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Bid Fax: (902) 496-5016

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

### Vendor/Firm Name and Address

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### Issuing Office - Bureau de distribution

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Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.E.)

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<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Conrad (PWA), Darren	<b>Buyer Id - Id de l'acheteur</b> pwa218
<b>Telephone No. - N° de téléphone</b> (902) 403-8584 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

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<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
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<b>Signature</b>	<b>Date</b>



## Doing Business with PWGSC

### Documentation and Deliverables Manual



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## Contents

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

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## Revisions

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

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# **1 General**

## **1.1 Effective Date**

January 12, 2017

## **1.2 Authority**

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

## **1.3 Purpose**

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

## **1.4 Scope**

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

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

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

## **1.6 Departmental Name Change**

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

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

## **1.7 Terminology**

This document utilizes the following terminology:

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

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## 1.8 Definitions

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

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

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

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

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

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## 2 Construction Documents

### 2.1 General

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

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

#### 2.1.1 Principles of PWGSC Contract Documents

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

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

#### 2.1.2 Translation

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

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

#### 2.1.3 Construction Documents Definitions

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

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

#### 2.1.4 Quality Assurance

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

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### 2.1.5 Quality Assurance Deliverables

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

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

### 2.1.6 Terminology & Quantities

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

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

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

### 2.1.7 Units of Measure

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

## 2.2 Drawings

### 2.2.1 General

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

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

### 2.2.2 Information to be Included

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

### 2.2.3 Title Blocks and Revision Notes

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

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



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## 2.2.4 Drawing Numbers

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

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

## 2.2.5 Presentation Requirements

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

## 2.2.6 Legends

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

## 2.2.7 Schedules and Tables

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

## 2.2.8 North Arrow

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

## 2.2.9 Drawing Symbols

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

## 2.2.10 As-Built Drawings

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

## 2.2.11 Submission Format

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

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### 2.2.11.1 Drawing Hard Copy Deliverable Format

Drawing submitted in hard copy shall be:

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

### 2.2.11.2 Drawing Electronic Copy Deliverable Format

Drawing submitted electronically shall be provided:

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

## 2.3 Building Information Modelling (BIM)

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

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

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

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

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

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

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

## 2.4 Specifications

### 2.4.1 National Master Specification

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

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

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## 2.4.2 Index

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

## 2.4.3 Specification Organization

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

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

## 2.4.4 Standards

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

## 2.4.5 Specifying Materials

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

### 2.4.5.1 Alternate Products and Materials

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

### 2.4.5.2 Sole Sourcing

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

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

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

Designated Contractor

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

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

Designated Contractor

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

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

## Materials

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

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

### Acceptable Materials

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

## 2.4.6 Measurement for Payment

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

### 2.4.6.1 Unit Prices

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

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

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

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

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

## 2.4.7 Cash Allowances

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

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

## 2.4.8 Warranties

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

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

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

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

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

## **2.4.9 Miscellaneous Requirements**

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

## **2.4.10 Specification Coordination**

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

## **2.4.11 Regional Guide**

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

## **2.4.12 Health and Safety**

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

## **2.4.13 Subsurface Investigation Reports**

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

Subsurface Investigation Report(s)

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

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

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

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

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

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

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

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

#### **2.4.15 Contracting Issues**

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

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

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

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

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

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

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

Specifications submitted electronically shall be:

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

### **2.5 Addenda**

#### **2.5.1 Format**

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

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

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

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### **2.5.2 Content**

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

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

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## 3 Cost Estimates

### 3.1 Cost Estimates Submission Formats

#### 3.1.1 Format

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

#### 3.1.2 Contents

All cost estimates shall contain the following:

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

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

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

### 3.2 Classes of Cost Estimates for Construction Projects

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

#### 3.2.1 Class D (Indicative) Estimate

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

#### 3.2.2 Class C Estimate

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



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

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

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

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

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

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

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## 4 Project Schedules

### 4.1 Schedule Format

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

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

### 4.2 Progress Report

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

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

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

#### 4.2.1 Executive Summary

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

#### 4.2.2 Narrative Report

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

#### 4.2.3 Variance Report

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

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

#### 4.2.4 Criticality Report

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

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

#### 4.2.5 Exception Report

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

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

The exception report shall be provided in the following format:

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

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

---

#### **4.2.6 Master Schedule**

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

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

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

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

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

## Appendix A Checklist for the Submission of Construction Documents

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

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

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

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

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



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

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

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

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

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

---

## Appendix B Drawings and Specifications Table of Contents Template

### B.1 General

List all drawings by number and title.

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

### B.2 Sample Table of Contents

---

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

---

#### DRAWINGS:

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

#### SPECIFICATIONS:

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

---

## Appendix C Addenda Formatting Template

### C.1 Instructions

To re-issue a drawing with an addendum:

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

To re-issue a specification with an addendum:

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

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

### C.2 Sample Addendum

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

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

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

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

#### **DRAWINGS:**

- 1 A1 Architecture  
.1

#### **SPECIFICATIONS:**

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

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

---

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

## - Y

Where:

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

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

For the “Drawings - Dessins” folder:

## = Y - Z

Where:

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

Y = the English title of the folder

Z = the French title of the folder

Example:

04 - Electrical – Électrique

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

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

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

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

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

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

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

## - Y

Where:

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

Y = the title of the folder

Example:

---

## 02 – Divisions

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

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

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

---

## D.2.6 Directory Structure Example

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

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

## D.3 Naming Convention for PDF Files

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

### D.3.1 Drawing File Names

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

X### - Y

Where:

---

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

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

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

Example:

A001 - First Floor Details

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

The following important points about drawings are to be noted:

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

### **D.3.2 Specifications**

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

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

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

## - Y

Where:

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

Y = Name of the document

Example:

01 – Drawings and Specifications Index



---

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

The specifications divisions must be named as follows:

Division ## - Y

Where:

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

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

Example:

Division 05 – Metals

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

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

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

Project Number / Numéro de projet

Project Title / Titre du projet

Documents for Tender / Documents pour appel d'offres

Disk X of/de X

Example:

Project 123456 / Projet 123456

Repair Alexandra Bridge / Réparation du pont Alexandra

Documents for Tender / Documents pour appel d'offres

Disk 1 of/de 1

Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

---

***Amendment 001 is issued to correct an error in Annex C – Price Proposal Form and duplicated information.***

**EPOST CONNECT:**

This RFP allows and encourages Proponents to use the epost Connect service provided by Canada Post Corporation to transmit their proposal electronically. Proponents must refer to GI16, Submission of proposal, and SRE 2, Proposal Requirements, for further information. Due to the nature of the bid solicitation, transmission of proposals by facsimile is 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.

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

Bid Receiving – Public Works and Government Services Canada  
[TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.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 General Instructions, or to send proposals through an epost Connect message if the proponent is using its own licensing agreement for epost Connect.

Facsimile number: 902-496-5016

---

## REQUEST FOR PROPOSAL (RFP)

### TABLE OF CONTENTS

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

Front Page

Supplementary Instructions to Proponents (SI)

- SI1 Introduction
- SI2 Proposal Documents
- SI3 Questions or request for clarifications
- SI4 Canada's Trade Agreements
- SI5 Certifications
- SI6 Security Requirement
- SI7 Web Sites

Terms, Conditions and Clauses

Agreement

Supplementary Conditions (SC)

- SC1 Supplementary Conditions
- SC2 Federal Contractors Program for Employment Equity - Default by the Consultant

Agreement Particulars

Team Identification Format (Appendix A)

Declaration/Certifications Form (Appendix B)

Price Proposal Form (Appendix C)

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

Submission Requirements and Evaluation (SRE)

Project Brief / Terms of Reference

Description of Project (PD)

Description of Services - Required Services (RS)

---

## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The nature of the services required and strict time frames to implement this project do not allow sufficient time to conduct the usual two phases selection process.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.
4. This bid solicitation allows and encourages proponents to use the epost Connect service provided by Canada Post Corporation to transmit their proposals electronically.

Due to the nature of the bid solicitation, transmission of proposals by facsimile is 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.

Proponents must refer to GI16 Submission of proposal, and SRE 2 Proposal Requirements, of the bid solicitation, for further information.

