



NEW BRUNSWICK
ENERGY & UTILITIES BOARD
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

Request for Proposals
for
LEASED OFFICE AND HEARING ROOM SPACE
Saint John, New Brunswick

Request for Proposals No.: **2022-2**

Issued: **November 9, 2022**

Submission Deadline: **December 21, 2022 by 12:00 p.m. (Atlantic Time)**

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PART 1

INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (RFP) is an invitation by the New Brunswick Energy and Utilities Board (NBEUB) to prospective landlords to submit proposals for the construction and fit-up of leased office and hearing room space for the NBEUB's head office in Saint John, New Brunswick (Leased Premises), as further defined in the RFP Particulars (Appendix B) as the Deliverables.

The objective of this RFP is to identify the best value, design and most suitable location for the Leased Premises and the NBEUB is seeking detailed information from interested providers.

The Leased Premises must be located in the Uptown Saint John core.

The NBEUB is an independent, quasi-judicial tribunal. The NBEUB's primary mandate and authority are contained in the *Energy and Utilities Board Act* (New Brunswick). Additional information can be found in the NBEUB's current Annual Report on the NBEUB's website at the following links:

- (a) English – https://nbeub.ca/uploads/annual_reports/en/2020-2021%20NBEUB%20Annual%20Report.pdf
- (b) French – https://nbeub.ca/fr/uploads/annual_reports/fr/2020-2021%20Rapport%20annuel%20de%20la%20CESPNB.pdf

1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into a lease with the NBEUB. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the "proponent." The proponent will be responsible for the performance of the Deliverables.

For greater clarity, any consortium of firms or corporation wishing to submit a proposal in response to this RFP must identify a single legal entity as the prime proponent that, if successful, will enter into the commercial lease agreement with the NBEUB.

1.3 RFP Contact

To contact the NBEUB in relation to this RFP, proponents must initiate the communication in writing electronically. The NBEUB will not accept any proponent's communications by any other means.

For the purposes of this procurement process, the “RFP Contact” will be:

Véronique Otis

Legal Counsel

New Brunswick Energy and Utilities Board

Email: veronique.otis@nbeub.ca; with a copy to general@nbeub.ca

Phone: (506) 643-7358

Proponents should only contact the RFP Contact as specifically instructed to in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be through the RFP Contact.

Other than the RFP Contact, proponents and their representatives are not permitted to contact any members, employees, or other representatives of the NBEUB or any elected or appointed officials, formally or informally, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.4 Contract for Deliverables

1.4.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize a design and fit-up particulars culminating in a commercial lease agreement with the NBEUB for the provision of the Deliverables. A draft form of lease agreement, which will form the basis for commencing negotiations between the NBEUB and the selected proponent, will be provided to the top three (3) ranked proponents prior to the commencement of concurrent negotiations discussed below.

1.4.2 Term of Lease

The term of the agreement is to be for a period of ten (10) years, with an option in favour of the NBEUB to extend the agreement on the same terms and conditions for two (2) additional terms of up to three (3) years each.

It is anticipated that the agreement will commence no later than the expiration of the NBEUB's existing lease on **July 31, 2024**.

1.5 RFP Timetable

1.5.1 Key Dates

Issue Date of RFP	November 9, 2022
Deadline for Questions	November 18, 2022
Deadline for Issuing Addenda	November 25, 2022
Submission Deadline	December 21, 2022 at 12:00 p.m. (Atlantic Time)
Notice for Rectification of Technical Requirements	January 16, 2023
Mandatory Technical Requirements Rectification Period	Two (2) business days
Commercially Confidential Meeting / Site Visit, if required	January 24-26, 2023
Notice for Rectification of Financial Requirements	January 30, 2023
Mandatory Financial Requirements Rectification Period	Two (2) business days
Anticipated Ranking of Proponents	February 10, 2023
Anticipated Contract Negotiation Period	March-April, 2023
Anticipated Execution of Agreement	May 19, 2023

The RFP timetable is tentative only and may be changed by the NBEUB at any time. For greater clarity, “business days” means all days that the NBEUB is open for business.

1.6 Submission of Proposals

1.6.1 Proposals to be Submitted at the Prescribed Location

Each Proponent shall hand deliver its proposals to the Board’s address at:

**New Brunswick Energy and Utilities Board
15 Market Square, Suite 1400
Saint John, NB
E2L 4Y9
Attention: Véronique Otis, Legal Counsel (RFP Contact)**

It is the proponent’s responsibility to ensure that each proposal is dated and time-stamped by the NBEUB.

1.6.2 Proposals to be Submitted in the Prescribed Manner

Each Proponent shall hand deliver one (1) signed original and five (5) copies of each of their Technical Proposal and their Financial Proposal along with any supporting information and include one (1) electronic copy of each of their Technical Proposal and their Financial Proposal

on a properly labelled USB key (in “.pdf” searchable format) no later than 12:00 p.m. Atlantic Time on December 21, 2022 (the “Submission Deadline”) to the Board’s address noted above.

The Technical Proposal (and copies) shall be sealed in an envelope, clearly indicating the proponent’s name, address and marked: **Technical Proposal: Leased Office and Hearing Room Space.**

The Financial Proposal (and copies) shall be sealed in an envelope, clearly indicating the proponent’s name, address and marked: **Financial Proposal: Leased Office and Hearing Room Space.**

1.6.3 Proposals to be Submitted on Time

Proposals must be finalized and delivered as described above on or before the Submission Deadline. Late submissions will not be accepted and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is acknowledged as being physically received at the NBEUB’s offices. Proponents submitting near the Submission Deadline do so at their own risk.

1.6.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that their amended proposal is received by the NBEUB in the same manner as their original proposal and by the Submission Deadline.

1.6.5 Withdrawal of Proposals

At any time throughout this RFP process until the execution of a final written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2

EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The NBEUB will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Technical Evaluation

2.2.1 Technical Requirements

The NBEUB will review the technical proposals to determine whether the mandatory technical requirements as set out in Section C of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements, the NBEUB will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies within the time frame for doing so set out in the RFP Timetable above. The Rectification Period will begin to run from the date and time that the NBEUB issues a rectification notice to the proponent. Proposals that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

2.2.2 Non-Financial Rated Criteria

The NBEUB will then evaluate each qualified proposal on the basis of the non-financial rated criteria as set out under the Technical Evaluation Criteria in Section E of the RFP Particulars (Appendix B).

2.3 Stage II – Financial Evaluation

2.3.1 Financial Requirements

The NBEUB will review the financial proposals to determine whether the mandatory financial requirements as set out in Section F of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory financial requirements, the NBEUB will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies within the time frame for doing so set out in the RFP Timetable above. The Rectification Period will begin to run from the date and time that the NBEUB issues a rectification notice to the proponent. Proposals that do not satisfy the mandatory financial requirements within the Rectification Period will be rejected.

2.3.2 Financial Rated Criteria

The NBEUB will then evaluate each qualified proposal on the basis of the financial rated criteria as set out under the Financial Evaluation Criteria in Section G of the RFP Particulars (Appendix B).

The evaluation of the financial requirements will be undertaken after the evaluation of the technical requirements has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the NBEUB may require the proponent to provide a more detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the NBEUB may reject the proposal.

The NBEUB may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.4 Stage III – Concurrent Negotiations and Best and Final Offer

2.4.1 Initial Ranking of Proponents

After the completion of Stage II, all scores from Stage I and Stage II will be added together and the proponents will be initially ranked based on their total scores.

2.4.2 Concurrent Negotiations

The NBEUB intends to invite the top three (3) ranked proponents to enter into concurrent negotiations. During these concurrent negotiations, the NBEUB will provide each proponent with any additional information and will seek further information and proposal improvements from each proponent.

During this stage, the NBEUB will schedule a commercially confidential meeting (CCM) with each of the top-ranked proponents to engage in direct dialogue with the proponents for the purposes of clarifying and coming to a common understanding of the NBEUB's requirements and the proponent's proposal. Additional details and instructions in respect of the CCM process will be provided to the top-ranked proponents.

The NBEUB may also schedule a site visit to the proposed premises for the NBEUB to further evaluate each proposal on their individual site-specific details, such as location, access, parking, current condition, renovation requirements, etc.

Tentative dates for the CCMs and possible site visits are listed in the RFP Timetable above. If a site visit is requested, the results of this will be considered in the final technical scoring of a proponent's solution. If it is determined by the NBEUB after the site visit that the location, premises, etc. are not suitable for whatever reason, the evaluation for that particular site will end and not proceed any further in the process.

2.4.3 Submission of Best and Final Offer

After the expiration of the concurrent negotiation period, each proponent will be invited to revise its initial proposal and submit its Best and Final Offer (BAFO) to the NBEUB. Specific instructions regarding the submission of the BAFOs will be provided to the short-listed proponents. If a BAFO fails to satisfy any mandatory submission requirements, the NBEUB will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its BAFO will be rejected. The Rectification Period will begin to run from the date and time that the NBEUB issues a rectification notice to the proponent.

2.4.4 Evaluation of BAFO and Final Ranking of Proponents

Each BAFO will be evaluated against the rated criteria set out under Final Evaluation Criteria in Section H of the RFP Particulars (Appendix B) and will be assigned a final ranking using the same process set out above. The top-ranked proponent based on the evaluation of the BAFOs will receive a written invitation to enter into a final round of negotiations to finalize the agreement with the NBEUB. In the event of a tie, the selected proponent will be the proponent with the highest score on the non-financial rated criteria.

2.5 Stage IV – Contract Negotiations

2.5.1 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the NBEUB or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the form of lease agreement provided as part of the concurrent negotiations are to form the basis for continuing negotiations between the NBEUB and the selected proponent. Negotiations may include requests by the NBEUB for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the NBEUB for improved pricing or performance terms from the proponent.

2.5.2 Time Period for Negotiations

The NBEUB intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period as set out in the RFP Timetable above, commencing from the date the NBEUB invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations and should therefore be prepared to provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.3 Failure to Enter into Agreement

If the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the NBEUB may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process

will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the NBEUB elects to cancel the RFP process.

2.5.4 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3

TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

3.1.2 Proposals in English or French

Each proposal must be in English or French.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the NBEUB may consider the proponent's past performance or conduct on previous contracts with the NBEUB or other institutions.

3.1.5 Information in RFP Only an Estimate

The NBEUB and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for a CCM or a site visit.

3.1.7 Proposal to be Retained by the NBEUB

The NBEUB will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The NBEUB makes no guarantee of the value or volume in any agreement with the successful proponent. The agreement to be negotiated with the selected proponent will not necessarily be an exclusive contract for the provision of the described Deliverables. The NBEUB may contract with others for goods and services the same as, or similar to, the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by email to the RFP Contact on or before the Deadline for Questions set out in the RFP Timetable above. No such communications are to be sent or initiated through any other means. The NBEUB is under no obligation to provide additional information, and the NBEUB is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The NBEUB is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the NBEUB, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by written addendum posted on the NBEUB's website. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the NBEUB.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the NBEUB determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the NBEUB may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the NBEUB may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The NBEUB may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the NBEUB and a proponent, the other proponents will be notified directly in writing of the outcome of this RFP.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. The RFP Contact will contact the proponent's representative to schedule the debriefing. Debriefings may occur in person at the NBEUB's location or by way of conference call or other remote meeting format as determined by the NBEUB.

3.3.3 Procurement Protest Procedure

Any proponent with concerns about the RFP process is required to attend a debriefing under section 3.3.2 prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- 1) A clear statement as to which procurement the proponent wishes to challenge;
- 2) A clear explanation of the proponent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- 3) The proponent's contact details, including name, telephone number and email address.

