



**RETURN BIDS TO -  
RETOURNER LES SOUMISSIONS A:  
RCMP-GRC**

Attn: Diane Perkins  
Email Address: [diane.perkins@rcmp-grc.gc.ca](mailto:diane.perkins@rcmp-grc.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal to: Royal Canadian Mounted Police**

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

**Proposition aux: Gendarmerie royale du Canada**

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

**Comments – Commentaires :**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ

<b>Title-Sujet:</b> A&E Secure Storage Compound		<b>Date :</b> May 14 <sup>th</sup> , 2021	
<b>Solicitation No. – N° de l’invitation :</b> 202103823			
<b>Client Reference No. - No. De Référence du Client :</b> N040 0848 N1677 1006606			
<b>Solicitation Closes –L’invitation prend fin</b>			
<b>at/à:</b>	2:00 PM	EDT(Eastern Daylight Time) HAE (heure avancée de l’Est)	
<b>on/le:</b>	June 14, 2021		
<b>Delivery – Livraison :</b> See herein.	<b>Taxes :</b> See herein.	<b>Duty – Droits :</b> See herein.	
<b>Destination of Goods and Services – Destinations des biens et services :</b> See herein.			
<b>Instructions :</b> See herein.			
<b>Address Enquiries to - Adresser toute demande de renseignements à :</b> Diane Perkins, Senior Contracting Officer Email address: <a href="mailto:diane.perkins@rcmp-grc.gc.ca">diane.perkins@rcmp-grc.gc.ca</a>			
<b>Telephone No. – No. de téléphone:</b> 613-843-5904			
<b>Delivery Required - Livraison exigée:</b> See herein.		<b>Delivery Offered - Livraison proposée:</b> See herein	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:</b>			
<b>Telephone No. – No. de téléphone:</b>			
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie) :</b>			
<b>Signature</b>		<b>Date</b>	



## **ARCHITECTURAL & ENGINEERING (A&E) SERVICES REQUEST FOR PROPOSAL (RFP)**

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## SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

### SI1 INTRODUCTION

1. The Royal Canadian Mounted Police (RCMP) 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. 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 pricing and terms offered. A combination of the technical and price submissions will constitute the proposal.

### SI2 PROPOSAL DOCUMENTS

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

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

Revision to Departmental Name: As this solicitation is issued by the Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to the RCMP or its Minister.

2. The following are the proposal documents:

(a) Supplementary Instructions to Proponents (SI);

R1410T (2020-05-28), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal, amended as follows:

- i. Section GI3 Overview of selection procedure:  
Delete: in its entirety  
Insert: GI3 intentionally left blank.
- ii. Subsection 1. of section GI10 Licensing requirements:  
Delete: or be eligible to be licensed
- iii. Subsection 2.b. of section GI16 Submission of proposal:



Delete: in its entirety

Insert: b. send its proposal via **email** only to the RCMP Contracting Authority's email address specified on the front page of the RFP.

- i. Timely and correct delivery of electronic bids is the sole responsibility of the Proponent.
  - ii. Canada will not be responsible for any failure attributable to the email transmission or email receipt of the proposal including, but not limited to, the following:
    1. receipt of a garbled or an incomplete proposal;
    2. delay in the email transmission or email receipt of the proposal to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the proposal submission);
    3. failure of the Proponent to properly identify the proposal and RFP number in the email subject line and in the electronic proposal documents;
    4. illegibility of the proposal;
    5. RCMP server blocking emails and/or attachments (potential malware, file size, file formats (unacceptable file formats include, but are not limited to, .zip, .exe, .mp3, etc.);
    6. Security of bid data.
  - iii. Proposals transmitted via email constitutes the formal proposal submission.
  - iv. The RCMP has restrictions on incoming email messages. The maximum email message size including all file attachments must not exceed 5MB. Zip/exe/mp3 files or links to proposal documents will not be accepted. Incoming email messages exceeding the maximum file size and/or containing zip/exe/mp3 file attachments will be blocked from entering the RCMP email system. A proposal transmitted by email that gets blocked by the RCMP email system will be considered not received. It is the responsibility of the Proponent to ensure receipt.
- iv. Section G119 Acceptance of proposal:  
Delete: in its entirety  
Insert: G119 Rights of Canada
1. Canada reserves the right to:
    - a. reject any or all proposals received in response to the RFP;
    - b. in the case of error in the extension or addition of unit prices, the unit price will govern;



- c. enter into negotiations with Proponents on any or all aspects of their proposals;
      - d. accept any proposal in whole or in part without negotiations;
      - e. cancel or amend the RFP at any time;
      - f. reissue the RFP;
      - g. if no responsive proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Proponents who bid to resubmit proposals within a period designated by Canada; and
      - h. negotiate with the sole responsive Proponent to ensure best value to Canada.
    - v. Section GI23 Performance Evaluation:  
Delete: in its entirety  
Insert: GI23 intentionally left blank
  - (b) the general terms, conditions and clauses, as amended, identified in the articles of Agreement;
  - (c) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
  - (d) Team Identification Form (Appendix B);
  - (e) Price Proposal Form (Appendix C);
  - (f) the Security Requirements Check List (SRCL) & Security Guide (Appendix D);
  - (g) Declaration/Certifications Form (Appendix E);
  - (h) Submission Requirements and Evaluation (SRE) (Appendix F)
  - (i) any amendment to the solicitation document issued prior to the closing date of the solicitation ; and
  - (j) the proposal.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.



### SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at email address [Diane.Perkins@rcmp-grc.gc.ca](mailto:Diane.Perkins@rcmp-grc.gc.ca) as early as possible. Enquiries should be received no later than 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 PROPOSAL VALIDITY PERIOD

1. Proposals will remain open for acceptance for a period of not less than 120 days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
  - (a) Continue with the evaluation of the proposals of those who have accepted the extension; or
  - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.

### SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the Canada-Chile Free Trade Agreement, Canada-Columbia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, and the Canadian Free Trade Agreement (CFTA).

### SI6 CERTIFICATIONS

**Instructions to Proponent:** Certifications are to be submitted with Appendix E Declaration/Certifications Form.

#### 1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2020-05-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

#### 2. Federal Contractors Program for Employment Equity - Proposal Certification



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

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

## **SI7 RECOURSE MECHANISMS**

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>  
<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

## **SI8 PROMOTION OF DIRECT DEPOSIT INITIATIVE**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Proponent on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email:  
[corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## **SI9 SECURITY REQUIREMENT**



1. Before the commencement of Work, the following conditions must be met:
  - (a) the successful Proponent must hold valid security clearance as indicated in Supplementary Conditions SC1;
  - (b) the successful Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
  - (c) the successful Proponent must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

## SI10 - WEBSITES

The following is a list of the addresses of the Web sites:

Employment Equity Act

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

Federal Contractors Program (FCP)

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

Certificate of Commitment to Implement Employment Equity form LAB 1168

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

Ineligibility and Suspension Policy

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

Code of Conduct for Procurement

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

Lobbying Act

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

Buy and Sell

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

Supplier Registration Information

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

Canadian economic sanctions

[https://www.tradecommissioner.gc.ca/tariffs\\_sanctions\\_controls-tarifs\\_sanctions\\_controls.aspx?lang=eng](https://www.tradecommissioner.gc.ca/tariffs_sanctions_controls-tarifs_sanctions_controls.aspx?lang=eng)





National Joint Council (NJC) Travel Directive

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



## 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
  - R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

Subsection GC1.12 Performance-evaluation: Contract of R1210D (2018-06-21), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.12 Intentionally left blank.

- (c) Supplementary Conditions
- (d) Agreement Particulars
- (e) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
- (f) Team Identification Form (Appendix B);
- (g) Price Proposal Form (Appendix C);
- (h) the Security Requirements Check List (SRCL) & Security Guide (Appendix D);
- (i) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (j) the proposal.

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



The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Revision to Departmental Name: As this contract is issued by the Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to the RCMP or its Minister.

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) Articles of Agreement;
  - (d) Supplementary Conditions;
  - (e) General Conditions;
  - (f) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
  - (g) Team Identification Form (Appendix B);
  - (h) Price Form (Appendix C);
  - (i) Security Requirement Check List (SRCL) & Security Guide (Appendix D); and
  - (j) the Proponent's proposal.

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the contract is from date of contract award to March 31, 2023.



## 4.2 Option to Extend the Contract

The Consultant grants to Canada the irrevocable option to extend the term of the contract under the same conditions and by multiple option periods to align with the completion of the separate but corresponding construction contract including warranty periods. The Consultant agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in the Price Proposal.

Canada may exercise the options at any time by sending a written notice to the Consultant at least 5 (five) calendar days before the expiry date of the contract. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Procurement Ombudsman

### 5.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the contract, in accordance with the contract terms and conditions. If the Parties do not reach a settlement, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by email at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### 5.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by email at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## 6. Authorities

### 6.1 Contracting Authority

The Contracting Authority for the contract is:

Name: Diane Perkins  
Title: Senior Contracting Officer  
Organization: RCMP – Procurement and Contracting Branch  
Address: 73 Leikin Dr.  
Ottawa, ON  
K1A 0R2

Telephone: 613-327-7437

E-mail address: [diane.perkins@rcmp-grc.gc.ca](mailto:diane.perkins@rcmp-grc.gc.ca)

The Contracting Authority is responsible for the management of the contract and any changes to the contract must be authorized in writing by the Contracting Authority. The Consultant must not perform work in excess of or outside the scope of the contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.2 RCMP Departmental Representative (Project Manager) [To be confirmed at contract award]

The RCMP Departmental Representative (Project Manager) for the contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Email address: \_\_\_\_\_

The RCMP Departmental Representative (Project Manager) is the representative of the department or agency for whom the Work is being carried out under the contract and is responsible for all matters concerning the technical content of the Work under the contract. Technical matters may be discussed with the RCMP Departmental Representative; however, the RCMP Departmental Representative has no authority to authorize changes to the contract. Changes to the contract can only be made through a contract amendment issued by the Contracting Authority.



**6.3 Proponent's Representative [To be confirmed at contract award]**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_

Email address: \_\_\_\_\_



## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC1 SECURITY REQUIREMENT**

1. The following security requirements (SRCL, Security Guide and related clauses) apply to and form part of the Agreement. Before the commencement of Work the following conditions must be met:
  - 1.1 The Consultant's personnel are required to be security cleared at the level of Facility Access II with escort as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
    - a. The Consultant must comply with the provisions of the Security Requirements Check List (SRCL) & Security Guide attached at Appendix D.

### **SC2 LANGUAGE REQUIREMENTS**

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services for and during construction tender, including but not limited to stamped specifications and drawings, and addenda shall be provided expeditiously in both official languages.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. The Consultant Team, including the Prime Consultant, Sub-Consultants and Specialists Consultants shall ensure that the services being provided in either official language shall be to a professional standard.



# Appendix A

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## Project Brief Secure Storage Compound

### A&E Services

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Project Brief

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# PROJECT DESCRIPTION

## PD 1 PROJECT INFORMATION

### PD 1.1 SERVICE REQUIREMENT

- .1 Royal Canadian Mounted Police (RCMP) requires 'the services of a Civil Engineering consulting firm (the "Consultant") together with a multi-disciplinary team of sub-consultants for the provision of service required for the design, tender, construction contract administration and post construction, commissioning & warranty of a new secure storage compound on existing RCMP property in the City of Ottawa.

### PD 1.2 GENERAL

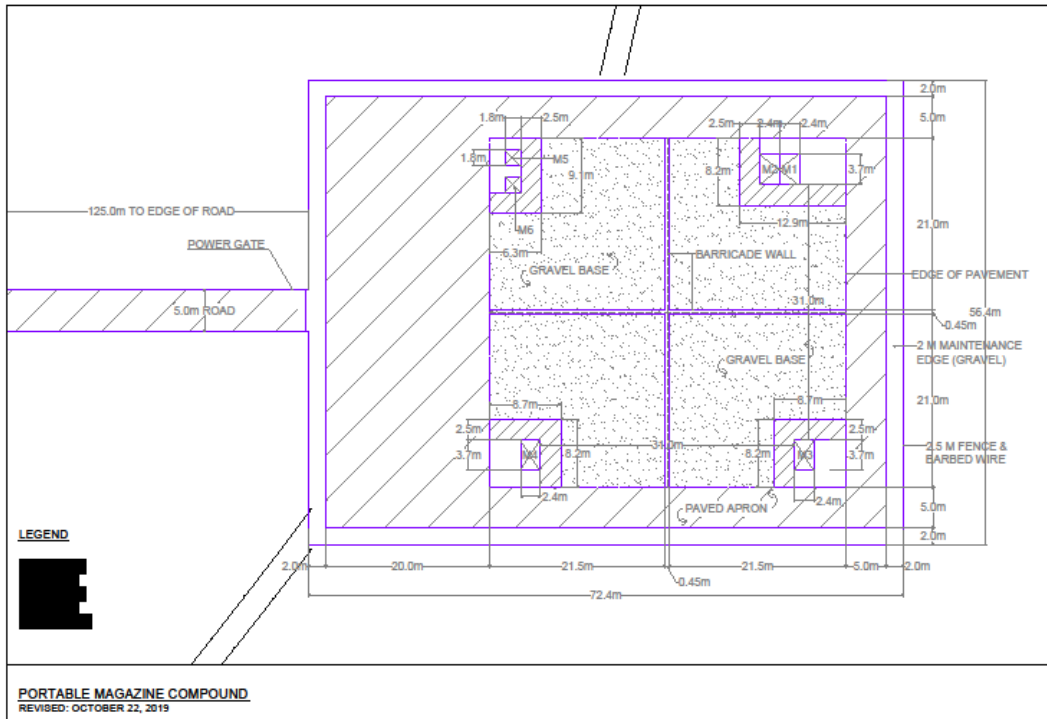
- .1 Project Title: Secure Storage Compound
- .2 Location of the Project: **Ottawa, Ontario**

## PD 2 PROJECT INTRODUCTION AND BACKGROUND

### PD 2.1 SECURE STORAGE COMPOUND OVERVIEW

- .1 The services of a Consultant are required to undertake the design, tender assistance and construction administration / review services needed to construct a new secure storage compound on an existing un-serviced greenfield site.
- .2 The project will include the construction of a paved access road, a secure vehicle accessible fenced storage compound of approximately 56m x 70m, designed to accommodate secure storage units separated by reinforced concrete freestanding barricade walls, complete with power and communication utility infrastructure.
- .3 The full installation must meet stringent design criteria and parameters in order to obtain a site license from the primary Authority having jurisdiction for the stored materials.
- .4 The location and preliminary concept design for the compound have been established to meet the requirements noted above.

### PD 2.2 SCHEMATIC PLAN



### PD 2.3 USER DEPARTMENT

- .1 The User Department, referred to throughout the Project Brief, is: The Royal Canadian Mounted Police (RCMP)

### PD 2.4 SECURE STORAGE COMPOUND - EXISTING SITE CONDITIONS

- .1 The main characteristics of the site are described as follows;
  - .1 Located in the eastern area of the City of Ottawa on a secure RCMP owned, access restricted site.
  - .2 Site area has not been previously developed but has been historically cleared. The area can be referred to as an overgrown fallow field with vegetation consisting primarily of scrub grasses, small bushes and a few dead or non-viable trees.
  - .3 The approach to the site is accessible by vehicle from an internal access restricted road network.
  - .4 Soil conditions as confirmed by borehole reports indicate a shallow depth of sand and gravel over clay, with a relatively high ground water table. Preliminary information indicates the soils can support the intended structural elements.
  - .5 There is no utility infrastructure in the area proposed for the project. Power and communication infrastructure will have to be extended to the site location from existing private on site



- infrastructure or provided by alternative non-grid powered sources.
- .6 The site is drained by natural existing grades and open ditches.

## **PD 2.5 SECURE STORAGE COMPOUND - CONSTRAINTS AND CHALLENGES**

- .1 The Consultant as well as sub consultant personnel must have a valid RCMP security clearance.
- .2 The estimated construction budget is \$1.42M exclusive of HST.
- .3 The storage units will be acquired by RCMP under a separate procurement action after the Consultant has specified the correct storage units to be used. (explosive capacity, soil bearing capacity, and protective wall thickness needed between units. The storage compound must be designed to install and connect the storage units. Afterwards, the Contractor will be responsible to install the units when they are delivered (up to 6-months lead time).
- .4 The project schedule requires 100% drawings and specifications to be ready to issue for tender in order to allow for substantial completion during the 2021 construction season.
- .5 Extension of power to the site location represents a significant portion of the current preliminary cost estimate. The consultant must investigate options and present options to the Departmental Representative for alternative non-grid power sources to supply and sustain the electrical requirements of the installation.

## **PD 3 PROJECT OBJECTIVES**

### **PD 3.1 OBJECTIVE ONE: FUNCTIONAL PERFORMANCE**

- .1 The siting and design of the secure storage compound must meet the licensing requirements of the primary authority having jurisdiction which in this case is NRCan-ERD.
- .2 In addition to meeting requirements of applicable National and local codes, the design must comply with the requirements of National Standard of Canada CAN/BNQ 2910-



### **PD 3.2 OBJECTIVE TWO: DESIGN QUALITY AND CHARACTER**

- .1 Provide design that will effectively and appropriately serve the RCMP and its operations for an expected life span of 40 years before major refit.
- .2 Achieve:
  - .1 Design excellence, use of quality materials and precise execution respecting the location, geology and climate where this facility will be located.
  - .2 A design that will reflect the importance and the nature of the functions it serves and fits within the surrounding environment.

### **PD 3.3 OBJECTIVE THREE: BUILDING PERFORMANCE**

- .1 Provide an open exterior structure and supporting amenities that will enable long-term efficient and cost effective life cycle performance.
- .2 Achieve:
  - .1 A project that embodies contemporary sustainable design principles and is implemented in an environmentally responsible manner, inclusive of Net Zero options.
  - .2 Healthy and safe environments that meet or exceed all applicable codes for construction, fire, health, and life safety.
  - .3 A project that fully integrates all components and systems (site, structural, electrical, security, and portable magazines).
  - .4 General ease of maintenance and constructed with the best workmanship possible.
  - .5 Systems that can be accessed and easily repaired and / or replaced in the building life cycle as required.

