



NATIONAL CAPITAL COMMISSION COMMISSION DE LA CAPITALE NATIONALE

TENDER ADDENDUM

REQUEST FOR STANDING OFFER AGREEMENT - PROFESSIONAL SERVICES IN CIVIL, MUNICIPAL AND TRANSPORTATION ENGINEERING

NCC Tender File # AL1835

Date: November 7, 2022

ADDENDA À LA SOUMISSION

DEMANDE D'OFFRE A COMMANDES - SERVICES EXPERTS-CONSEIL EN GÉNIE CIVIL, MUNICIPAL ET DES TRANSPORTS

Numéro de demande de soumission de la CCN no.
AL1835

Date : le 7 novembre 2022

ADDENDUM #: 2

The following shall be read in conjunction with and shall form an integral part of the Tender / Proposal and Contract Documents:

- 1- The NCC is working diligently on answering questions received to date.
- 2- Item 6.2.2.3 Rated Requirement 3 – Example Projects, first sentence is revised to read:

The Bidder must provide the following, having achieved substantial completion (substantial completion in construction is the point when work is nearly complete, and the building or engineering asset can be occupied or used as intended) over the past 60 months (5 years) prior to bid closing:

- 3- Appendix 6 Documentation Handling, Labelling and Formatting 6 is superseded by the attached Appendix 6 'Doing business with the NCC'. See attached.
- 4- Appendix 7 – Fee Schedule (Page 51) references pricing for a 'Translator' role. Can the NCC please confirm the qualification requirements for the 'Translator' role.

Note the translation item in the Fee Schedule is now deleted. NCC will treat this as a disbursement item under a call-up po.

ADDENDA n° : 2

Ce qui suit doit être interprété comme faisant partie intégrante de la proposition/appels d'offres et des documents relatifs au contrat :

- 1- La CCN travail toujours de répondre aux questions reçues à date.
- 2- Item 6.2.2.3 Exigences cotée 3 – Exemple de projets, la première phrase est révisée à lire :

Le soumissionnaire doit fournir les éléments suivants, après avoir atteint l'achèvement substantiel (l'achèvement substantiel en construction est le moment où les travaux sont presque terminés et où le bâtiment ou l'actif d'ingénierie peut être occupé ou utilisé comme prévu) au cours des derniers 60 mois (5 ans) avant la clôture d'offre :

- 3- Annexe 6 Manutention, étiquetage et formatage de la documentation est remplacée par l'Annexe 6 Faire affaire avec la CCN. Voir ci-joint
- 4- L'annexe 7 - Barème d'honoraires (page 51) fait référence à la tarification d'un rôle de " traducteur ". La CCN peut-elle confirmer les exigences de qualification pour le rôle de " traducteur " ?

Notez que la traduction dans le barème d'honoraires est maintenant supprimée. La CCN traitera cet item comme un élément de déboursement dans le cadre d'une commande subséquente.

- 5- Item 6.2.2.4 Rated Requirement 4 – Personnel Expertise and Experience, first two bullets are revised to read:

6.2.2.4 Rated Requirement 4 – Personnel Expertise and Experience

The Proponent should provide:

- Curriculum Vitae (CVs) of four (4) in-house personnel listed below who will perform most services for call-ups resulting from this SOA (refer to 4C, 4D and 4E for additional information).
 - Intermediate Engineer Level D
 - Senior Engineer Level E
 - Principal Engineer Level F
 - Technologist Level D
- Only the four (4) CVs listed above will be rated and evaluated towards the maximum 2 points per CV while any other submitted CVs will be evaluated & scored against the other Rated Requirements where applicable.

- 6- Pg 41 of the RFSO document indicates that 1.5 points will be attributed to each CV for Personnel in category 4C/4D/4E, whereas, pg. 37 of the RFSO document indicates that 2 points will be attributed to each CV. Can the NCC please confirm how many points are attributed to each CV to assist in the proponent submitting the correct number of CV's.

2 points will be attributed to each CV.