The NBEUB will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which the NBEUB will provide the proponent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- 1) In relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the NBEUB in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;

- (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- 2) In relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
- (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The NBEUB may disqualify a proponent for any conduct, situation, or circumstances, determined by the NBEUB, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the NBEUB may be precluded from participating in the RFP process in instances where the NBEUB has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The NBEUB may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the NBEUB determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the NBEUB; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Proponent Suspension

The NBEUB may suspend a proponent from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- 1) Illegal or unethical conduct as described above;
- 2) The refusal of the proponent to honour its submitted pricing or other commitments;
- 3) Engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the NBEUB's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- 4) Any conduct, situation, or circumstance determined by the NBEUB, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a proponent, the NBEUB will notify the proponent of the grounds for the suspension and the proponent will have an opportunity to respond within a timeframe stated in the notice. Any response received from the proponent within that timeframe will be considered by the NBEUB in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the NBEUB

All information provided by or obtained from the NBEUB in any form in connection with this RFP, either before or after the issuance of this RFP:

- 1) Is the sole property of the NBEUB and must be treated as strictly confidential;
- 2) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- 3) Must not be disclosed without prior written authorization from the NBEUB; and
- 4) Must be returned by the proponent to the NBEUB immediately upon the request of the NBEUB.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the NBEUB. The confidentiality of such information will be maintained by the NBEUB, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the NBEUB to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- 1) This RFP will not give rise to any Contract A – based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- 2) Neither the proponent nor the NBEUB will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the NBEUB by this RFP process until the successful negotiation and execution of a written agreement.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the NBEUB to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The NBEUB may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- 1) Are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- 2) Are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- 3) Are to be governed by and construed in accordance with the laws of the Province of New Brunswick and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A
FORM OF LEASE AGREEMENT

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APPENDIX B

RFP PARTICULARS

A. THE DELIVERABLES

The design, construction and fit-up of leased office and hearing room space for the NBEUB's head office in Saint John, New Brunswick as described in Appendices B and E (collectively, the "Deliverables").

B. NO AMENDMENT TO FORMS

Other than inserting information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, will be disqualified.

C. MANDATORY TECHNICAL REQUIREMENTS

Any bids received without the mandatory elements / documents listed below will not be given further consideration in the RFP process.

C.1 Submission Form (Appendix C)

Each proposal must include a Submission Form (Appendix C) completed and signed by an authorized representative of the proponent.

C.2. Essential Elements

Any proposal must include the following essential elements:

- 1) The Leased Premises must be located in the Uptown Saint John core, connected to the pedway and accessible parking must be available for staff and clients.
- 2) NBEUB operational requirements are a minimum of Monday thru Friday from 7:00 a.m. - 8:00 p.m. and will require continuous access to the Leased Premises and the operation of building services such as HVAC, lighting, elevators, etc. during these times.
- 3) Proponents must be able to deliver the Leased Premises to the NBEUB on a turnkey basis for complete operational occupancy on time. The proponent must be able to complete the design and construction as scheduled.

C.3 Documentation

Each proposal must include the following documents:

- 1) Proponents are to confirm in writing that the Architectural, Mechanical, and Electrical Requirements contained within Appendix E will be met or exceeded.

- 2) A preliminary floor plan design, drawn to scale of the proposed space, to graphically illustrate the proposed layout for the proposed Leased Premises. The special adjacency list and space program list contained within Appendix E describe one potential floor plate arrangement and important spatial adjacencies required by the NBEUB. Although this diagram represents a rectangular floor plate. Other floor plate configurations may be acceptable as long as they achieve the amount of space required and that the adjacencies are maintained. In any floor plan plate arrangement, the perimeter spaces shown on the special adjacency diagram are to be located on the exterior wall of the building and have access to windows, for daylight and view.
- 3) A schedule of key milestone dates.
- 4) A letter of zoning approval from the authority having jurisdiction.
- 5) A map showing the specific location for proposed Leased Premises.
- 6) An elevation view or exterior pictures of proposed building from the street(s) side.
- 7) A copy of the form of lease the proponent would intend to use.

C.4 References

Each proponent is required to provide two (2) references from clients who have obtained services similar to those requested in this RFP from the proponent in the last five (5) years.

The reference information provided should identify name and contact information, name and size of the project and detail the extent of previous experience, clients' overall satisfaction with services and the results achieved, including adherence to interim and final deadlines.

Proponents will be evaluated based on the references' previous experience with customer satisfaction, responsiveness, prompt attention and general satisfaction.

The NBEUB will only evaluate two (2) references. If more than two (2) references are provided by the proponent only the first two (2) listed in the proposal will be evaluated.

C.5 Information on Premises Requirements

The proposal should specifically address each of the following space requirements and preferred characteristics:

- 1) Appearance of the building and the proposed Leased Premises;
- 2) Access to the Indoor Pedestrian Connection System;
- 3) Entry cards to the office space;
- 4) General functionality of the floor plan;
- 5) Noise level – quiet environment required;
- 6) Quantity and proximity of staff, hearing participant and public parking;
- 7) Premises access to public transit and sidewalks;

- 8) Security access in both the public and private areas of the Leased Premises;
- 9) Schedule for delivery - proponents must be able to deliver the Leased Premises to the NBEUB for complete operational occupancy on time. The proponent must be capable and available to complete the required renovations as scheduled;
- 10) Preference given to one contiguous space; and
- 11) Space for future expansion.

C.6 Experience and Expertise

The proposal must contain a brief description of the proponent and clearly state the proponent's overall experience in the field of expertise required by the scope of work. The proposal shall provide data and information and relevant projects and facilities which clearly illustrate their experience and ability to provide the Deliverables. This includes, but is not limited to, brief written descriptions of the following:

1. The proponent's portfolio of owned and or managed properties, related operations, specific services provided, and scope of ownership and management involved including the year(s).
2. The proponent's total square footage of leased space for commercial, residential, industrial or other type of space.
3. The proponent's degree of involvement in the property management: itemize those areas within the proponent's control such as procurement, financing, design, technology, siting, construction, financial management, regulatory approvals, operations, ownership, staffing, marketing, etc.
4. The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.
5. How the proponent will provide the Deliverables, including availability of resources and a work plan demonstrating how the proponent intends to structure its working relationship with the NBEUB and deliver services in a timely and efficient manner.
6. Any associated firms, business partners, contractors, consultants or subconsultants that will be involved in providing the Deliverables.

D. OPTIONAL ADDITIONAL TECHNICAL INFORMATION

Proponents are requested to provide all information which they would consider pertinent for the evaluation of their proposal, including, but not limited to:

- 1) Additional photographs of the exterior and interior, showing the proposed Leased Premises, if structure is existing.
- 2) Particulars of any upgrading to the grounds, building elevators, etc. which the proponent intends to provide and include as part of your proposal.

- 3) AutoCAD architectural, structural, mechanical, and electrical drawings and specifications for the entire building if available (must be available upon request).
- 4) Current Building Inspector's and Fire Marshal's reports for the building.
- 5) Contact details.

E. NON-FINANCIAL EVALUATION CRITERIA

The following chart sets out the categories, weightings and descriptions of the evaluation criteria for both stages of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

The NBEUB will evaluate each compliant proposal on the basis of the rated criteria as set out below. A minimum threshold of 60% of the total technical points is required at the Subtotal of the Rated Criteria for the proposal to move onto Stage II – Financial.

The following is an overview of the categories and weighting for the rated criteria of the RFP:

Sections & Criteria	Weighting (Points)
Experience, Qualifications & Expertise	10
Leased Premises and Demonstrated Understanding of the Requirements and Deliverables	60
Floor Plan Layout / Functionality / Adjacencies	10
Interior Appropriateness, Appeal, Accessibility	10
Building / Equipment Age & Condition	5
Walkability / Pedway Access	2
Security	3
Total Square Footage	5

Proposed Lease Terms	5
Parking - Staff & Public	5
Exterior Appropriateness & Appeal	3
Expansion Opportunities	5
Energy Management Initiatives	2
Renew / Refresh Initiatives	2
Other Value Adds	3

F. MANDATORY FINANCIAL REQUIREMENTS

F.1 Pricing Form (Appendix D)

Each proposal must include a Pricing Form (Appendix D) completed according to the instructions contained on the form.

Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

G. FINANCIAL EVALUATION CRITERIA

Pricing is worth 30 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out on the submitted Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated by dividing that proponent's price into the lowest submitted price submitted by the proponents.

For example, if a proponent bids \$120.00 and that is the lowest bid price, that proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$). And so on, for each proposal

H. FINAL (BAFO) EVALUATION CRITERIA

The following categories, weightings and descriptions will be used in the final evaluation of rated criteria during Stage III of the evaluation process (Concurrent Negotiations and BAFO), described in Part II of this RFP. These criteria will apply only to BAFO proposals submitted by top-ranked proponents invited to participate in Stage III.

	Final BAFO Criteria	Weighting (Points)
1.	Technical Requirements	50
2.	Financial Requirements	50
	Total Points	100

H.1 Non-Financial Criteria (Final BAFO Evaluation)

The NBEUB is interested in the best design and most suitable location in the Saint John uptown area. In assigning points in this category, the evaluation team will engage in a comparative evaluation of the technical proposals, and evaluate them based on considerations which, in the sole opinion of the NBEUB, are relevant to the determination of the most appropriate premises for the operations of the NBEUB.

H.2 Financial Criteria (Final BAFO Evaluation)

The NBEUB is interested in financial proposals that provide best value for money for the NBEUB. In assigning points in this category, the evaluation team will engage in a comparative evaluation the financial proposals and estimates of total costs received, and evaluate them based on considerations which, in the sole opinion of the NBEUB, are relevant to a determination of best value for money. For greater certainty, the lowest estimate of total costs will not necessarily be found to offer the best economic value over the term of contract.

APPENDIX C

SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information.

1. Proponent Information

Please fill out the following form, naming one person to be the Proponent's Contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the NBEUB and the proponent unless and until the NBEUB and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the NBEUB prior to the Deadline for Issuing Addenda.

6. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- 1) It has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) Prices;
 - (ii) Methods, factors or formulas used to calculate prices;
 - (iii) The quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) The intention or decision to submit, or not to submit, a proposal; or
 - (v) The submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- 2) It has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

7. Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

8. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

9. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the NBEUB within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

10. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the NBEUB to the advisers retained by the NBEUB to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX D

PRICING FORM

D.1 Instructions on How to Complete Submission Pricing Form

Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.

- 1) Unless otherwise indicated in the requested rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- 2) The pricing submission shall state the proponent's total rent for the ten (10) year lease term for the provision of the Leased Premises in compliance with the Deliverables set out in the RFP Particulars (Appendix B and Appendix E). An allowance for normal commercial leasing practice of annual true-up to the actual cost incurred by the Landlord to both operating costs and property taxes and shall only be adjusted per the NBEUB's proportionate share. If there is a reasonable change in the operating costs and property taxes the monthly amount shall be adjusted to the new rate once per year.
- 3) The pricing submission shall state the proponent's total renovation costs for the Leased Premises as briefly described.
- 4) The successful proponent will be responsible for all costs associated with the construction and fit-up of the Leased Premises meeting the Architectural, Mechanical and Electrical requirements in Appendix E.
- 5) The rates quoted for operating costs and real property tax based on previous year actuals and must be based on a rate/usable square foot. The NBEUB may request supporting documentation regarding operating costs and taxes. Should these be requested the proponent must provide the documents within two (2) business days.
- 6) Gross rental rate shall be firm for year one (1).
- 7) If the Premises proposed is a new build, the property taxes must include the estimated built out cost that is the land and building tax. Operating Costs must be based on existing similar buildings of a similar size and operation.
- 8) Should a rent-free period be offered to the NBEUB, it will be taken at the front end of the lease, effective the Commencement Date, unless the proponent specifically states another time frame, in writing.

D.3 Pricing Form

D.3.1 Square Footage, Building Details and Gross Rental Space (excluding HST)

Table 1. Square Footage Rates:

Description	Sq. Footage	Rate per sq. ft.	Total cost
Useable Space			
Operating Cost*			
Renovation Cost (included over ten (10) year term of lease)			
Total Gross Rental			

***Subject to standard commercial leasing practice of annual adjustments.**

The NBEUB may request supporting documentation regarding operating costs and taxes. If requested the Proponent must provide the documents with two (2) business days.

D.3.2 Estimated Renovation Costs**

Element	Description	Cost
Demolition		
Structural		
Electrical		
Plumbing		
HVAC		
Finishes		
Other		

Total		
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**** Tenant not subject to rental payments during renovations.**

D.3.3 Rentable Area (Not Evaluated in Pricing Submission)

To calculate operating costs, proponents must provide the corresponding rentable area of the Premises offered and building.

The NBEUB’s proportionate share of operating costs shall be equal to the product obtained by multiplying the amount of operating costs by a fraction, the numerator of which is the rentable area of the proposed Leased Premises (square feet) and the denominator of which is the total rentable area in the building (square feet).”

