

## **Appendix X – Real Property Deliverable Requirements**

### **1.1 General**

1.1.1 The Real Property Deliverable Requirements List (RPDRL) provided in Table 1 lists the key deliverables necessary to meet the requirements set out in Section the SOW. The RPDRL indicates the area of the SOW to which the deliverable pertains, an RPDRL identifier consisting of a mnemonic and a number, its submission requirements and its submission purpose.

1.1.2 Ultimately, deliverables listed in the RPDRL will be provided with an identifier beginning with a mnemonic as follows:

- “PF”, referring to “Prescribed Format”, applicable to a small subset of deliverables, indicating that the deliverable must be prepared in accordance with an associated Deliverable Item Description (DID) that sets out the purpose and required content of the associated deliverable, including format and preparation instructions; or
- “CG” referring to “Contractor-Generated”, applicable to a most deliverables, indicating that a DID is not provided and the format will be in a accordance with the contractor’s chosen format while meeting the requirements of the SOW.

1.1.3 The Submission Purpose includes the following:

- a) *For Acceptance*: Deliverables that require a decision from the TA before the Contractor can proceed or expenditures can be authorized or paid.
- b) *For Review*: Deliverables that form critical input to fulfil DND or regulatory, legislative, policy or reporting obligations. Assessment of the information contained in these deliverables may result in the TA ’s request for a change, but do not require a decision before the Contractor can proceed.
- c) *For Information*: Deliverables provided by the Contractor for DND record-keeping, reference or analysis purposes.

1.1.4 Deliverables that are required on a specific date (e.g. May 1) are due on the first business day that follows that date, in cases where the required date falls on a weekend or statutory holiday.

### **1.2 Document Status**

1.2.1 Apply the following to indicate the status of document deliverables, as they evolve through their life cycle:

- a) *Draft*: format and structure of the document are complete. Document details are being developed and should reflect current requirements. To Be Determined (TBD) items are allowed, even to the extent that an entire section can be TBD, provided that requirements for that section have not been developed.
- b) *Preliminary*: the sections of the document are complete and significant detail has been provided. Some TBDs are acceptable where information is not yet available. Whenever

possible, TBDs should include bracketed values or text that reflect the most current thinking on an item or approach. Example: TBD [120° C]

- c) *Final*: The document is complete. TBDs are allowed only on a case-by-case basis with acceptance by the TA. Updates to the final document are controlled and treated as document revisions.
- d) *Current*: documents specifically called out in this Section of the SOW or RPDRL for which the Contractor is required to provide periodic updates to reflect changes and to re-submit for review and acceptance or for information.

Deliverable Title	Submission Purpose	Frequency	Timing
NWS Diesel Electric Generating Systems Long-Term Maintenance Plan	For Information	Annually	
NWS Gravel Plan	For Acceptance for Year 1 and for Information thereafter	1) following SDR; and 2) Annually	The initial plan is to be prepared no later than six months after contract award, and then is to be reviewed and updated at a minimum annually by 30 November.
NWS Infrastructure Summary Plan	For Acceptance	1) following SDR; and 2) Annually	The initial plan is to be prepared no later than six months after contract award, and then is to be reviewed and updated at a minimum annually by 30 November.
LRR Site Radar Tower Management Plan	For Acceptance	1) following SDR; and 2) Annually	The initial plan is to be prepared no later than six months after contract award, and then is to be reviewed and updated at a minimum annually by 30 November.
Erosion Control Plan	For Acceptance	1) following SDR; and 2) Annually	The initial plan is to be prepared no later than six months after contract award, and then is to be reviewed and updated at a minimum annually by 30 November.
Update and distribute Asbestos and Designated Substance Management Plan	For Acceptance	Annually	Following the removal of asbestos and changes to condition

Deliverable Title	Submission Purpose	Frequency	Timing
Potable Water System Activity Report	For review	Monthly: water storage tanks; wells; and ground water monitoring wells  Bi-weekly: Potable water testing from points of distribution	
Sewage System Activity Reports	For review and as required for Territorial and Provincial authorities	Monthly and as required by Territorial and Provincial authorities	
Maintenance inspection activity/ deficiency/corrective maintenance report	For information	Monthly	On request
Fire Suppression System PM Reports (Water-based, Kitchen, CO2, Clean Agent, Portable Fire Extinguishers, Passive Fire Protection Systems)	For information	Monthly	And on request
Fire Alarm Systems, Voice Communication Systems, and Fire Suppression Releasing Panels, Emergency Lighting Systems PM Reports	For information	Monthly	And on request
Real Property input to reports on Fuel jettisoning, POL spills, Halocarbon releases, glycol releases or other releases	For Information	As required	As required
Quarry Management Plan	For acceptance	Annually	Prior to quarry operations.

