



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À :

NRC.BidReceiving-
ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITIONS

Proposal To: National Research Council Canada

We hereby offer to sell to His Majesty the King 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 thereof.

Proposition au : Conseil national de recherches Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes
Comments - Commentaires

Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
National Research Council Canada
Conseil national de recherches Canada

Title – Sujet Greenhouse gas (GHG) reduction project	
Solicitation No. – N° de l'invitation 23-58048	Date March 18, 2024
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le April 29, 2024	Time Zone Fuseau horaire EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Stéphane Lajoie	
Email address – l'adresse courriel : stephane.lajoie@nrc-cnrc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : National Research Council Canada 501 University Blvd. East Door 6 via Newton Saguenay, Quebec G7H 8C3	

Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, please contact NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca

1.2 Statement of Work

To provide services in accordance with the detailed Statement of Work attached as Annex "A".

1.3 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 may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

You are invited to submit one electronic Technical Proposal and one electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal (RFP). One attachment must be clearly marked 'Technical Proposal' and the other attachment must be marked 'Financial Proposal'. All financial information must be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. All proposals should include the front page of this RFP duly completed.

[2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.



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. Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

2.1.1 It is the Bidder's responsibility to:

- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

2.1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

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

2.1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

2.1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

2.1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.

2.1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

2.1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

2.2 Late Bids

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National



Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

2.3 Submission of Bids

Technical and Financial Proposals must be **received electronically** no later than 2:00 p.m. **EDT** (NRC's Server Time), April 29, 2024 to the following NRC email address:

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Proposals must not be sent directly to the Contracting Authority or the Project Authority.

All submitted proposals become the property NRC.

2.4 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 nonresponsive.

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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Contracting Authority, Procurement Services
National Research Council Canada
Stéphane Lajoie - stephane.lajoie@nrc-cnrc.gc.ca

For open public tender

To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

Bidders who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).

It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.



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.

2.6 Applicable Laws

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

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.

2.7 Bid Challenge and Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#). Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<https://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate attachment sections (when applicable) as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)



Procurement (<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the **Policy on Green Procurement** (<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32573>) for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Bidders are encouraged to consult the following websites:

<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>

<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-qlr-eng.html>

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.

3.1.2 Exchange Rate Fluctuation



Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

Section III: Certifications

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

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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory and rated evaluation criteria attached as Annex D. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

4.1.3 Financial Evaluation

The Contractor must complete the pricing schedule provided in Annex B and include it as a separate attachment in the electronic bid submission.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations

Applicable Sales Tax: The GST, PST, QST or HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of applicable sales tax shall be disclosed and shown as a separate item.

4.2 Basis of Selection

Highest combined technical score (60%) and price (40%) with a minimum consensus score of 60%. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum consensus score of 60% of the points for the technical evaluation criteria (Rated Requirements).

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

The responsive bid with the highest combined technical score (60%) and price (40%) 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, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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 provided 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) (<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.

In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- 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).

<u>SURNAME</u>	<u>GIVEN NAME(S)</u>	<u>TITLE</u>



PART 6 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses) as described in Annex "C" apply and form part of the Contract.

6.1.1.2 The Company Security Officer must ensure that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements. The President of the organization (or an equivalent senior official) may submit a Personnel screening, consent and authorizing form to the NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca for the employees of his or her organization.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 General Conditions

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stéphane Lajoie
Title: Senior Contracting Officer
National Research Council Canada
Directorate: Financial and Procurement
Address: 1200 Montreal Road, Ottawa, Ontario K1A 0R6

Telephone: (514) 210-7395
E-mail address: stephane.lajoie@nrc-cnrc.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.

6.5.2 Technical Authority

The Technical Authority for the Contract is: *[to be inserted at contract award]*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ _

E-mail address: _____

The Technical 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 Technical Authority; however, the Technical 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.

6.5.3 Contractor's Representative *[to be inserted at contract award]*

Name: _____

Title: _____

Address: _____

Telephone: ____ _

E-mail address: _____

6.6 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: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for costs reasonably and properly incurred in the performance of the work under this Contract in accordance with the following:

Professional Fees

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

6.7.2 Limitation of Expenditure

Unless otherwise authorized in writing by the National Research Council of Canada (NRC), NRC's financial liability to the Contractor under this Contract shall not exceed \$ _____ (*insert the sum*). Customs duties are excluded and Applicable Taxes are extra. The Contractor must not perform any work that would cause the total liability of NRC to exceed this limitation unless authorized in writing by the



Contracting Authority through a contract amendment. All work shall be done to the full satisfaction of the Technical Authority named herein before any payment shall become due to the Contractor.

