



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

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**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**

Consultant Services Division/Division des services  
d'experts-conseils  
L'Esplanade Laurier  
4th floor, East Tower  
140 O'Connor Street  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> LTDLC Building Envelope Replacement		
<b>Solicitation No. - N° de l'invitation</b> EN448-203118/A	<b>Date</b> 2020-06-26	
<b>Client Reference No. - N° de référence du client</b> 20203118		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FE-174-78860		
<b>File No. - N° de dossier</b> fe174.EN448-203118	<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 2020-08-20</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Bismonte, Tatiana		<b>Buyer Id - Id de l'acheteur</b> fe186
<b>Telephone No. - N° de téléphone</b> (819) 664-3528 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ARCHITECTURE & INTERIOR DESIGN TERRASSES CHAUDIERE 25 EDDY ST 2ND FL.STE 226 Gatineau Quebec K1A0M5 Canada		

**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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT**

**REQUEST FOR PROPOSAL (RFP)**

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## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. Because of the considerable time and expense involved in the preparation, submission and evaluation of full proposals, proponents responding to this RFP are requested to submit a proposal in two phases. Phase One proposals cover only the qualifications, experience and organization of the proposed Consultant Team. Following evaluation and rating of these proposals, proponents are advised of their competitive standing and have the opportunity to decide whether or not to continue their participation by submitting a Phase Two proposal. Phase Two proposals cover the detailed approach to the work, and the pricing and terms offered. A combination of the Phase One and Phase Two submissions constitutes the final proposal.
3. Initially, firms are invited to submit a proposal in the first phase of the selection procedure outlined below. Only the Phase One information asked for in the RFP is to be included in the Phase One proposal, and evaluation and rating of Phase One proposals will be carried out only on the Phase One information requested.  
**IN PHASE ONE, NO MATERIAL IS TO BE SUBMITTED ON THE SUBJECT PROJECT ITSELF.**

### 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);  
R1110T (2020-05-28), General Instructions (GI) – Architectural and/or Engineering Services – Two Phase Request for Proposal;  
Submission Requirements and Evaluation (SRE);

Subsection 4, 5 and 6 of section GI 3.4 (Phase Two Proposal evaluation and final rating) is deleted in its entirety.

Subsection 2.c. of section GI16, Submission of proposal of R1110T, incorporated by reference above, is deleted in its entirety and replaced with the following:

“c. send its proposal only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below.

In the case of submission of a hard copy proposal, send its proposal only to:

Bid Receiving - PWGSC  
11 Laurier St.  
Place du Portage, Phase III  
Core 0B2  
Gatineau, Québec, K1A 0S5

In the case of submission by epost Connect, see instructions in GI16.2.1 below.

In the case of submission by Facsimile, see instructions in GI16.2.2 below.”

Insert the following after section GI16, Submission of proposal of R1110T:

## “GI16.2 Transmission by epost Connect or facsimile

### 1. epost Connect

- a. Proposals may be submitted by using the epost Connect service provided by Canada Post Corporation  
([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)):

The only acceptable email address to use with epost Connect for responses to this bid solicitation is:

[tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Note:** Proposals will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in b., or to send proposals through an epost Connect message if the proponent is using its own licensing agreement for epost Connect.

- b. To submit a proposal using epost Connect service, the Proponent must either:
  - i. send directly its proposal only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Proponent sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Proponent to access and action the message within the epost Connect conversation. The Proponent will then be able to transmit its proposal afterward at any time prior to the solicitation closing date and time.
- d. If the Proponent is using its own licensing agreement to send its proposal, the Proponent must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a Proponent not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For proposals transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the proposal including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete proposal;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the proposal;
  - v. failure of the Proponent to properly identify the proposal;
  - vi. illegibility of the proposal;
  - vii. security of proposal data; or
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of proposal document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of proposal document(s) and will not confirm if the attachments may be opened nor if the content is readable.

- i. Proponents must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A proposal transmitted by epost Connect service constitutes the formal proposal of the Proponent and must be submitted in accordance with section GI16.1.

## 2. Facsimile

- a. Proposals may be submitted by facsimile.

The only acceptable facsimile number for responses to this bid solicitations issued by PWGSC headquarters is:

Bid Fax: (819) 997-9776

- b. For proposals transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed proposal including, but not limited to, the following:
    - i. receipt of garbled, corrupted or incomplete proposal;
    - ii. availability or condition of the receiving facsimile equipment;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the proposal;
    - v. failure of the Proponent to properly identify the proposal;
    - vi. illegibility of the proposal; or
    - vii. security of proposal data.
  - c. A proposal transmitted by facsimile constitutes the formal proposal of the Proponent and must be submitted in accordance with section GI16.1.”
- 
- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief;
  - (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (e) the **Security Requirements Check List** (SRCL);
  - (f) any amendment to the solicitation document issued prior to the date set for receipt of Phase Two proposals;

- (g) the proposal submitted at Phase One and Declaration/Certifications Form;  
and
  - (h) the proposal submitted at Phase Two 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 Phase One solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at [Tatiana.bismonte@tpsgc-pwgsc.gc.ca](mailto:Tatiana.bismonte@tpsgc-pwgsc.gc.ca) 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 R1110T (2020-05-28), 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 available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

Canada will also have the right to terminate the Agreement for default if a Consultant, or any member of the Consultant if the Consultant is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Agreement.

The Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification (see Appendix B - Declaration/Certifications Form), before contract award. If the Proponent is a Joint Venture, the Proponent must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **SI6 SECURITY REQUIREMENT**

1. Before award of a contract, the following conditions must be met:
  - (a) the Proponent (or in the case of a Joint Venture, each member of the Joint Venture) must hold a valid organization security clearance as indicated in Supplementary Conditions SC1;
  - (b) the Proponent's Key Personnel requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
  - (c) the Proponent's proposed location of service performance or document safeguarding must meet the security requirement as indicated in Supplementary Conditions SC1.
2. Proponents are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Proponent to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, proponents should refer to the Contract Security Program of Public Works and Government Services Canada ((<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

To help PWGSC with the verification process, Proponents are being asked to complete Appendix E.

## **SI7 - WEBSITES**



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

Employment Equity Act

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

Federal Contractors Program (FCP)

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

Certificate of Commitment to Implement Employment Equity form LAB 1168

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

Ineligibility and Suspension Policy

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

Code of Conduct for Procurement

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

Lobbying Act

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

Buy and Sell

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

Supplier Registration Information

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

Consultant Performance Evaluation Report Form

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

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

## **SI8 - FAIRNESS MONITOR**

Canada has engaged “Raymond Chabot Grant Thornton Consulting Inc.” as Fairness Monitor to monitor this procurement process.

## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

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

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 SECURITY REQUIREMENT**

1. The following security requirement (SRCL and related clauses) applies and form part of the Agreement.
  1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
  2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
  3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B, including an IT Link at the level of PROTECTED B.
  4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
- (b) Industrial Security Manual (Latest Edition)

2. Consultant's Site or Premises Requiring Safeguard Measures

The Consultant must diligently maintain up-to-date, the information related to the Consultant's site or premises, where safeguard measures are required in the performance of the Services, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory

Postal Code

## **SC2 LANGUAGE REQUIREMENTS**

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services during construction tender call (such as addenda preparation, tenderers' briefing meetings, technical answers to questions by bidders, including translation of bidder's questions) shall be provided expeditiously in both languages, as necessary.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction Contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. Other required services in both of Canada's official languages (such as construction documentation) are described in detail in the Project Brief.
5. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either language shall be to a professional standard.

## **SC3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONSULTANT**

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the contract. If the AIEE becomes invalid, the name of the Consultant will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Consultant in default as per the terms of the contract.

## **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.

## 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 (Proponent - Architect):

Firm or Joint Venture Name: .....

.....

.....

Key Personnel with provincial professional licensing status and/or professional accreditation, and years of experience:

- i. Principal Architect in Charge (One (1) Senior Resource as defined in Appendix C)

.....

.....

- ii. Lead Technical Architect (One (1) Senior Resource as defined in Appendix C)

.....

.....

- iii. Building information modeling (BIM) Specialist (One (1) Intermediate Resource as defined in Appendix C)

.....

.....

If the proponent proposes to provide multidisciplinary services that might normally be provided by a Sub-Consultant, this should be indicated here. If the Proponent is providing the services of any or all of the Key Sub-Consultants, the Proponent shall provide all the information for such Key Sub-Consultant in this section based on the Proponent being deemed to be such Key Sub-Consultant as the case may be.

### II. Key Sub Consultants:

#### Structural Engineer

Firm Name: .....

.....

.....

Key Personnel (Lead Structural Engineer – One (1) Senior Resource as defined in Appendix C) with provincial professional licensing status and/or professional accreditation, and years of experience:

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

### **III. Key Sub Consultants:**

#### **Building Envelope Specialist**

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

Key Personnel (Lead Building Envelope Specialist - One (1) Senior Resource as defined in Appendix C)

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

### **IV. Key Sub Consultants:**

#### **Building Code Consultant**

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

Indicate current license and/or how you intend to meet the provincial or territorial licensing requirements:

.....  
.....

### **V. Key Sub Consultants:**

#### **Electrical Engineer**

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

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

.....

Indicate current license and/or how you intend to meet the provincial or territorial licensing requirements:

.....  
.....

**VI. Key Sub Consultants:**

**Mechanical Engineer**

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

Indicate current license and/or how you intend to meet the provincial or territorial licensing requirements:

.....  
.....

**VII. Key Sub Consultants:**

**Sustainability Consultant**

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

Indicate current license and/or how you intend to meet the provincial or territorial licensing requirements:

.....  
.....



## APPENDIX B - DECLARATION/CERTIFICATIONS FORM

**Project Title:** Les Terrassess de la Chaudière Building Envelope Replacement Project

**Name of Proponent:**

**Street Address:**

**Mailing Address:**

**Proponent's Proposed Site or premises Requiring Safeguard Measures (refer to SI6 Security Requirement):**

Address:

\_\_\_\_\_  
Street Number / Street Name, Unit / Suite / Apartment Number

\_\_\_\_\_  
City, Province, Territory

\_\_\_\_\_  
Postal Code

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

### Federal Contractors Program for Employment Equity - Certification

I, the Proponent, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a proposal non-responsive, or will declare a consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Proponent's certifications. Failure to comply with any request or requirement imposed by Canada may render the proposal non-responsive or constitute a default under the contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: \_\_\_\_\_ (YY/MM/DD) (If left blank, the date will be deemed to be the bid closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Proponent certifies having no work force in Canada.
- ☐ A2. The Proponent certifies being a public sector employer.
- ☐ A3. The Proponent certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Proponent certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Proponent has a combined work force in Canada of 100 or more employees; and
  - ☐ A5.1. The Proponent certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Proponent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to

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Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

☐ B1. The Proponent is not a Joint Venture.

**OR**

☐ B2. The Proponent is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the General Instructions)

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

### Former Public Servant (FPS) - Certification

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

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

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

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

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

YES ( ) NO ( )

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

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

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

### **Work Force Adjustment Directive**

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Proponent must provide the following information:

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

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

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

**Name of Proponent:**

**DECLARATION:**

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

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

## APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS: 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:** Les Terrasses de la Chaudière Building Envelope Replacement Project

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

---

### The following will form part of the evaluation process:

---

1. **REQUIRED SERVICES** including all related costs, services and deliverables to complete the services as specified in the Project Brief and in the RFP documents:

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

SERVICES	FIXED FEE
RS1 Pre-Design Requirement Validation	\$.....
RS2 Schematic Design	\$.....
RS3 Design Development	\$.....
RS4 Construction Documents	\$.....
RS5 Tender, Bid Evaluation and Award	\$.....
RS6 Contract Administration	\$.....
RS7 Commissioning	\$.....
RS8 Estimating and Cost Planning	\$.....
RS9 Planning, Schedule, Control	\$.....
RS10 Bilingual Services	<u>\$.....</u>

**MAXIMUM FIXED FEES FOR REQUIRED SERVICES** \$.....(1)

## APPENDIX C - PRICE PROPOSAL FORM (CONT'D)

### 2. ADDITIONAL SERVICES if and when required

Firm Hourly Rates Hourly Rates\*\* to be based on the Proponents hourly rate for the Proponent's Personnel inclusive of payroll costs, overhead and profit for Additional Personnel. Payment for any additional services or personnel will be based on these hourly rates and paid on the basis of actual hour worked. See table below.

\*\*The Hours in Column 1 are for bid evaluation purposes only and do not represent any hours or estimate of hours associated with the project. The quantities and categories of personnel identified below are for evaluation purposes only and shall not be interpreted to be a commitment by Canada to request the additional services of any of the personnel for any quantity of hours whatsoever.

For the categories where a Senior, Intermediate and/or Junior Personnel is requested, the hourly all-inclusive rate must demonstrate a level of salary progression reflective of the seniority of the resource. For example, the hourly all-inclusive rate of a senior personnel must be equal to or greater than the hourly all-inclusive rate of the intermediate personnel and the hourly all-inclusive rate of an intermediate personnel must be equal to or greater than the hourly all-inclusive rate of the junior personnel within that category.

Seniority of proposed resources shall be determined as follows:

Senior Resource: A resource with a minimum 15 years' experience delivering services of similar scope to that which is required for this Project under their respective discipline.

Intermediate Resource: A resource with 7 to 14 years' experience delivering services of similar scope to that which is required for this Project under their respective discipline.

Junior Resource: A resource with 2 to 6 years' experience delivering services of similar scope to that which is required for this Project under their respective discipline.

Personnel with an undefined seniority: A resource with 7+ years' experience delivering services of similar scope to that which is required for this Project under their respective discipline.

**The hourly rates for any given category of personnel cannot be \$0.00 or nil value or identified as not applicable. Furthermore, should one individual provide services under more than one of the categories below, a rate for each category should be included for that individual to reflect the hourly rate charged while the**



**individual is providing services in that capacity. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.**

	HOURS Column 1	HOURLY RATES Column 2	Total Column 1 X Column 2
--	-------------------	-----------------------------	---------------------------------

**Prime Architect**

**Principals**

Principal Architect in Charge	350		\$
Lead Technical Architect	1050		\$

**Staff**

Senior Architect	1750		\$
Intermediate Architect	1750		\$
Junior Architect	1750		\$
Architectural Technologist	1400		\$
Interior Design	1400		\$
Quality Control	1400		\$
Specification Writer	700		\$
Contract Administrator	2450		\$

**Other**

Lead Envelope Engineer	1050		\$
Sustainability Consultant	700		\$
Cost Consultant	700		\$
Schedule Consultant	1400		\$
Acoustics Consultant	350		\$
Security Consultant	350		\$
Building Code Consultant	700		\$

**Structural**

Lead Structural Engineer	1050		\$
Senior Structural Engineer	1400		\$
Intermediate Structural Engineer	1750		\$
Junior Structural Engineer	1050		\$

**Mechanical**

Senior Mechanical Engineer	1050		\$
Intermediate Mechanical Engineer	1750		\$
Junior Mechanical Engineer	1050		\$

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Mechanical Technologist	700		\$
-------------------------	-----	--	----

**Electrical**

Senior Electrical Engineer	1400		\$
Intermediate Electrical Engineer	1750		\$
Junior Electrical Engineer	1050		\$
Electrical Technologist	700		\$

**Civil**

Senior Civil Engineer	700		\$
Intermediate Civil Engineer	1400		\$
Junior Civil Engineer	700		\$

**Site**

Senior Landscape Architect	700		\$
Intermediate Landscape Architect	1050		\$
Junior Landscape Architect	350		\$

**TOTAL FEE FOR ADDITIONAL SERVICES \$.....(2)**

---

**TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES**

Total Fee for Required Services	\$.....(1)
Total for Additional Services	\$.....(2)
<b>Total Evaluated Fee</b>	<b>\$.....(1+2)</b>

---

Any errors in the addition or multiplication of the amounts in the Price Proposal Form Sections (1), and (2) above will be corrected by Canada to obtain the Total Evaluated Fee. In the case of error in the extension or addition of unit prices, the unit price will govern.

---

**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– Architectural and/or Engineering Services, section GC5.12 Disbursements:

Reproduction and delivery costs of technical documentation additional to that specified in the Project Brief with the prior approval and authorization of the Departmental Representative	\$ 25,000
Bilingual Documents (Beyond services stated in the RFP)	\$ 15,000
Investigations and Materials Testing	\$ 75,000
Other Disbursements	\$ 50,000
<b>MAXIMUM AMOUNT FOR DISBURSEMENTS</b>	<b>\$165,000</b>

### **ESCALATION OF HOURLY RATES**

The firm hourly rates detailed in the Additional Services Table above will be adjusted (the “**Escalation**”) annually on the start date of each new Contract Year (starting with Contract Year 4) based on the annual average percentage increase (decrease) in the monthly index of the Consumer Price Index for Canada, All-Items (Not Seasonally Adjusted), published in [Statistics Canada Table 18-10-0164-01 Architectural, engineering and related services price index, quarterly](#), for the 12-month period ending 3 months prior to the new Contract Year Start date.

The GC5.2 c.v. Maximum Amounts Payable set out in this Price Proposal are not affected by any escalation of hourly rates and will not be adjusted as a result of any such escalation.

This will be calculated using the following formula:

A = Sum of indices for the 12 months ending 3 months prior to the end of the third year

B = Sum of indices for the 12 months ending same month as A of the preceding year

Escalation% =  $[(A/B) - 1] * 100$

#### **For Clarity:**

Assuming that the contract was signed on July 1, 2012, the start of the 4th Year of the contract would be July 1, 2015 and firm hourly rates would be increased by 1.72% to come up to hourly rates applicable to Year 4, based on the following assumptions:

Preceding Year 12 month period = May 2013 - April 2014 Sum of Indices = 1,481.4

Current Year 12 month period = May 2014 - April 2015 Sum of Indices = 1,506.9

Escalation =  $((1,506.9 / 1,481.4) - 1) * 100$

Escalation = 1.72%

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To determine the Contract Year 5 rates in the example, the Contract Years 4 rates determined above would be adjusted using the same Statistics Canada Table and same formula with data for the two 12 month periods May 2016 - April 2017.

**Discontinuation of Economic Price Adjustment Index**

If an index set out in this Contract is discontinued or should be re-baselined by Canada, the parties agree to immediately negotiate in good faith a replacement index.

**END OF PRICE PROPOSAL FORM**

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## **APPENDIX D – SECURITY REQUIREMENTS CHECK LIST**



SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
- If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☐ No ☒ Yes  
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

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





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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Alaoui, El Yazid	AI Project Manager		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-360-9575		EIYazid.Alaoui@tpsgc-pwgsc.gc.ca	2020/03/11

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Lamontagne, Stephen	SO		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-576-3611	--	stephen.lamontagne@pwgsc-tpsgc.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name	Title - Titre	Signature	
Kelly Mureta Contract Security Officer Tel: 613-941-0441 <a href="mailto:kelly.mureta@tpsgc-pwgsc.gc.ca">kelly.mureta@tpsgc-pwgsc.gc.ca</a>			
Tel	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

## APPENDIX E – INFORMATION REALTED TO SECURITY REQUIREMENT

Prime Consultant: Proponent – Architect	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

If the proponent proposes to provide multidisciplinary services that might normally be provided by a Sub-Consultant, this should be indicated here. If the Proponent is providing the services of any or all of the Key Sub-Consultants, the Proponent shall provide all the information for such Key Sub-Consultant in this section based on the Proponent being deemed to be such Key Sub-Consultant as the case may be.

Key Sub-Consultant: Structural Engineer	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

Key Sub-Consultant: Building Envelope Consultant	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

Key Sub-Consultant: Building Code Consultant	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

Key Sub-Consultant: Electrical Engineer	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

Key Sub-Consultant: Mechanical Engineer	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

Key Sub-Consultant: Sustainability Consultant	
Legal Name of Firm:	
Complete Address:	
Telephone Number:	
CISD File Number:	
Organization Security Clearance:	

Key Personnel: Principal Architect in Charge	
Legal Name of Individual:	
Name of Firm:	
Level of Security Clearance:	
Validity period of Security Clearance:	
Security Screening Certificate and Briefing Form File Number or CISD File Number:	

Key Personnel: Lead Technical Architect	
Legal Name of Individual:	
Name of Firm:	
Level of Security Clearance:	
Validity period of Security Clearance:	
Security Screening Certificate and Briefing Form File Number or CISD File Number:	

Key Personnel: BIM Specialist	
Legal Name of Individual:	
Name of Firm:	
Level of Security Clearance:	
Validity period of Security Clearance:	
Security Screening Certificate and Briefing Form File Number or CISD File Number:	

Key Personnel: Lead Structural Engineer	
Legal Name of Individual:	
Name of Firm:	

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

Level of Security Clearance:	
Validity period of Security Clearance:	
Security Screening Certificate and Briefing Form File Number or CISD File Number:	

Key Personnel: Lead Building Envelope Specialist	
Legal Name of Individual:	
Name of Firm:	
Level of Security Clearance:	
Validity period of Security Clearance:	
Security Screening Certificate and Briefing Form File Number or CISD File Number:	

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

## **APPENDIX F – SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**



# **SUBMISSION REQUIREMENTS AND EVALUATION**

SRE 1	General Information
SRE 2	Proposal Requirements
SRE 3	Phase One Submission Requirements and Evaluation
SRE 4	Phase Two Submission Requirements and Evaluation
SRE 5	Basis of Selection
SRE 6	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 R1110T General Instructions to Proponents (GI3).

#### **1.2 Calculation of Total Score**

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

Phase One Rating x 45%	=	Phase One Score
Phase Two Technical Rating x 45%	=	Technical Score
<u>Phase Two Price Rating x 10%</u>	=	<u>Price Score</u>
Total Score	=	Max. 100

### **SRE 2 PROPOSAL REQUIREMENTS**

#### **2.1 Proposal via Epost Connect service (for phases one and two)**

This bid solicitation allows and encourages proponents to use the epost Connect service provided by Canada Post Corporation to transmit their proposal electronically. If the Proponent chooses to submit its proposal electronically through epost Connect service, Canada requests that the Proponent submits its proposal in accordance with section GI16, Submission of proposal, of the General Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the proposal be gathered per separate electronic document (attachment) as follows:

Section I: Technical Proposal;

Section II: Price Proposal (for phase two proposal only).

The electronic attachment should be labelled with the name of the section and the Solicitation Number.

If the Proponent is simultaneously providing copies of its proposal using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will take precedence over the wording of the other copies.

If the Proponent chooses to submit both its phase one and phase two proposals via Epost Connect service, the submission process describe in section GI16.2 of the General Instructions will have to be applied for each phase and, unless the Proponent is using its own licensing agreement for epost Connect provided by Canada Post Corporation, a request to open an epost Connect conversation will have to be made at least six business days prior to the phase one solicitation closing date and time, and a new request will have to be made at least six business days prior to the phase two solicitation closing date and time, as a new conversion will have to be opened for each.

## **2.2 Proposal in Hard Copies (for phases one and two)**

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

Section I: Technical Proposal (submit one (1) bound original plus four (4) bound copies)  
Section II: Price Proposal (for phase two proposal only) (submit one (1) bound original) in a separate sealed envelope.)

Double-sided submissions are preferred.

## **2.3 Proposal by Facsimile (for phases one and two)**

Due to the nature of the bid solicitation, proposals transmitted by facsimile are not recommended for administrative reasons but offered to proponents to provide an alternative opportunity in case of incompatibility or inability to transmit by epost Connect service.

If the Proponent submits its proposal by facsimile, Canada requests that the following sections be clearly identified and separated in the proposal:

Section I: Technical Proposal

Section II: Price Proposal (for phase two proposal only)

## **2.4 Requirement for Proposal Format (for phases one and two)**

The following proposal format information should be implemented when preparing the Phase One and Phase Two proposals:

- Paper (or page) 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
- 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") papers (or pages) 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

## **2.5 Phase One 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 thirty (30) 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
- Table of Contents/Index and section dividers not containing technical information

***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 PWGSC Evaluation Board members for evaluation.***

## **2.6 Phase Two Specific Requirements for Proposal Format**

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 4.2 is thirty-five (35) pages.

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

- Covering letter
- Consultant Team Verification
- Front page of the RFP
- Front page of revision(s) to the RFP
- Indigenous Benefits Plan
- 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 PWGSC Evaluation Board members for evaluation.***

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

*Intent: The intent of Phase One evaluation activities is to verify that the submissions meet the mandatory screening requirements and to evaluate and rate the proposed teams.*

### **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 authorized to provide architectural services and must include an architect 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 province of Quebec.

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

The consultant team to be identified at Phase One (Appendix A) must include the following:

- a) Proponent (Prime Consultant)
  - Architect
- b) Key Sub-consultants
  - Structural Engineer
  - Building Envelope Consultant
  - Building Code Consultant
  - Electrical Engineer
  - Mechanical Engineer
  - Sustainability Consultant

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.

