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**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services  
Canada/Travaux publics et Services  
gouvernementaux Canada  
AFD Contracting Services Division  
2720 Riverside Dr.  
Ottawa  
K1A 0M2

<b>Title - Sujet</b> RP-3.1 S.A.	
<b>Solicitation No. - N° de l'invitation</b> EP008-212103/A	<b>Date</b> 2021-09-23
<b>Client Reference No. - N° de référence du client</b> 20212103	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> gb009.EP008-212103	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$GB-009-80295	
<b>Date of Original Request for Supply Arrangement</b> 2021-08-12 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-10-13</b> Heure Avancée de l'Est HAE	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Beauchamp, Laura	<b>Buyer Id - Id de l'acheteur</b> gb009
<b>Telephone No. - N° de téléphone</b> (613) 736-2983 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

This Amendment is raised to amend the following:

### 1) Request for Supply Arrangement Document

- a) Delete  
Section 4.2.1 in its entirety
- b) Insert

#### 4.2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, an arrangement must:
  - a. comply with all the requirements of the Request for Supply Arrangements; and
  - b. meet all mandatory technical evaluation criteria;
  - c. obtain the required minimum scores for each of technical evaluation criteria R2 (a.i), R2 (b) and R3 (b.i); and
  - d. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Arrangements not meeting (a) or (b) or (c) or (d) above will be declared non-responsive.

### 2) Annex A Appendix 1 – Deliverable Item Descriptions Standard

- a) Delete the Internal Review Period of “18 calendar days” for the following Deliverable Item Descriptions Standards:
  - DID RP3.1-PD-23: Third Party Sustainability Standard Certification for Projects
  - DID RP3.1-PD-26: Asbestos Control Plan
  - DID RP3.1-PD-27: Items required under section 10.4 of COSHR to support a Hazard Investigation
  - DID RP3.1-PD-28: Asbestos Containment System Air Samples
  - DID RP3.1-PD-29: Asbestos Clearance Air Samples
- b) Insert an Internal Review Period of “Not Applicable” for the following Deliverable Item Descriptions Standards:
  - DID RP3.1-PD-23: Third Party Sustainability Standard Certification for Projects
  - DID RP3.1-PD-26: Asbestos Control Plan
  - DID RP3.1-PD-27: Items required under section 10.4 of COSHR to support a Hazard Investigation
  - DID RP3.1-PD-28: Asbestos Containment System Air Samples
  - DID RP3.1-PD-29: Asbestos Clearance Air Samples

### 3) Annex A Statement of Work

- a) Delete  
Section 2.2.1 in its entirety
- b) Insert

## 2.1 Overview of Requirements

2.1.1 Project Services for Office Fit-up and Light Base Building Work is intended to deliver GCworkplace projects in crown assets in the National Capital Region. Following PWGSC's completion of its function program for the space to be fit-up, PWGSC requires the Contractor to complete the design and implement it. The Contractor's design will be based on PWGSC workplace fit-up standards, including **Government of Canada Workplace Fit-up Standards**, and on the PWGSC-prepared function program and its associated preliminary concept plans. Implementation consists of the supply and installation of furniture and IT equipment peripherals, construction of the interior space and base building systems connections, and base building improvements where they are required. Additionally, the Contractor will provide relocation services should they be needed for the particular project. The Contractor must coordinate, manage and execute all construction Work. A small portion of the construction work is to be delivered by the Contractor whereas the majority of the construction work, including relocation services, is required to be performed by subcontractors to the Contractor, all of which have been subcontracted through a competitive process.

### 4) Annex A Statement of Work

- a) Delete  
Section 3.3.1 e in its entirety
  - b) Insert
- e. The design must be compliant with pertinent codes and standards as listed in Appendix 3 – Non-Exhaustive list of Acts, Regulations, Standards and other references. Of particular relevance to fit-up work are:
- 1. For building design: The Technical Reference for Office Building Design; and
  - 2. For office space design:
    - i. **The Government of Canada Workplace Fit-up Standards;**
    - ii. The mandatory GCworkplace Design Guide (the Guide);
    - iii. The GCworkplace Space Planning Workbook (the Workbook);
    - iv. The GCworkplace Technical Reference Manual (the Manual); and
    - v. The Guide, the Workbook and associated design process tools, including the Manual, are included in the GCworkplace Design Roadmap.