6.7.3 Method of Payment

SACC Manual clause **H1001C** (2008-05-12), Multiple Payment

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic Only);
- b. Wire Transfer (International Only);

6.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.9 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices **must** be sent to: nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca

PLEASE QUOTE CONTRACT NO. [to be inserted at contract award] ON ALL DOCUMENTATION AND INVOICES.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws



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

6.12 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) **2010B** (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (c) ANNEX A, Statement of Work;
- (d) Attachment-1_UNIGEC-Studies
- (e) ANNEX B, Basis of Payment;
- (f) ANNEX C, Security Requirements Check List (SRCL);
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*).

6.12 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

6.13 Non-Permanent Resident (Foreign Company)

The Contractor shall ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfilment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry. The Contractor shall ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor shall be responsible for all costs incurred as a result of non-compliance with immigration requirements.

OR

6.13 Non-Permanent Resident (Canadian Company)

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.14 Withholding of 15 percent on Service Contracts with Non-residents



Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the [Canada Revenue Agency](#) (CRA). The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

Although most tax treaties between Canada and other countries provide for some relief from Canadian tax, Canada does not normally relinquish its right to withhold tax pursuant to the provisions of section 153 of the [Income Tax Act](#) and subsection 105(1) of the [Income Tax Regulations](#). If the non-resident contractor can adequately demonstrate, based on treaty protection, that the withholding normally required is in excess of the ultimate tax liability, or that the withholding creates undue hardship to the contractor, then the CRA may issue permission to the payer authorizing a reduction of the subsection 105(1) withholdings. The procedure to apply for a reduction of withholding is detailed in Income Tax Information Circular [IC75-6R2](#) Appendices A and B, as well as in CRA's [T4061, Non resident Tax Withholding, Remitting, and Reporting](#). Requests for a waiver or a reduction of the withholding will not be entertained unless deductions at source are remitted to CRA.

6.15 Government Smoking Policy

Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

6.16 Access to Government Facilities/Equipment

Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Technical Authority named herein. There will be however, no day-to-day supervision of the Contractor's activities, nor control of the Contractor's hours of work by the Technical Authority.

The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.



ANNEX "A" STATEMENT OF WORK

Background

The National Research Council's Aluminum Technology Centre (NRC-ATC) works with the aluminum transformation industry to improve their manufacturing processes and allow them to make lighter, more cost-effective and more environmentally friendly products. The NRC's center has research facilities dedicated to aluminum transformation processes and characterizing the performance of the manufactured products.

NRC Commitment to Greening

The NRC is committed to achieve significant greenhouse gas (GHG) emission reductions to its real property portfolio, with an aspiration to be carbon neutral by 2050. Consequently, all projects affecting energy use should consider cost-effective improvements to reduce GHG emission.

The Greening Government Strategy for Real Property requires all new buildings and major building retrofits to prioritize low-carbon and climate resilience, with investment decisions based on the total cost of ownership.

Project Description

Broadly speaking, six fresh air supply units with a nominal capacity of 8,000 l/s each, located under the roof structure in LGE-2 have reached the end of their life and must be replaced. Two of the units serve LGE-1 and four others serve LGE-2. The six existing units must be replaced by two roof-mounted air conditioning units with a calculated capacity that is sufficient for the current needs of research activities carried on at the two LGEs.

This project is part of a larger project to minimize greenhouse gas (GHG) emissions at NRC-ATC that was previously the subject of a feasibility study by Unigec in 2019. This project is not currently funded, but all construction work completed by the time it is funded shall comply with the basic principles of the 2019 study. Another study by Unigec in 2019 described the possible solutions for replacing the units referred to in this call the RFPs.

To ensure the continuity of operations at both LGEs and to accommodate budget planning for major capital, the project will be carried out in three stages:

- The early planning phase
- Phase 1
- Phase 2

Early planning phase

- Validation of the existing concept, assessment and final choice of technical solutions.
- Preparation of a Class 3 concept estimate at 25% accuracy.
- Development of plans and specifications for the request for proposals (RFP) for phase 1 of the construction work,.
- Preparation of a detailed Class 2 concept estimate at 15% accuracy for Phase 1.

The early planning phase must be completed no later than May 1, 2024.

Phase 1 (conditional on obtaining the necessary capital funds)

- Phase 1 of the construction work for the replacement of a certain number of existing fresh air supply units under the roof structure with a new air conditioning unit on the roof.
- Preparation of plans and specifications for the RFP for phase 2 of the construction work.



The target date for completion of Phase 1 is August 1, 2024, conditional on obtaining the necessary capital funds.

Phase 2 (conditional on obtaining the necessary capital funds)

- Phase 2 of the construction work for replacing the rest of the existing fresh air supply units under the roof structure with a new air conditioning unit on the roof.