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

For the Prime Consultant and Key Sub-Consultants, 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 R1110T General Instructions to Proponents, GI9 Limitation of Submissions), and provide the name of the representative from the Joint Venture to act on behalf of the Joint Venture with full authority to act on behalf of the Joint Venture and be the interface with Canada.

Proponents will be required to carry over the consultant team identified in Phase One to Phase Two.

### **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 R1110T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.

### **3.1.5 Security Requirement**

Before award of contract, the following conditions must be met:

Proponents must meet all the security requirements as specified in the Supplementary Instructions to Proponents SI6, Supplementary Conditions SC1 and Appendix F.

If the required security information is not provided in Appendix F, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply will render the proposal non-responsive.

## **3.2 RATED REQUIREMENTS**

The evaluation criteria for the Phase One proposal addresses only the previous achievements and experiences of the proposed Consultant Team. No material is to be prepared or presented on the subject project itself. The Phase One proposal provides the opportunity for Proponents to present their past work in the context of the proposed project. It is at this time that interested firms submit to PWGSC a history of their accomplishments in order to establish the capabilities of their teams and lead designers as well as other key team members with the proposed project and services.

### **3.2.1 Achievements of Proponent on Projects**

The Proponent should describe their accomplishments, achievements and experience as prime consultant on projects comparable and relevant to the complexity, scope and budget as per the *Project Brief* in this RFP.

The Proponent should present a maximum of three (3) projects where construction has reached Substantial Performance or been completed within the last 15 years. This maximum number applies to all Proponents, including Joint Ventures. Only the first 3 projects listed in sequence will receive consideration and any others will receive none as though not included. For Joint Venture submissions at least one (1) of the projects submitted should demonstrate past experience working in this same Joint Venture capacity through a full project cycle.

The Proponent should clearly demonstrate experience pertinent to:

- a. Commercial office building envelope rehabilitation and/or envelope replacement of a construction cost of \$50M or more.
- b. External stakeholder involvement including presentations to the NCC or other public bodies
- c. Major building work in an occupied commercial office building
- d. Working with a Construction Management delivery method
- e. Sustainable design for commercial office buildings

Information that should be supplied:

- a. A clear indication of how this project is comparable/relevant to the project in this RFP.
- b. Project title, location, building program, building scale (m2), year started and year completed, budget.
- c. Brief project description and intent. Narratives should include a discussion of how the client's needs were solicited by the Proponent, design process and approach to meet the intent of the project and the design challenges and resolutions of the project, budget control and management - i.e. initial contract price & final construction cost - explain variation and methods used to control budget.
- d. project schedule control and management - i.e. initial schedule and final project schedule - explain variation and methods used to control schedule
- e. names of key personnel responsible for project delivery and brief description of their role and responsibility on project
- f. awards received, if any.

The Proponent must possess the knowledge on the above projects. Past project experience from entities other than the Proponent will not be considered in the evaluation unless these entities form part of a Joint Venture Proponent.

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

Proponents must complete and submit Attachment 1 "CLIENT REFERENCE FORMS" for each project as validation of the Proponent's representative projects. If any of the information requested in Attachment 1 is not provided in the Bidders' submission, Canada

will provide a timeframe by which it must be provided. Failure to provide the requested information will render the Bidder non-responsive.

### **3.2.2 Achievements of Key Sub-consultants.**

The Proponent should describe the Key Sub-Consultants' firm/company accomplishments, achievements and experience either as a Prime Consultant or in a sub-consultant capacity on projects comparable and relevant to the complexity, scope and budget as per the *Project Brief* in this RFP. If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here. If the Proponent is providing the services of any or all of the Key sub-consultants, the Proponent shall provide the information required in this subsection based on the Proponent being deemed to be such Key sub-consultant.

Present three (3) projects where construction has reached Substantial Performance or been completed within the last 15 years for each Key Sub-consultant identified in section 3.1.2. Only the first 3 projects listed in sequence (per Key sub consultant) will receive consideration and any others will receive none as though not included.

The Proponent should clearly demonstrate the Sub-consultant's experience pertinent to:

- a. Commercial office building envelope rehabilitation and/or envelope replacement
- b. External stakeholder involvement
- c. Major building work in an occupied commercial office building
- d. Working with the Construction Management delivery method
- e. Sustainable design for commercial office buildings

Information that should be supplied:

- a. Project title, location, building program, building scale (m2), year started and year completed, budget.
- b. A clear indication of how this project is comparable/relevant to the project in this RFP.
- c. brief project description and intent. The project narratives should include a discussion of the experience gained that is relevant to this project and also describe the intent of the project; how the client's needs were solicited, design process and approach to meet the intent; and design challenges and resolutions..
- d. budget control and management
- e. project schedule control and management
- f. names of key personnel responsible for project delivery and brief description of their role and responsibility on project
- g. awards received, if any.

### **3.2.3 Experience of Key Personnel on Projects**



The Proponent should provide CV's that describe the experience, expertise and performance of the Key Personnel to be assigned to this project. This experience may, but need not, have been obtained with the Proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements. Key Personnel should include the following as a minimum, if multiple functions are proposed to be performed by one Key Personnel, it should be identified here:

- Principal Architect in Charge (One (1) Senior Resource as defined in Appendix C)
- Lead Technical Architect (One (1) Senior Resource as defined in Appendix C)
- Building information modeling (BIM) Specialist (One (1) Intermediate Resource as defined in Appendix C)
- Lead Structural Engineer (One (1) Senior Resource as defined in Appendix C)
- Lead Building Envelope Specialist (One (1) Senior Resource as defined in Appendix C)

Information that should be supplied for each key personnel:

- a. Provide an up to date curriculum vitae that includes:
  - Individual's name, title and name of firm(s) where the experience occurred
  - Experience comparable and relevant to the complexity, scope and budget as per the *Project Brief* in this RFP. For example, experience in commercial office building envelope rehabilitation and/or envelope replacement, experience on projects with external stakeholder involvement, experience in major building work in an occupied commercial office building. Information that should be included:
    - a list of relevant projects with a brief project description,
    - location
    - role on the project (include the key personnel's input into soliciting client's needs to meet intent of the project, input into design process and approach and input into resolution of design challenges)
    - building program
    - building scale (m2)
    - year started and year completed
    - budget.
  - Professional accreditation details (province, year, status, etc.)
  - Special accomplishments/achievements/awards

### **3.3 EVALUATION AND RATING**

Past experience of the Proponent and the Consultant Team will be evaluated at the Phase One submission stage and the scores for this evaluation will be carried over to the Phase Two submission.

Phase One proposals which are responsive will be reviewed, evaluated and rated by a PWGSC Evaluation Board in accordance with the following:

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	3.0	0 - 10	0 - 30
Achievements of Key Sub-consultants	3.0	0 - 10	0 - 30
Achievements of Key Personnel on Projects	4.0	0 - 10	0 - 40
Phase One Rating	10.0		0 - 100

The Phase One rating which is assigned to each responsive proposal in accordance with the procedure outlined in the General Instructions to Proponents is the total weighted rating assigned to the Phase One proposal in accordance with the above table. The Phase One rating is recorded for subsequent inclusion as a percentage of the total score to be established following the evaluation and rating of Phase Two proposals.

#### Generic Evaluation Table

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

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 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

## **SRE 4 PHASE TWO SUBMISSION REQUIREMENTS AND EVALUATION**

*Intent: The intent of Phase Two evaluation activity is to verify that the submissions meet the mandatory screening requirements, to evaluate and rate the proposals and to recommend contract award to the Proponent with the highest total score.*

### **4.1 MANDATORY REQUIREMENTS**

Only those submissions from Proponents that have met the following requirements will be evaluated and rated by a PWGSC Evaluation Board:

4.1.1 Having submitted a responsive Phase One proposal

4.1.2 Consultant Team Verification submittal of a statement indicating the Consultant Team identified in Phase One is being carried over to Phase Two.

### **4.2 RATED REQUIREMENTS**

*Intent: The evaluation criteria for the Phase Two proposal addresses the Consultant Team's "understanding of the project" i.e. technical, schedule and estimate requirements, "scope of services" "management of services" and "design philosophy/approach" based on the requirements described in the Project Brief. Past achievements and experience of the Proponent and Key Sub-Consultants are evaluated in Phase One and will not be re-evaluated in Phase Two. The Phase Two Proposal gives the Proponents the opportunity to describe what they intend to offer PWGSC in terms of their understanding of the project, scope of services and management of the project.*

The following requirements will be evaluated and rated by a PWGSC Evaluation Board. The price proposal of each Proponent may or may not be opened.

#### **4.2.1 Understanding of the Project:**

The Proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will affect the design, delivery and implementation of the project.

##### Information that should be supplied:

1. An interpretation of the project's functional and technical requirements
2. A critical assessment of site sensitivities and the occupied building factor.
3. Demonstrate an understanding of the project's significant issues, challenges and constraints.
4. Demonstrate an understanding of project implementation strategy and provide a strategy and timelines for the execution of the Required Services.
5. Demonstrate an understanding of the project schedule and cost, how you will continue to maintain that understanding and provide a high level risk management strategy for both schedule and cost.
6. Provide Integration Strategy which would discuss the integration of the PWGSC separately contracted consultants and the Construction Manager with the design team.
7. Demonstrate an understanding of the project stakeholders.
8. Demonstrate how you will seek and understand on a continuing basis the project needs, parameters and constraints from the project team.

#### **4.2.2 Scope of Services:**

The Proponent should demonstrate an understanding of the full scope of service for this project. Describe the Proponent's capability to perform the services and meet project challenges. Describe how the Proponent proposes to organize and manage the delivery of all project services and deliverables within the timelines provided for design and provide a plan of action.

##### Information that should be supplied:

1. Design Methodology and approach,
2. A demonstration of your approach to Building Information Modeling (BIM) as described in the Project Brief
3. A demonstration of the Proponent's understanding of the full scope of services and deliverables required for this project,
4. Describe the major challenges and how your team approach will be applied to those particular challenges,
5. Quality Assurance and Control-Consultant team drawing and specification review process before submission,
6. Project schedule - proposed major milestone schedule including tender and construction using a Construction Management approach,
7. Risk management strategy – including risk techniques applied to project budget and schedule,
8. Project Cost Control – proposed methodology, including an explanation of how cost control will be applied to maintain the project budget, clearly indicating how your team will manage the design to respect the project budget.

#### **4.2.3 Management of Services:**

The Proponent should describe their internal processes and methodologies to ensure that all project services are delivered on time, on budget, on scope and at the highest level of quality; how they propose to perform the services and meet the project 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 Proponent and sub-consultants; to describe how the team will be managed. The Proponent is also to identify the team members that will be the principle representatives on site during construction.

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:**

1. Identify the single point of contact for the Consultant Team.
2. Confirm the makeup of the full project team including the firm names of all other sub-consultants required to address the requirements of the Project Brief including sub-consultants' personnel and their role on the project. Clearly identify the critical roles and personnel for same.
3. Organization chart with position titles and names (Consultant Team), what back-up will be committed and reporting relationships. Joint Venture business plan, team structure and responsibilities, if applicable. If the Proponent is a Joint Venture one individual shall be identified by the Joint Venture in writing as its representative ('JV Representative') to act with full authority on behalf of the Joint Venture and be the interface with Canada.

4. Profiles of the key positions (specific assignments and responsibilities) including principal resident site representative.
5. Outline of an action plan of the services with implementation strategies and sequence of main activities
6. Work Plan - detailed breakdown of work tasks and deliverables including all required reviews and approvals; clear assignment of responsibilities for activities and deliverables to project team personnel with an estimation of levels of effort.
7. Communication strategies – lines of communication and reporting structure within Proponent team and with PWGSC and Construction Manager.
8. Project Response Time: demonstrate how the response time requirements will be met

#### **4.2.4 Indigenous Benefits Plan**

As part of Canada's commitment to support its Indigenous First Nations population, this procurement contains a point rated Indigenous Benefits Plan (IBP) that aims to provide socio-economic benefits to Indigenous Peoples and Indigenous Firms in Canada.

Over the term of the contract, the IBP is intended to develop long-term, meaningful, lasting, sustainable benefits for Indigenous professionals and Indigenous businesses in the fields of architecture and engineering as well as the various resource categories required for this project.

The IBP covers direct and non-direct benefits. For this RFP, direct benefits refers to Indigenous employment, including opportunities as the Prime Consultant, one of its Sub-Consultants, or employees and/or personnel within the Proponent's team members. Non-direct benefits refer to measures where there is a lack of Indigenous Resources or a lack of Indigenous Business capacity that can be developed with specialized training, internships and/or apprenticeships among others.

## **DEFINITIONS**

### **Indigenous Business Capacity:**

To assist in identifying Indigenous business capacity for contracting or subcontracting purposes, Proponents may consider reviewing the list of Indigenous businesses registered in the following links such as the Indigenous Business Directory (IBD). A link to the database has been provided below:

Indigenous and Northern Affairs Canada Indigenous Business Directory:

<https://www.sac-isc.gc.ca/rea-ibd>

In addition to the IBD, other directories are available for Indigenous Businesses including:

a) The Secrétariat aux affaires autochtones du Québec offers a listing of contacts for Aboriginal communities of Québec:

[http://www.autochtones.gouv.qc.ca/nations/liste\\_communautes\\_en.htm](http://www.autochtones.gouv.qc.ca/nations/liste_communautes_en.htm)

b) Canadian Council for Aboriginal Business: [https://www.ccab.com/main/ccab\\_member/](https://www.ccab.com/main/ccab_member/)

c) First Nations of Quebec and Labrador Economic Development Commission Member List: <http://www.rapnq.org/members.aspx#>

d) Directory of Indigenous Business Directories throughout Canada: <http://ahki.ca/indigenous-business-directories/>

e) Canadian universities and colleges also have Indigenous Programs that Proponents may consider consulting.

### **Indigenous Business definition:**

For the purpose of this IBP, an Indigenous Business can be:

- a band as defined by the Indian Act;
- a sole proprietorship;
- a limited company;
- a co-operative;
- a partnership;
- a not-for-profit organization in which Indigenous persons have at least 51 percent ownership and control;
- a Joint Venture consisting of two or more Indigenous businesses or an Indigenous business and a non-Indigenous business(es), provided that the Indigenous business(es) has at least 51 percent ownership and control of the Joint Venture.

### **Indigenous Person definition:**

An Indigenous person is an Indian, Metis or Inuit who is ordinarily resident in Canada.

Evidence of being an Indigenous person will consist of such proof as:

- Indian registration in Canada;
- Membership in an affiliate of the Metis National Council or the Congress of Indigenous Peoples, or other recognized Indigenous organizations in Canada;
- Acceptance as an Indigenous person by an established Indigenous community in Canada;
- Enrolment or entitlement to be enrolled pursuant to a comprehensive land claim agreement, or membership or entitlement to membership in a group with an accepted comprehensive claim.

Please refer to the link below for further information on Eligibility:

<http://www.aadnc-aandc.gc.ca/eng/1100100033060/1100100033061>

The Proponent should submit an IBP that includes the Proponent's proposed benefits for Indigenous Peoples, Indigenous Firms and/or Indigenous Communities.

**Information that should be supplied:**

**1- Human Resources Plan Benefiting Indigenous Peoples**

The IBP should include a Human Resource Plan that details how the Proponent intends to maximize the use of Indigenous employment within the fields of architecture and engineering.

The Human Resource Plan should address how the employment of Indigenous Peoples will be managed.

The Human Resource Plan should:

- 1- Identify the Indigenous team members currently within the Proponent Team/their qualifications/their position;
- 2- Provide the strategies to recruit and retain Indigenous persons. For example:
  - Collaborating with universities and colleges to offer internships to Indigenous Students;
  - Establishing a representative workforce policy and encourage voluntary self-identification
  - Creating partnerships with Indigenous organizations to enhance recruitment of Indigenous persons through specialized Indigenous recruitment programs
  - Undertaking Indigenous outreach through Indigenous educational and employment events
  - Putting in place an Indigenous employee network and support inclusion of Indigenous cultural practices
- 3- Ensure leaders in the organization are equipped to support Indigenous employees. For example, provide Indigenous Awareness training for supervisors and managers.

**2- Business Plan Benefiting Indigenous Firms (including subcontracting)**

The IBP should include a Business Plan that details how the Proponent intends to maximize the use of Indigenous firms within the fields of architectural and engineering services.

The Business Plan should:



- 1– Identify the work intended to be carried out by Indigenous firms, as well as the dollar value of the Services, (For example, Services may include engineers, architects, administrators, cost services, administrative support services.
- 2– Detail how business with Indigenous firms will be managed and
- 3- Detail on any development of new capabilities that support project activities.

### **3- Training and Skills Development Plan Benefiting Indigenous Peoples**

The IBP should include a Training and Skills Development Plan that details how the Proponent intends to maximize the training and skills development of Indigenous persons within the fields of architectural and engineering services.

The Training and Skills Development Plan should address the use of:

- 1- Internship for Indigenous Peoples,
- 2- On the job training for Indigenous Peoples,
- 3- In-house training for Indigenous Peoples
- 4- Graduate on-boarding for Indigenous Peoples, and
- 5- Other opportunities for Indigenous Peoples.

### **3- Other Measures Benefiting Indigenous Peoples or Indigenous Communities**

The IBP should include other relevant measures that the Proponent intends to elaborate/implement to maximize the use of Indigenous employment/firms/persons within the fields of architectural and engineering services.

Other relevant measures could include, but not limited to Indigenous economic development initiatives, Indigenous Community outreach, scholarships to encourage Indigenous youth to enter into the architectural and engineering services, and other financial or economic investments to help Indigenous Peoples or Indigenous communities in meeting their social and economic development needs.

The maximum number of pages (including text and graphics) to be submitted for responding to the IBP is five (5) pages. All other requirements for the proposal format in section 2.1 shall apply.

## **4.3 EVALUATION AND RATING**

### **4.3.1 Technical Rating**

Phase Two proposals that are responsive (i.e. which meet all the mandatory requirements set out in the RFP) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the Phase Two proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Understanding of the Project - technical, schedule & cost	3.0	0-10	0-30
Scope of Services	3.5	0-10	0-35
Management of Services	3.0	0-10	0-30
Indigenous Benefits plan	.5	0-10	0-5
Phase Two Technical Rating	10.0		0-100

### Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria, except for the Indigenous Benefits Plan (4.2.4), and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table found in the above section 3.3 Evaluation and Rating.

**Indigenous Benefits Plan will be rated as follows:**

CRITERIA	NONE (0)	WEAK (0.5)	ADEQUATE (1)	GOOD (1.5)	STRONG (2)	SCORE
1- <u>Percentage of Indigenous Peoples Proposed as Project Resources</u>	Proponent proposes no evidence of Indigenous Peoples as Project Resources.	Proponent proposes less than 2% of Indigenous Project Resources.	Proponent proposes between 2% and 3% of Indigenous Project Resources.	Proponent proposes between 3% and 5% of Indigenous Project Resources.	Proponent proposes greater than 5% of Indigenous Project Resources.	(max 2)
2- <u>Human Resources Plan for Recruitment</u>	Proponent did not propose	Proponent proposes an	Proponent proposes an	Proponent proposes an	Proponent proposes an	

<p><b><u>and</u></b>  <b><u>Retention of</u></b>  <b><u>Indigenous</u></b>  <b><u>Peoples</u></b></p>	<p>clear objectives or targets for any of the following:</p> <p>a Indigenous recruitment plan to address Indigenous representation gaps</p> <p>b–Job postings for Targeted Indigenous recruitment</p> <p>c– Internships for Indigenous Peoples</p> <p>d– Recruitment of Indigenous post–secondary graduates,</p> <p>e– Participation at job fairs for Indigenous Peoples</p> <p>f– Indigenous employee network</p> <p>g– Flexible work arrangements and schedules</p>	<p>HR plan to recruit and retain Indigenous Peoples that includes clear objectives and targets for one of the following:</p> <p>a– Indigenous recruitment plan to address Indigenous representation gaps</p> <p>b–Job postings for Targeted Indigenous recruitment</p> <p>c– Internships for Indigenous Peoples</p> <p>d– Recruitment of Indigenous post–secondary graduates,</p> <p>e– Participation at job fairs for Indigenous Peoples</p>	<p>HR plan to recruit and retain Indigenous Peoples that includes clear objectives and targets for two of the following:</p> <p>a– Indigenous recruitment plan to address Indigenous representation gaps</p> <p>b–Job postings for Targeted Indigenous recruitment</p> <p>c– Internships for Indigenous Peoples</p> <p>d– Recruitment of Indigenous post–secondary graduates,</p> <p>e– Participation at job fairs for Indigenous Peoples</p>	<p>HR plan to recruit and retain Indigenous Peoples that includes clear objectives and targets for three of the following:</p> <p>a– Indigenous recruitment plan to address Indigenous representation gaps</p> <p>b–Job postings for Targeted Indigenous recruitment</p> <p>c– Internships for Indigenous Peoples</p> <p>d– Recruitment of Indigenous post–secondary graduates,</p> <p>e– Participation at job fairs for Indigenous Peoples</p>	<p>HR plan to recruit and retain Indigenous Peoples that includes clear objectives and targets for four or more of the following:</p> <p>a– Indigenous recruitment plan to address Indigenous representation gaps</p> <p>b–Job postings for Targeted Indigenous recruitment</p> <p>c– Internships for Indigenous Peoples</p> <p>d– Recruitment of Indigenous post–secondary graduates,</p> <p>e– Participation at job fairs for Indigenous Peoples</p>	<p>(max 2)</p>
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	to accommodate Indigenous cultural practices	f– Indigenous employee network g– Flexible work arrangements and schedules to accommodate Indigenous cultural practices	f– Indigenous employee network g– Flexible work arrangements and schedules to accommodate Indigenous cultural practices	f– Indigenous employee network g– Flexible work arrangements and schedules to accommodate Indigenous cultural practices	f– Indigenous employee network g– Flexible work arrangements and schedules to accommodate Indigenous cultural practices	
<b>3- <u>Business Plan for the Benefit of Indigenous Firms</u></b>	Proponent proposes none of the requirements of a Business Plan in support of Indigenous Firms	Proponent proposes a Business Plan that includes clear objectives and targets for business with Indigenous Firms valued at less than 2% of the total contract value	Proponent proposes a Business Plan that includes clear objectives and targets for business with Indigenous Firms valued between 2% and 4% of the total contract value	Proponent proposes a Business Plan that includes clear objectives and targets for business with Indigenous Firms valued between 4% and 5% of the total contract value	Proponent proposes a Business Plan that includes clear objectives and targets for business with Indigenous Firms valued at greater than 5% of the total contract value	(max 2)
<b>4- <u>Training and Skills Development Plan for Indigenous Peoples</u></b>	Proponent proposes clear objectives and targets for none of the following:  a– Indige nous	Proponent proposes a Training and Skills Development plan that includes clear objectives and targets for one	Proponent proposes a Training and Skills Development plan that includes clear objectives and targets for two	Proponent proposes a Training and Skills Development plan that includes clear objectives and targets for	Proponent proposes a Training and Skills Development plan that includes clear objectives and targets for four	(max 2)

