



Standards Council of Canada

Request for Information

2023-04-06

The Standards Council of Canada (SCC) is seeking information from qualified and experienced vendors for the provision of options for the redesign of SCC's office at 55 Metcalfe Street, Ottawa to support its new flexible work model.

This Request for Information (RFI) is not a solicitation and there will be no commitments with respect to future purchases or contracts.

SCC wants to redesign its existing office space to maximize productivity, serviceability, collaboration, and SCC's office as a destination, within SCC's available redevelopment and fit-out budget. SCC's office redesign is to maximize environmental sustainability and efficiency and to prioritize 'made in Canada' in the fit-out. SCC would like the design to use or repurpose some of its existing office equipment where it is possible to do so within the broader parameters of the design brief. The office needs to provide confidential meeting areas, equipment and file storage areas and also include considerations for making an impersonal space more welcoming.

SCC has an [Accessibility Plan](https://www.scc.ca/en/2023-2025-accessibility-plan): (<https://www.scc.ca/en/2023-2025-accessibility-plan>) and sees the redesign of its office space as providing an opportunity to progress related physical design elements of the plan.

Background

SCC is a crown corporation, statutorily established under the Standards Council of Canada Act (<https://laws-lois.justice.gc.ca/eng/acts/S-16/>).

SCC has approximately 150 staff, the greater majority of whom live within the National Capital Region.

SCC leases the entire 6th level of 55 Metcalfe Street, equating to approximately 21,128 square feet.

SCC has shared access to a meeting room on the 5th level that holds approximately 20 – 30 people depending on the format. This space is outside the scope of the redesign.

Office Layout for 55 Metcalfe Street, 6th Floor

A floorplan of the space will be provided by contacting the Contracting Authority listed in the notice.

A summary of facilities is set out in the table below.

Summary of SCC's Facilities	
Facility	Size
Total Floor Space	21,128 sq. ft
Total No. of Workstations	119, 52 currently available for use
Kitchen Areas	1
Health and Wellness Room (massage chair)	1
Photocopy rooms	2
Photocopiers	5
Yukon Meeting Room	Capacity = 20
Nova Scotia Meeting Room	Capacity = 3
Newfoundland and Labrador Meeting Room	Capacity = 10
Prince Edward Island Meeting Room	Capacity = 8
Manitoba Meeting Room	Capacity = 6
Saskatchewan Meeting Room	Capacity = 3
British Columbia Meeting Room	Capacity = 12
Alberta Meeting Room	Capacity = 3
Ontario Meeting Room	Capacity = 8
Algonquin Meeting Room	Capacity = 8
Nunavut Meeting Room	Capacity = 6
Northwest Territories Meeting Room	Capacity = 8
Small training room	Currently out of use
Long table collaborative area	1 with 4 tables
Collaborative lounge area	1 with seating capacity approx. 8
Designated Team Zone	1 zone with seating for 8 staff
Meeting Owls	7

Working at SCC

- I. 99% of SCC staff commenced working remotely in March 2020 in response to COVID-19 pandemic.
- II. Prior to the pandemic, each staff member living in the National Capital Area had a designated workstation set out in team formation within Branches. The number of workstations that could be accommodated within the available floorspace was at capacity.

- III. Except for members of the Executive who have offices, from December 2021 onwards, staff have not had designated workstations and the office is currently arranged into collaborative and quiet zones. When people in the office have remote meetings, even where these are one-to-one, the meetings tend to be conducted in one of the available meeting rooms.
- IV. SCC's Executive has set a vision for the future of work at SCC that places an emphasis on coming together when it is purposeful to do so, and taking deliberate actions to ensure SCC maintains its office as the hub of its work.
- V. The current layout of the workstations, privacy screens and partition walls make it difficult to see others in the office at any given time as demonstrated in the photo below. While privacy is important, this needs to be balanced with allowing for a community of workers in the office.



About the Brief

We are looking for design options that consider factors such as:

- I. A multi-purpose modular facility that would enable SCC to conduct larger size meetings and its training onsite as detailed below (this inclusion will depend on whether it can be accommodated in the design and the overall impact on cost).
- II. Lower environmental impact (The building is LEED Certified).

- III. A conceivable open standing area where all-staff in-office events (including social events) could be hosted, while also having the capacity for in-office colleagues to connect with remote colleagues.
- IV. A diverse range of collaborative zones that will enhance in-office collaborative experiences.
- V. An environment that supports in-office to remote collaboration.
- VI. Facilities to welcome and host external collaborators, partners and clients.
- VII. A fit-out that allows SCC's office to be a 'destination' for its staff and visitors.
- VIII. The proposed solution should take into consideration SCC's new Accessibility Plan and Act.
- IX. SCC has budgeted a total of up to \$500,000 over two fiscal years (April 1 – March 31). The budgeted amount included for the solution is to include but not be limited to the planning, the design, enhancements, and technological improvements.

Possible Multi-Purpose Modular Facility

- I. As part of the initial redesign brief, SCC would like to consider the installation of a multi-disciplinary space for training and meetings, subject to functionality and impact on overall cost of the redevelopment.
- II. Meeting/training capacity is 30 seated, ordinarily delivered to tables of 5-6 participants.
- III. Modular configuration that converts easily from small groups to large conference set ups, to lecture-hall format, and back.
- IV. The space to be able to be scaled for smaller groups, or ideally, multiple flexible spaces that can be scaled based on need.
- V. High-level equipment considerations for training includes:
 - a. Ability to project presentations, including to remote participants;
 - b. Ability for participants to plug-in their own devices;
 - c. Optimal internet capability for the presenter;
 - d. Optimal audio;
 - e. The possible option to have the technical capacity to provide virtual training (dependent on costing and available budget);
 - f. Other suggestions from supplier.

Procedures to request a site-visit, submit questions and submit written briefs.

We are seeking firms with experience in office design who can bring an understanding and creative approach to meeting SCC's requirements.

1. Site Visit

A Site visit will occur on request from any interested suppliers providing they contact SCC and arrange for a Site Visit before 16:00 hours EDT, Friday April 14th, 2023. The site visit will provide the supplier the opportunity to view the space. The Site visit will be scheduled to occur before 16:00 hours EDT, Friday, April 21st, 2023.

2. Questions

Questions arising from the site visit can be sent to the Contracting Authority listed in this notice before 16:00 hours, Friday, April 28th, 2023.

3. Written brief requirements and submission

In response to this Request for Information, SCC invites you to submit a written brief that includes:

- a) Background information on your firm.
- b) Specific Team members being put forward for the assignment.
- c) Demonstration of experience on similar type projects.
- d) Provision of high-level options for SCC's flexible work model and other office space uses that might be accommodated such as a multi-purpose training/meeting facility.

Written briefs should be 15 pages or less and must be submitted to contracts@scc.ca before 16:00 hours EDT, Tuesday, May 16th, 2023.