The target date for completion of Phase 2 is March 31, 2025, conditional on obtaining the necessary capital funds.

In order to meet the objectives outlined in this statement of work for Engineering Services, Consultants are to develop and provide complete, clear, and effective project documentation in accordance with requirements outlined in this project statement of work, the NRC Construction Documentation & Deliverables Manual, and the NRC Engineering & Construction CAD Standards.

Confidentiality

Information exchanged as part of this project is to be treated confidential. Therefore, none of the parties shall divulge, unless in agreement and authorized by both parties any information identified as CONFIDENTIAL or PROPRIETARY. In order to proceed with design development, potential equipment suppliers may be required to sign a Non-Disclosure Agreement (NDA) with NRC.

Except for the purpose of project record documentation, information exchanged as part of a project by Contractors, NRC and any other Parties shall kept in confidence. All drawings, records, data, books, reports, documents, and information, whether technical, commercial, or financial in nature, supplied to, by, or on behalf of the other Party relating to this project work shall not disclose, unless prior written consent to disclosure of the Party who has supplied the information is obtained or the disclosure is legally required.

General

Any and all required documentation and deliverables outlined as required by this project shall be in accordance with the NRC Construction Documentation & Deliverables Manual, and the NRC Engineering & Construction CAD Standards. These documents are available upon request from the NRC Departmental Representative. Consultants shall review these documents to obtain a clear understanding of the minimum requirements for each type of deliverable (drawings and specifications), as well as supplemental details related to translations and other miscellaneous requirements.

Project Quality and Design Principles

In addition to assuring all designs are Code compliant, at a minimum the following design principles shall also be taken into consideration throughout the duration of the project by the Consultant:

- Adherence to a high standard of architectural and engineering design based on recognized, contemporary design principles. All design elements, planning, architectural and engineering design must be fully coordinated and consistent with accepted industry best practice design principles.
- Projects are to be implemented in an environmentally responsible manner and provide a healthy and safe work environment that meets all applicable Codes and supports optimum operations.
- Quality of materials, details and construction methods shall be commensurate with the type of building, budget allocation, and life-cycle costing.
- Where possible, operation and maintenance costs are to be minimized with equipment selections.



- All construction and installation details are to be designed to facilitate ease of maintenance in a safe and effective manner.
- NRC Workspace Standards (available upon request from NRC Departmental Representative) shall be utilized for design development of administration (office) areas.
- All technical choices shall be made in reference to the carbon-neutral analysis study by Unigec, June 2019.
- The development of the chosen solutions shall also take into consideration the Greening Government Strategy: A Government of Canada Directives.
- The National Energy Code for Buildings 2017 (NECB) *or most current edition*; National Research Council Canada (NRC), Canadian Commission on Building and Fire Codes (CCBFC) : Natural Resources Canada (NRCan).
- Advanced Energy Design Guides, American Society of Heating Refrigeration and Air-Conditioning Engineers.

Existing & Reference Documentation

- Carbon-neutral analysis study, Unigec, June 2019
- Analysis of the sustainability of the heating and ventilation systems in research workshops-laboratories, L003-L004, Unigec, March 2019
- As-built plans and specifications, NRC, 2004

Scope of Work for each of the Phases

General

All engineering work required for the replacement of six fresh air units in the large-scale laboratories (LGE) at NRC-ATC, including but not limited to the following requirements:

Early planning phase

- Familiarization with the 2019 studies by Unigec
- Analysis of possible alternatives based on available technology, and recommendation for technical solutions
- Analysis of existing documents, including plans, shop drawings and equipment manuals
- Detailed site surveys
- Preparation and presentation of a concept that divides the work into two stages, carried out during phases 1 and 2
- Preparation of a preliminary Class 3 estimate at 25% accuracy for the entire project, separated in two phases
- Preparation of plans and specifications for the replacement of the six existing units, in two stages, during phases 1 and 2
- Issuance of plans and specifications for Phase 1 construction bids to replace two or three of the existing units with a new rooftop unit, including mechanical, electrical and structural trades
- Verification of the compliance of project elements that could have an impact on building security, accessibility, integrity of dividing walls, firewalls, etc.
- If necessary, coordination with architects who could be added to the project



- Preparation of a detailed Class 2 estimate at 15% accuracy for Phase 1 (step 3) of the construction work
- Translation of construction documents, including plans and specifications
- Services during RFP for Phase 1 construction

Phase 1

- Verification of the preliminary Class 3 estimate at 25% accuracy for the entire project, separated in two phases
- Finalization of plans and specifications for Phase 2 bids (step 3) for the construction work to replace the remaining units with a second rooftop unit, including mechanical, electrical and structural trades
- Verification of the compliance of project elements that could have an impact on building security, accessibility, integrity of dividing walls, firewalls, etc.
- If necessary, coordination with architects who could be added to the project
- Preparation of a detailed Class 2 estimate at 15% accuracy for Phase 2 (step 3) of the construction work
- Translation of construction documents, including plans and specifications
- Services during the RFP
- Services during construction of Phase 1
- Commissioning
- Post-construction and project close-out services
- Update of as-built plans

Phase 2

- Services during the RFP
- Services during construction of Phase 2
- Commissioning
- Post-construction and project close-out services
- Update of as-built plans

Proposed Project Timeline

Refer to the Project Description in this SOW for each step.

