



Bid Submission:
[ePost Connect](#)

Request for Proposal (RFP)
Demande de proposition (DDP)

Proposal To: Natural Resources Canada

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

Proposition à: Ressources Naturelles 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

Issuing Office – Bureau de distribution

Finance and Procurement Management Branch
Natural Resources Canada
580 Booth St.
Ottawa ON, K1A 0E4

Title – Sujet	
Facility Condition Assessments	
Solicitation No. – No de l'invitation	Date
NRCan-5000062605-B	June 23, 2022
Requisition Reference No. - N° de la demande	
165909	
Solicitation Closes – L'invitation prend fin	
at – à 02:00 PM Daylight Savings Time (EDT) on – le July 26th, 2022	
Address Enquiries to: - Adresse toutes questions à:	
Kaeli McCarthy Kaeli.McCarthy@NRCan-RNCan.gc.ca	
Telephone No. – No de telephone	
343-571-9878	
Destination – of Goods and Services: Destination – des biens et services:	
580 Booth St. Ottawa ON K1A 0E4	
Security – Sécurité	
There are security requirements associated with this requirement	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No.:- No. de téléphone:	
Email – Courriel :	
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)	
Signature	Date



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The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work the Basis of Payment, the Security Requirements Checklist, and any other annexes and attachments.

The Appendixes include the Site List, Federal Contractors Program for Employment Equity- Certification, Evaluation Criteria and the Financial Proposal Form

1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for Facility Condition Assessments (FCA) across its portfolio of assets to meet Treasury Board (TB) requirements (compatible with Government of Canada Fixed Asset Review Initiatives) and to fully understand and quantify risk to its portfolio of assets.

1.2.1

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2.2

International Trade Agreements



The requirement is subject to the provisions of the following trade Agreements:

Canadian Free Trade Agreement (CFTA)
Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
Canada-Columbia Free Trade Agreement
Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
Canada-Korea Free Trade Agreement
Canada-Peru Free Trade Agreement
Canada-Ukraine Free Trade Agreement
Canada-United Kingdom Trade Continuity Agreement
Canada-Honduras Free Trade Agreement
Canada-Chile Free Trade Agreement
World Trade Organization-Agreement on Government Procurement (WTO-GPA)

1.2.3

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- G'wichin Comprehensive Land Claim Agreement
- The Northern Quebec Agreement

1.2.4

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

1.3 Epost Connect Service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 Bid Preparation Instructions, of the solicitation for further information.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be done in writing, by email.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 2 of Section 8: Delete:** The only acceptable email address to use with epost Connect for responses to bid solicitation issued by PWGSC headquarters is: tpsgc.dgareceptiondessaoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation. The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
Insert: The only acceptable email address to use with epost Connect for responses to bid solicitation issued by NRCan is: procurement-approvisionnement@NRCan-RNCan.gc.ca
- **Under Subsection 2 of Section 20:** Not applicable

Subsection 5.4 of [2003 \(2022-03-29\)](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Natural Resources Canada (NRCan) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation.

NRCan Bid Receiving Unit:

Only bids submitted using epost Connect service will be accepted.

- **The Bidder must send an email requesting to open an epost Connect conversation to the following address:**

procurement-approvisionnement@NRCan-RNCan.gc.ca



Note: Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open an ePost Connect conversation, as detailed in the Standard Instructions [2003 \(Subsection 2 of Section 08\)](#), or to send bids through an ePost Connect message if the bidder is using its own licensing agreement for ePost Connect.

IMPORTANT: It is requested that you write the bid solicitation number in "Subject" of the email:

NRCan-5000062605-B Facility Condition Assessments

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using epost Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

Due to the nature of the bid solicitation, bids transmitted by mail or facsimile to NRCan will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour



a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically and in accordance with section 08 of 2003 standard instructions.

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy) **in a separate file and document**

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (one (1) electronic copy)

Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.

Section I: Technical Bid

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

The technical bid 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 Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form in Appendix 2 The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

C3011T (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information



In Section IV of their bid, bidders should provide:

1. the 1st page of this RFP signed with their legal name;
2. the name of the contact person (provide also this person's mailing address, phone numbers and email address)
authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory evaluation criteria are included in Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria – Lowest Cost Compliant

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#integrity-provisions>), all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).



- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website. (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 Former Public Servant

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 FPSs, bidders 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 bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder 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.

Professional fees	Amount
_____	_____
_____	_____

5.2.6 *Aboriginal Designation*

Who is eligible?

- a) An Aboriginal business, which can be:
- i) a band as defined by the Indian Act
 - ii) a sole proprietorship
 - iii) a limited company
 - iv) a co-operative
 - v) a partnership
 - vi) a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

Our Company is NOT an Aboriginal Firm, as identified above.



Our Company is an Aboriginal Firm, as identified above.

Signature

Date



PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____. (*to be completed at contract award*)

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035](#) (2022-05-12) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

7.3 Dispute Resolution

Mediation

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

Arbitration

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party



requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

Meaning of "Dispute"

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

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, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

7.4 Security Requirements

7.4.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 165909 Rev 01

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



5. The Contractor/Offeror must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive

7.5.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one (1) year option period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.6 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreements:

- G'wichin Comprehensive Land Claim Agreement
- Northern Québec Agreement

7.7 Authorities

7.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Kaeli McCarthy**
Title: Procurement Specialist
Organization: Natural Resources Canada
Address: 580 Booth St. Ottawa, ON K1A 0E4
Telephone: 343-571-9878
E-mail address: Kaeli.McCarthy@nrca-nrcan.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 Contractor 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.

7.7.2 Project Authority (to be provided at contract award)



The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

E-mail address:

The Project Authority 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.7.3 Contractor's Representative (to be provided at contract award)

Name:

Title:

Organization:

Address:

Telephone:

E-mail address

7.8 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.9 Payment

7.9.1 Basis of Payment – Firm Price, Firm Unit Price(S) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.9.2 Method of Payment

Monthly Payment



Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.10 Invoicing Instructions

Invoices shall be submitted using **the following methods**:

E-mail:

Invoicing-Facturation@nrcan-mcan.gc.ca

Note: Attach "PDF" file. No other formats will be accepted

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: _____ **(to be inserted at contract award)**

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.11.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



7.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the 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) the Articles of Agreement;
- b) the general conditions [2035 \(2022-05-12\)](#) –Higher Complexity- Services
- c) Annex A, Statement of Work
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List
- f) the Contractor's bid dated _____, (*insert date of bid*)

7.14 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause [A2000C](#) (2016-06-16) Foreign Nationals (Canadian Contractor) OR;

SACC Manual clause [A2001C](#) (2016-06-16) Foreign Nationals (Foreign Contractor)

7.15 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.16 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 supplier 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, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.



ANNEX A - STATEMENT OF WORK

Natural Resources Canada (NRCan) Facility Condition Assessment Program

1.1 PROJECT OBJECTIVES

As a real property custodian, NRCan requires up-to-date Facility Condition Assessments (FCA) across its portfolio to meet Treasury Board (TB) requirements (compatible with GoC Fixed Asset Review Initiatives) and to fully understand and quantify risk to its portfolio of assets. In addressing this mandate, NRCan must undertake an Enterprise level Asset Condition Assessment program to evaluate their current condition to determine the most appropriate management strategy for the retention, maintenance and/or rehabilitation/renewal of the site, assets and asset elements in order to satisfy NRCan's current and future program delivery and building management requirements.

Given the size and age of the NRCan inventory and given the significant investment required to recapitalize these assets, the importance of a repeatable, rigorous, analysis of the inventory, including condition, financial, energy efficiency, greenhouse gas emissions, utilization and adequacy, is critical to the ongoing life-cycle management of these assets. Facility Condition Assessments provide foundational, detailed, technical information on which these analyses are based.

The intent is to:

- 1) Determine the overall the condition of the assets' and their associated systems, including but not limited to:
 - Element condition and assessment of remaining service life (ASTM Uniformat II Levels 1 through 4);
 - Equipment obsolescence;
 - Design and condition deficiencies that adversely affect operation, energy efficiency, greenhouse gas emissions and maintenance activities including analysis of available relevant studies such as energy audits and Carbon Neutral Studies;
 - Financial impact of compliance with temperature, humidity and ventilation standards;
 - Compliance with the current applicable standards & codes (i.e. latest edition/revision) if required by legislation and alignment with Federal Real Property / Asset Management-related strategies (including, but not limited to: Occupational Safety and Health Regulations, Fire and Life Safety Codes, National Asset Code, Electrical Safety Program, the [Greening Government Strategy](#) and the [Accessible Canada Act \(2019\)](#)), and propose remedial work;
 - Effective age and remaining service life of asset elements;
 - Current Replacement Value and Facility Condition Index for the asset; and
- 2) Identify the capital investment and O&M expenditure required to bring an asset to the quality standard appropriate to the functional requirements of NRCan program delivery and the accommodation of asset occupants throughout a 25-year planning horizon. The concept of full life cycle costing (or Total Cost of Ownership – TCO) for a facility serves as the foundation for the development of a long-term capital plan.