	<p>coaching, mentoring or skills development Plan (personal development)</p> <p>b— Sponsored/ paid external training for Indigenous Peoples provided by a professional or post-secondary institution,</p> <p>c— In-house training for Indigenous Peoples,</p> <p>d— Indigenous Awareness Training for supervisors and managers</p> <p>e— Career planning for Indigenous Peoples (professional development)</p>	<p>of the following:</p> <p>a— Indigenous nous coaching, mentoring or skills development Plan (personal development)</p> <p>b— Sponsored/ paid external training for Indigenous Peoples provided by a professional or post-secondary institution,</p> <p>c— In-house training for Indigenous Peoples,</p> <p>d— Indigenous nous Awareness Training for supervisors and managers</p> <p>e— Career planning for Indigenous Peoples</p>	<p>of the following:</p> <p>a— Indigenous nous coaching, mentoring or skills development Plan (personal development)</p> <p>b— Sponsored/ paid external training for Indigenous Peoples provided by a professional or post-secondary institution,</p> <p>c— In-house training for Indigenous Peoples,</p> <p>d— Indigenous nous Awareness Training for supervisors and managers</p> <p>e— Career planning for Indigenous Peoples</p>	<p>three of the following:</p> <p>a— Indigenous nous coaching, mentoring or skills development Plan (personal development)</p> <p>b— Sponsored/ paid external training for Indigenous Peoples provided by a professional or post-secondary institution,</p> <p>c— In-house training for Indigenous Peoples,</p> <p>d— Indigenous nous Awareness Training for supervisors and managers</p> <p>e— Career planning for Indigenous Peoples</p>	<p>or more of the following:</p> <p>a— Indigenous nous coaching, mentoring or skills development Plan (personal development)</p> <p>b— Sponsored/ paid external training for Indigenous Peoples provided by a professional or post-secondary institution,</p> <p>c— In-house training for Indigenous Peoples,</p> <p>d— Indigenous nous Awareness Training for supervisors and managers</p> <p>e— Career planning for Indigenous Peoples</p>	
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		(professional development)	(professional development)	(professional development)	(professional development)	
5- <b><u>Other Measures in Support of Indigenous Peoples' Engagement for Indigenous Communities</u></b>	<p>Proponent proposes clear objectives and targets for none of the following:</p> <p>a– Financial support for social development initiatives for Indigenous Peoples (i.e Elders' Program, youth support program, etc)</p> <p>b– Scholarships for Indigenous Peoples</p> <p>c– Outreach activities for Indigenous Communities</p> <p>d– Financial support for economic development initiatives for Indigenous Peoples (i.e. for technology, transportation</p>	<p>Proponent proposes an Indigenous Benefits Plan that includes clear objectives and targets for one of the following:</p> <p>a– Financial support for social development initiatives for Indigenous Peoples (i.e Elders' Program, youth support program, etc)</p> <p>b– Scholarships for Indigenous Peoples</p> <p>c– Outreach activities for Indigenous Communities</p> <p>d– Financial support for economic development initiatives for</p>	<p>Proponent proposes an Indigenous Benefits Plan that includes clear objectives and targets for two of the following:</p> <p>a– Financial support for social development initiatives for Indigenous Peoples (i.e Elders' Program, youth support program, etc)</p> <p>b– Scholarships for Indigenous Peoples</p> <p>c– Outreach activities for Indigenous Communities</p> <p>d– Financial support for economic development initiatives for</p>	<p>Proponent proposes an Indigenous Benefits Plan that includes clear objectives and targets for three of the following:</p> <p>a– Financial support for social development initiatives for Indigenous Peoples (i.e Elders' Program, youth support program, etc)</p> <p>b– Scholarships for Indigenous Peoples</p> <p>c– Outreach activities for Indigenous Communities</p> <p>d– Financial support for economic development initiatives for</p>	<p>Proponent proposes an Indigenous Benefits Plan that includes clear objectives and targets for four or more of the following:</p> <p>a– Financial support for social development initiatives for Indigenous Peoples (i.e Elders' Program, youth support program, etc)</p> <p>b– Scholarships for Indigenous Peoples</p> <p>c– Outreach activities for Indigenous Communities</p> <p>d– Financial support for economic development initiatives for</p>	(max 2)

	or infrastructure that creates economic development)  e– Sponsorship of Indigenous participation in business or economic development activities (i.e. board of directors, business development associations, etc.)	Indigenous Peoples (i.e. for technology, transportation or infrastructure that creates economic development)  e– Sponsorship of Indigenous participation in business or economic development activities (i.e. board of directors, business development associations, etc.)	Indigenous Peoples (i.e. for technology, transportation or infrastructure that creates economic development)  e– Sponsorship of Indigenous participation in business or economic development activities (i.e. board of directors, business development associations, etc.)	Indigenous Peoples (i.e. for technology, transportation or infrastructure that creates economic development)  e– Sponsorship of Indigenous participation in business or economic development activities (i.e. board of directors, business development associations, etc.)	Indigenous Peoples (i.e. for technology, transportation or infrastructure that creates economic development)  e– Sponsorship of Indigenous participation in business or economic development activities (i.e. board of directors, business development associations, etc.)	
<b>Total IBP Score:</b>						(max 10)

#### 4.3.2 Combined Technical Rating

The Phase One Rating and Phase Two Technical Rating will be combined to establish a Combined Technical Score:

Combined Rating	Possible Range	% of Total Score	Score (Points)
Phase One Rating	0 - 100	45	0 - 45
Phase Two Technical Rating	0 - 100	45	0 - 45
Combined Technical Score		90	0 - 90

To be considered further, Proponents **must** achieve a minimum Combined Technical Score of fifty four (54) points out of the ninety (90) points available as specified above.

## SRE 5 BASIS OF SELECTION

1. To be declared responsive, a proposal must:
  - a. Comply with all the requirements of the bid solicitation;
  - b. Meet all mandatory criteria; and
  - c. Obtain the required minimum Combined Technical Score of fifty four (54) points out of the ninety (90) points available.
2. Proposals not meeting (a), (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 90% for the technical merit and 10% for the price.
4. The Combined Technical Score will be determined as described above in SRE 4.3.2.
5. To establish the Price Score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 10% as illustrated below.
6. All proposals with a price proposals which is greater than 35 percent above the average price will be set aside and receive no further consideration.
7. For each responsive proposal, the Combined Technical Score and the Price Score will be added to determine its Total Score.
8. The responsive proposal with the highest combined rating of technical merit and price will be recommended for award. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. In the case of a tie, the Proponent submitting the lower Total Evaluated Fee will be selected.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 90/10 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$8,850.00.

Basis of Selection - Highest Combined Rating Technical Merit (90%) and Price (10%)

	Proponent 1	Proponent 2	Proponent 3
Combined Technical Score	58.5	63	70.2
Total Evaluated Fee	\$9,850.00	\$8,850.00	\$10,500.00



<b>Price Score</b>	(8850/9850)x10=8.98	(8850/8850)x10=10	(8850/10500)x10=8.43
<b>Total Score</b>	67.48	73	78.63
<b>Overall Ranking</b>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>

## SRE 6 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 R1110T General instructions to Proponents, GI16 Submission of proposal, as amended in SI2 Proposal documents. Proponents may choose to introduce their submissions with a cover letter.

### PHASE ONE:

- ☐ Team Identification - see typical format in Appendix A
- ☐ Declaration/Certifications Form - completed and signed - form provided in Appendix B
- ☐ Client reference forms – Attachment 1A
- ☐ Proposal  
For hard copy Proposal: one (1) original plus four (4) copies  
For epost Connect Proposal: one (1) electronic document attached to the message
- ☐ 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 R1110T (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/ci-if/politique-policy-eng.html>) and as per R1110T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

### PHASE TWO:

- ☐ Verification of Team - confirmed Phase One team identification information
- ☐ Front page of RFP
- ☐ Front page(s) of any solicitation amendment
- ☐ Price Proposal Form completed and submitted in a separate section.

For hard copy Proposal:

- ☐ Proposal - one (1) original plus four (4)
- ☐ Price Proposal Form – only one (1) Price proposal Form completed and submitted in a separate envelope

For epost Connect Proposal:

- ☐ Proposal - one (1) electronic document attached to the message
- ☐ Price Proposal Form – one (1) Price proposal Form completed and submitted in a separate electronic document attached to the message

## **ATTACHMENT 1 - Client Reference Forms**

(to be completed, signed and submitted with proposal)

Note: Section A can be completed by the Proponent or the Proponent's client.

Section B must only be completed by the Proponent's client.

Substantial Performance is defined in GC1.1.4.1 of R2810D (2017-11-28))

### **CLIENT REFERENCE FORM FOR PROJECT #1**

The project that is presented by the Proponent shall demonstrate the following requirements:

#### **Section A**

This hereby confirms that the following Consulting Firm _____,	
executed the services for the following project _____.	
Project Location: _____.	
Project's Scope of Work: _____	
_____	
_____	
Consulting Firm's Services related to the Project:	
_____	
_____	
_____	
Consulting Firm's Initial Contract Value (ex. tax)	Consulting Firm's Contract Value (ex. tax) at substantial performance* (as defined by G11)
_____	_____
Explain any variance between Consulting Firm's initial contract value and contract value at substantial performance:	
_____	
_____	
Initial Construction Contract Value (ex. tax)	Construction Contract Value (ex. tax) at substantial performance* (as defined by G11)
_____	_____
Explain any variance between the Construction's initial contract value and at substantial performance:	
_____	
_____	

#### **Section B**

I hereby certify the information provided in Section A to be true and factual to the best of my knowledge.		
Client Name _____	Title _____	Signature _____
Company Name _____	Telephone _____	Date _____

**Solicitation No. - N° de Sollicitation**  
EN448-203118/001/FE

**Amd. No. - N° de la modif.**  
000

**Buyer ID - Id de l'acheteur**  
FE174

## **APPENDIX G – PROJECT BRIEF**

**May 25 2020-  
REQUEST FOR PROPOSAL**

**Project Brief**

**Architectural and Engineering Services**

Project Title: Les Terrasses de la Chaudière Building Envelope Replacement Project

Location: Les Terrasses de la Chaudière Complex, Gatineau, QC (LTDLC).

Solicitation Number:

Project Number: EN448-203118

**PWGSC Departmental Authority**

Contracting Officer:

Project Director: Yvan Desmarais

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## PROJECT BRIEF

### Architectural and Engineering Resources

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## TERMINOLOGY

The following terms are used in this document:

### **Building Occupants**

Building Occupants include User Departments and commercial tenants that occupy LTDLC

### **Building Operator**

Les Terrasses de la Chaudière is owned by PWGSC, but is operated by and maintained by Brookfield Global Integrated Solutions Canada (BGIS).

### **Commissioning Team**

The Commissioning Team is responsible to develop the commissioning specifications and commissioning plan and provide input on the ability to commission, operate and maintain equipment and systems. The team includes the Commissioning Agent, the Departmental Representative, the PWGSC Commissioning Manager, the asset manager, the facilities manager, the Consultant and Construction Manager.

### **Commissioning Agent**

Third party consultant reporting to PWGSC identified by the Departmental Representative to lead the Commissioning Team in the implementation of the commissioning process.

### **Consultant**

The proponent who was accepted by Canada to perform the Consultant Services under the Agreement, and includes the officer or employee of the Consultant identified in writing by the Consultant.

### **Consultant Team**

The architectural and engineering team, including specialist consultants, and Cost Consultant in contract with PWGSC for services for the project, as outlined in this Request for Proposal.

### **Construction Manager (CM)**

The construction management firm engaged by PWGSC to provide construction-related advice and to provide construction management services during the execution of multiple contracts (tenders).

### **Cost Consultant (CC)**

The cost planning firm in contract with PWGSC engaged to provide independent cost (Planning, Estimating and Control) advisory and quality assurance services. This firm may be retained through the PMSS.

### **Environmental/ Geotechnical Consultant (EC)**

The firm separately contracted by PWGSC to provide environmental and geotechnical services.

### **Project Delivery Team**

The combined private sector and government sector team responsible for delivering the project including the PM Team, Consultant, Construction Manager, Building Occupants, representatives from PWGSC and other government organizations.

**Project Management Team (PM Team)**

The combined PWGSC Project Management and PMSS Team.

**Project Management Support Services (PMSS)**

The Project Management entity in contract with PWGSC for Project Management Support Services for this project, including project management, schedule, cost and constructability advice.

**Schedule Consultant (SC)**

The scheduling firm in contract with PWGSC engaged to provide scheduling (Planning, Monitoring and Control) advisory and quality assurance services. This specialist may be retained through PMSS.

**PROJECT BRIEF  
ARCHITECTURAL AND ENGINEERING SERVICES**

Information contained in this Project Brief identifies the project requirements and required services for this project in addition to the Contract terms.

For clarity this Project Brief is divided into three sections:

- Project Description (PD)
- Project Administration (PA)
- Required Services (RS)

**PROJECT DESCRIPTION**

**PD1 PROJECT INFORMATION**

**PD1.1 SERVICES**

Public Works and Government Services Canada (PWGSC) intends to retain an architectural firm in the capacity of Prime Consultant, supported by a multidisciplinary team of Sub-Consultants, for the design and construction administration of the LTDLC Building Envelope Replacement Project. The Prime Consultant shall review all of the related documentation; recommend further examination as required; prepare the design and construction tender documents; respond to tender call questions and perform construction contract administration for this Project. Construction shall be tendered and implemented by a Construction Manager (CM) who is currently under contract.

This Project Brief is intended to identify the project requirements and provide overall project information. Information concerning PWGSC standards and policies for consultant services is provided in (Jan. 31, 2019) "Doing Business with PWGSC -

Documentation and Deliverables Manual”“Doing Business with National Capital Area (NCA)”, and must be adhered to in conjunction with requirements of this Project Brief.

## PD1.2 IDENTIFICATION

.1 PWGSC Project Title	LTDLC Building-Envelope Replacement Project
.2 Location of the Project:	Les Terrasses de la Chaudière Complex, Gatineau, QC
.3 PWGSC Project Number:	R.068114
.4 PWGSC-Departmental Representatives:	Yvan Desmarais
.6 Contracting Authority	**

## PD2 PROJECT INTRODUCTION

The purpose of this project is to replace the exterior wall assembly for Les Terrasses de la Chaudière at 10 rue Wellington, 15/25 rue Eddy, and 1 Promenade du Portage. Landscape is to be rehabilitated and upgraded following construction. The hotel (Crowne Plaza) and underground parking are located on the West side of the complex, but are not included in the scope of work apart from the pedestrian link between the hotel and 1 Promenade du Portage.

The complex for Les Terrasses de la Chaudière will remain occupied throughout construction. PWGSC will provide swing space to accommodate the construction work. PWGSC anticipates that occupants near the perimeter of the exterior will need to be relocated in phases as construction progresses. PWGSC expects a fully detailed tender ready design within 11 months of contract award. The construction administration is anticipated to be 5 years.

## PD3 PROJECT BACKGROUND

Les Terrasses de la Chaudière (LTDLC) was built by the Campeau Corporation between 1976 and 1978. The complex was designed by Arcop Associates and is composed of four office towers located in downtown Gatineau, between Promenade du Portage, Eddy, Wellington and Montcalm streets. The west side of the complex is bordered by the hotel under which below-grade parking provides 800 spaces over four floors. The four office towers are 7, 19, 19 and 28 stories high and are linked at their first and second levels by a retail concourse and the basement levels by a tunnel system.

The total rentable area is 142,353 m<sup>2</sup>, accommodating over 6,000 people, as well as retail, daycare and storage space. It is the single largest federal office complex in Canada, containing the administrative headquarters for User Departments such as Crown Indigenous Relations and Northern Affairs Canada and Indigenous Services Canada, Canadian Heritage, Canadian Radio-television and Telecommunications Commission and the Canadian Transportation Agency.

The buildings consist of reinforced concrete structures, covered with prefabricated, brick veneer and precast concrete panels which form most of the building envelope. The ground and second floor exterior walls consist of a brick masonry wythe and a concrete back-up wall with aluminum-framed windows and doors. The corner (bay) sections are

comprised of curtain-wall assembly, with insulated spandrel panels. The exterior wall was designed as a drained system, using the airspace between the brick and insulated back-up wall as the drainage cavity. Interior gypsum board is adhered directly to the inner surface of the precast concrete panels.

The current state of the exterior building envelope is considered a risk to health and safety. The exterior brick-veneer has undergone advanced deterioration, first observed in the late 1990's. An overhead protection system has been constructed to protect pedestrians from brick debris and the use of the courtyard is limited to emergency exiting. A brick inspection and repair program has been underway to maintain safety standards for over ten years; A permanent, long term solution is needed to replace the entire building envelope system, including windows, curtain wall, pre-cast panels, mechanical and electrical elements, and interior finishes impacted by the envelope work.

A design process occurred with Provencher Roy and NORR in joint venture since the fall of 2017 which a model, drawings, specifications, renderings and accumulated information (the "2019 Design Information") will be provided for reference to assist the Consultant.

The Consultant should be aware that:

- a) A design concept approval was received from the National Capital Commission (NCC) in January 2017.
- b) A final general design approval was received from the NCC in June 2019 based on the 2019 Design Information.
- c) The 2019 Design Information utilized cross laminated timber (CLT) in the envelope system.
- d) PWGSC has decided not to proceed with an envelope that includes CLT.
- e) A high performance standard curtain wall system (SCW) is required to be used for this envelope design.
- f) Based on current knowledge it is anticipated that occupants and all their furniture and belongings within the last 2-3 meters (possibly 4-6 meters in some instances) of each floor adjacent to the exterior wall will need to relocate to swing space provided by PWGSC.
- g) The 2019 Design Information is included for the Consultant's information and reference only. The Consultant may use whatever information from the 2019 Design Information it feels is useful/necessary for their SCW design, considering PWGSC's requirements. PWGSC makes no declaration as to the accuracy of the 2019 Design Information.

The foregoing documents are listed in the Key Documents set out at PD9.1.. Other reports have been completed and are listed in either the Key Documents or the Background Documents at PD9.2. This information should provide a basis for acceleration of the design process.

## **PD4 IMPLEMENTATION STRATEGY**

The construction will occur in an occupied and fully operational building and therefore construction activities need to ensure that tenants keep operating within their workspace. While there may be partial or fully empty floors, these areas are subject to change. Access to the underground garage should be maintained throughout the construction.

A swing space has been identified in 15/25 Eddy, comprising 5206 square meters that can accommodate 437 FTE's. Based on current knowledge it is anticipated that occupants and all their furniture and belongings within the last 2-3 meters (possibly 4.5-6 meters in some instances) of each floor adjacent to the exterior walls ("Interior Construction Area) will need to be vacated during construction on the envelope in accordance with the Construction Manager's phasing program. Phasing will be determined by the Construction Manager. Demolition, abatement, architectural, structural, M&E and coordination with IT, impacts to the interior fit up and systems furniture within the construction area need to be dealt with by the Consultant in its plans and specifications.

This project will use a construction management approach. The Construction Manager (CM) will be retained by PWGSC and report directly to the PWGSC Departmental Representative. The CM will be engaged from the commencement of design in order to provide input and guidance as to constructability matters as well as construction scheduling and costing of the construction works. It is expected that the Consultant shall also provide costing services.

Certain aspects of the design may be accelerated so that construction documents can be produced for those areas that do not require the design to be fully completed such as the site investigations and demolition. Consequently, the construction documents for the foregoing work can be developed tender ready to allow construction to start in advance of the rehabilitation of the exterior walls.

It is anticipated that multiple construction phases will be required and potentially separate tender packages. The sequencing may be by building block, building façade, zone, or other criteria.

## **PD5 PROJECT OBJECTIVES**

### **PD5.1 OBJECTIVE ONE: HEALTH AND SAFETY**

The primary objective is to replace the exterior envelope, such that it is no longer a health and safety risk to pedestrians and occupants.

PWGSC recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations. In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

The Consultant shall be responsible to provide all training and protective equipment for its entire team and comply with all applicable safety standards and policies.

### **PD5.2 OBJECTIVE TWO: COST MANAGEMENT**

Cost management and control is a key objective of this project. The Consultant shall ensure that the envelope it designs is cost effective so that the approved budget is respected. The Consultant undertakes that it shall ensure a practical approach to its design decision making with budget and schedule as the principle objectives.

### **PD5.3 OBJECTIVE THREE: SCHEDULE**

The Project is one of several planned for LTDLC that must coordinate with the requirements of several tenant groups. As such, it is critical that the project be completed on schedule in order to ensure minimal disruptions to tenant operations. The Consultant shall ensure that the envelope it designs contemplates constructability so that the approved schedule is respected.

### **PD5.4 OBJECTIVE FOUR: ENVELOPE PERFORMANCE**

The envelope performance is to meet the requirements of the National Building Code (NBC) 2015, National Energy Code of Canada for Building Code (NECB) 2015 and all other authorities having jurisdiction.

### **PD5.5 OBJECTIVE FIVE: PROJECT DELIVERY**

Deliver the project utilizing best practices in support of PWGSC's requirements, respecting the approved scope, quality, budget and schedule.

Achieve:

- A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life,
- Rigorous cost control and quality management process during design and construction stages,
- Effective project management, including an experienced Project Architect that shall be responsible for the production and delivery of all documents, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project,
- Professional conduct in all phases of the project, employing best practices for budget, schedule, communication, quality and scope management,
- Continuous and comprehensive documentation of the project at all stages of the project implementation.
- A good working relationship with the Construction Manager and Consultant Team will be key to the success to the project.
- The necessary number of tender packages needed to properly implement the phasing of the project.
- Coordination with other ongoing projects at LTDLC; PWGSC retains responsibility to maintain time and space between construction projects.
- Continuity of key personnel in a dedicated and integrated working team for the life of the project.

### **PD5.6 OBJECTIVE SIX: SUSTAINABLE DEVELOPMENT**

The building envelope plays a significant role in building function and is a key factor in the overall performance and sustainability of the facility.



As a result, the overarching principle of sustainability has been integrated within the project mission, vision and design principles. Building upon this basis, the Project will identify, implement and track best practice, sustainable and environmentally responsive design solutions throughout the Project. These integrated strategies will support an envelope design that demonstrates an improved and high performance related to:

- Optimizing energy efficiency and minimize energy use required;
- Durability, resilience and adaptability;
- Identifying acoustic requirements and strategies for exterior walls and fenestration to control the movement of sound and disruption to occupants;
- Control of the transmission of vapour-laden air;
- Identifying the level of risk for the envelope to vapour diffusion, air leakage and condensation;
- Minimizing material use and waste during construction and over the life of the building resulting from material selection;
- Minimize effect on indoor air quality resulting from construction work;
- Design an envelope that reduces bird collisions.

## **PD6 SCOPE OF WORK**

### **PD6.1 BUILDING EXTERIOR AND INTERIOR**

#### **6.1.1 Abatement and Selective Demolition**

Asbestos has been identified in some of the drywall caulking compounds and window caulking and silica in the brick mortar joints. It has also been identified in the firestop material between the wall panels and the concrete slab. All areas must be abated prior to the start of work where possible. All areas required to create a work space inside the building along the exterior walls (anticipated to be 2-3 metres at the perimeter of the buildings, the "Interior Construction Area") need to be demolished to permit the abatement and construction of the new envelope system. Where new and temporary architectural, structural, mechanical, and electrical systems are to be installed must be abated first to allow for construction and connection of temporary and existing systems.

#### **6.1.2 Building Envelope**

The exterior walls of the complex constructed with brick clad precast panels, aluminum windows, and curtainwall sections is to be replaced. The first two floors of the complex constructed with traditional masonry should be addressed to achieve an overall cohesive design. Overcladding on the lower two levels is a possible solution. Replacement of the glazing on the first two floors where traditional masonry exists should occur. Consideration of the NCC general design approval in June of 2019 will influence the Consultant's proposed design. The masonry on the interior of the buildings' exterior columns should be preserved as well as the plinth and diffuser at the base of the exterior windows on the ground floor. The approach should be to minimize impact on existing interior conditions.

#### **6.1.3 Architectural**



All architectural elements which are anticipated to be affected by the removal of the current envelope, demolition, or abatement to areas required for the implementation of the project, in the Interior Construction Area need to be incorporated into the design to permit its removal and reinstatement or adaptation to accommodate the project. Consider all enclosed offices, rooms, kitchens, IT areas, and workstations affected by the exterior wall construction. In some cases reinstatement of an element may not be possible due to age or composition of the element and a reasonable new solution shall be provided by the Consultant. Depending on the method of construction a 5-6 meter set back from the perimeter may be required on certain floors.

#### **6.1.4 Heritage**

Architectural conservation guidelines have been developed for LTDLC. The Federal Heritage Review Board (FHBRO) has conducted a formal evaluation and determined that the LTDLC Complex does not have designated heritage status.

#### **6.1.5 Structural**

The new building cladding system and its connections to the building structure shall be designed to the requirements of the current National Building Code of Canada.

#### **6.1.6 Mechanical**

All mechanical elements which are anticipated to be affected by the removal of the current envelope, demolition, or abatement to areas required for the implementation of the project, at the Interior Construction Area need to be incorporated into the design to permit its removal and reinstatement or adaptation to accommodate the project. Consider all enclosed offices, rooms, kitchens, IT areas, and workstations affected by the exterior wall construction. Any improvements to base building mechanical systems will be implemented separate from this project. Existing mechanical and electrical equipment encountered may during selective demolition require protection, decommissioning, removal or relocation without impact to adjacent occupied floors and reinstatement following construction. Energy modeling of the envelope system will be required. Depending on the method of construction a 4.5-6 meters set back from the perimeter may be required on certain floors.

#### **6.1.7 Electrical**

All electrical elements which are anticipated to be affected by the removal of the current envelope, demolition, or abatement to areas required for the implementation of the project at the Interior Construction Area need to be incorporated into the design to permit its removal and reinstatement or adaptation to accommodate the project. Consider enclosed offices, rooms and workstations affected by the exterior wall construction. Any improvements to base building electrical systems will be implemented separate from this project, with the exception of exterior building lighting. Existing electrical systems encountered may require protection, decommissioning, relocation or removal without impact to adjacent occupied floors and reinstatement following construction. All work must be coordinated with the existing fire alarm system. Depending on the method of construction a 4.5-6 meters set back from the perimeter may be required on certain floors.

### 6.1.8 Security

It is anticipated that a Threat and Risk Assessment will be available in June 2020 for the building.

### 6.1.9 Acoustic

Acoustical expertise will be needed for the design of any demising and exterior walls, as well as to determine acceptability of the exterior wall design. Acoustic monitoring of noise levels will be required throughout construction by the Construction Manager.