Additional Information

The laboratories will be partly used for research during the work. All interventions shall be coordinated with the Departmental Representative to minimize the impact on activities.

Functional Programming

Objective

Define project requirements, space planning, space requirements, space adjacencies, technical requirements and other parameters that must be integrated into the future project design and implementation.



Tasks

In order to meet the objectives outlined for functional programming, the Consultant shall, at a minimum, do the following:

- Review operational requirements and facility technical needs with identified NRC stakeholders;
- Review applicable Treasury Board policies;
- Conduct a site analysis to assess the availability and adequacy of site services, utilities, access, drainage and site development opportunities and constraints;
- Assess the condition and suitability of existing spaces and buildings that are to be incorporated into project requirements;
- Gather the necessary data to develop the functional space program, adjacency matrices, room data sheets;
- Allow for four (4) meetings per construction phase with NRC stakeholders, and prepare meeting minutes for distribution as directed by the NRC Departmental Representative;
- Identify security, communications, IT, and other elements that may influence the design of the facility; and
- Identify, clearly define, and prepare a document that outlines all items for inclusion in the scope of work for the next proposed phase of work following development of the functional program.

Deliverables

In accordance with the NRC Construction Documentation & Deliverables Manual and the NRC Engineering & Construction CAD Standards, the Consultant shall provide the following:

- Site Analysis Report;
- Function Space Program Report – including any adjacency matrix and room data sheets, security and communications, and IT facility requirements;
- Meeting minutes;
- Proposed engineering design workplace and schedule;
- Rough Order of Magnitude (ROM) budget assessment for construction; and
- Preliminary risk assessment / risk register (per the NRC template).

Conceptual Design Development

Objective

Develop up to three (3) conceptual design options that include all relevant and appropriate architectural and engineering (structural, mechanical, electrical, civil, etc.) development options.

These options are to be evaluated through a robust energy and life cycle cost analysis. The option with the greatest GHG reduction potential while maintaining lower life cycle costs compared to the base case will generally be the preferred option; however, direction will be provided by the NRC on the selected option for implementation.

Tasks

In order to meet the objectives outlined as part of conceptual design development, the Consultant shall, at a minimum, do the following:

- Prepare four (4) high level feasible conceptual options to meet project requirements. Complete a comparative evaluation of options and formulate recommendations on the preferred option in relation to the overall project objectives and requirements.



- Prepare an analysis of codes and a sustainable design assessment to inform the decision on the proposed preferred option.
- Hold two (2) meetings with NRC stakeholders; one (1) to discuss the proposed concept options to be evaluated, and one (1) to review and discuss the preferred recommended option with NRC stakeholders. The Consultant shall prepare the meeting agenda and minutes for distribution as directed by the NRC Departmental Representative.

Options Assessment

As all NRC buildings will need to have net-zero carbon real property operations by 2050, the assessment must look at options that facilitate the decarbonization of buildings slated for long-term ownership.

Conduct an assessment of options to evaluate the greenhouse gas (GHG) reduction potential and feasibility of project alternatives (options). Provide the list of options to the NRC project team for approval prior to proceeding with analysis. Options are to be evaluated through an energy analysis and life cycle costing, and shall include the following scenarios:

- **Scenario 1: Baseline**
 - The assessment will establish a baseline to compare options. The baselines represent the “status quo” and is typically the lowest cost option that meets the minimum functional requirements of the project.
 - The baseline must comply with the minimum prescriptive requirements of the current edition of the *National Energy Code of Canada for Buildings* (NECB).
- **Scenario 2: Cost-neutral GHG reduction**
 - This option shall represent the greatest GHG emission reductions achievable while being cost-neutral over 40 years (or with a positive incremental Net Present Value (NPV)) compared to the baseline scenario, using a carbon shadow price of \$300 per t.CO₂e.
 - Priority should be given to load reduction, and energy and heat recovery before fuel switching alternatives are considered for reducing GHG emissions.
 - Development of this option must take into account the fact that the building has an ultimate goal of net-zero carbon operations by 2050, and therefore the option must contribute to and enable the future decarbonization of the building. This option may be an interim step as part of a phased approach towards the maximum GHG reduction scenario.
- **Scenario 3: Maximum GHG Reduction**
 - This option represents the maximum GHG reduction potential for the project.
 - This option is to reflect the net-zero carbon vision for the building insofar as it is related to the project's scope, by minimizing loads, maximizing energy recovery, using low temperature hot water and low carbon heating sources, and through thermal energy storage.
 - Minimize Loads through passive measures, such as a high-performance building envelope and energy recovery, to reduce thermal demands on mechanical systems and allow them to be smaller in size.
- **Scenario 4: Optimized GHG Reduction**
 - Potential designs that incorporate elements of Scenarios 2 and 3 based on best value.