### **PD 3.4 OBJECTIVE FOUR: PROJECT DELIVERY**

- .1 Deliver the project utilizing best practices in support of the RCMP's needs, respecting the approved scope, quality, financial construction estimate, and schedule.
  - .1 A cohesive and open communication between all members of the project delivery team and stakeholders throughout all phases of project delivery.
  - .2 An integrated and focused Consultant Team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and



- cooperative team approach with knowledgeable and timely input and contribution by all project team members.
- .3 Rigorous quality assurance reviews during the design and construction phases, conducted as an integral element of the design process for all major disciplines,
  - .4 A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
  - .5 Appointment of a competent and qualified consultant team to provide enduring vision and guidance for the entire project duration, to be responsible for the production and delivery of all documents, review of construction for conformity to intent, and to ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
  - .6 Professional conduct in all phases of the project, employing best practices for budget, schedule, quality, and scope management.
  - .7 A continuous risk identification and management program employing effective methodologies to avoid unexpected project impacts, and to ensure construction claims avoidance.
  - .8 Continuous and comprehensive documentation of the project at all stages of the project implementation for Records of



Decisions, project follow up and development of lessons learned.

## PD 4 SCOPE OF WORK

### PD 4.1 OVERVIEW- PROJECT DESCRIPTION

1. The deliverable for the project is a new licensed secure storage compound complete with installed storage units that is fully compliant with the licensing requirements of the regulating authority and the requirements of the RCMP.
2. Project requirements are based on the following design concept;
3. Development of a greenfield site including grading, civil works and landscape rehabilitation to facilitate natural drainage and a low maintenance natural environment, for the construction of a new secure fenced compound of approximately 56m x 70m complete with a new paved access road of approximately 125m in length
4. Within the compound a paved apron and ring road to allow for operational vehicle maneuvering, access and site maintenance,
5. Paved internal walkways for storage unit access,
6. Reinforced concrete barricade walls, designed in accord with the requirements of the applicable standards,
7. A compacted gravel base throughout the compound to support the storage units, and facilitate natural drainage
8. Compound to accommodate a minimum of 6 storage units of various sizes arranged in compliance with the regulatory requirements. Sizes to be subject to compliance by RCMP.
9. Infrastructure for access control and intrusion detection systems
10. Electrical power infrastructure extended from the nearest power source to the site location for lighting, ventilation and power gate operations, or from alternative off-grid reliable sources.



## **PD 4.2 OVERVIEW - ALL DISCIPLINES**

1. Provide a comprehensive professional service for all phases of project development including, project analysis and schematic design, design development, tender document production, permit applications, assistance during tendering, construction administration, post construction services, commissioning and warranty services as described in more detail in the following sections.
2. The Consultant to provide specifications of the storage units to the DR for the RCMP's separate procurement of the storage units. The RCMP is responsible for the purchase of the storage units.
3. Ensure integration of RCMP user systems and requirements during all phases of the project.
4. Maintain consistency and continuity of the multidisciplinary team throughout all project phases.

## **PD 4.3 PHASE 1- PROJECT ANALYSIS AND SCHEMATIC DESIGN**

1. Review the existing site, client requirements documentation, current operational requirements, and regulatory requirements to design concept details, project budget, key parameters, key constraints and project objectives found in this Project Brief.
2. Review and summarize options and approach for design, integration and procurement process for acquisition and installation of all RCMP supplied systems and elements.
3. Review the site to provide a minimum of 2 options for the RCMP consideration for placement/orientation of the new facility. The review must consider but not be limited to regulatory compliance, constructability, environmental impact, vehicular and pedestrian access and circulation, seasonal maintenance, schedule and budget. Provide a recommended option.
4. Provide 3 conceptual designs for consideration by the RCMP for the provision of the facility, ensuring optimal use of the site, space utilization efficiency, integration of security requirements, NetZero compliance, self generated power, and compliance with Authorities having jurisdiction.
5. Evaluate and propose options for site development including but not limited to a review of regulatory requirements, site services, grading, environmental impacts, cost comparisons between site options etc.
6. Summarize options in a Design Brief complete with key features, opportunities, constraints, risks and estimated construction budgets.
7. Present schematic options and Design Brief for review and approval by RCMP.
8. Proceed to Design Development, based on RCMP selected concept, comments and sign off.

## **PD 4.4 PHASE 2 - DESIGN DEVELOPMENT**

1. Develop the preferred design based on the approved schematic from Phase I.





2. Update Project brief drawings, outline specifications, and supporting information sufficient to convey full conceptual understanding of all building elements and systems for all disciplines. Summarize options considered for each major building system along with evaluation to support recommended concepts.
3. Update project schedule, and risk plan based on outcome of design development phase.
4. Submit updated project brief and supporting documentation for RCMP review and approval.
5. Finalize Design Development phase based on RCMP approval and comments and submit for sign off.

#### **PD 4.5 PHASE 3 - CONSTRUCTION DOCUMENTS**

1. Development of construction documents to be conducted in three stages. 50%, 99% and tender ready stages with full updates to the Design Brief, drawing and specification submissions, presentations, cost estimates, schedules and risk plan at each stage.
2. Prepare and provide documentation for RCMP reviews and approvals at 50%, 99% and tender ready stages of construction document production.
3. After each stage of RCMP review, confirm how comments have been or will be addressed in the next stage, or provide alternate solutions to address expressed concerns for RCMP signoff.

#### **PD 4.6 PHASE 4 –TENDER CALL AND BID EVALUATION**

- .1 Provide the Departmental Representative with tender ready drawings and specifications with stamped tender ready drawings and specifications in both official languages (English and French) ready for online issue.
- .2 Attend on-site visits for construction contract bidders.
- .3 Record all questions received during job showing.
- .4 Review all queries received during tender period and provide responses and or addenda as may be required to the Departmental Representative.
- .5 Assist the Department Representative in evaluating the technical aspects of bids on an as required basis, including evaluation of tender price if it varies from pre-tender estimate by more than 10%.

#### **PD 4.7 PHASE 5 – CONSTRUCTION CONTRACT ADMINISTRATION**

- .1 Conduct periodic construction reviews for conformance to contract documents.
- .2 Provide minimum bi-weekly site review reports.
- .3 Evaluate, recommend and certify construction progress claims.
- .4 Review and prepare responses to Requests for Information (RFI's)
- .5 Prepare draft Site Instructions, draft Change Directives, draft Contemplated Change Orders, and draft Change orders for review and approval by the



Departmental Representative, and subsequent issuance in a contract amendment by the Contract Authority.

- .6 Review, evaluate and make recommendations in response to Contractors change proposals and claims.
- .7 Review and evaluate proposed changes to construction schedule.
- .8 Monitor and update Project Risk Plan.
- .9 Attend all regularly scheduled project meetings (assuming minimum bi-weekly meetings) with representatives of each key Consultant discipline relevant for the phase of the work.
- .10 Key Sub-Consultants to attend special project meetings when required in response to specific technical issues as many as the situation so requires for the duration of the project.
- .11 Provide Site reviews, documentation and evaluation of contract deficiencies.

#### **PD 4.8 PHASE 6 – POST CONSTRUCTION SERVICES (RCMP BUILDING COMPONENTS AND CONNECTIVITY (BCC) INSTALLATIONS)**

- .1 BCC components and connectivity for this project will be limited to connection of communications network and access control systems for gate controls and storage unit access, including but not limited to alarms and video monitoring equipment and systems.
- .2 Attendance at all regularly scheduled project meetings (assuming minimum bi-weekly meetings) by representatives of each key Consultant discipline relevant for the phase of the work.
- .3 Follow up on completion of base building deficiencies in support of Construction Final Completion.
- .4 Technical review of all BCC systems and installation requirements as may be designed and specified by third parties for coordination and integration with base building systems.
- .5 Review and response to RFI's from proponent as they relate to base building systems, preparation of draft Site Instructions, draft Change Directives, draft Contemplated Change Orders, and draft Change orders for review and approval by the Departmental Representative, and subsequent issuance in a contract amendment by the Contracting Authority to allow for integration and installation of RCMP BCC with base building contract requirements.

#### **PD 4.9 PHASE 7 - COMMISSIONING**

- .1 Commissioning for this project will be limited to electrical systems, automated gate operators and site lighting.
- .2 Prepare comprehensive commissioning plan for all operational systems including electrical, and fence gate operators.
- .3 Ensure commissioning requirements have been incorporated into appropriate sections of the construction specifications prior to tender.
- .4 Monitor and document all commissioning activities as required.
- .5 Conduct final site reviews and provide certifications for Final



Completion.

### **PD 4.10 PHASE 8 - WARRANTY**

- .1 Conduct a 10 month warranty inspection before the expiration of the warranty period conduct a site review and document all deficiencies or issues noted that are covered by project warranties.
- .2 Attend meetings as required with affected contractors, or subcontractors to review requirements for corrective action.
- .3 Review and document contractor follow up to warranty related corrective work.

### **PD. 4.11 CONSULTANT – CIVIL ENGINEER**

1. The Consultant is to coordinate a design team to provide comprehensive integrated professional design services to deliver an integrated comprehensive design solution to develop the Greenfield site, install secure perimeter fence, maintenance free site surface materials, and barricade walls all to accept and connect storage units.
2. The Consultant is to provide analysis of design and delivery approach for all project elements to consider environmental,



- cost, logistics, schedule and any other benefits or disadvantages.
3. Provide analysis of site options to confirm final site placement.
  4. Provide Landscape design services to design all exterior elements as required to allow for location of new compound and associated equipment in the context of existing site elements including roads, parking, pathways, site lighting, grounds, trees, site drainage and fencing to achieve a low maintenance or no maintenance natural landscape. Provide environment consultant for mitigating measures management.
  5. Provide design for exterior signage and way finding to suit site standards.
  6. Determine requirements for and coordinate all requirements related to submissions for approval to all authorities having jurisdiction, and produce required documentation. Authorities include but are not limited to NRCan – ERD, RCMP Fire Marshall, NCC, and Environment Canada, local and provincial authorities.
  7. Coordinate and develop a building operation and maintenance manual (BOM). Based on the O&M manual, develop a building maintenance guide with instructions on how to operate, service, maintain all building systems. BOM is to be written for use of RCMP property management or third party personnel.
  8. Provide Project Schedule. Monitor and update project schedule from baseline bi-weekly.
  9. Provide a Risk Management Plan, monitor and update as required.

#### **PD 4.12 CIVIL ENGINEERING**

- .1 Provide Civil Engineering services required to design for development of the Greenfield site.
- .2 Provide all services required for complete site development modifications, including but not limited to management of contaminated soil and or groundwater remediation, dewatering during construction, excavation, grading, drainage, extension of buried or surface utilities, roads, parking areas, curbs, sidewalks and coordination with site security infrastructure, lighting and landscape elements.
- .3 Provide input to Department Representative for geotechnical and excavation monitoring during construction. Geotechnical testing services to be separately procured by the RCMP.
- .4 Prepare and assist Departmental Representative with NCC – FLUDA application. Prepare a separate signed and sealed package for this submission in coordination with the design process.
- .5 Design of roads, ditches and storm water management systems. Design and construction of bioswale drainage systems including the modification, and restoration of greenfield sites and design of secure fencing systems.

#### **PD 4.13 STRUCTURAL ENGINEERING**

- .1 Comprehensive structural engineering to design foundations and barricade walls as per all requirements to meet current construction and regulatory standards, as defined by applicable codes.



## **PD 4.14 ELECTRICAL ENGINEERING**

- .1 Comprehensive electrical engineering to design all applicable electrical systems for the operation of a new facility including systems in support of business continuity with options for alternative off-grid power supply.
- .2 Coordinate with third party suppliers for integration of RCMP procured proprietary systems for information network, and security systems.
- .3 Provide conduits and pathways for connection of communications systems infrastructure to site location and within site.
- .4 Coordinate installations for exterior site lighting to meet user requirements for access, and security monitoring.
- .5 Design, construction and extension of high voltage power infrastructure and design of exterior power and lighting systems including green energy solutions.

## **PD 4.15 COST SPECIALIST**

- .1 Preparation of comprehensive construction cost estimates at appropriate levels (D, C, B and A) for the stage of the project.
- .2 Preparation of estimates of Operating, maintenance and life cycle costs in conjunction with considerations of alternate power source systems in the context of Value Engineering.
- .3 Provision of analysis of tender costs and recommendations of reasonableness.
- .4 Provision of analysis of submitted proposed change costs and schedule impacts and recommendations of reasonableness.
- .5 Provision of Project schedule and monitoring/updating of project schedule from baseline.
- .6 Provision of a Risk Management plan, monitoring and updating of same.

## **PD 5 BUILDING COMPONENTS AND CONNECTIVITY (BCC)**

### **PD 5.1 GENERAL**

- .1 The project mandate includes implementation of the Building Components and Connectivity (BCC) program. The objective of the BCC program is to meet the operational requirements of the RCMP to allow immediate occupancy of the facility. Building components means building fixtures, furnishings and equipment. Building connectivity means the physical, electronic and other systems that connect buildings and the equipment in them. BCC components and installations may be procured by RCMP separately from the construction contract, and installed after substantial completion of the base building. Planning for integration of all aspects of the BCC program is included in the project mandate.
- .2 BCC Components for this project include acquisition of the following;
  - .1 Security systems equipment, including access control, intrusion detection and CCVE systems and systems specialty cabling as specified by RCMP.



- .2 Specialty door hardware and locking systems.
- .3 Health and Safety Equipment.
- .4 Signage and Wayfinding systems.
- .3 BCC Connectivity includes the following components or systems:
  - .1 Infrastructure and conduit, tray, raceway systems and end device boxes, designed, supplied and installed under the resulting construction contract.
  - .2 Specialty information system and secure network cabling and terminations (comprehensive for all systems)
  - .3 Integrated Security System,
  - .4 Closed circuit video surveillance system,
  - .5 IT Network cabling and WIFI,
  - .6 Telephony,
  - .7 Entry systems,
  - .8 Police Radio System Antennae/Whips.

## **PD 5.2 SCOPE OF BCC COORDINATION AND DESIGN SERVICES FOR THIS PROJECT**

- .1 For this project, BCC is divided into functional groups as follows:
  - .1 Portable Storage magazines
  - .2 Information and Network systems,
  - .3 Security systems.
- .2 Documentation of requirements and procurement methodologies for BCC components will be conducted simultaneously with development of the project.
- .3 The Consultant must integrate BCC requirements into project specifications and drawings based upon base requirements and or specifications provided by the RCMP.
- .4 It will be the Consultant's responsibility to ensure that all BCC components are fully coordinated and integrated into the project throughout design and construction. Requirements Include but are not limited to electrical systems, ducts, conduits, raceways, electrical boxes for outlets and device related installations, and specialty hardware.
- .5 The Consultant is responsible to coordinate and integrate the BCC components in the main project schedule such that the information for pathways and service infrastructure are received in a timely manner for the production of design / contract documents and to achieve timely project implementation during construction and commissioning.
- .6 The Consultant will be responsible for all technical coordination issues related to BCC installations relative to the base building systems and infrastructure, in the period post Substantial Completion during the BCC component installations, tenant fit-up and commissioning stages of the project.

## **PD 6 PROJECT DELIVERY APPROACH**

### **PD 6.1 GENERAL**

- .1 This project will use a traditional design, bid, build approach for construction.



- .2 It is anticipated that a single tender package will be required for this project.
- .3 The storage units will be procured directly by the RCMP based on the final design of the project.
- .4 The consultant shall coordinate with the Departmental Representative the scheduling and delivery of the storage units for installation during the project construction period to allow for connections of power and communications systems.
- .5 The Consultant will coordinate all design, and construction contract administration activities based on formal direction from the RCMP Departmental Representative as delegated. The Consultant will provide the services required under the general direction of the RCMP Departmental Representative.

## PD 7 SCHEDULE

### PD 7.1 GENERAL

- .1 Deliver the Secure Storage Compound ready for occupancy in accordance with the project milestone target periods as identified below. Every effort must be made to achieve construction completions prior to December 2021.

Milestone	Estimated Duration
A&E Contract Award	Milestone
Security Clearances Processing	2 months
Design to Tender Ready Construction Documents / Class A Estimate	3 months
Issue Construction Tender	3 months
Contractor Security Clearances Complete	1 month
Construction Completion	3 months
Commissioning new magazine	1 month
Relocation of contents	1 month
Project Closeout	1 month
Warranty Period	12 months

- .2 Prepare a detailed network diagram using commercially available software, in accordance with the above milestone listing, for review as part of the deliverables identified in the Required Services (RS) Section.



## PD 8 COST

### PD 8.1 GENERAL

- .1 The estimated preliminary construction cost estimate (Class D) (Construction only) in current dollars (excluding applicable taxes), at this time, is \$1.42M
- .2 Cost estimate does not include Project Management fees, administration costs, storage unit procurement, building permit, Consultant fees, or applicable taxes.
- .3 The project design must take into consideration the project budget and functional requirements throughout the development of the project to ensure that both Scope and Cost objectives are met.
- .4 The project budget is based on a preliminary cost estimate. Estimates for Construction and BCC will be developed and updated by the Consultant at identified stages in project development and will be reviewed by the RCMP for compliance with the overall project budget. Proceeding to subsequent stages will be subject to RCMP approval of estimate variances.

## PD 9 SUSTAINABLE DEVELOPMENT

### PD 9.1 OVERVIEW

- .1 Sustainable Development objectives must be addressed throughout the evolution of the project. Sustainable Development is defined in broad terms as a strategy that routinely and consistently includes the consideration of the environmental, economic and societal impact of every decision made for the project. The general areas of focus include:
  - .6 Energy efficiency and conservation with options towards NetZero achievement.
  - .7 Greenhouse gas emissions reduction.
  - .8 Water management and conservation.
  - .9 Pollution prevention.
  - .10 Product selection and resource conservation.
  - .11 Site conservation (protection and preservation of valued natural site features).
  - .12 Environmentally friendly maintenance procedures and products.
- .2 For this project, a solid waste management program must be implemented for all construction phases.