The 25-year capital plan should:

- a. Identify the assets' requirements for deferred maintenance.
 - b. Recommend actions for the requirements:
 - i. In line with Federal Real Property / Asset Management Strategies such as the Greening Government Strategy and the Accessible Canada Act (2019). Where applicable, recommended actions should include options (and associated cost estimates) that will further advance NRCan's commitment to Federal Real Property / Asset Management Strategies such as improved accessibility, reduced greenhouse gas emissions or improved climate resiliency.
 - ii. Indicating the optimal order / grouping of recommended "events" into projects to minimize overall cost and asset occupant disruption
 - iii. Prioritized and with recommended timeframes.
 - c. Provide cost estimates for the required actions including projections of ongoing degradation of facilities' systems and costs associated with the renewal or replacement of these systems as they reach the end of their useful lives.
 - d. Establish long and short-term renewal budgets.
- 3) Document the findings so that it is standardized across the NRCan portfolio to enable comparisons of assets and asset elements of similar types or functions. This comparison will allow assets to be ranked according to relative condition, and enables capital planning for rehabilitation, Greening, renovation and replacement based on objectively applied criteria of condition.
- 4) Itemize / validate the assets' equipment inventory including performing equipment inventory, tagging and barcoding.

1.2 PROJECT DEFINITIONS

- **Asset:**
A real property asset is a parcel of land and any asset affixed to the land; e.g., buildings, fixed trailers, towers, enclosures and assets or systems supporting site operations such as underground infrastructure, power generation, utility, water, sewage and storm water management infrastructure, bridges, sidewalks, paved and unpaved roads, parking lots, security & perimeter infrastructure, outdoor lighting etc.
- **Capital Planning Tool**
Capital Planning and Management Off-Premise Software Solution (CPMOSS) that acts as a central repository of facility information populated with data from facility condition assessments.
- **NRCan Site Contacts:**
NRCan and / or non-NRCan personnel with delegated Roles and / or Responsibilities for facility operations and / or maintenance.
- **System Models and Conditions:**



Assets are broken down into their component systems. These system models provide an up-to-date record of what exists at the time of the assessment and how much of it is present. System models record the expected useful lifespan of each system and how much useful life remains based on the visual inspection.

- **Requirements:**

Requirements are issues such as systems or components that are unsafe, broken / damaged, can no longer perform the intended function, are approaching or have exceeded their useful life spans, do not conform to current codes, or may be an improvement to the facility, such as an energy conservation project. The survey, at a minimum, must include capital needs rather than operational. Each requirement is individually classified by priority, and category and cause of issue.

Actions for the requirements must comply with the current applicable standards & codes (i.e. latest edition/revision) if required by legislation and must be in line with Federal Real Property / Asset Management-related strategies (including, but not limited to: Occupational Safety and Health Regulations, Fire and Life Safety Codes, National Asset Code, Electrical Safety Program, the [Greening Government Strategy](#) and the [Accessible Canada Act \(2019\)](#)). Where applicable, the consultant will include option(s) that will further advance Federal Real Property / Asset Management Strategies such as the Greening Government Strategy and / or the Accessible Canada Act (2019); e.g. improved accessibility, reduced greenhouse gas emissions or improved climate resiliency.

1.3 CONSULTANT GENERAL SCOPE OF SERVICES

The general scope of services is to undertake the work required to provide a concise and comprehensive assessment of site, assets, asset components, and asset elements of NRCan real property assets, including life-cycle, corrective actions and recommendations' costing (class "D" estimates).

The general scope of services includes:

- a) Gathering and reporting historic information about the facility, such as year constructed, major renovations and/or additions, previous reports and drawings;
- b) Gathering and reporting information about the intended function and occupancy of the facility;
- c) Conducting interviews and visual assessments of site, asset, asset components, and elements;
- d) Itemizing or validating the assets' equipment inventory including performing equipment tagging and barcoding.
- e) Analyzing the information to identify the condition of the facility and the required work (repair, maintenance, investment) to maintain the facility at a level of quality appropriate to the intended function of the facility, and the life-cycle cost (class "D" estimates);
- f) Conducting progress meetings with NRCan as required (at 580 Booth St., Ottawa, Ontario, at assessment sites or virtually via Zoom or MSTeams); and
- g) Presenting a report per site or per group of sites as per NRCan organizational structures outlining the Consultant's analysis and recommended actions per year with comments on what work is mandatory versus recommended as well as rating them by criticality and priority.

Refer to section 3.2 for details.



1.4 PROJECT SCOPE

Refer to APPENDIX B for a list of NRCan sites that will be part of the Facility Condition Assessment (FCA) cycles.

1.5 PROJECT PARAMETERS

Facilities will be assessed during “normal” business hours (i.e. 08:00 to 17:00, Monday through Friday – excluding Federal Statutory holidays). The consultant must provide a written request to the Site Contact and NRCan Technical Authority at least ten (10) business days before access to a facility is required (the site-specific NRCan Contact names will be provided upon contract award). Consultants will be accompanied by NRCan Site Contacts and/or their delegate(s) while on-site. The opportunity to review facilities outside of “normal” business hours may be negotiated with NRCan once the contract is awarded.

Sites in the Northwest Territories:

A minimum of twelve (12) weeks planning may be required to schedule and coordinate on-site assessments with NRCan On-site Contacts for the sites in the Northwest Territories.

NRCan On-site Contacts will be available for interview between 08:30 and 15:00 during government workdays (Monday through Friday – excluding Federal Statutory holidays). Interviews with NRCan site contacts (e.g. laboratories’ personnel) are to be scheduled for an estimated time. The consultant must provide a written request, including an interview template, at least three (3) business days before interview is required.

All efforts will be made by NRCan and the consultant to schedule assessments so that a fulsome assessment of exterior elements is not impeded by winter weather (e.g. snow).

The Consultant must comply and ensure that its employees and sub contractors comply with all security measures, policies or other rules in force at the site where the work is performed.

Some buildings may fall under the designation of a Heritage asset and integration of the condition assessment with available Heritage reports is required.

There is no provision by NRCan for travel or living expenses.

Select NRCan sites have been identified for off-site assessment, which will include all feasible assessment scope using available documentation, reports, photographs and interviews with Site Contacts. Equipment inventory services will not be included in these assessments.

1.6 PROJECT SCHEDULE MILESTONES AND DELIVERABLES

Phase	Milestone	Consultant Deliverables	Timeline
Phase 1	1. Contract award		Week 0



Pre-assessment Preparation	2. Pre-Assessment Consultant Meeting with NRCan Technical Authority	Proposed Assessment Criteria and Report format; Proposed Interview Template; and List of required documentation	Within 1 week of contract award
	3. Propose Assessment Schedule including assigning a consultant contact for each site. If needed, meet with NRCan Technical Authority to finalize assessment process.	Proposed Assessment Schedule; Finalized Assessment Criteria, Report format; Interview Template, and Data Template (s)	Within 2 weeks of contract award
Phase II Facility Assessment	4. Facility Assessment	On-site Facility Assessment and interviews (as needed) For sites identified for off-site assessment, the deliverable will be the interview(s).	As per agreed-upon schedule with NRCan Technical Authority during Pre-Assessment Phase; targeting first assessments within 1 month of contract award (pending weather and / or NRCan site access availability)
Phase III Draft Report / Documentation Preparation	5. Delivery of Interim site Facility Condition Assessment Report including equipment inventory and data template(s)	Interim Facility Condition Report (per site) including equipment inventory and populated template(s)	Individual site report within 1 month or less from each site assessment, depending on site complexity
	6. Last Facility Assessment		No later than 12 weeks after contract award (pending weather and / or NRCan site access availability)
	7. NRCan to return comments on Interim documentation		1 month or less from receipt of individual interim site reports
	8. Delivery of Final Draft Facility Condition Assessment Report (per site)	Final Draft Facility Condition Report (per site) including photos of each element, equipment inventory	3 weeks from receipt of comments from NRCan on interim site report



		and populated template(s)	
	9. NRCan to return comments on final draft documentation		2 weeks from receipt of individual final site reports, pending site complexity
Phase IV Final Reports and Documentation	10. Delivery of Final Facility Condition Assessment Report (per site) and return of all NRCan materials (if applicable)	Final Facility Condition Assessment Report (per site) including photos of each element, equipment inventory and populated template(s)	Within 3 weeks of receiving NRCan comments on drafts, pending site complexity

→ Milestones 2 – 10 are repeated per each assessment cycle.

1.7 LANGUAGE AND FORMAT OF DELIVERABLES

- a) All documentation will be generated in English, except for sites located in the province of Quebec, which will be generated in both official languages, French and English.
- b) The Consultant will finalize the deliverable formats (fields, content) during the Pre-Assessment Phase of the project.
- c) The **Interim** and **Draft Final Facility Condition Reports (per site)** shall be provided in the following formats:
 - Electronic in “text editable” PDF format by e-mail or ftp site;
 - If needed, a separate Excel sheet including all proposed projects and their costs, proposed year, category and priority in an electronic and editable format; and
 - A separate excel spreadsheet with the equipment inventory for import to a Maintenance Management and Work Order System (MMWOS) / Capital Planning Tool.
 - Assessment findings and equipment inventory shall be provided in agreed upon **Capital Planning Template(s)**, format and language for NRCan to upload into NRCan’s Capital Planning Tool.
- d) The **Final Facility Condition Reports** (per site) shall be provided in the following formats:
 - Electronic in “text editable” PDF format by e-mail or ftp site and on CD;
 - Electronic in the appropriate editable Microsoft Office Suite format by e-mail or ftp site;
 - If needed, a separate excel spreadsheet including all proposed projects including costs, proposed year, category and priority in an editable format;
 - Assessment findings and equipment inventory shall be provided in agreed upon **Capital Planning Template(s)**, format and language for NRCan to upload into NRCan’s Capital Planning Tool.