### SI2 PROPOSAL DOCUMENTS

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

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

2. The following are the proposal documents:

- 
- (a) Supplementary Instructions to Proponents (SI);
- General instructions (GI) – Architectural and/or Engineering services – Request for Proposal;  
Submission Requirements and Evaluation (SRE);
- (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
- (c) Project Brief / Terms of Reference;
- (d) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
- (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
- (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

### **SI3 QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the Phase One solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at e-mail address [Darren.Conrad@pwgsc.gc.ca](mailto:Darren.Conrad@pwgsc.gc.ca) as early as possible. Enquiries should be received no later than five (5) 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 World Trade Organization - Agreement on Government Procurement (WTO-AGP) 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 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.

## **SI6 WEBSITES**

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

Employment Equity Act

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

Federal Contractors Program (FCP)

<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

Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

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

Supplier Registration Information

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

Consultant Performance Evaluation Report Form

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

Canadian economic sanctions

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

National Joint Council (NJC) Travel Directive

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

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## GENERAL INSTRUCTIONS (GI) – ARCHITECTURAL AND/OR ENGINEERING SERVICES – REQUEST FOR PROPOSAL

### GI1 Integrity provisions—proposal

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Proponent must comply with the Policy and Directives, which can be found at *Ineligibility and Suspension Policy* (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier sub-consultants, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Proponent must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
  - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at Declaration form for procurement (<https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Proponent certifies that:
  - a. it has read and understands the *Ineligibility and Suspension Policy* (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Proponent or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier



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- sub-consultants that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier sub-consultants; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Proponent is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement \(https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html\)](https://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Proponent provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Proponent to be ineligible for award of a contract for providing a false or misleading certification or declaration.

## GI2 Definitions

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

**"Applicable Taxes":**

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

**"Consultant Team":**

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

**"Key Personnel":**

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

**"Price Rating":**

A rating assigned to the price component of a proposal and subsequently used to establish a Price Score for inclusion as a percentage of the total score to be established following the evaluation and rating of technical proposals.

**"Proponent":**

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

**"PWGSC Evaluation Board":**

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

**"Technical Rating":**

A rating assigned to the technical component of a proposal in the selection procedure and subsequently used to establish a Technical Score for inclusion as a percentage of the total score.

## **GI3 Overview of selection procedure**

The following is an overview of the selection procedure.

### **3.1 Proposal**

1. Proponents submit the "technical" component of their proposal in one section and the proposed price of the services (price proposal) in a second section in accordance with the instructions contained in the proposal documents.
2. The information that Proponents are required to provide is set out in detail elsewhere in the RFP.
3. In response to the RFP, interested Proponents submit a proposal in which they:
  - a. indicate whether the proposal is submitted by an individual firm or by a joint venture;
  - b. if the proposal is submitted by a joint venture, describe the proposed legal and working relationships of the joint venture and the benefits to be gained by the formation of the joint venture;
  - c. identify the prime consultants and key sub consultants and specialists proposed for inclusion in the Consultant Team, and the proposed organizational structure of the Team;
  - d. describe the extent to which proposed members of the Consultant Team have successfully performed services for projects comparable to the project which is the subject of the proposal;
  - e. identify the professional accreditation, experience, expertise and competence of the Consultant Team and Key Personnel proposed to be assigned to perform the required services.
  - f. comply with all other requirements set out in the RFP.

### **3.2 Proposal evaluation and rating**

1. Technical components of all responsive proposals are reviewed, evaluated and rated by a Public Works and Government Services Canada (PWGSC) Evaluation Board in accordance with the criteria, components and weight factors set out in the RFP. Upon completion of the evaluation, Technical Ratings are established.
2. Proposals achieving the minimum Technical Score specified in the Submission Requirements and Evaluation section of the RFP are further considered.

3. The price proposals of all responsive proposals are considered upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals opened. This calculation will not be conducted when one or two responsive proposals are received.
4. All price proposals which are greater than 25 percent above the average price will cause their respective complete proposals to be set aside and receive no further consideration.
5. The remaining price proposals are rated as follows:
  - a. The lowest price proposal receives a Price Rating of 100.
  - b. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
  - c. On the rare occasion where two (or more) price proposals are identical, these price proposals receive the same rating and the corresponding number of following ratings are skipped.
  - d. The Price Rating is multiplied by a predetermined percentage factor to establish a Price Score.
6. A price proposal in excess of any maximum funding limit, when this limit has been set in the Supplementary Instructions to Proponents, may result in disqualification of the complete proposal.

### 3.3 Total score

1. The total overall score (Total Score) assigned to each Proponent's complete proposal is calculated as the aggregate of:
  - a. the Technical Score, and
  - b. the Price Score.
2. The Proponent receiving the highest Total Score is the first entity that the PWGSC Evaluation Board will recommend for the provision of the required services.

### 3.4 Notification

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

## GI4 Procurement Business Number

Proponents are required to have a Procurement Business Number (PBN) before contract award. Proponents may register for a PBN online at [Supplier Registration Information \(https://srisupplier.contractscanada.gc.ca/index-eng.cfm?af=ZnVzZWFiZGlvdj1yZWdpc3Rlci5pbmRybyZpZD0y&lang=eng\)](https://srisupplier.contractscanada.gc.ca/index-eng.cfm?af=ZnVzZWFiZGlvdj1yZWdpc3Rlci5pbmRybyZpZD0y&lang=eng). For non-

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Internet registration, Proponents may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## **GI5 Responsive proposals**

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

## **GI6 Completion of submission**

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

## **GI7 Proposal price**

Unless specified otherwise elsewhere in the proposal documents:

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

## **GI8 Communications—solicitation period**

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

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

## **GI9 Limitation of submissions**

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

or entities), all such proposals shall be rejected and no further consideration shall be given.

2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant may, therefore, be proposed as part of the Consultant Team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
4. Notwithstanding paragraph 3. above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Proponent shall not include in its submission another Proponent as a member of its consultant team, as a sub-consultant or specialist consultant.
5. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

## **GI10 Licensing requirements**

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

## **GI11 Rejection of proposal**

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

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

## **GI12 Not applicable**

Not applicable

## **GI13 Insurance requirements**

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

## **GI14 Joint venture**

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

## **GI15 Composition of Consultant Team**

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

## **GI16 Submission of proposal**

### **GI16.1 Submission of proposal**

1. Canada requires that each proposal, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Proponent or by an authorized representative of the Proponent. If a proposal is submitted by a joint venture, it must be in accordance with section GI14.
2. It is the Proponent's responsibility to:
  - a. submit a proposal, duly completed, in the format requested, on or before the solicitation closing date and time set;



- b. send its proposal only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the bid solicitation.

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

*Bid Receiving  
Public Works & Government Services Canada  
1713 Bedford Row  
Halifax, NS B3J 1T3*

**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.**

- c. obtain clarification of the requirements contained in the RFP, if necessary, before submitting a proposal;
  - d. ensure that the Proponent's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the proposal; and
  - e. provide a comprehensive and sufficiently detailed proposal that will permit a complete evaluation in accordance with the criteria set out in this RFP.
3. The technical and price components of the proposal must be submitted in separate sections in accordance with the instructions contained in the proposal documents.
  4. Timely and correct delivery of proposals to the office designated for receipt of proposals is the sole responsibility of the Proponent. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of proposals are the responsibility of the Proponent.
  5. Proposals and supporting information may be submitted in either English or French.
  6. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments using GETS. It is the sole responsibility of the Proponent to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Proponent's part nor for notification services offered by a third party.



## GI16.2 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 issued by PWGSC regional offices is:**

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.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:
- 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
  - 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 bid solicitations issued by this PWGSC regional office is:**

Bid Fax: (902) 496-5016

- 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.

## **GI17 Late submissions**

- 1. PWGSC will return or delete proposals delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed proposal as described in GI17.2. For late proposals submitted using means other than the Canada Post Corporation's epost Connect service, the physical proposal will be returned. For proposals submitted electronically, the late proposal will be deleted. As an example, proposals submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late proposal, will be deleted. Records will be kept documenting the transaction history of all late proposals submitted using epost Connect.
- 2. A proposal delivered to the specified bid receiving unit after the solicitation closing date and time but before the contract award date may be considered, provided the proponent can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed proposals.
  - a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
    - i. a CPC cancellation date stamp;
    - ii. a CPC Priority Courier bill of lading;
    - iii. a CPC Xpresspost label;

that clearly indicates that the proposal was sent the day before the solicitation closing date.

- b. The only pieces of evidence relating to a delay in the epost Connect service provided by CPC system that are acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history

that clearly indicates that the proposal was sent before the solicitation closing date and time.

3. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of proposals are not acceptable reasons for the proposal to be accepted by PWGSC.
4. Postage meter imprints, whether imprinted by the Proponent, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

## **GI18 Not applicable**

## **GI19 Acceptance of proposal**

1. Canada may accept any proposal, or may reject any or all proposals.
2. In the case of error in the extension or addition of unit prices, the unit price will govern.
3. While Canada may enter into an agreement or contractual arrangement without prior negotiation, Canada reserves the right to negotiate with Proponents on any procurement.
4. Canada reserves the right to cancel or amend the RFP at any time.

## **GI20 Legal capacity**

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

## **GI21 Debriefing**

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

## **GI22 Financial capability**

1. Financial capability Requirement: The Proponent must have the financial capability to fulfill this requirement. To determine the Proponent's financial capability, the Contracting Authority may, by written notice to the Proponent,

require the submission of some or all of the financial information detailed below during the evaluation of proposals. The Proponent must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:

- a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Proponent's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Proponent's last three fiscal years, or for the years that the Proponent has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Proponent must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
- c. If the Proponent has not been in business for at least one full fiscal year, the following must be provided:
  - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
  - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
- d. A certification from the Chief Financial Officer or an authorized signing officer of the Proponent that the financial information provided is complete and accurate.
- e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Proponent outlining the total of lines of credit granted to the Proponent and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
- f. A detailed monthly Cash Flow Statement covering all the Proponent's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Proponent's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
- g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Proponent's

major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

2. If the Proponent is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
3. If the Proponent is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Proponent, and the financial capability of a parent cannot be substituted for the financial capability of the Proponent itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. Financial Information Already Provided to PWGSC: The Proponent is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
  - a. the Proponent identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
  - b. the Proponent authorizes the use of the information for this requirement.

It is the Proponent's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. Other Information: Canada reserves the right to request from the Proponent any other information that Canada requires to conduct a complete financial capability assessment of the Proponent.
6. Confidentiality: If the Proponent provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act (<https://laws-lois.justice.gc.ca/eng/acts/A-1/>), R.S., 1985, c. A-1, section 20(1) (b) and (c).
7. Security: In determining the Proponent's financial capability to fulfill this requirement, Canada may consider any security the Proponent is capable of providing, at the Proponent's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).
8. In the event that a proposal is found to be non-compliant on the basis that the Proponent is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Proponent.



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## GI23 Performance evaluation

Proponents shall take note that the performance of the Consultant during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Consultant's performance be considered unsatisfactory, the Consultant may be declared ineligible for future contracts. The form PWGSC-TPSGC 2913-1 (<https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/2913-1-eng.html>), **SELECT - Consultant Performance Evaluation Report**, is used to record the performance.

## GI24 Proposal costs

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

## GI25 Conflict of interest—unfair advantage

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

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whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## GI26 Limitation of liability

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

## GI27 Code of Conduct for Procurement—proposal

The *Code of Conduct for Procurement* (<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>) provides that Proponents must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Proponent is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.

## SERVICES – REQUEST FOR PROPOSAL



## 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) R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance
  - (c) Supplementary Conditions
  - (d) Agreement Particulars
  - (e) Project Brief / Terms of Reference;
  - (f) the document entitled "Doing Business with PWGSC Documentation and Deliverables Manual";
  - (g) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (h) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

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

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

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

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 SUPPLEMENTARY CONDITIONS**

There are no supplementary conditions which apply to the Agreement.

## **AGREEMENT PARTICULARS**

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

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## 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: .....

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

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### II. Key Sub Consultants / Specialists:

#### Structural Engineer

Firm Name: .....

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

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#### Mechanical Engineer

Firm Name: .....

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Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

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

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**Electrical Engineer**

Firm Name: .....  
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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**Civil Engineer**

Firm Name: .....  
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Key Individuals and provincial professional licensing status and/or professional accreditation:

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**Elevators**

Firm Name: .....  
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Key Individuals and provincial professional licensing status and/or professional accreditation:

Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
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File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

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## APPENDIX B - DECLARATION/CERTIFICATIONS FORM

**Project Title: BCA Report AAFC New Brunswick Sites**

**Name of Proponent:**

**Street Address:**

**Mailing Address:**

**Telephone Number: (    )**

**Fax Number: (    )**

**E-Mail:**

**Procurement Business Number:**

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

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## 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: 2019-01 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.



## 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.

Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

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## 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: BCA Report AAFC New Brunswick Sites**

**Name of Proponent:**

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

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### REQUIRED SERVICES

(Prices include all associated disbursements)

SERVICES	FIXED FEE
<b>RS 1.0 Building Condition Reports and Performance Audits <u>SITE 1:</u></b> Fredericton R&D Centre – 850 Lincoln Rd, Fredericton, NB	\$.....
<b>RS 2.0 Building Condition Reports and Performance Audits <u>SITE 2:</u></b> Benton Ridge Research Farm – 539 Benton Rd, Benton, NB	<u>\$.....</u>
<b>MAXIMUM FIXED FEES FOR REQUIRED SERVICES</b>	<b>\$.....</b>

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### TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Evaluated Fee	\$.....
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**END OF PRICE PROPOSAL FORM**

Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

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# SUBMISSION REQUIREMENTS AND EVALUATION

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

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## SUBMISSION REQUIREMENTS AND EVALUATION

### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

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

#### 1.2 Calculation of Total Score

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

Technical Rating x 90%	=	Technical Score (90 Points)
Price Rating x 10%	=	Price Score (10 Points)
Total Score	=	Max. 100 Points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Proposal via Epost Connect service

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.

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

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wording of the electronic copy provided through epost Connect service will take precedence over the wording of the other copies.

## **2.2 Proposal in Hard Copies**

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 five (5) bound copies)  
Section II: Price Proposal (submit one (1) bound original) in a separate sealed envelope.)

Double-sided submissions are preferred.

## **2.3 Proposal by Facsimile**

Due to the nature of the bid solicitation, proposals transmitted by facsimile is 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

## **2.4 Requirement for Proposal Format**

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

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

## **2.5 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 **five (5)** pages.

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

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

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

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

### **3.1 MANDATORY REQUIREMENTS**

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

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

The proponent shall be 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 NB.

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

The consultant team to be identified must include the following:

Proponent (prime consultant) - Architect

Key Sub-consultants / Specialists – Mechanical, Electrical, Structural, Civil, Elevators.

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

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

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

### 3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

### 3.1.4 Integrity Provisions – Required documentation

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

## 3.2 RATED REQUIREMENTS

### 3.2.1 Achievements of Proponent on Projects

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

Select a **minimum** of [3] projects undertaken within the last [3] years. Joint venture submissions are not to exceed the maximum number of projects. Only the first [3] projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project.
- brief project description.
- project schedule control and management - i.e. initial schedule and revised schedule - explain variation
- client references - name, address, phone and fax of client contact at working level - references may be checked
- names of key personnel responsible for project delivery

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

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

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

Select a **maximum** of [3] projects undertaken within the last [3] years per key sub consultant or specialist. Only the first [3] projects listed in sequence (per key subconsultant or specialist) will receive consideration and any others will receive none as though not included.

#### Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project.
- brief project description and intent.
- project schedule control and management
- client references - name, address, phone and fax of client contact at working level - references may be checked
- names of key personnel responsible for project delivery

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

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

#### Information that should be supplied for each key personnel:

- professional accreditation
- relevant experience, expertise, number of years' experience
- role, responsibility and degree of involvement of individual in past projects

### **3.2.4 Understanding of the Project:**

The proponent should demonstrate understanding of the goals of the project, the technical requirements, the constraints and the issues that will shape the end product.