The summary page on pg 41, items 4C, 4D, 4E, WEIGHT FACTOR is revised to read '8.0 (2.0 per CV)'

- 7- Page 5 of 7, Section 2.4 – Previous NCC RFSO's have included an inflation rate indexed to the CPI for consulting services. Given the current financial climate, holding future year increases to 2% per year places considerable risk on the Proponents ability to provide competitive hourly rates to the NCC. Would the NCC reconsider reverting to the CPI method (or some percentage of the CPI or other metric) for the Year 2-4 rates?

Item 2.4 PERIOD OF THE STANDING OFFER AGREEMENT is revised to read:

The duration of the SOA is for a period of four (4) years from the date of award. The unit rates the bidder quotes on the Fee Schedule form will be applicable for the first year. For the second, third and fourth year, the consultant's rates will be increased by a fixed 2.5% rate of inflation per year.

Year 2 unit rate = Year 1 unit rate + 2.5%

Year 3 unit rate = Year 2 unit rate + 2.5%

Year 4 unit rate = Year 3 unit rate + 2.5%

- 5- Item 6.2.2.4 Exigence cotée – Expertise et expérience du personnel, les deux premières puces sont révisées à lire :

Le proposant doit fournir :

- Les curriculum vitae (CV) de quatre (4) membres énumérés ci-dessous du personnel interne qui réaliseront la majorité des services pour les commandes subséquentes à la présente COC (consulter les exigences 4C, 4D et 4E pour obtenir plus de détails).
 - Ingénieur Intermédiaire, niveau D;
 - Ingénieur Senior, niveau E;
 - Ingénieur Principal, niveau F;
 - Technologue, niveau D;
- Seuls les quatre (4) CV énumérés ci-dessus seront notés et évalués vis-à-vis les 2 points maximum par CV, tandis que tous autres CV soumis seront évalués et notés en fonction des autres exigences cotées, le cas échéant.

- 6- La page 41 du document de la DOC indique que 1,5 point sera attribué à chaque CV pour le personnel de la catégorie 4C/4D/4E, alors que la page 37 du document de la DOC indique que 2 points seront attribués à chaque CV. La CCN peut-elle confirmer combien de points sont attribués à chaque CV afin d'aider le promoteur à soumettre le bon nombre de CV ?

2 points seront attribués à chaque CV.

La page de résumé à la page 41, points 4C, 4D, 4E, FACTEUR DE POIDS est révisé pour lire '8.0 (2.0 par CV)'

- 7- Page 5 de 7, section 2.4 - La DOAC précédentes de la CCN comprenaient un taux d'inflation indexé sur l'IPC pour les services de consultation. Compte tenu du climat financier actuel, le fait de maintenir les augmentations annuelles futures à 2 % par année pose un risque considérable quant à la capacité des soumissionnaires de fournir des taux horaires concurrentiels à la CCN. La CCN envisagerait-elle de revenir à la méthode de l'IPC (ou à un pourcentage de l'IPC ou à une autre mesure) pour les taux des années 2 à 4 ?

Item 2.4 PÉRIODE DE L'OFFRE À COMMANDES est révisée à lire :

La durée de la convention a commandes est de quatre (4) ans à compter de la date d'attribution. Les taux unitaires que le soumissionnaire indique sur le formulaire la grille tarifaire seront applicables pour la première année. Pour la deuxième, troisième et quatrième année, les taux du consultant seront augmentés d'un taux d'inflation fixe de 2,5% par an.

Taux unitaire de l'année 2 = Taux unitaire de l'année 1 + 2,5%.

Taux unitaire de l'année 3 = taux unitaire de l'année 2 + 2,5%.

Note: If a year's inflation rate is significantly higher or lower than the fixed 2.5% rate, the SOA holder or the NCC may make a request to negotiate a higher or lower fixed rate of inflation at the beginning of year 2, year 3 or year 4 and the parties, acting reasonably, shall consider the appropriate fixed rate of inflation adjustment for that specific year. The SOA holder or the NCC will be required to provide proof of the significant rate of inflation increase or decrease at the time of making such a request. Note that Statistic Canada's table 18-10-0164-01 for Engineering Services will be used for comparison

Taux unitaire de l'année 4 = taux unitaire de l'année 3 + 2,5%.