**5) Annex A Appendix 1 – Deliverable Item Descriptions Standard**

- a) Delete  
**DID RP3.1-PD-04** in its entirety
- b) Insert

***DID RP3.1-PD-04: Construction Cost Estimates*****SOW Reference:** Scope of Services for Project Management**Purpose:** To provide a detailed breakdown of the project's construction costs into itemized elemental costs that represent the scope of work.

The construction cost estimates shall be prepared and presented in accordance with the UniFormat II elemental costs format.

**Related Documents:**

UniFormat is a publication available for purchase via Construction Specification Canadian or Construction Specifications Institute:

<https://www.csiresources.org/standards/uniformat>

Government of Canada Workplace Fit-up Standards :

[https://www.gcpeia.gc.ca/gcwiki/images/8/8e/Workplace\\_Fit-up\\_Standards.pdf](https://www.gcpeia.gc.ca/gcwiki/images/8/8e/Workplace_Fit-up_Standards.pdf)

GCWorkplace Design Guide:

[https://wiki.gccollab.ca/images/9/9d/GCworkplace\\_Design\\_Guide\\_EN.pdf](https://wiki.gccollab.ca/images/9/9d/GCworkplace_Design_Guide_EN.pdf)

**Preparation Instructions:**

The following instructions apply equally to each class of estimate:

- a) Develop the construction cost estimates based on the latest design documentation as follow:
  - a. at the completion of the 33% Schematic Design, submit a Class C level construction cost estimate;
  - b. at the completion of the 66% Detailed Design, submit a Class B level construction cost estimate; and
  - c. at the completion of the 99% Final Design, submit a Class A level construction cost estimate.
- b) The cost estimates shall be based on measured quantities from the design documents and presented according to the elements as per the UniFormat II classification of construction systems and assemblies. Use the 4-level classification to organize the cost estimate. The cost estimate should provide the quantity, unit rate and cost for each of the applicable Level 4 elements.

**Example:**

C Interior

C10 Interior Construction

C1010 Interior Partitions

C1010.10 Interior Fixed Partitions

C1010.20 Interior Glazed Partitions

C1010.40 Interior Demountable Partitions

- c) Following the guideline of the **Government of Canada Workplace Fit-up Standards**, identify separately within the construction cost estimates, the works according to the following components:
- Base building
  - Fit-up funded by PSPC
  - Fit-up funded by client(s)
- d) Provide a summary of the breakdown of the construction cost that is itemized by the 3-Level classification of UniFormat II. Use the template *Cost Estimate Template - RP3.xlsx*.
- e) If the project consists of multiple types of accommodation space, then a separate estimate is required for each type of the accommodation space. The various types of accommodation space are defined in the **Government of Canada Workplace Fit-up Standards**, which include:
- General-purpose office
  - Ministerial and Deputy Head office
  - Quasi-judicial
  - Call/Contact Centres
  - Special Purpose space
- f) The construction cost estimates must be supported with sufficient information to provide additional contexts on the basis and scope undertaken in developing the cost estimate. At minimum, the following information shall be provided along with each cost estimate:
- description of information used in developing the cost estimate including an explanation of how the cost estimate has evolved from the prior estimate, in accordance with industry standards;
  - assumptions made in deriving the cost estimate;
  - listing of notable inclusions and exclusions as applicable;
  - listing of items/issues carrying significant risk as applicable; and
  - details of any allowances and/or contingencies included in the cost estimate.

**Submission Purpose:** For Review.

**Frequency/Timing:** Once in conjunction with each of the respective design development deliverable.

**Internal Review period:** 14 days, in conjunction with review of the associated design development deliverable.

## 6) Annex A Appendix 1 – Deliverable Item Descriptions Standard

- Delete  
**DID RP3.1-PD-10** in its entirety
- Insert

***DID RP3.1-PD-10: Preliminary Furniture Recommendations Report***

**SOW Reference:** Scope of Services for Design

**Purpose:** Gather, analyse and document the tenant's furniture requirements in a written and graphic format (i.e. data sheets) including, but not limited to, all workstation types and finishes, i.e. systems furniture, freestanding, soft seating and case goods. The Report is to reflect proposed furniture that meets PSPC specifications. It will be issued for review and agreement by the tenant.