### PD 9.2 DESIGN GUIDELINES FOR SUSTAINABLE DEVELOPMENT

- .1 The Consultant shall review and incorporate where applicable the principles of sustainable design as described in PSPC published documentation, available from PSPC at the following link: <http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/conn-know/enviro/pci-idp-eng.html>





## PD 10 DESIGN QUALITY

### PD 10.1 PEER REVIEWS

- .1 The Consultant is responsible for controlling quality throughout the life of the project. As part of the design quality assurance process the Consultant will be responsible for coordinating Peer Reviews for each discipline.
- .2 Peer Reviews will be completed by all disciplines/stakeholders and documented with follow up responses for each design submission.
- .3 Submit summary documentation of Peer Reviews for review by the RCMP with each stage report.

### PD 10.2 RISK MANAGEMENT

- .1 A risk management strategy is crucial for the RCMP Project Management system and integrates project planning into procurement planning. All the stakeholders of a project will be an integral part of the risk management strategy. Service standards required for project delivery are outlined in available PSPC publications. *Reference link:* <http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/conn-know/risque-risk/index-eng.html>

## PD 11 CONSULTANT TEAM

### PD 11.1 GENERAL

- .1 The Consultant Team must maintain its expertise for the duration of the project.
- .2 The Consultant Team must include at minimum the following disciplines: Civil Engineer (the Consultant), , Structural Engineering, Electrical Engineering, Landscape Architect, Cost Specialist and Commissioning Specialist.
- .3 The Consultant shall be responsible to co-ordinate and direct all Consultant Team activities.
- .4 The Consultant Team shall be comprised of competent and qualified personnel having professional and technical expertise with extensive relevant experience, and shall be capable of providing the services identified in the Required Services (RS) Section of this Project Brief.
- .5 Members of the Consultant Team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty
- .6 The Consultant is permitted to expand their Consultant Team to include additional disciplines as required, in order to successfully deliver the project.



## PD 12 EXISTING DOCUMENTATION

### PD 12.1 EXISTING DOCUMENTATION

- .1 Project documentation will be provided to the Consultant after personnel security clearances have been authorized.
- .2 The following list of documents will be made available to the Consultant:
  - .1 Investment Brief (redacted) providing user requirements, project assumptions, preliminary schematic designing, and preliminary cost estimate.
  - .2 Site Plan.
  - .3 Geotechnical report including borehole locations, elevations and data.
  - .4 Environmental Effects Determination report.



# PROJECT ADMINISTRATION

## PA 1 PROJECT ADMINISTRATION

### PA 1.1. GENERAL

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

### PA 1.2. CONTRACT AUTHORITY

- .1 The RCMP is the Contract Authority.
- .2 Changes to the Consultant agreement can only be authorized by the Contract Authority.

### PA 1.3. RCMP PROJECT MANAGEMENT

- .1 The RCMP Project Manager assigned to the project is the RCMP Departmental Representative
- .2 The RCMP Departmental Representative is directly concerned with the project and responsible for its progress on behalf of the RCMP.
- .3 The RCMP administers the project and exercises continuing control over the project during all phases of development.
- .4 Unless otherwise directed, the RCMP Departmental Representative, is responsible to obtain all Federal, Provincial and Municipal requirements and approvals necessary for the work. The Consultant shall assist as required and prepare all documentation required for approval submissions. Applications and liaison with other GOC departments shall be coordinated by the RCMP Departmental Representative

### PA 1.4. LINES OF COMMUNICATION

- .1 All contact between the Consultant and the RCMP Project Team, which includes RCMP Representatives, shall be through the RCMP Departmental Representative.
- .2 Direct communication between Consultant Team members and the RCMP Project Team on routine matters may be required to enable discussion and resolution of technical issues, however, no communication shall alter the terms of the project scope, budget or schedules unless directed in writing by the RCMP Departmental Representative.
- .3 All communications shall be confirmed in writing and provided to the Departmental Representative.
- .4 Communication with bidders during tender shall be through the RCMP Contract Authority only. The RCMP is responsible for all correspondence with bidders and awarding of the contract.

### PA 1.5. MEDIA RELATIONS

- .1 The Consultant shall not respond to requests for project related information or questions from the media. All media inquiries are to be directed to the RCMP Departmental Representative.
- .2 The Consultant shall not use any project related materials, information, drawings, images or photographs in any form for



publicity or promotional purposes without the express written authorization of the RCMP Departmental Representative, which may be withheld at the sole discretion of the RCMP.

## PA 1.6. GENERAL PROJECT DELIVERABLES

- .1 Where deliverables and submissions include summaries, reports, network diagrams, drawings, plans, specifications or finish schedules, submit deliverables as follows:
  - .1 Hard copies: two (2) English and two (2) French
  - .2 Electronic format: One (1) English and one (1) French. The electronic deliverables shall be provided using Microsoft applications.
  - .3 Alternate electronic format: the Consultant may submit all work in Adobe Acrobat \*.pdf format except for Network Diagrams which must be submitted in their original electronic format.
  - .4 All drawings will be generated and distributed in the format using layering and file transfer protocols as prescribed in the reference document available online. *Reference;* <http://www.tpsgc-pwgsc.gc.ca/biens-property/cdao-cadd/index-eng.html>
  - .5 Record drawings will be delivered in electronic (PDF and CADD) and hard copy format.
  - .6 Construction documents issued for tender purposes must be bilingual French and English

## PA 1.7. ACCEPTANCE OF PROJECT DELIVERABLES

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

## PA 1.8. CONSULTANT'S COORDINATION WITH SUB-CONSULTANTS



- .1 Throughout all phases of the project, the Consultant is responsible for co-ordinating the work of any Sub-Consultants and specialists retained by the Consultant,
- .2 Ensure clear, accurate and ongoing communication of concept design, budget, and scheduling issues including changes as they relate to the responsibilities of all Sub-Consultants and specialists from initial base building reviews to post construction reports.
- .3 Co-ordinate input for the Departmental Representative's Risk Management Plan.
- .4 Co-ordinate the Quality Assurance process ensuring submissions of Sub-Consultants are complete and signed-off by the designated senior reviewer of the Consultant.
- .5 Ensure Sub-Consultants provide adequate site inspection services and attend all required meetings.

### **PA 1.9. PROJECT RESPONSE TIME**

- .1 It is a requirement of this project that the key personnel of the Consultant and sub-Consultants or specialist firms are personally available to attend meetings or respond to inquiries within two working days of a request by the RCMP Project Manager.

### **PA 1.10. MEETINGS**

- .1 The Consultant with the RCMP Departmental Representative shall arrange meetings generally every two weeks throughout the entire project development and implementation period, for all members of the project Team, including representatives from RCMP and sub-consultants
- .2 During design and tendering phases:
  - .1 Attend the meetings,
  - .2 Record the issues and decisions,
  - .3 Prepare and distribute minutes within two (2) working days of the meeting.
  - .4 Meetings will normally be held either at the office of the RCMP Departmental Representative, the Consultant, or over teleconference due to COVID-19 measures.
- .3 During construction and implementation:
  - .1 Attend the meetings,
  - .2 Prepare and distribute minutes within two (2) working days of the meeting.
- .4 Standing agenda items shall include:
  - .1 Project Planning Monitoring and Control.
  - .2 Health and Safety.
  - .3 Schedule.
  - .4 Cost.
  - .5 Risk.
- .5 On occasion, there may be urgent problem-solving meetings. The Consultant and sub-Consultants as required shall be available to attend such meetings without cost increases to the contract.



## **PA 2 AUTHORITIES, SUBMISSIONS, REVIEW AND APPROVAL PROCESSES**

### **PA 2.1. FEDERAL GOVERNMENT AUTHORITY/JURISDICTION**

- .1 The following are authorities having Federal Government jurisdiction over the project:
  - .1 The Royal Canadian Mounted Police
  - .2 Project approvals
  - .3 Tendering and procurement
  - .4 Contract approvals
  - .5 Contract Authority
  - .6 Government of Canada Security Policy
  - .7 RCMP Departmental Authority
  - .8 Project delivery
  - .9 Functional design requirements and standards
  - .10 Multimedia
  - .11 IT
  - .12 Security systems
  - .13 Life safety
  - .14 Personnel Security
  - .15 National Building Code
  - .16 Environment Canada
  - .17 Canadian Environmental Assessment Act and
  - .18 Canadian Environmental Protection Act
  - .19 NRCan – ERD – Explosive storage regulations
  - .20 NCC – Federal Land Use Design Approval (FLUDA)

### **PA 2.2. PROVINCIAL AND MUNICIPAL AUTHORITIES HAVING JURISDICTION**

- .1 The Federal government does defer to provincial and municipal authorities for specific regulations, standards and inspections. In areas of conflict, the Federal authority prevails.
- .2 City of Ottawa
- .3 Ontario Building code
- .4 Zoning
- .5 Other authorities including but not limited to:
  - .1 Ontario Ministry of Labour
  - .2 Electrical Safety Authority

### **PA 2.3. PRESENTATIONS AND SUBMISSIONS**

- .1 The RCMP Departmental Representative, as well as the Federal Authorities identified below will review work in progress on a continuing basis. Formal presentations are required for design and project approvals in accordance with the Project Delivery Phases outlined in Required Services (RS). Ad hoc presentations will be required to various committees and senior officials. A minimum of ten (10) should be included as part of these submissions. Below is a



- list of federal Authorities that will require presentations and submissions for approval.
- .2 RCMP Project Executive
  - .3 NCC - FLUDA
  - .4 The Consultant will be required to attend all meetings as needed and to make presentations to satisfy Authorities as identified.
  - .5 Municipal Building Permits and Other Permits:
    - .1. Co-ordinate submission requirements, schedule, number of submissions and turnaround time with the municipal authority
    - .2. Building Permit
      - .1. The RCMP Departmental Representative may apply for a Building Permit.
      - .2. The Consultant will prepare all necessary supporting documentation for this permit application.
      - .3. The Consultant shall complete negotiations and resolve all permit related issues prior to tender.
      - .4. Municipal authorities may inspect the construction site.
    - .3. Occupancy permit
      - .1. The contactor shall apply for an Occupancy Permit.
      - .2. The Consultant shall coordinate the resolution of all outstanding issues related to obtaining the permit.

#### **PA 2.4. RCMP SENIOR MANAGEMENT APPROVALS**

- .1 The Project will be subject to approvals by senior managers of the RCMP.
- .2 Purpose of review and approval:
  - .1 Final decision authority for all options
- .3 Submission format:
  - .1 Report, Drawings and specifications, Oral presentation, unilingual English
- .4 Submission schedule:
  - .1 Submissions are reviewed at schematic (concept) design phase, design development phase, Pre- Tender
- .5 Number of submissions:
  - .1 As required to obtain approval with the assumption that acceptance of submissions for approval will be progressive and based on previous approvals.
  - .2 One (1) mandatory submission for each scheduled occurrence, plus any follow-up reviews.

#### **PA 2.5. RCMP PROJECT DELIVERY TEAM**

- .1 Purpose of review and approval:
  - .1 Program and budget compliance, design, and technical quality assurance
- .2 Submission format:
  - .1 Reports, drawings and specifications, oral presentation, unilingual English
- .3 Submission schedule - submissions are reviewed at;
  - .1 pre-design /schematic (concept) phase, design development phase, construction documents phase, 50% and 99% complete
- .4 Expected review and approval turnaround time:
  - .1 10 working days

#### **PA 2.6. RCMP FIRE MARSHALL – HEALTH AND SAFETY**



- .1 Purpose of Review and Approval:
  - .1 Health and life safety;
- .2 Submission Format:
  - .1 report, drawings and specifications as required;
- .3 Submission Schedule:
  - .1 Approvals required as described per stages;
- .4 Expected Turnaround Time:
  - .1 10 working days coinciding with other RCMP approvals
- .5 Number of Submissions: until approval has been received.

#### **PA 2.7. MUNICIPALITY/CITY**

- .1 Purpose of Review and Approval:
  - .1 Municipal approvals
  - .2 Building permit, Occupancy permit.
- .2 Submission Format:
  - .1 Drawings and specifications;
- .3 Submission Schedule:
  - .1 Submissions are reviewed when completed work has been forwarded to the Departmental Representative for site plan and building permit approvals;
- .4 Expected Turnaround Time:
  - .1 According to municipal schedules;
- .5 Number of Submissions:
  - .1 Until approval has been received.

#### **PA 2.8. OTHER AUTHORITIES HAVING JURISDICTION**

- .1 Documentation will be required to apply for a site license from other govt entities such as NCC - FLUDA and NRCan-ERD. These review of the selected design aim to ensure compliance and adherence to higher federal govt objectives throughout the project life
- .2 Although the Federal Government does not formally recognize jurisdiction at other levels of government, voluntary compliance with the requirement of these other Authorities is a requirement unless otherwise directed by the Departmental Representative.
- .3 Codes, regulations, by laws and decisions of authorities having jurisdiction shall be observed.
- .4 In cases of overlap, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.
- .5 The RCMP will voluntarily comply with the applicable provincial Construction Health and Safety Acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations.





# REQUIRED SERVICES

## RS 1 ANALYSIS OF PROJECT REQUIREMENTS

### RS 1.1 INTENT

- .1 This stage is intended for the Consultant to review and report on all aspects of the project requirements. The Consultant Team will review, gather and analyse all available program information, consult with the RCMP to deliver a comprehensive Pre-Design Report. This approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.

### RS 1.2 SCOPE AND ACTIVITIES:

- .1 Analyse the project requirements / program including any amendments.
- .2 Options analysis of the project design Consideration must be given to but not limited to analysing cost, logistics, schedule and any other benefits or disadvantages of either options.
- .3 Analyse all available base building and site information.
- .4 Analyse BCC requirements including any amendments identified by the RCMP for Information Services, and Security.
- .5 Analyse the building design security requirements and confirm design standards.
- .6 Identify sustainable design strategies and confirm design requirements
- .7 Review all other available existing material related to the project including requirements identified in the Project Brief.
- .8 Identify all additional information that will be needed to deliver the project.
- .9 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, and cost.
- .10 Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply.
- .11 Develop an updated detailed work breakdown structure that incorporates all of the above together with a detailed schedule including allowances for reviews and approvals for each stage of the project including deliverable requirements for BCC, Information Services and Security to be integrated into the project.

### RS 1.3 DELIVERABLES

- .1 Prepare and submit an integrated Stage One Pre-Design Project Report for review and approval by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance.
- .2 The Stage One Pre-Design Project Report will consolidate the scope and activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will require supplements



and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.

- .3 The structure used for the Stage One Pre-Design Project Report shall be used for the required project reports for all subsequent project stages. The content of the subsequent reports will vary according to the project stage.

## **RS 1.4 STAGE ONE PRE-DESIGN PROJECT REPORT STRUCTURE AND CONTENT**

### **.1 Executive Summary**

The executive summary is intended to provide a précis of the Stage One Pre-Design Project Report and outline any recommendations requiring the RCMP approval.

### **.2 Administrative**

- .1 Aspects to be included (but not limited to) are:
- .2 Summaries of project start-up meetings, workshops, partnering sessions.
- .3 Quality management process for the Consultant Team.
- .4 Confirmation that all necessary pre-design documentation required for this project is available and confirmation that the information is still current and up-to-date.
- .5 Summary analysis of state of project readiness and viability of budget and schedule.

### **.3 Regulatory Analysis**

1. Aspects to be included (but not limited to) are:
2. Preliminary summary of regulatory and statutory requirements,
3. Preliminary summary of authorities having jurisdiction,
4. Preliminary summary of codes, regulations, and standards, and
5. Summary analysis of regulatory limitations and project impacts.

### **.4 Program Analysis**

- .1 Summary analysis of Program requirements.

### **.5 Site Analysis**

1. Aspects to be included (but not limited to) are a review and analysis of:
2. Site features and restrictions (i.e. landscape features, topographical feature, climatic influences, setback requirements, easements, existing buildings, and / or structures.),
3. Review of subsurface, geotechnical analysis of soils,
4. Municipal infrastructure, subsurface and above grade services, including capacities and limitations (i.e. storm water drainage, power, telecommunications,),
5. Historical/archaeological features, previous uses.
6. Environmental features including sustainable design opportunities.
7. Summary analysis of Site conditions and project impact.

### **.6 Building Analysis**

1. Aspects to be included (but not limited to) are a review and analysis of:
2. Substructure, including foundations,
3. Superstructure, including finished grade levels
4. Services including electrical, telecommunications, and security,



5. Sustainable design opportunities, strategies, (i.e. energy, water, waste), and,
  6. Summary analysis of building considerations.
- .7 Sustainable Development Strategies
1. Aspects to be included (but not limited to) are a review and analysis of:
  2. Potential for environmental impacts and project impacts required by application of the Impact Assessment Act,
  3. Review and assessment of sustainable development design standards to be applied to the project, (i.e. energy, water, waste),
  4. Project approach to minimize environmental impacts consistent with the project objectives and economic constraints.
  5. Summary analysis of sustainable Development strategies and approach.
- .8 Budget, Schedule, and Risk Analysis
1. Aspects to be included (but not limited to) are:
  2. Class 'D' estimate, for construction and BCC,
  3. Detailed work breakdown structure complete with level four sub-tasks,
  4. Analysis of risk implications and preliminary mitigation strategies, and
  5. Budget, Schedule, and Risk Analysis section of the pre-design report.
- .9 Rebuttal to internal/external Quality Assurance Audit
1. Aspects to be included (but not limited to) are:
  2. Review and analysis of comments provided by the RCMP Project Team, and
  3. Summary and results of internal Peer Reviews.
  4. Written response to all comments provided by the above and a summary of project impacts.

## **RS 2 SCHEMATIC DESIGN (DESIGN CONCEPT)**

### **RS 2.1 INTENT**

- .1 The Consultant must obtain written authorization from the RCMP Departmental Representative before proceeding with Schematic Design.
- .2 The objective of the Schematic Design stage, also referred to in this Project Brief as Design Concept, is to explore three distinctly different design options and to analyze them against the project requirements:
  - .1 The Consultant Team will explore three distinctly different design concepts presented in sketch format (single line, produced to scale), fully integrated and supported by two or more distinctly different engineering solutions for the structure, electrical systems, grading and drainage along with physical or digital massing models, site slides and photographs, energy analysis and life cycle cost analysis, analytical data and calculations and sufficient narrative to allow comparison and analysis against



project requirements, budget, and the selection of a design direction for preparation of a final design concept.