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Information that should be supplied:

- The technical requirements
- Significant issues, challenges and constraints

**3.2.5 Scope of Services:**

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

Information that should be supplied:

- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy

**3.2.6 Management of Services:**

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

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

Information that should be supplied:

- Confirm the makeup of the full project team including the names of the consultant, sub-consultants and specialist personnel and their role on the project.
- Profiles of the key positions (specific assignments and responsibilities)
- Reporting relationships
- Communication strategies

### 3.3 EVALUATION AND RATING

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

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent	2.0	0 - 10	0 - 20
Achievements of Key Sub-consultants / Specialists	1.0	0 - 10	0 - 10
Achievements of Key Personnel on Projects	2.0	0 - 10	0 - 20
Understanding of the Project	3.0	0 - 10	0 - 30
Scope of Services	1.0	0 - 10	0 - 10
Management of Services	1.0	0 - 10	0 - 10
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 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

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

**No further consideration will be given to proponents not achieving the pass mark of sixty (60) points.**

#### SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty (60) points will be opened upon completion of the technical evaluation. An average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

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

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

## SRE 5 TOTAL SCORE

Total Scores will be established in accordance with the following:

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

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

## SRE 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 R1410T 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

- ☐ Team Identification - see typical format in Appendix A
- ☐ Declaration/Certifications Form - completed and signed - form provided in Appendix B
- ☐ Integrity Provisions – Required documentation – **as applicable** in accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3a**.
- ☐ Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable** in accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

### For hard copy Proposals:

- ☐ Proposal - one (1) original plus five (5) bound copies
- ☐ Front page of RFP
- ☐ Front page(s) of any solicitation amendment
- ☐ Price Proposal Form – only one (1) Price proposal Form completed and

Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
EC016-21-0316

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
PWA-0-84020

Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

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submitted in a separate envelope

**For epost Connect Proposal:**

- ☐ Proposal - one (1) electronic document attached to the message
- ☐ Front page of RFP
- ☐ Front page(s) of any solicitation amendment
- ☐ Price Proposal Form – one (1) Price proposal Form completed and submitted in a separate electronic document attached to the message

**END OF SRE**

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EC016-210316/A  
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**Supply Arrangement**  
**Architecture & Interior Design, Atlantic Region**

**Revision #:**  
**Revision Date:**

**PR 1 PROJECT BRIEF**

**PR 1.1 Project Information**

**PR 1.1.1 PWGSC Project Title:** Building Condition Assessment Report AAFC New Brunswick

**PR 1.1.2 Facility Name and Location of Project:** Fredericton R&D Centre / Benton Ridge Research Farm, New Brunswick, Canada

**PR 1.1.3 PWGSC Project Number:** R.110671.001

**PR 1.1.4 Client Department:** AAFC

**PR 1.2 PWGSC Project Team**

**PR 1.2.1 PWGSC Project Manager:** Rene Frigault **Phone:** 506-961-9955

**PR 1.2.2 Senior Project Manager:** **Phone:**

**PR 1.2.3 Design Manager (RTL):** Stephen Wentzell **Phone :** 902-401-1686

## **PR 1.3 Project Outline**

### **PR 1.3.1 Project General Information**

Agriculture and Agri-Food Canada (AAFC) is accountable for efficiently managing real property assets. In addressing this mandate, AAFC undertakes evaluations of its real property inventory. These evaluations are performed in order to determine the most appropriate management strategy for the retention, maintenance and/or retrofit/ renewal of the site, buildings and building elements in order to satisfy current and future requirements.

Given the size and age of the AAFC facility inventory and given the significant investment required to recapitalize these assets, the importance of a rigorous analysis of the inventory, through the preparation of a financial analysis, is critical to the effective and efficient inventory life-cycle management. Building Condition assessments provide the detailed technical information on which Asset Management Plans are based.

The Building Condition Assessment is used to rapidly assess the physical condition of AAFC real property assets. The intent is to generate building condition information that is standardized across the system to enable comparisons within the real property inventory of buildings and building elements of similar types or functions. This comparison allows buildings to be ranked according to relative condition, and enables capital planning for renovation and replacement based on objectively applied criteria of condition. For each building, the Building Condition Assessment must include the following information:

- the general characteristics of a site, building and building elements
- history of additions, renovations or major system improvements
- condition rating of building elements such as structure, building envelope, electrical, and mechanical systems
- comments on maintenance requirements
- comments on essential remedial requirements
- information on the life capital cost of refurbishment or replacement of building elements
- Information on the replacement value of each building
- capital cost plans for work over the next 25 year life cycles of the buildings and elements.

### **PR 1.3.2 Project Objectives**

The objective of a Building Condition Assessment is to investigate various building and site improvement factors including:

- Elements condition and assessment of remaining life,
- Equipment obsolescence,
- Design problems and deficiencies that adversely affect operation and maintenance activities,
- Impact of compliance with temperature, humidity and ventilation standards,
- Compliance with the latest edition / revision of all applicable standards & codes IF REQUIRED TO BE UNDERTAKEN UNDER LEGISLATION (including, but not limited to: Health, Fire, Life Safety Codes, National Building Code, Electrical Safety Program, Proposed accessibility Act), and propose remedial work.
- Effective age and remaining economic life of building elements,
- Facility Condition Index for the building.
- Recommendations on the underground assets (i.e. linear assets)

The intent of the BCA is to identify the work required to bring an asset to the quality standard appropriate to the functional requirements of AAFC and the accommodation of building occupants throughout a 25 year planning horizon. The concept of full life cycle costing for the facility is the basis for the development

of the long-term capital plan. The 25-year capital plan should indicate the optimal timing / grouping of recommended "requirements" into projects in order to minimize overall cost and building user disruption.

### **PR 1.3.3 Consultant General Scope of Services**

This Statement of Work describes the work required to complete a Building Condition Assessment. In general, a BCA assesses the condition of the building elements and recommended actions required to maintain the asset in operating condition during the next 25 years. The BCA covers all elements of the asset, including the site and buildings. Systems that are common to all buildings include:

- Site related elements;
- Architectural related elements;
- Structural elements;
- Vertical transportation;
- Mechanical elements, and;
- Electrical elements

The assessment is also to include the many building components common to AAFC research facilities. Examples include:

- Header houses
- Plant and soil processing facilities
- Laboratories and furnishings including: casework and countertops
- Special gasses and vacuum distribution systems
- Environmentally controlled rooms such as growth rooms and cold/freezer rooms.
- Treated water (Reverse Osmosis and distilled) generation and building-scale distribution systems
- Laboratory effluent neutralizer

Note: Not all of these systems may be present in each facility, however all such building-scale systems are to be included in the assessment.

Note: Fume Hoods, task-oriented exhaust equipment and their controls are not included in this Building Condition Assessment, however the mechanical exhaust system(s) connected to these pieces of equipment are included.

The general scope of services of this project is to undertake the work required to provide a concise and comprehensive assessment of site, buildings, building components, and building elements of AAFC real property assets, including life cycle costing (class "D" estimates).

The scope of services includes:

- Gathering historic information about the facility, such as year constructed, major renovations and/or additions, previous reports and drawings;
- Gathering information about the intended function of the facility
- Observing records of specific site, building, building components, and elements;
- Analyzing the information to identify the condition of the facility, work required to maintain the facility at a level of quality appropriate to the intended function of the facility, and the life cycle cost (class "D" estimates);
- Conducting progress meetings at the AAFC site at the end of each project milestone; and
- Presenting a report in VFA and Excel outlining your analysis and recommendations that provides comments on what work is mandatory versus recommended as well as rating them by priority.

The following buildings will be part of the Building Condition Assessment.



Solicitation No. - N° de l'invitation  
EC016-210316/A  
Client Ref. No. - N° de réf. du client  
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Buyer ID - Id de l'acheteur  
PWA218  
CCC No./N° CCC - FMS No./N° VME