Proposed variances from the GCworkplace Standard Furniture Typical must be identified and are subject to PSPC review for compliance with the **Government of Canada Workplace Fit-up Standards**. Non-compliant variances may be considered and are subject to a formal review and authorization process. Non-compliant variances may not be authorized.

**Related Documents:**

GCworkplace Standard Furniture Typicals

Furniture Specifications

**Government of Canada Workplace Fit-up Standards**

GCWorkplace Design Guide

**Preparation Instructions:**

- a) Furniture recommendations should reflect the specifications outlined in the *GCworkplace Standard Furniture Typicals*.
- b) The Report is to include a Class A cost estimate for the proposed furniture package.
- c) The Report is to include the Preliminary Furniture Plan with all workpoints tagged by name.
- d) The Report is to include one data sheet for each workpoint type. Each data sheet is to include the following:
  - i. Drawing of proposed furniture configuration;
  - ii. Overall size of workpoint;
  - iii. Worksurface & panel dimensions and
  - iv. Chair type.
- e) Where applicable, prepare typical data sheets for each proposed variance from a workpoint typical.
- f) With respect to variances, for each one either prepare a performance specification or provide a spec sheet for the proposed furniture for all proposed non-standard products for review.
- g) The Contractor must comply with the product descriptions and technical requirements set-out within these specification on behalf of PSPC. The Contractor must reference the *Furniture Specifications* to determine applicability as per the project scope and relevant procurement methodologies to ensure best value for the Crown.
- h) The furniture selection must meet: relevant legislation, regulations, and policies, including applicable accessibility, health, safety and security requirements.

***Submission Purpose:*** For Acceptance. Acceptance of the Preliminary Furniture Recommendations Report is required before furniture acquisition/procurement proceeds.

***Frequency/Timing:*** Initially in conjunction with submission of the 66% Detailed Design drawings and specifications.

***PSPC Internal Review Period:*** 18 calendar days.

## 7) Annex E Appendix 1 – Project Brief

- a) Delete  
**PR 1.2.3.3.2** in its entirety
- b) Insert

### PR 1.2.3.3.2 Building Capacity Assessment Report

*Provide the Building Capacity Assessment Report. The assessment examines the capability of the existing building infrastructure and systems to determine how effectively the building(s) meets Client Department/tenant functional requirements and PWGSC standards including **Government of Canada Workplace Fit-up Standards** and make recommendations to suit. Infrastructure and systems examined include as a minimum, architectural, interior design, mechanical, electrical, structural, conveying system, communication/data, and security. The Report typically includes the following contents:*

- results of site investigations and comprehensive review of the project requirements
- location and capability of existing infrastructure and building systems
- deferred maintenance; curable/incurable equipment obsolescence; design problems and deficiencies that are likely to affect the Client Department requirements
- identification of all deficiencies, potentials and constraints with the existing building systems to support the Client Department's functional requirements and proposed planning alternatives
- areas of concern including an assessment of their impact on space, time and budget
- preliminary recommendations and alternative remedial measures for areas of concern
- in buildings or floor spaces where existing construction and or fit-up exist and are to be reused

## 8) Annex A Statement of Work

- a) Delete  
Section 3.3.1b in its entirety
- b) Insert

3.3.1 b) The Contractor's key personnel must include a Lead Architect or Lead Interior Designer. The person must possess the following experience:

- i. For projects delivered under this SOW with a value of up to \$20 M, 10 years leading a design team for construction or fit-up projects valued at more than \$10M;
- ii. For projects delivered under this SOW with a value of over \$20 M, 15 years leading the construction or fit-up projects valued at more than \$40M; and
- iii. Five years of experience in furniture selection, procurement and coordination of installation.

Contract No. - N° du contrat  
EP008-212103/001/GB

Amd. No. - N° de la modif.  
004

Buyer ID - Id de l'acheteur  
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Client Ref. No. - N° de réf. du client  
20212103