## PD6.2 SITE DEVELOPMENT / LANDSCAPE WORK

PWGSC will be developing a site master plan separate to this Project. As the first phase of implementing the site master plan, the Consultant will prepare design and construction documents that will include repair and leveling of the site affected by mobilization, construction lifting equipment or construction work. Ensure the repaired and leveled site is properly drained. Determine whether site services need relocation.

Landscape work will include regrading and may require modifications to drainage system potential relocation of underground services and trees/shrubs removal and replacement after construction. Minimal landscape work will be required at new entrances contemplated in the 2019 Design.

## PD6.3 PWGSC ENVIRONMENTAL CONSULTANT

An Environmental Consultant (EC) shall be retained by PWGSC and will report directly to the Departmental Representative. The EC will be responsible for the development of the abatement design and tender documents and construction administration of this aspect during construction. The Consultant shall be responsible for coordinating its design with the EC abatement design and specifications. The Consultant shall be responsible for all non Designated Substance Removal, demolition design and shall coordinate with the EC to ensure a seamless design and delivery of the work.

The EC will ensure that all activities are monitored, including air quality, temperature, and humidity. The Consultant is to ensure that all work is coordinated under the supervision of their structural, mechanical and electrical engineers to ensure that the building integrity is not compromised and that the building remains safe.

Abatement shall be carried out in compliance with Environnement et Lutte Contre les changements climatique (MELCC) as well, PWGSC will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.

Construction, renovation, and demolition (CRD) waste should not include any hazardous materials (i.e. waste generated from asbestos, mould, lead abatements, PCB ballasts, fuels, and other chemicals). A clear distinction and strategic disposal plan is required between CRD waste and hazardous waste.

## PD6.4 GEOTECHNICAL

In 2017, a geotechnical Report was prepared by EXP, an engineering and architectural firm, and is attached as a base document. The Consultant Team shall be expected to include the required expertise on the team to review the report(s). If additional geotechnical works are required and justified by the project team they would be carried out in a separate mandate by PWGSC.

## PD6.5 ENVIRONMENTAL/SUSTAINABLE DEVELOPMENT

### 6.5.1 Sustainable development

Sustainable Development is defined in broad terms as a strategy that routinely and consistently includes the consideration of the environmental, economic and societal impacts of every decision made for the project. The Consultant shall incorporate sustainable and environmentally responsive design solutions that support the objectives and focus areas described in section PD 5.6. The envelope design shall also conform to the Technical Reference for Office Building Design for envelope performance.

While PWGSC is committed to ensuring all major renovations of office buildings meet LEED NC Silver, 3 Green Globes for Design or an equivalent level of environmental performance these performance rating systems are not designed for building envelope projects alone. While this project will enhance the opportunity for future projects to meet these environmental performance standards, this project itself cannot target LEED or Green Globes for certification.

Instead, the Project will meet the intent behind the Federal Sustainable Development Strategy (FSDS) commitment by applying a new PWGSC tool developed to facilitate the identification, selection, implementation and tracking/verification of sustainable design measures specific to building envelope rehabilitation projects. Each measure identifies targeted performance options for recommended minimum best practice and innovation levels. The *Toolkit: Sustainable Guidelines for Building Envelopes Projects* includes a master sustainability checklist that is to be customized (confirming the performance options chosen) and updated throughout the project life cycle, a matching Summary Index sheet, and a User Guide that walks the reader through the tool's purpose, application and use at different project stages.

A draft sustainability checklist specific for the Project (Sustainability Checklist) has been included for guidance of the Consultant. The Sustainability Checklist identifies those design measures and performance targets chosen for conformance by the Consultant beyond the recommended minimum (or where deemed not applicable). The target options selected are not meant to limit/confine the design to that prescribed level of performance. The options identified for application represent the minimum level of performance required for this project unless there are reasonable grounds for not doing so. The Consultant is certainly able to recommend the next higher target option and is also encouraged to identify additional sustainability practices for consideration, where further innovation and exceptional sustainable performance may be achieved by the project within its budget. The Sustainability Checklist and User Guide are included in the Key Documents (PD9.1).

Some of the key sustainable design priorities identified for application by the Consultant include:

- Support PWGSC's energy efficiency target towards improving the facility's overall energy performance by 24% above the National Energy Code of Canada for Buildings (NECB) 2015. Thermal performance targets should account for the anticipated occupancy increase from 6500 to 11,000, and will need to meet or exceed the existing envelope performance and the thermal values identified in current building code standards (NECB). A full-building energy model has baselined the thermal performance of the existing envelope assemblies, and can be used to enable a comparison of various design options to identify optimal energy performance measures.
- Design and material product selection based on durability/longevity/resilience, and encouraging local sourcing within 800km (where feasible).

The Consultant shall review and update the Sustainability Checklist throughout the project, confirming for approval with PWGSC the strategies chosen, related deliverables, changes implemented, follow-up required and final performance achieved. The Consultant shall confirm the targeted sustainability measures while respecting the options identified beyond the recommended minimum set forth by PWGSC. The Consultant shall be responsible for all related tasks, unless otherwise noted, including confirmation of supporting documentation required for verification and final sign off.

The Consultant shall also be expected to provide updates on the sustainability design strategies in each of its design stage reports, including a narrative on the management of the proposed project-specific sustainability checklist and targeted design strategies, and shall demonstrate the design decisions required and recommendations proposed to meet the Sustainability Checklist.

Other guidance documentation outlining sustainable design principles to be included for federal real property projects include (included in Background Documents):

- *Treasury Board Policy on Management of Real Property*
- *Environmentally Responsible Construction and Demolition Handbook and*
- *Green Office at a Glance Handbook*  
*PWGSC Green Building Implementation Guide.*

### Energy Modeling

A baseline Energy model of the complex was performed by Morrison Herschfield in March 2018 and is attached in PD9 as a background document. This model is to be used to help set benchmark targets moving forward. The Consultant shall update the model as the Project progresses through the different design stages. Building upon the base model to include the various scenarios for building envelope assemblies to take advantage of these design elements.

The model must enable the Consultant to quickly evaluate the impact of any new or modified design considerations. This flexibility is required considering the majority of design decisions are made between the RS1 and RS3. A model completed prior to, and

updated through, Design Development, will optimize performance and reduce risk for costly RS3 design changes.

### **6.5.2 Solid Waste Management**

For all Real Property projects where the area exceeds 2,000 m<sup>2</sup>, a solid waste management program must be implemented as per provincial regulation. Pursuant to PWGSC's Real Property Sustainability Framework, Treasury Board Greening Government Strategy 2017 and in response to the Federal Sustainable Development Strategy 2019-2022, all PWGSC real property projects over \$1M and in communities where industrial recycling is supported must implement construction and demolition waste management practices, with waste material being reused or recycled, achieving a diversion of at least a rate of 90% by weight of all non-hazardous construction and demolition waste.

The Consultant shall develop a non-hazardous solid waste management program for construction, renovation and demolition for review, acceptance and implementation by the CM. The Consultant must coordinate all requirements and the scope of the demolition program with the PWGSC Environmental Consultant (EC). The program shall be informed by investigative research study conducted by PWGSC to confirm related waste material markets, identify innovative and collaborative solutions to maximize waste diversion from landfill and reduce/optimize hauling requirements. The investigative study will be provided following award of the winning bid (for Prime Consultant).

**The Non-Hazardous Construction, Renovation and Demolition (CRD) Waste Management Program for the Project must include the following key deliverables:**

**Prior to construction (include with tender packages):**

1. Waste Audit – Determines the types and volumes of construction materials that will be produced as surplus to the project, as well as the preliminary options and diversion potentials for waste reduction, reuse and recycling.
2. Waste Reduction Work Plan – Identifies the overall waste diversion goal and material specific targets. It describes project specific procedures to maximize the recovery of those materials identified in the Waste Audit. This also includes the Material Source Separation Program that details on-site sorting and labeling practices, tracking and reporting procedures and proposed destinations for the materials recovered.

**During and post-construction:**

3. Training – Includes presentation of a mandatory training session to be given prior to the commencement of the work on site and attendance at a midpoint update meeting, convened by the project manager, to discuss progress and challenges of the Waste Reduction Work plan.
4. Waste Diversion Report – Documents the recovered construction materials to ensure that the results anticipated in the Waste Audit and Waste Reduction Work plan are realized to the highest degree possible. It records the results at the end of the project, using hauling and tracking records to confirm the quantities (percent and tonnage) and final destinations of the materials diverted/landfilled.

The Consultant shall draft the Waste Audit and Waste Reduction Work plan prior to being finalized and confirm in writing that scope of the Waste Audit is reflective of the planned construction work. This plan will include all waste produced during demolition.

The Construction, Renovation, and Demolition (CRD) Non-hazardous Solid Waste Management Protocol to which Real Property Services (RPS) is bound, provides directions on the undertaking of non-hazardous solid waste management actions for CRD projects. The protocol is designed to meet the requirements of federal and provincial policies and the objectives of the RPS Sustainable Development Strategy (SDS) as these relate to non-hazardous solid waste generated in CRD projects.

CRD waste should not include any hazardous materials (i.e. waste generated from asbestos, mould, lead abatements, PCB ballasts, fuels, other chemicals). Therefore a clear distinction and strategy is required between CRD waste and hazardous waste.

### **6.5.3 Hazardous Material Identification and Removals**

Hazardous substances have been identified through various audits of the LTDLC Complex. It is recommended under best practices that these substances be abated.

The Environmental Consultant (EC) will undertake an additional audit to take a current “snapshot” of the status of the remaining hazardous materials and to cover areas previously not inspected to ensure that a clear picture exists of the remaining hazardous substances. This will allow for the development of a concise and cost effective removal plan.

## **PD6.6 BUILDING INFORMATION MODELLING (BIM)**

Building Information Modelling (BIM) (referred to as the “Model”) is an object-based digital representation of the physical and functional configuration, characteristics and attributes of a project. BIM will be used by the Consultant for the Project.

BIM supports the Integrated Design Process through coordinated and reliable 3D information about a project from design through construction and into operations. PWGSC is transitioning to 3D based portfolio and property management, and as part of the process of transitioning from 2D-based to 3D-based operations, design and construction services are a primary source of professionally validated and coordinated 3D information.

In order to define a scope of work for BIM that meets both immediate Project Objectives and downstream business needs, the following BIM Goals will drive the use of BIM for this Project:

- Delivery of an accurate 3D Record Model at Project Handover
- Improvement of project Design and Construction productivity, collaboration, integration, efficiency, and quality
- Increased efficiency of the Design process
- Improved ability to make early decisions during the options and design phases
- Reduction of RFIs and Change Orders.



## **PD6.7 HEALTH & SAFETY**

Public Works and Government Services Canada (PWGSC) recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private sector workers to the full protection afforded them by occupational health and safety regulations.

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

In general, the health and safety of the construction site is governed by:

- Canada Labour Code (<http://www.labour.gc.ca/eng/resources/laws/index.shtml>)
- Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) ([www.cnesst.gouv.qc.ca](http://www.cnesst.gouv.qc.ca))

Fire protection during construction shall be governed by:

- Treasury Board Fire Protection Standard (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316&section=text>)
- PWGSC Standard on Construction Occupational Health and Safety (<http://intranet.tpsgc-pwgsc.gc.ca/rh-hr/mieuxetre-wellness/sante-health/norme-standard/construction-securite-safety-eng.html>)
- National Fire Code and other applicable standards, regulations and Acts.

Fully coordinated and continuous follow-up for implementation compliance cannot be understated. The provision of this work is critical to the successful completion of the project. The Consultant must take a leading and proactive role in this matter throughout the project.

## **PD7 SCHEDULE**

PWGSC expects a fully detailed tender ready design within 11 months of contract award. The Prime Consultant is to provide its schedule for each of the design development stages to reach the foregoing target (RS1-Pre design, RS2 Concept Design, RS3 Design Development and RS4 Construction documents to "tender ready status"). Each deliverable time needs to allow for a two week review period by PWGSC. RS5 Tender and Construction administration is anticipated to be 5 years.

A "Class B" estimate needs to be provided upon completion of RS3. A "Class A" estimate needs to be provided upon completion of the RS4

## **PD8 COST**

Total estimated hard construction costs, \$198 Million.

This figure does not include administration costs, consultant fees, construction and design contingencies or applicable taxes.

## **PD9 EXISTING DOCUMENTATION**

**PD9.1 KEY DOCUMENTS**

The following documents will be made available via Appendixes to the Request for Proposal.

1. LTDLC Envelope Rehabilitation Development, prepared by GRC Architects, 2016 (Appendix A).
2. PWGSC LTDLC Envelope Project Sustainability Checklist and User Guide, 2016 (Appendix B)
3. Doing Business with PWGSC - Documentation and Deliverables Manual, 2019 (Appendix C)
4. PWGSC Real Property Sustainability Framework, 2015 (Appendix D)
5. Technical Reference for Office Building Design (TROBD) (PWGSC, 2017) (Appendix E)
6. Indigenous Benefits Plan Report (Appendix F)
7. BIM Execution plan, 2019 (Appendix G)
8. BIM Specific Conditions, 2019 (Appendix H)
9. BIM Model Element Table, 2019 (Appendix I)
10. Treasury Board Greening Government Strategy, 2017;(Appendix J)
11. Federal Sustainable Development Strategy (FSDS), 2019-2022;(Appendix K).

The following will be made available to those Proponents moving on to Phase two of the Request for Proposal .

12. A representative sampling of PDF drawings for the 2019 Design Information up to October 31, 2019
13. 2019 Design Information Revit model as at October 31, 2019
14. A representative sampling of photographs of existing conditions as at October 31, 2019
15. Exterior Point Cloud data of existing conditions as at October 31, 2019
16. Renderings of the previous design.
17. A representative sampling of survey notes for the 2019 Design Information up to October 31 2019.

**PD9.2 BACKGROUND DOCUMENTS**

The following documents will be made available to the successful proponent:

1. Designated Substance Report – Asbestos analysis prepared by EMSL March 3, 2016
2. Building Envelope Retrofit Feasibility Study, by Smith Carter, April 2013
3. Exterior Cladding Panel Anchors Investigation and Report, by Robertson Martin Architects and John G Cooke & Associates Ltd, Feb. 2011
4. LTDLC Seismic Study by Dessau Engineering, May, 2013.
5. Designated Substance Survey, by DST Consulting Engineers, March 3, 2011
6. Floor Plans, Building Elevations and Occupancy Charts
7. Baseline Energy Model by Morrison Herschfield, 2018
8. Geotechnical Report, EXP Services Feb 10 2012
9. Dillon Master Site Plan July 2018



10. Synergy Partners - Industry Comparison Recladding Peer Review Services  
October 15, 2019
11. Synergy Partners - Recladding Peer Review Services – Thermal Modelling-  
October 3<sup>rd</sup>, 2019
12. Synergy Partners Analysis and Benchmarking of Cladding System Performance –  
October 15, 2019
13. Design concept approval from the National Capital Commission (NCC) in  
November 2017.
14. A final general design approval from the NCC in June 2019
15. BCR for Building 100,200,300 – Nadine Consulting October 2019
16. PWGSC Green Building Implementation Guide.
17. All CAD drawings and specifications for the 2019 Design Information and all other  
2019 Design Information that PSPC has on hand.
18. Treasury Board Policy on Management of Real Property
19. Environmentally Responsible Construction and Demolition Handbook and
20. Green Office at a Glance Handbook

## **PD10 CONSULTANT SERVICES**

### **PD10.1 PRIME CONSULTANT**

The Prime Consultant (proponent) and their personnel identified in the submission, including sub-consultants comprise an integrated consultant design team (Consultant team). The Consultant team shall be required to maintain its expertise for the duration of the project.

The Prime Consultant shall be responsible to coordinate and direct all Consultant team activities.

The Consultant team shall be comprised of qualified professional and technical expertise with extensive relevant experience, and shall be capable of providing the services identified in the required services (RS) section of this Project Brief. The Prime Consultant firm must possess the necessary qualifications to work in the Province of Quebec.

Members of the Consultant team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty.

The consultant team for this project must be capable of providing the following integrated services:

1. Administrative
  - Project Management
2. Regulatory Analysis, Planning, Design, And Development
  - Building Code
  - Municipal Zoning
  - Occupational Health And Safety
  - Protection Engineering And Life Safety
3. Site Analysis, Planning, Design, And Development
  - Civil Engineering

- Landscape Architecture
- 4. Architecture And Specialties
  - General Architecture
  - Building Envelope
  - Sustainable Design
  - Acoustic Design
  - Codes And Life Safety
  - Interior Designer
  - Security Consultant
  - BIM Specialist
- 5. Engineering
  - Structural
  - Seismic
  - Mechanical (Including Energy Modelling And Fire Protection)
  - Indoor / Outdoor Air Quality Design (where required)
  - Electrical (Including Fire Alarm And Lighting)
  - Physical Security Specialist
  - Geotechnical specialist
- 6. Budget, Schedule And Risk Analysis, Planning, Design, And Development
  - Cost Planning, Life Cycle Costing, Estimating And Control
  - Time Planning, Scheduling, And Control
  - Risk Management
- 7. The Prime Consultant shall make best efforts to support Canada's policy to support its Indigenous First Nations population by providing socio-economic benefits to Indigenous Peoples. To this end the Prime Consultant should complete an Indigenous Benefits Plan (the Plan) and provide an update report on same every six months throughout the project life. The first update report on the Plan shall be provided within six months of contract award. A sample Report is provided at Appendix F.

## **PA1 PROJECT ADMINISTRATION**

### **PA1.1 GENERAL**

- 1.1.1 The following general administrative requirements apply during all phases of the project delivery.

### **PA1.2 PWGSC PROJECT MANAGEMENT**

- 1.2.1 One of the PWGSC team members will be designated as the Departmental Representative.
- 1.2.2 The Departmental Representative is directly concerned with the project and responsible for its progress on behalf of PWGSC.
- 1.2.3 The Departmental Representative is the liaison between the Consultant, PWGSC, Building Operator and the building occupants. The facility is

operated by Brookfield Global Integrated Solutions (BGIS) on behalf of PWGSC.

- 1.2.4 PWGSC administers the project and exercises continuing control over the project during all phases of development.
- 1.2.5 The Consultant shall obtain all reviews and approvals from Authorities Having Jurisdiction necessary for the work, unless otherwise directed by the Departmental Representative,

### **PA1.3 LINES OF COMMUNICATION**

- 1.3.1 Unless otherwise directed by the Departmental Representative, conduct all project communication through the Departmental Representative only.
- 1.3.2 Formal contact between the Consultant and the Project Management team, building occupants and BGIS shall be through the Departmental Representative. Direct communication between members of the PWGSC Project Management team on routine matters is required to enable the discussion and resolution of technical issues. However, no communication shall alter the terms of the project scope, budget or schedules unless directed in writing by the Departmental Representative.

### **PA1.4 MEDIA**

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

### **PA1.5 GENERAL PROJECT DELIVERABLES**

- 1.5.1 Where deliverables and submissions include summaries, reports, network diagrams, drawings, plans, specifications or finish schedules submit deliverables as follows:
  - 1. Hard copies: Two (2) copies unless otherwise agreed to by the DR.
  - 2. Electronic format: one (1) copy. The electronic deliverables shall be provided using Microsoft applications.
  - 3. Alternatively if agreed to in writing by the Department Representative, the Consultant may submit work in PDF format except for network diagrams and AutoCAD drawings which must be submitted in their original electronic format.
  - 4. All drawings will be generated and distributed in the format using layering and file transfer protocols as prescribed in the 'PWGSC Documentation And Submission Standards' (in both native Dwg and Pdf formats).

5. All Model submissions are to follow the standards set out in Appendix G,H and I BIM Project Execution Plan (PxP). Submission files must be provided in both the native file format (e.g. .RVT) and IFC.
6. Regular reporting may be in English unless otherwise requested by the Departmental Representative. Final tender ready construction drawings and specifications must be in provided in both French and English.

#### **PA1.6 ACCEPTANCE OF PROJECT DELIVERABLES**

- 1.6.1 While PWGSC acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles PWGSC to review work. PWGSC reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain Departmental Representative acceptances during each of the project stages. Rejected work is to be redesigned and re-submitted for acceptance at the Consultant's cost.
- 1.6.2 Acceptances indicate that based on a general review of material for specific issues, the material is considered to comply with Governmental and Departmental objectives and practices, and that overall project objectives are being satisfied.
- 1.6.3 The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the contract.
- 1.6.4 PWGSC acceptances do not prohibit rejection of work, which is determined to be unsatisfactory at later stages of review. If progressive design development or time / cost / risk updates or technical investigation reveals that earlier acceptances must be withdrawn. The Consultant is responsible for re-designing work and re-submitting rejected work for acceptance at the Consultant's cost.
- 1.6.5 Acceptances by the Project Delivery team and other agencies and levels of Government must be obtained to supplement PWGSC acceptances. The Consultant shall assist the Departmental Representative in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

#### **PA1.7 COORDINATION WITHIN THE CONSULTANT TEAM**

- 1.7.1 Throughout all phases of the project, assume responsibility for co-ordinating the work of any Sub-Consultants and specialists retained by the Consultant, as well as the Environmental and Commissioning Consultants.
- 1.7.2 Ensure clear, accurate and ongoing communication of design, budget, and scheduling issues including changes - as they relate to the responsibilities of all Sub-Consultants and specialists from initial base building reviews to post construction reports.
- 1.7.3 Coordinate input for the Departmental Representative's risk management plan.

1.7.4 Co-ordinate the quality assurance process ensuring submissions of Sub-Consultants are complete and signed-off by the Designated Senior Reviewer.

1.7.5 Ensure Sub-Consultants provide adequate site inspection services and attend all required meetings.

#### **PA1.8 PROJECT RESPONSE TIME**

1.8.1 It is a requirement of this project that the key personnel of the Prime Consultant and Sub-Consultants or specialist firms are personally available to attend meetings or respond to inquiries within four hours.

#### **PA1.9 MEETINGS**

1.9.1 The Departmental Representative shall arrange meetings generally bi-weekly (one for design and one for construction matters) throughout the entire project development and every week during the implementation/construction period, for all members of the project team, including representatives from:

1. PWGSC;
2. Consultant team (including the Environmental Consultant);
3. Project Management Support Services;
4. Construction Manager;
5. Building Operator and building occupants as required.

1.9.2 During Design And Tendering Phases:

1. Attend the meetings ;
2. Review work done since previous meeting, this includes presenting plans and specifications;
3. Record discussions, the issues and decisions;
4. Prepare and distribute detailed minutes within two (2) working days of the meeting;
5. Endeavour to hold all meetings as green meetings (i.e. electronic copies of documents where possible or double sided hard copies);
6. Meetings will normally be held in Gatineau, QC, usually in the offices of PWGSC.

1.9.3 During construction and implementation:

1. Attend weekly construction meetings;

2. Cooperate and coordinate with the Construction Manager (CM), who shall record the issues and decisions and prepare and distribute minutes within two (2) working days of the meetings;
3. Attend commissioning meetings.

1.9.4 Standing agenda items shall include, but not be limited to:

1. Project planning, monitoring and control;
2. Cost;
3. Risk;
4. Quality;
5. Human safety and ecology;
6. Tenant concerns.

1.9.5 On occasion, there may be urgent problem-solving meetings. The Consultant shall be available to attend such meetings in Gatineau, QC within one (1) working day(s) notice.

#### **PA1.10 OFFICIAL LANGUAGES**

Refer to RS 10 Bilingual Documents (Bilingual services and SC2 Language Requirements).

#### **PA1.11 PROJECT TEAM AND STAKEHOLDER WORKSHOPS**

- 1.11.1 There are a number of stakeholders affected by this project and whose input may be required.
- 1.11.2 Workshops can be a collaborative, team-building process, based on improving communication and understanding among the project team and stakeholders to reach a common goal. While the Consultant contract establishes the legal obligations of the parties, collaboration workshops strive to establish positive working relationships, which will maximize the benefits to the project from the knowledge and experience of all stakeholders. Successful collaboration workshops lead to improved effectiveness, quality, timeliness and team morale.
- 1.11.3 Key members of the Consultants and Sub-Consultants, including representatives from the Senior Management of all firms will be required to attend stakeholder workshops. The meetings will also be attended, as appropriate, by representatives of PWGSC, NCC and City of Gatineau, representatives of building occupants, Environmental Consultant, the Construction Manager and such other participants as are deemed appropriate.
- 1.11.4 The Consultant's cost to attend is included as part of the fees.
- 1.11.5 Periodic special sessions arranged throughout the project life to deal with specific issues for which a workshop is needed to assist in resolution. These

will be arranged on an as-needed basis. Assume two (2) one day (1) sessions.

## **PA1.12 WORKING WITH OCCUPANTS**

- 1.12.1 Design and construction will occur while the complex is occupied. Communicating the project to occupants is a key element of the project. The Consultant will be required to prepare and participate in presentations to or information sessions with the occupants, from time to time throughout the life of the project.