- A separate excel spreadsheet with the equipment inventory for import to a Maintenance Management and Work Order System (MMWOS) / Capital Planning Tool; and
- Two bound color hard copies (double sided and printed on >30% recycled paper content).

2.0 DESCRIPTION OF SERVICES

2.1 ROLES AND RESPONSIBILITIES

2.1.1 TECHNICAL AUTHORITY

The NRCan Technical Authority has overall responsibility for the progress of the project, including management, administration and coordination of the activities as set out in this document.

The Technical Authority is the NRCan contact for the Consultant unless otherwise delegated.

The Technical Authority administers the project and exercises continuing control over the Consultant's work during all phases of development.

2.1.2 CONSULTANT

The Consultant shall:

1. Carry out services in accordance with the contract documents and directions given by the Technical Authority.
2. Correspond only with the Technical Authority at the times and in the manner dictated by the Technical Authority. The Consultant shall not communicate with a site representative unless so authorized by the Technical Authority.
3. Call and chair status/coordination meetings, as required. Meeting Minutes shall be prepared and distributed by the Consultant within 48 hours of the meeting.
4. Be responsible for organizing the project team, gathering and analyzing a asset-related information and presenting project deliverables.
5. Establish and maintain, throughout the duration of the project, a team capable of effectively delivering the services described in this document.
6. Deliver the project within the time frame and assigned budget in accordance with this document, including monitoring throughout the project, the critical path and deadlines for submissions, revisions and approvals. Track all deviation from approved schedule including a description of the issue(s) and additional time expended for each. Provide updates identifying completed deliverables and revisions to the schedule and advise of any upcoming work.
7. Return all materials belonging to NRCan upon completion of the Contract.
8. Keep all documents and proprietary information confidential.

2.2 COORDINATION WITH SUB-CONSULTANTS (if applicable)



The Consultant shall:

1. Coordinate and assume responsibility for the work of any Sub-Consultants and specialists retained by the Consultant.
2. Ensure clear, accurate and ongoing communication of concept, budget, and scheduling issues (including changes) as they relate to the responsibilities of all Sub-Consultants and specialists from initial base asset reviews to closing.
3. Ensure Sub-Consultants attend all required meetings.
4. The Consultant shall ensure coordination of requirements with and between Sub-Consultants and other Specialists appropriate and/or necessary for this project.

2.3 MEDIA

The Consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Technical Authority.

2.4 PROJECT RESPONSE TIME

It is requested that the Consultant be personally available to attend meetings either virtually using MSTeams / Zoom, at the assessment site or with the Technical Authority at Natural Resources Real Property Workplace Services Branch, 580 Booth St., Ottawa and respond to inquiries within three (3) days of NRCan's request, until final completion. If longer response time is required, the Technical Authority should be made aware and approve the extension.

3.0 REQUIRED SERVICES

3.1 PHASE 1 - PRE-ASSESSMENT PREPARATION

Upon contract award (and upon the initiation of each assessment cycle), the consultant will set up a meeting(s) with the Technical Authority to:

1. Confirm the project goals and objectives
2. Define and document the Assessment Scope, Process and Parameters
3. Confirm the format, language and content required as part of each Reporting Deliverable:
 - a. Interim Report
 - b. Draft Report
 - c. Equipment Inventory
 - d. Capital Planning Software Template
 - e. Final Report
4. Collect Baseline Data and Background Documentation:

The consultant will communicate to the Technical Authority the baseline information that is needed, such as asset location, number, use and name, dates of initial construction and any



renovations, number of floors, gross area, heritage designation, site contact information and other relevant data.

NRCan will provide access to available site and asset documentation to the Consultant including but not limited to: available reports, plans, architectural drawings, site plans, Energy Audits, Carbon Neutral Studies etc.

5. Define Prioritization and Categorization methodology in rating the identified requirements.
6. Define Costing Methodology: The Consultant must work with NRCan to identify any soft costs (e.g., permitting fees, project management fees, etc.) that should also be included when estimating corrective actions and / or life-cycle replacement costs.

3.2 PHASE II - ASSESSMENT PROCESS

Phase II entails on-site work performed by the Consultant and subsequent documentation and analysis done off site. By the end of this stage, final reports will be delivered and the assessment data will be collected and populated in the Capital Planning Tool template; this includes reporting and analysis of the data, such as prioritization and cost estimates of corrective actions.

3.2.1 OFF-SITE ASSESSMENTS

Select NRCan sites have been identified for off-site assessment, which will include all feasible assessment scope using available documentation, reports, photographs and interviews with Site Contacts via telephone, MSTeams or Zoom. Equipment inventory services will not be included in these assessments.

3.2.2 SITE MEETING WITH FACILITY/PROPERTY MANAGEMENT TEAMS

It is the responsibility of the Consultant to schedule a meeting with the Site Contact at the beginning of every asset inspection. This meeting will give the Consultant an opportunity to validate the investigation survey, making additions and subtractions as needed, confirm the existence of operational problems, collect information about projects that have been completed since the last FCA and schedule escorted access to the asset for the FCA team.

During the winter months, components located outside the asset may not be accessible or visible due to a layer of snow. In these circumstances, the Consultant should use the condition assessment and / or documentation provided by the NRCan Site Contact to prepare a preliminary schedule of proposed work for capital investments and potential repair/remediation work. The Consultant will return to the asset and confirm the condition of all those components whose condition could not be assessed during the original visit. The Consultant will update the FCA with any changes required to reflect actual component condition. This process shall not delay the delivery of the first version of the FCA.

3.2.3 REQUIRED COMPONENT PHOTOGRAPHS

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

- Asset(s); all elevations
- Exterior Signage
- Unpaved and Paved Parking Lots/ garage
- Exterior Wall Finishes



- Entranceways (e.g. stairs, ramps, loading bays)
- Roof(s)
- Steam Distribution System
- Chillers
- Heat Exchangers
- Fumehoods
- Mechanical Rooms
- Controls, Electrical or Pneumatic
- Domestic Hot Water Exchanger (Steam)
- Power storage, distribution and generation systems including:
 - Primary Switch Gear
 - Primary Transformer & Vault
 - Secondary Service Electrical
 - Secondary Switchgear
 - Secondary Transformer
 - Cabling, Raceways & Bus Ducts
 - Distribution Panels
- General Lighting
- Cafeteria
- Lobby – all four sides, ceiling and floor
- Office space “types” (typical, not one of each; e.g. closed office, cubicles)
- Washrooms (typical, not one of each)
- Spaces / components unique but critical to the structure use; e.g.:
 - Laboratories (Wet/Dry)
 - Pilot Plants
 - Greenhouses, irrigation systems
 - Growth Cabinets, Cold Rooms and Environmental Chambers
 - Workshops
 - Hazardous Material Storage infrastructure

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

At each site, the consultant must confirm with the Site Contact if there are areas where photography is restricted. Photographs cannot be shared with individuals not identified in this contract or specifically identified by the Technical Authority and / or Site Contact.

All licence plates and faces must be fully obscured.

3.2.4 GENERAL ASSESSMENT ACTIVITIES



The Consultant must visually inspect and review the maintenance history of all of the assets included in the scope of the project to identify deficient conditions and assess the remaining lifecycle of the asset's systems and components. The survey must include a visual inspection of the building and all of the building's architectural, mechanical, and electrical systems which are listed in Appendix A and their associated works.

The Consultant must gather facility-related information from multiple sources, including interviews with the facility management teams, visual observation (testing not required), and existing documents.

- a) While the scope does not include intrusive and destructive testing as part of the standard assessment methodology (such as infrared, roofing core sampling, soil testing and hazardous material testing), if observed field conditions warrant further testing, the consultant will make recommendations for such investigation as appropriate and will identify where hazardous materials are suspected.
- b) It is NOT the intent of this assessment that the Consultant must report on the past or existing Operations and Maintenance activities or procedures at the facility.

The Consultant must document observations using ASTM Unifomat II classification for asset elements (level I – IV sub-elements).

3.2.5 ASSESSMENT SCOPE PER SITE:

The FCA covers all many asset systems, components and elements common to Federal Science and Technology assets, including the site and assets and recommends actions required to maintain the facility in operating condition during the next 25 years.

Asset Interiors

Inspection of asset interiors must include all mechanical and electrical rooms, as well as a representative sampling of rooms.

- Resultant requirements will be identified for the entire asset or system (not by individual room or component).

Asset Exteriors

Inspections of asset exteriors will include all associated works and/or infrastructure around the asset and the areas adjacent to and/or attached to the asset that are inherent to the asset's use, such as: retention walls, ramps, loading docks, stairs, bridges and culverts, roads, parking lots, fences, exterior lighting systems, landscaping, air strips, security infrastructure, walkways, utility infrastructure and water, sanitary and storm water management systems.