- .2 The Schematic Design will be in sufficient detail to illustrate and communicate the project characteristics. Provide a detailed review and analysis of the project requirements including all updates and amendments to ensure all requirements are fully integrated into the Schematic Design. Out of this process a



Schematic Design option will be accepted and authorization to proceed to the next phase.

- .3 Design Development will be based on the accepted Schematic Design.
- .4 The RCMP Departmental Representative, in concert with others shall approve one option to be further developed. (Note: although the Consultant is required to identify a preferred option, the RCMP Departmental Representative may select another option.)

## **RS 2.2 SCOPE AND ACTIVITIES:**

- .1 Review, validate and update the details of requirements
- .2 Coordinate services as required with the BCC project for Information Services, Security, and Equipment,
- .3 Develop the sustainable design strategy,
- .4 Prepare 2 options for placement/orientation and 3 conceptual options, considering alternative power supply and Net Zero options.
- .5 Analyse each option with regard to the project goals including cost and schedule,
- .6 Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- .7 Present / submit Schematic Design options for review and approval to committees, review groups and authorities having jurisdiction as identified in the Project Administration (PA) section,
- .8 Provide and / or coordinate all project requirements,
- .9 Coordinate all services with the Departmental Representative.

## **RS 2.3 DELIVERABLES**

- .1 Schematic (concept) design documents illustrate the functional relationships of the project elements as well as the project's scale and character, based on the requirements, the schedule, and the budget.
- .2 Prepare and submit, for review and approval by the RCMP Departmental Representative, an integrated Stage Two Project Report, and Schematic (Concept) Design. Revise as required by the Departmental Representative. Resubmit for acceptance.
- .3 The report will update the Stage One Report using the established report structure and format, consolidate the Scope and Activities identified above, and will continue to be utilized as the benchmark project control document to monitor progress of the project.
- .4 The schematic (Concept) Design Report shall include written narrative, schematic drawings, graphics, model (traditional and / or computer generated).
- .5 Stage Two Report aspects to be included (but not limited to) are:
  - .1 Summary of requirements,
  - .2 Statement of design principles for all disciplines,
  - .3 Drawings, renderings and supporting 3D visualization illustrating the building exterior, and site,
  - .4 Principles of BCC: Information Services, Security and Equipment integration with base building,
  - .5 Outline specifications for building systems and equipment performance,
  - .6 Sustainable Development Strategies and Report including:



- .7 Sustainable design opportunities, strategies, documentation of preliminary budgets (i.e. energy, water, waste),
- .8 Risk Assessment Report,
- .9 Report on any deviations that will affect cost or schedule and recommend corrective measures,
- .10 Description of implementation plan,
- .11 Updated detailed schedule, including deliverable requirements to be provided by the RCMP, Consultants for BCC: Information Services, Security and Equipment to be integrated into base building,
- .12 Class 'C' Estimate,
- .13 Submit Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule.

## **RS 2.4 PRESENTATIONS**

- .1 The Consultant Team shall deliver presentations for the Schematic (concept) Design stage to RCMP, as outlined in the PA Submissions, Review, and Approval Process.

## **RS 2.5 DETAILS**

- .1 Landscape Architect
  - .1 Site plan relationships, landscape concept, building outlines, main accesses, roadways, vehicular and pedestrian traffic patterns.
  - .2 Concept building plans showing relative disposition of main accommodation areas, circulation patterns, grades, horizontal and vertical space relationships.
  - .3 Elevations and sections.
  - .4 Typical wall details for barricade walls.
  - .5 Perspectives and / or 3D visualization.
  - .6 Prepare and submit a report indicating how the design will meet the RCMP's operational requirements. Include the following subjects:
    - .7 Building areas and summary of all areas required.
    - .8 Identify, in square meters, the area and spatial requirements.
- .2 Civil
  - .1 Grading, roads and drainage concept and details
  - .2 Verification of all site services information.
  - .3 Site plans for the structure and site elements showing existing and proposed site services and proposed building service connections.
  - .4 Concept plans for disbursement of storm water and site drainage systems.
- .3 Structural / Seismic
  - .1 General description of structures, including systems considered and benefits/disadvantages.
  - .2 Preliminary design loads for all load cases.
  - .3 Concept drawings of structural systems proposed, including, foundations, lateral systems and explanatory sketches.
- .4 Electrical



- .1 Provide an electrical design synopsis, describing the electrical work in sufficient detail for assessment and approval by the Departmental Representative. Include feasibility and economic studies of proposed systems complete with cost figures and loads and in accordance with Sustainable Development requirements.
- .2 Site plan showing location of electrical and telecommunication service entrances.
- .3 Power distribution details including a diagram showing distribution up to distribution centres on each floor.
- .4 Floor plans indicating locations and size of major electrical equipment and distribution centres.
- .5 Floor plans indicating locations and size of telecommunications equipment, and major conduits.
- .6 Typical lighting concepts for the interior and exterior environments including roads and parking areas.
- .7 Typical distribution systems for lighting, power, and telecommunications.
- .8 BCC integration concepts.
- .5 Equipment
  - .1 Prepare a Recommendation Report based on the requirements and on parameters developed in conjunction with the RCMP. Report to include an examination of the following: Procurement process and requirements, unit type and layout, Power requirements, Finishes.
  - .2 Recommendations are to take into consideration the client's vision, functional requirements, proposed planning alternatives, space allocation and project budget.
  - .3 Prepare a Class 'C' cost estimate for the purchase of new furniture and equipment.
  - .4 Document scheduling requirements for the procurement of new furniture and equipment.



## **RS 3 DESIGN DEVELOPMENT**

### **RS 3.1 INTENT**

- .1 This stage will further develop the design option selected for refinement at the Schematic Design stage. The Design Development documents consist of drawings and other documents to describe the scope, quality and cost of the project in sufficient detail to facilitate design approval, confirmation of code compliance, detailed planning of construction and project approval. This design will be used as the basis for preparation of construction documents.

### **RS 3.2 SCOPE AND ACTIVITIES:**

- .1 Obtain written approval from Departmental Representative to proceed to Design Development Stage,
- .2 Review, validate and update details of project requirements, with the RCMP,
- .3 Coordinate services as required for BCC with project Information Services, Security, and Equipment,
- .4 Confirm the sustainable design strategy;.
- .5 If any alterations are required, analyse the impact on all project components, and resubmit for approval if required,
- .6 Expand and clarify the Schematic Design intent for each design discipline,
- .7 Present / submit design and materials for review and approval to committees, review groups and authorities having jurisdiction as identified in section Project Administration,
- .8 Provide and / or coordinate all information for all project disciplines,
- .9 Analyse the constructability of the project and advise on the construction phasing process and duration,
- .10 Undertake an update to budget (Class C), schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- .11 Coordinate services with Departmental Representative,
- .12 Continue to review all applicable statutes, regulations, codes and by-laws in relation to the design of the project.
- .13 Confirm all aspects of the proposed Site design development.





### **RS 3.3 DELIVERABLES - STAGE THREE REPORT:**

- .1 Prepare and submit an integrated Stage Three Project Report, Design Development, for review and acceptance by the Departmental Representative. Revise as required by the Departmental Representative. Resubmit for acceptance. The report will update the Stage Two Report, Schematic (Concept) Design, consolidate the Scope and Activities identified above, and will continue to be utilized as the benchmark project control document to monitor progress of the project.
- .2 The Stage Three Project Report shall include (but not be limited to) the following aspects, in written narrative, graphic, model (traditional and / or computer generated), and photographic format;
- .3 Updated Statement of requirements
- .4 Drawings and other media to communicate the entire site and project elements for all disciplines showing all elements and services to detail necessary to make all design decisions and to substantially estimate the cost of the project,
- .5 Provide a list and draft specification sections of all National Master Specification (NMS) sections to be used. Submit outline specifications for all systems and principle components and equipment. Provide in the outline specifications manufacturers' literature about principal equipment and system components proposed for use in the project,
- .6 Integration of BCC components illustrated by the plans and specifications for Equipment, including all required layout and location plans, supporting infrastructure and connectivity requirements.
- .7 Finishes and colour schemes, including Equipment,
- .8 Site / building renderings, 3D visualization,
- .9 Sustainable Development Strategies and Report,
- .10 Updated sustainable design opportunities, strategies, updated budgets (i.e. energy, water, waste, sustainable procurement strategies),
- .11 Update to Risk Assessment Report,
- .12 Fire Protection Engineers Report including requirements, strategies or interventions for protection of the building and its occupants,
- .13 Outline Commissioning Plan,
- .14 Outline Operation and Maintenance (O&M) Manual.
- .15 Description of contract packaging and implementation plan,
- .16 Preliminary construction schedule including long-term delivery items,
- .17 Updated detailed schedule including deliverable requirements to be provided for BCC: Information Services, Security, and Equipment, to be integrated into the project,
- .18 Updated Class 'C' Estimate including estimated annual cash flows,
- .19 Update life cycle cost analysis;
- .20 Update milestone project schedule, complete with summary of revisions and mitigation strategies (if significant change occurs).
- .21 Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,
- .22 Stage Three Project Report, Design Development consolidating all of the above.



### **RS 3.4 PRESENTATIONS**

- .1 The Consultant shall deliver presentations for the Design Development stage, as outlined in the PA Submissions, Review, and Approval Process.

### **RS 3.5 DETAILS**

- .1 Landscape Architect
  - .1 Site plan showing all elements and Infrastructure including pedestrian, vehicular, parking, fire routes, security, delivery service access.
  - .2 Site plans showing all accommodation required, including all necessary circulation areas, and ancillary spaces anticipated for service use. Indicate key dimensions.
  - .3 Elevations of all exterior structure facades Indicate clear height of all structures.
  - .4 Detail Sections of walls or special design features requiring illustration and explanation methods
  - .5 Architectural, materials, finishing details to determine choice of materials and finishes.
  - .6 Details of integration of Information Services, Security, Equipment.
- .2 Civil
  - .1 Further refined site plans showing site services and building service connections referenced to proposed building outlines, site access roads, parking, fire routes and sidewalks, including existing and proposed grades and drainage improvements. Drawings shall contain locations of manholes (complete with invert elevations). In addition, identify proposed pipe sizes and slopes, where applicable, and include pipe invert elevations at building foundation.
  - .2 Identify, by means of Design Summary Sheets, pipe capacity and estimated flows for storm and sanitary sewers.
  - .3 Provide typical trench and related details, including profiles of below grade services.
  - .4 Indicate locations of and provide details of independent utility infrastructure and services such as underground tanks, vaults, wells and utility service pads
  - .5 Provide details and sections of road construction, parking areas, drainage ditches and swales.
- .3 Structural / Seismic
  - .1 Provide detailed description of structural design concept to resist seismic loads.
  - .2 Structural drawings indicating structural systems, structural materials, cladding details, fireproofing methods and other significant or unusual details.
  - .3 Drawings shall indicate all design loads, e.g. dead and live loads on all plans with atypical loads marked.



- .4 Electrical
  - .1 For the selected option update the electrical design synopsis. Provide data on the total connected load, the maximum demand and diversity factors, and the sizing of the emergency load.
  - .2 Identify Utility requirements and indicate short circuit information at point of entry.
  - .3 Elaborate on proposed emergency power scheme
  - .4 Indicate metering locations on distribution diagram.
  - .5 Provide typical lighting, power and telecommunication system details for all spaces.
  - .6 Elaborate on exterior lighting scheme. Provide typical fixture concepts.
  - .7 Submit detailed BCC integration concepts.
  - .8 Indicate security system major conduit requirements on floor plans.
  - .9 Provide typical security system details (conduit and boxes) that will be included on construction drawings.
- .5 Commissioning
  - .1 Plan to be prepared by the Prime Civil and Electrical Sub-Consultants
  - .2 Define requirements for project records and how these records will be managed, updated, and submitted at the end of the project.
  - .3 Provide an outline of the proposed Commissioning procedures, protocols and schedule requirements.
  - .4 Prepare a list of Spare or specialty equipment, extra material and redundancies needed to operate and maintain this facility over its life expectancy.
  - .5 Assessment of Staffing & skill requirements to operate and maintain the facility.
  - .6 Prepare a preliminary O&M budget (Class C).
  - .7 The O&M budget will contain a detailed breakdown of various items with the assessment of the systems selection. For example, provide an order of magnitude for electrical, mechanical, or specialty equipment and systems maintenance and / or service contract costs.
- .6 Procurement Assistance for Storage units
  - .1 Provide storage unit plans with optional layouts
  - .2 Collaborate with the Departmental Representative to determine impact on base building and fit-up requirements of up to a maximum of three (3) alternative equipment systems and make design adjustments as required to accommodate selected systems.
  - .3 Identify and illustrate preliminary electrical, data, and video infrastructure in support of selected systems layout / locations.

## **RS 4 CONSTRUCTION DOCUMENTS**

### **RS 4.1 INTENT**

- .1 The Consultant must obtain written authorization from the Departmental Representative before proceeding with Construction Documents.
- .2 The objective of the Construction Document phase is to translate the design development documents into construction drawings and



- specifications to guide and direct the Contractor and Sub-Contractors in carrying out their work on the project.
- .3 Prepare drawings and specifications setting forth in detail the requirements for the construction and final cost estimate for each tender package for the project.
  - .4 Construction documents shall be prepared in three phases as follows with progressive submissions for review and approval by the RCMP.
    - .1 50% indicates substantial technical development of the project - well advanced architectural and engineering plans, elevations, sections, details, schedules and specifications,
    - .2 99% is the submission of complete Construction Documents ready for tender call,
    - .3 Final Submission incorporates all revisions required in the 99% version and is intended to provide the Departmental Representative with complete Construction documents ready for tender call.
  - .5 The Final Submission shall be bilingual. English and French stamped specs & drawings are required.

## **RS 4.2 GENERAL**

- .1 Activities are similar at all three phases; completeness of the project development shall reflect the phase of a submission.

## **RS 4.3 SCOPE AND ACTIVITIES:**

- .1 Obtain Departmental Representative's approval for Construction Documents submissions (50%, 99% and final),
- .2 Confirm format of drawings and specifications,
- .3 Provide full coordination of all disciplines between all tender packages,
- .4 Clarify special procedures,
- .5 Submit drawings and specifications at the required stages (50%, and 99%),
- .6 Include Security pathways and service infrastructure at each stage,
- .7 Provide written response to each disciplines peer review comments and incorporate them into Construction Documents where required,
- .8 Advise as to the progress of cost estimates and submit updated cost estimates for each tender package as the project develops,
- .9 Update the project schedule including deliverable requirements to be provided for BCC: Information Services, Security to be integrated into base building,
- .10 Prepare a Class 'B' estimate for submission with the 50% submission.
- .11 Prepare a final Class 'A' estimate with the 99% submission
- .12 Review and approve materials and construction processes and specifications to meet sustainable development objectives and commissioning,
- .13 Establish quality control process to be implemented during construction through sample mock-ups or model areas as part of Construction and Contract Administration stage.
- .14 For all disciplines, develop outline for project specific Operation and Maintenance Manuals for each building system,
- .15 In collaboration with all relevant disciplines; Authorities having Jurisdiction; and relevant Federal, Provincial, and Municipal codes,



standards and legislative requirements for the project, refine, develop, and prepare:

- .16 Final code statement;
- .17 100% complete construction documents for submission to local authority for review. As during the previous design stages, the review of the construction documents by local authorities will occur



during the Tender Call, Bid Evaluation, and Construction Contract Award stage.

- .18 Sign and seal one (1) set of 100% complete construction documents for building permit application; and
- .19 Provide necessary follow-up regarding building permit application;

#### **RS 4.4 DELIVERABLES**

- .1 Deliverables shall occur in three stages, completeness of the project development shall reflect the stage of submission: 50%, 99% or 100%.

#### **RS 4.5 SEPARATE TENDER PACKAGES**

- .1 Consultant shall provide to the Departmental Representative separate drawings and detailed descriptions of the included storage units sufficient to be the basis for a separate procurement tender.
- .2 Consultant shall ensure all work tendered in advance of completion of construction documents for the main compound is fully coordinated with the final construction documents.

#### **RS 4.6 STAGE FOUR PROJECT REPORT**

- .1 The Consultant shall prepare and submit an integrated Stage Four Project Report - Construction Documents, as well as the 100% construction documents (drawings and specifications) for review and approval by the Departmental Representative. The construction documents report will update the Design Development report, consolidate the Scope and Activities identified above, and will continue to be utilized as the benchmark project control document to monitor progress of the project. The Stage Four Project Report shall be provided in written narrative, graphic, and photographic format as such:
  - .1 Revise and resubmit as required for acceptance.
  - .2 Deliverables are similar at 50%, 99% phases; completeness of the project development shall reflect the phase of a submission.
  - .3 50% and 99% Submissions
  - .4 Coordinate all disciplines within and between all tender packages including any scope changes that may be required to remain within budget.
  - .5 Document responses to RCMP review comments from previous submission.
  - .6 Complete written peer reviews with responses to review comments and incorporate them into Construction Documents where required,
  - .7 Complete specification and working drawings for all tender packages.
  - .8 Complete Commissioning plan.
  - .9 Outline Systems Operation Manual (SOM) detailing each building system.
  - .10 One copy of support data, studies, calculations.
  - .11 Updated Risk Analysis,
  - .12 Updated project cost estimate
  - .13 Updated Project Schedule.
  - .14 Update Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule.



- .15 Final Submission
- .16 This submission incorporates all revisions required by the review of the 99% submission. Provide the following for each tender package.
- .17 Coordinate all disciplines between all tender packages including any scope changes that may be required to remain within budget.
- .18 Complete bilingual set of originals of the working drawings for all tender packages in both. (PDF format)
- .19 Complete sets of bilingual original specifications.
- .20 Class 'A' estimate.
- .21 Complete Commissioning Plan.
- .22 Update the Systems Operations Manual to reflect any changes from the 99% submission. Updated project schedule.
- .23 Submit and obtain approval on plans and specifications required by Inspection Authorities before tender call.
- .24 Update Project Log, tracking all approved major decisions including those affecting changes to project scope, budget and schedule.