### List of buildings included in the project.

#### Fredericton R&D Centre – 850 Lincoln Rd, Fredericton, NB

Building #	Property Name	Building Name	Class	Occupied by/for	Heritage	Built/Renov	FloorArea (m <sup>2</sup> )
1	Fredericton R&D Centre	Laboratory Complex	Laboratory	Office and Laboratory Space. Industry Canada has monitoring equipment installed on roof (MOU in place)		1961	8195
2	Fredericton R&D Centre	Entomology	Miscellaneous	Growth Rooms		1951	230
3	Fredericton R&D Centre	Carpentry and Electrical Shop	Workshops	Maintenance Shop		2000	357
4	Fredericton R&D Centre	Standby Generator	Utilities	Emergency Generator Enclosure		2001	23
5	Fredericton R&D Centre	Water Quality Hut	Laboratory field	Water Plot Drainage Analysis		2002	12
8	Fredericton R&D Centre	Potato Breeding Header house	Headerhouses & Greer	Potato Breeding Program		1985	223
11	Fredericton R&D Centre	Farm Services	Workshops	workshop, potato grading and controlled env. rooms		1948	2126
17	Fredericton R&D Centre	Dairy Barn	Storage	Storage		1937	1199
22	Fredericton R&D Centre	Picnic Shelter	Public	Staff & Public washroom (seasonal use)		1959	23
23	Fredericton R&D Centre	Hilton House	Offices	Office Space		1925	461
37	Fredericton R&D Centre	Plot Equipment Storage	Storage	Field Equipment Storage		1923	147
62	Fredericton R&D Centre	Seed Storage	Storage	Seed storage		1962	20
70	Fredericton R&D Centre	Lumber Storage	Storage	CMB & Greenhouse Storage		1978	171
71	Fredericton R&D Centre	Fertilizer/Machinery Storage	Storage	Farm Materials Storage		1987	229
72	Fredericton R&D Centre	Visitor's Facility	Public	Staff and Public picnic BBQ shelter		1987	18
73	Fredericton R&D Centre	Chemical Storage	Storage	Chemical Storage		1990	60
74	Fredericton R&D Centre	Pesticides Handling Facility	Storage	Pesticide Washdown/storage		1993	26
75	Fredericton R&D Centre	Programs Building	Laboratory field	plant & soils groups		2007	1078
77	Fredericton R&D Centre	Compost Facility Building	Miscellaneous	Product Composting		2001	78
78	Fredericton R&D Centre	Grain Storage 1	Crop Storage	grain storage		2004	32
79	Fredericton R&D Centre	Grain Storage 2	Crop Storage	grain storage		2007	32
80	Fredericton R&D Centre	NEW - Farm Equipment Storage Building	Storage	Farm Equipment Storage		2018	469
81	Fredericton R&D Centre	NEW - Farm Equipment Storage Building	Storage	Farm Equipment Storage		2018	469
82	Fredericton R&D Centre	NEW - Farm Equipment Storage Building	Storage	Farm Equipment Storage		2018	469
008-1	Fredericton R&D Centre	Greenhouse L&B	Headerhouses & Greer	Potato Breeding Program		1972	202
008-2	Fredericton R&D Centre	Greenhouse	Headerhouses & Greer	Potato Breeding Program		1998	157
008-3	Fredericton R&D Centre	Greenhouse	Headerhouses & Greer	Potato Breeding Program		1998	157
008-4	Fredericton R&D Centre	Greenhouse	Headerhouses & Greer	Potato Breeding Program		1995	165
008-5	Fredericton R&D Centre	Greenhouse	Headerhouses & Greer	Potato Breeding Program		1995	165
008-6	Fredericton R&D Centre	Greenhouse	Headerhouses & Greer	Potato Breeding Program		1998	40

#### Benton Ridge Research Farm – 539 Benton Rd, Benton, NB

Building #	Property Name	Building Name	Class	Occupied by/for	Heritage	Built/Renov	FloorArea (m <sup>2</sup> )
1	Benton Ridge Research Farm	Service Building	Storage	15% office, 25% workshop, 40% controlled env. storage, 15% potato grading, 5% misc		1975	1318
7	Benton Ridge Research Farm	Pesticide Degradation Hut	Miscellaneous	Pesticide residue degradation		1992	48
6	Benton Ridge Research Farm	Baby Barn	Storage	Seasonal Storage		1985	6
2	Benton Ridge Research Farm	Machinery Storage Shed	Storage	Farm Equipment Storage		1990	325
3	Benton Ridge Research Farm	Pesticide Storage	Storage	Pesticide Storage and Washdown		1992	38
5	Benton Ridge Research Farm	Barn	Storage	Equipment & Material Storage		1973	134

### PR 1.3.4 Consultant Access to the Site

The facilities can be reviewed between 08:00 and 16:00 during government work days. The contractor must provide a written request, at least three (3) business days before access to the facility is required. The opportunity to stay after business hours may be negotiated with AAFC once the contract is awarded.

Facility personnel can be available for interview between 08:30 and 15:00 during government workdays. Interviews with AAFC personnel are scheduled for an estimated time with an agenda presented. The contractor must provide at least three (3) business days before interview is required.

Visits to the work site may be affected by Provincial Public Health measures implemented as a result of the COVID-19 pandemic. Access may be restricted or completely prohibited at any time and alternate means of gathering the information relevant to the project may be required.

Consultant will be required to include Health and Safety requirements to protect their workers and the project site. These must include a Site Specific Health and Safety Plan including precautions and mitigations related to the hazard of contracting and spreading COVID-19 disease. A source of advice is found in the *Canadian Construction Association COVID-19 Standardized Protocols for All Canadian Construction Sites* © which can be found here (<https://www.cca-acc.com/wp->

<content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-Canadian-Construction-Sites-03-30-20.pdf>

Consultant will be required to adhere to all COVID-19 protocols and/or measures implemented by the Provincial public health offices, the N.B. government, PSPC or CSC.

#### **PR 1.4 Budget (Order of Magnitude Estimate)**

N/A

#### **PR 1.5 Project Schedule Milestones**

The project milestones are:

Award of Consulting Contract	Week 0
Interim Building Condition Assessment Report	Week 8
AAFC to return comments on Interim BCA	Week 10
Draft Building Condition Assessment Report	Week 18
AAFC to return comments on final draft report	Week 20
Final Building Condition Assessment Report	Week 24

#### **PR 1.6 Deliverables**

- Interim Building Condition Report to include;
  - Report on all information gathering,
  - Building and system descriptions organized into tables (Excel) using Uniformat II Classification for Building Systems (refer to ASTM Uniformat II Classification),
- Draft Building Condition Report (VFA and Excel) to include;
  - Photos of each system in both VFA and Excel formats,
  - Total report with event grouping and cost estimates,
- Final Building Condition Assessment Report (VFA and Excel)

#### **PR 1.7 Format of Deliverables**

- The Interim and Draft Building Condition Reports shall be provided in the following formats:
  - Electronic in "text editable" PDF format by e-mail or ftp site
  - A separate excel spreadsheet including all proposed projects in an editable format
- The Final Building Condition Report
  - VFA data base generated report in electronic "text editable" PDF format by e-mail or ftp site
  - A separate excel spreadsheet including all proposed projects in an editable format

#### **PR 1.8 Existing Documentation**

Available Documents will be provided to successful consultant. Please note that documents will not be provided prior to the award of the contract.

## PR 2 GENERAL PROJECT OBJECTIVES

The following tables indicate which GPO's will apply to this project:

### GPO 1 General Project Objectives (GPO)

GPO 1.1	Design Principles – General	Not Included
GPO 1.2	Sustainable Development	Included
GPO 1.3	Code Compliance	Included
GPO 1.4	Risk Management	Included
GPO 1.5	Health and Safety	Included
GPO 1.6	PWGSC Standards & Procedures	Included

### GPO 2 Issues

GPO 2.1	Major Cost Issues	Not Included
GPO 2.2	Major Time Issues	Not Included
GPO 2.3	Major Operational Issues	Not Included

## General Project Objectives

### GPO 1 PROJECT OBJECTIVES

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

#### GPO 1.1 Design Principles – General

1. PWGSC expects the Consultant to maintain a high standard of engineering design, based upon recognized industry design principles. All design elements, planning, and engineering, must be fully coordinated and consistent in adherence to good design principles.
2. The level of quality is to be consistent with Government of Canada policies and guidelines as well as all other similar designed works performed for the Government of Canada.
3. The projects are to be implemented in a sustainable environmentally responsible manner.
4. Quality of materials and construction methods shall be commensurate with the type of infrastructure required and the budget. Avoid experimental materials. Take into account the total life-cycle costing of the infrastructure
5. Design for maximum flexibility to meet immediate and future needs.

#### GPO 1.2 Sustainable Development

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

#### GPO 1.3 Code Compliance

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

#### **GPO 1.4 Risk Management**

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

#### **GPO 1.5 Health and Safety**

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

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

For standards relating to the service provisions required, please refer to the document Doing Business.

### **GPO 2 ISSUES**

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

Issue: Budget Limitations

Effective cost estimating and cost control is of prime importance and shall be provided by qualified personnel. The Class 'C' and Class 'B' cost estimates, where required, shall be submitted in elemental cost analysis format. The standard of acceptance for this format is the current issue of the elemental cost analysis format issued by the Canadian Institute of Quantity Surveyors. The level of effort will be noted in the individual solicitation.

The Class 'A' cost estimate shall be submitted in trade cost breakdown format. Cost estimates shall have a summary plus full back-up showing items of work, quantities, unit prices and amounts.

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

Issue: Out of Service Time Frame

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

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

Issue: Adjacent Programs

Minimize impact of any ongoing adjacent programs is mandatory and therefore design decisions must be sensitive to that requirement. Additional factors recognized as affecting adjacent programs are the

following: reliability of systems and equipment, redundancy to ensure continued operation and prolonged commissioning issues.