Remarque : Si le taux d'inflation d'une année est considérablement plus élevé ou plus bas que le taux fixe de 2,5 %, le détenteur de la convention ou la CCN peut demander de négocier un taux d'inflation fixe plus élevé ou plus bas au début de l'année 2, de l'année 3 ou de l'année 4 et les parties, agissant de façon raisonnable, doivent considérer le taux d'inflation fixe approprié pour cette année spécifique. Le détenteur de la convention ou la CCN devra fournir la preuve de l'augmentation ou de la diminution significative du taux d'inflation au moment de faire une telle demande. Veuillez noter que le tableau 18-10-0164-01 de Statistique Canada pour les services d'ingénierie sera utilisé à des fins de comparaison.

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APPENDIX “6” (ADDENDUM 2) - DOING BUSINESS WITH THE NCC

The following is an overview of the NCC’s requirements for document formatting, labelling and handling. The standards described in this Appendix are general standards and, in the context of specific projects, specific instructions can be added or modified.

All SOA work must be completed using acceptable document standards, for formatting, labelling and handling. The NCC seeks to uphold CADD and REVIT Standards in accordance with the document titled NCC CADD and REVIT Standards (January 2021).

The complete document is available upon request;

Upon award of SOA, a template (.dwt and/or .rte) file containing title blocks in various sizes, standard layers, dimension, annotations, and text styles as well as the NCC's .ctb plot file will be provided to the consultant.

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APPENDIX “6” (ADDENDUM 2) - DOING BUSINESS WITH THE NCC

1 INTRODUCTION

- 1.1 NCC’s Design and Construction Division includes three sections of CADD and REVIT users; Architecture, Engineering and Landscape Architecture. Design and Construction has adopted drafting Standard to establish practice standards which will facilitate and maximize the use of drawing files. In addition, the NCC seeks archive uniformity. NCC’s CADD Standard is based on the Public Works and Government Services Canada (PWGSC) National CADD Standard. The NCC recognizes PWGSC support for allowing it to use integral parts of their document.
- 1.2 The NCC uses an NCC-specific ‘Major Construction - General Conditions’ for the ‘front-end’ of major construction tender documents for SOA work. These ‘Major Construction - General Conditions’ are similar to, but not identical to, those used by federal government departments.

2 FORMATTING AND HANDLING OF DRAWINGS AND SPECIFICATIONS

2.1 Drawing File Format

The NCC requires all files to be compatible with Microsoft Operating Systems. The CADD drawing format required for drawings is the AutoCAD native format DWG file and REVIT native format RVT, i.e. they may not be uniquely submitted in Adobe PDF, Autodesk DWF or other subsequent simplified formats. Unless it is specified in the articles of agreement for a call-up against this SOA, the NCC will not supply or accept formats that are no longer supported by Autodesk.

2.2 Template Drawing

The template drawing provided by the NCC is set for the default metric units, text styles and dimension styles. Recognizing the differences between engineering drawings and architectural drawings, the templates are provided with dimension styles, and lettering in respect to the multiple disciplines represented.

2.3 Standard drawing sheet sizes used by NCC: Sheet designation Overall size (mm)

B1	707x1000mm
A0	841x1189
A1	594x841
A2	420x594
A3 (11x17 Tabloid)	297x420
A4 (Letter)	297x210

APPENDIX “6” (ADDENDUM 2) - DOING BUSINESS WITH THE NCC

2.4 External references (XREF)

Externally referenced blocks (XREFs) may be used during the working stages of the drawing. However, upon completion, XREFs must be converted to blocks (Do not BIND XREFs, instead use BIND INSERT). In no circumstances, shall the drawing reference symbols. They must be inserted as Blocks.

2.5 Raster images

When separate raster images are included in a drawing, all related files containing images and images info; Coordinates, Rotation angles, Scale, etc. (TFW, JGW, SID, Etc.) are to be provided. These files are essential for their georeferencing.