File No. - N° du dossier  
gb009.EP008-212103

CCC No./N° CCC - FMS No./N° VME

## 9) Annex D Evaluation Criteria

- a) Delete  
Criteria M1 in its entirety
- b) Insert

### Mandatory Criteria

Criteria	Description	Location of Response in Proposal	Result (Pass/Fail)
M1	<p>The Supplier must provide two (2) example projects, undertaken (started and finished) within the last ten (10) years relative to the posting date of this solicitation, of the appropriate value (expressed below), to demonstrate that they have experience (a) leading a project in the role of project manager and also providing project management services as described in Scope of Services in Section 3.2 of the Statement of Work, and (b) organizing and leading the delivery of the other services as described in the Statement of Work. These other services referred to in part (b) do need not to have been performed directly by the Supplier themselves (and therefore may have been performed by other parties) but in their response the Supplier needs to demonstrate that they were accountable for organizing and leading the delivery of these services. To demonstrate this experience, each of the example projects must include all of the services listed below. In their response the Supplier needs to adequately describe the services they organized and led in each of their example projects such that PSPC can verify that they were appropriately similar to the services described in the RFSA.</p> <p>These services should be addressed in each of the Supplier's example projects:</p> <ul style="list-style-type: none"><li>• <b>Provision of Project Management Services:</b> lead and direct the work of others including design and construction; prepare and implement a project management plan following Project Management Book of Knowledge (PMBok) or equivalent; prepare and administer a project schedule; monitor, control and report project progress and financials; prepare project cost estimates; assure the quality and completeness of the work</li><li>• <b>Provision of Design Services:</b> lead and direct the complete design development for interior floor spaces and related architectural, mechanical, electrical, structural and accessibility requirements; comply with pertinent codes and standards; produce phase-specific design development packages throughout for client review such as 66% detailed design, 99% final design and 100% construction package; manage design change occurring during construction including design revisions and change orders</li></ul>		



	<ul style="list-style-type: none"> <li>• <b>Provision of Construction Services:</b> lead, coordinate and manage all construction services contractors, employing industry standards, norms and best practices for budget, schedule, quality, and scope management</li> <li>• <b>Provision of Commissioning Services:</b> lead and direct the commissioning services provider</li> <li>• <b>Use of a Quality Management System:</b> the work of the Supplier must have been completed under a quality management system under the purview of the Supplier</li> <li>• <b>Risk Management:</b> preparation and implementation of a risk management plan</li> <li>• <b>Data and Information:</b> preparation and submission of project-related data/information electronically to the client</li> <li>• <b>CRD Waste Management:</b> led and directed the planning and delivery of construction, renovation and demolition waste management best practices for waste diversion from landfill</li> <li>• <b>Furniture:</b> integration of furniture into the project, having been led by the Supplier; the furniture does not need have been supplied by the Supplier and could instead have been supplied by the client</li> </ul> <p>Herein, in the context of the example projects, Supplier means the Supplier at the time of the example project, being a corporate entity, or a joint venture or partnership or similar relationship which is inclusive of the Supplier.</p> <p>The Supplier may use their own format up to a maximum of 10 pages for both project descriptions.</p>		
	<b>a) Project Title</b>		
	<b>b) Project Start Date and End Date</b>		
	<b>c) Value of Work</b> <p>The values of the example projects are to account for the total value of all work under the Supplier's management inclusive of their own work, and the other supply chain providers.</p> <p>For Suppliers submitting proposals with respect to Stream 1 Supply Arrangements (i.e. for contracts with a value of less than \$20M) the example projects must have been valued at a minimum of \$5 million. This amount excludes the supply of furniture. Where the value of the example project includes the supply of furniture, this amount must be stated separately.</p> <p>For Suppliers submitting proposals with respect to Stream 1 and Stream 2 Supply Arrangements together, or just Stream 2 (i.e. for contracts with a value of \$20M and greater) the example projects must have a value of at least \$15 million. This amount excludes the supply of furniture. Where the</p>		

Contract No. - N° du contrat  
EP008-212103/001/GB

Amd. No. - N° de la modif.  
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Buyer ID - Id de l'acheteur  
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Client Ref. No. - N° de réf. du client  
20212103

