, Bid Evaluation and Construction Contract Award

2.8.1.3.2 Construction and Contract Administration

2.8.1.3.3 Resident Site Services During Construction

2.8.1.3.4 Post Construction Services

## **3 PROJECT ADMINISTRATION**

### **3.1 General Requirements**

#### **3.1.1 General**

3.1.1.1 All data collected, reports and drawings made in connection with the project become the property of DFO and must be turned over with full copyright to DFO upon completion of the contract.

#### **3.1.2 Project Delivery**



- 3.1.2.1 Deliver the project within the key milestones and according to the detailed project schedule. Ensure that each Consultant team member understands the project requirements for seamless delivery of the required services.
- 3.1.2.2 Provide a continuous risk management program, address the risks associated specifically with this project including the remoteness of the site and the logistics of completing field work in remote locations.

### **3.1.3 Media**

- 3.1.3.1 The Consultant shall not respond to requests for project related information or questions from the media. Such inquiries shall be directed to DFO's Project Authority.

### **3.1.4 Project Response Time**

- 3.1.4.1 It is a requirement of this project that key personnel of the successful proponent and sub-consultants or specialist firms be personally available to attend a meeting or respond to inquiries within five (5) days.
- 3.1.4.2 The key personnel included as team members in the proposal must remain committed and available to the project until the completion of the contract.

## **3.2 Meetings**

### **3.2.1 Project Kick-Off Meeting**

- 3.2.1.1 Project Kick off meeting will be conducted at DFO premises at 501 University Cres, Winnipeg, MB. Consultant shall include the cost to travel to this meeting in their proposal.
- 3.2.1.2 The tentative date for this meeting is January 15, 2020.

### **3.2.2 Monthly Progress Meetings**

- 3.2.2.1 Monthly progress meeting shall be held via telephone during the first week of each month. Consultant is to lead these meetings and provide minutes for each meeting within 72 hours of the meeting.

### **3.2.3 On Site Consultation Meetings**

- 3.2.3.1 The consultant shall make allowance for on site consultation meetings as indicated in Section 1.5 with each community.
- 3.2.3.2 The above requirements do not include the site visits required for the detailed design field investigations. The Contractor is to schedule those visits as required and advise the project authority as to when they will be in the communities. Costs for travel to undertake these investigations shall be included in the contract.
- 3.2.3.3 The Consultant must provide DFO with presentation material one week before each consultation meeting for review and comment. The Consultant must provide the presentation material in both English and Inuktitut.





## **4 APPENDICIES**

### **4.1 Appendix A – Harbour Site Plans**

### **4.2 Appendix B – Terms of Reference – Lancaster Sound – Small Craft Harbour Feasibility Studies – July 2018**