Systems that are common to all assets include:

- Site related elements including water, sewage and storm water management systems
- Architectural related elements;
- Structural elements;
- Vertical transportation (where applicable);
- Emergency systems (fire, security and communications systems, where applicable);



- Mechanical elements; and
- Electrical elements

Components common to the NRCan portfolio include:

- Laboratories and furnishings:
 - For Laboratory rooms and their mechanical, electrical and data connection services: BCR using ASTM Unifomat II level 4 breakdown and class C estimates based on individually defined durations and condition expectations, rather than standardized 25 years. Duration and condition should be established involving NRCan Laboratory Specialists where applicable.
 - The Consultant will provide an overview of the condition and recommendations for the attached laboratory furnishing systems and major components of those systems, including the long-term outlook. Laboratory furnishing systems including attached benching, shelving and appurtenances such as faucets, basins, electrical outlets, etc. Included in this study is general research equipment typically included in the construction of research facilities, such as, but not limited to:
 - Environmentally controlled rooms such as specimen storage, greenhouses, growth rooms and cold & freezer rooms
 - Autoclaves, fume hoods and associated mechanical exhaust systems
 - Special gasses and vacuum distribution systems
 - Plant and earth sample processing / handling facilities including irrigation systems
 - Examples of equipment not included in this assessment include standalone or moveable equipment such as centrifuges.
- Pilot Plants
- Treated water (Reverse Osmosis and distilled) generation and asset-scale systems such as laboratory effluent neutralizer
 - Standalone or moveable equipment, such as a Barnstead still or a reverse osmosis water purification system located in a laboratory, intended for the use of that laboratory, are not considered “asset-scale” systems and are not within the scope of this assessment.
- Workshop facilities (Carpentry, Metal Fabrication, Electrical, Mechanical)
- Specialized storage (e.g. hazardous material storage, vehicle storage, science specimens)
- Power generation and distribution
- Header houses



- Towers / vaults
- Shipping and receiving facilities
- Auditorium facilities
- Accommodations / cafeteria facilities
- Fixed scientific equipment enclosures

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

For each asset, the Facility Condition Assessment must include the following information:

- Asset Description will include:;
 - The Consultant is to provide a narrative describing the features of the site, complex (if applicable), asset(s) and their associated works. Additional details of each of the asset's systems will be recorded in system descriptions.
 - Asset function and general occupancy information; and
 - Asset / site history of additions, changes in functionality or occupancy, renovations or major system improvements.
- Condition rating of asset elements such as structure, asset envelope, electrical, and mechanical systems;
- Comments, costs and recommended schedules for maintenance requirements;
- Comments, costs and recommended schedules for on essential corrective/remedial requirements;
 - Corrective Actions: The Consultant must recommend a corrective action for each requirement, based on the labor, materials and equipment required to repair or replace the identified deficiency and the agreed upon 'soft costs' as per the project pre-assessment phase.
 - Where applicable, corrective actions will include option(s) that will further advance Federal Real Property / Asset Management Strategies such as the Greening Government Strategy and / or the Accessible Canada Act (2019); e.g. improved accessibility, reduced greenhouse gas emissions or improved climate resiliency.
- Digital photos taken during the assessment to visually illustrate existing conditions. A selection of photographs of the asset exterior and the critical requirements within each asset will be stored and linked to requirements where a supporting photo is beneficial.
- Information on the current replacement value (CRV) or replacement cost new (RCN) of each asset, including major group elements (ASTM Uniformat II Level 1), group elements (ASTM Uniformat II Level 2), individual elements (ASTM Uniformat II Level 3), and sub-elements (ASTM Uniformat II Level 4);



- Information on the life-cycle capital cost of refurbishment or replacement of asset elements using the most recent version of RSMMeans® ;
- Assets (buildings) are broken down into their component systems in the report. These system models provide an up-to-date record of what exists within the building at the time of the assessment (i.e., what type of roof?), and how much of it is present (i.e., how much acoustical ceiling tile vs. gypsum wallboard ceilings). System models record the expected useful lifespan of each system (i.e., how long should this roof last?) and how much useful life remains based on the visual inspection (i.e., how long can we expect the roof will last?).
 - A replace-in-kind replacement value is established for each system as well as a projected renewal cost (i.e., how much should we expect to pay when the system is at the end of its life?).
 - Where applicable, replacement and renewal actions will include option(s) that will further advance Federal Real Property / Asset Management Strategies such as the Greening Government Strategy and/ or the Accessible Canada Act (2019); e.g. improved accessibility, reduced greenhouse gas emissions or improved climate resiliency.
- Capital cost plans for work over the next 25 year life-cycle of the assets and elements using the most recent version of RSMMeans®.

The assessment will typically include capital needs rather than operational, such as a major repair to air handling unit vs. changing a fan belt. (Capital vs. operational expenses is often set by a dollar minimum threshold, assumed at \$10,000 and will be confirmed prior to the assessment cycle).

IDENTIFIED REQUIREMENTS

Each requirement is individually classified by priority, category (cause of issue), system, and inspector, thereby allowing for multiple queries and flexible data analysis. If required, additional classifications for specific needs can also be created by the Technical Authority or your site administrator.

- Each Requirement must be assigned a Priority that indicates its severity and the ideal timeframe for correction. Table 1 below lists the current default priorities along with their definitions and default years offset. These priorities, their descriptions and years offset may be modified based on NRCan’s preference. The Consultant must work with NRCan to determine the specific priorities during the Pre-Assessment Phase to be used for this project.

Table 1: Proposed priorities associate requirements with a timeframe

Priority	Definition	Years Offset
Priority 1	Due within 1 Year of Inspection	1
Priority 2	Due within 2 Years of Inspection	2
Priority 3	Due within 5 Years of Inspection	5
Priority 4	Not Time Based	Null



- Each Requirement must be assigned a category that indicates the general issue or the reason for the deficiency. Standard categories are shown in Table 2 below. The Consultant must work with NRCan to determine the specific categories during the Pre-Assessment Phase to be used for this project.

Table 2: Categories of group requirements by cause or reason; standard categories shown here can be tailored to meet client requirements

Category	Sub-category
Integrity	Lifecycle Reliability
Regulatory	Life Safety Building Code HazMat Accessibility
Optimization	Technological Improvements Capacity Mission Maintenance Abandoned Energy Sustainability

3.2.5.1 EQUIPMENT INVENTORY

The Consultant will also validate / perform an equipment inventory data collection, including fixed, visibly accessible scientific, Occupational Health & Safety and Security equipment built into the spaces (e.g. fume hoods, environmental chambers, cranes). The additional data collection process will include the recording of the unique equipment identifier that exists or if not present will also include the tagging of equipment with a unique bar-code identifier and recording of that number.

The Contractor must deliver services to perform the equipment inventory by using a mobile handheld tool that enables capture of information about the pieces of equipment for later upload to a CPMOSS. This service must support:

- (i) Tagging of each piece of equipment with a unique bar code that will be recorded in the CPMOSS; and
- (ii) Reporting of the equipment inventory to an Excel file for import to a Maintenance Management and Work Order System (MMWOS), if needed.



Laboratory Equipment

Providing inventory services for the laboratory equipment will be limited to a visual review of the existing fixed laboratory equipment and creating an equipment inventory; the consultant will not be required to provide replacement costs for the inventory of laboratory equipment. The Laboratory Inventory will be considered as a separate Appendix to the FCA report and may eventually be used by a 3rd party laboratory specialist to determine the future functionality, the operational requirements of the existing labs, and the associated costs. The 3rd party Laboratory Specialist would be responsible for gathering information directly from the scientists operating the labs to determine what is required to meet present and future needs; this scope of work is not part of this FCA mandate.

3.2.5.2 ASSET SYSTEM AND COMPONENT CLASSIFICATION SYSTEM

The assessment of the asset, asset elements, and components for the Facility Condition Assessment adopts a standard classification of asset and elements – the *Standard Classification for Asset Elements and Related Sitework - UNIFORMAT II*¹. This classification applies to assets and related site work, including furnishings and equipment. The classification system comprises three hierarchical levels:

- Major Group Elements (A-F)
- Group Elements (A-20 – F20)
- Individual Elements (A1010 – F2020)
- Sub-Elements (A1010-01 – F2020-99)

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

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

3.2.5.3 ASSET ELEMENTS AND COMPONENT INSPECTION AND ASSESSMENT EVALUATION CRITERIA LIST

Each asset element (i.e. Major Group Elements, Group Elements, Individual Elements, Sub-Elements) is to be assessed for its condition. The first step in establishing the condition of asset system is to decide on its remaining life. The remaining life shall be determined by considering the following factors:

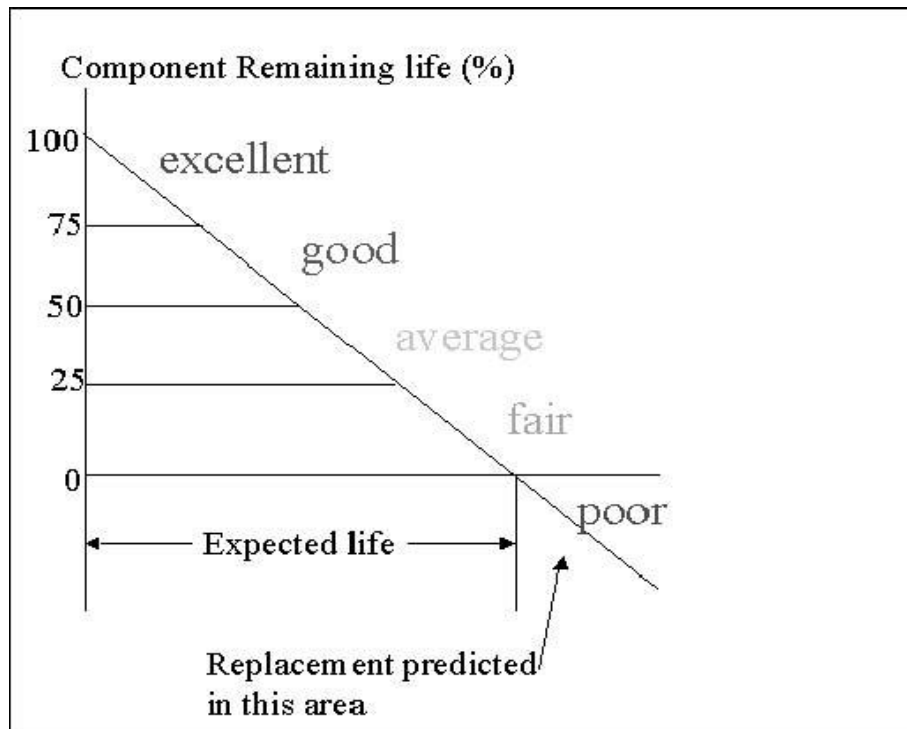
- Age of the asset element
- Asset element design life
- Identified deficiencies
- The asset element service conditions including duty cycles, weather conditions, hours of operation
- Maintenance practices
- Obsolescence
- Operational or functional performance issues

¹ <https://www.astm.org/Standards/E1557.htm>

The UNIFORMAT II classification defines asset elements as major components common to most assets. The classification is the common thread linking activities and participants in a asset project from initial planning through operations, maintenance, and disposal.



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



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

Finally, the design life of every asset element shall be established as part of the inspection process. The service life (or expected life) of components is based on the judgement of the Consultant or manufacturer's recommendations.

3.2.5.4 LAST MAJOR ACTION YEAR

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

3.2.6 COMPONENTS

3.2.6.1 COMPONENT NARRATIVES

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



3.2.6.2 COMPONENT DESCRIPTION

The description of the component should include:

- Description Basic (i.e. make/model/serial number (as applicable))
- The location of the component
- The quality of the component (Above average, average, below average)
- The capacity/output or performance of the component including Energy Efficiency (where possible)

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

3.2.6.2.1 COMPONENT CONDITION AND ANTICIPATED REPLACEMENT DATE

This narrative field should include:

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

3.2.6.2.2 ASSET PERFORMANCE REPORT NARRATIVE (MANDATORY IF COMPONENT RATING IS UNSATISFACTORY)

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

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

3.2.7 FCA PROJECT TEAM AND DOCUMENTS

The following information should be included in the Reports:

- Assessment Methodology
- List of participants including: name, discipline and the company they work for;
- Limitations on liability of the Consultant;
- List of documents reviewed;



- List of drawings reviewed; and
- List of persons interviewed in the course of the assessment.

3.2.8 OVERVIEW OF ARCHITECTURAL AND STRUCTURAL CONDITION

The Consultant will provide a description of the structural and architectural characteristics. As well as, an overview, condition, recommendations and the long-term outlook for the following asset elements as determined by visual inspections:

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

3.2.9 OVERVIEW OF SITE CONDITION

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

- Landscaping and site related components including lighting and perimeter enclosures;
- Unpaved and paved surface systems including, roadways, sidewalks, parking lots;
- Utility infrastructure, water, sewage and storm water management systems.

3.2.10 OVERVIEW OF VERTICAL TRANSPORTATION CONDITION

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

Note: Having the above-mentioned work performed by a licensed/certified independent elevator consultant is viewed as an asset; however, it is not a requirement of the report.

3.2.11 OVERVIEW OF MECHANICAL SYSTEMS CONDITION

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

Specific fire code data will be captured and will include the following:

- Facility Construction Materials & Fire Rating
- Fire Alarm Type and coverage
- Fire Sprinkler Type and coverage
- Fire Pump Type



3.2.12 OVERVIEW OF ELECTRICAL SYSTEMS CONDITION

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

3.2.13 OVERVIEW OF LABORATORY SYSTEMS AND FURNISHINGS CONDITION

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

The laboratory systems/components situated within the buildings is an important component of the report, in addition to the base building information. The objective of this FCA process is to develop a condition report that covers the laboratory systems as a whole functioning unit/asset and not just the building. This FCA report has an extensive requirement for a comprehensive, clear and detailed review of the lab's systems.

3.2.14 COMPLIANCE WITH TBS TEMPERATURE AND HUMIDITY TARGETS

The Consultant will assess the asset systems considering the indoor environmental quality standards appropriate to the function of Federal space(s).

The Consultant is to recognize that Federal Science operations must respond to a diverse set of IEQ (Indoor Environment Quality) targets and that a single set of temperature and humidity targets is not workable for all spaces.

3.2.15 CONFIRMATION OF REGULATORY TESTING

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

3.2.16 COMPLIANCE WITH ACCESSIBILITY STANDARDS

The Consultant will review the most current Accessibility Audit (if available and provided by NRCan) and identify outstanding deficiencies that require correction.

3.2.17 OVERVIEW OF PROJECT GROUPING RECOMMENDATIONS

As a result of recommendations for capital investments and potential repair/remediation work, the Consultant will list, in summary format, all the work that should be grouped and implemented at the same time due to their interdependence or to minimize overall cost to the Crown. The Consultant will provide a



justification for each grouping proposed and indicate if the occupants will need to vacate the area or the whole asset during project implementation. This shall be included in FCA Executive Summary.

3.2.18 CODE COMPLIANCE SUMMARY

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

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

The Consultant will list all code infractions, categorized by:

- National Asset Code
- Provincial Asset Code
- Fire and Safety Code
- Canada Labour Code
- Accessible Canada Act (2019)

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

3.3 PHASE III: DRAFT ASSESSMENT DOCUMENTATION

The contractor will finalize the documentation format and standardized content requirements with NRCan during Phase I – PRE-ASSESSMENT.

- Interim Report
- Separate excel spreadsheet including all proposed projects and their costs, proposed year, category and priority
- Draft Report (defined as 99% complete)
- Equipment Inventory
- Capital Planning Software Template(s)
- Final Report that incorporates all revisions indicated in the 99% version and is intended to provide NRCan with a complete document.



An interim draft report for each site must be submitted to the Technical Authority, including photos, equipment inventory and populated template(s) for uploading into NRCan’s Capital Planning Tool.

Following NRCan’s review and comments of the interim and draft documentation, the consultant will make the required edits and resubmit the updated documentation to the Technical Authority.

4.0 PROPOSED TABLE OF CONTENT

Preamble:

The contractor will finalize the documentation format and standardized content requirements with NRCan during Phase I – PRE-ASSESSMENT.

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

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

TABLE OF CONTENTS

Executive Summary

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

- i. The scope of the assessment and the services delivered
- ii. The outcome of the assessment and findings of the FCA including:
 - Asset conditions in terms of rating using Facility Condition Index (FCI) for each asset that is included in the report where:

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

- Identified asset element in critical condition where failure is imminent or where failure has already occurred.
 - Identify asset site works systems overview
- iii. Compliance Issues
 - iv. Recommended program of work (capital investments and potential repair/remediation work) including class “D” expenditures



Introduction

- Objectives of Facility Condition Assessment
- Background
- Assessment Methodology including Costing and Ratings Methodologies
- Level of Investigation

Definitions

References

- Facility Overview and Key Plans

Technical Assessment – Overview

Facility Description (complete with photographs)

Site description

Asset(s) description

Asset Floor Plan(s)

Review of previous reports and findings

Systems Condition Assessment (complete with photographs)

Architectural

Structural

Mechanical Systems

Electrical Systems

Life Safety Systems

Client Summary Data Reports (Requirement Summaries and Cross-tabular Reports)

Detailed Requirement Reports (Including Asset Summary, Requirement Descriptions)

Works Plans – Summary of Actions required for each category described above including funding scenarios and comparisons of options.