#### **RS 4.7 SUPPLEMENTARY SUBMISSION REQUIREMENTS**

- .1 Building Operation and Manual (BOM)
- .2 Consultant Team shall develop the BOM for all disciplines based on the O&M information to allow maintenance staff an overview of the building and operation and maintenance activities.
- .3 BOM to include diagrams, pictures and illustration of each system with step by step by instructions.
- .4 For each discipline, provide all design intents, narrative sequence of operation (philosophy).
- .5 For architectural systems, summarize the type of building finishes and their locations.
- .6 Provide emergency start-up / operations / shutdown and Business continuity (system redundancy) procedures, and seasonal switchover procedures.
- .7 Provide reduced Single Line Diagrams of all systems. Include PMSS / MMS nomenclature for each piece of equipment on the drawings.
- .8 Commissioning Specifications
- .9 Use NMS for commissioning as the basis for the project specifications for commissioning. Prepare additional specifications



- for systems where NMS specifications do not exist. Complete design information required in the performance verification report forms.
- .10 Specify detailed performance verification procedures and output, documents, scheduling and reporting requirements.
  - .11 Identify and include in specification all tests to be conducted at manufacturer's plants, on-site during construction, installation, commissioning on-site and during the operation phase.
  - .12 Develop a training package for Operation & Maintenance personnel and include in specification.
  - .13 Use NMS for the identification of equipment and inventory in conjunction with the PMSS / MMS.
  - .14 Provide PMSS / MMS coding and system nomenclature on tender documents within equipment schedules and on all single line diagrams.
  - .15 Obtain approval of equipment PMSS / MMS identification from the Departmental Representative.
  - .16 Commissioning Submission Requirements
  - .17 Outline commissioning plans and specifications included with the 50% construction documents should include the following:
    - .1 System schematics
    - .2 Complete specifications including all sections
    - .3 Commissioning sequence plan
    - .4 Building management manual and training plan
    - .5 Updated O & M budget
  - .18 PMSS / MMS system and equipment codes are identified for each piece of mechanical and electrical equipment with the 50% construction documents.
  - .19 Completed PMSS / MMS numbering (with equipment unit counters) for all electrical equipment are to be provided at the 99% stage.
  - .20 Submit a comprehensive Commissioning Plan for all systems
  - .21 Submit a comprehensive system operator Training Plan.
  - .22 Final submission of BOM, O&M manual and System operator training plan documents to be bilingual.

#### **RS 4.8 FINAL STORAGE UNIT PLANS:**

- .1 The Consultant shall prepare final storage unit placement plans and sizing criteria for use by Departmental representative for procurement purposes. Plans and information to include but are not limited to the following:
  - .1 Final unit locations,
  - .2 Final location and identification of all equipment, including but not limited to network equipment,
  - .3 Review plans to confirm compliance with all Code requirements related to life safety, and accessibility
  - .4 Electrical, telephone, data, voice and video infrastructure in support of selected systems layout / locations.

#### **RS 4.9 PRESENTATIONS**

- .1 The Consultant shall deliver presentations for the Construction Documents stage, as outlined in the PA Submissions, Review, and Approval Process.

#### **RS 4.10 CONSTRUCTION DOCUMENT PRODUCTION IN-PROGRESS REVIEWS**





- .1 Technical and Production Meetings (Project Delivery Coordination Meetings)
- .2 Production of construction documents will be reviewed during the meetings arranged by the RCMP Departmental Representative and Consultant as required but at maximum intervals of two weeks.
- .3 Representatives from the RCMP support staff will be present as arranged by the RCMP Departmental Representative.
- .4 The Consultant shall:
  - .1 Ensure that the Consultant's staff and representatives attend the technical and production meetings as required.
  - .2 Arrange for all necessary data, progress prints.
  - .3 Prepare minutes of the meetings and distribute copies to all participants.
- .5 Progress Review
- .6 As work progresses on construction drawings, submit drawings, schedules, details, specifications based on the NMS, pertinent design data, updated cost plan, updated project schedule, updated commissioning plan and updated outline O&M manuals as required.

## **RS 5 TENDER CALL, BID EVALUATION & CONSTRUCTION CONTRACT AWARD**

### **RS 5.1 INTENT**

- .1 Provide technical support and documentation to the Departmental Representative to support the Contract Authority as required to issue and execute the tender calls and provide advice to the Departmental Representative to support the Departmental Representative's evaluation of bids.
- .2 Scope and Activities:
  - .1 Coordinate all activities with the Departmental Representative,
  - .2 Provide technical documentation in the form of plans and specifications to the Departmental Representative as prescribed.
  - .3 Contract Authority will provide and issue the general conditions of the contract and specific tender requirements to the bidders.
  - .4 When required, prepare addenda based on questions raised for issue by the Contract Authority,
  - .5 Provide the Departmental Representative, with all information required by Bidders to fully interpret the Construction Documents.
  - .6 Make recommendations for issue of addenda as a result of informal inquiries as required.
  - .7 Provide a summary of inquiries at the conclusion of the tender period for project records, if required.
  - .8 Assist in tender evaluation by providing advice on the following:
    - .1 The completeness and compliance with tender requirements of tender submissions in all respects.
    - .2 The effect of alternatives and qualifications, which may have been included in the tender.
    - .3 Evaluation and explanation of variations of the tender cost which exceed 10% of the pre tender estimate.
  - .9 If the Contract Authority must re-tender the project, for reasons other than cost overruns, provide proposals for additional services as



- required to the RCMP Departmental Representative to revise the scope of the tendered work,
- .10 If tenders exceed the pretender estimate by 10% or more, revise and amend for re-tender, at no additional cost, the construction documents



to bring the cost of the work within the limits stipulated, as per the terms and conditions of the contract,

- .11 Examine and report on any cost and schedule impact created by the issue of tender / contract addenda.
- .12 Analyze, revise, and resubmit requests from the municipal building department with respect to the building permit application;
- .13 Follow-up with the Municipal Official the status of the building permit application.

## **RS 5.2 DELIVERABLES**

- .1 Bilingual Electronic copies of drawings and specifications, signed and sealed
- .2 Addenda as required,
- .3 Changes to the documents, if re-tendering is necessary,
- .4 Updated cost estimate and schedule,

## **RS 6 CONSTRUCTION AND CONTRACT ADMINISTRATION**

### **RS 6.1 INTENT**

- .1 Oversee the construction of the project in compliance with the Contract Documents

### **RS 6.2 SCOPE AND ACTIVITIES:**

- .1 Coordinate all activities with the Departmental Representative and Construction contractor;
- .2 During the implementation of the project, provide assistance to the Departmental Representative to implement to the extent provided in this document,
- .3 Carry out the review of the work at intervals appropriate to determine if the work is in conformity with the Contract Documents,
- .4 Ensure compliance with Commissioning Plan, update plan as necessary,
- .5 Determine the amounts owing to the Contractor based on the progress of the work, and recommend payments by the DR to the Contractor,
- .6 Interpret the requirements of the contract documents, as required
- .7 Review contractors quotes for changes and make recommendations for approval,
- .8 Advise and make recommendations to the RCMP Departmental Representative of all potential changes to scope for the duration of the implementation,
- .9 Review the Contractor's submittals for compliance with the contract documents
- .10 Prepare Contemplated Change orders and Change orders for issue by the Contract authority,
- .11 Indicate any changes or material / equipment substitutions on Record Documents,
- .12 Review O&M manuals as submitted by Contractor. Finalize Systems Operations Manual and O&M Manual to 100% status, reflecting as-



- commissioned operation of all building systems. Submit two (2) hard copies and one (1) in electronic format in bilingual format.
- .13 During the twelve (12) month warranty period, investigate all defects and alleged defects and prepare instructions to the Contractor to be issued by the DR.
  - .14 Conduct a final warranty review.

### **RS 6.3 DELIVERABLES**

- .1 Written reports from site visits including persons involved,
- .2 Written reports on the progress of the work and the cost of the project at the end of each month with progress claims,
- .3 Additional detail drawings when required to clarify, interpret or supplement the Construction Documents,
- .4 Post contract as built drawings based on contractors submissions and issued contract changes,
- .5 Interim or Final certificates,
- .6 Debrief of Commissioning activities outlining the commissioning process, major activities, and lessons learned from this project,
- .7 Finalize the Systems Operation Manual and O&M Manual to reflect as-commissioned operation and maintenance of each building system,
- .8 Finalize the Building Operation and Maintenance Manual to reflect as-commissioned operation and maintenance of each building system,
- .9 As-built records and As-Built specifications including sub set pathways and service infrastructure locations for BCC: Information Services and Security,
- .10 Warranty deficiency list,
- .11 Update Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,
- .12 Report on Final Warranty Review,

### **RS 6.4 DETAILS**

- .1 Construction Meetings
  - .1 Immediately after award of the construction contract and confirmation of contractors security clearances, the RCMP



- Departmental Representative will arrange a meeting with the Consultant and the Contractor.
- .2 Prepare minutes of the meeting and distribute copies to all participants and to other persons agreed upon with the Departmental Representative.
  - .3 In consultation with the Departmental Representative, call job meetings as frequently as required (minimum bi-weekly), commencing with the construction-briefing meeting.
  - .4 Prepare minutes of the meetings and distribute copies to all participants.
- .2 Project Schedule
- .1 After award of the construction contract, obtain Project Schedule from the Contractor. Schedule to include:
    - .1 All construction activities
    - .2 Schedule of delivery requirements for BCC, Information Services and Security to be integrated into base building
    - .3 All related works
    - .4 Detailed commissioning component shown separately
  - .2 Review the construction schedule, identify conflicts and make recommendations on options to reduce timeline where possible.
  - .3 Monitor the approved construction schedule, make recommendations to ensure that the schedule is maintained and submit a detailed report to the RCMP Departmental Representatives concerning any delays.



- .4 Keep accurate records of causes of delays.
- .5 Make every effort to assist the Contractor(s) to avoid delays.
- .6 Ensure the Commissioning Schedule is updated at the start of the Commissioning Phase of the project. Routinely update this schedule throughout the commissioning of the work.
- .7 Only the Contract authority may authorize any request for Time Extensions. Authorization must be issued in writing.
- .3 Cost Breakdown
  - .1 Obtain from the Contractor(s) detail cost breakdown on forms approved by the RCMP Departmental Representative and submit to the RCMP Departmental Representative, with Progress Claims.
- .4 Labour Requirements
  - .1 The Contractor(s) is/are bound by the Contract to maintain competent and suitable workmen on the project and to comply with the Canada Department of Labour - Labour Conditions.
  - .2 Inform the RCMP Departmental Representative, of any labour situations that appear to require corrective action.
  - .3 The Consultant shall ensure that a copy of the Labour Conditions for the Contract is posted in a conspicuous place on-site.
- .5 Construction Safety
  - .1 Construction safety is the responsibility of the Constructor.
  - .2 Monitor construction safety programs and practices on site and advise the Departmental Representative of issues of non-compliance.
- .6 Site Visits
  - .1 Provide construction review services.
  - .2 Ensure compliance with contract documents.
  - .3 Provide services of qualified personnel who are fully knowledgeable with technical and administrative requirements of project.
  - .4 Assist the Departmental Representative in establishing a written understanding with Contractor(s) as to what stages or



- aspect of the work are to be inspected prior to being covered up or backfilled.
- .5 Assess quality of work and identify in writing to the RCMP Departmental Representative, all defects and deficiencies observed at time of such inspections.
  - .6 Inspect materials and prefabricated assemblies and components at their source or assembly plant, as necessary for the progress of the project.
  - .7 Any directions, clarifications or deficiency list shall be issued in writing to the Departmental Representative.
  - .8 Provide clarifications on Plans and Specifications or site conditions as required in order that project not be delayed.
- .7 Progress Reports
- .1 Report to the Contract authority and the Departmental representative regularly on the progress of the work. Submit monthly reports.
- .8 Work Measurement
- .1 If work is based on unit prices, measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.
  - .2 When Contemplated Change Notice is to be issued based on Unit Prices, keep accurate account of the work. Record dimensions and quantities.
- .9 Detail Drawings
- .1 Provide for the Departmental Representative information, any additional detail drawings as and when required to properly clarify or interpret the contract documents.
- .10 Shop Drawings
- Expedite the processing of Shop Drawings.
- .1 Selected shop drawings will require review by the RCMP. Prepare a listing of all required shop drawings for identification of submissions requiring review by RCMP. Shop drawings requiring RCMP approval shall not be returned to the Contractor until review has been completed.
  - .2 Verify the number of copies of shop drawings required. Consider additional copies for RCMP review.
  - .3 Shop drawings shall be stamped: "Checked and Certified Correct for Construction" by the Contractor(s) and stamped: "reviewed" by the Consultant before return to the Contractor(s).
  - .4 All equipment must be CSA approved, or CSA equivalent. In the case of equivalency, provide letters of approval for use in Canada.
  - .5 On completion of project, forward one (1) copy of reviewed shop drawings to the RCMP. Ensure that shop drawings include the project number and are recorded in sequence.
- .11 Inspection and Testing
- .1 Provide the Departmental Representative with recommended list of tests to be undertaken, including on-site and factory testing.
  - .2 Ensure all testing is detailed within Commissioning Plan.
  - .3 When construction contract is awarded, assist the Departmental Representative and the Contractor in briefing



- testing firm on required services, distribution of reports, communication lines.
- .4 Witness all factory and on-site testing, including testing during off-hours.
- .5 Review all test reports and take necessary action with the Contractor(s) when work fails to comply with contract.
- .6 Immediately notify the Departmental Representative if tests fail to meet project requirements and when corrective work will affect schedule.
- .7 Assist the Departmental Representative, in evaluating testing firm's invoices for services performed.
- .8 Assist the Departmental Representative in approving all Contractor's sample mock-ups or model areas that will be used to establish benchmarks for acceptable construction standards.
- .9 The Contractor will be required to obtain approvals before proceeding with construction of each sample mock-up and model area.
- .10 Coordinate with the RCMP Security subject matter experts who will inspect and ensure acceptability of all aspects of security during construction.
- .12 Training
  - .1 Prior to tender, provide the RCMP Departmental Representative, with recommended list of training to be undertaken.
  - .2 Ensure all training is detailed within the Commissioning Plan.
- .13 Construction Changes
  - .1 The Consultant does not have authority to change the work or the price of any Contract(s).
  - .2 Changes, which affect cost or design concept, must be approved by the Contract Authority.
  - .3 Upon RCMP approval, obtain quotations from the Contractor(s) in detail. Review prices and forward recommendations to the Departmental Representative promptly.
  - .4 The Contract Authority will issue Consultant-prepared Change Orders to the Contractor(s), with copy to the Departmental Representative.
  - .5 All changes, including those not affecting the cost of the project, must be covered by Change Orders.
- .14 Construction Progress Claims
  - .1 Each month the Contractor(s) submits a progress claim for work and materials as required in the Construction Contract(s).
  - .2 The claims are made by completing the following forms where applicable:
    - .3 Request for Progress Payment,
    - .4 Cost Breakdown for Fixed Price Contract,
    - .5 Copy of good standing with WSIB,
    - .6 Statutory Declaration Progress Claim.
  - .7 Review and sign designated forms and promptly forward claims to the RCMP Departmental Representative for processing.
  - .8 Submit with each progress claim:
    - .9 Updated schedule of the progress of the work.
    - .10 Photographs of the progress of the work.





- .15 Materials On-Site
  - .1 Material must be stored in a secure place designated by the RCMP Departmental Representative.
  - .2 Detailed list of materials with supplier's invoice showing price of each item must accompany claim; Consultant shall check and verify the list.
  - .3 Items shall be listed separately on the Detail Sheet after the breakdown list and total.
  - .4 As material is incorporated in the work, the cost must be added to the appropriate Detail item and removed from the material list.
- .16 Acceptance Board
  - .1 Inform the Departmental Representative when satisfied that the project is substantially completed.
  - .2 The Consultant shall ensure that his representatives form part of the Project Acceptance Board and attend all meetings as organized by the RCMP Departmental Representative.
- .17 Interim Inspection
  - .1 The Acceptance Board shall inspect the work and list all unacceptable and incomplete work on a designated form.
  - .2 The Board shall accept the project from the Contractor(s) subject to the deficiencies and uncompleted work listed and priced.
  - .3 The Contractor(s) will be required to provide a work plan of actions and schedule to correct all deficiencies.
  - .4 The Consultant shall coordinate with the RCMP Departmental Representative to monitor, inspect and report on the progress of deficiencies corrections.
- .18 Interim Certificates
  - .1 Payment requires completion and signing, by the parties concerned, of various documents:
  - .2 Interim Certificate of Completion,
  - .3 Cost Breakdown for Fixed Price Contract,
  - .4 Cost Breakdown for Unit or Combined Price Contract,
  - .5 Inspection and Acceptance,
  - .6 Statutory Declaration Interim Certificate of Completion,
  - .7 Workplace Safety and Insurance Board Certificate.
  - .8 Verify that all items are correctly stated and ensure that completed documents and any supporting documents are



furnished to the Departmental Representative for processing.