- Determine a fiscally responsible option that optimizes GHG emission reductions versus additional lifecycle costs.
- This hybrid optimized design is expected to incorporate all the measures selected for Scenario 2 and individual conservation measures that were identified in Scenario 3 that are cost-effective and/or lead to significant GHG emission reductions.

Scope of Emissions

- The following GHG emission categories shall be included in the analysis: scope 1 emissions (from combustion), scope 2 emissions (district energy and electricity).
- The purchase of carbon offsets shall not be considered as an allowable measure to reduce GHG emissions.

Energy Analysis

- For each option, quantify utility consumption and demand savings, associated utility costs, and greenhouse gas emission reductions through a robust energy analysis.
- Analysis methodologies and techniques shall follow industry best practices, and shall be of an appropriate level of sophistication to accurately capture the system's performance characteristics.
- Whole building energy modelling shall be conducted where measures involve interaction between multiple building systems. The energy modelling professional must have experience with the simulation tool selected (including its limitations), and the professional shall validate the simulation inputs and assumptions, and provide a quality assurance of simulation results.
- All calculations, software input, assumptions and limitations associated with each analytical step are to be clearly stated.

Life Cycle Costing Analysis (LCCA)

- Complete life cycle costing analysis for the baseline and for each option analyzed. Life cycle costs shall include, but not be limited to:
 - Capital costs including all hard and soft costs (costing accuracy shall be within +/- 25% (Class D))
 - Available incentives
 - Operating and maintenance costs (including anticipated repairs and replacement of equipment)
 - Energy and utility costs (electricity, natural gas, water, etc.)
 - The resulting carbon price based on anticipated GHG emissions (CO₂e)
 - Salvage value and/or disposal cost of equipment (residual value)
- The life cycle costing analysis shall be conducted over a 40 year period and include a carbon shadow price of \$300 per tonne CO₂e.
- Emission factors, utility rates, and financial criteria (e.g. discount and inflation rates) shall be provided by the NRC.
- Refer to Chapter 37 of ASHRAE Handbook – HVAC Applications (2015) and NIST Handbook 135 for more information on how to complete a life cycle costing analysis.
- The analysis shall be conducted using the NRC RPPM's Life Cycle Costing Analysis Tool (to be provided following contract award).



Deliverables

In accordance with the NRC Construction Documentation & Deliverables Manual and the NRC Engineering & Construction CAD Standards, the Consultant shall provide the following:

- The Concept Design Report containing, as a minimum, design schematics, summary of options presented, summary of options analysis and rationale for the selection of recommended option and recommended construction implementation plan
- Meeting minutes
- Proposed engineering design workplace and schedule
- The energy analysis shall be fully documented in an appendix to the Concept Design Report, including all assumptions and limitations of the analysis.
- Indicative cost estimate (Class D)
- Cost Benefit Analysis, including life cycle project costs and assumptions
- Preliminary Risk Assessment/Risk Register (per NRC Template), and list of significant issues or concerns that require additional investigation and resolution during detailed design development

Construction Documentation (Detailed Design Development)

Objective

Complete the development of the drawings and specifications to constitute a complete, coherent, and coordinated file that is suitable for the RFP. Specifications, drawings, and addenda shall be complete and clear in order to allow contractors to prepare bids.