2.6 Searchable text

The NCC requires that the text on the PDF drawings submitted is searchable. The text must be TrueType Font (TTF) which makes the text searchable. This includes page numbering, callouts and details numbers. TTF Criteria:

- o The width factor must be 1.0
- o The oblique angle within the style set must be 0.0
- o The font must not be set to fit
- o The font must have a Z coordinate of 0.0
- o If the font is part of a block, the X and Y scale factors must be the same

2.7 Submittals

Final delivery of project work must include the following elements, or as otherwise agreed in writing with NCC Design Lead:

- ▶ PDF version of the .DWG files and/or .RVT file, with consultant logo(s) and professional stamp(s) and signature(s).
- ▶ .DWG or .RVT format files of drawings

-Note: At Consultant's discretion, Consultant's logo and professional stamp may be removed from the 'archive' copies of drawings, provided that the NCC has received an original stamped and signed of the drawings

- ▶ CTB File associated with the project, where applicable;
- ▶ Digital files of all Sketch-up or other-software 3D modelling work in their original file format and in pdf format

2.8 File delivery

File transfers must adhere to the following rules:

- ▶ Submission and transfer of drawing files may, on arrangement with NCC Design Lead, be sent via E-mail.

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- ▶ If the file size exceeds the limit of E-mail, files can be posted to the NCC’s Design and Construction FTP site or placed on a compact disks (CD) delivered to the designated contact person.
- ▶ All Drawing files regarding Official Residences must be submitted by secure means (e.g. security bonded courier service). Delivery by electronic mail is prohibited.

2.9 File Presentation

The files presented must be in conformity with the following rules:

- ▶ A drawing must be purged of all definitions that are not used such as: layer names, text styles, dimension styles, layer filters, blocks, etc.
- ▶ A drawing must not contain any object definitions without geometry. For example; an empty text or blocks without objects.
- ▶ No object must be found on layer “0” or DEFPOINTS except for objects contained in a block definition and the dimensions.
- ▶ A drawing must not contain any detectable error using the Audit Command. All presented files must also adhere to the following rules of best practice.
- ▶ When the type of drawing lends itself to it, the lines must be drawn in an orthogonal mode.
- ▶ All vectors must be drawn with closed corners.
- ▶ The drawing must be saved such as to be printed without any page setup. The main layout must be active, and all the viewports adjusted and locked to the correct scale.

2.10 Drawing co-ordinates

DRAWINGS BASED UPON SITE PLAN OR SURVEY INFORMATION PROVIDED BY THE NCC SURVEY DEPARTMENT SHALL NOT BE SCALED, MOVED, ROTATED OR OTHERWISE DISPLACED FROM THE ORIGINAL CO-ORDINATES.

2.11 Layering Standards

Layering of CADD information must adhere to the NCC’s Layering Naming Convention. The layer is the basic tool for organizing and managing graphic information. Layers are used to sort graphic objects into groupings of related data. PWGSC has developed a modular, alphanumeric layer nomenclature format that is designed to sort this data in a specific manner. The layer name structure consists of 5 fields separated by hyphens. The first 3 fields, consisting of the discipline, group and single layer fields, are mandatory while the last 2 are optional fields allowing a more precise identification where necessary.

2.12 Convention for naming electronic documents / media:

Electronic documents/media submitted to NCC under this SOA must be named according to the following conventions:

DC number; Date of issuance; Project Name; Object; Version

Note: the aforementioned example would thus appear as:

DC4521-02_20030912_verandah-rehabilitation_planA1_01.dwg

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Consultants shall on a project-by-project basis confirm with NCC Design Lead the titling conventions to be used on their project(s).

2.13 Digital photographs

Digital photographs related to SOA project work shall be submitted to NCC in electronic format (.tif or .jpg files) on CD-ROM, according to a schedule established by NCC Design Lead. Where there are multiple photos of same subject, NCC may in instances accept bulk naming of digital photographs

3 PREPARATION OF CONSTRUCTION DOCUMENTS FOR THE NCC

3.1 Purpose

Drawings, specifications and addenda must be complete and clear, so that a contractor can prepare a bid without guesswork. Standard practice for the preparation of construction contract documents requires that:

- ▶ drawings are the graphic means of showing work to be done, as they depict shape, dimension, location, quantity of materials and relationship between building components.
- ▶ specifications are written descriptions of materials and construction processes in relation to quality, colour, pattern, performance and characteristics of materials, installation and quality of work requirements.
- ▶ Addenda are changes to the construction contract documents or tendering procedures, issued during the tendering process.