D.3.4 Rent-Free Option

A rent-free period is optional; Proponents are under no obligation to provide one.

For evaluation purposes, if a rent-free period is offered, evaluators will accordingly recalculate the gross rental rate submitted above in D.3.1 to ensure the pricing score accurately reflects the true total cost proposed.

Is a rent-free period being offered? YES NO

If yes, indicate how many months: _____

APPENDIX E

Architectural, Mechanical and Electrical Requirements

[See Murdock · Boyd Architects – Appendix E]



NEW BRUNSWICK
ENERGY & UTILITIES BOARD
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

APPENDIX E

Leased Office Space Saint John, NB

Architectural,
Mechanical & Electrical
Requirements

Project No. 21-776
2022 October



Table of Contents

- 1. Architectural Requirements**
 - a. Space Program
 - b. Adjacency Diagram
 - c. Hearing Room Layout
 - d. Basic Casework
- 2. Mechanical Requirements**
- 3. Electrical Requirements**



Request for Proposals – Leased Office Space

- .1 The selected proponent will provide the required leased, Class A Office Space, of approximately 8,000 sf (net) connected to the “Indoor Pedestrian Connection System” of Saint John. The leased space should be contained on one floor of the building. 15 vehicle parking spaces are to be included, in close proximity to the leased space.

.2 Architectural Proposal Content

- .1 A description of the Architectural, Mechanical, and Electrical Requirements is contained within this document. Proponents are to confirm in writing that all of these requirements can be met or exceeded, in the response to this RFP.
- .2 The attached Spatial Adjacency diagram and Space Program list, describes one potential floor plate arrangement and important spatial adjacencies required by the NBEUB. Although this diagram represents a rectangular floor plate, other floor plate configurations may be acceptable, as long as they provide the space required, to the areas and dimensions indicated, and that the adjacencies are maintained.
- .3 In any floor plate arrangement, the perimeter spaces shown on the adjacency diagram, are to be located on the exterior wall of the building and have access to windows, for daylight and view.
- .4 Proponents are to provide a Preliminary Floor Plan Design, drawn to scale of the proposed space, to graphically illustrate the proposed layout, for the proposed building. Use the attached spatial adjacency diagram to develop the floor plan.
- .5 The successful Proponent is required to engage the appropriate Design Professionals to finalize the Schematic Design for Architectural, Mechanical, and Electrical requirements. Schematic Design documents prepared by the Design Professionals, are to be submitted to the Tenant for review and acceptance. Once accepted, detailed construction drawings and specifications for the fit-up will be provided by the same professionals for the Tenants review and acceptance, prior to the work commencing. The Tenant will have their own Design Professionals review the documentation referred to above, for both the Schematic and Construction Document phases, and may provide comments and changes to those documents, for incorporation into the work.

.3 Reference Codes and Standards

- .1 Do work in accordance with requirements of the following standards, latest editions and to requirements of local authority having jurisdiction. Where conflicts occur, the most stringent code shall apply.
 - .1 National Building Code of Canada 2015 edition, errata, revisions and supplements.
 - .2 Canadian Code for Energy Conservation in New Building.
 - .3 National Fire Code, errata, revisions and supplements.
 - .4 CAN/CSA-B651 - Barrier-Free Design.
 - .5 ASTM - American Society for Testing and Materials.
 - .6 CSDFMA - Canadian Steel Door and Frame Manufacturer’s Association.
 - .7 CGSB - Canadian General Standards Board.
 - .8 CRCA - Canadian Roofing Contractors Association.
 - .9 CSA - Canadian Standards Association.
 - .10 NAAMM - National Association of Architectural Metal Manufacturers.
 - .11 NFPA - National Fire Protection Association.
 - .12 ULC - Underwriters Laboratories of Canada.
 - .13 BOMA 2017 for Office Buildings Standard Z65.1 2017

.4 Quality of Design

- .1 The quality of the design including aesthetic appearance, will be an important consideration in the final selection. The extremely confidential nature of the business of the NBEUB, requires the space to be organized into two (2) zones, Public and Private spaces. Private Offices are to be designed to be separate and are to have access control for authorized entry into the private office area, yet allowing access to fire exits and public washrooms.
- .2 Room locations should remain as per the Schematic Design Drawings.
- .3 The Proponent is to refine the spatial relationship adjacency layout and submit a scaled Schematic Floor Plan and ceiling plan drawings, with this Request for Proposals. The Schematic Floor Plan is to illustrate all interior partitions, doors, casework, mechanical and electrical equipment, and plumbing fixtures. The ceiling plan is to illustrate the ceiling construction and material, light fixture layout, air handling grilles and diffusers.

.5 Building Envelope

- .1 The Proponent shall be responsible for providing and maintaining a building envelope that meets or exceeds the requirements of the National Building Code for wind, water, air and vapour protection, and thermal protection around the exterior perimeter and roof if applicable, of the subject floor plan for the duration of the lease. Where the adjacency diagram shows many spaces on an exterior wall requiring glazing, the amount and quality of the glazing system shall be such that glare, solar heat gain, and thermal performance are controlled by either better quality glazing or by other mechanical systems to compensate for the deficiency in the glazing system. Provide details of how this is to be achieved.

.6 Exterior Walls

- .1 The Proponent must submit accurate written or drawing details, with this RFP, on their complete exterior wall assembly.
- .2 Any and all electrical/mechanical boxes or other openings occurring in the exterior envelope, are to be fully sealed to ensure air-vapour barrier continuity and prevent air infiltration.

.7 Interior Partitions

- .1 Interior Finishes: Painted Gypsum Board walls. Suspended Acoustic Tile Ceiling Systems. Carpet, LVT and Epoxy floors.
- .2 Ceiling Heights: Generally, 2735mm high, 2440mm in smaller rooms acceptable. In Hearing Room, minimum 2735 but 3050 preferred.
- .3 Sound Transmission Ratings: All partitions within subject space and demising partitions between adjacent tenants, to be constructed to achieve ASTC 60. Flanking noise from floor assemblies above or below subject leased space shall achieve ASTC 60.
- .4 All interior partitions are to be constructed of either 3 5/8" or 6" metal studs, resilient channel at 24" horizontally, glass fibre acoustic insulation to fill stud cavity, and 2 layers of 1/2" gypsum board. The partition as described, shall extend from the floor to the underside of the structural deck and be acoustically sealed at the top and bottom. The partition shall also be acoustically sealed where partitions finish at 90° at adjoining partitions.
- .5 Where partitions finish at exterior wall assemblies, where window mullions occur, a purpose designed closure detail

of pre-finished formed metal, glass fibre acoustic insulation and sealants/tapes, shall be designed and submitted to the tenants Architect for approval, prior to constructing same.

.8 Access Flooring

- .1 The Hearing Room is to have a cable free environment. Access flooring may be required for cable and wire management, for the electrical, data and audio/visual functions in the room.
- .2 The Hearing Room will need to be accessible, therefore the design of the room using access flooring, is to allow for this requirement.

.9 Casework

- .1 See attached drawings illustrating basic casework requirements.
- .2 Work of this Section shall be manufactured and installed to the specified AWMAC Quality Standards.
- .3 All exposed surfaces to be high pressure laminated plastic to CAN3-A172-M79, G.P. grade, Type S regular 1.27 mm (0.05") for horizontal and vertical surfaces, backing sheet 0.5 mm (0.02") and liner sheet not less than 0.76 mm (0.03") thick, white colour, suede finish. Allow for selection of six accent colours in plastic laminate based on solid pattern colour range. Acceptable Material: Formica; Arborite; Wilsonart; Nevamar; Pionite; or approved equivalent.
- .4 Architectural woodwork must be manufactured and installed to the current AWMAC Architectural Woodwork Standards and is subject to inspection at the plant and/or site by the Architect of record. Any and all modifications identified by the Architect of record as being required at the plant, manufacturing location and/or site, shall be rectified immediately before any work can be accepted. Shop drawings shall be submitted to the Architect of record for review before any work may commence. Any work identified by the Architect of record as not meeting the AWMAC Architectural Woodwork Standards, as specified and detailed, shall be replaced, reworked and/or refinished by the architectural woodwork contractor, to the approval of Architect of record, at no additional cost.
- .5 Raised Dias Floor System for the Board Members, shall be constructed out of combustible or non-combustible construction as per NBC requirements. Floor level shall be between 18" – 21" (450 – 525mm) above the main Hearing Room floor level and have three (3) risers and handrail for access.
- .6 The Modesty Panels in front of the Board Member, Staff, Witness and Lawyers desks, are to be constructed, braced and secured off the structural floor slab. They are to be of combustible or non-combustible construction and be finished with plastic laminate panels as referred to above. Use raised plastic laminate panels and reveal mouldings, symmetrically positioned for aesthetics. Height of Modesty Panel to be 36" (915mm) above floor and a 4" (100mm) high plastic laminate base of contrasting colour, at the floor level.

.10 Fire Stopping

- .1 Fire stopping systems: in accordance with CAN4-S115-M90; capable of maintaining an effective barrier against flame and, where required, smoke and gases, in compliance with requirements of CAN4-S115-M90 and not to exceed opening sizes for which they are intended.
- .2 Fire-resistance rating of installed fire stopping assembly shall be not less than the fire-resistance rating of surrounding floor and wall assembly.

- .3 Materials: asbestos-free.

.11 Doors, Frames and Hardware

- .1 The entrance or entrances to the leased office space, from the building core, shall be either pre-finished extruded aluminium storefront frame, or painted pressed steel frame, or solid stain grade hardwood rabbeted frame, with sidelights of clear safety glass to CAN/CGSB-12.1-M, surrounding the main entrance door. Base building design may require these entrances to be fire rated.
- .2 The main entrance doors for the frames referred to above, and all other doors in this lease are to be Veneer Facing to AWMAC Grade AA face veneer, Uniform White Birch or Uniform White Maple, plain sliced, for stained factory finish. 2135 mm high x 45mm thick x width to suit exit requirements, and fire-rated if necessary. Baillargeon 8500-ME Series and 6000 ME Series (full lite doors), Lambton 5-UF8500 series and 5-LSL series (full lite doors) or approved equal.
- .3 Door Frames: 16 gauge pressed steel, fully welded, fabricated in accordance with CSDFMA "Specifications for Commercial Steel. Drywall returns required for all interior partitions.
- .4 Finish Hardware: Grade 1 or 2 Series (Sargent or Schlage) cylindrical locksets for offices, private washrooms and storage closets. 3 hinges per door leaf. Keying: new Master/Grandmaster keying system. All keys and cylinders are to be stamped with keying codes and a secure key control cabinet is to be provided. All doors are to be sound sealed on jambs and heads of frames, and with drop down recessed door bottom sound seals.

.12 Metal Studs

- .1 Non-load bearing channel stud framing: to ASTM C645, roll-formed from hot-dipped galvanized sheet steel, for screw attachment of gypsum board. Stud size and gauge to suit conditions. Provide foam sound insulating strips under bottom tracks and over top tracks of partitions on floor slab. Provide solid wood blocking with-in stud cavity to support wall mounted accessories.

.13 Acoustic Ceilings

- .1 Suspension system: to ASTM C635-91, exposed grid system, heavy duty main tee, intermediate cross tee; fire-rated where required, satin sheen white. System to be complete with angle-shaped wall moulding, hangers and accessories as required for complete system.
- .2 Acoustical panels: to CAN/CGSB-92.1-M89, mineral fiber acoustical board, flame spread, rating of 25 or less, smoke developed 50 or less. 610 mm x 1220 mm x 16 mm thick unless noted otherwise.

.14 Gypsum Board

- .1 To ASTM C 36, Standard gypsum board, for vertical surfaces unless otherwise indicated; Fire resistant type X gypsum board where required for fire-resistance-rated assemblies; Moisture Resistant gypsum board on walls and ceilings of all washrooms.

.15 Carpet Tile (CT)

- .1 Carpet Tile and 100mm high rubber base, to be used in all spaces except Washrooms and Kitchen.
- .2 Acceptable Manufacturer: Interface Open Air 401 or approved equivalent.