Tasks

In order to meet the objectives outlined as part of construction documentation preparation, the Consultant shall, at a minimum, do the following:

- Hold one (1) pre-design meeting with NRC stakeholders, prepare meeting minutes for distribution as directed by the NRC Departmental Representative.
- Prepare the drawings and specifications for submission to NRC Departmental Representative, in AutoCAD format, for review and comment at the following stages: 33%, 66%, and 99% progress and for the RFP.
- Hold progress review meetings with NRC at each documentation progress stage and prepare meeting minutes for distribution as directed by the NRC Departmental Representative.
- Review and respond to all comments and questions from the NRC Departmental Representative and respond to them at each documentation progress stage.
- Revise and update the cost estimates, including details on methodology used, as indicated:
 - Revised Class D at the 33% progress stage
 - Revised Class C at the 66% progress stage
 - Revised Class B at the 99% progress stage
 - Revised Class A at the RFP
- Revise and update the energy analysis and Life Cycle Costing, as indicated:
 - At the 66% progress stage
 - At the 99% progress stage



Deliverables

In accordance with the NRC Construction Documentation & Deliverables Manual and the NRC Engineering & Construction CAD Standards, the Consultant shall provide the following:

- Final construction documentation consisting of signed and sealed final drawings and specifications ready for the RFP
- Class A cost estimate
- Updated energy analysis and life cycle costing
- Updated and/or proposed engineering design workplace and schedule
- Proposed construction schedule
- Project risk assessment plan/risk register (per NRC Template)

Translation of Construction Documentation

Objective

Provide translated final drawings and specifications, as required by the NRC Departmental Representative.

Tasks

In order to meet the objectives outlined, the Consultant shall, at a minimum, do the following:

- Retain the services of a qualified translator or translation firm with experience in translating construction terminology, drawings and specifications; or
- Use an in-house bilingual technical resource with experience in translating construction terminology, drawings and specifications; and
- Integrate the translation and editing activities at the RFP document stage.

Deliverables

Signed and sealed bilingual drawings and specifications ready for the RFP in accordance with the requirements outlined in the NRC Construction Documentation & Deliverables Manual, and the NRC Engineering & Construction CAD Standards.

Services During Construction

General Services

Objective

Ensure that construction of the project complies with contract documentation.

Tasks

In order to meet the objectives outlined, the Consultant shall, at a minimum, do the following:

- Conduct bi-weekly site visits to review the construction progress.
- Maintain a library of annotated digital photos illustrating progress, quality, and issues at various stages of the project.
- Attend site meetings during construction.



- Issue revisions and clarifications to the plans and specifications, supplementary details and sketches to ensure that the design intent is conveyed, and respond to questions related to the design intent.
- Maintain a log and review sub-contractor submittals.
- Prepare the Contemplated Change Notice for design changes, and maintain a detailed log.
- Review subcontractor financial offers for contemplated change notices and formulate recommendations to the NRC Departmental Representative.
- Review the Commission Plan and participate in the commissioning to assist in resolving technical issues that arise during the that phase.
- Conduct a project inspection and prepare a deficiency list for the Interim Certificate of Completion.
- Conduct a project inspection prior to the issuance of a Final Certificate of Completion.
- Conduct a warranty inspection prior to the end of the warranty period and prepare a list of problems identified during that inspection.

Deliverables

In order to meet the objectives outlined, the Consultant shall, at a minimum, draft and prepare the following documentation, as required:

- Bi-monthly inspection reports, minutes of meetings, and a log of construction issues and their resolution
- Bi-monthly report on the status of submittals
- Bi-weekly progress report on CCNs and subcontractor responses
- Deficiency reports
- Final construction report identifying key issues that arose during project execution and lessons learned

Construction Administration

Objective

Act as the Departmental Representative agent for the administration and supervision of the construction contract, from contract award through completion of warranty period (typically one year following the final certificate of completion).

Tasks

In order to meet the objectives outlined, the Consultant shall, at a minimum, do the following:

- Become familiar with the project, contract documents, and main NRC stakeholders assigned to the project.
- Plan, coordinate, and chair a kick-off meeting with the designated General Contractor and NRC stakeholders.
- Obtain all mandatory kick-off meeting documents from the designated General Contractor, and ensure that each requirement set out in the documents are met.
- Review the Contractor's construction safety plan;
- Prepare an inspection and testing plan identifying the requirements for inspection and testing that are needed to oversee the execution of the project, and assist the NRC in defining and acquiring specialized inspection and testing services.



- Carry out the inspection and testing plan and prepare reports.
- Maintain a library of annotated digital photos illustrating progress, quality, and issues at various stages of the project.
- Obtain the designated General Contractor's schedule and cost breakdown, in accordance with acceptable form specified in the NRC Construction & Deliverables Manual.
- Convene and chair site meetings with the designated General Contractor, at least every two weeks.
- Maintain a daily project log recording key information related to the activities of the subcontractors, on-site resources, weather conditions, communications, directions issued and submittals received, and detail any significant incidents.
- Formally instruct the subcontractors to correct any work, material and/or equipment that does not comply with the project requirements.
- Receive, coordinate, and document the review of submittals.
- Receive, review and recommend the subcontractor progress payments.
- Prepare and oversee the execution of the Commissioning Plan.
- Carry out a formal inspection for the issuance of the Interim Certificate of Completion and another formal inspection for the issuance of the Final Certificate of Completion.
- Participate in informal and formal resolution of disputes related to the project, as required.