- .19 Equipment Delivery and Installation
  - .1 Delivery and installation of Equipment to be coordinated by Consultant in consultation with the RCMP representative and suppliers.
  - .2 Final delivery dates to be confirmed with the RCMP.
  - .3 Consultant to be on-site during the delivery Equipment identified to confirm delivery of appropriate product.
  - .4 Consultant to confirm that all quantities of all Equipment and components have been delivered. Consultant to prepare deficiency list of all damaged or missing items.
  - .5 Consultant to oversee installation of Equipment by supplier.
  - .6 Consultant to provide deficiency list to the RCMP Departmental Representative Equipment delivered.
- .20 Occupancy
  - .1 The RCMP may occupy the project after the date of acceptance of the building by the Acceptance Board. The acceptance date is normally that of the Interim Certificate issued to the Contractor(s).
- .21 Building Operation and Maintenance Manual
  - .1 Develop and coordinate a building operation and maintenance manual (BOM). Based on the O&M manual, develop a building maintenance guide with instructions on how to operate, service, maintain all building systems. BOM is to be written for your use of detachment maintenance staff
  - .2 Operation and Maintenance Data Manual
    - .1 Operation and Maintenance Data Manual:
    - .2 One Electronic of all volumes and two (2) hard copy sets of each volume produced by Contractor(s) in accordance with project specification and verified for completeness, relevance and format by the Civil Engineer, and Electrical Engineer and submitted to the RCMP Departmental Representative prior to interim acceptance or actual start of operation and instruction period, whichever occurs sooner.
    - .3 Prior to submission to the RCMP Departmental Representative, provide written comment in detail indicating the acceptability of all manuals.
    - .4 The Contractor(s) shall retain one (1) copy of each volume for his record and use during the instruction period.
- .22 Instruction of Operating Personnel
  - .1 Make arrangements and ensure that RCMP designated operating personnel are properly instructed on the operation



- of all services and systems using the final manuals as reference.
- .2 Consultant to provide training sessions, as required, on the subject of design intent and systems operations. Utilize Systems operations manual for training sessions.
- .23 Keys
  - .1 Ensure that all keys and lock combinations are delivered to the RCMP as directed by the RCMP Departmental Representative.
- .24 Final Inspection
  - .1 Inform Departmental Representative when satisfied that all work under the contract has been completed, including the deficiency items. Inspection and Acceptance as a result of the Interim Inspection.
  - .2 The RCMP reconvenes the Acceptance Board, which makes a final inspection of the project. If everything is satisfactory, the Board makes final acceptance of the project from the Contractor.
- .25 Final Certificate
  - .1 The final payment requires completion and signing, by the parties concerned of various documents:
  - .2 Final Certificate of Completion,
  - .3 Occupancy Permit
  - .4 Cost Breakdown
  - .5 Inspection and Acceptance,
  - .6 Statutory Declaration Final Certificate of Completion,
  - .7 Workmen's Compensation Clearance Certificate,
  - .8 Electrical Inspection Certificate.
  - .9 Verify that all items are correctly stated and ensure that completed documents and any supporting documents are furnished to the RCMP Departmental Representative for processing.
- .26 Take-over
  - .1 The official take-over of the project or parts of the project, from the Contractor is established by the RCMP Project Team which includes the Consultant and the RCMP. The date of Interim Certificate of Completion signifies commencement of the 12-month warranty period for work completed on the date of each certificate in accordance with the General Conditions of the Contract.
  - .2 Provide the RCMP Departmental Representative with original copy of Contractor's warranties for all materials and work covered by an extended warranty or guarantee, according to the conditions of the specifications. Verify their completeness and extent of coverage.
- .27 As-Built and Record Drawings and As-Built Specifications (for each Tender Package and a Comprehensive Consolidated Final Package).
  - .1 Following the take-over, obtain as-built marked-up hard copy from the Contractor(s).
  - .2 Show significant deviations in construction from the original Contract drawings, including changes shown on Post-



- Contract Drawings, changes resulting from Change Orders or from On-Site Instructions.
- .3 Verify at each progress payment that the Contractor(s) has/have accurately recorded information on the site as-built set of construction documents.
  - .4 Indicate PMSS / MMS numbers for each piece of mechanical and electrical equipment on each drawing.
  - .5 Check and verify all As-Built records for completeness and accuracy and submit to the RCMP Departmental.
  - .6 Produce Record Drawings by incorporating final As-Built-information into project drawings. Delivered electronically in both PDF and DWG format
  - .7 Update the specification to reflect As-Built-information.
  - .8 Submit a comprehensive consolidated final package of Record Drawings in and As-Built Specifications in number and format required by the Contract within twelve (12) weeks of the Final Certificate.
  - .9 Provide a complete set of final shop drawings in hard copy and electronic format.
  - .10 Produce a building maintenance guide covering all building systems. Based on the O&M manuals information the maintenance guide provide instruction and illustrations on how to operate, service, maintain all building systems. Guide is to be written for your use of maintenance staff.

## **RS 7 COMMISSIONING**

### **RS 7.1 INTENT**

- .1 This project will have limited Commissioning requirements restricted to electrical systems and power infrastructure, and access controls including perimeter gate, and Security monitoring systems.

### **RS 7.2 COMMISSIONING OBJECTIVES**

- .1 The objectives of commissioning are:
  - .1 To document the design intent of the overall project and components and to verify and demonstrate that all functional and operational requirements have been correctly interpreted in the Design solution.
  - .2 Develop a Building Operation and Maintenance (BOM) manual
  - .3 To document the operational, maintenance and building management requirements
  - .4 To verify that the selected design solutions and the resultant built works protect the safety, health, welfare and comfort of occupants and O&M personnel.
  - .5 To define responsibility areas for meeting these operational requirements in the contract documents and include a process to demonstrate compliance.
  - .6 To demonstrate that the RCMP's requirements are met during the project implementation and commissioning phases of the project and to support quality management of construction and



- installation through verification of building components, systems and environments.
- .7 To ensure that the commissioning process is implemented and documented according to the approved Commissioning Plan and in accordance with the Commissioning Schedule.
- .8 To verify and demonstrate that all systems operate consistently at peak efficiencies, under all normal load conditions, and within the specified energy budget.
- .9 To provide comprehensive documentation of the operational, maintenance and building management
- .10 To implement a comprehensive training program.
- .11 To transfer the completed works to qualified facility operators verifying that the building systems operate consistently at peak, under all normal load conditions, and within the specified energy budget.

### **RS 7.3 GENERAL DESCRIPTION OF COMMISSIONING**

- .1 The RCMP utilizes PSPC commissioning practices. All commissioning shall be in accordance with the *PSPC Commissioning Manual (CP.1)*, current edition, and all associated *PSPC Commissioning Guidelines* but suited to the specific requirements of the project. These documents consist of:
  - .1 PSPC Commissioning Manual (CP.1)
  - .2 CP.2: Commissioning Glossary (forms Appendix B of CP.1)
  - .3 CP.3: Guide to development of the Commissioning Plan
  - .4 CP.4: Guide to the development of Building Management Manuals
  - .5 CP.5: Guide to preparation of Training Plans
  - .6 CP.7: Commissioning for Facilities Management and Operation
  - .7 CP.8: Guide to the preparation of Commissioning Reports
  - .8 CP.9: Guide to the development and use of Installation/Start-up Check Lists
  - .9 CP.10: Guide to the development and use of Report Forms and Schematics
  - .10 CP.11: Guide to the preparation of Commissioning Briefs
  - .11 CP.12: Guide to the development and use of Commissioning Specifications
  - .12 CP.13: Facility Maintenance Policy, Guidelines and Requirements
- .2 The PSPC Commissioning Manual (CP.1) and all associated PSPC Commissioning Guidelines are available online.
- .3 Commissioning includes, civil, structural, and landscape architectural systems, as well as the usual, electrical and life safety systems.
- .4 The Consultant must deliver concise and comprehensive information and reports on commissioning to the RCMP.
- .5 A commissioning plan is required and will apply to all construction phases, base building and fit up work.

### **RS 7.4 ROLES AND RESPONSIBILITIES:**

- .1 The RCMP Departmental Representative:



- .1 Has overall responsibility for managing the project and delivering the project to the Project Leader on time and on budget. Upon completion, the Departmental Representative hands the facility over to the Project Leader.
- .2 The Consultant shall:
  - .1 Establish Design Criteria, functional and operational requirements, if not already established in the RFP or Project Brief,
  - .2 Establish a Design Energy Budget and, if necessary, revise and update with each submission,
  - .3 Prepare a preliminary O&M budget and revise and update with each submission, containing detailed breakdowns of various items such as estimated electrical, mechanical, or specialty equipment annual energy consumption and systems maintenance, operation and/or service contract costs.
  - .4 Prepare a preliminary Commissioning Budget and revise and update with each submission.
  - .5 Prepare a preliminary Commissioning Plan
  - .6 Prepare commissioning specifications for components, equipment, systems and integrated systems and incorporate same into the construction specifications,
  - .7 Prepare a complete maintenance management documentation, to be sufficiently complete for use during training, and to include:
    - .1 An explanation of the purpose of the facilities,
    - .2 An outline of the design intent of all systems
    - .3 A narrative description of the project's conceptual framework,
    - .4 Documentation of all design decisions made throughout the project,
    - .5 A description of each building system; including architectural, structural, electrical, civil, fire protection, and other project as well as site systems.
    - .6 All other relevant documentation
  - .8 Plan the commissioning and performance verification (PV) activities, processes and their output, including development of project-specific:
    - .1 Installation / Start-up Check Lists
    - .2 Product Information (PI) Report Forms and Performance Verification (PV) Report Forms, and
    - .3 Design data to PI and PV report forms
  - .9 Prepare a detailed Training plan
  - .10 Incorporate PSPC MMS identification codes to all components, equipment and systems into all working documents;
  - .11 Review the Contractor's detailed commissioning schedule for components, equipment, systems, and integrated systems. (PV tests will be performed by the Contractor).
  - .12 Identify Contractor and subcontractor commissioning, PV and testing responsibilities,
  - .13 Review shop drawings and product data and accompanying Product Information (PI) as completed by the Contractor,
  - .14 Monitor commissioning activities, provide quality control reports to the RCMP throughout the construction, commissioning and operational phases of the work, including:



- .1 Inspection and verification of as installed components, sub system and systems on a regular basis during construction
- .2 Witnessing tests,
- .3 Reviewing and verifying testing, adjusting and balancing (TAB) reports,
- .4 Reviewing and verifying Performance Verification (PV) Reports
- .5 Witnessing and certifying systems and integrated systems tests. Any test that cannot be commissioned due to design errors or omission must to be redesigned and re-commissioned.
- .15 Participate in the Training Plan by providing training on design philosophy, design intent and systems designs,
- .16 Witness and certify deferred tests, commissioning activities, PV, review and accept reports,
- .17 Identify and verify the rectification of all outstanding deficiencies,
- .18 Assist in the resolution of all issues relating to commissioning,
- .19 Prepare "as-built" documentation (plans and specifications) as described elsewhere in the RFP or Project Brief,
- .20 Assist in fine-tuning of systems and equipment as required during the warranty period,
- .21 Assist in systems checks and environmental checks during the warranty period,
- .22 Participate in warranty inspections and production of warranty inspection reports and address all warranty issues that may arise,
- .23 Ensure that the final product meets the Design Criteria, functional and operational requirements, the project objectives and all requirements of the RFP and Project Brief,
- .24 Develop BOM
- .25 Recommend acceptance of the completed project,
- .26 Assist the RCMP Departmental Representative in the preparation of a debriefing (Evaluation) report. To include, but not necessarily be limited to:
  - .1 A building evaluation summary with recommendations,
  - .2 Lessons learned from the project.
- .27 Consultant's Commissioning Coordinator:
  - .1 To assist in fulfilling a fully integrated and comprehensive commissioning program, the Consultant shall appoint a full-time commissioning coordinator with proven expertise in implementing commissioning programs, and who shall be responsible for detailed coordination of commissioning and



provide direction for all matter relating to commissioning as described herein.

### **RS 7.5 OCCUPANCY REQUIREMENTS**

- .1 Identify facility management requirements, including move-in procedures; staffing; signage; and safety and accessibility for persons with disabilities.

### **RS 7.6 LIFE CYCLE COSTING CRITERIA**

- .1 When developing life cycle cost analyses for each option, use the following criteria:
  - .1 20 years to next re-fit,
  - .2 40 Year investment horizon,
  - .3 Costs of utilities (e.g., electricity),
  - .4 Reliability, durability, operability, maintainability, accessibility and serviceability,
  - .5 Systems selection and staffing in response to annual operating cost criteria.

### **RS 7.7 TRAINING**

- .1 In consultation with the RCMP prepare a comprehensive training plan for the training of the Facility Management personnel, User (where deemed necessary) and operations and maintenance staff.
  - .1 Training shall be in English.
  - .2 The training plan shall enable O&M personnel to identify repair and maintenance needs that might otherwise go undetected for long periods with possibly serious consequences.
  - .3 Training shall enhance monitoring and diagnostic capabilities and result in more efficient, cost-effective operation of the facility.
  - .4 The training plan shall be in accordance with the requirements of CP.5 Guide to preparation of TRAINING PLANS. Training plans shall be reviewed, revised, updated and resubmitted as required.
  - .5 Training must clearly relay:
    - .1 A clear understanding of the intent of the design,
    - .2 All limitations of the systems,
    - .3 Reasons for the choice of systems.
  - .6 Coordinate the dates of all training sessions with the Departmental Representative. Update the training plan as required reflecting the





project schedule. The Departmental Representative will organize the location

- .7 The training plan shall recognize both short-term and long-term requirements.
- .8 Upon completion, prepare a summary of the training sessions, indicating dates, subject matter, all training personnel and all trainees present and submit to the Departmental Representative.

## **RS 7.8 CORRECTION OF DEFICIENCIES**

- .1 The Consultant, is to assist the RCMP Department Representative with the following:
  - .1 Instruct the contractor to correct all the deficiencies identified and recorded during the performance verification,
  - .2 Provide solutions during the PV process with respect to the variances from the design parameters,
  - .3 Adjust or alter the systems to achieve the design parameters. This shall include re-testing,
  - .4 Immediately notify the Departmental Representative when tests fail to meet project requirements and when corrective work and re-tests affect construction and completion schedule,
  - .5 Report in writing to the Departmental Representative indicating compliance or anomalies regarding witnessed events. The Consultant is to investigate and recommend in writing any corrective



actions to be taken to facilitate compliance with design intent and design criteria.

## **RS 7.9 ACCEPTANCE OF THE PROJECT**

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

## **RS 7.10 COMMISSIONING DOCUMENTATION**

- .1 General
  - .1 Commissioning documentation is a complete set of data and information describing the completed project as a built, finished, functional and operational facility and presented in a form that can be maintained, updated and used over the life of the building.
  - .2 In preparing project-specific commissioning documentation, use all existing generic commissioning documentation to the maximum extent possible. However, the Consultant retains overriding responsibility for the content of all project-specific commissioning documentation and for editing, amending and supplementing as required and as is appropriate for the project.
  - .3 Produce in accordance with the requirements of the *PSPC Commissioning Manual (CP.1)* in consultation with the RCMP as appropriate.
  - .4 Comply with all requirements contained in the RFP relating to electronic production of commissioning documentation.

## **RS 7.11 COMMISSIONING DELIVERABLES:**

- .1 Conceptual Design Report:
  - .1 First technical submission by the Consultant in the Conceptual Design Report will include the following:
    - .1 Description of the design describing the Design Criteria, Design Intent, the design philosophy, the rationale for system selection based on life cycle cost analysis, the functional and operational requirements and the conceptual framework for the operation and use of the proposed building, its components and systems, how the proposed design meets the RCMP's requirements, corporate and project objectives. To be updated at each stage of project development.
    - .2 Design criteria, Design intents,
    - .3 O&M Report. To include: O&M budget including projected utility consumption
    - .4 Equipment and system reliability requirements,
    - .5 Delivery, content and form of O&M documentation,
    - .6 Tools, equipment, spare parts and maintenance materials,
    - .7 Emergency procedures,
    - .8 Identification and other similar needs,
    - .9 Waste management requirements,



- .10 Preventive maintenance tasks.
- .11 Comprehensive documentation, design information/data and comments so as to allow the Commissioning Manager to:
- .12 Prepare service and staffing contracts,
- .13 Prepare a list of spare parts, special tools, maintenance materials and other special equipment to be provided by the Contractor,
- .14 Capacity of the facility to change in response to program changes over its life expectancy,
- .15 Requirements for operation and maintenance of the project over its life expectancy,
- .16 "Phased" construction program,
- .17 Assessment of staffing and skill requirements to operate and maintain the project,
- .18 Preliminary commissioning plan
- .19 Sample of PI/PV report forms and tracking software,
- .20 Preliminary building management manual,
- .2 50% submission:
  - .1 Factory and on-site tests of components, sub-systems, systems and integrated systems during construction, installation and commissioning defined and detailed in commissioning specs,
  - .2 Commissioning activities to be deferred to Operational Phase and Warranty Period identified,
  - .3 Detailed commissioning specifications,
  - .4 Updated Commissioning Plan,
  - .5 Detailed Building management manual,
  - .6 Updated Design Intent Document,
  - .7 Updated O&M Budget,
  - .8 Updated Training Plan,
  - .9 Maintenance management system (MMS) codes identified for all equipment shown on the construction documents, schematics and line diagrams,
  - .10 Complete PI and PV forms. Provide for all components, equipment and systems to be tested.
- .3 99% submission:
  - .1 Commissioning specifications integrated into project specifications,
  - .2 90% Commissioning plan,
  - .3 90% complete Building management manual,
  - .4 90% Design Intent Document detailing each building system, including all engineering calculations,
  - .5 Final O&M Budget,
  - .6 Maintenance management System (MMS) codes identifiers shown on the construction documents and indicated on each PI and PV form,
  - .7 100% Training Plan, indicating scope and duration of training,
  - .8 Design information added to PI forms
- .4 100% submission:
  - .1 This submission incorporates all revisions required by the review of the 99% submission,



- .2 Updated Commissioning Plan, making it approx. 95% complete.
- .3 Update the Design Intent Document to reflect any changes from the 99% submission.

