

1.2 STATEMENT OF WORK (SOW)

This SOW has been written in 6 parts, with two (2) appendices. The parts are as follows:

- Part I:** Introduction
- Part II:** General IHC Requirements. This part details all general requirements that relate to the overall function of the IHC, and the general requirements and standards that apply to the entire IHC;
- Part III:** Laval IHC Operational Space Requirements. This part outlines the specific space operational requirements for each function of the IHC;
- Part IV:** Laval IHC Facility Support. This part outlines the functions that will be undertaken for maintenance, meal and housekeeping support within the IHC;
- Part V:** Laval IHC General Design Considerations. This part outlines general design requirements that relate to the overall IHC;
- Part VI:** General Technical Guidelines. This part outlines technical specifications related to the function of the IHC.

DP4 - Appendix 1.2 IHC Laval Schematic Design Report, May 11, 2017

DP4 – Appendix 1.1 Spatial Room Data sheets (to be updated by new consultant to reflect the final design)

Acronyms

Term/Acronym	Meaning
CBSA	Canada Border Services Agency
CSC	Correctional Services Canada
GC	Government of Canada
IHC	Immigration Holding Center
IRPA	Immigration and Refugee Protection Act
NIDF	National Immigration Detention Framework
PSPC	Public Services and Procurement Canada
SSC	Shared Services Canada

PART I: INTRODUCTION

1.0 Introduction

On August 15, 2016, the Honourable Ralph Goodale, Minister of Public Safety and Emergency Preparedness, announced Canada's new NIDF. The NIDF aims to meet international obligations with regards to immigration detention; reduce the Government of Canada's dependency on provincial jails to house immigration detainees; minimize the number of minors, vulnerable persons and long-term detainees held in detention; establish national compliance tools to provide alternatives to detention and in-person reporting; and, deliver a sustainable, affordable and transparent system. A key tenant of the NIDF is to promote national consistency throughout the CBSA's detention program. In order to align with the NIDF's objective, national consistency is being applied to the CBSA's three operational IHCs.

The CBSA will construct a new IHC facility in Laval, Quebec on land from CSC. It is the objective of the CBSA is to apply national consistency to all IHCs with specific modifications to suit regional differences. The new IHC facility will replace the current IHC operating in the Quebec Region, and the intent is to significantly improve infrastructure and detention conditions for immigration detainees.

1.1 Background

1.1.1 CBSA Detention Program

Canada's *Immigration and Refugee Protection Act* (IRPA) stipulates who is inadmissible to Canada, including: security threats (espionage, subversion, terrorism, threat to Canadians etc.); human or international rights violators, and criminals (including organized crime). Under the IRPA, the Canada Border Services Agency (hereafter referred to as the CBSA) is empowered with the right to arrest, detain and remove permanent residents and foreign nationals who are found to be inadmissible to Canada. The CBSA also has the statutory obligation to remove individuals as soon as possible. The CBSA is the sole federal accountable immigration detention authority, and as such, is responsible for the care and control of immigration Detainees.

Detention is normally used at the beginning of the enforcement process when the identity of the person is not established or the person is believed to be a danger to the public and, at the end of the process when removal is imminent and the person is unlikely to appear for removal.

The CBSA's policy and guidelines are clear; if detention is required for immigration purposes, detention should be for the shortest time possible. When making detention decisions, CBSA officers are guided by the IRPA and its regulations, as well as by the CBSA's guidelines for its detention. Each decision must be assessed on its own merits, and officers must always consider the impact releasing someone into the community would have on the safety of Canadians.

PART II: GENERAL IHC REQUIREMENT

2.0 General IHC Requirements

The Laval IHC is one of three IHCs operated by the CBSA across Canada. Guiding principles have been developed to guide the design and development of new or refurbished IHC facilities. They can be defined as follows:

- a. Detention is not mean to be punitive or correctional in nature and architecture should reflect this;
- b. Detention is a last resort and should be short in duration;
- c. Persons are presumed to be in a vulnerable state; migrants without durable immigration status, of unknown identity or origin, or being returned to their country of origin;
- d. Detention can impact families and needs to be appropriate to family needs where there is no alternative to detention available.