## **Project Administration – PA**

### **PA 1 Intent**

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

#### **PA 1.1 Coordination with PWGSC**

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

The Departmental Representative is directly concerned with the project and responsible for its progress.

The Departmental Representative is the liaison between the Consultant, Public Works and Government Services Canada and the Client Departments (AAFC).

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

- A. Carry out services in accordance with approved documents and directions given by the Departmental Representative.
- B. Prior to starting any project, obtain the Departmental Representative's approval of sub-consultant(s).
- C. Ensure all communications carry the PWGSC's Project Title, Project Number and File Number.
- D. Advise the Departmental Representative of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given. The consultant shall detail the extent and reasons for the changes and obtain written approval before proceeding.

#### **PA 1.2 Coordination with Sub-Consultants**

The consultant shall:

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

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

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

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

#### **PA 1.4 Media**

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

#### **PA 1.5 Meetings**

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

- Client Department (AAFC)
- Public Works and Government Services Canada
- Consultants

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

#### **PA 1.6 Project Response Time**

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

The consultant must demonstrate the availability of adequate resources to deliver the scope of services.

#### **PA 1.7 Submissions, Reviews and Approvals**

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

##### **PWGSC in-house services**

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

##### **Design review committee – client**

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

##### **Required Services – RS**

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Architectural	Required
Civil Engineering	Required
Mechanical Engineering	Required
Electrical Engineering	Required
Structural Engineering	Required
Interior Design	Not Required
Cost Planner and Estimating Specialists	Required

<b>RS 1.0</b>	<b><i>Required Services</i></b>	
	<i>Building Condition Reports</i>	Required
<b>RS 2.0</b>	<i>VFA Data Input</i>	Required

## **RS 1.1 – GENERAL CONSULTANT SERVICES AND PROCEDURES**

### Project Methodology and Implementation Strategy

- .1 Call and chair status/coordination meetings, as required. Meeting Minutes shall be prepared and distributed by the Consultant within 48 hours of the meeting.
- .2 Throughout the project, monitor critical path and deadlines for submissions, revisions and approvals. Track all deviation from approved schedule including a description of the issue(s) and additional time expended for each. Provide updates identifying completed deliverables and revisions to the schedule and advise of any upcoming work.

## **RS 1.2 – BUILDING CONDITION REPORT**

### **RS 1.2.1 INTENT**

- .1 Gather facility-related information from multiple sources, including interviews with asset management team, visual observation (testing not required), and existing documents.
- .2 Document observations using ASTM Unifomat II classification for building elements (level I-III individual elements)
- .3 Consultant shall prepare all documents in English except for the sites located in the province of Québec where all documents should be in French.
- .4 Provide Interim and Final Draft Building Condition Report for AAFC review and comments.
  - a) The Interim Building Condition Report includes:
    - i) Report on all information gathering
    - ii) Building and systems descriptions organized into tables using ASTM Unifomat II classification for building elements
    - iii) Total report without event groupings or cost estimate
  - b) The Final Draft Building Condition Report is defined as 99% complete.
- .5 Provide a Final Building Condition Report that incorporates all revisions indicated in the 99% version and is intended to provide AAFC with complete document.
- .6 It is **NOT** the intent of this assessment that the Consultant will conduct a review of Operations and Maintenance activities or procedures at the facility.

### **RS 1.2.2 GENERAL**

#### **RS 1.2.2.1 Scope and Activities:**

This Statement of Work describes the work required to complete a Building Condition Assessment. In general, a BCA is an assessment of the condition of the building elements and recommended actions

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required to maintain the asset in operating condition during the next 25 years. The BCA covers all components on the site and in the asset organized as follows:

- Site related components;
- Architectural related components;
- Structural components;
- Vertical transportation;
- Mechanical components, and
- Electrical components

The assessment is also to include the many building systems common to AAFC research facilities, Examples include:

- Header houses
- Plant and soil processing facilities
- Laboratories and furnishings including casework and countertops
- Special gasses, compressed air and vacuum distribution systems
- Environmentally controlled rooms such as growth rooms and cold/freezer rooms.
- Treated water (RO and distilled) generation and building-scale distribution systems
- Laboratory Effluent Neutralizer

Note: Not all of these systems may be present in all facilities, however all such building-scale systems are to be included in the assessment.

Individual room equipment, such as a Barnstead still or a reverse osmosis water purification system located in a laboratory, intended for the use of that laboratory, are not considered "building-scale" systems and are not within the scope of this assessment.

Fume Hoods, task-oriented exhaust equipment and their controls are not within the scope of this Building Condition Report; however the mechanical exhaust system(s) connected to these pieces of equipment are to be included.

The objective of a Building Condition Assessment is to investigate various building and site improvement including:

- Building, building elements, and component condition and assessment of remaining life,
- Equipment obsolescence,
- Design problems and deficiencies that adversely affect operation and maintenance activities,
- Impact of compliance with Treasury Board Secretariat temperature, humidity and ventilation standards,
- Compliance with the latest edition / revision of all applicable standards & codes (including, but not limited to: Health, Fire, Life Safety Codes, National Building Code, Electrical Safety Program and the proposed Assessability Act),
- Effective age and remaining economic life of building elements,
- Functionality/Serviceability Assessment

The concept of full life cycle costing for the facility is the basis for the development of the long-term capital plan. The 25-year capital plan should indicate the optimal timing of potential repair/remediation work in order to minimize overall cost and tenant/operation disruption.

#### **RS 1.2.2.2 Building System and Component Classification System**



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The assessment of the building, building elements, and components for the Building Condition Assessment adopts a standard classification of building and elements – the *Standard Classification for Building Elements and Related Sitework - UNIFORMAT II'*. This classification applies to buildings and related site work, including furnishings and equipment. The classification system comprises three hierarchical levels:

- Major Group Elements (A-F)
- Group Elements (A-20 – F20)
- Individual Elements (A1010 – F2020)

Note: Refer to ASTM Uniformat II Classification for Building Elements in Appendices for complete list of building elements.

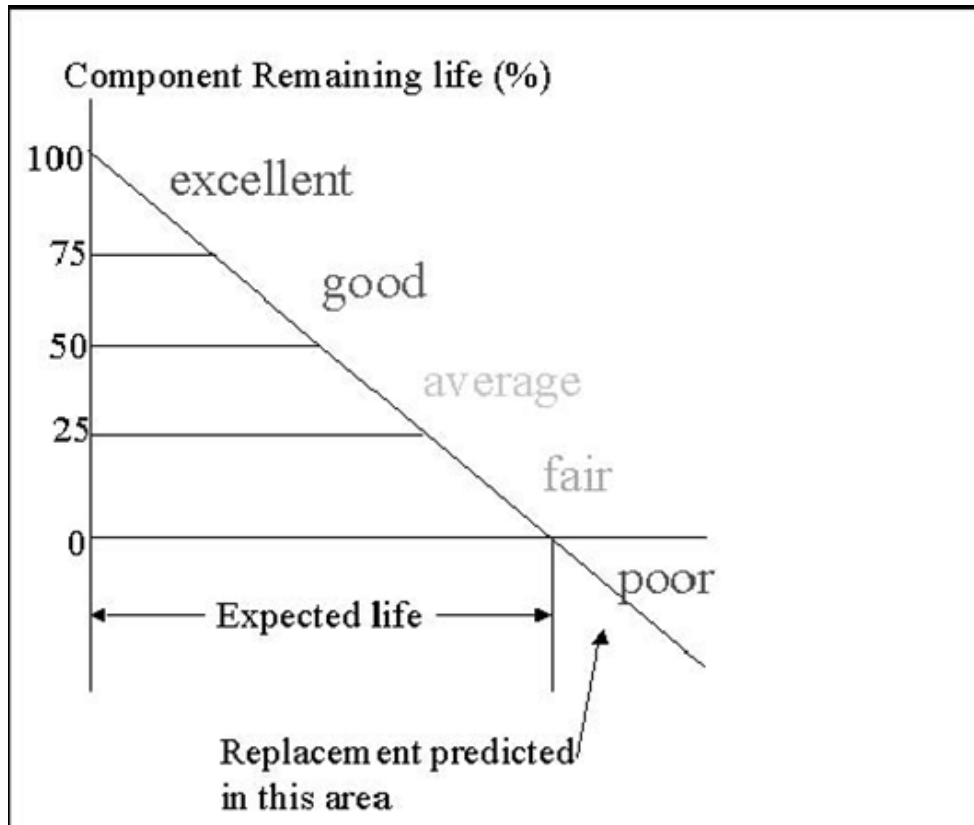
Elements are major components common to most buildings. Elements usually perform a given function, regardless of the design specification, construction method, or materials used.

