



## AGREEMENT HIGHLIGHTS

### Professional Engineering Services – Mechanical and Electrical

OECEM #2023-433

Item	Description
Agreement Term	<p><b>Effective Date:</b> November 15, 2023.</p> <p><b>Initial Expiry Date:</b> November 14, 2028.</p> <p><b>Optional Extension(s):</b> OECEM has the option to extend the Agreement for up to three (3) additional years.</p>
Services Available Through This Agreement	<p>The agreement will offer OECEM customers professional engineering services, both mechanical and electrical, that include, but are not limited to:</p> <p><b>Inspection, Audit and Site Review Services:</b></p> <ul style="list-style-type: none"><li>• Performing site reviews and assessments for mechanical and electrical upgrades</li><li>• Reviewing and analyzing project requirements</li><li>• Investigate, analyze and measure the existing facilities, capacity of existing systems, identifying all deficiencies, life cycle elements, potentials and constraints with the existing systems to the extent necessary to determine the information necessary for the project work</li><li>• Verifying floor plans, drawings, and equipment locations</li><li>• Review existing system replacement studies (if applicable)</li><li>• Obtaining surveys and local information (e.g., government office, utilities) applicable to the project</li></ul> <p><b>Design Concept and Development Services:</b></p> <ul style="list-style-type: none"><li>• Meeting with the customer to determine the scope of the required services</li><li>• Gathering, identifying, and documenting the needs of the customer and incorporating those needs into the required project deliverables</li><li>• Submission of the design concept documents in sufficient detail to illustrate the design concept and to demonstrate compliance with the project's requirements</li><li>• Submission of cost estimate, cost plan, and project schedule to confirm the feasibility of the customer's project</li><li>• Developing alternative solutions which accommodate the customer's requirements</li><li>• Develop and co-ordinate the approved conceptual design option to a level of detail which will facilitate cost estimates</li><li>• Ensure the drawings (e.g., plans, elevations, sections, and perspectives) include designs of all spaces and delineate all materials and techniques</li></ul>

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<p><b>Services Available Through This Agreement</b></p>	<p><b>Drawing Services:</b></p> <ul style="list-style-type: none"> <li>• Developing design drawings (i.e., CAD) and specifications for the project</li> <li>• Providing analytical diagrams, schematic bubble diagrams, plans, elevations, and sections</li> <li>• Preparing and providing schematic designs and drawings</li> </ul> <p><b>Project Specification Services:</b></p> <ul style="list-style-type: none"> <li>• Reviewing/proposing alternative approaches to the project</li> <li>• Advising the customer of issues or concerns regarding design, material selection, cost estimation, and/or cost analysis</li> <li>• Reviewing applicable building, fire, health, and safety standards, statutes, regulations, codes and by-laws, while ensuring compliance</li> <li>• Preparation of reports to recommend alternative remedial measures for existing deficiencies and the associated cost and schedule implication of each option</li> <li>• Providing feasibility analysis and preparing a report which includes the results of site inspections and review of the project</li> <li>• After acceptance of the project design development documents (and detailed drawings and specifications), preparing, developing, and coordinating the construction documents for review and discussions with the customer</li> <li>• Providing the customer with copies of all construction documents submitted</li> <li>• Providing all necessary steps to have equipment that was removed or replaced as part of any project be disposed of or decommissioned in accordance with appropriate disposal or decommissioning processes, applicable laws, and in accordance with commercially reasonable environmental practices. The specifications must allow for the submission of written proof or evidence or acknowledgement that the disposal of all materials was done in accordance with all current disposal requirements</li> </ul> <p><b>Cost Planning and Control Services:</b></p> <ul style="list-style-type: none"> <li>• Developing, reviewing, and providing comments on the construction budget</li> <li>• Preparing the approval schedule and budget for the customer's approval</li> <li>• Providing cost plan and cost estimates, which may include life-cycle cost estimates, for each design option developed</li> <li>• Managing the project cost and keeping the customer informed accordingly throughout the duration of the project</li> <li>• At the completion of the project, providing the customer with a certificate of payment</li> </ul> <p><b>Prequalification of Contractor Services:</b></p> <ul style="list-style-type: none"> <li>• Working collaboratively with the customer to compile tender documentation (e.g., specifications, drawings, and addendum) in a timely manner</li> <li>• Advising and assisting the customer in obtaining bids</li> <li>• Attending site visits</li> <li>• Attending public openings, if required</li> </ul> <p><b>Bid Review and Selection Services:</b></p> <ul style="list-style-type: none"> <li>• Providing expertise and support when evaluating bids submissions</li> <li>• Identifying all the bids which meet the technical requirements</li> <li>• Analyzing bids and making formal recommendations, in writing, to the customer</li> </ul>

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Services Available Through This Agreement	<b>Construction Documentation Services:</b> <ul style="list-style-type: none"><li>• Reviewing, in a timely manner, the shop drawings, samples, and product data provided by the contractor to determine conformity with the general concept and intent of the construction documents and indicate to the contractor such conformance with the general concept or lack thereof</li><li>• Assisting the customer in awarding and preparing construction contracts (e.g., CCDC documents) including drawings and specifications</li><li>• Advising of any adjustments to the construction cost estimate, if required</li><li>• Obtaining required consents, approvals, licenses and permits</li></ul>
	<b>Project Management services:</b> <ul style="list-style-type: none"><li>• As soon as practical after the award of the construction contract, requesting from the contractor a detailed construction schedule</li><li>• Monitoring and reporting the progress of the construction</li><li>• Notifying the customer of any known and anticipated delays which may affect the completion date of the project, and keeping accurate records of the causes of delays</li><li>• Establishing and maintaining, throughout the duration of each project, an appropriately qualified team capable of effectively delivering the required Services</li><li>• Ensuring adherence to the Construction Act</li><li>• Delivering the project within the time frame and assigned budget in accordance with the approved plan</li><li>• Coordinating project requirements with any other current and planned project work that may be underway at customer's location</li><li>• After acceptance of the project design development documents (and detailed drawings and specifications), preparing, developing, and coordinating the construction documents for review and discussions with the customer</li><li>• Providing the customer with copies of all construction documents submitted</li><li>• Providing all necessary steps to have equipment that was removed or replaced as part of any project be disposed of or decommissioned in accordance with appropriate disposal or decommissioning processes, applicable laws, and in accordance with commercially reasonable environmental practices. The specifications must allow for the submission of written proof or evidence or acknowledgement that the disposal of all materials was done in accordance with all current disposal requirements</li><li>• After acceptance of the project design development documents (and detailed drawings and specifications), preparing, developing, and coordinating the construction documents for review and discussions with the customer</li><li>• Providing the customer with copies of all construction documents submitted</li><li>• Providing all necessary steps to have equipment that was removed or replaced as part of any project be disposed of or decommissioned in accordance with appropriate disposal or decommissioning processes, applicable laws, and in accordance with commercially reasonable environmental practices. The specifications must allow for the submission of written proof or evidence or acknowledgement that the disposal of all materials was done in accordance with all current disposal requirements</li></ul>
	<b>Project Close-Out Services:</b> <ul style="list-style-type: none"><li>• Closing any applicable building permits with the municipality and providing appropriate documentation that the permit has been closed</li><li>• Planning and implementing training on new equipment for customer staff</li><li>• Providing operation and maintenance manuals for new equipment installs</li><li>• Providing reports, testing and reviewing documentation and information to the customer</li><li>• Returning any hard copy drawings to the customer</li><li>• Organizing and implementing transfer of ownership when necessary</li></ul>

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