Additional criteria have been applied, as directed by the Minister of Public Safety in the design of all IHC facilities. The IHC facilities must be configured, to the extent possible, so as to:

- a. Efficiently but effectively minimize the need for guard presence;
- b. Provide safe, secure, humane accommodation;
- c. Provide ready access to fresh air and outdoor space;
- d. Provide welcome access to detainees, NGOs and visitors with contact visit space for families of detainees and representatives;
- e. Include common, multi-purpose space so as to afford detainees with access to in-centre supports including:
 - a. Translation and legal support services;
 - b. Nursing and physician services as well as psychological counselling services;

- c. Chaplaincy/spiritual support;
- d. On-site immigration support services such as counselling and immigrant services;
- e. A resource centre and educational facility;
- f. Dedicated purpose designed space to conduct Immigration and Refugee Board hearings within the facility, including video-conference capacity to minimize detainee transport, where appropriate;
- g. Ensure the facility is accessible by public transit;
- h. Ensure that the facility does not present itself to the public or detainees as a correctional institute that is non-institutional in design, and that control and security elements are installed in a manner that balances low visibility with high performance to the greatest extent possible.

Additional information: (DP4 - Appendix 1.2) - IHC Laval Schematic Design Report, (DP4 - Appendix 1.1) Sample CBSA Spatial Room Data Sheets.

2.1 Operational and Space Requirements

All required operational spaces are identified in the IHC Laval Schematic Design Report (DP4 - Appendix 1.2). Where any discrepancies in information presented within this RFP and supporting documentation exist, it will be superseded by the IHC Laval Schematic Design Report (DP4 - Appendix 1.2).

The Laval IHC will consist of a one-storey single building as well as an outdoor area defined within an exterior security perimeter.

The building is divided into several distinct sections, including: Primary Accommodations and Special Purpose Accommodations for detainees, an Admission and Discharge (A&D) area, public areas, a health services area, CBSA administration area, security personnel area, and technical/maintenance rooms.

The IHC configuration must allow for a total separation of each of the population groups twenty-four (24) hours a day. The concept of separating the population groups is paramount to the security of the IHC and the safety of the Detainees. The rooms for each population group must be in a separate wing or otherwise separated by a physical barrier that will prevent the possibility that one population group will be allowed to interact with another. It is possible that detainees of various population groups may cross paths in common corridors or functional spaces i.e; Admissions & Discharge.

Refer to Section 3.0 for more information about the functions of all of the distinct sections of the Laval IHC.

2.2 IHC Capacity

The base detainee accommodation capacity of the Laval IHC is 133 beds, with an additional 25 cots to be used for overflow, as required, for a total potential population capacity of up to 158 detainees. The IHC accommodates various classification levels, where detainees are categorized and managed according to a standardized risk profile, and subsequently placed in an appropriate living unit based on the level of security and monitoring they require.

2.3 Primary Accommodations

Primary Accommodations areas represent living units that house detainees overnight and for an extended period of time. They are distinct areas segregated by classification level and population group so that common groups may be housed together in a living unit but never interact with detainees that are not classified similarly. The Primary Accommodation living units of the IHC are separated into three (3) distinct zones: Level 1 secure zones a Level 2 secure zone Level 1 and Level 2 living unit represent classifications associated to the level of risk a detainee may pose to themselves and/or other detainees.

Detainees will have access to services, programs, and indoor and outdoor exercise areas.

2.4 Special Purpose Accommodations

Special Purpose Accommodations include staging areas requiring very short stays, medical isolation rooms to be used for medical isolation, a flex unit for individuals requiring specialized housing and cells for behavioural and operational management.

2.5 Configuration of IHC

The overall configuration of the IHC must be efficient as well as safe and secure for all people within the IHC, including but not limited to CBSA employees, security personnel, Detainees, visitors, etc. The CBSA is responsible for all detention activities and operations within the IHC.

The CBSA has a separate requirement to provide security personnel as part of the operational requirement of running the IHC. The IHC configuration is designed in a manner that minimizes, to the extent possible, the number of security personnel that will be required to meet the operational requirements. Guard posts are strategically placed throughout the facility to manage detainees as they move throughout the facility, undertake activities or visits, or reside in their respective living units. The basic requirement for the deployment of security personnel is as follows:

- i) Security personnel must be readily able to see the interior of all rooms. All hallways within the IHC must be under surveillance through Closed Circuit Television (CCTV) monitoring, and supplemented by foot patrol; and,
- ii) All areas within the Secure Perimeter of the IHC must be under surveillance, through CCTV monitoring, and supplemented by foot patrol.