### **RS 1.2.2.3 Building elements and component Inspection and Assessment Evaluation Criteria List**

Each building system and component is to be assessed for its condition. The first step in establishing the condition of a component is to decide on a component's remaining life. The remaining life shall be determined by considering the following factors:

- Age of the building element/component
- Building element/component expected life
- Identified deficiencies
- The building element/component service conditions including duty cycles, weather conditions, hours of operation.
- Maintenance practices
- Obsolescence
- Operational or functional performance problems

Then, as a result of the inspection process the condition of each component shall be determined as "excellent", "good", "average", "fair" or "poor". For purposes of consistency, each of these five possible conditions is related to the remaining life of a component divided by its expected or theoretical life expressed as a percentage. The following chart can illustrate how this works.



**Note:** Percentages at the boundaries between two conditions shall link to the condition below the boundary. (e.g. 50% of life remaining would imply average condition).

Finally, the expected or theoretical life of every component shall be established as part of the inspection process. The average expected life of components is based on the judgement of the Consultant or manufacturer's recommendations.

#### RS 1.2.2.4 Last Major Action Year

The last major action year for a component is the last year the component was replaced or renovated to the point where its expected life is now as long as if it were new. If the last major action year is not known, then it shall be determined by subtracting the expected life for that component from the year the next replacement or renewal renovation is recommended. If the component has never been replaced, the Consultant will use the year of construction as the last major action year for that component.

#### RS 1.2.3 Components

##### RS 1.2.3.1 Component Narratives

There are two component level narratives associated with each component. Each of these narratives is listed below along with a description of the content required for each. If a narrative already exists, then it shall be reviewed and modified to reflect the current situation.

##### RS 1.2.3.2 Component Description

The description of the component should include:

- Description Basic (i.e. make/model)
- The location of the component
- The quality of the component (Above average, average, below average)
- The capacity or performance of the component

This information is to be recorded against the component and carried forward in the Executive Summary if significant work is required to be undertaken.

#### **RS 1.2.3.3 Component Condition and Anticipated Replacement Date**

This narrative field should include:

- An assessment of the impact of each of the components deficiencies on the component's remaining life.
- Quality and service conditions that will lengthen or shorten the component's expected life span, for example:
  - o Below average quality component
  - o Component or system design
  - o No longer supported by the supplier
  - o Inadequate maintenance
  - o Inadequate performance
  - o Damage from external sources

#### **RS 1.2.3.4 Building Performance Report Narrative (Mandatory if component rating is unsatisfactory)**

If, during the assessment, one or more components were considered operationally unsatisfactory, the Consultant will have given each of those components an "unsatisfactory" status and a narrative description of the reason why.

Provide a course of action to rectify the problem described and the estimated cost. Discussions with the Property Management team shall be held to ensure the Consultant fully understands the problem described for each "unsatisfactory" component.

#### **RS 1.2.3.5 Asset Narratives**

The Consultant is to provide a narrative describing the features of the centre, including site and building(s).

#### **RS 1.2.4 BCA Project Team and Documents**

The following information should be included in this narrative field:

- List of participants including: name, discipline and the company they work for,
- Limitations on liability of the Consultant,
- List of documents reviewed.
- List of drawings reviewed.
- List of persons interviewed in the course of the assessment including the Property Management Team.

#### **RS 1.2.5 Building History**

When creating the building history, include the following:

- Date the asset(s) was/were constructed
- Subsequent additions
- Major alterations/renovations

- 
- Any known changes in the building/facility use and occupancy

### **RS 1.2.6 Overview of Architectural and Structural Condition**

The Consultant will provide a description of the structural and architectural characteristics.

As well as, an overview, condition, recommendations and the long-term outlook for the following building elements as determined by visual inspections:

- Foundations, basements, crawl spaces.
- Super Structure, including the frame, floors, columns and roof structure
- Building Envelope, including the exterior cladding, the windows (including skylights, exterior doors, and the roof cover.
- Abnormal deflection/deformation of visible structural components Interior elements including, interior design/layout, the wall finishes, ceiling finishes, floor finishes, lobby, washrooms and cafeteria.

### **RS 1.2.7 Overview of Site Condition**

The Consultant will provide an overview of the functionality and condition of the site improvements and long-term outlook, including the following components:

- Landscaping and site related components
- Paved surface systems including, roadways, sidewalks, parking lots.

### **RS 1.2.8 Overview of Vertical Transportation Condition**

The Consultant will provide an overview of the condition and recommendations for the primary vertical transportation systems, including the long-term outlook.

\*Note: Having the above mentioned work performed by an independent elevator consultant is viewed as an asset; however it is not a requirement of the report.

### **RS 1.2.9 Overview of Mechanical Systems Condition**

The Consultant will provide an overview of the condition and recommendations for the major mechanical systems and major components of those systems, including the long-term outlook. Mechanical systems also include those systems intended to support research and occupant activities such as, but not limited to, the generation and distribution of treated water, special gasses, and vacuum.

### **RS 1.2.10 Overview of Electrical Systems Condition**

The Consultant will provide an overview of the condition and recommendations for the major electrical systems and major components of those systems, including the long-term outlook. Electrical systems also include those systems intended to support research and occupant activities such as, but not limited to building-scale alarm systems.

### **RS 1.2.11 Overview of Laboratory Furnishings Condition**

The Consultant will provide an overview of the condition and recommendations for the attached laboratory furnishing systems and major components of those systems, including the long-term outlook. Laboratory furnishing systems including attached benching, shelving and appurtenances such as faucets, basins, electrical outlets, etc. Included in this study is general research equipment typically included in the construction of research facilities, such as, but not limited to, autoclaves, cold and freezer rooms and growth rooms. Examples of equipment not included in this assessment include centrifuges, growth cabinets, laminar flow hood or biological safety cabinets.

### **RS 1.2.12 Overview of Header House Condition**

Where present, the Consultant will provide an overview of the condition and recommendations for the header houses and major components of those systems, including the long-term outlook.

\*Note: For those not familiar with the term "Header House", a Header House is the section of the building that is attached to the greenhouses. The building/area acts as a common header to the greenhouses. It is the area where most of the planting and potting occurs prior to the plant material being placed in the greenhouse compartments.

#### **RS 1.2.13 Compliance with TBS Temperature and Humidity Targets**

The Consultant will assess the building systems considering the indoor environmental quality standards appropriate to the function the space(s). As a guide, the Consultant may refer to "TBS Occupational Health and Safety Directive, Appendix A – Temperature and Humidity Targets".

([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_119/oshd-dsst/oshd-dsst01-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_119/oshd-dsst/oshd-dsst01-eng.asp)).

The Consultant is to recognize that AAFC operations must respond to a diverse set of IEQ targets and that a single set of temperature and humidity targets is not workable for all spaces.

#### **RS 1.2.14 Regulatory Testing Confirmation**

The Consultant will review the latest regulatory testing results (i.e. annual full load test on generators, annual fire alarm certification, annual sprinkler system certification, annual boiler and pressure vessel inspections, etc.) and list any tests that were omitted. Include recommendations for remedial action if necessary and the reasons for omission.

#### **RS 1.2.15 Compliance with Accessibility Standards**

The Consultant will review the most current Accessibility Audit (if one exists) and identify outstanding deficiencies that require correction.

#### **RS 1.2.16 Overview of Environmental Issues**

The Consultant will review the latest Environmental audit and identify work to address any environmental issues raised.

#### **RS 1.2.17 Overview of Project Grouping Recommendations**

As a result of recommendations for repair/remedial work/upgrading, the Consultant will list, in summary format, all the work that should be grouped and implemented at the same time due to their interdependence. The Consultant will provide a justification for each grouping proposed and indicate if the tenants will need to vacate the area or the whole asset during project implementation. This shall be included in BCA Executive Summary.

#### **RS 1.2.18 Code Compliance Summary**

The Consultant will check for code compliance of the following building equipment and systems:

- 
- Occupancy types/loads
  - Ventilation
  - Heating
  - Cooling
  - Pressure Vessels
  - Fire Detection/Protection
  - Emergency doors/exits/lighting
  - Electrical power capacity
  - Lighting
  - Elevators
  - Washrooms

The Consultant will list all code infractions, categorized by:

- National Building Code
- Provincial Building Code
- Fire and Safety Code
- Canada Labour Code
- Accessibility Act

IF REQUIRED TO BE UNDERTAKEN UNDER LEGISLATION, for each infraction, the Consultant shall include a recommended remedy in the form of work and indicate if addressing the infraction could be delayed due to the age of the building.