Deliverables

In order to meet the objectives outlined, the Consultant shall, at a minimum, draft and prepare the following documentation, as required:

- Agenda and minutes of all site meetings, and minutes of other meetings
- Correspondence file and log
- Historical issue log
- Monthly project and financial status report, and cash flow forecasts
- Submittals status report
- CCN status report
- Testing and inspection plan and reports
- Construction photos
- Directives issued
- Commissioning plan and report;
- Deficiency list
- Recommendations for progress payments, and release of holdback
- Final construction report summarizing the project's history, administration, scope, cost, schedule, quality, dispute resolution, and key issues that arose during project execution and lessons learned.

Commissioning

Objective



Ensure and verify that the building's systems and their components are installed and correctly adjusted, and perform as intended by the design and the project, in every mode of operation (day, night, seasonal, failure) and that the NRC has received the training necessary to operate it properly.

Tasks

In order to meet the objectives outlined, the Consultant shall, at a minimum, do the following:

- Become familiar with the project, design, project documents, shop drawings and product information submitted.
- Develop a Commissioning Plan, incorporating feedback from NRC, and identifying the roles and responsibilities of the Consultant, the designated General Contractor, subcontractors, Contract Administrator and the NRC stakeholders. The Commissioning Plan and its execution shall comply with CSA Z320-11;
- Develop a systematic approach for the Contractor to verify and certify that they have installed the components and systems as specified, that all testing specified in the project documents have been completed and witnessed, and that, following those tests, the Contractor has documented and presented all instances of non-compliance to the NRC Departmental Representative.
- Develop a documented, systematic approach to witness and verify that the individual system tests specified in the project documents have been conducted.
- Develop a documented, systematic approach to verify the performance of individual systems and the dynamic testing and adjustment of all systems operating together, including the building envelope, mechanical, electrical, fire alarm, communications, and others, as applicable.
- Develop an approach for seasonal commissioning of the project elements, as applicable.
- Develop a training plan for the project's manager/operator, maintenance staff, security staff, and facility occupants.

Deliverables

In order to meet the objectives outlined, the Consultant shall, at a minimum, draft and prepare the following documentation, as required:

- Commissioning Plan
- Final Commissioning Report containing the commissioning plan, schedule, minutes of meetings, warranties, static testing and verification reports for all disciplines and trades, seasonal performance testing reports, balancing reports, and issues log
- Training plan and orientation documents for the project's manager/operator, maintenance staff, security staff, and the facility occupants.

Post-Construction and Project Close-Out Services

Objective

Ensure that key project events and issues are documented.

Tasks

In order to meet the objectives outlined, the Consultant shall, at a minimum, do the following:

- Review deficiencies that may be warranty issues with the NRC Departmental Representative.
- Conduct a site visit to document warranty issues at least thirty (30) days prior to the expiration of the warranty period.



- Review the project's history, events, and issues, interview key stakeholders and gather key documents that are needed to draft the final construction report.

Deliverables

In order to meet the objectives outlined, the Consultant shall, at a minimum, draft and prepare the following documentation, as required:

- List of Equipment to be included in Maintenance Manuals
- Deficiency reports
- Lessons learned report
- Updated building floor plan and evacuation route diagrams, as required
- As-built CAD drawings, in AutoCAD format, based on redline mark-ups provided by the Contractor



ATTACHMENT 1

**UNIGEC studies are available on [Canadabuys.ca](https://canadabuys.ca) RFP 23-58048 under:
Attachment-1_UNIGEC-Studies_Études-UNIGEC_Attachement-1**



ANNEX "B" BASIS OF PAYMENT

Subject to satisfactory completion of all obligations under the contract, the bidder will be paid a firm price as indicated below. Customs duties are excluded and applicable taxes are extra.

Bidders must complete Financial Proposal table below and provide total estimated cost per stage.

Financial Proposal					
Stage	Summary Stage Description	Staff categories	Hourly rate	Estimated Effort Level (Hours)	Total Estimated Cost per Stage
Early Planning Phase	<ul style="list-style-type: none"> - Validation of existing concept, evaluation and final choice of technical solutions, - Preparation of a Class 3 design estimate with 25% accuracy, - Preparation of plans and tender specifications for phase 1 of construction work, - Preparation of a detailed Class 2 estimate at 15% accuracy for phase 1. <p>The early planning phase must be completed no later than May 1, 2024.</p>				
Phase 1	<ul style="list-style-type: none"> - Phase 1 construction work to replace a number of existing fresh air supply units under the roof structure with a new rooftop air conditioning unit, - Preparation of tender drawings and specifications for phase 2 of the construction work. <p>The target date for completion of Phase 1 is August 1, 2024, subject to receipt of the necessary capital funding.</p>				
Phase 2	<ul style="list-style-type: none"> - Phase 2 construction work to replace the existing fresh air supply units under the roof structure with a new rooftop air-conditioning unit, <p>The target completion date for Phase 2</p>				