The CBSA has additional requirements to provide food services, maintenance and cleaning services within the IHC. Special space for the preparation and managing of these services has been allocated within the facility. Arrangements with outside vendors through contracts or memorandum of understandings, will be put in place prior to occupancy of the facility, to undertake these services.

The IHC is configured so that emergency exits for all Detainees lead to a safe and secure area outside of the IHC building, but remain within the overall fenced perimeter of the property.

2.6 Traffic

Traffic lanes providing access to the Laval IHC allow direct access to the three (3) entrances, as shown on the schematic drawings. One (1) entry is dedicated to transport fleet vehicles who are carrying detainees to and from the facility, another is dedicated to CBSA employees and security personnel, while the main entrance is to be used for visitors and deliveries.

2.7 Zoning/Circulation

The interior layout and zoning of the required spaces is critical to both operational efficiency and security. Consistent with the Government's Security Standards, the provision of layers of security is a key consideration in the planning and design of the IHC.

The design takes into account the different population groups to the extent that this can be accommodated. Corridors have been designed in a manner that facilitates clear sight lines, minimizes jags in walls and rooms, where a security weakness or blind spot is created, and enables the free flow of detainees from one area of the facility to another without the necessary intervention of a guard. CCTV cameras and access control locks are placed in a manner to control the movement of individuals through the facility, and ensure the integrity of areas where detainees may not access. Integrated security systems with CCTV cameras have been placed on key doors, where a detainee may be allowed to move alone from one area of the building to another through CCTV observation and electronic door access enabled and controlled by the central control. All operations of the IHC are managed through a central control, whereby constant surveillance of the facility and its perimeter occurs through CCTV camera monitoring, and access control of select doors and gates.

Detainees will reside in their primary accommodation living units throughout most of the day, with daily access to a dedicated recreational yard and interior activity area. Circulation of populations throughout the

facility will occur regularly to and from (but not limited to) Admissions and Discharge to a living unit, to and from a living unit to the recreational yard, to and from a living unit to the medical services or visits areas, to and from the IRB hearing or video conference rooms, or to and from CBSA interview rooms.

For further information on zoning and circulation please refer to DP4 - Appendix 1.2 (Schematic Design Report)

2.8 Design Information

Refer to the Schematic Design Report (DP4 - Appendix 1.2) for information to date. This information will continue to be developed. Specific details for all sections below pertaining to the generic design for the Laval IHC will be provided in the Design Development package, at contract award.

2.8.1 Flooring

Unless specifically stated, flooring within the entire IHC must be sheet flooring that is waterproof, hard surfaced, durable and easily maintained and cleaned. Flooring in the washrooms and shower facilities must be made of a non-slip material. These details will be provided in the Design Development package.

2.8.2 Hallways

All hallways within the IHC must be wide enough to accommodate wheel chairs, and must meet Canadian Federal building code requirements.

2.8.3 Lighting

These details will be provided in the Design Development package.

2.8.4 Paint

All rooms are to be freshly painted prior to occupancy in colors provided by the CBSA through the Design Development Package

2.8.5 Washrooms

Washroom locations are specified throughout the facility. Washrooms that will be accessed by a detainee at any given time will require specific installation and hardware specifications, so as to minimize ligature points and minimize incidents of possible self-harm.

Washrooms that are used by the public or CBSA or security personnel do not require any special installation or hardware. Selected fixtures are standard commercial grade.

2.8.6 Fixed Water Fountains

Refer to the architectural plans within the Schematic Design Report (DP4 - Appendix 1.2) for placement of water fountains.

2.8.7 Mattresses, Furniture and Fixed Hardware

All mattresses used in the IHC must not contain coils, and must be a penitentiary grade product. Furniture (e.g. tables, beds, couches) in the Primary Accommodations and Secondary Accommodations should be bolted to the floor, where identified.

Any hardware located in a detainee living unit, should be bolted to the wall or floor, where possible. TV equipment shall be placed behind protective coverings to protect equipment from abuse.

2.8.8 Automatic External Defibrillator

Automatic External Defibrillators (AED) must be installed according to Health Canada standards. The location of the AED within the IHC will be defined within the Design Development Package to be provided at contract award.

2.8.9 Weapon Storage Units

Firearms carried by CBSA officers or other law enforcement officers must have the ammunition removed, and both the ammunition and firearm must be securely stored in an approved unit (i.e., DASCO). In addition to firearms, other defensive equipment such as batons or pepper spray may also be securely stored.