## **RS 1.3 INSPECTION PROCESS**

### **RS 1.3.1 Interview with the Asset management Team**

It is the responsibility of the Consultant to schedule an interview with the asset management team at the beginning of every building inspection. This meeting will give the Consultant an opportunity to validate the investigation survey, making additions and subtractions as needed, confirm the existence of operational problems, collect information about projects that have been completed since the last BCA and schedule escorted access to the building for the BCA team. During the winter months, components located outside the asset may not be accessible or visible due to a layer of snow. In these circumstances the Consultant use the condition assessment provided by the property management team to prepare a preliminary schedule of proposed work for repair/remedial action/upgrading. The Consultant will return to the asset, weather permitting, and confirm the condition of all those components whose condition could not be assessed during the original visit. The Consultant will update the BCA with any changes required to reflect actual component condition. This process shall not delay the delivery of the first version of the BCA.

### **RS 1.3.2 Required Component Photographs**

To give a better understanding of the asset, the Consultant will always include a photograph of the building(s) and, as a minimum, each of the following building systems and components (if present):

- Building(s); all elevations
- Exterior Signage
- Paved Parking Lots/ garage
- Exterior Wall Finishes
- Roof(s)
- Steam Distribution System
- Chillers
- Heat Exchangers
- Mechanical Rooms
- Controls, Electrical or Pneumatic
- Domestic Hot Water Exchanger (Steam)

- 
- Primary Switch Gear
  - Primary Transformer & Vault
  - Secondary Service Electrical
  - Secondary Switchgear
  - Secondary Transformer
  - Cabling, Raceways & Bus Ducts
  - Distribution Panels
  - General Lighting
  - Cafeteria
  - Lobby – all four sides, ceiling and floor
  - Washrooms (typical, not one of each)
  - Laboratories
  - Greenhouses
  - Growth Cabinets, Cold Rooms and Growth Room

Photographs are to be included in the body of the document. The organization (order) of photographs is to be consistent with the levels and organization of the Uniformat II categorization. The Consultant will include a description with photograph clearly explaining the subject matter. A proposed presentation of photographic and descriptive information would be to organize images in a 2-columns table. Images could be placed in the cells of the right column with corresponding Uniformat II cross reference and the descriptive text in the cells of the left column.

## **RS 1.4 Proposed Table of Content**

### **Preamble:**

The Building Condition Assessment (BCA) is to satisfy the information needs of multiple audiences. Some readers will be completely familiar with the asset and will look to the BCR for clearly identified, prioritized, and detailed plans of action. Others will have limited knowledge of the asset and will focus on financial information for the purposes of educating and supporting the capital planning process. The intent of the proposed BCA's organization is to enable multiple audiences to obtain the information that each needs in an expeditious manner. As a result, the "base" report is to be action-oriented, providing only a high-level description of the building, building systems and components while providing detailed information on only those building systems and components that require attention. Detailed information, including categorized narrative descriptions and detailed ratings of building systems and components, photographs, action plans, and costs, are to be included in appendices.

The report is to be organized from the general to the specific, with cascading levels of detail using the same Uniformat II categorization of systems and elements throughout.

### **Table of Contents**

### **Executive Summary**

The Executive Summary should include the following information in a concise and organized format:

The scope of the assessment and the services delivered

The outcome of the assessment and findings of the BCA including:

- Building conditions in terms of rating  
using Facility Condition Index (FCI) for each building that is included in the report where:

$$\text{FCI} = \frac{\text{Cost of work required}}{\text{Replacement cost}}$$

- Identified building element in critical condition where failure is imminent or where failure has already occurred.
- Identify building site works systems overview

Compliance Issues

Recommended program of repair/replacement/upgrading including expenditures

## Introduction

Objectives of Building Condition Assessment

Background

Scope of Assessment – Mandate

## Definitions

Level of Investigation

Building and building element ratings

Component ratings

## References

Facility Overview and Key Plans

## Technical Assessment – Overview

Facility Description (complete with photographs)

Site description

Building(s) description

Building Floor Plan(s)

Review of previous reports and findings

Systems Condition Assessment (complete with photographs)

Architectural

Structural

Mechanical Systems

Electrical Systems

Life Safety Systems

Works Plans –Summary of Actions required for each category described above

Component Condition Summary Table – Detailed Cost Plan (with consolidated summary)

## RS – 2.0

### RS 2.1 – VFA Data Input

The Primary PSPC means of gathering BCR data will now be captured using VFA Surveys. VFA Surveys use a preconfigured Internet-based BCR Survey to capture building condition information in the field via mobile devices or on desktop computers. This survey contains all the current BCR and annual Building Performance Review (BPR) data.

To access the VFA Survey, the user enters a custom URL into either a mobile device or desktop browser. User assigned surveys can then be “checked-out” to the desired medium, completed offline, “checked-in”, and then submitted for approval”. A designated “**approver**” is automatically notified that a survey awaits their attention. Following the approval, the asset will be updated with the BCR survey data. In the case of



a rejected survey, the assessor will be automatically notified with details of the areas that require corrective action. The cycle will continue until the survey approver accepts the survey. The National Centre of Expertise (NCOE) will selectively audit approved surveys in the VFA application to validate administrative completeness.

Basic training on the use of VFA Surveys for Consultants, will be provided, by PSPC if and when required. However, it would be beneficial if the Consultants secure detailed knowledge of this software interface prior to the commencement of the contract services.

**Please note a summary of the protocol for VFA as it will be applied.**

Instructions on How to Access & Complete VFA BCR files

The NCA Regional SME's on VFA usage/uploads are Dextor Edwards and Shadi Nassrallah. Your Regional SMEs will identify user accounts using a User Access Template for the creation of secure accounts by region to KMS [RCNSPCT.NCRTCAPS@tpsgc-pwgsc.gc.ca](mailto:RCNSPCT.NCRTCAPS@tpsgc-pwgsc.gc.ca)

- BCR survey responders (Vendors and employees) and,
- PSPC officials for acceptance by region
- New User access template

KMS will confirm accounts created with Regional SMEs via email.

Regional SMEs will confirm the asset has not already been assigned as another survey, for example a BPR. Only one survey can be assigned at once otherwise this will result in loss of data.

Once confirmed, the SME will then proceed with assignment of BCR files to responders.

Responders will receive an email notice advising them they have been assigned a BCR survey to complete with instructions to proceed.

Responders will complete surveys and submit for approval.

The Approver will receive an email advising they have been assigned a BCR survey for review and acceptance, if accepted it will automatically be uploaded to VFA, if rejected an email will be sent to responder highlighting issues requiring correction.

The BCR Survey request template needs to be filled out and submitted so that the Regional SME can assign the BCR based on needs (By discipline)

Regional SME must assign BCR based on needs (by discipline) using the correct template.

If assistance is required contact AFM BCR team mailbox at: [SPIB.CAPS@tpsgc-pwgsc.gc.ca](mailto:SPIB.CAPS@tpsgc-pwgsc.gc.ca).

Multiple surveys for an asset can't be assigned at the same time so if a BCR is being done between April-June annually, this will prevent a BPR from being completed.

Additionally year end procedures will be necessary but will impact new data only. For this reason all regions identify their targeted list of BCRs annually to the SPIB mail box by mid-May annually.

## PR 3 HEALTH AND SAFETY PLAN

### Health and Safety Plan

- .1 Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
- .2 Health and Safety Plan shall include the following components:
  - .1 List of health risks and safety hazards identified by hazard assessment.
  - .2 Control measures used to mitigate risks and hazards identified.
  - .3 On-site Contingency and Emergency Response Plan as specified below.
  - .4 On-site Communication Plan as specified below.
- .3 On-site Contingency and Emergency Response Plan shall include:
  - .1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
  - .2 Evacuation Plan: prior to entering the Work Site confirm escape routes, marshalling areas, and location of firefighting equipment.
  - .3 Emergency Contacts: name and telephone number of officials from:
    - .1 Departmental Representative.
    - .2 Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
    - .3 Local emergency resource organizations.
  - .4 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- .4 On-site Communication Plan:
  - .1 Procedures for sharing of work related safety information to Sub consultants, including emergency and evacuation measures.
  - .2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
- .5 Address all activities of the Work including those of sub consultants.
- .6 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever a new sub consultant arrives at Work Site.
- .7 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.