## **PA2 THE PROJECT TEAM**

### **PA2.1 GENERAL ORGANIZATION**

- 2.1.1 It is the intent of PWGSC that this project be organized, managed and implemented in a collaborative manner. The Project Management team, the Consultant team, Environmental Consultant, Commissioning Agent and the Construction Manager team are to work cooperatively at every stage of the design and construction process in order to assure the creation of a successful and meaningful work of architecture with minimal impact on the building occupants. Under the leadership of the Departmental Representative, all team members are responsible for establishing and maintaining a professional and cordial relationship.

### **PA2.2 ROLES FOR THE PROJECT DELIVERY TEAM**

#### **2.2.1 PWGSC Project Manager**

The PWGSC Project Manager reports to a PWGSC Director and is responsible for the day-to-day management of the project. The PWGSC Project Manager is the Departmental Representative for all project contract services and, as such, will be the Consultant's single point of contact for all project direction.

#### **2.2.2 PWGSC Project Management team**

PWGSC will have other team members on its project management team with various expertise including health and safety.

#### **2.2.3 User Department Representatives**

User Department Representatives will play several critical roles for the successful implementation of the project, as follows:

- a. User Department Representatives will coordinate and liaise with the PWGSC Project Manager to identify operational requirements and constraints.
- b. User Department Representatives will communicate information to their respective departments internally.

#### 2.2.4 PWGSC Asset Manager and BGIS Property Manager

1. BGIS is the Building Operator and Building Manager, and a stakeholder and is to provide information about the complex and to ensure facility management requirements are identified and incorporated into the project. The Building Manager will play an active role during project planning, construction, commissioning and turnover.
2. PWGSC Asset Manager will liaise and provide oversight to the Building Operator and Building Manager.

#### 2.2.5 PWGSC Centre Of Expertise (COE) Technical Resources Team

1. The COE Technical Resources team provides expert advice and quality assurance for key architectural and engineering professional disciplines and other specialists. This team will participate regularly in design phases and will review construction contract documents. During construction, the Technical Resources team may attend Construction Manager meetings and field review on an ad hoc basis to advise the Departmental Representative.
2. A Design Manager will coordinate the services of the COE Technical Resources team. The Design Manager is the Assembler and Coordinator of the COE Technical Resources team.
3. The purpose of the COE Technical Resources team is to offer strategic and technical advice, to advise of risks, to review Consultant deliverables, to track and confirm compliance with project requirements.
4. The COE will be represented by the following disciplines:
  - a. Architectural
  - b. Fire Protection
  - c. Environmental
  - d. Sustainable Design
  - e. Commissioning
  - f. Engineering:
    - I. Structural / Seismic,
    - II. Mechanical,
    - III. Electrical,
    - IV. Civil
  - g. Landscape/Urban Design

#### 2.2.6 PWGSC Commissioning Manager

1. The PWGSC Commissioning Manager represents the Departmental Representative's interests in the commissioning process. The PWGSC Commissioning Manager is responsible for reviewing and monitoring all commissioning activities during the development, design, implementation,



and post construction stages of the project, assuring that all program issues are addressed.

2. Throughout the commissioning process, the Consultant and the Consultant's representatives on-site will work closely with the PWGSC Commissioning Manager, the Commissioning Agent, the Construction Manager, and PWGSC to implement commissioning activities and create useful, well integrated drawings, reports and manuals, in compliance with this Project Brief and the construction contract documents.
3. Reporting to the Departmental Representative, the PWGSC Commissioning Manager will review and approve all documentation at all stages of the project delivery and will monitor all commissioning activities, including the accuracy of reported results.

#### 2.2.7 Project Management Support Services (PMSS)

PWGSC may engage external Project Management Support Services (PMSS) to provide project management, schedule, costing, construction advice and project management administration support for the Departmental Representative. PMSS reports to the Departmental Representative and will assist in the day-to-day management of the project. PMSS will operate on this project as an extension of and part of the PWGSC Project Manager's responsibilities.

#### 2.2.8 Commissioning Agent

1. Third party consultant retained by and reporting to PWGSC identified by the Departmental Representative to lead the Commissioning Team in the implementation of the commissioning process.
2. Throughout the commissioning process, the Commissioning Agent will apply a systematic verification, documentation and training process during design, construction, static verification, start-up and functional performance testing of equipment and systems to ensure conformity with the owner's project requirements and the basis of design in accordance with the contract documents.
3. Reporting to the Departmental Representative, the Commissioning Agent will lead the Commissioning Team in the implementation of the commissioning process.

## PA3 AUTHORITIES & APPROVAL PROCESSES

### PA3.1 FEDERAL GOVERNMENT AUTHORITY/JURISDICTION

- 3.1.1 The following are authorities having Federal Government jurisdiction over the project:

1. Treasury Board Of Canada

- a. Project And Contract Approvals
- 2. Public Works and Government Services Canada
  - a. Contracting Authority and Project Delivery
  - b. Fire Prevention Engineering Services
  - c. Life Safety
- 3. National Capital Commission (NCC)
  - a. Planning And Design Approvals
  - b. Exterior Building Design
- 4. Environment Canada
  - a. Canadian Environmental Assessment Act
  - b. Canadian Environmental Protection Act
- 5. National Building Code
  - a. Building Codes And Standards

### **PA3.2 PROVINCIAL AND MUNICIPAL AUTHORITIES/JURISDICTION**

3.2.1 The Federal Government does defer to provincial and municipal authorities for specific regulations, standards and inspections. In areas of conflict, the Federal Authority prevails.

- 1. Quebec Ministry Of Labour, Employment and Social Solidarity
  - a. Employment Standards
  - b. Construction Safety
  - c. Designated Substance Management
  - d. Workers Compensation
- 2. Quebec Ministry Of The Environment
  - a. Building Discharges Into The Air, Water And Ground
  - b. Disposal Of Designated Substances Including Asbestos
- 3. Quebec Ministry Of Consumer And Commercial Relations - Elevating Devices Branch
  - a. Construction Hoists
  - b. Elevators, Escalators And Dumb Waiters
- 4. City Of Gatineau, Qc
  - a. Building, Electrical And Plumbing Permits And Inspection
  - b. Fire Safety, Equipment And Access For Fire-Fighting Equipment
  - c. Municipal Approval

### **PA3.3 PRESENTATIONS AND SUBMISSIONS**

3.3.1 The Departmental Representative, as well as the Federal Authorities previously identified will review work in progress on a continuing basis. Formal presentations are required for design and project approvals in

accordance with the project delivery phases outlined in Required Services (RS). Ad Hoc presentations will be required to various committees and senior officials as well as to occupants or tenant representatives. The previous list identifies Federal Authorities that will require presentations and submissions for approval.

3.3.2 The frequencies of meetings indicated are affected by the project phase, issues and requirements for decisions and approvals. The Consultant shall be required to attend all other meetings as needed and to make presentations to satisfy authorities as identified.

3.3.3 Municipal Building Permits And Other Permits:

- a) Coordinate submission requirements, schedule, number of submissions and turnaround time with the NCC to obtain their authority.
- b) Coordinate submission requirements, schedule, number of submissions and turnaround time with the Municipal Authority.

i. Development Permit

While municipal development and site planning approval is not required for federal properties, consultation with the municipal planning / zoning officials shall be undertaken for this project. On behalf of PWGSC, the Consultant shall submit design development documents to the Municipal Authority for review and comment regarding site planning. The Consultant shall undertake negotiations and identify any problems to the Departmental Representative for final resolution by PWGSC.

ii. Building Permit

On behalf of PWGSC, the Consultant shall apply for a building permit. The Consultant shall prepare all necessary supporting documentation for this permit application. The Consultant shall complete negotiations and resolve all permit related issues prior to tender. Municipal Authorities will inspect the construction site. Early and periodic submissions / presentations to the City by the Consultant shall be required. Submissions will begin at the Schematic Design phase. Subsequent submissions / presentations will be required throughout the remainder of the design phases including during design development and construction documents.

3.3.4 Expected PWGSC Review Durations:

- a) RS1: 2 weeks. The consultant is to proceed with RS2 while RS1 submissions are under PWGSC review.
- b) RS2: 2 weeks. The consultant is to proceed with RS3 while RS2 submissions are under PWGSC review.

- c) RS3: 2 weeks. The consultant is not to proceed with RS4 while RS3 submissions including the Class B substantive estimate are under PWGSC review.
- d) RS4: 2 weeks. The consultant is to proceed with RS5 while RS4 submissions are under PWGSC review.

### 3.3.5 Project Delivery team (including COE Technical Resources team)

- a) Purpose of review and approval:
  - i. Program, design function, and technical quality assurance
- b) Submission format:
  - i. Drawings and specifications and Reports,
- c) Submission schedule - submissions are reviewed at Schematic (concept) design phase, design development and construction documents phase, 33%, 66% and 99% complete. The Consultant team is expected to provide updates at the bi-weekly design meetings during each of the phases above with a narrative as to changes from last meeting.
- d) Number of submissions: one (1) mandatory at each phase plus any follow-up reviews and amendments.

### 3.3.6 Senior Management Approvals

The project is subject to review and approvals by various PWGSC governance committees. From time to time submissions from the Consultant team may be required in the form of Reports or drawings to solicit approval. In addition the Consultant may be required to present to one of these committees. The Consultant should allow for three (3) such presentations.

### 3.3.7 National Capital Commission Advisory Committee on Planning, Design and Realty:

- a) Purpose of review: NCC Design Approval,
- b) Submission format: drawings and specifications,
- c) Submission schedule - submissions are reviewed at a time to be arranged with thirty (30) days notice
- d) Expected turnaround time: according to NCC schedules.
- e) Number of submissions: two (2) mandatory plus any follow-up reviews or amendments

### 3.3.8 City Of Gatineau Committee

- a) Purpose of review and approval: municipal approvals

- b) Submission format: drawings and specifications, oral presentation;
- c) Submission schedule: submissions are reviewed when completed work has been forwarded to the Departmental Representative for site plan and building permit approvals, interim consultations are required;
- d) Expected turnaround time: according to municipal schedules;
- e) Number of submissions: one (1) mandatory plus any follow-up reviews until approval has been received.

#### 3.3.9 Other Authorities Having Jurisdiction

- a) Although the Federal Government does not formally recognize jurisdiction at other levels of Government, voluntary compliance with the requirements of these other authorities is necessary unless otherwise directed by the Departmental Representative.
- b) Codes, regulations, by laws and decisions of authorities having jurisdiction shall be observed.
- c) In cases of overlap, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.
- d) PWGSC will voluntarily comply with the applicable provincial construction Health and Safety Acts and Regulations, in addition to the related Canada Occupational Safety and Health Regulations.

#### 3.3.10 Treasury Board Approvals

- a) Confirmation of current Project and Expenditure Approvals or amendment to same is required at the end of the RS 3 stage of design when a substantive cost estimate is available and may require Treasury Board Approval. This confirmation requires PWGSC acceptance as well as sign-off by all agencies on all required submissions and approvals. Space, operational and performance requirements must also be confirmed.
- b) Because submissions for approval require detailed review and substantiation, the scheduling of the approval cannot be determined in advance. However, it is estimated that within normal parliamentary proceedings these approvals require approximately five to seven months. Restrictions on types of activities apply and PWGSC will not fund inactive periods while approvals are pending.
- c) To facilitate review, the Consultant must assist the Departmental Representative by preparing design documents, data and other information on its design, formatted to meet specific submission and approval requirements.

#### 3.3.11 Public Presentation And Consultation

- a) Anticipate three (3) public presentations or consultations in addition to the presentations outlined above; however, the public will be given the opportunity to follow the progress of the project through a method to be confirmed.
- b) Anticipate five (5) presentations and consultations with tenant representatives and occupants in addition to the presentations outlined above.

## REQUIRED SERVICES

Services must be provided in accordance with the requirements identified in the contract and the PWGSC document (Jan. 31, 2019) "Doing Business with PWGSC - Documentation and Deliverables Manual", attached as Appendix C.

## RS 1 PRE-DESIGN REQUIREMENT VALIDATION

### RS1.1 INTENT

- 1.1.1 This stage is intended for the Consultant to review the documentation that has been made available to it, tour the building, speak with the facility manager BGIS, PWGSC representatives and report on all aspects of the project requirements including how they intend to step forward from the General Design Approval by the National Capital Commission (NCC) in June 2019 and the 2019 Design Information. The Consultant Team shall review and analyse all available information and consult with the PWGSC.
- 1.1.2 PWGSC has made the following decisions with respect to the 2019 Design Information:
  - a. The design documents are for reference only. PSPC makes no declaration as to accuracy of the 2019 Design Information. The Consultant may use whatever information from the 2019 Design Information that it feels is useful/necessary for its design considering the NCC decision in June and the necessity to obtain an updated or new decision from the NCC and PWGSC's requirements.
  - b. The following elements of the 2019 Design Information shall not be included in the Consultants design:
    - i. Cross Laminated Timber (CLT) will not form a part of the envelope system;
    - ii. 49-50% window to wall ratio (WWR);
    - iii. Removal of the plinth and HVAC at the base of the windows on the ground floor;
    - iv. Redesign of the chamfered corners to square corners.
    - v. Redesigned drywall bulkheads at window face
  - c. The following elements need to be included in the Consultant's design:

- i. A high performance curtain wall system acceptable to PWGSC;
    - ii. Triple glazing;
    - iii. 40% WWR;
    - iv. The exterior walls of the complex constructed with the precast panel envelope are to be replaced.
    - v. The first two floors of the complex were constructed with traditional brick masonry. The traditional masonry should be addressed to suit the remainder of the building exterior design to achieve a cohesive architectural design, overcladding is a possible solution.
    - vi. Replacement of the glazing on all floors should occur
    - vii. The NCC general design approval in June of 2019 should form part of the considerations for the Consultant's proposed design.
    - viii. The masonry on the interior of the buildings' exterior columns should be preserved as well as the plinth and diffuser at the base of the exterior windows on the ground floor. The approach should be to minimize impacts on existing interior conditions.
  - d. The overall design approach should be to minimize impacts on existing interior conditions.
  - e. Systems should not be so custom, that they require specialized offsite testing custom dyes or custom assemblies.
- 1.1.3 The Consultant shall deliver a concise report that will confirm the general direction of the project elements. Once approved, this deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.

## **RS1.2 GENERAL**

### **Scope and Activities**

- 1.2.1 Validate the project requirements / program including any amendments,
- 1.2.2 Review the Key Documents and Background Documents and, as deemed necessary by the Consultant, a physical review and surveys as required of the condition of the exterior building envelope, including walls, glazing, roofs, pedestrian links between buildings and penthouse structures and the area(s) within the building required to permit the envelope project to be constructed currently estimated at 2-3 meters (possibly 4-6 meters on some floors dependent on construction methodologies) from the exterior walls for integration into envelope design.
- 1.2.3 Review the security cameras and other security elements that will be affected by the exterior envelope replacement project.
- 1.2.4 Analyse the sustainable design requirements and confirm design standards,

- 1.2.5 Review all other available existing material related to the project including requirements identified in the Project Brief,
- 1.2.6 Identify all additional information that will be needed to deliver the project,
- 1.2.7 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost.
- 1.2.8 Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply,
- 1.2.9 Review the Sustainability Checklist with the Project Team

### **RS1.3 DELIVERABLES**

- 1.3.1 The Consultant shall prepare and submit a Pre-Design Report for review and approval. Revise as required by the Departmental Representative. Resubmit for acceptance.
- 1.3.2 The Pre-Design Report shall consolidate the Scope and Activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.
- 1.3.3 The structure used for the Pre-Design Report shall be used for the required project reports for all subsequent project stages. The content of the subsequent reports will vary according to the project stage.
- 1.3.4 Develop an updated detailed work breakdown structure that incorporates all of the above together with a detailed schedule including allowances for reviews and approvals for each stage of the project life cycle including deliverable requirements to be provided by PWGSC,
- 1.3.5 Develop a BIM Project Execution Plan (PxP) in accordance with the template provided in Appendix G – BIM Project Execution Plan. The PxP details how BIM will be implemented on the project described in the Contract. The PxP is a result of the collaboration of the Consultant Team and Departmental Representative (DR), and shall be dependent on the approval of the DR. The BIM PxP is a project delivery tool guiding the Consultant Team in the smooth delivery of the project BIM throughout its phases.

### **RS1.4 PRE-DESIGN REPORT STRUCTURE AND CONTENT**

- 1.4.1 Executive Summary



1. The executive summary is intended to provide a synopsis of the Pre-Design Report and outline any recommendations requiring PWGSC approval.

#### 1.4.2 Administrative

1. Aspects to be included but not limited to, are:
  - a. Summaries of project start-up meetings, workshops,
  - b. Quality management process for the consultant team,
  - c. Confirmation that all necessary pre-design documentation required for this project is available and confirmation that the information is still current and up-to-date,
  - d. Gap analysis where information is lacking, and
  - e. Administrative section of the pre-design report.

#### 1.4.3 Regulatory Analysis

1. Aspects to be included but not limited to are:
  - a. Preliminary summary of regulatory and statutory requirements,
  - b. Preliminary summary of authorities having jurisdiction,
  - c. Preliminary summary of codes, regulations, and standards, and
  - d. Regulatory Analysis section of the pre-design report.

#### 1.4.4 Site Analysis

1. Aspects to be included but not limited to are a review and analysis of:
  - a. Site features (i.e. landscape features, topographical features, climatic influences, setback requirements, easements, existing buildings, and / or structures.),
  - b. Subsurface, geotechnical analysis of soils and soil structure,
  - c. Municipal infrastructure, subsurface and above grade services, including capacities and limitations (i.e. storm water drainage, fire protection, domestic water, sewer, power, telecommunications,),
  - d. Environmental features including sustainable design opportunities, and
  - e. Site Analysis section of the LTDLC Envelope Rehabilitation Development, prepared by GRC Architects, 2016, the Dillon Master Site Plan, July 2018, and the Geotechnical Report prepared by EXP in 2017 and any other relevant reports.

#### 1.4.5 Building Analysis

1. Aspects to be included but not limited to are a review and analysis of :
  - a. The 2019 Design Information

- b. Substructure, including foundations and basement(s), parking; Exterior shell, including superstructure, seismic, exterior enclosure, interiors, including areas to be affected by project construction, stairs, interior finishes;
- c. Pedestrian walkways (drawings are limited);
- d. Services, plumbing, HVAC, fire protection, electrical, telecommunications, building automation.
- e. Performance of on site existing conditions survey work of any of the above elements to inform the design process.

#### 1.4.6 Sustainable Development Strategies and Report

1. Review potential for environmental impacts and application of the Canadian Environmental Assessment (CEA) Act,
2. Review and assessment of Sustainable Development Design standards to be applied to the project with the Project Team. Prepare and present proposed/contested sustainability design measures and performance options targeted in the LTDLC Sustainability Checklist (Appendix B). Include opportunities requiring further discussion/commitment/follow-up from Project Team,
3. Establish and describe an approach for the project to minimize environmental impacts and support a high sustainability performance consistent with the project objectives and budget, PWGSC Policy and guidelines including waste diversion and disposal. Confirm strategy to facilitate reviews of all subsequent submissions using LTDLC Sustainability Checklist,
4. Utilize the existing energy model to baseline existing energy performance and loads of the buildings and performance of the envelope assemblies; and benchmark performance targets for building envelope assemblies. Please also refer to the reports by Synergy Partners noted in the Key Documents list.

#### 1.4.7 Budget, Schedule, and Risk Analysis

1. Aspects to be included (but not limited to) are:
  - a. Validate Class 'D' estimate,
  - b. Detailed work breakdown structure complete with level four sub-tasks,
  - c. Analysis of risk implications and preliminary mitigation strategies, and
  - d. Budget, Schedule, and Risk Analysis section of the pre-design report.

#### 1.4.8 Rebuttal to PWGSC Quality Assurance Audit Report

1. Aspects to be included (but not limited to) are:

- a. Review and analysis of comments provided by the PWGSC Project Team including the COE technical resources team and PWGSC and
- b. Written response to all comments provided by the above.

## **RS 2 SCHEMATIC DESIGN**

### **RS2.1 INTENT**

The Consultant must obtain written authorization from the Departmental Representative before proceeding with preparation of Schematic Design Options.

The Consultant team shall provide a design concept that is fully integrated and supported by engineering solutions for the structural, mechanical, electrical systems, along with massing models, renderings, site slides and photographs, energy model, impact assessment and life cycle cost analysis, analytical data and calculations and sufficient narrative to allow comparison, analysis against project requirements, report and budget, and selection of a design direction for preparation of a final design concept.

The Schematic (Concept) Design will be in sufficient detail to illustrate and communicate the project characteristics. The Consultant shall provide a detailed review and analysis of the project requirements including all updates and amendments to ensure all requirements are fully integrated into the Schematic (Concept) Design. Out of this process, the Schematic Design will be reviewed and if accepted, authorization to proceed to Design Development will be based on the accepted Schematic (Concept) Design.

### **RS2.2 SCOPE AND ACTIVITIES**

- 2.2.1 Refer to the restrictions set out in RS1.1.2.
- 2.2.2 Refer to the Sustainability Checklist to develop the design strategy.
- 2.2.3 Prepare a Schematic (Concept) Design being mindful of the design elements that were well received by the NCC in its approval in June 2019. The Consultant may propose alternate solutions that utilize elements of the design approved by the NCC but which may be more cost and/or schedule efficient and stay within the design restrictions set out by PWGSC in RS1.1.2 above. The preferred approach would be to seek an amendment to the current NCC decision through administrative approval rather than another presentation.
- 2.2.4 Analyze with regard to the project goals including cost and schedule,
- 2.2.5 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- 2.2.6 Present / submit Schematic (Concept) Design for review and approval to committees, review groups and authorities having jurisdiction as identified in the Project Administration (PA) section,

- 2.2.7 Incorporate all feedback received and prepare a schematic design that addresses the feedback provided,
- 2.2.8 Provide and / or coordinate all project requirements,
- 2.2.9 Develop a BIM Model to the Level of Development (LOD) defined in Appendix I – Model Element Table
- 2.2.10 Coordinate all services with the Departmental Representative.

### RS2.3 DELIVERABLES

- 2.3.1 Schematic (Concept) Design documents illustrate the project elements as well as the project's scale and character based on the schedule and the project budget.
- 2.3.2 Provide updates on the design for review by the Project Team at each bi-weekly design meeting for input and guidance from PWGSC, the CM and COE.
- 2.3.3 Prepare and submit, for review and approval by the Departmental Representative, an integrated and updated Design. Revise as required by the Departmental Representative. Resubmit for acceptance.
- 2.3.4 The report will update the Pre-Design Report using the established report structure and format, consolidate the Scope and Activities identified above, and will continue to be utilized as the benchmark project control document to monitor progress of the project.
- 2.3.5 The updated Schematic (Concept) Design Report shall include in written narrative, graphic and photographic format and be web enabled.
- 2.3.6 Schematic (Concept) Design Report aspects to be included but not limited to are:
  - 1. Statement of design principles for all disciplines;
  - 2. Drawings, renderings, and supporting 3D visualization illustrating the building interior / exterior, site;
  - 3. Updated Model for the building and site to the LOD specified in Appendix I – Model Element Table (MET)
  - 4. Special construction and demolition, including hazardous materials abatement;
  - 5. Outline specifications for building systems and equipment performance, building components;

6. CADD and BIM strategies and protocols to manage and control infrastructure definition for base building systems;
7. Sustainable Development Strategies and Report including:
  - a. Confirm targeted sustainable design measures and strategies, further clarifying targeted from potential option(s) (include updated Sustainability Checklist);
  - b. Updated energy model evaluating the proposed design(s), including impact to base building systems;
  - c. Outline specifications (including sustainable procurement strategies) and any outstanding design measures/targeted options requiring follow-up;
  - d. Prepare and submit a report indicating how the design will meet tenant and PWGSC's operational requirements and in accordance with Sustainable Design Requirements in Sustainability Checklist.
8. Risk Assessment Report;
9. Report on any deviations that will affect cost or schedule and recommend corrective measures;
10. Value engineering ideas and options with cost and schedule savings identified;
11. Description of contract packaging and implementation plan;
12. Class 'C' estimate
13. Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule.

## **RS2.4 PRESENTATIONS**

- 2.4.1 The Consultant Team shall deliver presentations for the Schematic (Concept) Design stage, as outlined in the PA 3.3 Presentations and Submissions .

## **RS2.5 DETAILS**

### **2.5.1 Architectural**

1. Site plan relationships, interim landscape concept, building outlines, main accesses, roadways, vehicular and pedestrian traffic patterns;
2. Concept building plans;
3. Elevations and sections;
4. Typical wall details for building envelope and penthouse;

5. Typical roof details including integration with wall sections;
6. Perspectives and / or 3D visualization.
7. The interior finishes, fixtures that are affected by the envelope replacement are to be detailed as to how they are to be removed/dismantled before construction and returned to pre-construction configuration following construction. In the event it is found by the Consultant that any of the materials cannot be reused the Consultant shall advise the Departmental Representative and present replacement options for approval by the Departmental Representative.