3.2 Principles of the NCC Contract Documents

The NCC’s contract documents are based on common public procurement principles. PWGSC does not use Canadian Construction Document Committee (CCDC) documents. The terms and conditions are prepared and issued by the NCC as well as other related bidding and contractual documents.

3.3 Quality Assurance

Consultants are required to undertake their own quality control process and must review, correct and coordinate (between disciplines) their documents before sending them to the NCC.

4 SPECIFICATIONS

4.1 National Master Specification

The National Master Specification (NMS) is a master construction specification available in both official languages, which is divided into 48 Divisions and used for a wide range of construction and/or renovation projects. In preparing project specifications, the Consultant must use the current edition of the NMS in accordance with the “NMS User’s Guide”.

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The Consultant retains overriding responsibility for content and shall edit, amend and supplement the NMS as deemed necessary to produce an appropriate project specification free from conflict and ambiguity.

4.2 Specification Organization

Narrowscope sections describing single units of work are preferred for more complex work, however, broadscope sections may be more suitable for less complex work. Use either the NMS 1/3 - 2/3 page format or the Construction Specifications Canada full-page format. Start each Section on a new page and show Project Number, Section Title, Section Number and Page Number on each page. Specification date, project title, and consultant’s name are not to be indicated.

4.3 Terminology

Use the term "Departmental Representative" instead of Architect, NCC, Owner, Consultant or Engineer. "Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to" or "equivalent to", "to be determined on site by "Departmental Representative", should not be indicated in the specifications as this promotes inaccurate and inflated bids. Specifications must permit bidders to calculate all quantities and bid accurately. If quantities are impossible to identify (i.e. cracks to be repaired) give an estimated quantity for bid purposes (unit prices). Ensure that the terminology used throughout the specifications is consistent and does not contradict the applicable standard construction contract documents.

4.4 Dimensions

Dimensions are to be in metric only (no dual dimensioning).

4.5 Standards

As references in the NMS may not be up to date, it is the responsibility of the consultant to ensure that the project specification uses the latest applicable edition of all references quoted. The following is a list of some of the Internet websites which provide the most current publications of standards for reference in the construction specification document.

- ▶ CSA standards: <http://www.csa.ca>
- ▶ CGSB standards: <http://www.pwgsc.gc.ca/cgsb>
- ▶ ANSI standards: <http://www.ansi.org>
- ▶ ASTM Standards: <http://www.astm.org>
- ▶ ULC standards: <http://www.ulc.ca>
- ▶ General reference of standards: <http://www.cssinfo.com>

The NMS website (<http://www.tpsgc-pwgsc.gc.ca/biens-property/ddn-nms/index-eng.html>) also links to other documents references in the NMS under its "Links" feature.

APPENDIX “6” (ADDENDUM 2) - DOING BUSINESS WITH THE NCC

4.6 Specifying Materials

The practice of specifying actual brand names, model numbers, etc., is against NCC policy except for special circumstances. The method of specifying materials shall be by using recognized standards such as those produced by Canadian Gas Association (CGA), Canadian General Standards Board (CGSB), Canadian Standards Association (CSA), and Underwriters’ Laboratories of Canada (ULC), or by trade associations such as Canadian Roofing Contractors’ Association (CRCA) and Terrazzo, Tile, Marble Association of Canada (TTMAC). Canadian standards should be used wherever possible.

If the above method cannot be used and where no standards exist, specify by a non-restrictive, non-trade name “prescription” or “performance” specifications.

In exceptional or justifiable circumstances or if no standards exist and when a suitable non-restrictive, non-trade name “prescription” or “performance” specification cannot be developed, specify by trade name. Include all at least three (3) materials acceptable for the purpose intended, and in the case of equipment, identify by type and model number.