Component Condition Summary Table – Detailed Cost Plan (including scenarios, comparisons of options and a consolidated summary)



ANNEX A-1: ASTM UNIFORMAT II CLASSIFICATION FOR ASSET ELEMENTS

Figure 1 - ASTM UNIFORMAT II Classification of Building Elements (E1557-97)		
Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
A. SUBSTRUCTURE	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2010 Basement Excavation A2020 Basement Walls
B. SHELL	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Closure	B2010 Exterior Walls B2020 Exterior Windows Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings
C. INTERIORS	C10 Interior Construction	C1010 Partitions C1020 Interior Doors C1030 Specialties
	C20 Staircases	C2010 Stair Construction C2020 Stair Finishes
	C30 Interior Finishes	C3010 Wall Finishes C3020 Floor Finishes C3030 Ceiling Finishes
D. SERVICES	D10 Conveying Systems	D1010 Elevators D1020 Escalators & Moving Walks D1030 Material Handling Systems
	D20 Plumbing	D2010 Plumbing Fixtures D2020 Domestic Water Distribution D2030 Sanitary Waste D2040 Rain Water Drainage D2050 Special Plumbing Systems
	D30 HVAC	D3010 Energy Supply D3020 Heat Generating Systems D3030 Cooling Generating Systems D3040 Distribution Systems D3050 Terminal & Package Units D3060 Controls & Instrumentation D3070 Special HVAC Systems & Equipment D3080 Systems Testing & Balancing
	D40 Fire Protection	D4010 Fire Protection Sprinkler Systems D4020 Stand-Pipe & Hose Systems D4030 Fire Protection Specialties D4040 Special Electrical Systems
	D50 Electrical	D5010 Electrical Service & Distribution D5020 Lighting & Branch Wiring D5030 Communication & Security Systems D5040 Special Electrical Systems
E. EQUIPMENT & FURNISHINGS	E10 Equipment	E1010 Commercial Equipment E1020 Institutional Equipment E1030 Vehicular Equipment E1040 Other Equipment
	E20 Furnishings	E2010 Fixed Furnishings E2020 Movable Furnishings
F. SPECIAL CONSTRUCTION & DEMOLITION	F10 Special Construction	F1010 Special Structures F1020 Integrated Construction F1030 Special Construction Systems F1040 Special Facilities F1050 Special Controls & Instrumentation
	F20 Selective Building Demolition	F2010 Building Elements Demolition F2020 Hazardous Components Abatement



ANNEX A-2: LIST OF ASSETS

TABLE 1. INITIAL CONTRACT SCOPE:

ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)
Geological Survey of Canada	3303 33 Street Northwest	CALGARY	AB	T2L 2A7	1	16,792	Office and Research Facility
Northern Forestry Centre	5320 122 Street Northwest	EDMONTON	AB	T6H 3S5	3	14,095	Office, Research Facilities including Greenhouses
Atlantic Forestry Centre	1350 Regent Street, P.O. Box 4000	FREDERICTON	NB	E3B 5P7	3	16,680	Office, Research Facilities including Greenhouses
Acadia Research Forest	Highway 10	NOONAN	NB	E3A 9R5	18	1,924	Forest Research Centre
Pasadena Field Station	Midland Row Street	PASADENA	NL	A0L 1K0	11	1,211	Forest Research Centre
Great Lakes Forestry Centre	1219 Queen Street East	SAULT STE. MARIE	NCR	P6A 2E5	8	27,496	Office and Research Facility
Great Lakes Forestry Centre Insectary	460 Airport Road	SAULT STE. MARIE	NCR	P6A 5K6	5	448	Forest Research Centre
Anderson Road - Geomagnetic Laboratory and Magnetic Observatory	2617 Anderson Road	OTTAWA	NCR	K1A 0Y3	19	2,383	Office and Research Facility, Magnetic Observatory
Central Experimental Farm – NRCan Buildings	930 Carling Avenue (Observatory Cr.)	OTTAWA	NCR	K1A 0Y3	9	5,657	Office and Research Facility
Limebank Road	3484 Limebank Road	OTTAWA	NCR	K1V 1E1	2	2,691	Office and Research Facility



Warner Building	2464 Sheffield Road	OTTAWA	NCR	K1B 4E5	1	5,542	Office and Warehouse
Gatineau Satellite Station	75 McClelland Road	CANTLEY	NCR	J8V 2Y8	2	1,441	Office and Research Facility
CANMET Energy Technology Centre	1615 Lionel-Boulet Boulevard, P.O. Box 4800	VARENNE S	QC	J3X 1S6	1	5,763	Office and Research Facility including Pilot Plants
Laurentian Forestry Centre	1055 Du P.E.P.S. Street, P.O. Box 10380	QUEBEC	QC	G1V 4C7	4	12,758	Office, Research Facilities including Greenhouse
Prince Albert Satellite Station	Prince Albert Satellite Station, P.O. Box 1150	PRINCE ALBERT	SK	S6V 5S7	2	1,985	Office and Research Facility
Inuvik Seismograph Station	Inuvik Mike Zubko Airport, Dempster Highway	INUVIK	NWT	X0E 0T0	1	45	Seismic Station
Inuvik Satellite Station Facility	Phase 2, Lot 4, Block 101	INUVIK	NWT	X0E 0T0	1	118	Office and Research Facility
Yellowknife Seismic Observatory	Lot 1018, P.O. Box 2399	YELLOWKNIFE	NWT	X1A 2P8	5	395	Office and Research Facility
Yellowknife Seismic Array	Lot 730-2, P.O. Box 2399	YELLOWKNIFE	NWT	X1A 2N5	4	346	Seismic Station
Petawawa Research Forest	1000 Clouthier Road, P.O. Box 2000	CHALK RIVER	ON	K0J 1J0	13	1,514	Forest Research Centre
Valcartier Forest Research Station	41 Murphy Road	SAINT-GABRIEL-DE-VALCARTIER	QC	G0A 4S0	21	1,761	Forest Research Centre
CANMET-MMSL Experimental	1 Peter Ferderber Road, P.O. Box 1300	VAL-D'OR	QC	J9P 4P8	6	3,219	Office and Research Facility



1b) EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)
Pacific Forestry Centre	506 Burnside Road West	VICTORIA	BC	K1A 1M1	12	16,740	Office, Research Facilities including Greenhouses
Bells Corners Complex	1 Haanel Drive	OTTAWA	NCR	K1A 1M1	46	29,416	Office and Research Complex including Pilot and Electrical Plants

OPTIONAL SERVICES

TABLE 2: OPTION #1 SCOPE (2023-2024)

2a) OFF-SITE ASSESSMENT SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses
FC Seismic and Geomagnetic Station	Block 3, Plan 844 NLTO	CHURCHILL	MB	R0B 0E0	4	160	Seismic Station

2b) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses
STJ Magnetic Observatory	150 East White Hills Road	ST. JOHN'S	NL	A1C 5W4	7	61	Research asset

TABLE 3: OPTION #2 (2024-2025)

3a) OFF-SITE ASSESSMENT SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses
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			y or Region			Area (m2)	
LPQ Seismic Station	3e Range E	LA POCATIÈRE	QC	G0R 1Z0	1	13	Seismic Station
SADO Seismic Station	220 Morton Lane, R.R. 2	SEBRIGHT	ON	L0K 1W0	1	30	Seismic Station

3b) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses
HAL Seismic Station	6299 South Street	HALIFAX	NS	B3H 4R2	1	58	Seismic Station
Meanook Geomagnetic Station	Township Road 652	MEANOOK	AB	T0G 0R0	2	205	Research asset
Victoria Magnetic Observatory	5071 W Saanich Rd	VICTORIA	BC	V9E 2E7	4	126	Research asset
Brandon Magnetic Observatory	18th Street North and Grand Valley Road	BRANDON	MB	R7A 5B7	5	28	Research asset

TABLE 4: OPTION #3 (2025-2026)

4a) OFF-SITE ASSESSMENT SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses
Linamac Lodge	Highway 129	CHAPLEAU	ON	P0M 1K0	2	82	Forest Field Station
IS10 Seismic Station	1 Ara Mooradian Way	PINAWA	MB	R0E 1L0	1	30	Seismic Station

4b) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES



Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses
Birds Hill Tree Nursery	Hillside Road	SPRINGFIELD	MB	R0E 0M0	1	244	Storage
Shirley's Bay Geodetic Site	Shirley's Bay	OTTAWA	NCR	K2H 5B2	1	30	Research asset
Global Positioning Observatory	Foothills No. 31	PRIDDIS	AB	T0L 1W0	1	376	Research Equipment Building

TABLE 5: OPTION #4 (2026-2027)

ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)
Pacific Forestry Centre	506 Burnside Road West	VICTORIA	BC	V8Z 1M5	12	16,740	Office, Research Facilities including Greenhouses
Bells Corners Complex	1 Haanel Drive	OTTAWA	NCR	K1A 1M1	46	29,416	Office and Research Complex including Pilot and Electrical Plants

TABLE 6: OPTION #5 (2027-2028)

ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)
Geological Survey of Canada	3303 33 Street Northwest	CALGARY	AB	T2L 2A7	1	16,792	Office and Research Facility
Northern Forestry Centre	5320 122 Street Northwest	EDMONTON	AB	T6H 3S5	3	14,095	Office, Research Facilities including Greenhouses
Atlantic Forestry Centre	1350 Regent Street, P.O. Box 4000	FREDERICTON	NB	E3B 5P7	3	16,680	Office, Research Facilities including Greenhouses