.16 Epoxy Quartz Flooring

- .1 Epoxy Flooring and 100mm high integral base to be used in all four washrooms.
- .2 Fluid-Applied Epoxy Flooring: 5 mm nominal thickness seamless flooring system consisting of high-build epoxy mortar and 100% solids epoxy; primer by flooring manufacturer to suit site conditions.
- .3 Finish and Colour: Medium textured, moderate sheen, slip resistant; as approved by Architect.
- .4 Total VOC content of flooring materials less than or equal to 50 g/l, less water, when tested to ASTM D2369.
- .5 Acceptable Product: Stonhard Stonshield HRI, Sika Sikafloor Quartzite HDB system, Dex-O-Tex Cheminert CFS, Mastertop 1254, Sherwin Williams, Spartacote Quartz HB consisting of General Primer, Pigment Base, and Top Coat UV by Laticrete; and 3/16 Decorative Quartz System consisting of Eco-MPE, Eco-PT 250, Eco-PT Top Coat, Eco-MPE w/ coloured quartz broadcast and Eco-URE, by Tennant, or approved equal.

.17 Luxury Vinyl Tile Flooring

- .1 LVT Interface Textured Woodgrains; Class III printed vinyl plank, to ASTM F1700, 4.5 mm thick x 250 mm x 1000 mm size; colour and patterns to be approved by Architect. Tile to be used in Kitchen with 100mm high rubber base.
- .2 Accessories:
 - .1 Primers, adhesives; filler and leveller: as recommended by flooring manufacturer for use with their product.
 - .2 Provide transition strips at junctions with dissimilar materials.
 - .3 Provide rubber bases to CAN/CSA-A126.5-87.

.18 Painting

- .1 Paint all exposed materials, not factory or otherwise finished.
- .2 Prepare surface in accordance with applicable CGSB standard and manufacturer's instructions.
- .3 Apply a minimum one coat of primer and two finish coats.
- .4 Paint type and finish:
 - .1 Gypsum board, masonry, and concrete wall surfaces: low-gloss latex.
 - .2 Ceilings: flat latex.
 - .3 Metals: semi-gloss alkyd. Latex.
 - .4 Natural wood: semi-gloss clear finishes.
 - .5 Painted wood: semi-gloss alkyd.

.19 Toilet and Shower Partitions

- .1 Phenolic Partitions: floor and ceiling anchored toilet and shower partitions, black core with plastic laminate face both sides, zero sightline style, colour to be selected by Architect.
- .2 Doors and Panels to be constructed of 19 mm solid phenolic panel, 1830 mm high.
- .3 Pilasters, to be constructed of 19 mm solid phenolic panel, 2100 +/- mm high, floor and ceiling mounted.
- .4 Urinal screens to be constructed of 19 mm solid phenolic panel x 460mm deep and 1066mm high.
- .5 Hardware components fabricated of Stainless Steel are acceptable.
- .6 Hinges: Heavy duty chrome plated non-ferrous alloy castings.
 - .1 Field-adjustable cam to permit door to be fully closed or partially open when compartment is unoccupied.
 - .2 Theft-resistant, one-way stainless steel machine screws into factory-installed metal inserts. Fasteners secured directly into the core are not acceptable.
- .7 Latch Set: Barrier-free compliant to CSA B651, chrome plated non-ferrous slide bolt type with combination door stop and keeper.
- .8 Mounting Brackets: Full height (flange mounted), zero sightline, extruded aluminum alloy, brightened and polished for wall to panel and panel to pilaster mounting, for all partitions.
- .9 Levelling Device: 10 mm x 22 mm steel bar welded to 3 mm steel-reinforcing core, chromate-treated and double zinc-plated.
- .10 Pilaster Shoe: Stainless steel, polished finish, 75 mm high, wraparound design to conceal levelling device, secured to pilaster.
- .11 Headrail (Overhead-Braced): extruded, satin finish, anodized aluminum with anti-grip profile.
- .12 Door pull: Barrier-free type suited for outswinging doors, stainless steel. Install both sides to Barrier-free compartments.
- .13 Coat Hook: Chrome-plated, resilient bumper type, manufacturer's standard.
 - .1 Standard stalls: minimum 900 mm x 1500 mm clear inside dimensions.
 - .2 Barrier-free stalls: minimum 1500 mm x 1500 mm clear inside dimensions.
- .14 Acceptable Products: ASI Global Phenolic Black Core, Bobrick Duraline 1080, Metpar Corinthian FP-500, EAD Brio line, or approved equal.

.20 Window Shades

- .1 Acceptable Products: Altex Chain Roller Shade with Optispace-ALS System; Urban Edge Shading system 205 utilizing spline attachment to roller tube and UE 230 dual shade system, Louvolite Side Control™ Chain-Driven Sheathweave Roller Shade System, Roller Shade with RS Series bracket and RSt4 x tube.
 - .1 Shade Fabric: fibreglass cloth Acceptable Products: Texscreen Nature, Phifer SheerWeave 4400, Mernet-Vela by Tumils, SG SC-103, Elite Pro Proweave-R.
 - .1 Type 1: Texscreen Nature 3030, Phifer 5% open basketweave construction. Colour selected by Architect from full range.
 - .2 Operation: Steel chain operated.

- .3 Mounting: Inside mounting.
 - .4 Quantity: Roller shades with shade fabric required on all exterior window units on the project, except on windows in the Gymnasiums and stairwells.
- .2 Mounting Hardware: Manufacturer's standard universal brackets including end plug bracket with lock down retainer device.

.21 Washroom Accessories:

- .1 **Toilet Paper, Soap, and Paper Towel Dispensers:** Supplied by paper and soap providers.
- .2 **Grab Bars GB:** 32 mm O.D. x 1.2 mm wall tubing, length indicated below, 75 mm diameter wall flanges, flanges welded to tubular bar, provided with steel back plates and all accessories. Grab bar material and anchorage to withstand downward pull of 2.2 kN.
- .1 Stainless steel: type 304, concealed fasteners, peened gripping surface; B-5806.99 as manufactured by Bobrick, Bradley 832, ASI 3700P or an approved equal.
 - .2 Schedule: **GB-1: 305 mm; GB-2: 610 mm; GB-3: 915 mm; GB-4: 1000mm.**
- .3 **Mop/Broom Holder MBH:** Mop holder/shelf: three mop holders and four hooks on 865 mm long x 330 mm high x 205 mm deep x 38 mm thick shelf. Shelf fabricated of 1.2 mm 304 stainless steel. Acceptable Products: Bobrick B-239, Bradley 9933, ASI 1308 or approved equal. One required in Janitor Room.
- .4 **Mirrors MI:** Framed type: stainless steel channel frame construction, mitered corners, concealed fixings. No. 1 quality mirrors, 6 mm thick, guaranteed for 5 years against silver spoilage. Galvanized steel back on mirror. Acceptable Products: Bobrick Model B-165, Bradley 781, ASI 620 or approved equal, in the following sizes; **MI:** 460w x 910h. One mirror over every washroom sink, total of six required.
- .5 **Shower Curtain SC:** 0.2 mm thick opaque vinyl shower curtain, hemmed edges, plated brass grommets Model B-204-2, complete with stainless steel hooks. Shower Curtain required for every shower shown on drawings. Acceptable Product: Model B-204-1 by Bobrick, Bradley 9536, ASI 1200V + 1200-SHU, or approved equal. Two required.
- .6 **Shower Rods SR:** 32 mm diameter x 0.91 mm wall thickness satin stainless steel tubing of required length with satin stainless steel flanges, exposed fasteners. Shower rod material and anchorage to withstand downward pull of 0.9 kN. Acceptable Products: Bobrick B-6107, Bradley 9531, ASI 1214 or approved equal, in lengths to suit, Two Showers required, one in each Staff Washroom.
- .7 **Shower Seat SHS:** Solid phenolic 8 mm thick fold down seat, frame and mounting bracket Type 304 stainless steel with self-locking mechanism, seat 455mm (18") wide satin finish, concealed mounting plate. 610 mm long Acceptable Products: Bobrick B-5191, Frost 972, ASI 8203 or approved equal. Two required.
- .8 **Towel Hook TH:** 50 mm projection Acceptable Products: Bobrick Model B-6717, Bradley 9114, ASI 7340 or approved equal.
- .1 Washroom doors, Shower Cubicle doors, and Toilet Compartment doors to receive one.
- .9 **Vanity Shelf VS:** 18" (455mm) long x 5" (125mm) wide, 18 gauge (1.2mm), type 304 stainless steel, satin finish. 3/4" (19mm) return edge; front edge is hemmed for safety. Brackets are 16-gauge (1.6mm). Acceptable Products: Bobrick B-295 x 18, Bradley 755 x 18, ASI 0694 or approved equal. One shelf required in each of the four washrooms.
- .10 **Sanitary Napkin Disposal:** stainless steel, surface mounted unit, all welded construction, satin finish, cover secured to container with full-length stainless steel piano hinge. Unit 255 x 190 x 95mm. Universal/Barrier-Free

Mtg. Ht.: 760mm to top of unit. Acceptable Products: B-270 as manufactured by Bobrick, ASI 20852 or an approved equal. Three female water closets are required, one SND for each.

END OF DOCUMENT

NEW BRUNSWICK ENERGY & UTILITIES BOARD

RFP for Leased Office Space

Space Program Requirements

Project No. 21-776

2022 July 15



Room Name	Area (SqFt)	Area (SqM)
Public Spaces		
Waiting Area	200	18.6
Meeting Room #1	150	13.9
Meeting Room #2	150	13.9
Hearing Room	2400	223.0
Coat Closet	50	4.6
Public Washroom - Female (1 WC & 1 LAV)	100	9.3
Public Washroom - Male (1 WC & 1 LAV)	100	9.3
Office Space		
Chairperson	240	22.3
Meeting Room	180	16.7
Vice-Chairperson	230	21.4
Executive Assistant	135	12.5
Board Counsel	180	16.7
Deliberation Room	580	53.9
Chief Clerk	180	16.7
Legal Counsel	135	12.5
Senior Advisor 1	160	14.9
Manager Regulatory	180	16.7
Manager Finance	180	16.7
Accounting Clerk	150	13.9
Member 1	180	16.7
Member 2	180	16.7
Member 3	180	16.7
Spare Office 1	135	12.5
Spare Office 2	135	12.5
Open Office	300	27.9
Board Room	250	23.2
Filing & Stationary Room	300	27.9
Staff Kitchen	170	15.8
Server Room	50	4.6
Janitor Closet	50	4.6
Staff Washroom - Female (2 WC, 2 LAV & 1 Shower)	180	16.7
Staff Washroom - Male (1 WC, 1 Urinal, 2 LAV & 1 Shower)	180	16.7
<hr/>		
Sub-Total Area	7970 SF	740 SM
Total Area (x 1.20 Net to Gross Ratio)	9564 SF	890 SM

NEW BRUNSWICK ENERGY AND UTILITIES BOARD
RFP for Leased Office Space
Special Notes

Hearing Room

Shall have no columns to obstruct sight lines to and from Dias.
In floor wiring for A/V and computer technology requirements.
Video Camera placement important.
Environmental control important.
Exterior windows for daylight & view with roller shades for glare control.
Adjacent to Deliberation Room and Meeting Rooms.