The location of weapon storage units are identified on the schematic designs. Refer to DP4 - Appendix 1.2 (Schematic Design Report). The units are situated in locations that are secure, which can't be accessed by unauthorized individuals and are protected from the elements to allow for firearms to be cleared immediately before persons enter the IHC.

The weapon storage unit details will be provided in the Design Development package.

PART III: LAVAL IHC OPERATIONAL SPACE REQUIREMENTS

2.0 Exterior Site

3.1 Security Perimeter - Fencing

All areas of the IHC vulnerable to escape, including the outdoor recreation area (yard), must be surrounded by a security perimeter fence. All fencing specifications will be provided at contract award.

3.2 Recreational Yards

There are separate outdoor recreational yards for the different population groups. Complete visual obscurement is required to prevent views in or out of the yards. Adult yards must permit a variety of outdoor activities, such as soccer and basketball. A minimum of one secured basketball net is to be installed in each adult yard, along with an artificial and maintenance free surface for all of the area occupied by the basketball court. Artificial turf (or similar material) is to be provided throughout the remainder of the yard (with the exception of paved pathways), so that detainees may have access to a soft surface. Picnic tables must also be located in each of the recreation yards. The specifications of each yard will be provided at contract award.

3.3 Parking

There are four parking areas required: Visitor, CBSA employee and Security Personnel, and Fleet parking. Entry to the CBSA employee and security personnel parking must be segregated from visitor parking, so that visitors may not access areas where personnel are stationed. Fleet parking is located adjacent to the Admissions & Discharge (A&D) area Sally Port. Three parking spaces within the visitor parking lot are reserved for the Immigration and Refugee Board members. Parking for maintenance and service vehicles is located in a secure perimeter adjacent to the service and maintenance area of the facility.

3.4 Admissions & Discharge (A&D)

Admissions and Discharge (A&D) is the area where Detainees are initially processed upon their arrival at the IHC and discharged when their stay is terminated. CBSA officers and/or security personnel may transport detainees to and from the facility. Detainees arrive to the IHC via the Sally Port, a covered secure area for the transfer of Detainees to and from the IHC by vehicle.

The Sally Port must have 2 entrance and 2 exit gates (drive-through). It is large enough to accommodate two transport vans side by side, with movement space between both vehicles. All Detainees and their belongings will be searched and scanned prior to entering the facility. A Search and Frisk Area is available to be used for those being admitted to the IHC if needed. Within the main A&D area, there is an A&D Waiting Area that has chairs for Detainees to sit on while they are being processed. The main A&D Area has 2 u-shaped stainless steel counters that are used to display and examine luggage contents for search and logging by security personnel. In the event of multiple admissions concurrently, or a lengthy admission process, a Ready Room is provided that consists of seating for up to 10 people. This room has open sight

lines to the u-shaped counters so that security personnel may monitor detainees being held in that room. Access is controlled to this room. Two enclosed Interview Rooms are available for CBSA officers to complete interviews with Detainees during processing or with clients that have been newly arrested by a CBSA officer. Each interview room contains of a desk and chairs whereby the detainee is seated opposite the officer.

The A&D area has Staging Areas intended to be used for short-term accommodation purposes only. These staging rooms are part of the secondary accommodation requirement.

The A&D area also consists of 3 cells, for detainees with behavioural issues Specifications for the cells are provided at contract award.

A Lockbox Room housing safety deposit boxes is provided to store items that Detainees may arrive with

A Lawyer Phone Room is provided, which allows Detainees to call legal counsel directly or return calls from legal counsel.

The A&D space also includes a Utility Room for laundering clothing of Detainees and contains a washing machine and dryer, an A&D Storage Room for storing miscellaneous items, a Second-Hand Clothing Storage room to store donated clothing items, and a Detainee Supply/Storage Room for storing supplies that are frequently required by Detainees.

3.5 Primary Living Accommodations

3.5.1 Dormitory Living Units

Each Primary Living Wing consists of Detainee bedrooms, as well as a Common Lounge area. The Common Lounges allow Detainees to watch television and undertake social activities, and have seating and tables for meal service, a television, 2 sofas and living room type chairs. Each wing contains a dormitory-style Washroom and Shower facility, as well as a Laundry Area for Detainees to launder their own clothes.