#### 2.5.2 Structural / Seismic

1. General description of structures, including systems considered and benefits/disadvantages.
2. Design loads for all load cases.
3. Concept drawings of structural systems' proposed foundations, lateral systems and explanatory sketches.

#### 2.5.3 Landscape / Urban design

1. A final future site master plan is to be developed separately by PWGSC. A concept plan prepared by Dillon July 2018 was prepared and accepted by the NCC on September 20 2018. It is the intent of PWGSC that this project simply provide an Interim Landscape plan because the site needs to be made safe and returned to a levelled with gravel condition on the interior courtyard post construction ensuring proper drainage and catch basins are set to the proper grade. The basic landscaping ideas posed by the 2019 Design for the perimeter of the site where the property meets public sidewalks and roadways should be addressed as well as the revised entrance ways and accessible ramps. Simplification of these entrances and ramps may be considered. Landscape work will include regrading and may require modifications to the drainage system, potential relocation of underground services and trees/shrubs removal and replacement after construction.
2. Explain in the concept submission the manner in which the proposed interim landscape plan will complement the approved site master plan developed separately by PWGSC and how it correlates with the project design principles with respect to the entrances, ensuring improved pedestrian safety, and access to the buildings.
3. Provide plans, details and sections addressing:
  - a. Accessibility:
    - i. Provide an obstacle free pedestrian environment and mobility-appropriate surface materials at the new

entrances and temporary egress for exiting from the building.

b. Site Use

- i. Provisions to manage stormwater on site;
- ii. Improvements to enhance the perception and function of the entrances to the buildings.
- iii. Improve the lighting for safety, reduction of light pollution and energy efficiency in its design of the envelope and entrances.

c. Security Integration

- i. Integrating security elements into Interim Landscape Plan

d. Wayfinding and Orientation

- i. Signage (regulatory, informational, directional), visual cues, destination points or markers, pathways and roads integration with the functional and operational programs for the site and building as required for an Interim Landscape Plan;
- ii. A plan showing adjacent owners, current zoning and easements and other similar information is to be included;

2.5.4 Mechanical

1. The concept submission shall include a description of the specific mechanical requirements and function for each area affected by the envelope replacement work. Incorporate in the submission a schedule of requirements confirming program requirements for affected rooms and identify the mechanical building services affected by the project.
2. Explain in the concept submission the manner in which the mechanical systems that are affected by the envelope replacement are to be dealt with during construction and returned to service following construction. Consideration needs to be given to continuing appropriate and balanced air flow and HVAC to the remainder of the occupied floors during construction. How will the systems in the proposed construction zone be dismantled and removed to allow a fully sealed work space at the perimeter of the building? How will it be returned to service following construction? Ensure the system is rebalanced following construction. In the event it is found by the Consultant that any of the materials cannot be reused the Consultant shall advise the Departmental Representative and replacement options presented for approval by the Departmental Representative.
3. The general vision is to remove and reinstate existing systems and services.
4. Submit a complete energy analysis as described in section 2.3

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

#### 2.5.5 Electrical

1. Explain in the concept submission the manner in which the electrical systems that are affected by the envelope replacement are to be dealt with during construction and returned to service following construction. Consideration needs to be given to continuing appropriate electrical requirements and emergency and life safety systems to the remainder of the occupied floors during construction. How will the electrical in the proposed construction zone be dismantled and removed from walls and workstations to allow a fully sealed work space at the perimeter of the building? How will it be returned to service following construction? In the event it is found by the Consultant that any of the materials cannot be reused the Consultant shall advise the Departmental Representative and replacement options presented for approval by the Departmental Representative
2. Typical lighting concepts for the affected interior environments. The general vision is to remove and reinstate existing lighting.
3. Typical ceiling or floor distribution systems for lighting, power, and telecommunications for affected areas.
4. Fire alarm system concept modifications for affected areas.

#### 2.5.6 Commissioning

To be prepared by the Architect and Mechanical / Electrical Sub-consultants, in coordination with the Commissioning Agent how the design will meet PWGSC operational requirements.

#### 2.5.7 Sustainability

Prepare and submit a report indicating how the design will meet the Sustainable Design Requirements in the Sustainability Checklist.

## RS 3 DESIGN DEVELOPMENT

### RS3.1 INTENT

- 3.1.1 During this stage the Consultant shall further develop the Concept Design. The Design Development Stage documents consist of drawings, model and other documents to describe the scope, quality and cost of the project in sufficient detail to facilitate design approval, confirmation of code compliance, detailed planning of construction and project approval. This design will be used as the basis for preparation of construction documents.



## RS3.2 SCOPE AND ACTIVITIES

- 3.1.2 Obtain written approval from Departmental Representative to proceed to Design Development Stage,
- 3.1.3 Review, validate and update details of program requirements and base building,
- 3.1.4 Confirm/Refine the sustainable design strategy and update the LTDLC Sustainability Checklist
- 3.1.5 If any alterations are required, analyze the impact on all project components, and resubmit for approval if required,
- 3.1.6 Expand and clarify the Schematic (Concept) Design intent for each design discipline,
- 3.1.7 Obtain approvals from all Authorities Having Jurisdiction.
- 3.1.8 Present / submit design and materials for review and approval to committees, review groups and authorities having jurisdiction as identified in the Project Administration section,
- 3.1.9 Provide updates on the design at each bi-weekly design meeting which includes identification and explanation of changes from the last meeting, for input and guidance from PWGSC and COE,
- 3.1.10 Provide and / or coordinate all information for all project disciplines,
- 3.1.11 Develop the construction implementation strategy, temporary work, including phasing with the CM,
- 3.1.12 Analyze the constructability of the project and develop the preliminary construction phasing process and durations, as well as the scope of construction packages,
- 3.1.13 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- 3.1.14 Coordinate services with Departmental Representative,
- 3.1.15 Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design of the project,
- 3.1.16 Prepare Interim landscape design,
- 3.1.17 Liaise and coordinate with all PWGSC specialty consultants on the Project i.e. Environmental, Commissioning etc.

**RS3.3 DELIVERABLES**

- 3.3.1 The Consultant shall prepare and submit an integrated Design Development Stage Project Report for review and acceptance by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance. The report will update the Schematic (Concept) Design, consolidate the Scope and Activities identified above, and will continue to be utilized as the benchmark project control document to monitor progress of the project.
- 3.3.2 The Design Development Stage Report shall include (but not be limited to) the following aspects: presented in written narrative, graphic, model (traditional and / or computer generated), photographic format and be web enabled.
- 3.3.3 Design Development Stage:
1. Drawings and other media to communicate the entire site and building project for all disciplines showing all elements, services, and detail necessary to make all design decisions and to substantially estimate the cost of the project,
  2. Special construction, temporary work and demolition, hazardous materials abatement,
  3. Provide a list and draft specification sections of all National Master Specification (NMS) sections to be used. Submit outline specifications for all systems and principle components and equipment. Provide in the outline specifications manufacturers' literature about principal equipment and system components proposed for use in the project,
  4. Updated Model for the building and site to the LOD specified in Appendix I – Model Element Table (MET)
  5. Site / building renderings, 3D visualization using Revit /BIM models ,
  6. Sustainable Development Strategies and Report including: CRD Waste Management Program (WA and WRW),
  7. Updated and optimized sustainable design opportunities, strategies, including LTDLC Sustainability Checklist indicating where supporting documentation/reference can be found in specs/drawings, and which measures will or will not be met, updated budgets, and identify outstanding design issues or otherwise impacting the sustainable performance targets that require immediate follow-up,
  8. Updated Risk Assessment Report,
  9. Value engineering ideas and options with cost and schedule savings identified,

10. Fire protection engineers report including requirements, strategies or interventions for protection of the building and its occupants during and following construction,
11. Outline Commissioning Plan,
12. Description of contract phasing, packaging and implementation plan,
13. Preliminary construction schedule including long-term delivery items,
14. Updated detailed schedule including deliverable requirements to be provided by the Building Occupants,
15. Class 'B' Estimate,
16. Prepare milestone cost summary report and cost exception report,
17. Updated life cycle cost analysis,
18. Updated milestone project schedule, complete with summary of revisions and mitigation strategies (if significant change occurs),
19. Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,
20. Design Development Stage Project Report, consolidating all of the above and data requirements to support submissions to Treasury Board.

#### **RS3.4 PRESENTATIONS**

The Consultant Team shall deliver presentations for the Design Development Stage, as outlined in the PA 3.3 Presentations and Submissions.

#### **RS3.5 DETAILS**

##### **3.5.1 Architectural**

1. Site plan showing the building and Infrastructure items,
2. Interim Landscape Design,
3. Elevations of all exterior building facades, transitions and connections showing all doors and windows accurately sized and projected from the floor plans and sections. Indicate clear floor and ceiling levels and any concealed roof levels,
4. Plan views of all roofs showing all work and details required, including integration with building envelope sections,
5. Cross-sections through the building(s) to show floor levels, room heights, inner corridor elevations,

6. Detailed Sections of interior walls, transitions or special design features, specialty areas i.e. kitchens, server rooms, rooms with raised floors, mechanical systems requiring illustration and explanation of the Design Development Stage,
7. Reflected ceiling plans as required,
8. Architectural materials, millwork, interior and exterior finishes details and samples to determine choice of materials and finishes,
9. Details of integration of Information Services, security systems, furniture, equipment, Built-in Furniture as required,
10. Provide wall, floor and ceiling sections and details. Include for all spaces requiring acoustic security (include STC ratings for doors, transfer ducts and other assemblies). Intent is to reinstate the interior space as it was before construction. In the event it is found by the Consultant that any of the materials cannot be reused the Consultant shall advise the Departmental Representative and replacement options presented for approval by the Departmental Representative.

#### 3.5.2 Structural / Seismic

1. Structural drawings indicating modifications or new structural systems, structural materials, cladding details, fireproofing methods and other significant or unusual details,
2. Drawings shall indicate all design loads, e.g. dead and live loads on all plans with a typical loads marked,
3. Indicate integration of Information Services and Security pathways in floors and relationships with building structure as required.

#### 3.5.3 Landscape / Urban design

As a minimum the landscape construction hardcopy documents must have the following plans titled:

1. Existing Conditions Plan,
2. Removals and demolition Plan,
3. Grading, Drainage and Layout Plan including below-grade infrastructure to support the Interim Landscape Plan for post construction,
4. Details - Examples are 'Paver Details and materials used such as texture, colour, size, shape, or 'Planting Details,'
5. Elevations and Details.

#### 3.5.4 Mechanical

1. Drawings of modifications required as a result of envelope work for the HVAC, plumbing and the fire protection systems showing components.

### 3.5.5 Electrical

1. Provide typical lighting, power and telecommunication system details for affected workspaces and areas, as a result of the Project,
2. Include lighting design and control schemes for typical lighting arrangements at any new design elements i.e. entrances, corners, exteriors.

### 3.5.6 BIM 3D Model

Provide a BIM model for each building showing all disciplines coordinated.

## **RS 4 CONSTRUCTION DOCUMENTS**

### **RS4.1 INTENT**

- 4.1.1 The Consultant must obtain written authorization from the Departmental Representative before proceeding with Construction Documents.
- 4.1.2 The objective of the Construction Document phase is to translate the design development documents into construction drawings and detailed specifications to guide and direct the Construction Manager and sub-contractors in carrying out their work on the project. Prepare drawings and specifications for the construction and final cost estimate for each tender package for the project.
- 4.1.3 33% indicates technical 33% completeness of all working documents,
- 4.1.4 66% indicates substantial technical development of the project - well advanced architectural and engineering plans, elevations, sections, details, schedules and specifications.
- 4.1.5 99% is the submission of complete Construction Documents ready for tender call.
- 4.1.6 For all disciplines, develop project specific Operation and Maintenance Manuals.
- 4.1.7 Final Submission (100%) incorporates all revisions required in the 99% version and is intended to provide PWGSC with complete construction documents ready for tender call.

### **RS4.2 GENERAL**

- 4.2.1 Activities are similar at all three stages; completeness of the project development shall reflect the stage of a submission.

### **RS4.3 SCOPE AND ACTIVITIES**

- 4.3.1 Obtain Departmental Representative's approval for Construction Documents submissions (33%, 66%, 99% and final),
- 4.3.2 Confirm format of drawings and specifications,
- 4.3.3 Develop up to 6 tender packages, order and content to be determined,
- 4.3.4 Provide full coordination of all disciplines between all tender packages,
- 4.3.5 Submit drawings, BIM Model and specifications at the required stages (33%, 66%, 99%, Final Submission),
- 4.3.6 Include base building Information Services and Security pathways and service infrastructure at each stage as required,
- 4.3.7 Provide written response to all review comments and incorporate them into Construction Documents where required,
- 4.3.8 Advise as to the progress of cost estimates and submit updated cost estimates for each tender package as the project develops,
- 4.3.9 Update the project schedule including deliverable requirements to be provided by the Building Occupants,
- 4.3.10 Prepare a final Class 'A' estimate for each tender package,
- 4.3.11 Value engineering ideas and options with cost and schedule savings identified,
- 4.3.12 Review and approve materials and construction processes specifications to meet sustainable development objectives and commissioning, providing updated LTDLC Sustainability Checklist confirming specifications and drawing references illustrating Sustainable Development measures,
- 4.3.13 A sample board of all finishes as defined in the National Master Specification (NMS) for exterior envelope and interior space and room types,
- 4.3.14 As part of the Quality Management process, establish quality control process to be implemented through exterior and interior envelope mock-ups or testing as part of Construction and Contract Administration Stage. Consultant to define number and extent of mock-ups or testing necessary to verify performance as well as fit and finish,
- 4.3.15 In collaboration with all relevant disciplines; Authorities Having Jurisdiction; and relevant federal, provincial, and municipal codes, standards and legislative requirements for the project, refine, develop, and prepare as required:
  - 1. Final Code statement,
  - 2. Final fire separations and life safety plans,

3. Final Submission (100% complete) construction documents for submission to local authority for review. As during the previous design stages, the review of the construction documents by local authorities will also occur during the Tender Call, Bid Evaluation, and Construction Contract Award stage,
  4. Sign and seal one (1) set of 100% complete construction documents for building permit application,
  5. Provide necessary follow-up regarding building permit application.
- 4.3.16 Deliverables shall occur in four (4) stages, completeness of the project development shall reflect the stage of submission: 33%, 66%, 99%, Final Submission (100%). The consultant team shall prepare and submit an integrated complete Project Report, Construction Documents as well as the 100% construction documents (drawings, BIM model and specifications) for review and approval by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance. The construction documents report will update the design development report, consolidate the Scope and Activities identified above, and will continue to be utilized as the benchmark project control document to monitor progress of the project.
- 4.3.17 The complete Project Report shall include in written narrative, graphic, model (traditional and / or computer generated), and photographic format.
- 4.3.18 Deliverables are similar at 33%, 66%, 99% and Final Submission stages; completeness of the project development shall reflect the stage of a submission.
- 4.3.19 99% Submissions
1. Provide the following for each tender package that may be required:
    - a. Document coordination from all disciplines within and between all tender packages including any scope changes that may be required to remain within budget,
    - b. Complete specification and working drawings for all tender packages,
    - c. Complete set of base building Information Services and Security pathways and service infrastructure as required,
    - d. Updated Model to the LOD specified in Appendix I – Model Element Table
    - e. One (1) copy of the complete colour schedules, including textures, sheens, colour chips and material samples,

2. Assist the Commissioning Agent with the 99% Commissioning plan,
3. One (1) copy of support data, studies, calculations, required by PWGSC Engineering disciplines for final checking and record,
4. Updated Risk Analysis, Cost Plan and Project Schedule,
5. Update Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,
6. Update LTDLC Sustainability Checklist for reference, confirming specifications and drawing references illustrating applicable Sustainable Development measures, and related submittals where required.

#### 4.3.20 Final Submission

1. This submission incorporates all revisions required by the review of the 99% submission. Provide the following for each tender package:
  - a. Coordinate all disciplines between all tender packages including any scope changes that may be required to remain within budget.
  - b. Complete electronic and hard copy set of the working drawings for all tender packages.
  - c. Complete sets of original specifications.
2. Class 'A' estimate.
3. Assist the Commissioning Agent with the Complete Commissioning Plan.
4. Updated project schedule.
5. Submit and obtain approval on plans and specifications required by Inspection Authorities before tender call.
6. Update Project Log, tracking all approved major decisions including those affecting changes to project scope, budget and schedule.
7. A master list of shop drawings to be required from the various sub-trades on the project.
8. Provide the Departmental Representative with a recommended list of tests to be undertaken, including on-site and factory testing.

### RS4.4 PRESENTATIONS

- 4.4.1 The Consultant Team shall deliver presentations for the Construction Documents stage, as outlined in the PA 3.3 Presentations and Submissions.



## RS4.5 DETAILS

### 4.5.1 Meetings

1. Production of construction documents will be reviewed during the meetings arranged by Departmental Representative and Consultant,
2. Representatives from PWGSC and others will be present as arranged by the Departmental Representative,
3. The Consultant shall:
  - a. Ensure that staff and the Sub-consultant representatives attend the technical and production meetings as required,
  - b. Arrange for all necessary data, progress prints,
  - c. Prepare minutes of the meetings and distribute copies to all participants.

### 4.5.2 Progress Review

1. As work progresses on construction drawings, submit drawings, schedules, details, pertinent design data, updated Cost Plan, Project Schedule and value engineering options. Also a narrative describing any changes in the documents from the previous meeting and submissions.

2. Mechanical

As affected by this project:

- a. Flow diagrams, system layouts, equipment selections and sizes, floor plan layouts showing major equipment,
  - b. All major ductwork sized and shown on drawings including layout of all major mechanical and transformer rooms,
  - c. Energy Monitoring and Control System (EMCS) network architecture, mechanical control schematics, sequence of operation for each mechanical system, electrical control schematics, Direct Digital Control (DDC) input / output point schedules,
  - d. Submit at the stipulated progress submission all calculations for mechanical design and equipment selection. These calculations shall be indexed and tabulated. Calculations submitted shall not necessarily be reviewed. They are required for record purposes and in certain instances to assist in the understanding and interpretation of designs. Calculations shall be submitted in a format that is clear and easily understandable.
3. Specifications and an index of specifications. The specifications shall consist of edited National Master Specification (NMS) sections,
4. Systems Operations Manual (SOM)

- a. For architectural systems, summarize the type of building finishes and their locations,

## 5. Commissioning Specifications

### Working with the Commissioning Team:

- a. Use the Canadian National Master Construction Specification (NMS), the Z320-11 CSA Building Commissioning Standard, and the Real Property Branch Commissioning Standard as the basis for the project specifications for commissioning. Prepare additional specifications for systems where NMS specifications do not exist. Complete design information required in the performance verification report forms,
- b. Specify detailed performance verification procedures and output, documents, scheduling and reporting requirements,
- c. Identify and include in specification all tests to be conducted at manufacturer's plants, on-site during construction, installation, commissioning on-site and during the operation phase with PWGSC input,
- d. Develop a training package for Operation & Maintenance personnel and include in specification,
- e. Use NMS for the identification of equipment and inventory in conjunction with the Preventative Maintenance Support System (PMSS) / Maintenance Management System (MMS). Provide PMSS / MMS coding and system nomenclature on tender documents within equipment schedules and on all single line diagrams. Obtain approval of equipment PMSS / MMS identification from the PWGSC Commissioning Manager.

## 6. Commissioning Submission Requirements

- a. Outline commissioning specifications are included with the 33% construction documents
  - Preliminary 33% complete specifications including all sections,
  - Updated commissioning plan,
  - Preliminary building management manual and training plan,
  - Updated O&M budget.
- b. The detailed commissioning specifications are submitted with the 66% construction documents stage and are updated and resubmitted at each subsequent stage of the construction documents,
- c. The SOM and Users O&M Manual is resubmitted with the 66% construction documents, and is updated and resubmitted during subsequent stages of the construction documents,
- d. PMSS / MMS system and equipment codes are identified for each piece of mechanical and electrical equipment with the 66% construction documents. Completed PMSS / MMS numbering (with equipment unit counters) for all mechanical and electrical equipment

- at the 99% construction documents. Indicate PMSS / MMS numbering on each PV form,
- e. Submit a comprehensive Commissioning Plan for all systems,
- f. Submit a comprehensive Training Plan.

## **RS 5 TENDER, BID EVALUATION & AWARD**

### **RS5.1 INTENT**

- 5.1.1 The Consultant shall participate in Construction Manager pre-qualification activities for sub contractors including the evaluation of bids where required. The Consultant shall also evaluate bids for each tender package from qualified sub-contractors.
- 5.1.2 The intent is that the Construction Manager will be responsible for tendering construction packages.

### **RS5.2 SCOPE AND ACTIVITIES**

- 5.2.1 Assist Departmental Representative and Construction Manager in coordinating all activities related to sub-contracting.
- 5.2.2 Assist the Departmental Representative and Construction Manager in evaluating submissions for pre-qualification of sub-contractor(s),
- 5.2.3 Attend bidders briefing meeting(s) and provide support to Construction Manager on Questions and Answers as required,
- 5.2.4 Prepare addenda based on questions arising in such meetings,
- 5.2.5 Keep full notes of all inquiries during the bidding period and submit same to Departmental Representative at the end of the tender process for PWGSC records,
- 5.2.6 Assist in tender evaluation by providing advice on the following:
  - 1. The completeness of tender documents in all respects,
  - 2. The technical aspects of the tenders,
  - 3. The effect of alternatives and qualifications, which may have been included in the tender.
- 5.2.7 Revise and amend, at no additional cost, the construction documents to bring the cost of the work within the limits stipulated, as per the terms and conditions of the Contract,
- 5.2.8 Examine and report on any cost and schedule impact created by the issue of tender / contract addenda,

- 5.2.9 Analyze, revise, and resubmit requests from the municipal office with respect to the building permit application;

### **RS5.3 DELIVERABLES**

- 5.3.1 Electronic copies of drawings and specifications,
- 5.3.2 Addenda as required,
- 5.3.3 Changes to the documents in response to Questions and Answers and Addenda to create a final issued for Construction Documents set,
- 5.3.4 Updated cost estimate and schedule,
- 5.3.5 Submit to the Departmental Representative, in both official languages, one (1) reproducible and one (1) electronic copy of the complete final issued for Construction Documents set,
- 5.3.6 Prepare an integrated Project Report, Tender Call, Bid Evaluation & Construction Contract Award, which consolidates, and reports on the Scope and Activities identified above and a final Issued for Construction Documents for review and acceptance by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance.

## **RS 6 CONTRACT ADMINISTRATION**

### **RS6.1 INTENT**

- 6.1.1 The Consultant shall support the implementation of the Project in compliance with the Contract documents including regular inspection and reviews of the work, and direct and monitor all necessary or requested changes to the scope of work during construction.

### **RS6.2 SCOPE AND ACTIVITIES**

- 6.2.1 Support the coordination of all activities with the Departmental Representative,
- 6.2.2 During the implementation of the project, act on PWGSC's behalf to the extent provided in the Contract,
- 6.2.3 Carry out a site review of the work in appropriate intervals, which at a minimum is once per week to determine if the work is in conformity with the Contract Documents and prepares a report to the Departmental Representative of their review,
- 6.2.4 Keep the Departmental Representative informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site review,

- 6.2.5 Ensure compliance with Commissioning Plan, update plan as necessary,
- 6.2.6 Determine the amounts owing to the Construction Manager based on the progress of the work, and certify payments to the Construction Manager,
- 6.2.7 Act as interpreter of the requirements of the Contract Documents,
- 6.2.8 Provide cost advice during construction,
- 6.2.9 Advise the Departmental Representative of all potential changes to scope for the duration of the implementation,
- 6.2.10 Support and review of documentation for changes to the Construction Manager's sub-contracts,
- 6.2.11 Prepare and justify change orders for issue by the Departmental Representative,
- 6.2.12 Indicate any changes or material / equipment substitutions on Record Documents,
- 6.2.13 During warranty period, investigate all defects and alleged defects and issue instructions to the Construction Manager,
- 6.2.14 Prepare any applicable (Systems) Operating Instructions,
- 6.2.15 Finalize Operation Manual and User Department O&M Manual to 100% status, reflecting as-commissioned operation of all building systems. Submit one (1) in electronic format in both French and English,
- 6.2.16 Conduct a warranty review 12 months following issuance of the Final Certificate for Substantial Performance of the Work.
- 6.2.17 Confirm/verify:
  - 1. Building permit issued,
  - 2. Notice of project with the Commission des normes, de l'équité, de la santé et de la sécurité du travail du Québec (CNESST),
  - 3. Relevant inspection agencies notified.
- 6.2.18 Ensure conformance with sustainable design requirements and LTDLC Sustainability Checklist, update as necessary, and coordinate collection of related Construction Manager deliverables and verification submittals (as-builts, shop drawings).