Reception/ Waiting Area

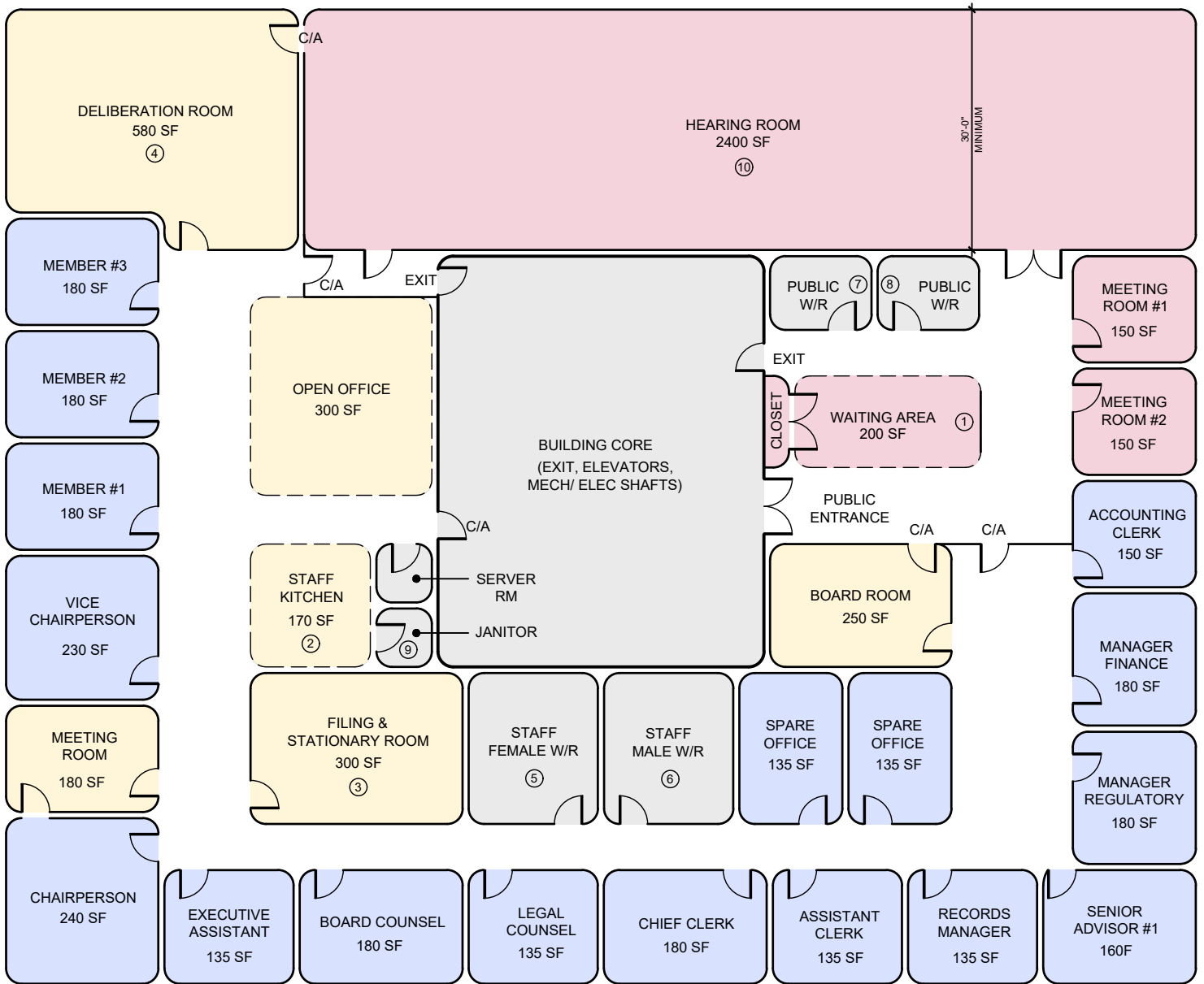
Control point for traffic flow into and out of Office Suite.
Closets for outdoor clothing storage.

Washrooms

Private Washrooms (with showers) for NBEUB Board Members and Staff.
Public Washrooms for Applicants/Interveners/Public
Public Washrooms sized for approx. 60 ppl. Assume 50% Male/Female.

Chief Clerk

Clerk's access to/from Hearing Room has to be seen as separate from Board Member access.



LEGEND

CASEWORK REQUIRED - SEE ARCHITECTURAL REQUIREMENTS DOCUMENT

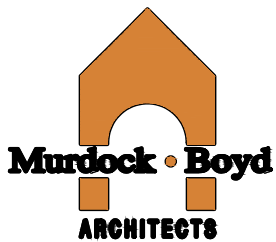
C/A CARD ACCESS

PRIVATE OFFICES

COMMON OFFICE SPACE

PUBLIC SPACES

WASHROOMS/ BUILDING SERVICES

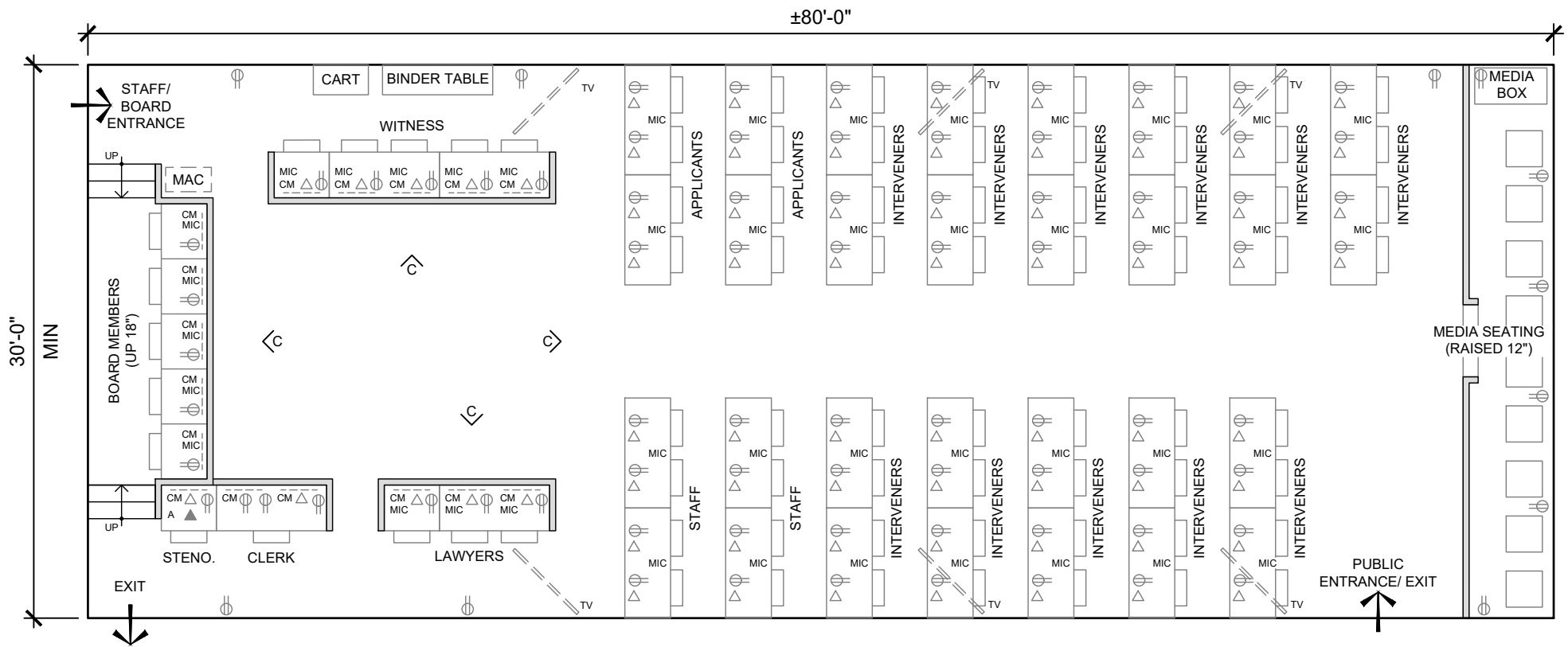


NBEUB ADJACENCY DIAGRAM

SCALE: NTS
2022.07.15

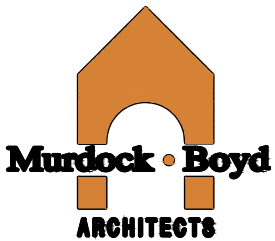


**NEW BRUNSWICK
ENERGY & UTILITIES BOARD**
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK



LEGEND

- | | | | |
|--------|-----------------------------------|-----|--------------------------|
| — CM — | COMPUTER MONITOR | MIC | MICROPHONE |
| — TV — | TV MONITOR - CEILING MOUNTED | ⌒ | CAMERA - CEILING MOUNTED |
| ▬ | PRIVACY PANEL - SEE CASEWORK | ⊕ | POWER OUTLETS |
| [MAC] | MASTER AUDIO CONTROL | △ | DATA |
| A | AUDIO CONNECTION FOR STENOGRAPHER | ▲ | TELEPHONE JACK |

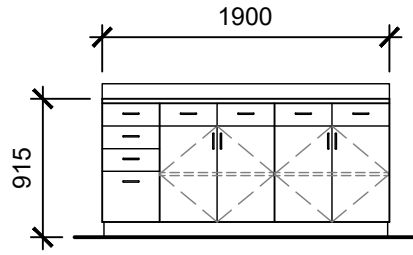


NBEUB - HEARING ROOM LAYOUT

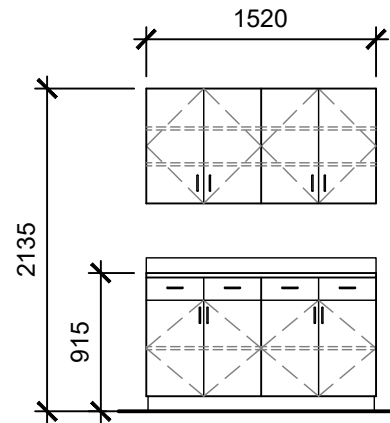
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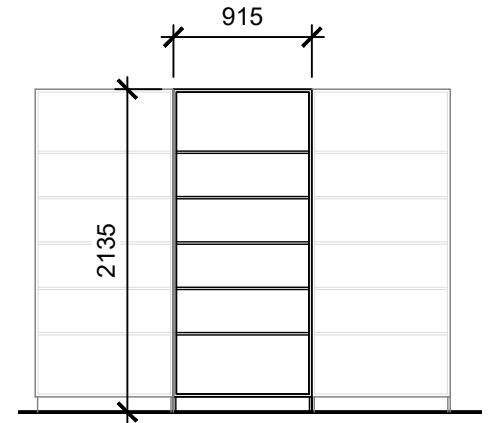
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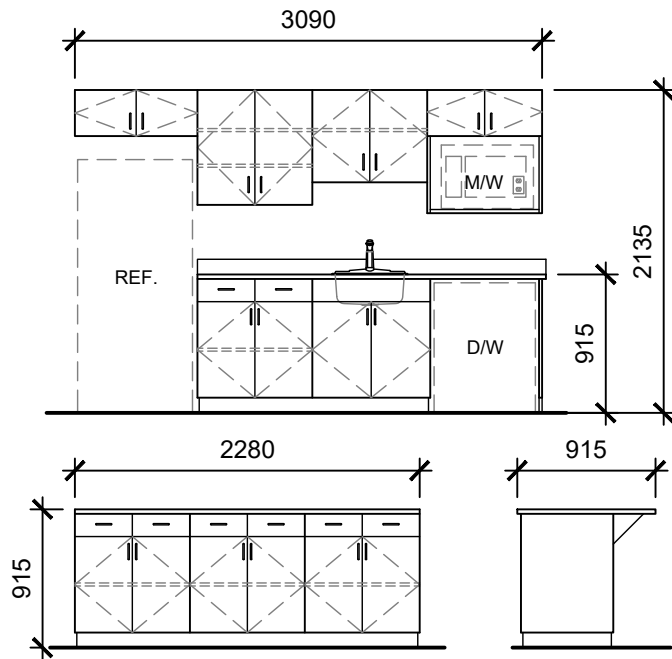
WAITING AREA (1)
QUANTITY: 1



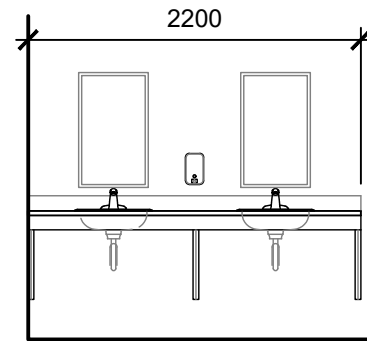
FILING & STATIONARY ROOM (3)
QUANTITY: 1



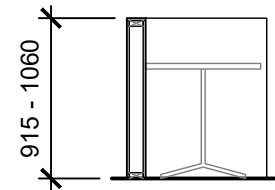
** 305mm DEEP BOOKCASE
DELIBERATION ROOM (4)
QUANTITY: 10



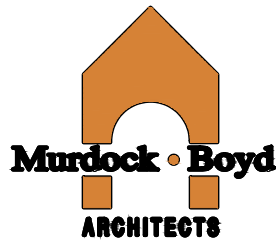
STAFF KITCHEN & ISLAND (2)
QUANTITY: 1



STAFF WASHROOMS (5) (6)
QUANTITY: 2



HEARING ROOM
PRIVACY PANELS (10)
QUANTITY: ± 29 LIN. METERS



** 610mm DEEP BASE CABINETS
305mm DEEP UPPER CABINETS

NBEUB - CASEWORK

SCALE: NTS
2022.07.15



NEW BRUNSWICK
ENERGY & UTILITIES BOARD
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

Part 1 General

1.1 GENERAL

- .1 The building shall be equipped with a mechanical system(s) that is capable of providing heating, cooling and ventilation control in each zone and humidity control as required to maintain the space standards specified herein during normal hours of operation.
- .2 The mechanical system(s) shall be zoned to enable the tenant to construct a predominantly closed office layout within the premises, having at least one enclosed office for every 200 square feet of rentable office space. Separate zone control shall be provided for each 300-400 square feet of office space in both the perimeter and interior zones. Heating coils shall be provided in the ductwork to provide reheating in each zone. Primary control shall be through the air system heating coils. Supplementary baseboard heaters shall provide the second stage of heating in perimeter zones. All perimeter offices (opened or closed) shall be equipped with individual thermostats. One thermostat shall control the heating and cooling to the zone. The thermostats in the remaining offices within the zone shall control supplementary perimeter radiation only.
- .3 The HVAC systems shall have the flexibility and capacity required to meet the requirements of the Lessee's intended use of space after the Lessee's improvements have been completed and the Premises have been occupied. The location of zones and the placement of diffusers must accommodate the Lessee's office layout. The Lessor, at the Lessor's expense, will incorporate the Lessee's space layout in the base building HVAC design;
- .4 All systems must be balanced by a TAB (Testing and Balancing) contractor to standards of NEBB (National Environmental Balancing Bureau) or AABC (American Air Balance Council) complete with balancing report. Ventilation to be set by TAB contractor and recorded in balancing report.