## **RS 7.12 CONSTRUCTION AND COMMISSIONING:**

- .1 General:
  - .1 After award of the construction contract review and Update the PI and PV Forms, installation/start-up Check Lists, Commissioning Plan, Training Plan, commissioning specifications, and Commissioning Schedule to ensure relevance to construction changes to the work. *Refer to CP.9 - Guide to the development of Installation/Start-up Check Lists, and CP.10 - Guide to the development of Report Forms and Schematics,*
  - .2 In consultation with the Contractor, review/select the test instruments to be used and instrument calibration,
  - .3 Incorporate relevant data from approved shop drawings and installed component data immediately upon approval,
  - .4 Review contractor's compliance with the contract documents,
  - .5 Witness and certify tests, including those tests conducted before concealment and start up,
  - .6 Verify that each system is completed, safe to operate and ready for start-up,
  - .7 Review all test reports and take necessary action with Contractor when work fails to comply with contract,
  - .8 Immediately notify Departmental Representative when tests fail to meet project requirements and when corrective work will affect schedule,
  - .9 Ensure that all deficiencies are rectified and acknowledge that the installation of components and systems is ready for the commissioning phase,
  - .10 Assist Departmental Representative in evaluating testing firm's invoices for services performed, when needed.
  - .11 Review all maintenance management nomenclature, devices and submissions prepared by the contractor. Ensure on site implementation and tagging of maintenance management.
- .2 Manuals and reports:
  - .1 Four (4) weeks before training is due to commence, assemble, review and approve:
  - .2 All commissioning documentation, including PV documentation, procedures and expected output.
  - .3 In consultation with the Contractor, review/select the test instruments to be used and instrument calibration.
  - .4 Revise the Building management manual Document as construction progresses, ensuring that it reflects the installed systems .
  - .5 Finalize the Operating and Maintenance (O&M) Manual:
  - .6 Verify, and certify, completeness, relevance and accuracy.
  - .7 Produce 3 sets and submit to the Departmental Representative prior to interim acceptance or implementation of Training Plan. The Contractor shall retain one copy of each volume for his



- record and for use during the implementation of the Training Plan.
- .8 Ensure Contractor assembles all certified tests results and incorporates into the Maintenance manuals.
- .3 Training: Implement the Training Plan.
  - .1 Submit the Training Plan to the Departmental Representative for review and comment at least two weeks prior to the proposed training dates. Update and resubmit as required. Include an agenda and a course outline summarizing the content and duration of training. The training provided must clearly relay:
    - .2 An understanding of the intent of the design.
    - .3 Limitations of the systems.
    - .4 Reasons for the choice of systems.
    - .5 Coordinate the date(s) of the training session(s) with the Departmental Representative.
    - .6 Departmental Representative to organize the location and provide the lists of participants.
    - .7 Prepare a summary of the training sessions. Indicate dates, subject matter, and all personnel present for training. After training, submit the training summary to the Departmental Representative.
    - .8 Make necessary arrangement for site O&M staff familiarization during construction/ installation.
    - .9 Consultant to provide training sessions on design intent and operational philosophy of each building system, including architectural systems, and the integrated building systems (all together). Utilize Operating Manuals, Maintenance Manuals and Design Intent Document for training sessions.
    - .10 Contractor to provide training sessions on the operations and maintenance of components, equipment, sub-systems, systems and integrated systems.
    - .11 Record the time, date and subject matter of training sessions as they occur. Indicate all those who are present at each training session.
- .4 Spare parts:
  - .1 Finalize the delivery, inventory and storage of all specified spare parts, special tools, and maintenance materials.
- .5 Component, sub-systems, systems, and integrated system performance verification (PV)
  - .1 Test all the components, subsystems, systems and integrated systems in accordance with the provisions of the contract documents. Ensure the work meets the design intent and requirements of ULC and TB Guidelines on Life Safety and Health. Witness, certify and approve all tests.
  - .2 Certify and date all PV procedures and test results.
  - .3 Report in writing to the Departmental Representative indicating compliance or anomalies regarding witnessed events. The Consultant is to investigate and recommend in writing any



- corrective actions to be taken to facilitate compliance with design intent and design criteria.
- .4 Provide solutions during the PV process with respect to the variances from the design parameters.
  - .5 In consultation with the Departmental Representative, instruct the contractors to rectify all deficiencies identified and recorded during the performance verification and adjust or alter the systems to achieve the design parameters. Re-test to verify compliance.
  - .6 In consultation with the Departmental Representative, recommend takeover of the facility subject to performance of PV and commissioning which were previously agreed to be deferred until the operational phase.
  - .7 Prior to Interim Inspection, debrief the Departmental Representative on the commissioning process including training; problems; required changes to systems (with costs) which are outside the contractor's responsibility, but which are deemed necessary to meet project requirements; commissioning procedures and other information, experiences and suggestions for future projects. Repeat this process when 80% occupancy is achieved.
- .6 Design Intent document and building operational and maintenance manual:
- .1 Update the Design Intent Document and BOM manual. Immediately prior to the issuance of the Interim Certificate of Acceptance develop this document so as to become the complete "Building Operational and Maintenance Manual to reflect the final as-built works. Reflect all changes, modifications, revisions and adjustments. This may include the



incorporation of reports such as the Area Measurement and Space Usage Report, Fire protection Manual.

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

### **RS 8.1 COST SPECIALIST - INTENT**

- .1 Delivering this project on time and within budget is a high priority. A fully qualified cost estimating, cost planning and cost control Team, referred to herein as the Cost Specialist, with a demonstrated record of successful cost management on construction projects is required. This Cost Specialist will be conversant with all aspects of construction cost estimating during the design stages including the use of Elemental Cost Analysis, Risk Analysis, Life Cycle Costing and Value Engineering/Management techniques.

### **RS 8.2 SCOPE OF SERVICES**

- .1 The Consultant's Cost Specialist shall provide an interactive and continuous cost consulting service from the commencement of project design through to construction completion, including the preparation of complete estimates for all construction trades, escalation, inflation and contingency costs.
- .2 The Consultant's Cost Specialist shall provide to the RCMP and the Consultant, a cost advising, and cost monitoring/reporting service.

### **RS 8.3 SERVICES - BASIC ACTIVITIES**

- .1 The Consultant's Cost Specialist shall work with and advise the Consultant Team and the RCMP of the costs of individual building components and costs of various design systems. Estimates should be prepared in detail and summarized using an Elemental Analysis format.
- .2 Milestone Reporting
  - .1 At each of the Milestones specified in this document: provide a complete submission including the required Elemental Summaries, supported by all backup work sheets clearly detailing the process used in preparing the estimate. The detailed work sheets will be the prime basis on which estimates will be reviewed by the RCMP. Cost comparisons and cost reports identifying and explaining the differences between each succeeding cost estimate and their cost effect are also required.
  - .2 In addition, the Cost Specialist shall fully coordinate all estimates with schedules.
  - .3 A typical Milestone Report will contain:
    - .1 Project Estimate Summary;
    - .2 Elemental Estimate Summary;
    - .3 Estimate Back-Up Detail;
    - .4 Basis for escalation, inflation and contingency calculations;
    - .5 Detailed measurement and pricing;
    - .6 Narrative;
    - .7 Outline description of estimate basis;
    - .8 Description of information obtained and used in the estimate including the date received;
    - .9 Listing of notable inclusions;
    - .10 Listing of notable exclusions; listing of items/issues carrying significant risk;
    - .11 Notes on past and forecast Cost Specialist activity;



- .12 Estimate Reconciliation with last submission;
- .3 Exception Report
  - .1 The Cost Specialist is to provide continuous cost monitoring, timely identification and early warning of all changes that affect or potentially affect the estimated construction costs of the project.
  - .2 If the estimate falls short of or exceeds the Construction Cost Plan due to such changes, the Cost Specialist with the Consultant Team shall fully advise the Departmental Representative.
  - .3 The Cost Specialist with the Consultant Team shall submit to the RCMP proposed alternative design solutions and revise the most recent monthly estimate.
  - .4 An Exception Report will include sufficient description and cost detail to clearly identify:
  - .5 Scope Change: Identifying the nature, reason and total cost impact of all identified and potential project scope changes affecting Construction Cost Estimate.
  - .6 Cost Over-runs and Under-runs: Identifying the nature, the reason and the total cost impact of all identified and potential cost variations.
  - .7 Options Enabling a Return to Construction Cost Estimate: Identifying the nature and potential cost effects of all identified options proposed to return the project within Construction Cost Estimate.
- .4 Submission Standards
  - .1 Summary Format: Elemental Analysis: All estimates shall be summarized in an agreed and consistent Elemental format. Media
  - .2 Provide three 3 hard copies of all reports including estimate summaries
  - .3 One soft copy of the total estimate, summary and support detail shall be provided.
- .5 Time lag. Recognizing that estimates must follow the design decisions they represent, such estimates may lag. The cost portion of the Milestone Reports may follow, but by no more than one week unless otherwise determined by the Departmental Representative.
- .6 Use of all available information:
  - .1 The Cost Specialist is responsible for providing a complete cost estimate even though the information provided during the concept, design development and early working drawing stages is incomplete.
  - .2 Where requirements are not firmly defined, the Cost Specialist shall make assumptions, confirm them with the Consultant and list them as assumptions,

## **RS 8.4 SERVICES - SPECIFIC ACTIVITIES**

- .1 Project Analysis Stage
  - .1 Review, report on, and propose revisions to the existing class "D" estimate. Do not proceed until the Cost Specialist, the





- Consultant and the RCMP have accepted the revised class "D" estimate.
- .2 The revised Class "D" estimate shall become the Construction Cost Plan.
- .2 Concept Design
    - .1 An updated Class "D" estimate will be prepared at the highest level of detail commensurate with the available information using elemental and additional detailed costs.
  - .3 Design Development
    - .1 Upon completion of design development prepares a Class "C" estimate representing the increased level of design detail available. The report shall be prepared using detailed (elemental) costs i.e. measured quantities with minimal allowances or lump sums.
    - .2 Upon final acceptance, the Class "C" estimate shall become the Construction Cost Plan.
  - .4 Contract Documents
    - .1 During the production of the contract documents a process of continuing cost control progressively more detailed is required. At each review of contract documents, an up-to-date estimate shall demonstrate compliance with the Construction Cost Plan. Non-compliance with the Construction Cost Plan will require revisions to the contract documents.
    - .2 Provide a Class "B" estimate with the 50% construction document submission.
    - .3 Upon acceptance, the Class "B" estimate shall become the Construction Cost Plan.
  - .5 Pre-Tender
    - .1 Upon completion of the contract documents a pre-tender Class "A" cost estimate will be prepared using 100% measured quantities.
    - .2 Provide a trade breakdown of the pre-tender estimate for use in reviewing the submitted bids and the successful Contractor's estimate breakdown.
    - .3 Upon acceptance, the Class "A" estimate shall become the Construction Cost Plan.
  - .6 Tender Stage
    - .1 Tender Award. During the tender period, examine and report on any cost impact created by the issue of tender/contract addenda. Incorporate the results of such addenda review into the final pre-tender estimate (both elemental and trade versions) prior to receipt of bids.
    - .2 Bid Review and Analysis. Assist the Departmental Representative, as required, by analyzing and reconciling any differences between the pre-tender estimate and the submitted bids.
    - .3 Negotiation. Should it be necessary to negotiate with any bidder prior to awarding the Contract, the Cost Specialist shall provide cost information as needed and provide advice during negotiations if requested.
    - .4 Reconciliation. Upon the signing of a contract with the successful Contractor, the Cost Specialist will reconcile both the elemental and trade estimates, in detail, with the agreed



- contract sum. These reconciled estimates will be used by the Construction Team during the construction phase of the project.
- .7 Cost Specialist Services through Construction
    - .1 During construction, the Cost Specialist shall assist the Construction Team with cost advice.
    - .2 Such activity may encompass the following activities:
      - .1 Evaluation of change orders;
      - .2 Evaluation of claims;
      - .3 Evaluation of work completed;
      - .4 Evaluation of cash flow.
  - .8 Responsibilities to the RCMP
    - .1 The RCMP will review all aspects of the Cost Specialist's work on a continuing basis to determine the validity and completeness of the information provided. In the event the RCMP may identify areas of concern including errors and omissions, as well as areas of inadequate detail or areas that require further explanation, the Consultant will engage the Cost Specialist to re-examine the estimates provided and make such revisions as are subsequently agreed to be necessary and/or provide ample acceptable evidence that such corrections or amendments are unnecessary.
    - .2 No acceptance or approval by the RCMP, whether expressed or implied shall be deemed to relieve the Cost Specialist, or the Consultant, of professional or technical responsibility for the estimates and cost reports.
    - .3 Acceptance of an estimate by the RCMP does not in any way abrogate the Consultant's responsibility to maintain the agreed Construction Cost Plan throughout the life of the project, or the requirement to redesign should the lowest acceptable bid differ significantly (10%) from the agreed Construction Cost Plan, unless and until the Departmental Representative indicates otherwise in writing.



**APPENDIX B - TEAM IDENTIFICATION FORM**

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

Complete this Team Identification Form and submit with the Evaluation Criteria in accordance with Appendix F Submission Requirements and Evaluation (SRE). This form can be altered or expanded, but each referenced Proponent/Key Sub-Consultant Firm / Specialist must be specified and align with the composition of the Consultant Team identified in Appendix F SRE 3 Evaluation Criteria.

**1. Prime Consultant (Proponent – Civil Engineer):**

Firm or Joint Venture Name: .....

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

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

**2. Key Sub Consultants / Specialists:**

**2.1. Structural Engineer**

Firm Name: .....

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

.....  
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.....

**2.2. Electrical Engineer**

Firm Name: .....

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



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**2.3. Landscape Architect**

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

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

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**2.4. Cost Specialist**

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

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**2.5. Commissioning Specialist**

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

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

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## APPENDIX C - PRICE PROPOSAL FORM

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

### INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).
2. PROPONENTS SHALL NOT ALTER THIS FORM.
3. Price Proposals are not to include Applicable Taxes.
4. Price Proposals will be evaluated in Canadian Dollars.
5. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into the Part A of this Appendix.
6. In Part B, B.1 Disbursements –Translation Services, the Proponent must submit a disbursement fee for translation of the specifications, drawings and addenda from English to French.
7. In order to ensure that fair and competitive hourly rates are received for each of the positions listed in Part B, the following requirement must be strictly adhered to: The Proponent shall provide a single fixed hourly rate for each category of personnel of the Consultant and sub-consultants for the duration of any resulting Contract.
8. The single fixed hourly rate identified for each category of personnel of the Consultant and each sub-consultant shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource. Canada reserves the right to negotiate all hourly rates.
9. **Only Part A of this Appendix will be used for the price evaluation.**

**Project Title: A&E Secure Storage Compound**

**Name of Proponent:**

---

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

---

### PART A - REQUIRED SERVICES



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

<b>Service *:</b>	<b>Fixed Fee (CAD excluding Applicable Taxes):</b>
Project Analysis and Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Tender Call and Bid Evaluation Services	+ \$ _____
Construction Contract Administration Services	+ \$ _____
Post Construction Services	+ \$ _____
Commissioning Services	+ \$ _____
Construction Warranty Services	+ \$ _____
<b>MAXIMUM FIXED FEES:</b>	= \$ _____

**TOTAL EVALUATED FEE FOR REQUIRED SERVICES**

---

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

Total Fee for Required Services Part A-Fixed Fee \$.....

---

Total Evaluated Fee \$.....

---

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

---

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

**PART B - OTHER ADDITIONAL SERVICES**

**Part B.1 – Disbursements –Translation Services**



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

The Proponent must submit a disbursement fee for translation of the specifications, drawings and addenda from English to French.

The amount of the translation disbursement in Part B.1 will be included in the total estimated cost on the front page of the contract at the time of contract award.

Project:	A&E Secure Storage Compound
Translation of specifications, drawings and addenda from English to French	\$
Maximum Amount for Translation Disbursement:	\$

**Part B.2 – Time Based Fees** (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services).

The time based fees in Part B.2 will **not** be included in the total estimated cost on the front page of the contract.

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

Key Personnel	
Position	\$ per hour (*)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

\*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements). All



inclusive hourly rate is applicable to both normal working hours and any other shift work as required.





## **APPENDIX D – SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE**



**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>		2. Branch or Directorate / Direction générale ou Direction CM&C, National Project Delivery Office (NPDO)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance TBD		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant A&E	
4. Brief Description of Work / Brève description du travail A&E consultant required to design the replacement of RCMP Explosive Storage Magazine (currently building 402) on TPOF vacant land; all as per attached scope of work.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
		Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : Facility Access II with escort - Accès aux installations II avec escorte

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



# SRCL Security Guide

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SRCL #: 202011119250

Prepared by:  
Central Departmental Security Section  
Royal Canadian Mounted Police



## **General Security Requirements**

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. All information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security.
3. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure. (i.e. loss of sensitive information, accidental or deliberate.)
4. Photography is not permitted. If photos are required, please contact the Organization Project Authority and Departmental Security Section.
5. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
6. The RCMP's Departmental Security Section (DSS) reserves the right to:
  - conduct inspections of the contractor's site/premises. Inspections may be performed prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the inspection is to ensure the quality of security safeguards.
  - request photographic verification of the security safeguards. Photographs may be requested prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the photographs is to ensure the quality of security safeguards.
  - provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards).
7. To ensure Canada's sovereign control over its data, all sensitive or protected data under government control will be stored on servers that reside in Canada. Data in transit will be appropriately encrypted.

**Physical Security**

1. The contractor is prohibited from accessing, storing, processing, producing or discussing RCMP sensitive information, Protected A or higher.
2. The contractor may not remove any Protected and/or Classified information or assets from RCMP properties and/or facilities.
3. The contractor may not produce, manufacture, repair and/or modify any Protected and/or Classified material or equipment on its site or premises.
4. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives.
5. Before entering an operational area of an RCMP building/facility, contractors and Sub-contractors must turn in all electronic devices, e.g. smart watches, cameras, smart phones to the reception/security desk until the person leaves, unless authorized by RCMP Physical/IT Security.
6. The contractor must be escorted by at all times when within RCMP space.
7. A building access card is required for admittance to or movement within an RCMP building/facility, which must be worn and visible at all times.
8. The contractor may not use un-screened personnel for portions of the work.
9. Only sanitized drawings will be physically present at the contractor's location (i.e. no Protected or Classified information will be present). To properly sanitize floor plans, the contractor must ensure that the drawings meet the following requirements;
  - Construction drawings will not contain a key plan showing the entire complex or site.
  - RCMP logos, RCMP name, or site address will not be shown on the construction drawings.
  - PWGSC or Government of Canada identifiers will be used
  - Rooms must be identified by number, not names. A separate coded list of room numbers associated to sensitive information and descriptors will be developed and updated as changes are made.
  - Security system information will be placed on separate layers of construction drawings for ease of printing and distribution.

## **IT Security**

### **Appropriate Control of Protected A and B Information**

#### **Transport/Transmittal**

1. No sensitive information, Protected A or higher, shall be electronically transmitted to the contractor's site.
2. No sensitive electronic information or assets, Protected A or higher, shall be removed from RCMP networks or property.
3. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.
4. Individuals must not use privately-owned technology to join, bridge, or participate with RCMP networks in any way on RCMP premises including creating a network or access point.
5. All contract work is to be done on RCMP premises and approved for the task.