Detainees classified as Level 1 Security are housed in one of four L1 wings:

- L1 wing: this wing is comprised of 5 bedrooms each with 3 beds, and 2 bedrooms each with 2 beds (one is barrier-free) or
- L1.1 wing consists of 8 bedrooms containing 3 beds and 1 bedroom containing 2 beds (barrier-free) or
- L1.2 wing consists of 8 bedrooms containing 3 beds and 1 bedroom containing 2 beds (barrier-free).
- L1.3 wing consists of 5 bedrooms containing 3 beds and 1 bedroom containing 2 beds (barrier-free).

Detainees classified as Level 2 Security are housed in L2 wings. This is a wing of either 3 bedrooms each with 2 beds, and 2 bedrooms each with 1 bed (one is barrier-free) or a wing of 1 bedroom with 2 beds, and 1 bedroom with 1 bed (barrier-free).

Two cells are located in the Primary Living Accommodation section, one on each side of A&D. The two Cells have one bed each, along with a toilet and sink. Each cell has a Shower Room outside of the cell. Specifications for the cells are consistent with those defined in Section 3.4 above.

3.5.2 Other Living Unit

This wing is divided by into two sections. One consists of 5 bedrooms each with 2 double beds (one is barrier-free). The other consists of 2 bedrooms each with 2 double beds (one is barrier-free). The wings share a common Area.

3.5.3 Flexible Living Unit

The Flex Wing is designed for individuals who require special attention or have special circumstances that would necessitate that they be housed separately within the facility. Generally the unit is used for the management of vulnerable populations. The unit has 3 bedrooms with 1 bed in each (one is barrier-free).

3.6 Special Purpose Rooms

Two Worship Rooms, Footbath Areas, Library and Reading Rooms, and Gyms have been provided, one of each in either gender primary accommodation. These rooms are for use by Detainees for social and relaxation purposes.

An Arts, Crafts & Education Room contains white boards, shelves, desks and chairs to be used by detainees.

An NGO/Legal Aid Office is provided for use by persons providing guidance to Detainees. The room contains an "L"-shaped desk, chairs, round table, and filing cabinets.

3.7 Health Services Area

The Health Services Area includes an Examination Room, a Doctor and Nurse Office (which includes 2 workstations and lockable filing cabinets for storage) and a Psychologist Office for medical personnel, as well as two Medical Isolation Rooms, for individuals who may have a contagious disease/illness and must therefore be housed separately from the rest of the population. The isolation rooms each have a washroom and shower within the room. A Hygienic Room (containing a sink and a chair) is available for use by Detainees who require hair cutting.

3.8 Public Area

Visitors to the IHC enter via the main entrance doors into the IHC Visitor Waiting Room. The IHC Front Reception is located directly off of this room, to provide guidance to visitors. The Front Reception is next to a Mail Screening Room. IHC Visitors may proceed into the IHC to be screened for visiting purposes, or, they can proceed directly into the CBSA Bond Processing Area to have bond payments processed. This area includes a small Business Center for administrative processing

Once visitors have been identified at the Front Reception, they proceed into the Visitor Identification and Search Area to be screened. No person having direct access to a Detainee may bring personal belongings into the IHC, therefore locker storage must be provided. Screened visitors wait in the Post-Search Waiting Room until their visit commences. Visits occur at the IHC in one of two rooms: Contact Visiting and Non-Contact Visiting. The Non-Contact Visiting Room consists of two open booths separated in the middle by a glass partition. Each booth is equipped with a telephone to connect the visitor with the detainee on the other side of the glass. The Contact Visiting Room contains 12 individual tables and chairs and provides an area where visitors can visit with Detainees and make direct contact, free from any barrier or partition.

3.9 Immigration and Refugee Board (IRB)

The IRB is an independent administrative tribunal which reports to Parliament through the Minister of Immigration, Refugees and Citizenship Canada (IRCC). It is institutionally independent of both IRCC and the CBSA. Functions that may be performed by the IRB at the IHC include conducting detention reviews of persons detained by Canada, as well as presiding over admissibility hearings. The IRB section of the IHC includes a Hearing Room with seating for 5 people and a half-wall barrier to separate IRB members and

CBSA Hearings Officers from visitors and Detainees. Seven IRB Video-Conference Rooms are included for hearings to be conducted with off-site IRB members, and include video-conferencing capabilities. An IRB Prep Room provides office space for IRB members to prepare for hearings, and contains a desk and chair as well as an adjacent washroom to be used solely by the IRB member.