Acadia Research Forest	Highway 10	NOONAN	NB	E3A 9R5	18	1,924	Forest Research Centre
Pasadena Field Station	Midland Row Street	PASADENA	NL	A0L 1K0	11	1,211	Forest Research Centre
Great Lakes Forestry Centre	1219 Queen Street East	SAULT STE. MARIE	NCR	P6A 2E5	8	27,496	Office and Research Facility
Great Lakes Forestry Centre Insectary	460 Airport Road	SAULT STE. MARIE	NCR	P6A 5K6	5	448	Forest Research Centre
Anderson Road - Geomagnetic Laboratory and Magnetic Observatory	2617 Anderson Road	OTTAWA	NCR	K1A 0Y3	19	2,383	Office and Research Facility, Magnetic Observatory
Central Experimental Farm – NRCan Buildings	930 Carling Avenue (Observatory Cr.)	OTTAWA	NCR	K1A 0Y3	9	5,657	Office and Research Facility
Limebank Road	3484 Limebank Road	OTTAWA	NCR	K1V 1E1	2	2,691	Office and Research Facility
Warner Building	2464 Sheffield Road	OTTAWA	NCR	K1B 4E5	1	5,542	Office and Warehouse
Gatineau Satellite Station	75 McClelland Road	CANTLEY	NCR	J8V 2Y8	2	1,441	Office and Research Facility
CANMET Energy Technology Centre	1615 Lionel-Boulet Boulevard, P.O. Box 4800	VARENNES	QC	J3X 1S6	1	5,763	Office and Research Facility including Pilot Plants
Laurentian Forestry Centre	1055 Du P.E.P.S. Street, P.O. Box 10380	QUÉBEC	QC	G1V 4C7	4	12,758	Office, Research Facilities including Greenhouse
Prince Albert Satellite Station	Prince Albert Satellite Station, P.O. Box 1150	PRINCE ALBERT	SK	S6V 5S7	2	1,985	Office and Research Facility
Inuvik Seismograph Station	Inuvik Mike Zubko Airport, Dempster Highway	INUVIK	NWT	X0E 0T0	1	45	Seismic Station



Inuvik Satellite Station Facility	Phase 2, Lot 4, Block 101	INUVIK	NWT	X0E 0T0	1	118	Office and Research Facility
Yellowknife Seismic Observatory	Lot 1018, P.O. Box 2399	YELLOWKNI FE	NWT	X1A 2P8	5	395	Office and Research Facility
Yellowknife Seismic Array	Lot 730-2, P.O. Box 2399	YELLOWKNI FE	NWT	X1A 2N5	4	346	Seismic Station
Petawawa Research Forest	1000 Clouthier Road, P.O. Box 2000	CHALK RIVER	ON	K0J 1J0	13	1,514	Forest Research Centre
Valcartier Forest Research Station	41 Murphy Road	SAINT-GABRIEL-DE-VALCARTIER	QC	G0A 4S0	21	1,761	Forest Research Centre



ANNEX B - BASIS OF PAYMENT

(to be completed at contract award)



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat (165909) 5000062605
Security Classification / Classification de sécurité UNCLASSIFIED

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

(165909) 500062605

Security Classification / Classification de sécurité
UNCLASSIFIED

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / 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 A 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat (165909) 500062605
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		Très SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		Très SECRET	
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 Yes
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

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

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

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



(last page of SRCL to be inserted at contract award)



ANNEX 1 TO PART 5 - BID SOLICITATION - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1 The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan's assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. Technical Criteria

1.1 *Mandatory Evaluation Criteria*

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.



#	Mandatory Criteria	Compliance	Proposal Page #
M1	<p>The Bidder must demonstrate that they have five (5) years ' of verifiable experience* in the last fifteen (15) years from the date of bid close performing asset condition assessments of:</p> <p>a) Buildings (a minimum of twenty-five (25) buildings each greater than 450 m2) including Science Laboratories; and at minimum, one (1) project that includes the condition assessment of Works (ex: roads, bridges, water and sewer).</p> <p>*The five (5) years of experience is a combination of years or months in (i) assessing buildings, (ii) assessing works and (iii) assessing science laboratories.</p> <p>For each demonstrated experience the Bidder should provide the following reference check information:</p> <ul style="list-style-type: none"> • Brief description of project including size of buildings • Year of Assessment Services (start and end date of project) • Client Organization Name • Client Contact Name and Title • Client contact phone or email 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The Bidder must demonstrate that they have verifiable experience* performing asset condition assessments of buildings and their associated systems across three (3) Public Sector organizations across Canada. (provide specific examples);</p> <p>*Total experience of asset condition assessments should have a minimum value of 1M\$ in the last five (5) years from the date of bid close. The experience is a combination of (i) assessing buildings, (ii) assessing works and (iii) assessing science laboratories.</p> <p>For each demonstrated experience the Bidder should provide the following reference check information:</p> <ul style="list-style-type: none"> • Brief description of project • Year of Assessment Services • Total Estimated Value of Assessment Services • Client Organization Name • Client Contact Name and Title • Client contact phone or email 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p>The Bidder must demonstrate that they are using the current version of RSMMeans® as an estimating tool to develop the cost to remediate.</p> <p>The current version, is the version available in the open market at the date of bid close</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



<p>M4</p>	<p>The Bidder must demonstrate that they have verifiable experience* in collecting and uploading asset condition assessment data for two (2) projects (each of buildings more than 450 m2) in the last five (5) years from the date of bid close.</p> <p>* This experience includes recommended upgrades, detailed findings, and photos of the observed condition of architectural, mechanical and electrical systems into a Capital Planning and Management Off-Premise Software Solution (CPMOSS) upon completion of facility condition assessments.</p> <p>The Bidder should provide information for two (2) reference checks including:</p> <ul style="list-style-type: none"> • Brief description of project including building size • Year of Services • Client Organization Name • Client Contact Name and Title • Client contact phone or email 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>M5</p>	<p>The Bidder must demonstrate that it is not engaged in any building system design or construction services. Information will be validated through a company statement of services offered.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>M6</p>	<p>The Bidder must demonstrate a sufficient number of personnel and level of expertise in the provision of Facility Condition Assessment services.</p> <p>In order to obtain a pass mark in this instance the bidder must provide resumes of fifteen (15) current full time assessment staff:</p> <ul style="list-style-type: none"> • Of the fifteen (15) staff, eight (8) must be engineers • The eight (8) engineers must have an average of five (5) years of experience in providing assessment services • As a group, the experience must include: <ul style="list-style-type: none"> • Mechanical Engineering; • Electrical Engineering; and / or • Structural Engineering. <p>Five (5) years of experience is a combination of years or months in the last fifteen (15) years from the date of bid close.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	



M7	<p>The Bidder must demonstrate that they have verifiable expertise in performing facility equipment inventory, tagging and barcoding in 5 projects in the last ten (10) years from the date of bid close.</p> <p>The bidder should provide the following information:</p> <ul style="list-style-type: none">• Title• Date/Year published/ Project date completion• Brief description of project• Client Organization Name• Client Contact Name and Title• Client contact phone or email <p>Note: References will only be contacted to confirm the information provided.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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APPENDIX 2 - FINANCIAL PROPOSAL FORM

Firm Price

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

TABLE 1. INITIAL CONTRACT:

1a) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)	All inclusive bid Price
Geological Survey of Canada	3303 33 Street Northwest	CALGARY	AB	T2L 2A7	1	16,792	Office and Research Facility	\$ _____
Northern Forestry Centre	5320 122 Street Northwest	EDMONTON	AB	T6H 3S5	3	14,095	Office, Research Facilities including Greenhouses	\$ _____
Atlantic Forestry Centre	1350 Regent Street, P.O. Box 4000	FREDERICTON	NB	E3B 5P7	3	16,680	Office, Research Facilities including Greenhouses	\$ _____
Acadia Research Forest	Highway 10	NOONAN	NB	E3A 9R5	18	1,924	Forest Research Centre	\$ _____
Pasadena Field Station	Midland Row Street	PASADENA	NL	A0L 1K0	11	1,211	Forest Research Centre	\$ _____
Great Lakes Forestry Centre	1219 Queen Street East	SAULT STE. MARIE	NCR	P6A 2E5	8	27,496	Office and Research Facility	\$ _____
Great Lakes Forestry Centre Insectary	460 Airport Road	SAULT STE. MARIE	NCR	P6A 5K6	5	448	Forest Research Centre	\$ _____
Anderson Road - Geomagnetic Laboratory and Magnetic Observatory	2617 Anderson Road	OTTAWA	NCR	K1A 0Y3	19	2,383	Office and Research Facility, Magnetic Observatory	\$ _____



Central Experimental Farm – NRCan Buildings	930 Carling Avenue (Observatory Cr.)	OTTAWA	NCR	K1A 0Y3	9	5,657	Office and Research Facility	\$ _____
Limebank Road	3484 Limebank Road	OTTAWA	NCR	K1V 1E1	2	2,691	Office and Research Facility	\$ _____
Warner Building	2464 Sheffield Road	OTTAWA	NCR	K1B 4E5	1	5,542	Office and Warehouse	\$ _____
Gatineau Satellite Station	75 McClelland Road	CANTLEY	NCR	J8V 2Y8	2	1,441	Office and Research Facility	\$ _____
CANMET Energy Technology Centre	1615 Lionel-Boulet Boulevard, P.O. Box 4800	VARENNES	QC	J3X 1S6	1	5,763	Office and Research Facility including Pilot Plants	\$ _____
Laurentian Forestry Centre	1055 Du P.E.P.S. Street, P.O. Box 10380	QUEBEC	QC	G1V 4C7	4	12,758	Office, Research Facilities including Greenhouse	\$ _____
Prince Albert Satellite Station	Prince Albert Satellite Station, P.O. Box 1150	PRINCE ALBERT	SK	S6V 5S7	2	1,985	Office and Research Facility	\$ _____
Inuvik Seismograph Station	Inuvik Mike Zubko Airport, Dempster Highway	INUVIK	NWT	X0E 0T0	1	45	Seismic Station	\$ _____
Inuvik Satellite Station Facility	Phase 2, Lot 4, Block 101	INUVIK	NWT	X0E 0T0	1	118	Office and Research Facility	\$ _____
Yellowknife Seismic Observatory	Lot 1018, P.O. Box 2399	YELLOWKNIFE	NWT	X1A 2P8	5	395	Office and Research Facility	\$ _____
Yellowknife Seismic Array	Lot 730-2, P.O. Box 2399	YELLOWKNIFE	NWT	X1A 2N5	4	346	Seismic Station	\$ _____
Petawawa Research Forest	1000 Clouthier Road, P.O. Box 2000	CHALK RIVER	ON	K0J 1J0	13	1,514	Forest Research Centre	\$ _____
Valcartier Forest Research Station	41 Murphy Road	SAINT-GABRIEL-DE-VALCARTIER	QC	G0A 4S0	21	2,038	Forest Research Centre	\$ _____