Acceptable Materials: set up the paragraph format as follows:

Acceptable Materials:

1. ABC Co. Model [_____].
2. DEF Co. Model [_____].
3. GHI Co. Model [_____].

Or equivalent.

Alternative materials to those specified may be considered during the solicitation period, however, the onus will be on the Consultant to review and evaluate all requests for approval of alternative materials.

The term “Acceptable Manufacturers” should not be used, as this restricts competition and does not ensure the actual material or product will be acceptable. A list of words and phrases that should be avoided is included in the NMS User’s Guide.

Sole Sourcing: Sole sourcing for materials and work can be used for proprietary systems (ie. fire alarm systems, EMCS systems). Substantiation and/or justification will be required.

Wording for the sole source of work should be in Part 1 as: “Designated Contractor

.1 Hire the services of [_____] to do the work of this section.”

Wording for the sole source of EMCS systems should be in Part 1 as “Designated Contractor

.1 Hire the services of [_____] or its authorized representative to complete the work of all EMCS sections.”

and in Part 2 as “Materials

.1 There is an existing [_____] system presently installed in the building. All materials must be selected to ensure compatibility with the existing [_____] system.

Wording for the sole source of materials (ie. fire alarm systems) should be in Part 2 as: “Acceptable materials

.1 The only acceptable materials are [.....] .”

Prior to including sole source materials and/or work, the Consultant should contact the Design Lead to obtain the approval for the sole sourcing.

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7 Unit Prices

Unit prices are used where the quantity can only be estimated (eg. earth work) and the approval of the Project Manager must be sought in advance of their use.

Use the following wording:

[The work for this section] or [define the specific work if required, e.g. rock excavation] will be paid based on the actual quantities measured on site and the unit prices stated in the Bid and Acceptance Form.

In each applicable NMS section, replace paragraph title "Measurement for Payment" with "Unit Prices".

Sample of Unit Price Table:

The Unit Price Table designates the Work to which a Unit Price Arrangement applies.

- (a) The Price per Unit and the Estimated Total Price must be entered for each Item listed.
- (b) Work included in each item is as described in the referenced specification section.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Price per Unit GST/HST extra	Estimated Total Price GST / HST extra
TOTAL ESTIMATED AMOUNT						
Transfer amount to subparagraph 1)(b) of BA03						

4.7 Cash Allowances

Construction contract documents should be complete and contain all of the requirements for the contractual work. Cash allowances are to be used only under exceptional circumstances (ie. utility companies, municipalities), where no other method of specifying is appropriate. Obtain approval from the Project Manager in advance to include cash allowances and then use "Section 01 21 00 - Allowances" of the NMS to specify the criteria.

4.8 Related Sections

In every section of the specification at 1.1 "Related Sections": coordinate the list of related sections and appendices. Ensure co-ordination among the sections of the specification and ensure not to reference any section or appendices which do not exist.

4.9 Index

List all the plans and specification sections with correct number of pages, section names and correct drawing titles in the format shown in Section 2 Formatting, Handling of drawings and specifications

4.10 Health and Safety

It is required that all project specifications include "Section 01 35 29.06 - Health and Safety Requirements." Confirm with the Project Manager to determine if there are any instructions to meet regional requirements.

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4.11 Designated Substances Report

Include “Section 01 14 25 - Designated Substances Report”

4.12 Prequalification and Pre-award submissions

Do not include in the specification any mandatory contractor and/or subcontractor prequalification or pre-award submission requirements that could become a contract award condition. If a prequalification process or a pre-award submission is required, contact the Project Manager.

There should be no references to certificates, transcripts or license numbers of a trade or subcontractor being included with the bid.

4.13 Contracting Issues

Specifications describe the workmanship and quality of the work. Contracting issues should not appear in the specifications. Division 00 of the NMS is not used for NCC projects as NCC procurement services has its own suite of documents that covers the topics listed below.