3.10 CBSA Administrative Area

The CBSA area contains 28 Administrative Workstations, each with a computer and chair and in accordance with Work Place 2.0. The 2 Manager Offices and the Assistant Director Office are enclosed office spaces for CBSA management, and each contain a desk and chair as well as filing cabinets. A Business Center with cabinets, amenities and supplies will be located close to the workstations. A Lunchroom with seating for 15 is required, including refrigerators, stove, microwave, etc., as well as storage for food related items (i.e., cubbies). Locker Rooms are provided, along with Washrooms and Shower - A Multipurpose Room will include a large meeting table and chairs, and should be able to be used for Eight CBSA Interview Rooms have been included which are rooms used by CBSA employees to conduct interviews with Detainees. 4 of these rooms are located on either side of A&D. One Videoconference Room is to be provided for use by the CBSA, as well as an Audio-Video Conference Room, which allows for the interview to be recorded.

3.11 Security Administrative Area

The security section includes a Security Supervisor Office which includes 2 work stations adjacent to the Central Control Area. Most security and control activities take place in the Central Control Area (including but not limited to programming and monitoring, access control, monitoring of activities via camera surveillance systems, fire safety, and communication base and perimeter surveillance), which is managed by the security personnel service provider. A Security Administration workspace is also required in this area, requiring a desk, computer and chair.

A Security Locker Room will be provided, with 160 half-lockers for security personnel to leave their uniforms and equipment between shifts. Washrooms and Showers will be provided. A Security Lunch Room with seating for 30 is to be provided for security personnel to eat and take their breaks in.

3.12 Maintenance and Service Area

A Prep Kitchen is included for the preparation and provision of all meals for Detainees. The kitchen includes: vegetable preparation area (sink, table, cold room/fridge), cold storage (freezer room, dairy refrigerator, meat refrigerator, Cook chill refrigerator), dish washing area (dish washing machine, table, shelving), pot washing area (3 basins with shower head, shelving), stock room for food product storage, cleaning product storage, and a cooking area (2 heating kettles, 2 fryers, four-round stove with ovens, hotplate, 2 convection ovens, prep table, meat slicer, mixer, refrigerated cabinet for food storage). A Kitchen Instructor Office will overlook the kitchen to provide supervision of kitchen employees. A Kitchen Break Room (containing lockers, a table and chairs) and Washroom are provided for use by kitchen employees.

Two rooms have been provided for the housing of linens. A Linen Storage room will house all clean linens required by the IHC on wall-mounted shelving, and a Soiled Linen room will contain bins for the collection of used laundry and linens.

A Garbage and Recycling Room will be used to collect and store garbage and recycling prior to pick-up. A Janitor and Cleaning Storage Room is provided and includes shelving for storage as well as a sink.

A Maintenance Shop/Storage room and Washroom have been provided for use by maintenance employees. The Shop/Storage room will be used to house maintenance tools and supplies, as well as

provide an area for maintenance staff to work on small projects. A Facility Maintenance Office contains two desks with seating, as well as a small counter with a sink.

PART IV: LAVAL IHC FACILITY SUPPORT

4.0 Meal Service

Detainees are permitted three (3) meals per day as well as one (1) snack. The preparation and packaging of meals for delivery to detainees, will take place in the facility kitchen by an outsourced organization. The serving of meals will take place in the Primary Accommodations areas, in the respective common rooms of each living unit. Serving will be undertaken on trolleys that are delivered directly to each respective living unit as required.

A full time chef will manage and operate the kitchen and food services on behalf of the CBSA. All staff hired to prepare, package and deliver food will be managed under this MOU.

4.1 Maintenance and Landscaping Service

Maintenance services will be contracted through PSPC with an outside organization who will act as the property manager on behalf of the CBSA. All maintenance to CBSA facilities, including any electrical and mechanical maintenance shall be provided under this contract. A dedicated maintenance area has been allocated within the Laval IHC, where the property manager will undertake regular operations to manage the facility.

All landscaping has been designed to preserve the privacy and security of detainees, but also to conserve as much greenery as possible. Trees and shrubs have been strategically placed to ensure that greenery acts as a physical screen where such barrier may be required, or where the placement of such landscaping does not impede or cause a security concern. The choice of trees and shrubs are so as not to harm the site's current operations, and be in accordance with policies on sustainable development.