1.2 TEMPERATURES

- .1 The normal maximum temperature in the Premises shall be 25°C (77°F).
- .2 The normal comfort range in the Premises shall be between the temperatures 22°C and 24°C.
- .3 The normal minimum temperature in the Premises shall be 21°C (70°F)
- .4 The control system shall permit the Lessee to adjust the temperature setting within each zone between 21°C and 25°C.

1.3 RELATIVE HUMIDITY

- .1 At points in occupied zones, relative humidity shall be maintained between the levels of 30% (winter design) and 60% (summer design).

- .2 Rate of change of relative humidity at any point in occupied zones shall not exceed 20% per 24 hour period within the limits above specified.

1.4 VENTILATION

- .1 “Ventilation” is defined as the process of supplying air to any space and simultaneous removal of air from the space to maintain an acceptable indoor air quality as defined in current ASHRAE Standards.
 - .1 “Ventilation Air “ is defined as the portion of Supply Air composed of Outdoor Air.
 - .2 “Supply Air” is defined as the air delivered to the space and used for ventilation, heating, cooling, humidification or dehumidification.
 - .3 “Outdoor Air” is defined as air taken from the external atmosphere and therefore, not previously circulated through the system.
 - .4 “Recirculated Air” is air removed from the space and intended for reuse as part or all of the Supply Air.
 - .5 “Exhaust Air” is air removed from a space and not reused.
- .2 Outdoor air intakes must be located in such a way that air used for ventilation is free of pollutants, and shall not be located in the vicinity of any loading dock or any other high pollutant area. Exhaust and relief air outlets shall be located well clear of intakes.
- .3 Both Outdoor Air and Recirculated Air shall pass through air filters specifically selected to provide contaminant free air (minimum efficiency 30%).
- .4 A ventilation rate of 750 ml per second per square metre of 10 litres per second per person, whichever is higher, shall be maintained.
- .5 Washroom exhaust air rate shall be 37.5 litres per second per water closet stall or urinal.
- .6 Ventilation and exhaust rates shall be maintained during all occupied periods.
- .7 The ventilation rates provided above are applicable for normal office occupancy and density
- .8 Supply Air shall be uniformly distributed throughout the occupied zone.

1.5 AIR CIRCULATION

- .1 Total Supply Air for all areas shall be in accordance with the applicable Building loads as determined by ASHRAE Standards and Guidelines. Generally, the Supply Air flow should be in the range of 3.05 litres/second/square metre to 5.08 litres/second/square metre.
- .2 In occupied zones air motion shall be maintained at velocities between 0.10 m/s and 0.355 m/s.

1.6 NOISE LEVELS

- .1 A noise criteria (NC) level of 30-35-NC as specified by ASHRAE shall be maintained. This noise criteria level applies to the noise generated by the Building systems, usually only the mechanical systems. The level does not include the noise generated by the occupants or the noise coming from the outside of the Building.

1.7 SPRINKLER DESIGN AND INSTALLATION

- .1 The standards for the sprinkler design and installation shall be as indicated by NFPA and Authority having jurisdiction.
- .2 Landlord shall be responsible to add/relocate and sprinkler heads required to suit the Lessee's office layout.

1.8 BUILDING MANAGEMENT SYSTEM

- .1 The building mechanical system(s) servicing the Premises shall be controlled by a Building Management System that will provide DDC control of the environmental conditions in all zones within the Premises. The system shall be capable of shutting down the HVAC System(s) and setting back space temperatures during unoccupied periods. The system shall also provide for remote monitoring of environmental conditions within the Premises by the Tenant.

1.9 PLUMBING

- .1 Provide Tenant washrooms (Male and Female) in addition to Public Washrooms. Fixtures to be commercial grade fixtures.
- .2 Water closets to be ULC listed, barrier free access, high efficiency, 4.8 litre flush cycle, elongated bowl, tank type, right height equal to: American Standard – Cadet Pro series.
- .3 Lavatories to be ULC listed, oval china bowl, self-rimming, drop-in style with barrier free access, single lever cast brass faucet, chrome plated. Lav. equal to American Std.- Cadet Everclean, Faucet: Delta 22C.
- .4 Provide Tenant Lunchroom sink with water filtration. Sink to be single bowl stainless steel type 22x20x7” equal to Kindred, Faucet to be equal to Delta, single lever with spray.
- .5 Provide a single acrylic shower unit within each of the private washrooms with pressure balancing shower valves. Shower unit to be 48x36”, CSA listed. Unit to be equal to a Mirolyn model, Shower valve equal to Delta.
- .6 All plumbing work to be done in compliance with Canadian Plumbing Code and Authority Having Jurisdiction.
- .7 Provide domestic hot and cold water to all Tenant fixtures. Provide domestic hot water recirculation to fixtures with hot water connections.

- .8 Provide sanitary waste and sanitary vent to all plumbing fixtures sized to meet the Canadian Plumbing code requirements.
- .9 All required permits and inspection cost to be the responsibility of the Landlord.

END OF SECTION

1 GENERAL REQUIREMENTS

- .1 The following is a description of the minimum electrical requirements applicable to the Leased Premises as well as Common Areas of the Building, which provide access to the Leased Premises.
- .2 Codes and Standards - The Electrical systems for this facility shall be designed by a licensed Professional Engineer in conformance with all federal, provincial and municipal laws and regulations and shall conform to the latest edition or revision of the codes and standards of the following technical associations and organizations:
 - .1 Canadian Electrical Code (latest edition)
 - .2 National Building Code of Canada 2015
 - .3 Provincial Code Authority of New Brunswick
 - .4 National Fire Code of Canada 2015
 - .5 IESNA: Illumination Engineering Society of North America
 - .6 CSA Standards
 - .7 National Energy Code of Canada for Buildings 2011
- .3 All equipment shall be CSA approved or ULC certified. Where such designation is not available the proponent shall obtain a label or written approval of local inspection authority.
- .4 Provide and submit completed design calculations for record purposes for the following:
 - .1 Illumination
 - .2 Projected demand power
 - .3 Short circuit and protective device coordination study.
- .5 Seismic restraints for electrical systems:
 - .1 Do design, detailing, fabrication and erection in accordance with National Building Code, Part 4.

2 POWER DISTRIBUTION

- .1 A dedicated electrical room is not required for this space; however, existing infrastructure must have capability to add requirements of this space while maintaining sufficient clear space as required by Code. The 600V panelboard, transformer and 208V distribution board all must be located within an electrical room. Electrical 120/208V branch panelboards are permitted to be located within the leased space.
- .2 The distribution board feeding this space shall be rated for 600/347 volts, 3 phase, 4 wire. The space shall require 200A, 80% rated minimum capacity. Service must permit all required mechanical loading plus 50W/m² as a base load.
- .3 For utility metering, provide cabinets for metering transformers and meter socket to meet Saint John Energy standards or clearly indicate power billing rates within the proposal that will be integral to the lease rates.
- .4 For client metering, the main 347/600V panel shall be equipped with a digital meter. The meter shall measure true line/phase/max/min RMS voltages, currents, neutral currents, frequency, harmonics, kW, kVA, power factor, and provide RS232 & RS485 communication ports.
- .5 The 347/600V feeder shall in turn feed:
 - .1 600/347 volt 3 phase, 4 wire, distribution panel for electric baseboard heaters, duct coils, and other HVAC equipment.

2 POWER DISTRIBUTION (Continued)

- .2 Dry-type 120/208 volt, 3 phase 4 wire, secondary transformer which in turn will service smaller equipment, appliances, lighting and receptacles via distribution panels and branch circuit breaker panelboards. A minimum of three (3) 84-circuit panelboards are to be provided.
- .6 Dry-type transformers shall be energy efficient, K-13 rated, indoor, copper windings. Transformer losses shall not exceed CSA C802.2-2018 standards.
- .7 10% spare 15A single pole breakers in all panels plus 20% additional space (minimum 10 spaces per panel) for all power, lighting, and receptacle distribution or branch circuit panelboards.
- .8 Panelboards shall be suitable for bolt-on breakers and complete with copper bussing with full size neutrals and complete with ground bus.
- .9 All electrical equipment located in the areas with fire protection sprinklers shall be provided with a suitable protection against water flow from sprinkler heads.
- .10 Panelboards, and distribution boards shall be supplied by the same manufacturer.
- .11 Panel feeders shall be copper conductors in rigid steel conduit or EMT. Feeders over 100A shall be permitted to be aluminum.
- .12 The following power distribution shall be provided for each space:
 - .1 Offices: Provide two (2) ganged duplex receptacles at the desk location for connection to office furniture, single duplex receptacle on two other walls within room.
 - .2 Boardroom: Provide two (2) recessed floor boxes (centered under each table) equipped with two (2) duplex receptacles, telephone, data and pass thru for HDMI. Provide single duplex receptacle on each side wall and rear wall. Provide recessed AV wall box at front of room with duplex receptacle, data and pass thru for two (2) HDMI. Provide HDMI cables between AV wall box and floor boxes c/w additional length for furniture connections.
 - .3 Meeting Rooms: Provide a recessed floor box (centered under the table) equipped with two (2) duplex receptacles, telephone, and data. Provide single duplex receptacle on each side wall and rear wall.
 - .4 Library/Deliberation Room: Provide two (2) recessed floor boxes (centered under each table) equipped with two (2) duplex receptacles, telephone, data and pass thru for HDMI. Provide single duplex receptacle on each side wall and rear wall. Provide recessed AV wall box at front of room with duplex receptacle, data and pass thru for two (2) HDMI. Provide HDMI cables between AV wall box and floor boxes c/w additional length for furniture connections.
 - .5 Breakout Areas: Provide a duplex receptacle and a USB receptable for general use.
 - .6 Staff Areas: Provide two (2) NEMA 5-20R duplex receptacles on individual circuits above counter for general use in addition to powering all dedicated kitchen equipment (microwaves, fridge, oven, coffee maker, etc.). Receptacles to be GFCI-protected within 1.5m of sinks. In staff seating areas provide combination power/USB receptacles for common use.
 - .7 Filing/Resource Room: Provide general duplex receptacles on side walls and a NEMA 5-20R duplex receptacle on a dedicated circuit for the large size printer/copier.
 - .8 Hearing Room: Within raised floor, provide recessed floor box at each desk location complete with two (2) duplex receptacles, data and pass thru for connections of monitors and mics (Intervener/Applicant/Staff tables, Witness Table and Lawyers tables house a maximum of two (2) chairs each. All AV cabling to be routed to central cabinet to be located within the room. AV cabinet location to have two (2) duplex receptacles and four (4) data outlets. At each desk location, allow for cabling between floor boxes and recessed 'pop-up' power and data connections, monitors and mics (all cabling to be routed through furniture raceways and must be

2 POWER DISTRIBUTION (Continued)

concealed). Pop-ups to be Legrand DeQuorum or equivalent. Each Intervener/Applicant/Staff chair to have their own power and data, each lawyer to have their own power and data, each witness to have their own power and data and each board member to have their own power. The Steno/Clerk location next to the dais is to have three (3) duplex receptacles and two (2) data above the desk in pop-ups. The floorboxes at this location to contain each of these devices plus an additional two duplex receptacles, telephone outlet, data outlet and pass thru for AV system wiring for three (3) monitors and control equipment. The media box location is to have a duplex receptacle and the media gallery is to have an additional duplex receptacle between every 2 chairs (minimum) plus one on each side wall. The hearing room is also to have general power receptacles dispersed along the side walls of the room (four (4) per side). Wall mounted Monitors (6) are to have a recessed duplex receptacle/pass-thru in an AV wall box high on wall with conduit extending under the raised floor for cabling to the AV cabinet. All desk monitors will plug into desk pop-up.