	<p>is March 31, 2025, subject to receipt of the necessary capital funding.</p>			
<p>(Sum of Stages; Early Planning Phase, Phase 1 and Phase 2 will be calculated in order to assign "Price" score) Total:</p>				



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 911540
Security Classification / Classification de sécurité Non-classifié

**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	NRC	2. Branch or Directorate / Direction générale ou Direction PGBI
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 SAG: Appel d'offre d'ingénierie pour remplacement des 6 unités de ventilation ICE dans les grands laboratoires du CTA		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with 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 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Non-classifié





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of Canada
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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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / 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?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Evens Fortin	Title - Titre Superviseur de site	Signature Fortin, evens <small>Signé numériquement par Fortin, evens DN: cn=Evens, evens, c=CA, o=GC, ou=NRC-CNRC, email=evens_fortin@cnrc.gc.ca Date: 2022.11.07 11:34:01 -0500</small>	
Telephone No. - N° de téléphone 418-545-5531	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Evens.Fortin@cnrc-nrc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Marika Rioux	Title - Titre Analyste, Sécurité dans les marchés	Signature Rioux, Marika <small>Digitally signed by Rioux, Marika DN: cn=Rioux, Marika, c=CA, o=GC, ou=NRC-CNRC, email=marika.rioux@cnrc- nrc.gc.ca Date: 2022.11.07 14:45:46 -0500</small>	
Telephone No. - N° de téléphone 343-542-6839	Facsimile No. - N° de télécopieur 613-990-0946	E-mail address - Adresse courriel marika.rioux@nrc-cnrc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Lajoie, Stephane <small>Digitally signed by Lajoie, Stephane DN: cn=Lajoie, Stephane, c=CA, o=GC, ou=NRC-CNRC, email= stephane.lajoie@cnrc-nrc.gc.ca Date: 2024.01.10 14:10:52 -0500</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



ANNEX "D" EVALUATION CRITERIA

In their proposal, bidders must demonstrate in writing that they meet the following mandatory requirements. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will not be considered. Links to web pages are not accepted and will be rated "NOT SATISFIED".

Mandatory Requirements		
Requirement	Evaluation Criteria	Met/Not Met
Licence to practice engineering	The Contractor must provide the Permit to Practice in the Province of Quebec (Ordre des ingénieurs du Qc) authorizing the provision of consulting engineering services in the relevant province.	
Relevant project experience	The Contractor must provide proof of diploma(s), technical training(s), RBQ license, qualifications and experience in similar work, i.e., a minimum of 10 years' experience.	

Point-Rated Technical Criteria Requirements			
Requirement	Evaluation Criteria	Maximum Score	Proposal Reference
Company profile	The proposal should contain a profile of the contractor, and provide evidence of experience and qualifications in greenhouse gas emission reduction and energy saving projects. The number of energy-saving projects will be taken into account, and the higher the number, the higher the score (5 points will be awarded for the first 3 projects in greenhouse gas emission reduction and energy saving projects for up to a maximum of 15 points, 1 point will be awarded for each additional energy-saving project, for up to a maximum of 10 additional points).	25 points	



Proposed personnel	<p>The qualifications and experience of the proposed personnel should correspond to the nature of the requirement. Detailed curricula vitae (including a minimum of 5 years of relevant experience in the fields of engineering, construction and building) should be provided. In addition, personnel who have worked on energy-saving projects will be taken into consideration (5 points will be awarded per personnel with a minimum 5 years of experience in the fields of engineering, construction and building for up to a maximum of 20 points, 1 point will be awarded for each additional qualified personnel who have worked on energy-saving projects for up to a maximum of 10 additional points).</p>	30 points	
Experience	<p>The Contractor should demonstrate a minimum of 5 years of relevant experience and qualifications in similar projects related to the building, engineering and construction industry, including experience in preparing construction plans and specifications in AutoCAD and NMS formats respectively. In addition, the number of years of experience related to the energy-saving project will be compiled to obtain a total of years of experience (5 points will be awarded per year of relevant experience and qualifications in similar projects related to the building, engineering and construction industry, including experience in preparing construction plans and specifications in AutoCAD and NMS formats respectively for up to a maximum of 25 points, 1 point will be awarded per additional year of experience related to the energy-saving project, for up to a maximum of 20 additional points).</p>	45 points	
Total		100 points	