4.2 Housekeeping Service

Housekeeping services will be contracted to an outside vendor. A section dedicated to the storage of all cleaning and housekeeping supplies, including linens can be found within the facility, adjacent to the kitchen and maintenance service areas. Housekeeping of all living units and general cleaning services will occur daily on pre-determined schedules. Various janitors and storage closets have been accounted for to facilitate this activity throughout the facility.

PART V: LAVAL IHC GENERAL DESIGN CONSIDERATIONS

In the case of discrepancies within this document, the Schematic Design Report (DP4 - Appendix 1.2) supersedes all other information. Upon contract award, the complete Design Development package will take precedence over other sources of information unless confirmed otherwise.

5.0 General Design Considerations

Below are general design considerations, for further information as it relates to the Laval IHC refer to DP4 - Appendix 1.2 (Schematic Design Report).

5.0.1 Architectural

Design parameters as well as construction systems shall meet the CBSA Standards, Design Guidelines and other Technical Criteria, together with the applicable Building Code standards for the intended usage for this building and any other codes, guidelines or authorities having jurisdiction.

Additionally:

- i. Layout of spaces shall be flexible and encourage positive interaction of users and integrate security;
- ii. Interior circulation shall be clear and as open as possible and natural light in living and work spaces provided;

- iii. The building shall be fully accessible to the physically impaired. The Federal Government standard is CSA B651-12 Barrier-Free Design;
- iv. Where required or deemed feasible, built-in furniture, cabinets and shelving shall be part of the design and included in the scope of work;
- v. Construction materials may be selected according to the security rating and the use for each area. Finishes shall be selected for durability, ease of maintenance, cost and consistency with the desired environment.

5.0.2 Security

Security design shall include the following areas: some file storage rooms, the IT communications rooms, controlled access areas as required by the design and also the building envelope as defined by the Schematic Design Report and drawings within it, and subsequent Design Development package. Security systems shall generally include CCTV, door alarms and intrusion detection.

The Consultant shall be responsible for the continued design of the security systems as required by the design. CBSA shall be the Design Authority for all security systems. A professional specializing in this field of expertise is required as part of the Consultant's team to handle this aspect of the work. All security systems shall be linked to the Central Control Area located near the reception area of the building, within the security Administration Area. These systems will also be linked to a central command post located within the CBSA administration Area. All security systems must be managed by the CBSA.

Work shall meet all current CBSA security policies and standards, as well as all applicable codes, and be approved by the CBSA security design authority subsequent to a threat risk assessment to be conducted by the CBSA.

5.0.3 Mechanical

Ventilation systems must be designed for differing usage in different areas of the facility, i.e., primary and secondary accommodations, office areas, maintenance and storage areas. All systems shall be designed with direct digital control (DDC).

5.0.4 Electrical

In order to reduce energy costs, the design and selection of appliances, fixtures and equipment shall meet and use "state-of-the-art" technology.

Additionally:

- The CBSA will provide information on the type of wiring to be used for telephone, informatics, etc.;
- Voice and data connections are required in all offices. Equipment and final systems hook-ups will be provided by the CBSA in conjunction with Shared Services Canada;
- Cable TV is also included in various locations in the building, including in all bedrooms, living rooms and some meeting rooms.

5.0.5 Environmental

One of CBSA's corporate objectives is "to increase the Agency's contribution to improving Canada's environmental performance." Design considerations should respond to issues of effective and efficient use of energy and sound environmental practices.

- The CBSA prohibits the use of ozone depleting chemicals in refrigerants, cooling systems, insulating foams and fire control equipment;
- Water consumption must be minimized using water saving devices and appliances;
- Environmental impact of materials should be considered throughout both the product and facility life cycles, including the source and eventual disposal of the products.

PART VI: GENERAL TECHNICAL GUIDELINES

6.0 Technical Overview

Refer to the Schematic Design Report (DP4 - Appendix 1.2) for information to date. This information will continue to be developed. Specific details for all sections below pertaining to the design for the Laval IHC will be provided in the Design Development Package, at contract award.

6.1 Health and Fire

The IHC must, in addition to meeting Federal, Provincial and Municipal fire regulations, comply with Quebec's *Construction Code and Safety Code, and the Quebec Fire Safety Act*. As well, it must comply with Federal, Provincial and Municipal health bylaws or standards as applicable. Emergency evacuation plans will be developed by the CBSA and posted appropriately. Variances to code will be applied as necessary, given the nature of the facility and the required security specifications.