Deliverable Title	Submission Purpose	Frequency	Timing
Annual Building Plan	For Acceptance	Annually	The initial plan is to be prepared no later than six months after contract award, and then is to be reviewed and updated at a minimum annually by 30 November.
Real Property Service Delivery Regime Specification	For Acceptance		In accordance with Transition In Schedule
Copies of required trade, professional and other required certifications from the applicable regulatory authority	For Information		At the commencement of Work and upon renewal of certificates.
RP Quality Management Plan	For Acceptance	Once	Contract Operational Start Date
Contact List of Contractor Personnel Responsible for Health And Safety (OHS)	For Information	Once	Operational Start Date
Copies of Communications Reports and Orders Received as a Result of Visits by Authorities Having Jurisdiction	For Information	When requested	When requested
Building OHS Plans	For Information	As required	As required
Project-specific OHS Plans	For Information	As required by the project	As required
Specific OHS requirements and safe work procedures and practices	For Information	As required	As required
Building Performance Review Report	For Review	Annually	Annually by 30 November
Energy Audit Reports	For Information	Per Work Authorization	Per Work Authorization
Real property management information and building operational information, including planning,	For Information	Annually when requested	One month prior to the first call letter

Deliverable Title	Submission Purpose	Frequency	Timing
inspection, O&M and utilities, project, performance, quality and other information,			
Business Case using an acceptable template Short-form Business Case and updates	For Acceptance	Provided once during project planning and updated as required	As determined by the project schedule
Project Delivery Services Risk and Complexity Screening Questionnaire	For Review	Provided once during the planning cycle and updated during project initiation	Initial version - no later than March 31 for projects identified through the planning cycle Updated version - as determined by the project schedule
Canadian Environmental Assessment Act (CEAA) 2012 Checklist	For Acceptance	Provided once during project initiation for all eligible construction projects	At project initiation
Environmental Effects Evaluation (EEE) Letter and Report	For Acceptance	Required once, when an EEE Letter is recommended from the TA 's review of the CEAA 2012 Checklist	As determined by the project schedule
Long-form Business Case (EA)  Business Case using an approved template – Category III Projects	For Acceptance	Updated Business Case provided once during the Project Execution stage for Expenditure Authority purposes	As determined by the project schedule
Project Charter	For Acceptance	Required once, for all Category III Projects and when requested by the TA	Per Work Authorization
Building Technical Documentation and Drawings, Including BIM Data, As-Built Plans, Drawings and Diagrams	For Information	Once	On project completion

Deliverable Title	Submission Purpose	Frequency	Timing
Construction Project Assessment	For Information	As requested	As requested
Project Statements of Requirements	For Review	As required	As required
Project Specifications	For Review	As required	As required
Commissioning Deliverables	For Information	As required	As required
Updated drawings and return them	For Review	As required	On project completion
Project Warranty Information	For Information	As required	As required
Project File	For Information	As required	As required
Project Complexity and Risk Assessment (PCRA) Report for Category III Projects	For Acceptance	Submitted to support each Business Case stage	As determined by the project schedule
RP-QMS Internal Audit Findings Report	For Information	Monthly	5th business day of the month
RP-QMS Management Review Report	For Information	Per Contractor's management review schedule, but no less than annually	30 days following Contractor's receipt of Management Review report
Nonconformity Report	For Review	Monthly	5th business day of the month
Monthly Real Property Performance Report	For Review	Monthly	One week prior to monthly review meeting
Incident Report	For Review	Per Incident	Maximum 5 working days following incident
Environmental activities Report	For Information	When requested	When requested
Building Environmental Performance Assessment	For Review	Cyclically every 5 years	May 1
Inventory of Regulated Systems, Building Equipment and Components	For Information	As required	As required

Deliverable Title	Submission Purpose	Frequency	Timing
Summary of PI Continual Improvement Opportunities for the Following Year	For Information	Annually	May 15
Incident Trends and Root Cause Analysis Reports and recommendations for improvements in BPRs	For Review	As required	As required
Storage Tank System Identification and Registration Form	For Acceptance	At new system installation or when changing existing systems or its management, including personnel	at least one week prior to the first fill of the system or within 60 days of any change to the existing system or its management, including personnel
Storage Tank System Withdrawal and Removal Form	For Acceptance	When a system is temporarily or permanently withdrawn from service or removed	Within 30 days after a system is temporarily or permanently withdrawn from service or removed
Annual Confirmation and Certification of Inspections, Testing and Maintenance of Life Safety and Health Systems and Equipment	For Information	Annually	May 1
Operational Data, Manuals and Records	For Information	As required	As required
Work Order Report	For Information	As requested	As requested
Asset Management Plans and Building Condition Reports	For Acceptance	As requested	As Requested
Facility Condition Surveys (FCSs)	For Information	Annually, on a five-year cycle	1) first FCS by the third contract anniversary for NWS Northern sites, LSSs and the SRD. 2) Thereafter, sites are to be visited on a two-year cycle, with the updated FCS submitted



Deliverable Title	Submission Purpose	Frequency	Timing
			by 30 November with the sites visited in that year.