Remove all references within the specifications, to the following:

- General Instructions to Bidders
- General Conditions
- CCDC documents
- Priority of documents
- Security clauses
- Terms of payment or holdback
- Tendering process
- Bonding requirements
- Insurance requirements
- Alternative and separate pricing
- Site visit (Mandatory or Optional)
- Release of Lien and deficiency holdbacks

5 DRAWINGS

5.1 Title Blocks

Use the NCC title block for drawings and sketches (including addenda).

5.2 Dimensions

Dimensions are to be in metric only (no dual dimensioning).

5.3 Trade Names

Trade names on drawings are not acceptable. Refer to SECTION 4, SPECIFICATIONS, 4.6 Specifying Materials for specifying materials by trade name.

5.4 Terminology

Use the term "Departmental Representative" instead of NCC, Owner, Consultant or Architect. "Departmental Representative" means the person designated in the Contract, or by written notice to the Contractor, to act as the Departmental Representative for the purposes of the Contract, and includes a person, designated and authorized in writing by the Departmental Representative to the Contractor.

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Notations such as: "verify on site", "as instructed", "to match existing", "example", "equal to" or "equivalent to", "to be determined on site by "Departmental Representative", should not be indicated in the specifications as this promotes inaccurate and inflated bids. Specifications must permit bidders to calculate all quantities and bid accurately. If quantities are impossible to identify (i.e. cracks to be repaired) give an estimated quantity for bid purposes (unit prices). Ensure that the terminology used throughout the specifications is consistent and does not contradict the applicable standard construction contract documents.

5.5 Information to be included

Drawings should show the quantity and configuration of the project, the dimensions and details of how it is constructed. There should be no references to future work and no any information that will be changed by future addenda. The scope of work should be clearly detailed and elements not in contract should be eliminated or kept to an absolute minimum.

5.6 Drawing Numbers

Number drawings in sets according to the type of drawing and the discipline involved as follows:

During the Design Phase of the project each submission and review must be noted on the Notes block of the drawing title, but at the time of construction document preparation, all revision notes should be removed.

Discipline	Drawing
Demolition	D1, D2, etc.
Architectural	A1, A2, etc.
Civil	C1, C2, etc.
Landscaping	L1, L2, etc.
Mechanical	M1, M2, etc.
Electrical	E1, E2, etc.
Structural	S1, S2, etc.
Interior Design	ID1, ID2, etc.

5.7 Presentation Requirements

Present drawings in sets comprising the applicable demolition, architectural, structural, mechanical and electrical drawings in that order. All drawings should be of uniform standard size.

5.8 Legends

Provide a legend of symbols, abbreviations, references, etc., on the front sheet of each set of drawings or, in large sets of drawings, immediately after the title sheet and index sheets.

5.9 Schedules

Where schedules occupy entire sheets, locate them next to the plan sheets or at the back of each set of drawings for convenient reference.

5.10 North Points

On all plans include a north point. Orient all plans in the same direction for easy cross-referencing. Wherever possible, lay out plans so that the north point is at the top of the sheet.

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6 ADDENDA

6.1 Format

Prepare addenda using the format shown in Annex “I”. No signature type information is to appear.

Every page of the addendum (including attachments) must be numbered consecutively. All pages must have the NCC project number and the appropriate addendum number. Sketches shall appear in the NCC format, stamped and signed.

No Consultant information (name, address, phone #, consultant project # etc.) should appear in the addendum or its attachments (except on sketches).

6.2 Content

Each item should refer to an existing paragraph of the specification or note/detail on the drawings. The clarification style is not acceptable.

7 DOCUMENTATION

7.1 Translation

When required, all documentation included in the construction contract documents shall be in both official languages.

Ensure that English and French documents are equal in all respects. There can be no statement that one version takes precedence over the other.

Consultant shall provide:

- ▶ Specification: originals printed one side on 216 mm x 280 mm white bond paper.
- ▶ Addenda (if required): as per Annex “I” (to be issued by the NCC).
- ▶ Drawings: reproducible originals, sealed and signed by the design authority.

The NCC shall provide:

- ▶ General and Special Instructions to Bidders
- ▶ Bid and Acceptance Form
- ▶ Standard Construction Contract Documents