- .13 Provide one (1) GFCI-protected duplex receptacle in each washroom above the end of the vanity counter.
- .14 All duplex receptacles to be "Decora" style in white. All devices including thermostats and telephone/data outlets shall be complete with matching cover plates.

3 TRANSIENT SURGE SUPPRESSION SYSTEM

- .1 Provide a transient voltage surge suppression filter system at the main 120/208 volt distribution board.
- .2 System shall comply with:
 - .1 ANSI/IEEE C62.41-1991 and C62.45-1992.
 - .2 ANSI/IEEE C62.1-1989 and C62.11-1991.
 - .3 NEMA LS.1-1992 (R2000) Guidelines.
 - .4 UL 1449 rated and listed.
- .3 Requirements:
 - .1 All mode protection for 120/208 volt, 3 phase, 4 wire grounded WYE system.
 - .2 MCOV>115% of normal voltage to NEMA LS.1-1992 paragraphs 2.2.6 and 3.6.
 - .3 Operating Frequency: 47 to 63 Hertz.
 - .4 Maximum surge current: L-N>150 kA; -G>50 kA.
 - .5 Rated single pulse transient energy level: >5200 joules.
 - .6 Clamping voltage: 1200 volt (L-N) in accordance with UL1449-37.1.
 - .7 EMI/RFI noise rejection: 20 to 40 dB at 5k - 100kHz to NEMA LS-1-1992 paragraph 2.2.11 and 3.11 procedures.
 - .8 Integral fused protection.
 - .9 Battery-powered audible alarm, status monitoring and display event counters.
 - .10 One set of NO and NC dry contact to facilitate connection to EMCS.
 - .11 Factory tests by certified service technician.
 - .12 Warranty: 10-year warranty.

4 GROUNDING

- .1 Bonding to Ground:
 - .1 All electrical systems shall be securely bonded to ground as per Canadian Electrical Code requirements; where EMT is used, run ground wire in conduit.
 - .2 All bonding and grounding conductors to be copper.

5 BATTERY EMERGENCY LIGHTING AND EXIT SIGNS

- .1 Emergency lighting and exit signs shall be installed in accordance with National Building Code and the Canadian Electrical Code and local authorities' requirements. Battery packs and light heads shall be provided in areas of egress, areas presenting special critical conditions such as the electrical room, hearing room, and communication equipment closet. Emergency lighting shall be connected to lighting circuit in area being served.
- .2 All exit signs shall be connected to a battery standby power source and to be dedicated to exit sign circuits with the breaker locked in the ON position. Exit signs shall be installed in accordance with the National Building Code and local authorities' requirements. Exit signs shall be green pictogram high brightness type utilizing LED's with power requirements conforming to CAN/CSA C860.

6 LIGHTING SYSTEMS AND LIGHTING CONTROLS

- .1 Lighting - General:
 - .1 Lighting systems shall be quality energy efficient LED light fixtures. Energy consumption shall meet or be better than the requirements of the National Energy Code for Buildings 2011 (NECB 2011).
 - .2 Luminaire type, style, lens, shielding, and lighting levels shall comply with the latest edition of the Lighting Handbook of the Illuminating Engineering Society of North America for each specific area of usage.
 - .3 Luminaires shall be operated at 120 volts.
 - .4 Internal luminaire wiring shall be type TEW, 105°C temperature rating, minimum conductor size #18 AWG or larger if required. Provide green bonding conductor connecting to the grounding screw in ballast compartment.
 - .5 All luminaires shall be complete with all necessary mounting hardware, ceiling trim rings, end plates and other fittings to ensure proper installation in the ceiling.
 - .6 All luminaires shall be suitable for the environment where they are located.
 - .7 Light fixtures in office spaces shall meet the low-brightness and glare control criteria as addressed in the ANSI/IES RP-1-2020 recommended guidelines.
 - .8 Light fixture layout shall be compatible with the ceiling grid system. Light fixtures shall be arranged to give uniform lighting and maximum furniture layout flexibility.
 - .9 Complete luminaire shall have a 5-year warranty.
- .2 Lighting Controls - General:
 - .1 Generally all enclosed areas shall have local on/off switches. All rooms with dual entries to have three-way switching. Automatic controls in accordance with NECB 2011 shall be provided in each enclosed space. Dimming to be provided in all spaces except corridors and service rooms.
 - .2 Lighting controls shall be designed in close coordination with the end user of the particular area.
 - .3 For general lighting in office areas, there shall be a lighting control for each occupant position.
 - .4 All switches to be "Decora" style in white. All devices including thermostats and telephone/data outlets shall be complete with matching cover plates.
 - .5 Provide 24-hour lighting in stairwells and main paths of egress.
- .3 The following lighting systems shall be provided for each space
 - .1 Offices: Suspended, recessed direct/indirect fixtures or recessed architectural troffers. Occupancy control and local dimming.
 - .2 Boardroom: Suspended direct/indirect fixtures over the table, recessed downlights around the perimeter. Provide a minimum of two (2) dimming lighting control zones.
 - .3 Meeting Rooms: Suspended direct/indirect fixtures over the table, recessed downlights around the perimeter. Provide a minimum of two (2) dimming lighting control zones.

6 LIGHTING SYSTEMS AND LIGHTING CONTROLS (Continued)

- .4 Library/Deliberation Room: Suspended direct/indirect fixtures over the table, recessed downlights around the perimeter. Provide a minimum of two (2) dimming lighting control zones.
- .5 Breakout Areas: Suspended or recessed direct/indirect fixtures or recessed downlights.
- .6 Staff Areas: Suspended direct/indirect fixtures, decorative pendants or recessed downlights.
- .7 Filing/Resource Room: Recessed troffers, flat panels or downlights.
- .8 Hearing Room: Suspended direct/indirect or recessed architectural fixtures, low glare to provide even illumination for camera system. Provide a minimum of four (4) dimming lighting control zones with dimming to 1%. Control to be provided at all staff entrance to the room.
- .9 Common Areas: Corridors, vestibules and lobbies - recessed troffers, decorative recessed downlights or wall sconce fixtures shall be used. Accent lighting may be required.
- .10 Mechanical/Electrical service space, janitor's closets – Suspended or surface lensed strip luminaires.
- .11 Reception Lobby, Public Spaces, Elevator Lobbies: To have special feature lighting (coves, wall washers, etc.) Special lighting to be coordinated with the Architect and Interior Designer.
- .12 Washrooms: Lighting shall be recessed downlights over the toilets, urinals and vanities.

.4 Illumination Levels

- .1 Lighting at desk top level (750mm above floor level) in office areas and at floor level in all other areas shall be with the following levels of illumination:

<u>LUX</u>	<u>AREA</u>
350-400	office space
200-300	entrance foyers, elevator lobbies, storage space
200-300	hallways or corridors, stairways, washrooms, elevators, escalators
750	hearing room

- Notes:
- 1) Illumination shall be provided at workstations reasonably free of ceiling reflections and body shadows.
 - 2. Prior to occupancy, lighting levels in office space shall be within 350-500 LUX, 85% LLF.

.5 LED Arrays shall have the following ratings and features:

- .1 LED array shall be replaceable.
- .2 LED color temperature shall be 3500K.
- .3 Color maintenance overrated life shall be within 0.007 of CIE 1976.
- .4 CRI shall be ≥ 80 .

.6 LED Power supplies/Drivers shall have the following ratings and features:

- .1 Input voltage: 120V, 60Hz.
- .2 Power factor: ≥ 0.9 .
- .3 THDi: $\leq 20\%$.
- .4 Power supply shall include surge protection of minimum 3 kV. Surge protection shall meet ANSI C62.41.
- .5 Power supply shall allow light fixture to dim to 10% with the use of external 0-10V dimming control devices.

7 FIRE ALARM SYSTEM

- .1 Where there is a base building fire alarm system, it shall be capable of accommodating additional devices as required to suit the lessee's improvements in accordance with the National Building Code of Canada.
- .2 All new devices shall be compatible with the existing system. All new work and modifications to the existing system shall be tested and verified by a contractor/company other than the installing contractor/company.

8 TELECOMMUNICATIONS SYSTEMS

- .1 Provide raceway system for the voice and data wiring in accordance with CAN/CSA-T530-M90 (Building Facilities Design Guidelines for Telecommunications) and ANSI/TIA/EIA 569B (Commercial Building Standard for Pathways and Spaces). The system shall consist of the following elements:
 - .1 A dedicated communications room within the Lessee space for telecommunication cables and racking installations. Provide fit-up of the communication room in accordance with 7.11 TIA-569B.
 - .2 Three (3) 103mm diameter conduits from the main telecommunications room(s) inside the Leased Premises to the Lessee communications room. Conduits to be c/w multi-strand OM4 fibre and 50 pair telephone riser cable.
 - .3 Cable tray system, J-hook system or zoned conduit system for telecommunications horizontal cabling distribution.
 - .4 27mm conduit system (minimum for each outlet box to ceiling space) complete with category 6 (Cat.6) cable to equipment rack in communications room.
 - .5 Combined outlet boxes for data/voice outlets (DVO).
- .2 The following communication outlets shall be provided for each space:
 - .1 Offices: Provide one (1) category 6 combination telephone/data outlet and one (1) category 6 data outlet at the desk location.
 - .2 Boardroom: Provide two (2) category 6 combination telephone/data outlets in each recessed floor box. Provide one (1) category 6 data outlet at the AV wall box.
 - .3 Meeting Rooms: Provide two (2) category 6 combination telephone/data outlets in recessed floor box.
 - .4 Library/Deliberation Room: Provide two (2) category 6 combination telephone/data outlets at each recessed floor box. Provide one (1) category 6 data outlet at the AV wall box.
 - .5 Breakout Areas: provide one (1) category 6 combination telephone/data outlet for general use.
 - .6 Staff Areas: Provide one (1) category 6 telephone and one (1) data outlet for general use.
 - .7 Filing/Resource Room: Provide one (1) category 6 combination telephone/data outlet for the large size printer/copier.
 - .8 Hearing Room: Provide two (2) category 6 data outlets at each recessed floor box for the Interveners/Applicants/Staff tables, Lawyers tables and Witness tables (floorboxes detailed under Power section). At AV cabinet location provide four (4) category 6 data outlets. At each chair location at the Interveners/Applicants/Staff, Witness and Lawyers tables, provide one (1) category 6 data outlet in a pop-up desk monument (see Power) patched from the floor box below. At the Steno/Clerk table provide three (3) category 6 data outlets and a category 6 voice outlet with the floorbox. Two (2) of the data outlets are to be patched to a pop-up box on the desk (see Power section). Between the AV cabinet location and each monitor and mic, provide a Cat.6 cable or RG6 cable (specific wiring requirements to be coordinated with Hearing Room Audio/Visual System selected).