### **RS6.3 DELIVERABLES**

- 6.3.1 Written field observation reports from site visits including persons involved, date and time arrived and time spent at site for inspection. To advise

- Departmental Representative of arrival time and date so Departmental Representative may attend with the Consultant and shall sign off on site visit,
- 6.3.2 Written reports on the progress of the work and the cost of the project at the end of each month including work completed records and an opinion on whether the work completed is on schedule,
  - 6.3.3 Additional detail drawings when required to clarify, interpret or supplement the Construction Documents,
  - 6.3.4 Post contract drawings/records that incorporate all site instructions, change orders, clarifications and modifications to the issued for Construction Documents,
  - 6.3.5 Review of progress claims from the Construction Manager, the Substantial Performance Certificates and final progress payment certificates.
  - 6.3.6 Debrief of Commissioning activities outlining the commissioning process, major activities, and lessons learned from this project,
  - 6.3.7 Finalize the Operation Manual to reflect as-commissioned operation and maintenance of each building system,
  - 6.3.8 Electronic copy of the updates to all construction documents, drawings and specifications with addenda information prior to start of construction,
  - 6.3.9 As-built records and as-built specifications
  - 6.3.10 Warranty deficiency list,
  - 6.3.11 Keep and update Project Log tracking all approved decisions including those affecting changes or clarifications to project scope, budget and schedule,
  - 6.3.12 Report on Final Warranty Review,
  - 6.3.13 Prepare an integrated Project Report, at RS6 Construction and Contract Administration, which consolidates and reports on the Scope and Activities identified above for review and approval by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance.

#### **RS6.4 DETAILS**

- 6.4.1 Construction Meetings
  - 1. Immediately after major sub-contracts are awarded, attend a briefing meeting with the Construction Manager, Departmental Representative. Prepare minutes of the meeting and distribute copies to all participants and to other persons agreed upon with the Departmental Representative,

2. In coordination with the Departmental Representative and in addition to the weekly construction meetings to be chaired and minuted by the CM, anticipate additional biweekly meetings to support anticipated design and implementation issues. Prepare minutes of the meeting and distribute copies to all participants.

#### 6.4.2 Project Schedule

1. Review the Project Schedule developed by the Construction Manager including the Commissioning Agent's schedule, in conjunction with the component and deliverable requirements to be provided by the User Department and Consultants,
2. Review any changes to the approved construction schedule and take necessary steps to ensure that the schedule is maintained and submit a detailed report to the Departmental Representative, concerning any delays,
3. Keep accurate records of causes of delays,
4. Make every effort to assist the Construction Manager to avoid delays,
5. Ensure the Commissioning Schedule is being updated by the Commissioning Agent at the start of the Commissioning Phase of the project. Routinely ensure updating of this schedule throughout the commissioning of the work.

#### 6.4.3 Time Extensions

1. Only the Departmental Representative may authorize any request by the Constuction Manager for time extensions for completion of Work within the Project schedule. Authorization must be issued in writing.

#### 6.4.4 Cost Breakdown

1. Obtain from the Construction Manager detailed cost breakdown on standard PWGSC form and submit to the Departmental Representative, with the first Progress Claim.

#### 6.4.5 Sub-contractor

1. The Construction Manager is required to use the Sub-contractors listed on the tender form unless a change is authorized by PWGSC in writing. Changes are only considered when they involve no increase in cost. The Consultant shall review all requests for changes of Sub-contractors, and submit recommendations to the Departmental Representative,
2. When Sub-contractors have not been listed on the Tender Form, the Consultant shall obtain the list from Construction Manager not later than ten (10) working days after date of award.

#### 6.4.6 Labour Requirements

1. The Construction Manager is bound by the Contract to maintain competent and suitable workmen on the project and to comply with the Canada Department of Labour - Labour Conditions. Inform the Departmental Representative, of any labour situations that appear to require corrective action,
2. The Consultant shall ensure that a copy of the Labour Conditions for the Contract is posted in a conspicuous place on-site.

#### 6.4.7 Bylaw Compliance

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

#### 6.4.8 Construction Safety

1. All construction projects that are occupied by federal employees during construction are subject to the Canada Occupational Safety and Health Act and Regulations as administered by Health Canada,
2. Fire safety provisions during construction must comply with Federal regulations,
3. In addition to the above, the Construction Manager must comply with the provincial and municipal safety laws and regulations, and with any instructions issued by the officers of these authorities having jurisdiction relating to construction safety,
4. Ensure the Construction Manager is mandated to provide all required coordination, isolation, protection and reinstatement of the fire protection and suppression systems throughout construction. Notify the Departmental Representative each time the fire protection and suppression systems are bypassed and advise of estimated reinstatement time. Ensure the Construction Manager is mandated to provide Watchman Service as defined in FC 301 and by the Fire Prevention Specialist.

#### 6.4.9 Site Visits

1. Provide construction inspection services. Ensure compliance with the contract documents.
2. Provide services of qualified personnel who are fully knowledgeable with technical and administrative requirements of project.



3. Establish a written understanding with Construction Manager as to what stages or aspects of the work are to be inspected prior to being covered up.
4. Assess quality of work and identify in writing to the Construction Manager the Departmental Representative, all defects and deficiencies observed at time of such inspections.
5. Inspect materials and prefabricated assemblies and components at their source or assembly plant, as necessary for the progress of the project.
6. Any directions, clarifications or deficiency list shall be issued in writing to the Departmental Representative.
7. Provide written reports, field or observation reports, from site visits including persons involved, date and time arrived, and time spent at site for inspection. To advise Departmental Representative in advance of arrival time and date so Departmental Representative can coordinate and sign-off on the site visit. The Departmental Representative may attend with the Consultant on site visit.

#### 6.4.10 Clarifications

Provide clarifications on Plans and Specifications or site conditions as required in order that the project is not delayed.

#### 6.4.11 Progress Reports

Report to PWGSC regularly on the progress of the work. Submit monthly reports as to the progress of the work and the cost of the project at the end of each month including work completed records and an opinion on whether the work completed is on schedule.

#### 6.4.12 Work Measurement

1. If work is based on unit prices, measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.
2. When Contemplated Change Notice is to be issued based on Unit Prices, keep accurate account of the work. Record dimensions and quantities.

#### 6.4.13 Detail Drawings

Provide for PWGSC information, any additional detail drawings as and when required to properly clarify or interpret the contract documents.

#### 6.4.14 Shop Drawings

1. On completion of project, forward electronic copies of reviewed shop drawings to PWGSC. Ensure that shop drawings include the project

number and are recorded in sequence and a log of when submitted and reviewed.

2. Verify the number of copies of shop drawings required. Consider additional copies for Building Occupants review as requested.
3. Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the Construction Manager and stamped: "reviewed" by the Consultant before return to the Construction Manager.
4. Expedite the processing of Shop Drawings their review should be less than ten (10) business days.
5. All equipment must be CSA approved, or CSA equivalent. In the case of equivalency, provide letters of approval for use in Canada.

#### 6.4.15 Inspection and Testing

1. Provide the Departmental Representative with a recommended list of tests to be undertaken, including on-site and factory testing.
2. Ensure all testing is detailed within Commissioning Plan.
3. When contract is awarded, assist the Departmental Representative and the Construction Manager in briefing testing firm on required services, distribution of reports, communication lines.
4. Attend acoustic tests conducted by third party.
5. Witness all factory and on-site testing, including testing during off-hours.
6. Review all test reports and take necessary action with the Construction Manager when work fails to comply with contract.
7. Immediately notify Departmental Representative if tests fail to meet project requirements and when corrective work will affect schedule.
8. Assist the Departmental Representative in evaluating testing firm's invoices for services performed.
9. Consultant should develop the plans and specifications for any mock up or testing that will be used as the bench mark for construction standards. Review and approve all Construction Manager's exterior envelope mock-ups or testing that will be used to establish benchmarks for acceptable construction standards. Verify that the testing and the mock up are performing in accordance with the plans and specifications. Work with the Construction Manager and sub-trades to bring the mock up to compliance and attend retest and reinspect where necessary. The Construction Manager will be required to obtain approvals before proceeding with construction. Sample mock-up will include but not be limited to the following:

- a. Four (4) full size mock-ups addressing a corner element, including all material components, assemblies and connections for the building envelope. Mock-ups will be floor to floor, and of sufficient width for quality and aesthetic control purposes. Location to be determined.

#### 6.4.16 Training

1. Prior to tender, provide the Departmental Representative, with recommended list of training to be undertaken.
2. Ensure all training is detailed within the Commissioning Plan.

#### 6.4.17 Construction Changes

1. The Consultant does not have authority to change the work or the price of any Contract(s).
2. Changes, which affect cost or design concept, must be approved by the Departmental Representative.
3. Review quotations and prices provided by the Departmental Representative or the Construction Manager and in the latter instance forward recommendations to the Departmental Representative promptly.
4. PWGSC will issue Consultant-prepared Change Orders to the Construction Manager, with copy to Consultant.
5. All changes, including those not affecting the cost of the project, must be covered by Change Orders.
6. Each month, review Construction Manager's Construction Documents to ensure Construction Manager has recorded all changes.

#### 6.4.18 Construction Manager Progress Claims

1. Each month the Construction Manager submits a progress claim for work and materials as required in the Construction Contract.
2. The claims are made by completing the following forms where applicable:
  - a. Request for Construction Payment,
  - b. Cost Breakdown for Unit and / or Combined Price Contract,
  - c. Cost Breakdown for Fixed Price Contract,
  - d. Statutory Declaration Progress Claim,,
  - e. CNESST certificates
3. Review and sign designated forms and promptly forward claims to the Departmental Representative for processing.

4. Submit with each progress claim:
  - a. Updated schedule of the progress of the work.
  - b. Photographs of the progress of the work.

#### 6.4.19 Materials On-Site

1. The Construction Manager may claim for payment of material on-site but not incorporated in work.
2. Material must be stored in a secure place designated by the Departmental Representative.
3. Detailed list of materials with supplier's invoice showing price of each item must accompany claim; Consultant shall check and verify the list.
4. Items shall be listed separately on the Detail Sheet after the breakdown list and total.
5. As material is incorporated in the work, the cost must be added to the appropriate Detail item and removed from the material list.

#### 6.4.20 Inspections and Certifications

1. The Consultant shall inspect the work and list all unacceptable and incomplete work on a designated form. The Departmental Representative shall accept the project from the Construction Manager subject to the deficiencies and uncompleted work listed and costed.
2. The Construction Manager will be required to provide a work plan of actions and schedule to correct all deficiencies for the consultants review, comment and recommendation to the Departmental Representative.
3. The Consultant shall monitor, inspect and report to the Departmental Representative on the progress of deficiencies corrections.
4. Inform the Departmental Representative when satisfied that the project has reached Substantial Performance (by phase / building).

#### 6.4.21 Substantial Performance Certificates

1. Payment requires completion and signing, by the parties concerned, of the following documents:
  - a. Certificate of Substantial Performance ,
  - b. Cost Breakdown for Fixed Price Contract,
  - c. Cost Breakdown for Unit or Combined Price Contract,
  - d. Inspection and Acceptance,

- e. Statutory Declaration
  - f. All CNESST dues and certifications.
2. Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the PWGSC Departmental Representative for processing.

#### 6.4.22 Operation and Maintenance Manual

1. Operation and Maintenance Manual: Four (4) sets in both Official Languages of each volume produced by the Construction Manager in accordance with project specification and verified for completeness, relevance and format by the Architectural, Mechanical and Electrical Consultants and submitted to Departmental Representative prior to Substantial Performance or actual start of operation and instruction period, whichever occurs sooner. Finalize the Operation Manual to reflect as-commissioned operation and maintenance of each building system.
2. Prior to submission to the Departmental Representative, provide written comment in detail indicating the acceptability of all manuals. The Construction Manager(s) shall retain one (1) copy of each volume for his record and use during the instruction period.

#### 6.4.23 Instruction of Operating Personnel

1. Make arrangements and ensure that PWGSC and BGIS are properly instructed on the operation of all services and systems using the final manuals as reference.
2. Consultant to provide training sessions, as required, on the subject of design intent and systems operations. Utilize operations manual for training sessions.
3. Advise and assist facility operations personnel on the sustainable design aspects of the design and operations to ensure an ongoing sustainable operation.

#### 6.4.24 Final Inspection

Inform Departmental Representative when satisfied that all work under the contract has been completed, including the deficiency items. Departmental Representative makes a final inspection of the project. If everything is satisfactory, the Departmental Representative makes final acceptance of the project from the Construction Manager.

#### 6.4.25 Final Completion Certificate

1. The final payment requires completion and signing, by the parties concerned, of the following documents:

- a. Final Certificate of Completion,
  - b. Cost Breakdown for Fixed Price Contract,
  - c. Cost Breakdown for Unit and/or Combined Price Contract,
  - d. Inspection and Acceptance,
  - e. Statutory Declaration Final Certificate of Completion,
  - f. All CNESST dues and certifications,
  - g. LTDLC Sustainability Checklist sign-off section (final) confirming achievement of targeted design measures
2. Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the Departmental Representative for processing.

#### 6.4.26 Take-over

1. The official take-over of the project, or parts of the project, from the Construction Manager is established by the PWGSC Project Team which includes the Departmental Representative, the Consultant, BGIS and therepresentatives of the Building Occupants . The date of Substantial Performance Certificate signifies commencement of the warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.
2. Provide the Departmental Representative with original copy of the Construction Manager's warranties for all materials and work covered by an extended warranty or guarantee, according to the conditions of the specifications. Verify their completeness and extent of coverage.

#### 6.4.27 As-Built and Record Drawings (to be Extracted from the Record Model) and As-Built Specifications (for each Tender Package and a Comprehensive Consolidated Final Package).

1. Following the take-over, obtain as-built marked-up hard copy from the Construction Manager.
2. Show significant deviations in construction from the original Contract drawings, including changes shown on Post-Contract Drawings, changes resulting from Change Orders or from On-Site Instructions.
3. Verify at each progress payment that the Construction Manager has accurately recorded information on the site as-built set of construction documents.
4. Indicate PMSS / MMS numbers for each piece of mechanical and electrical equipment on each drawing.
5. Check and verify all As-Built records for completeness and accuracy and submit to the Departmental Representative.
6. Produce Record Model and Drawings by incorporating final As-Built-information into project drawings.

7. Update the specification to reflect As-Built-information.
8. For each tender package, submit complete Record Model, Drawings and As-Built Specifications in number and format required by the Contract within six (6) weeks of the Substantial Performance Certificate.
9. Submit a comprehensive consolidated final package of Record Model Drawings, and As-Built Specifications in number and format specified in the Contract within twelve (12) weeks of the Final Certificate.
10. Provide a complete set of final shop drawings in hard copy and electronic format.
11. Ensure updated LTDLC Sustainability Checklist cross references Record Drawings and As-Built where applicable to confirm sustainable design measure was completed.

## **RS 7 COMMISSIONING**

### **RS7.1 COMMISSIONING OBJECTIVES**

- 7.1.1 The objectives of commissioning are:
  1. To follow the Real Property Branch Commissioning Standard.
  2. Comply with CSA Z320-11: *Building Commissioning Standard & Check Sheets* with variances as listed in the Real Property Branch Commissioning Standard.
  3. PWGSC will retain the services of a Commissioning Agent to lead the commissioning process. The Consultant Team is to assist the Commissioning Agent as required in compliance with CSA Z320-11. Unless otherwise specified here the various roles of the parties are set out in Table 1 "Commissioning Roles and Responsibilities Matrix" page 56-59 of CSAZ320-11.

### **RS7.2 GENERAL DESCRIPTION**

- 7.2.1 The CSA Z320-11 commissioning standard shall be used by the Commissioning Agent for the commissioning of the Project in conjunction with the Real Property Branch Commissioning Standard.
- 7.2.2 Commissioning includes the envelope, all systems including the mechanical, electrical and life safety systems that have been affected by the Project.
- 7.2.3 The Commissioning Agent must deliver concise and comprehensive information and reports on commissioning to PWGSC in accordance with CSA Z320-11.
- 7.2.4 Commissioning shall include the ongoing field reviews and compliance testing, verification, functional performance testing, post-occupancy

evaluation, and documentation of the installation and performance of all building envelope systems and interior space assemblies that are environmental separators

### RS7.3 ROLES AND RESPONSIBILITIES

#### 7.3.1 PWGSC Departmental Representative:

Has overall responsibility for managing the project and delivering the project to the PWGSC Project Leader on time and on budget. Upon completion, the Departmental Representative hands the facility over to the PWGSC Project Leader.

#### 7.3.2 PWGSC Commissioning Manager (acting as a member of the PWGSC Technical Advisory Team) or its designate:

1. Represents the Departmental Representative, oversees the commissioning process,
2. Reviews the commissioning plan,
3. Maintains overall responsibility for representing PWGSC's interests in reviewing the implementation of commissioning, including:
  - a. Assuring that all program issues have been addressed,
  - b. Reviewing all documentation at all stages of project development and delivery,
  - c. Monitoring of all commissioning activities,
  - d. Ensuring that all O&M aspects (if any are impacted by this project) are addressed to the satisfaction of the Department,
  - e. Reviewing Commissioning Authorities' submissions,
  - f. Monitoring the commissioning services during the commissioning process,
  - g. Review the PI (product information) and Functional Performance Testing forms and other documentation,
  - h. Reviews and comments on the Construction Manager's Commissioning Schedule for the sequencing of commissioning performance testing of envelope or any equipment or systems,
  - i. Recommending Substantial Performance to the Consultant and Departmental Representative,
  - j. Ensuring the completion of all commissioning activities not completed before Substantial Performance ,
  - k. Providing support and direction in addressing operational deficiencies before Final Acceptance,

#### 7.3.3 The Commissioning Agent shall:

1. Review Design Criteria, functional and operational requirements for the Project ,



2. Prepare a preliminary Commissioning Budget and revise and update with each submission by the Consultant Team.
3. Initiate and develop the Commissioning Plan in accordance with CSA Z320-11.
4. Prepare commissioning specifications for the envelope and all systems including the mechanical, electrical and life safety systems that have been affected by the Project and incorporate same into the construction specifications,
5. Plan the commissioning and Functional Performance Testing activities, processes and their output, for the Project. In accordance with the CSA Z320-11
6. Review the Construction Manager detailed commissioning schedule for envelope and components, equipment, or systems, (Functional Performance tests will be performed by the Construction Manager);
7. Identify Construction Manager and subcontractor commissioning, Functional Performance Tests and testing responsibilities,
8. Review shop drawings and product data and accompanying Product Information (PI) as completed by the Construction Manager,
9. Monitor commissioning activities, provide quality control reports to the Departmental Representative throughout the construction, commissioning and operational phases of the work, including:
  - a. Inspection and verification of installed components, systems and sub-systems on a regular basis during construction
  - b. Witnessing tests, as required by PWGSC,
  - c. Reviewing and verifying testing, adjusting and balancing (TAB) reports,
  - d. Reviewing and verifying Functional Performance Testing Reports
  - e. Witnessing and certifying systems and integrated systems tests. Any test that cannot be commissioned due to design errors or omission must to be redesigned and re-commissioned.
  - f. Ensuring all systems affected by construction are cleaned and that no debris has entered into the HVAC systems.
  - g. Any other testing and verifications required by the CSA Z320-11
10. Witness and certify deferred tests, commissioning activities, Functional Performance Testing review and accept reports,
11. Identify and verify the rectification of all outstanding deficiencies,

12. Assist in the resolution of all issues relating to commissioning,
13. Assist in fine-tuning of systems and equipment as required during the warranty period,
14. Coordinate with the Departmental Representative and Commissioning Manager to ensure that O&M requirements are addressed,
15. Assist in systems checks and environmental checks during the warranty period,
16. Participate in warranty inspections and production of warranty inspection reports and address all warranty issues that may arise,
17. Ensure that the final product meets the Design Criteria, functional and operational requirements, the project objectives and all requirements of the RFP and Project Brief,
18. Recommend acceptance of the completed project,
19. Assist the Departmental Representative in the preparation of a debriefing (Evaluation) report. To include, but not necessarily be limited to:
  - a. A building evaluation summary with recommendations,
  - b. Lessons learned from the project.
20. Any other applicable roles and responsibilities as required by the commissioning agent/provider as per the CSA Z320-11

7.3.4 The roles and responsibilities of the other members of the Commissioning Team are described in the Real Property Branch Commissioning Standard and the CSA Z320-11 standard.

7.3.5 The Consultant shall:

Assist in fulfilling a fully integrated and comprehensive commissioning program, the Consultant shall appoint a commissioning coordinator with proven expertise in implementing commissioning programs, and who shall be responsible for detailed coordination of commissioning and provide direction for all matters relating to commissioning as described herein. The Consultant shall name a member of its team to be a commissioning coordinator and shall advise the PWGSC Departmental Representative and PWGSC Commissioning Manager

7.3.6 Construction Manager shall :

1. Provide commissioning services in accordance with the Commissioning Plan and any commissioning requirements specified in the Construction Documents,

2. Develop a critical path commissioning activities schedule for review and approval of the Commissioning Agent, Consultant, PWGSC Commissioning Manager and Departmental Representative,
3. Execute all commissioning activities in accordance with the Commissioning Plan, such as:
  - a. Input data from drawings on to Product Information (PI) Report Forms,
  - b. Assemble maintenance sections of the Building Management Manual
  - c. Assist in assembly of section of the Building Management Manual relating to operation of components, equipment, sub-systems, systems and integrated systems
  - d. Utilize Installation/Start-up Check Lists when conducting pre-start-up inspections,
  - e. Coordinate all commissioning activities,
  - f. Perform testing, adjusting and balancing (TAB), prepare TAB reports,
  - g. Conduct Functional Performance Testing tests of components, equipment, sub-systems, systems and integrated systems, complete Functional Performance Testing Reports,
  - h. Coordinate and implement training
  - i. Address all issues relating to commissioning,
  - j. Assist the Commissioning Agent Consultant in the preparation of commissioning documentation,
  - k. Assist the Commissioning Agent Consultant in the preparation of accurate "as-built" documentation,
  - l. Fine-tune components, equipment, sub-systems, systems and integrated systems during the warranty period,
  - m. Perform systems and environmental checks during warranty period and prepare reports,
  - n. Address all warranty issues,
  - o. Provide input to the Consultant in the preparation of a debriefing (Evaluation) report.

7.3.7 Construction Manager's Commissioning Coordinator will:

1. Be assigned by the Construction Manager,
2. Be qualified and experienced in the implementation of all commissioning requirements, and
3. Coordinate, direct and verify all commissioning activities and procedures. Work with the Commissioning Agent, the Consultant and the PWGSC Commissioning Manager to ensure a successful commissioning process

## RS7.4 OPERATIONAL CRITERIA

- 7.4.1 The complex will be occupied during the demolition and construction.

- 7.4.2 Start-up, performance verification and acceptance will include phased activities (both within individual contracts and involving several contracts). Testing, performance verification, commissioning and training must be developed bearing these variables in mind.
- 7.4.3 Testing, performance verification, commissioning, training procedures need to be scheduled with Departmental Representative and user(s):
1. Nominal hours of operation/occupancy:
    - 0600 - 1800, 5 days/week
  2. Nominal hrs of operation (presence) of O&M staff:
    - 0730 - 1530, 5 days/week
  3. Security staff presence:
    - 24 hours/day, 7 days/week
  4. Commercial space and meeting rooms:
    - Varies, 5 days/week
  5. Restrictions to testing: Life-safety:
    - Off-hours
  6. Emergency power:
    - Off-hours
- 7.4.4 Further testing activities will be subject to PWGSC's approval and may be refused during normal working hours.

## **RS7.5 LIFE CYCLE COSTING CRITERIA**

- 7.5.1 The Consultant shall when developing life cycle cost analyses, use the following criteria:
1. 50 years to next envelope rehabilitation,
  2. 50 Year investment horizon,
  3. Costs of utilities (e.g. Central Heating and Cooling Plants (CHCP) steam, hot water heating, chilled water, electricity, fuel consumption, potable water and sewage),
  4. Reliability, durability, operability, maintainability, accessibility and serviceability,

## **RS7.6 COOPERATION AND COORDINATION**

- 7.6.1 Throughout the Commissioning Process, the Consultant Team, the Project Team, the Construction Manager, the Commissioning Agent, and the facilities manager, will work closely with PWGSC to implement all commissioning activities. The Commissioning Agent has the prime role to ensure the success of the commissioning process and the related activities and deliverables with the Project Team.

#### **RS7.7 CORRECTION OF DEFICIENCIES**

- 7.7.1 The Consultant, in consultation with the Commissioning Agent, shall
1. Instruct the Construction Manager to correct all the deficiencies identified and recorded during the performance verification and functional testing,
  2. Provide solutions during the verification process with respect to the variances from the design parameters,
  3. Immediately notify the Departmental Representative when tests fail to meet project requirements and when corrective work and re-tests affect construction and completion schedule,
  4. Report in writing to the Departmental Representative and Commissioning Manager indicating compliance or anomalies regarding witnessed events. The Consultant is to investigate and recommend in writing any corrective actions to be taken to facilitate compliance with design intent and design criteria.