## **Personnel Security**

1. Contractor and sub-contractor personnel will be required to obtain and maintain a RCMP personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.

**Facility Access Level II:** When the supplier and its employees will only require access to a RCMP Facility or site and will not have access to protected or classified information, systems or assets, an RCMP Clearance at the appropriate level is required. Contractor personnel must submit to local law enforcement verification by the RCMP, prior to being granted access to facility or site. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP requires **Facility Access Level II**, the successful Bidder, Contractor will submit the following to the RCMP:

- Form TBS 330-23 (LERC Version)
- Copy of Government Issued Photo Identification (Driver's License Front and Back)



The RCMP:

- Will conduct personnel security screening checks above the Policy on Government Security requirements.
- Is responsible for escort requirements on its facilities or sites.



## APPENDIX E - DECLARATION/CERTIFICATIONS FORM

Complete this Declaration/Certifications Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).

### 1. Proponent Information:

<b>Proponent Legal Name:</b> (In the case of a joint venture include the legal names of all members.)	
<b>Proponent Operating Name (if any):</b> (In the case of a joint venture include the operating names of all members.)	
<b>Proponent Address:</b> (In the case of a joint venture include the addresses of all members.)	
<b>Procurement Business Number (PBN):</b> (In the case of a joint venture include the PBN of the joint venture, or the PBN for each member.)	
<b>Name of Contact Person:</b> (In the case of a joint venture include only the contact person of the lead member.)	
<b>Telephone # of Contact Person:</b>	
<b>Email Address of Contact Person:</b>	

### 2. Integrity Provisions – Declaration of Convicted Offences



In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T ((2020-05-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

### **3. 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.

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

As per the above definitions, is the Proponent a FPS in receipt of a pension?  
YES ( ) NO ( )

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Proponent must provide the following information:

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

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

## **5. Authority**

**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	

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



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

- SRE 1 Submission Requirements
- SRE 2 Evaluation Procedures and Basis of Selection
- SRE 3 Evaluation Criteria

### SRE 1 Submission Requirements

#### 1.1 Bid Preparation Instructions

1.1.1 Canada requests that the Proponent submit its complete **email** bid in separately saved and attached sections as follows:

- a. Section I: Technical Proposal (one soft copy in PDF format)

The Technical Proposal should be submitted in a **separate electronic file** with the electronic title including the Name of Proponent, Name of the Project or Solicitation Number, and the words “TECHNICAL PROPOSAL”

- b. Section II: Financial Proposal (one soft copy in PDF format)

The Financial Proposal must be submitted in a **separate electronic file** and the electronic title should include the Name of Proponent, Name of the Project or Solicitation Number, and the words “PRICE PROPOSAL FORM”

- c. Section III: Declaration/Certifications (one soft copy in PDF format)

The Declaration/Certifications should be submitted in a **separate electronic file** with the electronic title including the Name of Proponent, Name of the Project or Solicitation Number, and the words “DECLARATION/CERTIFICATIONS”

- d. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- e. Bids transmitted by facsimile or hard copy will not be accepted.
- f. The maximum number of pages including text and graphics to be submitted for **SRE 3 section 3.3 Rated Requirements** is **60 pages**. **A minimum font size 10 should be used.**

The following content is not included as part of the maximum page limitation noted above:

- i. Covering letter (optional - contents not evaluated)
- ii. Completed Appendix “B” – Team Identification Format;
- iii. Completed Appendix “C” – Price Proposal Form;
- iv. Completed Appendix “E” – Declaration/Certifications Form
- v. SRE 3 section 3.2 Mandatory Requirements in this appendix.



- vi. Front page of the RFP; and,
- vii. Front page of amendment(s) to the RFP;

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 evaluated.

- g. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
  - i. use a numbering system that corresponds to the bid solicitation.

## **1.2. Section I: Technical Proposal**

1.2.1 In their Technical Proposal, Proponents should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Proponents should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

1.2.2 The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Proponents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Proponents may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

1.2.3 Proponents must submit their Technical Proposal in accordance with the Evaluation Criteria (Appendix F SRE 3), the Team Identification Form (Appendix B), and SRE 1 Submission Requirements).

## **1.3 Section II: Financial Proposal**

1.3.1 Proponents must submit their Price Proposal Form in accordance with Appendix C - Price Proposal Form, and SRE 1 Submission Requirements. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

## **1.4 Section III: Declaration/Certifications**

1.4.1 Proponents must complete, sign and submit the certifications and supporting documentation required under Appendix E Declaration/Certifications Form, in accordance with SRE1 Submission Requirements.

## **1.5 Electronic Documents**



1.5.1 If Proponents are provided with an electronic copy of some of the RFP documents, in Microsoft Office format, with the solicitation package, in the event of any discrepancies between the Microsoft Office copies and PDF documents issued, the PDF documents released will prevail.

## **SRE 2 Evaluation Procedures and Basis of Selection**

### **2.1 Evaluation Procedures**

2.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

2.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

### **2.2 Technical Evaluation**

**2.2.1 Mandatory Requirements:** Each bid will be evaluated for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory requirements and evaluation processes are described under SRE 3 Evaluation Criteria.

**2.2.2 Rated Requirements:** Where Rated Requirements are specified in the RFP, each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word “rated” or by reference to a score. Proponents who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Rated requirements and evaluation processes are described SRE 3 Evaluation Criteria.

**2.2.3 Technically Responsive Bid:** A technically responsive bid is a bid that meets all of the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

### **2.3 Reference Checks**

2.3.1 The Proponent is requested to provide a client contact for each reference project in its bid, as requested in SRE 3 – Evaluation Criteria. If information requested is not provided in the bid, the Proponent must provide the information upon request by the Contracting Authority within the timeframe identified in the request. References from representatives of Canada will be accepted.

2.3.2 It is the responsibility of the Proponent to confirm in advance that their client contact for the project reference will be available to provide a response and is willing to provide a reference.

2.3.3 For the purpose of this evaluation, reference checks may be used to verify and validate the Proponent’s bid response. If a reference check is performed, Canada will





conduct the reference check in writing by email. Canada will send the reference check request directly to the client contact for the project reference provided by the Proponent. The client contact will have 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) from the date that Canada's email was sent, to respond to Canada.

2.3.4 The client contact will be required, within 2 working days after Canada sends out the reference check request, to acknowledge the receipt of the reference check request and identify his or her willingness and availability to conduct such a reference check. If Canada does not received the required response from the client contact, Canada will notify the Proponent by email, to allow the Proponent to contact its client contact directly to ensure that he or she responds to Canada within the allotted time.

2.3.5 Notwithstanding section 2.3.4 if the client contact is unavailable when required during the evaluation period, the Proponent will be requested to provide an alternate client contact for the same referenced project. Proponents will only be provided with this opportunity once for each referenced project and only if the original client contact is unavailable to respond. The process as described in 2.3.4 is applicable for the reference check with the alternate client contact. The period to respond for either the original client contact, or the alternate client contact, will be a total of 5 working days (or a longer period otherwise specified in writing by the Contracting Authority) in accordance with 2.3.4.

2.3.6 Wherever information provided by a client contact differs from the information supplied by the Proponent, the Proponent will be asked to clarify project reference information provided in its bid response. Canada will assess the following information during the evaluation of the Proponent's bid response: the Proponent's original project reference information, any information provided by the Proponent in response to clarification request(s), and any information supplied by the client contact for the referenced project.

2.3.7 Non-consideration of the Proponent's claimed project experience will result if:

- a. the reference check client contact fails to timely respond to Canada's request;
- b. the reference check client contact states he or she is unable or unwilling to provide the information requested;
- c. the information provided by the Proponent cannot be verified and validated by Canada; or
- d. the reference check client contact organization and/or client contact was affiliated with the Proponent during the referenced project, if the client contact organization and/or contact has ever been or is currently affiliated with the Proponent, or if the client contact organization is an entity that does not deal at arm's length with the Proponent.

2.3.8 Where non-consideration of a Proponent's claimed project experience, as a result of 2.3.7, for any mandatory requirement in SRE 3 Evaluation Criteria, results in the Proponent not meeting one or more mandatory requirements, the bid will be declared non-responsive in accordance with section 2.5 Basis of Selection of this appendix.



2.3.9 Non-consideration of a Proponent's claimed project experience, as a result of 2.3.7, for the rated requirements in SRE 3 Evaluation Criteria, will result in the Proponent not being awarded the points associated with the respective rated criterion.

## **2.4 Financial Evaluation**

2.4.1 Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Evaluated Fee as indicated in Appendix C – Price Proposal Form, Part A.

### **2.4.2 Price Support**

- a. Canada may, but will have no obligation to, request price support for any fees proposed (fixed fees, time based fees, etc.) when there are less than 3 responsive Proponents. If Canada requests price support, it may be requested from one or more of the responsive Proponents. The Proponent must provide, at Canada's request, one or more of the following price support documents, if applicable:
  - i. Copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers within 2 years prior to the bid solicitation issuance date; or
  - ii. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.; or
  - iii. Price or rate certifications; or
  - iv. Any other supporting documentation as requested by Canada.
- b. Once Canada requests price support for the fees proposed, it is the sole responsibility of the Proponent to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Proponent's ability to provide the required services at the fees proposed. Where Canada determines, at its sole discretion, that the information provided by the Proponent does not substantiate the fees proposed, the proposal will be considered non-responsive and will receive no further consideration.

## **2.5 Basis of Selection**

### **2.5.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)**

- a. To be declared responsive, a bid must:
  - i. comply with all the requirements of the bid solicitation; and
  - ii. meet all Mandatory Requirements
- b. Bids not meeting i. and ii. will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.



- c. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- d. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- e. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- f. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- g. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three bids are responsive and the selection of the Consultant is determined by an 60/40 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).

	<b>Proponent 1</b>	<b>Proponent 2</b>	<b>Proponent 3</b>
<b>Overall Technical Score</b>	95/100	79/100	85/100
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Technical Merit Score</b>	$95/100 \times 60 = 57.00$	$79/100 \times 60 = 47.40$	$85/100 \times 60 = 51.00$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	89.73	83.40	91.00
<b>Overall Rating</b>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>

### **SRE 3 EVALUATION CRITERIA**

#### **3.1 Proponent Instructions:**

3.1.1 Complete responses to the Evaluation Criteria and submit with the Team Identification Form (Appendix B) in accordance with SRE 1 Submission Requirements.

3.1.2 The Proponent is requested to respond to the Evaluation Criteria using the table formats below.

3.1.3 Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section are omitted from the bid, they will be set aside without further consideration and the bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the bid non-responsive and will be set aside without further consideration.



3.1.4 The Proponent must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the response (where applicable). Complete details demonstrating how a Proponent meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

#### 3.1.5. Project References :

- a. Where Proponents must submit project references in their responses to the evaluation criteria, Canada may contact the client contact to validate the Proponent's responses. The information obtained through client reference validation will be used to assist in determining the compliance of the referenced project to the evaluation criteria. The client reference checks will result in either confirmation that project reference information is accurate or will result in non-consideration of the claimed project experience in accordance with SRE 2.
- b. Proponents should only provide the required reference project(s) as indicated in each evaluation criteria. If more than the required number of reference project(s) is provided, only the first projects listed in sequence will receive consideration and any others will not receive consideration.

### 3.2 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will result in the proposal being deemed non-responsive and no further evaluation will be carried out.

#### **Mandatory Requirement 1: Proponent's Consultant Team**

**M1.1** The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief including, but not limited to, Consultant Team members from the following disciplines:

Proponent must be the Civil Engineer

Key sub-consultant firms / Specialists – Structural Engineer, Electrical Engineer, Landscape Architect, Cost Specialist and Commissioning Specialist.

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

**M1.2** Prior to contract award, the Architect(s) and Engineers of record for each of the required Consultant Team member disciplines listed above must be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the province of Ontario.

M1.2.1 If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement.



M1.2.2 Proof of licensing/certifications/ authorizations should be submitted with the proposal, but may be submitted afterwards and prior to contract award as follows: If proof is not submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the proof. Failure to comply with the request of the Contracting Authority and to provide the proof within the time frame provided will render the proposal non-responsive.

**M1.3** The Proponent must provide the following information:–

- (a) Name of key team members' firm(s);
- (b) Key personnel to be assigned to the project;
- (c) For the Proponent (Consultant) – Civil Engineer indicate current license and/or how you intend to meet the provincial or territorial licensing requirements prior to contract award.
- (d) 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, G19 Limitation of submissions).

Proponents are requested to use the Team Identification Form in Appendix B when responding to this mandatory requirement.

### **3.3 RATED REQUIREMENTS**

The order of the proposal should follow the order established below in the Rate Requirements section. Points for the Rated Requirements will be allocated in accordance with 3.4 Evaluation and Rating.

#### **Rated Requirement 1: Achievements of Proponent on Projects**

**R1.1** Describe the Proponent's accomplishments, achievements and experience as the Consultant on projects.

Submit a **maximum** of 2 reference projects completed by the Proponent within the last 7 years. Proponent's that are joint venture submissions must submit 2 reference projects per joint venture member. Only the first 2 projects listed for the Proponent, and if applicable the first 2 reference projects listed for each joint venture member, in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief.
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- (c) Describe budget control and management - i.e. initial contract price & final construction cost as per the last contract amendment - explain variation.
- (d) Describe project schedule control and management - i.e. initial schedule and final schedule - explain variation.



- (e) Client contact for project references – Provide the name, address, email and current phone number of a client contact at working level - references may be checked.
- (f) Provide names of key personnel responsible for project delivery.
- (g) Describe awards received, if applicable.

**R1.2** The project references must be for work done by the Proponent (as defined in R1410T General Instructions to Proponents, GI2 Definitions). Past project experience from entities other than the Proponent will not be considered in the evaluation.

If the Proponent is a joint venture, indicate which reference projects were carried out by each joint venture member.

### **Rated Requirement 2: Achievements of Consultant Team Key Sub-consultant firms / Specialists on Projects**

Describe the accomplishments, achievements and experience of the Consultant Team key sub-consultant firms / specialists, either as the 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 2 reference projects completed by the Consultant Team key sub-consultant firms / specialists within the last 7 years per key sub-consultant firm / specialist. Only the first 2 projects listed for each Consultant Team key sub-consultant firm/specialist, in sequence will receive consideration and any others will not receive consideration.

The Proponent should provide the following information for each reference project:

- (a) Clearly describe how the reference project is comparable/relevant to the work included in Appendix A – Project Brief.
- (b) Provide a brief project description and intent. Narratives should include a discussion of design philosophy / approach to meet the intent, design challenges and resolutions.
- (c) Describe budget control and management - i.e. initial contract price & final construction cost as per the last contract amendment - explain variation.
- (d) Describe project schedule control and management - i.e. initial schedule and final schedule - explain variation.
- (e) Client contact for project references – Provide the name, address, email and current phone number of a client contact at working level - references may be checked.
- (f) Provide names of key personnel responsible for project delivery.
- (g) Describe awards received, if applicable.

### **Rated Requirement 3: Achievements of Key Personnel on Projects**

Describe the experience and performance of each of the Proponent's Consultant Team key personnel to be assigned to this project regardless of their past association with the Proponent. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.



The Proponent should include the following information for each description:

- (a) Professional accreditation.
- (b) Accomplishments/achievements/awards.
- (c) Relevant experience, expertise, number of years' experience in a relevant discipline.
- (d) Role, responsibilities and degree of involvement of the individual in past projects.

**Rated Requirement 4: Scope of Services:**

The Proponent should demonstrate their capability to deliver the services, meet project challenges, and to provide a plan of action for the work in Appendix A – Project Brief.

The Proponent should describe the following in response to this requirement:

- (a) Scope of Services - detailed list of services.
- (b) Work Plan - detailed breakdown of work tasks and deliverables.
- (c) Project Schedule - proposed major milestone schedule.
- (d) Risk Management Strategy.
- (e) Sustainable Development Strategy.

**Rated Requirement 5: Management of Services:**

The Proponent should describe how the services will be delivered and how the constraints will be met; how the services will be managed to ensure continuing and consistent control and communication efficiency; how the Consultant Team will be managed and organized and how it will fit in the existing structure of the key sub-consultant firms/specialists.

The Proponent should include the following in response to this requirement:

- (a) Describe the makeup of the full Consultant Team proposed in response to Mandatory Requirement 1, including their roles and responsibilities to deliver the work in Appendix A – Project Brief.
- (b) Provide an organization chart with position titles, reporting relationships and names of each member of the Consultant Team, including a joint venture business plan (if Proponent is a joint venture), and team structure.
- (c) If the Proponent is a joint venture, describe the structure of the joint venture, and include each member of the joint venture in the organization chart.
- (d) What back-up will be committed.
- (e) Provide profiles of the key positions (specific assignments and responsibilities).
- (f) Outline of an action plan of the services with implementation strategies and sequence of main activities.
- (g) Reporting relationships.
- (h) Provide a Communication Strategy.
- (i) Response time: demonstrate how the response time requirements will be met.

**3.4 EVALUATION AND RATING**



3.4.1 The Rated Requirements will be evaluated in accordance with the following, to establish Technical Ratings:

(a) Calculation of Score: Weight Factor x Rating = Weighted Rating (Score)

Technical Rating – Table 1

Criterion	Weight Factor	Rating	Weighted Rating (Score)
R1 - Achievements of Proponent on Projects	2.0	0 - 10	0 - 20
R2 - Achievements of Consultant Team Key sub-consultant firms / Specialists on Projects	1.5	0 - 10	0 - 15
R3 - Achievements of Key Personnel on Projects	1.0	0 - 10	0 - 10
R4 - Scope of Services	1.5	0 - 10	0 - 15
R5 - Management of Services	1.5	0 - 10	0 - 15
Technical Rating	7.5		0 - 75

### 3.4.2 Generic Evaluation - Table 2

The RCMP 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 does 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.





	Consultant Team proposed is not likely able to meet requirements	Consultant Team proposed does not cover all components or overall experience is weak.	Consultant Team proposed covers most components and will likely meet requirements.	Consultant Team proposed covers all components - some members have worked successfully together.	Strong Consultant Team proposed - 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.	Lead supplier in sample projects directly related to this requirement.
	Extremely poor capability, 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.