File No. - N° du dossier  
gb009.EP008-212103

CCC No./N° CCC - FMS No./N° VME

	value of the example project includes the supply of furniture, this amount must be stated separately.		
	<b>d) Name of the Supplier's firm at the time of the project</b>		
	<b>e) Name of the Supplier's client/owner and the client/owner's relationship to the project</b>		
	<b>f) The Supplier must describe their relationship to the client/owner and their specific role(s) in the project</b>  In their response the Supplier must demonstrate that it, as a corporate entity, performed the project manager role and provided the project management services as described herein directly to the client/owner. Example projects that do not demonstrate this requirement will be considered non-compliant.		
	<b>g) Suppliers must provide a description of the project and scope of work.</b>  Address each of these specific services in your response: <ul style="list-style-type: none"><li>• Project Management Services</li><li>• Design Services</li><li>• Construction Services</li><li>• Commissioning Services</li><li>• Use of a quality management system</li><li>• Use of a risk management plan</li><li>• Data and Information</li><li>• CRD Waste Management</li><li>• Integration of furniture</li></ul> Examples projects that do not include each of the above services will be considered incomplete.		
	<b>h) The Supplier must explain the relationships between the project's team members including each project team member's broad responsibilities within the project (please give the member's name and their role(s)/the services they provided).</b>  The Supplier must specifically address the accountability and working relationship present in the project supply chain. For example consider the following: <ul style="list-style-type: none"><li>• project team members were part of the Supplier's project team and employed by the Supplier, subcontracted by the Supplier, or in some other similar arrangement with the Supplier;</li><li>• project team members were part of the Supplier's project team and in a joint venture/partnership or other similar arrangement with the Supplier; and/or</li><li>• project team members were part of the client's project team meaning inclusive of the Supplier, but instead employed directly by the client; explain the arrangement between the client and the Supplier which shows that the Supplier had clear accountability and autonomy for organizing and leading the work of these other vendors on behalf of the client.</li></ul>		

	<p>With respect to roles, please describe the services provided by the project team's various members. Address each of these specific services in your response:</p> <ul style="list-style-type: none"> <li>• Project Management Services</li> <li>• Design Services</li> <li>• Construction Services</li> <li>• Commissioning Services</li> <li>• Use of a quality management system</li> <li>• Use of a risk management plan</li> <li>• Data and Information</li> <li>• CRD Waste Management</li> <li>• Integration of furniture</li> </ul>		
	<p><b>i) The Supplier must describe in detail the approach used for assembling and for managing the project team associated with the example project.</b></p> <p>Speak to the team's governance, reporting relationships, and decision-making approach. Also be sure to state the Supplier's specific role(s) in assembling and managing the project team.</p>		
	<p><b>j) Client/Owner Contact Information</b></p> <p>The Supplier must provide the name and signature (or written proof of agreement) of the client/owner contact who has confirmed the information provided for each project experience description.</p>		

#### 10) Annex D Evaluation Criteria

- a) Delete  
Point Rated Criteria Scoring Grid in its entirety
- b) Insert

Criteria	Score	Weight	Total Points	Minimum Points to Pass	Combined Weighting
R1 (a) – Team Organization Diagram	/10	0.7	/7	None	10
R1 (b) – Team Organization Diagram	/10	0.3	/3	None	
R2 (ai) – Approach to the Team	/10	1.5	/15	7.5	40
R2 (aii) – Approach to the Team	/10	0.5	/5	None	
R2 (b) – Approach to the Team	/10	0.6	/6	3.0	
R2 (c) – Approach to the Team	/10	0.4	/4	None	

Contract No. - N° du contrat

EP008-212103/001/GB

Client Ref. No. - N° de réf. du client

20212103

Amd. No. - N° de la modif.

004

File No. - N° du dossier

gb009.EP008-212103

Buyer ID - Id de l'acheteur

gb009

CCC No./N° CCC - FMS No./N° VME

R2 (d) – Approach to the Team	/10	0.5	/5	None	
R2 (e) – Approach to the Team	/10	0.2	/2	None	
R2 (f) – Approach to the Team	/10	0.3	/3	None	
R3 (a) – Approach to Project Execution	/10	1.5	/15	None	40
R3 (bi) – Approach to Project Execution	/10	1.5	/15	7.5	
R3 (bii) – Approach to Project Execution	/10	1.0	/10	None	
R4 (a) – Project Experience	/1	2	/2	None	10
R4 (b) – Project Experience	/1	2	/2	None	
R4 (c) – Project Experience	/1	2	/2	None	
R4 (d) – Project Experience	/1	1	/1	None	
R4 (e) – Project Experience	/1	1	/1	None	
R4 (f) – Project Experience	/1	1	/1	None	
R4 (g) – Project Experience	/1	1	/1	None	
Maximum Page Limitation – 30 Pages					100

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**