

TITLE: REQUEST FOR STANDING OFFERS FOR DEVELOPMENT OF TECHNICAL CONTENT FOR CANADIAN NATIONAL MASTER CONSTRUCTION SPECIFICATION (NMS)

DATE: 2022-08-18

**OBJECTIVE:**

Each Call-Up against a Standing Offer will include a list of new and/or existing Canadian National Master Construction Specification (NMS) Sections or other similar documents to be created or revised by the Vendor.

**BACKGROUND:**

The Construction Research Centre (CRC) of the National Research Council of Canada (NRC) is responsible for managing the Canadian National Master Construction Specification (NMS), which is an essential tool for design and construction documentation in Canada. To remain relevant the NMS requires ongoing revisions and new content to align with the current version of the National Model Codes, reference standards, construction technology and contemporary industry practices.

NRC team perform many revisions to the NMS and occasionally some revisions are performed by external specialists. There is some urgency to revise many NMS Design and Construction specifications in a relatively short period, which are beyond the NMS team workload capacity.

The period for placing Call-Ups against Standing Offers resulting from this Request For Standing Offer (RFSO) shall be upon contract award to June 30, 2025. There is an option to renew at NRC's discretion for two (2) subsequent one-year periods, subject to satisfactory performance and agreement upon a satisfactory fee structure for that period.

It is expected that multiple Standing Offer Agreements (SOAs) will be established as a result of this Request for Standing Offer.

**SCOPE OF WORK:**

Provide technical writing services to develop new and updating existing content in the Canadian National Master Construction Specification (NMS). Services for a Call-Up against a Standing Offer may include one or more of the topics as described in the Appendix "A" chart. Each Division in the Appendix "A" chart represent all of specification Sections identified in MasterFormat 2020.

For each Call-Up against a Standing Offer, services shall include the following:

- Develop content applicable for buildings complying with the 2020 National Model Codes (NBC, NFC, NECB, NPC, and NFBC), the reference documents and standards in these Codes.
- Develop content applicable to climate resiliency; net zero emissions operational carbon; carbon-neutral design; sustainable design and construction products, assemblies, and execution.
- Develop content applicable to accessible (barrier-free) design.
- Identify obsolete content in the NMS. Update existing specification Sections technical content to comply with current common and high performance construction practices in the Canadian construction industry.
- Identify and incorporate relevant construction industry standards and guidelines.

- Integrate content based on design and construction policies, requirements, and guidelines of federal government stakeholders including Public Services and Procurement Canada (PSPC). PSPC - Policy on Green Procurement, Green Goods and Services scorecards, Government of Canada - Greening Government Strategy; CCME - Compendium of Best and Promising Practices, Climate Change Mitigation and Resilience.
- Integrate content based on design and construction policies, requirements, and guidelines of Canadian Department of National Defence (DND), including the Directorate of Architecture and Engineering Services (DAES), Department of National Defence Sustainable Development Strategy, DAOD 3015 Green Procurement, DAOD 3015-1 Management of Green Procurement, National Defence – Defence Energy and Environment Strategy 2020-2023 (DEES).
- Develop content coordinated with both CCDC-2 2020; and with current PSPC and DND standard construction contracts.
- Develop content applicable to the Treasury Board, Policy on Green Procurement; and the Greening Government Strategy.

Provide services developing new and updating existing content in the Canadian National Master Construction Specification (NMS). Services shall include the following where described in the scope of a Call-Up Against a Standing Offer:

- Content applicable to climate resilient housing.
- Content applicable to infrastructure for indigenous peoples, northern, and remote communities.
- Content applicable for bridges to CAN/CSA-S6:19 and CSA S6.1:19.
- Content applicable to other similar initiatives as indicated in a Call-Up Against a Standing Offer.