#### **RS7.8 FACILITY MAINTENANCE REQUIREMENTS**

- 7.8.1 For full details, the Consultant shall refer to: Facility Maintenance Policy, Guidelines and Requirements or Commissioning Oversight Program.

#### **RS7.9 ACCEPTANCE OF PROJECT**

- 7.9.1 The project will be accepted and the Substantial Performance Certificate will be issued only after:
1. Successful completion of all integrated systems tests, life safety support systems tests and after all other requirements of the authority having jurisdiction are satisfied,
  2. All test certificates; commissioning reports and commissioning documentation have been approved and accepted by the Departmental Representative.

#### **RS7.10 COMMISSIONING DOCUMENTATION**

- 7.10.1 General

1. The roles and responsibilities of each member of the Commissioning Team are described in the CSA Z320-11 Commissioning Standard.
2. Commissioning documentation is a complete set of data and information fully describing the completed project as a built, finished, functional and operational facility and presented in a form that can be maintained, updated and used over the life of the building.
3. In preparing project-specific commissioning documentation, use all existing generic commissioning documentation to the maximum extent possible. However, the Consultant retains over-riding responsibility for the content of all project-specific commissioning documentation and for editing, amending and supplementing as required and as is appropriate for the project.
4. Produce in accordance with the requirements of the PWGSC Commissioning Manual in consultation with PWGSC Centre of Expertise and the PWGSC Commissioning Manager as appropriate.
5. Comply with all requirements contained in the RFP relating to electronic production of commissioning documentation.

#### 7.10.2 Details

1. Commissioning documentation shall include:
  - a. The Commissioning Plan, the master planning document for all commissioning activities and deliverables, revised, refined, updated and reviewed at each stage of design development and re-submitted for review by the Commissioning Manager. Use the PWGSC Model Commissioning Plan as a reference model.
  - b. The Building Management Manual, containing all documentation for the project and providing a complete "paper trail" relating to project delivery. Responsibilities for development and timing of delivery are described in: Guide to the development of Building Management Manuals'
  - c. Any other documentation described in the CSA Z320-11 and the RPB Commissioning Standard.
2. Commissioning Schedule
  - a. The Commissioning Schedule is developed by the Construction Manager, outlining the performance testing program in an orderly sequence acceptable to the Commissioning Manager and the Commissioning Agent, the planned dates for submission of commissioning documentation. The Commissioning Schedule is a sub

element to the construction schedule and is to be updated as required.

7.10.3 Occupants' comments/complaints audit system:

Use during the Warranty Period.

7.10.4 TAB and commissioning reports:

Provide in accordance with: Guide to the preparation of Commissioning Reports.

7.10.5 Final evaluation report:

Provide in accordance with: Guide to the preparation of Commissioning Reports.

7.10.6 Any other documents and reports

## **RS7.11 COMMISSIONING DELIVERABLES**

All commissioning deliverables shall be in accordance with the RPS Commissioning Standard and the CSA Z320-11 Standard.

7.11.1 Design Development: During Design Development the Consultant shall coordinate with the Commissioning Agent:

1. Extent of commissioning determined,
2. On-site tests of components, sub-systems, systems and integrated systems during construction, installation and commissioning determined,
3. Outline commissioning specifications using PWGSC RPB Commissioning Standard and CSA Z320-11 Commissioning Standard, generic commissioning specifications plus outline project-specific commissioning specifications,
4. Updated Design Intent Document,

7.11.2 66% submission the Consultant shall coordinate with the Commissioning Agent::

1. Factory and on-site tests of components, sub-systems, systems and integrated systems during construction, installation and commissioning defined and detailed in commissioning specs,
2. Commissioning activities to be deferred to Operational Phase and Warranty Period identified,
3. Detailed commissioning specifications,

4. Updated Design Intent Document.

7.11.3 99% submission the Consultant shall coordinate with the Commissioning Agent:

1. integration of the commissioning specifications into project specifications,
2. 90% Commissioning plan,
3. 90% Design Intent Document detailing each building system, including all engineering calculations,
4. Maintenance management System (MMS) codes identifiers shown on the construction documents and indicated on each PI and PV form.

7.11.4 100% submission the Consultant shall coordinate with the Commissioning Agent:

1. This submission incorporates all revisions required by the review of the 99% submission,
2. Update the Design Intent Document to reflect any changes from the 99% submission.

## **RS7.12 CONSTRUCTION AND COMMISSIONING**

7.12.1 The Consultant shall:

1. Review Construction Manager's compliance with the contract documents,
2. Witness tests, including those tests conducted before concealment and start up,
3. Verify that each system is completed, safe to operate and ready for start-up,
4. Review all test reports and take necessary action with Construction Authority when work fails to comply with contract,
5. Ensure that all deficiencies are rectified and acknowledge that the installation of components and systems is ready for the commissioning phase,
6. Assist Departmental Representative and/or Commissioning Agent in evaluating testing firm's invoices for services performed,



7. Review all maintenance management nomenclature, devices and submissions prepared by the Construction Manager. Ensure on site implementation and tagging of maintenance management, and
8. Perform any other duties as described in the RPB Commissioning Standard and the CSA Z320-11 Standard.

## **RS 8 ESTIMATING AND COST PLANNING**

### **RS8.1 COST SPECIALIST**

- 8.1.1 Delivering this project on time and within budget is a high priority. A fully qualified cost estimating, cost planning and cost control team, referred to herein as the Cost Specialist, with a demonstrated record of successful cost management on large construction projects is required. This Cost Specialist will be conversant with all aspects of construction cost estimating during the design stages including the use of Elemental Cost Analysis, Risk Analysis, Life Cycle Costing and Value Engineering/Management techniques.
- 8.1.2 The purpose of cost planning and cost control is to assist in the accomplishment of project cost objectives. It is a continuous and interactive process involving planning, action, measurement, evaluation and revision.

### **RS8.2 SCOPE OF SERVICES**

- 8.2.1 The Cost Specialist shall provide an interactive and continuous cost consulting service from the commencement of project design through to construction completion, including the preparation of complete estimates for all construction trades, escalation, inflation and contingency costs.
- 8.2.2 The Cost Specialist shall provide to PWGSC a cost advising, and cost monitoring/reporting service to ensure that the design remains within budget and to highlight any variations from the approved budget on a line by line comparative analysis.
- 8.2.3 The Cost Specialist shall attend all project meetings throughout the design phases and be prepared to present and defend the estimates directly to the Departmental Representative.
- 8.2.4 Other services may be provided at additional cost, if requested by the Department Representative in writing.

### **RS8.3 SERVICES - BASIC ACTIVITIES**

- 8.3.1 The Cost Specialist shall work with and advise the Department Representative in writing of the costs of individual building components and costs of various design systems. Estimates should be prepared in detail and summarized using an Elemental Analysis format. Acceptable formats are noted under the Submission Standards section following.

## RS8.4 REPORTING

### 8.4.1 Milestone Reporting

1. At each of the Milestones specified in this document: provide a complete submission including the required Elemental Summaries, supported by all backup work sheets clearly detailing the process used in preparing the estimate. The detailed work sheets will be the prime basis on which estimates will be reviewed by PWGSC. Cost comparisons and cost reports identifying and explaining the differences between each succeeding cost estimate and their cost effect are also required.
2. In addition, the Cost Specialist shall fully coordinate all estimates with schedules.
3. A typical Milestone Report ( the format will be in a form acceptable to the Departmental Representative) will contain:
  - a. Project Estimate Summary;
  - b. Elemental Estimate Summary;
  - c. Estimate Back-Up Detail;
  - d. Basis for escalation, inflation and contingency calculations;
  - e. Detailed measurement and pricing;
  - f. Comparative analysis to the baseline budget on a line by line basis with an Exception Report explaining the variances;
  - g. Cash flow of the Consultant team costs.
4. Narrative:
  - a. Outline description of estimate basis;
  - b. Description of information obtained and used in the estimate including the date received;
  - c. Listing of notable inclusions;
  - d. Listing of notable exclusions; listing of items/issues carrying significant risk;
  - e. Notes on past and forecast Cost Specialist activity;
  - f. All assumptions;
  - g. Exception Report.
5. Estimate Reconciliation:
  - a. With last Treasury Board submission;
  - b. With baseline budget.
6. Any other relevant information and as required by the Departmental Representative.

### 8.4.2 Monthly Report

1. In addition to the Milestone Reports, submit a Monthly Report outlining activities during the previous month, identifying areas of concern and new

information received along with forecast and proposed revisions to the current estimate. This report shall also contain a full up-to-date Elemental Cost Summary:

- a. Project Estimate Summary;
- b. Elemental Cost Summary;
- c. Cash flow of the Consultant team costs.

2. Narrative:

- a. Description of the basis for any estimate revision;
- b. Description of new information used in the estimate including the date received;
- c. Listing of notable inclusions;
- d. Listing of notable exclusions;
- e. Listing of items/issues carrying significant risk;
- f. Notes on past and forecast Cost Specialist activity Exception Report.

8.4.3 Exception Report

1. The Cost Specialist is to provide continuous cost monitoring, timely identification and early warning of all changes that affect or potentially affect the estimated construction costs of the project.
2. If the estimate falls short of or exceeds the baseline budget due to such changes, the Cost Specialist with the Consultant team shall fully advise the Departmental Representative. The Cost Specialist with the Consultant team shall submit to PWGSC proposed alternative design solutions and revise the most recent monthly estimate.
3. An Exception Report will include sufficient description and cost detail to clearly identify:
  - a. Scope Change: Identifying the nature, reason and total cost impact of all identified and potential project scope changes affecting Construction Cost Estimate;
  - b. Cost Over-runs and Under-runs: Identifying the nature, the reason and the total cost impact of all identified and potential cost variations;
  - c. Options Enabling a Return to Construction Cost Estimate: Identifying the nature and potential cost effects of all identified options proposed to return the project within Construction Cost Estimate.
4. Every six months include in the Monthly Report an update report on its Indigenous Benefits Plan. The first update report on the Plan shall be provided within six months of contract award. A sample Report is provided at Appendix F.

## RS8.5 SUBMISSION STANDARDS

### 8.5.1 Summary Format

1. Elemental Analysis: All estimates shall be summarized in an agreed upon and consistent Elemental format. Several variations in format may be acceptable to PWGSC (by discussion) but those following the ASTM (USA), CIQS (CDN), CSI Unifomat II (USA) or BCIS (UK) formats are preferred.
2. Trade Summary: Where a trade summary is required, those following the Masterformat are preferred, except where local practice provides a more suitable alternative.

### 8.5.2 Media

1. Provide one hard copy of the full report including the additional estimate support information to PWGSC.
2. One soft copy of the total estimate, summary and support detail shall be provided in an agreed format.

### 8.5.3 Time lag

Recognizing that estimates must follow the design decisions they represent, such estimates may lag. The cost portion of the Milestone Reports may follow, by no more than one (1) week unless otherwise determined by the Departmental Representative.

### 8.5.4 Use of all available information:

1. The Cost Specialist is responsible for providing a complete cost estimate based on the current information and design level.
2. Where requirements are not firmly defined, the Cost Specialist shall make assumptions, confirm them with the Consultant and either list them as assumptions, or have them incorporated in an outline specification modified by the Consultant.

## RS8.6 TECHNIQUES

### 8.6.1 The Cost Specialist is required to be familiar with and make use of a broad range of cost techniques, especially the following:

1. **Risk Analysis** All construction estimates (except the final pre-tender estimate) shall include and identify design, estimating, inflation escalation and currency exchange allowances as are deemed necessary in light of the current information available. The Cost Specialist shall provide a satisfactory explanation of the level and/or amount of all such sums included within any estimate.

2. **Scheduling** The Cost Specialist shall assist the Scheduler by providing building quantities, building systems information and other quantifiable parameters deemed appropriate to the calculation of a reasoned project time schedule. The Scheduler shall assist the Cost Specialist by maintaining an up-to-date schedule of all design activities along with an agreed bidding and Construction Schedule that will be incorporated by the Cost Specialist within the estimates on a timely basis.
3. **Life Cycle Costing** In advising the Consultant of the cost information for alternative materials, methods and systems, it is necessary that the Cost Specialist uses all available information to ensure that a complete cost picture is made available, upon which design and construction decisions will be made.
4. **Continuing Estimate Process** A process of continual adjustment of previous estimates may be used in place of total re-measurement at each milestone reporting point. This is acceptable, provided that at each monthly reporting point a full and up-to-date Elemental Cost Summary is provided and that at each milestone reporting point this Elemental Cost Summary is supported by complete, detailed, stand alone back-up/support documentation, as previously described.
5. **Project Research** The Cost Specialist shall visit the proposed construction sites to become familiar with site conditions, site access, analyze local labour and material supply conditions, local bidding practices and competition to establish pricing levels. A written report detailing this reconnaissance activity is expected.
6. **Value Engineering/Management** The Consultant shall provide value engineering ideas to the Departmental Representative. The Cost Specialist is a critical part of the value engineering effort by providing cost information that may be required.

## RS8.7 SERVICES – SPECIFIC ACTIVITIES

### 8.7.1 Project Analysis Stage:

1. Review, report on, and propose revisions to the existing baseline budget to create a Class D estimate. The object being the design is to remain within the baseline budget.
2. Concept Design  
  
A Class "C" estimate will be prepared at the highest level of detail commensurate with the available information using elemental and additional detailed costs. The object being the design is to remain within the baseline budget.
3. Design Development

Upon completion of design development prepare a Class "B" estimate representing the increased level of design detail available. The report shall be prepared using detailed (elemental) cost. The object being the design is to remain within the baseline budget.

#### 8.7.2 Contract Documents

1. During the production of the contract documents a process of continuing cost control progressively more detailed is required. At each review of contract documents, an up-to-date estimate shall demonstrate compliance with the Class B estimate. Non-compliance with the Class B estimate will require revisions to the contract documents to align to the Class B estimate.

#### 8.7.3 Pre-Tender

1. Upon completion of the contract documents a pre-tender Class "A" cost estimate will be prepared using 100% measured quantities.
2. Provide a trade breakdown of the pre-tender estimate for use in reviewing the submitted bids and the successful Construction Manager's estimate breakdown.

#### 8.7.4 Tender Stage

1. **Tender Award** During the tender period, examine and report on any cost impact created by the issue of tender/contract addenda. Incorporate the results of such addenda review into the final pre-tender estimate (both elemental and trade versions) prior to receipt of bids.
2. **Bid Review and Analysis** Assist the Departmental Representative, as required, by analyzing and reconciling any differences between the pre-tender estimate and the submitted bids.
3. **Negotiation** Should it be necessary to negotiate with any bidder prior to awarding the Contract, the Cost Specialist shall provide cost information as needed and enter into the negotiations if requested.
4. **Reconciliation** Upon the signing of a contract with the successful sub-trades and Construction Manager, the Cost Specialist if necessary will reconcile both the elemental and trade estimates, in detail, with the agreed contract sum.

#### 8.7.5 Cost Specialist Services through Construction

During construction, the Cost Specialist shall assist the Construction Team with cost advice if requested.

#### 8.7.6 Post Contract

1. The Cost Specialist may be required to assist with the provision of details needed for an evaluation of the project, regarding the Project's cost performance.
2. If required, this work will be paid for on an agreed, negotiated basis.

#### 8.7.7 Responsibilities to PWGSC

1. PWGSC will review all aspects of the Consultant Teamwork on a continuing basis to determine the validity and completeness of the information provided. In the event PWGSC may identify areas of concern including errors and omissions as well as areas of inadequate detail or areas that require further explanation, the Consultant Team shall re-examine documents/reports provided and make such revisions as are subsequently agreed to be necessary and/or provide ample acceptable evidence that such corrections or amendments are unnecessary.
2. No action abrogates Consultant Team's responsibilities.
3. No acceptance or approval by PWGSC, whether expressed or implied shall be deemed to relieve the Consultant Team, of professional or technical responsibility for the estimates and cost reports. Neither does acceptance of an estimate by PWGSC in any way abrogate the Consultant Team's responsibility to maintain the agreed budget throughout the life of the project, or the requirement to redesign should the lowest acceptable bid differ significantly from the agreed budget, unless and until the Departmental Representative indicates otherwise in writing.

## **RS 9 PLANNING, SCHEDULE, CONTROL**

### **RS9.1 PLANNING/SCHEDULING**

Planning and Scheduling are high priorities with all federal government projects. The concept of planning and scheduling is to facilitate the accomplishment of objectives, and should be thought of as a continuous interactive process involving planning, action, measurement, evaluations and revision.

The Scheduler shall play a major role in the development and monitoring of the project schedule and provide scheduling services from commencement of the award of the Consultant contract, through to construction completion, including the warranty period. The Scheduler will also advise and cooperate in the preparation and maintenance of the project budget. Coordination, consultation, review, approval of all processes related to Consultant's deliverables with and by PWGSC is to be integrated throughout all aspects of the planning and scheduling.

The Scheduler shall provide a schedule limited to the Consultant activities and reviews and approvals.

### **RS9.2 SCOPE OF WORK**

### 9.2.1 General

1. The Scheduler shall be responsible for preparing, monitoring and maintaining the schedule until all construction documents are completed. The Scheduler will be conversant with project site conditions at all times. The Scheduler shall attend project meetings up to the Tender Call to present and defend the schedules directly to the Departmental Representative.
2. Services are limited to the Consultant's own activities, milestones and deliverables including all the review durations and submissions. PWGSC will have the role to include this schedule into an overall project schedule that include tender, construction and other related activities.
3. The general scope of work for planning and scheduling services include the following activities:
  - i. Develop a schedule with key milestones for the required work and activities associated with the Consultant's services,
  - ii. Identify Major Elements / Phases of Work of the project,
  - iii. Develop, monitor & maintain detail schedules, bar charts, and milestone listings,
  - iv. Attend meetings,
  - v. Prepare monthly Progress Reports and highlight in summary format all areas of concern or where potential or real risk may impact the project delivery.

### 9.2.2 Planning

#### **1. Project Work Breakdown Structure**

Prepare a Work Breakdown Structure (WBS) for the design work on the project. This WBS should be developed through at least five (5) levels: project, stage, element, sub-element and work package. It will clearly indicate the names of the Consultant team members, their role, what portion of the design they are working on and participation level by month to achieve the project timelines. This needs to be tied to Consultant cash flow for services.

#### **2. Cash Flow Projection**

The Scheduler will provide scheduling data to the Consultant and Cost Specialist to support the development and maintenance of the cash flow for the project.

### 9.2.3 Scheduling

#### **1. Detailed Schedules**

The Scheduler shall prepare and maintain a detailed schedule. The schedule shall be prepared and maintained, monthly, in consultation with all members of the Consultant and PWGSC project teams. Activities must also be shown for all design and construction documents phases of the project and inclusive of all submissions, reviews and approvals.



In order to provide a reasonable basis for progress monitoring and control, the schedule shall be in sufficient detail to ensure adequate planning and control. In no case will any activity duration exceed one month. The detail activities must relate at all times to the milestones developed and approved in the master program schedule maintained by PWGSC.

The activities with no total float (early finish and late finish on the same date), which form the critical path, must be calculated and clearly indicated on the logical network. No more than ten (10) percent of the activities shall be critical, or near critical.

The Consultant and Scheduler shall, at PWGSC's request and without additional charges, provide all additional information required by the PWGSC to validate the practicality of the project schedule.

## **2. Compliance with the Detailed Schedule**

The Consultant must comply with the approved detail schedule, planning, coordinating and implementing their work with respect to the schedule.

## **3. Progress Monitoring and Reporting**

On a monthly basis, the Scheduler working with the Project Team shall perform a detailed schedule update as part of the Monthly Progress Report. The detailed schedule shall reflect the following:

- a) Progress of each activity to the date of the report,
- b) Any logic changes, both historic and planned,
- c) Projections of progress and completion,
- d) The actual start and finish dates of all activities being monitored,
- e) A Gantt chart listing of all project activities including milestones in all disciplines from project start to project end,
- f) A written monthly Progress Report (narrative), by the Scheduler, based on the detailed schedule, detailing the work performed to date, comparing work progress to planned, and presenting current forecasts. This report is to summarize the progress to date, explaining current and possible deviations and delays with respect to the detailed schedule and critical path. The report shall assess progress against project objectives, contract documents and the master program schedule.

## **4. Construction and Implementation**

During construction, the Consultant and Scheduler will:

- a) Participate in working sessions with PWGSC, the Construction Manager (CM) and their sub-contractors,
- b) Assist the CM as needed to develop their construction schedule,
- c) Assist in the development of the CM's warranty inspection schedules,
- d) Advise and prepare variance analysis reports as required, and
- e) Upon receipt of the CM's current monthly status report, progress claim and project schedule, the Consultant and Scheduler will review the information by:
  - Evaluating, on a general basis, actual progress achieved to date, and
  - Comparing the current status of detailed schedule and cash flow status with previously submitted detailed schedules and cash flows.

## **RS9.3 PROJECT REPORTING**

### **9.3.1 Monthly (Technical Focus)**

The Consultant, in consultation with the Cost and Schedulers, will prepare and submit monthly technical Progress Reports throughout the project, in a format agreed to with the Departmental Representative. The purpose of the report will be to review and monitor progress of the services by the Consultant and work by the CM. The report shall identify the progress of all deliverables, identify all instances where the schedule or cost plan are not being met, outline remedial measures being taken and identify any anticipated or potential problems to be addressed. This report is to be issued to the Departmental Representative.

### **9.3.2 Quarterly (Management Focus)**

Quarterly, the Consultant, in consultation with the Cost and Schedulers, shall submit a high level management report summarizing the project status including progress and issues internal to the design team. During construction, the reports reviewing the Construction Manager's performance and BCC implementation relative to cost, cash flow, schedule and quality are required. Non-conformance issues (pre and post construction) are to be highlighted in this report. This report is to be issued to the Departmental Representative.

## **RS10 BILINGUAL SERVICES**

### **RS10.1 GENERAL**

- 10.1.1 The Consultant, Sub-consultants and Specialists shall ensure that the services and deliverables provided shall be to a professional standard in either language.
- 10.1.2 Deliverables will meet the following criteria:
  - 1. The languages are considered equal in status; neither is considered to be a translation of the other,
  - 2. The Consultant shall be responsible for the accuracy and completeness of translations and the consistency of documents.

### **RS10.2 DOCUMENTS**

- 10.2.1 Prepare official reports and construction documents in Canada's two official languages.
  - 1. It is standard practice to produce a single set of drawings (originals) on which written information is shown in both languages and separate written documents for each language, specifications, tender documentation, operating and maintenance documentation.

2. Preparation of construction tender documents in both official languages is required only at the tender ready (100%) Construction Drawing and Specification submissions.

10.2.2 Submit the following items in Canada's two official languages:

1. Presentations,
2. Tender-ready (100% complete) construction documents - drawings and specifications,
3. Final Commissioning items,
4. As-built / Record drawings and specifications,
5. Assist and participate with the Commissioning Agent in producing a manuals including Commissioning - Training Manual and the Operations and Maintenance (O&M Manual).

**RS10.3 SERVICES**

10.3.1 Provide services in either of Canada's two official languages. Refer to the Supplementary Instruction to Proponents section of this document entitled 'Language Requirements'.

10.3.2 Provide bilingual services during:

1. The Schematic (Concept) Design stage,
2. The Design Development stage, and
3. The Contract Documents. Construction and Post-construction phases of the work.

10.3.3 Provide bilingual (French and English) services, both orally and in writing.

10.3.4 Include the following:

1. Minimum of two (2) presentations to PWGSC National Design Review Committee or equivalent,
2. Minimum of two (2) presentations to the National Capital Commission (NCC) Advisory Committee on Planning, Design and Realty.

**List of Appendixes (See Attachements)**

1. **Appendix A: LTDLC Envelope Rehabilitation Development, prepared by GRC Architects, 2016**
2. **Appendix B: PWGSC LTDLC Envelope Project Sustainability Checklist and User Guide, 2016**
3. **Appendix C: Doing Business with PWGSC - Documentation and Deliverables Manual, 2019**
4. **Appendix D: PWGSC Real Property Sustainability Framework, 2015**
5. **Appendix E: Technical Reference for Office Building Design (TROBD) (PWGSC, 2017)**
6. **Appendix F- Indigenous Benefits Plan Report**
7. **Appendix G BIM Execution plan, 2019**
8. **Appendix H BIM Specific Conditions, 2019**
9. **Appendix I BIM Model Element Table, 2019**
10. **Appendix J Treasury Board Greening Government Strategy, 2017;**
11. **Appendix K Federal Sustainable Development Strategy (FSDS), 2019-2022.**