8 TELECOMMUNICATIONS SYSTEMS (Continued)

- .3 In addition to the hardwired communications outlets detailed above, the entire leased space is to have category 6 data outlets installed above ceiling throughout to provide full Wi-Fi coverage. Meeting rooms, Boardrooms and Library/Deliberation Room are each to have a dedicated outlet, and the hearing room is to be equipped with two (2) outlets. All other areas are to have outlets dispersed to allow full coverage. Each Wi-Fi outlet is to have a ceiling mounted router installed.
- .4 Provide a recessed floor box c/w duplex receptacle, telephone outlet and data outlet in the center of all Meeting Rooms (under the tables) as described in "Power Distribution" section.
- .5 Conduit Specifications:
 - .1 The inside radius of a bend in a conduit shall be no less than:
 - .1 Six times the internal diameter when the conduit is less than 50mm in diameter, or
 - .2 Ten times the internal diameter when conduit is larger than 50mm in diameter.
 - .2 A pull cord or fish tape shall be installed in each conduit.
 - .3 All conduits shall be identified and labelled at both ends, tags shall identify start and finish of conduit runs. Pull boxes shall be labelled on the exposed exterior.
 - .4 All metallic parts shall be bonded together mechanically and connected to the approved building electrical ground.
 - .5 Pull box shall be provided every two 90° bends of conduit runs. Pull boxes shall be readily accessible.
- .6 Communication Room:
 - .1 The room shall house only equipment directly related to the user's telecommunications system and its environmental support systems.
 - .2 The room shall be provided with cable tray hung parallel to a minimum of two walls (but not over the door) and shall be connected to the backbone pathway. One 450mm cable tray should extend 1m past communication room into ceiling space. Where the room is separated by a fire-separation, provide fire-rated sleeves through wall.
 - .3 Rooms shall be grounded with a No. 6, insulated, stranded copper bonding conductor and ground bus.
 - .4 Provide 19mm plywood blackboard on all walls and painted with a fire-retardant paint. Colour should match existing decor.
 - .5 The room shall be equipped with a minimum of six (6) dedicated 15A, 120VAC isolated ground duplex receptacles on UPS power.
 - .6 Lighting shall be LED, minimum 350 LUX average maintained measured at the finished floor level. Emergency battery lighting shall be installed.

9 ELECTRIC HEATING

- .1 An electric heating system consisting of baseboard heaters on external walls of office areas, ceiling forced air flow heaters in entries and baseboard and/or unit heaters in service areas shall be installed. Type and size of the electric heaters shall be designed in conjunction with the HVAC system provided by the mechanical trade. All baseboard heaters are to be installed a minimum of 100mm above floor.
- .2 Heating controls shall be interfaced with the HVAC and Direct Digital Control and local control systems provided by the mechanical trade.

10 STARTERS AND DISCONNECTS

- .1 All mechanical motor loads, provided by the mechanical proponent, shall have proper manual or combination magnetic motor starters. The proponent shall define coordination between Electrical and Mechanical Trades, by "Motor Starter and Control List" showing all motors identified by reference number and trade responsibility for supplying, installing and wiring of each piece of equipment.
- .2 Use soft start starters for large motors, 30HP @ 600 volt and above, except motors which are operating through variable speed drives.
- .3 Magnetic starters shall be equipped with HOA controls, running lights, reset buttons, auxiliary contacts and control transformers compatible with control device voltages. Three-phase motor starters shall be equipped with phase protection devices to protect motors from phase loss and reversal or over/under current situations, etc.
- .4 Where motors are grouped in an area and where practical, motor starters shall be grouped in motor control centres.
- .5 The motor starters shall be operated by the Direct Digital Control and local control systems provided by the mechanical trade.
- .6 Local disconnects shall be provided in accordance with Canadian Electrical Code requirements.

11 CONVENIENCE POWER AND CONNECTIONS

- .1 Provide general receptacles within all common areas for cleaning, etc. Duplex receptacles to be NEMA 5-20R and are to be located within each 10m of corridor space (as a minimum).
- .2 Miscellaneous mechanical loads such as sump pumps, water heaters, drinking fountains and refrigerators shall be connected as required.

12 WIRING METHODS AND EQUIPMENT

- .1 All interior power, lighting and control conductors shall run in concealed EMT except in mechanical and electrical rooms. Flex conduit and liquid-tight flex, where applicable, shall be used for drops from raceway systems to lighting fixtures or final connections to motor loads. Low voltage control wiring shall be flame rated (FT6) or be installed in EMT conduit. All EMT conduits shall be equipped with a separate bonding conductor.
- .2 The minimum size of wire for power and lighting shall be No. 12 AWG; and for control No. 14 AWG, copper conductors. The conductors should be colour coded. Use RW90 wire for interior and exterior. Minimum conduit size shall be 21mm.
- .3 Lighting controls and convenience receptacles shall be commercial specification grade or better.
- .4 All branch circuits shall be installed with dedicated full-size neutrals and insulated bonding conductors and isolated ground conductors where required.
- .5 Feeder conductors shall be sized for a maximum voltage drop of 2% at design load. Branch circuit conductors shall be sized with a maximum voltage drop of 3% at design load.

13 IDENTIFICATION AND LABELLING

- .1 Identify electrical equipment with engraved lamicoïd nameplates.
- .2 Nameplates shall be large enough to include complete description of equipment with voltage and phase shown where applicable. Minimum size of nameplates shall be 25mm x 75mm with size of lettering to suit content and application, except for single gang devices which shall have 10mm x 30mm nameplates. Nameplates to be securely fastened.
- .3 All wiring devices (light switches, receptacles, starters, direct connected equipment, etc.) and lights are to have its panel and circuit identified with a lamicoïd nameplate or raised foam backed label mounted to wall or equipment below coverplate. White letters on white background, 6mm high x 25mm long (ie. A-3 or A-2,4,6).
- .4 Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tape, on both ends of phase conductors of feeders and branch circuit wiring.
- .5 Provide warning signs to meet the requirements of the Canadian Electrical Code.

14 ACCESS CONTROL SECURITY SYSTEM

- .1 A complete programmable access entry control system shall be installed to restrict access to the office area. Access controlled points shall include exit doors from the hearing room to the restricted office area and to the Library/Deliberation room, all doors between the building core and the office area, all doors between the public area and the restricted office area.
- .2 The system shall be 32-bit microprocessor based, have modular construction and shall consist of card proximity readers, keypads, cards, electric strikes, request for exit buttons, network and reader controllers, relays, power supply, battery backup power and computer software program as required. Access shall be controlled by card readers interfaced with electric strikes.
- .3 The system shall be based on a 32-bit Microsoft Windows ME, 2000, XP or NT platform and 32-bit TCP/IP communications controllers to provide a true real-time, multi-tasking, multi-user environment over Ethernet LAN or WAN.
- .4 The system shall have the capability to control 64 card readers, three thousand users, sixty-four alarm points (expandable to one hundred and twenty-eight), four schedules and three hundred and sixty-six holidays.

15 INTRUSION ALARM SYSTEM

- .1 A combination infrared/microwave intrusion alarm system shall be installed for the space to protect the building "after hours". The system shall have arm/disarm keypads strategically located at each entrance from the building core so that a person entering can disarm the system for a set period of time, after which the system shall automatically rearm. The person will also be able to rearm the system upon leaving the facility.
- .2 Ceiling mounted motion sensors shall be located to provide good coverage in public areas. If the Lessee space is located on the ground floor, additional motion sensors shall be located in critical rooms on the exterior of the building and provide good coverage in all corridor spaces.

16 VIDEO SURVEILLANCE SYSTEM

- .1 A closed-circuit television surveillance system shall be installed consisting of interior cameras, wiring, video recorder, video monitor, switches, licenses and accessories, to monitor public areas. A video monitor shall be provided in the communications room and the system shall allow for recording of 30 days activity at 10FPS. No yearly licensing fees are to be permitted.
- .2 Cameras shall be fixed, IP dome camera type with minimum 4 MP image quality.

17 HEARING ROOM AUDIO/VISUAL SYSTEM

- .1 This section summarizes a hearing room audio/visual system that shall be procured under a separate RFP by the Board. The system equipment shall be supplied and installed by the Equipment Vendor. The Lessor must allow for supply and installation of all required infrastructure for this system including conduit, wiring, floorboxes and any power and telephone connections. The Lessor is responsible for coordination with the Board/Equipment Vendor prior to any installation.
- .2 A complete Hearing Room Audio/Visual System shall be provided by a reputable supplier providing local support (within 3hour response time). System must be a certified Courtroom Audio/Visual System with the following requirements:
 - .1 A total of forty-five (45) desk mounted microphones (forty-three plus two spare). The existing system is comprised of twenty-one (21) SHURE DC 5980 P microphones and a DIS CU 5905 controller (microphones are discontinued). Components may be re-used if it can be shown that they will work seamlessly with the functional requirements and system selected.
 - .2 A total of six (6) 65" display monitors c/w wall mounting brackets with articulating arms for viewing by the Interveners/Applicants/Staff and Media;
 - .3 Four (4) fixed ceiling mounted cameras (2.5MP minimum), one facing the Board Members, the Lawyers, the Witnesses and the Interveners/Applicants/Staff areas. Cameras are to be integrated with the microphones.
 - .4 Ten (10) wall mounted speakers;
 - .5 Desk mounted monitors for each Board Member, Lawyer and Witness. Steno/Clerk to have a total of three desk mounted monitors. All monitors to be provided with desk mounting bracket;
 - .6 Recording equipment, switching equipment and AV cabinet. Equipment must allow connection to phone line to permit teleconferencing through sound system. All video feeds to the monitors are initiated from the Steno/Clerk desk.
 - .7 Media audio connection box to be provided (existing may be re-used if possible to be integrated to the selected system – Digiflex D-PRESSBOX-12). New media box must provide same function as existing.
 - .8 All interconnecting cabling to be provided and concealed under the hearing room raised floor, through floorboxes and casework.

18 HEARING ROOM ADDITIONAL SYSTEMS

- .1 This section summarizes additional hearing room systems that shall be procured under a separate RFP by the Board. The system equipment shall be supplied and installed by the Equipment Vendor. The Lessor must allow for supply and installation of all required infrastructure for these systems including conduit, wiring and any power and data connections. The Lessor is responsible for coordination with the Board/Equipment Vendor prior to any installation.

- .2 The Board shall supply the following:
 - .1 A complete assistive listening system for the hearing room consisting of an emitter, modulator and three (3) receivers.
 - .2 A hardwired digital clock c/w astronomic time control.

19 PERMITS, FEES & INSPECTIONS

- .1 Contractor to submit to Electrical Inspection Department and Supply Authority necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Contractor to pay associated fees.
- .3 Engineer will provide drawings and specifications required by Electrical Inspection Department and Supply Authority at no cost.

19 PERMITS, FEES & INSPECTIONS (Continued)

- .4 Contractor to notify Engineer of changes required by Electrical Inspection Department prior to making changes.

20 SHOP DRAWINGS, PRODUCT DATA & SAMPLES

- .1 Submit shop drawings, product data and samples in accordance with Division 1.
- .2 Indicate details of construction, dimensions, capacities, weights and electrical performance characteristics of equipment or material.
- .3 Where applicable, include wiring, single line and schematic diagrams.
- .4 Include wiring drawings or diagrams showing interconnection with work of other Sections.

21 OPERATION & MAINTENANCE DATA

- .1 Provide operation and maintenance data for electrical for incorporation into maintenance manual specified in Division 1.
- .2 Include in operations and maintenance data:
 - .1 Details with respect to design elements, construction features, component function and maintenance requirements, to permit effective start-up, operation, maintenance, repair, modification, extension and expansion of any portion or feature of installation.
 - .2 Technical data, product data, supplemented by bulletins, component illustrations, exploded views, technical descriptions of items and parts lists. Advertising or sales literature not acceptable.
 - .3 Wiring and schematic diagrams and performance curves.
 - .4 Names and addresses of local suppliers for all items included in maintenance manual.

22 AS-BUILT DOCUMENTS

- .1 Provide the owner with a set of AUTOCAD record drawings at the completion of the project.
- .2 At the completion of project and prior to interim inspection, the electrical contractor, at his own

expense, shall neatly transfer all electrical addendums, change orders, site instructions and other changes, marked-in-red, to blueprint record drawings for engineer's review.

23 COORDINATION

- .1 The Electrical Contractor shall totally review all architectural, structural and mechanical drawings and specifications to coordinate and determine work associated with Division 26 work prior to submitting tender price.

23 COORDINATION (Continued)

- .2 After review of all documents associated with other trades, forward any questions and obtain answers prior to tender submission.
- .3 Submission of tender by Electrical Contractor acknowledges coordination with other trades.