



CRG CONSULTING
Unmatched Support to Better Decision-Making

**CRG Consulting is listed as the #3 Ranked Firm on the
Standing offer for:**

**Public Works and Government Services Canada
Project Management Services
Standing Offer # EJ112-070004/003/FE**

**If you wish to speak to a representative at CRG regarding
this standing offers please contact
Elizabeth Kennedy at 613-596-2910 ext. 327, or via email at
elizabethk@thecrg.com**



Project Management Support Services

(Solicitation # EJ112/070004/003/FE)

General:

The individual call-up will determine whether CRG Consulting (CRG) will be asked to provide:

- Project Management Support Services (PMSS) for project administration and support while reporting to the PWGSC Project Manager who will actively manage the project.
- Project Management Full Services (PMFS) as the lead role in the management of projects, reporting to a PWGSC Project Manager who provides overall direction, but is not actively involved in the day-to-day project management.
- Additional Services in support of the project as a separate call-up, or in addition to PMSS, or PMFS services.

Scope of Services:

Project Management Administration

CRG can provide general administrative services as part of the management of the project including, but not limited to:

- Establishing project administration and procedures;
- Managing project roles, responsibilities and approvals;
- Attending/Chairing project meetings, and preparing and distributing minutes;
- Reviewing project requirements with PWGSC Centre of Expertise, jurisdictional authorities, and other project stakeholders;
- Controlling information exchange, coordinating inputs and seeking consensus from project team and stakeholders;
- Monitoring and controlling project documentation through a Project Plan;
- Receiving, reviewing, and submitting project deliverables;
- Preparing presentations, project documentation and reports.

Levels of Project Management Services:

Individual call-ups will specify the level of service requested of CRG Consulting. The breadth and depth of services that CRG can provide includes support services and full services as described below:



Project Management Support Services

CRG may be requested to provide Project Management Support Services (PMSS) for the administration of the project while reporting to the PWGSC Project Manager who will be actively managing the project.

PMSS is intended for the management of specific phases of the project, or a particular, on-going task related to the project, for example project management services for the construction phase of a project, or project management administration tasks in support of the PWGSC Project Manager.

PWGSC retains Standing Offers Consultants under separate contract for project controls related to cost, time and risk, and will use PMSS for these controls only when the call-up includes other project support services and administration.

CRG will be expected to provide either in-house or sub-consultant specialist expertise for Additional Services when requested in the call-up.

Project Management Full Services

The services would be considered Project Management Full Services (PMFS) when CRG is asked to provide continuous services for a:

- Program of Works;
- Complete project;
- Specific asset;
- Service Integration Team.

For PMFS, CRG will provide the lead Project Management role. The PWGSC Project Manager will not be actively involved in the day-to-day management of the project.

CRG will be expected to provide either in-house or sub-consultant specialist expertise for Additional Services when requested in the call-up.

Additional Services

CRG may be requested to provide Additional Services in support of the project as an individual call-up, or in addition to PMSS or PMFS services call-up.

These additional services will be provided either in-house or through a sub-consultant, as they may require specialist project management expertise. CRG must indicate the individual(s) that will be providing these services as part of their proposal for an individual call-up.



The additional services that CRG Consulting can provide cover all project management knowledge areas and include:

- **Integration** - Ensuring that the various elements of the project are properly coordinated and balanced with respect to competing objectives. The Project Management Consultant shall refer to National Project Management System.
- **Scope** - Developing, verifying and accepting the project scope and scope change control;
- **Time** - Identifying project activities, creating the project schedule, establishing a time control system, monitoring progress, and responding to variances.
- **Cost** - Identifying the resources, levels of effort and related costs required for the project, developing a cost baseline, preparing or reviewing cost plans, cost analysis, cash flows, and cost estimates at various stages of the project.
- **Quality** - Identifying quality standards and approaches to meet them, evaluating project performance on a regular basis, and monitoring project results.
- **Human Resource** - Identifying and assigning project roles, responsibilities and reporting relationships, ensuring adequate human resources, and developing a productive team environment.
- **Communication** - Identifying communication needs and providing information in a timely manner.
- **Risk** - Integrating risk management into all phases of the project. The Project Management Consultant shall refer to the Real Property Branch Best Practice on Risk Management.
- **Procurement** - Identifying procurement requirements and sources, preparing solicitation documentation, and overseeing contract administration.
- **Safety** - Managing safety as an integrated part of the construction project following PWGSC accountability frameworks and documentation to ensure consistency of practice and due diligence. The Project Management Consultant shall refer to the Best Practice - Construction Health and Safety Assurance 4.
- **Environmental** - Identifying, obtaining and managing all environmental approvals, permits or licenses for the project.
- **Financial** - Managing day-to-day financial resources of the project.
- **Claim** - Establishing and managing project claims in consultation with the PWGSC Claim Centre, investigating claims, assessing funding implications, and preparing claim findings and recommendations.

Other Additional Services available from CRG Consulting include:

- Research of project management knowledge areas and industry practices;
- Move Management;
- Support in the development of Lessons Learned;



- Investment Analysis Reports (IARs) and business case analysis and preparation, including drafting of Treasury Board (TB) submissions;
- Analyzing and reporting on project data and trends.

as well as:

Program Management Services

CRG can provide Program Management services as part of the management of the project. This work could include:

- Providing co-ordinated project planning information such as budget, schedule, etc. for a program comprising of a number of projects, such as a campus program, or a Program of Works (POW).

Pre-Project Planning Services

CRG can provide Pre-Project Planning services as part of the management of the project. This work could include a minimum of:

- Management of a Client functional program;
- Preparing Investment Analysis Reports;
- Planning move sequence strategies;
- Preparation of initial work plan for project delivery.

Value Engineering and Life Cycle Costing

CRG can provide value engineering and life cycle costing services as part of the management of the project. This work could include:

- Value engineering as a design development tool (not as a cost reduction exercise);
- Life Cycle Costing that accounts for the ongoing operation, maintenance, repair, replacement and disposal costs of design decisions, as well as the initial purchase costs;
- Dynamic energy modelling applications - including Natural Resources Canada's (NRCan) Commercial Building Incentive Program (CBIP) qualifying procedures.

Partnering

This work could include:

- Planning a facilitation workshop that addresses strategic planning, team building, positive-centred learning, and/or conflict management;
- Conducting stakeholder interviews;
- Preparing workshop material and report;
- Facilitating the workshop.