CANMET-MMSL Experimental	1 Peter Ferderber Road, P.O. Box 1300	VAL-D'OR	QC	J9P 4P8	6	3,219	Office and Research Facility	\$ _____
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1b) EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)	All Inclusive Bid Price
Pacific Forestry Centre	506 Burnside Road West	VICTORIA	BC	K1A 1M1	12	16,740	Office, Research Facilities including Greenhouses	\$ _____
Bells Corners Complex	1 Haanel Drive	OTTAWA	NCR	K1A 1M1	46	29,416	Office and Research Complex including Pilot and Electrical Plants	\$ _____

OPTIONAL SERVICES

TABLE 2: OPTION #1 (2023-2024)

2a) OFF-SITE ASSESSMENT SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses	All Inclusive Bid Price
FC Seismic and Geomagnetic Station	Block 3, Plan 844 NLTO	CHURCHILL	MB	R0B 0E0	4	160	Seismic Station	\$ _____

2b) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses	All Inclusive Bid Price
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STJ Magnetic Observatory	150 East White Hills Road	ST. JOHN'S	NL	A1C5W4	7	61	Research asset	\$_____
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TABLE 3: OPTION #2 (2024-2025)

3a) OFF-SITE ASSESSMENT SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses	All Inclusive Bid Price
LPQ Seismic Station	3e Range E	LA POCATIÈRE	QC	G0R 1Z0	1	13	Seismic Station	\$_____
SADO Seismic Station	220 Morton Lane, R.R. 2	SEBRIGHT	ON	L0K 1W0	1	30	Seismic Station	\$_____

3b) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses	All Inclusive Bid Price
HAL Seismic Station	6299 South Street	HALIFAX	NS	B3H 4R2	1	58	Seismic Station	\$_____
Meanook Geomagnetic Station	Township Road 652	MEANOOK	AB	T0G 0R0	2	205	Research asset	\$_____
Victoria Magnetic Observatory	5071 W Saanich Rd	VICTORIA	BC	V9E 2E7	4	126	Research asset	\$_____
Brandon Magnetic Observatory	18th Street North and Grand Valley Road	BRANDON	MB	R7A 5B7	5	28	Research asset	\$_____

TABLE 4: OPTION #3 (2025-2026)

4a) OFF-SITE ASSESSMENT SERVICES

Site Name	Address	City	Province, Territory	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal	Primary Uses	All Inclusive Bid Price
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			or Region			Area (m2)		
Linamac Lodge	Highway 129	CHAPLEAU	ON	P0M 1K0	2	82	Forest Field Station	\$ _____
IS10 Seismic Station	1 Ara Mooradian Way	PINAWA	MB	R0E 1L0	1	30	Seismic Station	\$ _____

4b) ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Uses	All Inclusive Bid Price
Birds Hill Tree Nursery	Hillside Road	SPRINGFIELD	MB	R0E 0M0	1	244	Storage	\$ _____
Shirley's Bay Geodetic Site	Shirley's Bay	OTTAWA	NCR	K2H 5B2	1	30	Research asset	\$ _____
Global Positioning Observatory	Foothills No. 31	PRIDDIS	AB	T0L 1W0	1	376	Research Equipment Building	\$ _____

TABLE 5: OPTION #4 (2026-2027)

ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal Area (m2)	Primary Use(s)	All Inclusive Bid Price
Pacific Forestry Centre	506 Burnside Road West	VICTORIA	BC	K1A 1M1	12	16,740	Office, Research Facilities including Greenhouses	\$ _____
Bells Corners Complex	1 Haanel Drive	OTTAWA	NCR	K1A 1M1	46	29,416	Office and Research Complex including Pilot and Electrical Plants	\$ _____

TABLE 6: OPTION #5 (2027-2028)

ON-SITE ASSESSMENT AND EQUIPMENT INVENTORY SERVICES

Site Name	Address	City	Province, Territory or Region	Postal Code	Estimated # of Assets per Site	Estimated Gross Internal	Primary Use(s)	All Inclusive Bid Price
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						Area (m ²)		
Geological Survey of Canada	3303 33 Street Northwest	CALGARY	AB	T2L 2A7	1	16,792	Office and Research Facility	\$_____
Northern Forestry Centre	5320 122 Street Northwest	EDMONTON	AB	T6H 3S5	3	14,095	Office, Research Facilities including Greenhouses	\$_____
Atlantic Forestry Centre	1350 Regent Street, P.O. Box 4000	FREDERICTON	NB	E3B 5P7	3	16,680	Office, Research Facilities including Greenhouses	\$_____
Acadia Research Forest	Highway 10	NOONAN	NB	E3A 9R5	18	1,924	Forest Research Centre	\$_____
Pasadena Field Station	Midland Row Street	PASADENA	NL	A0L 1K0	11	1,211	Forest Research Centre	\$_____
Great Lakes Forestry Centre	1219 Queen Street East	SAULT STE. MARIE	NCR	P6A 2E5	8	27,496	Office and Research Facility	\$_____
Great Lakes Forestry Centre Insectary	460 Airport Road	SAULT STE. MARIE	NCR	P6A 5K6	5	448	Forest Research Centre	\$_____
Anderson Road - Geomagnetic Laboratory and Magnetic Observatory	2617 Anderson Road	OTTAWA	NCR	K1A 0Y3	19	2,383	Office and Research Facility, Magnetic Observatory	\$_____
Central Experimental Farm – NRCan Buildings	930 Carling Avenue (Observatory Cr.)	OTTAWA	NCR	K1A 0Y3	9	5,657	Office and Research Facility	\$_____
Limebank Road	3484 Limebank Road	OTTAWA	NCR	K1V 1E1	2	2,691	Office and Research Facility	\$_____
Warner Building	2464 Sheffield Road	OTTAWA	NCR	K1B 4E5	1	5,542	Office and Warehouse	\$_____
Gatineau Satellite Station	75 McClelland Road	CANTLEY	NCR	J8V 2Y8	2	1,441	Office and Research Facility	\$_____



CANMET Energy Technology Centre	1615 Lionel-Boulet Boulevard, P.O. Box 4800	VARENNES	QC	J3X 1S6	1	5,763	Office and Research Facility including Pilot Plants	\$ _____
Laurentian Forestry Centre	1055 Du P.E.P.S. Street, P.O. Box 10380	QUEBEC	QC	G1V 4C7	4	12,758	Office, Research Facilities including Greenhouse	\$ _____
Prince Albert Satellite Station	Prince Albert Satellite Station, P.O. Box 1150	PRINCE ALBERT	SK	S6V 5S7	2	1,985	Office and Research Facility	\$ _____
Inuvik Seismograph Station	Inuvik Mike Zubko Airport, Dempster Highway	INUVIK	NWT	X0E 0T0	1	45	Seismic Station	\$ _____
Inuvik Satellite Station Facility	Phase 2, Lot 4, Block 101	INUVIK	NWT	X0E 0T0	1	118	Office and Research Facility	\$ _____
Yellowknife Seismic Observatory	Lot 1018, P.O. Box 2399	YELLOWKNIFE	NWT	X1A 2P8	5	395	Office and Research Facility	\$ _____
Yellowknife Seismic Array	Lot 730-2, P.O. Box 2399	YELLOWKNIFE	NWT	X1A 2N5	4	346	Seismic Station	\$ _____
Petawawa Research Forest	1000 Clouthier Road, P.O. Box 2000	CHALK RIVER	ON	K0J 1J0	13	1,514	Forest Research Centre	\$ _____
Valcartier Forest Research Station	41 Murphy Road	SAINT-GABRIEL-DE-VALCARTIER	QC	G0A 4S0	21	2,038	Forest Research Centre	\$ _____

TABLE 1: INITIAL CONTRACT	\$ _____
TABLE 2: OPTION #1	\$ _____
TABLE 3: OPTION #2	\$ _____
TABLE 4: OPTION #3	\$ _____
TABLE 5: OPTION #4	\$ _____



TABLE 6: OPTION #5	\$ _____
GRAND TOTAL TABLE 1+2+3+4+5+6 Total Price for Financial Evaluation purpose	\$ _____