6.2 Sprinklers

Sprinkler systems are designed to be installed throughout the IHC in accordance with all applicable Fire Code Regulations.

CBSA is concerned with Detainee self-harm and suicide, sprinkler piping in Detainee rooms (both Primary and Special Purpose Accommodations) must be concealed or provided with a security cover that prevents attachment of any object, which could potentially be used to self-harm or commit suicide. Sprinkler heads accessible to Detainees in Detainee rooms (Primary and Special Purpose Accommodations) must be tamper resistant and of suicide preventative grade and break-away design such that when a weight of 80 lbs (36.3 kg) is suspended therefrom, it breaks off.

6.3 Smoke Detection

Smoke detectors are to be located in each room, corridor and stairway, or as required by Federal building and fire codes. An audible alarm is mandatory with an alarm sounding in the Central Control Area, in the event of an emergency.

6.4 Carbon Monoxide

Carbon monoxide detectors are to be placed in locations required by applicable Federal building codes.

6.5 Fire Extinguishers and Appliances

An adequate number of fire extinguishers and associated fire appliances are planned according to applicable Federal building codes. The location and distance between each extinguisher and appliance must meet all applicable Federal building and fire code regulations.

6.6 Ceiling Construction

Ceilings are designed in a manner to prevent unauthorized access into specific spaces. Ceilings must be built in a manner so that exterior perimeter walls of the IHC and the perimeter walls within each zone or wing of the interior secure perimeter extend to the floor above (slab-to-slab construction).

6.7 Exterior Windows

All exterior windows within the secure perimeter of IHC, where a Detainee may have access, are to be secured to prevent egress and made of a material that cannot be easily broken or tampered with.

6.8 Door and Locking Systems

All doors within the facility are to remain locked and each has the appropriate access control required by the function (i.e., free egress, card control, central control-granted access, etc.).

6.9 Card Access Control

The IHC must be equipped with a card access control system which includes all hardware, software and all required ancillary parts.

6.10 Metal Detection Booths

Metal detection booths and x-ray machines are used to screen for contraband of all detainees and visitors to the IHC. They have been located where detainees may exit the secured perimeter and become unsanitized, or where a visitor or guard is entering the facility. This information will be provided at Contract award.

6.11 Lighting – Interior/ Emergency

Refer to DP4 - Appendix 1.2 (Schematic Design Report) for initial information. This information will be provided at Contract award. Exterior lighting will need to be developed and specified for the specific site design.

6.12 Camera Surveillance (Digital)

The CCTV security system cameras provide monitoring coverage of the areas and rooms.

Viewing stations for the CCTV security system are located strategically throughout the facility.

The main viewing station includes a bank of monitors to monitor the CCTV security system video cameras to be provided. The number of CCTV security system monitors located in the Central Control Area is contingent upon the viewing strategy defined by CBSA operations. CCTV system information will be provided.

6.13 Backup Generator

A generator must be provided and installed for the purposes of providing immediate and sufficient back-up power to operate the entire IHC.

6.14 Temperature/ Humidity/ Air Exchange

This information will be provided at Contract award as part of the Design Development Package.

6.15 Telephones, TVs and Internet Access

The IHC must be wired with voice (telephone) and data (internet) jacks in all rooms that require computer connectivity or telephones.

Both local and long distance telephones, as well as jacks for internet service, must be placed in the common lounges of each respective wing of the Primary Accommodations. The number of telephones in each common lounge must equal one (1) telephone per ten (10) Detainees.

The telephones must be of solid construction able to endure heavy usage by Detainees (e.g. telephones at provincial and federal correctional facilities).

Televisions must be provided in each bedroom and common lounge within Primary and Secondary Accommodations wings.

6.16 Communication Systems

A public address system must be provided within the IHC by which announcements can be heard throughout the IHC. The communication system must be controlled in the Central Control Area.

Examples of the types of systems being used include: public address, intercom, radio, etc. A public address system must be provided within the IHC by which announcements can be heard throughout the IHC. The communication system must be controlled in the Central Control Area Refer to DP4 - Appendix 1.2 (Schematic Design Report) for initial information. This information will be provided at Contract award as part of the Design Development Package.