#### TASKS:

- The Vendor will review current NMS Design and Construction Specifications associated with the details identified in each Call-Up Against a Standing Offer.
- The Vendor will develop new and update existing Sections as identified in each Call-Up Against a Standing Offer.
- The Vendor will review and create content conforming to NRC's NMS Development Guide. The version which will be superseded soon is available for download <https://nrc.canada.ca/en/certifications-evaluations-standards/canadian-national-master-construction-specification/nms-development-guide>. The 2022 version is appended to this document or available upon request.
- The Vendor will develop content generally in accordance with the recommendations of Construction Specifications Canada, Manual of Practice.
- The Vendor will develop content that is coordinated with existing NMS Sections.
- The Vendor will attend weekly check-in meetings with NMS team members to discuss the progress of work to date.
- The Vendor will report to NRC on technical research and consultation with the construction industry stakeholders. Recommend development of new priority specification Sections.
- The Vendor will conduct technical research to identify relevant codes/standards/guidelines applicable to each Call-Up Against a Standing Offer.
- The Vendor will consult with and incorporate input from NRC staff, construction industry stakeholders, specialists, trade associations.
- The Vendor will create "Spec Notes" describing requirements and guidance to enable climate resiliency, sustainability, accessibility, and other information to aid in a specifier's decision making relevant to the Section/document. Include web links to relevant information.



**DELIVERABLES AND TIMELINES:**

- Submit documents in MSWord .docx (with Track Changes turned on) and in either .xml file type, or input in cloud-based Component Content Management System.
- Submit documents in English.
- Submit draft documents at approximately 80% complete, unless otherwise indicated in each Call-Up Against a Standing Offer.
- Submit 100% complete documents on or before the date indicated in a Call-Up Against a Standing Offer.

**BASIS OF PAYMENT:**

The following payment schedule applies to the Call-Ups for Standing Offers:

<b>Deliverable</b>	<b>Description</b>	<b>Due Date</b>	<b>Payment</b>
100% services complete	All services are complete, and all documents submitted to NRC.	On or before the deadline indicated in each Call-Up for Standing Offer	100% NET30

**CONSTRAINTS:**

The following constraints are applicable to this Request for Standing Offers:

- Language: The Vendor shall be fluent in English, spoken and written.
- The Vendor will perform the services at their own workplace. The Vendor will not have physical access to NRC premises nor computer servers.
- The Vendor will pay for and use their own computer hardware, software, service of an internet service provider, and telephone service. The Vendor will not have access to NRC IT systems, access will be granted to cloud based tools; Teamwork.com and CCMS.
- Travel is not required for any Call-Up Against a Standing Offer. If the Vendor decides to travel in performance of the services, the Vendor will pay for their travel expenses (they are not reimbursable expenses).
- The NRC will require the Vendor to use the online collaboration services at [www.Teamwork.com](http://www.Teamwork.com). The NRC will pay for the Vendor's Teamwork.com user license during the term of each Call-Up Against a Standing Offer. The Vendor will install a Teamwork.com plug-in to facilitate collaboration on all computers that will be used to perform the services. Refer to Teamwork.com website for information on minimum hardware and OS requirements. Updated content will be entered by Vendors in a cloud based content component management system.
- Multiple Vendors may be awarded separate Call-Up Against a Standing Offer with their services occurring simultaneously. These Vendors' Statement of Work may require some coordination between Vendors.
- When the Vendor is working on files they remain on Teamwork.com or CCMS, so that all parties may view the current status of these files at any time].
- Intellectual Property: The deliverables remain the property of the National Research Council of Canada. No rights are granted to publish this material, transfer it to others through any means (electronic or hardcopy), or to license others to publish, transfer, or copy this material.
- The NRC reserves the right to cancel a Call-Up Against a Standing Offer that has been awarded if the Vendor has poor performance of the services or does not progress adequately in the services.

## APPENDIX "A"

<b>Specification Writing Services – Topics</b>	
Division 01 (except commissioning)	Division 31
Commissioning (whole building)	Division 32
Commissioning (Division 22, 23, and 25)	Division 33
Division 02	Division 34 (including bridges)
Division 03	Division 35
Division 04	Division 40
Division 05	Division 41
Division 06	Division 42
Division 07	Division 43
Division 08	Division 44
Division 09	Division 46
Division 10	Division 48
Division 11	Sustainability certification (for programs available in Canada)
Division 12	Climate Resiliency
Division 13	Embodied carbon and operating carbon, Life Cycle Assessment (LCA)
Division 14	Renovation/retrofit specifications
Division 21	Heritage specifications
Division 22	Housing (NBC Part 9)
Division 23	
Division 25	
Division 26	
Division 27	
Division 28	

