Use this Section to identify Available Information Documents and to specify the status of these documents and the degree to which they may be relied upon by Bidders and, subsequently, the Contractor.

This Master Specification Section contains:

.1 This Cover Page

.2 Data Sheet ‑ General

.3 Data Sheet ‑ Classification System

.4 Specification Section Text:

.1 Related Requirements

.2 Definitions

.3 Status of Information Documents

.4 Use of and Reliance Upon Information Documents

.5 Information Documents Incorporated into Contract Documents

.6 LEED Information Documents

.7 Other Information Documents

.8 Access to Information Documents

**Changes made in Update (2022-10-31):**

1. Updates to formatting and auto numbering
2. Data Sheet – General
	1. Removed references to ‘bound’ documents; replaced with ‘issued’ documents.
3. Spec Section
	1. Added WBS Number to Project ID
	2. Article 2. Definitions – added quotations around defined terms.
	3. Article 6. LEED Information Documents – Changed Technical Resources Centre to Infrastructure Technical Resources

This Section is based on the following principles:

- Province is required to disclose all available information related to the Project and to make this information available to Bidders during bid period.

- A conscious decision must be made as to which part or parts of the Information Documents is to be incorporated into the Contract Documents.

- Bidders, and subsequently the Contractor, are entitled to rely on Information Documents or parts thereof which have been specifically incorporated into the Contract Documents.

- Should Information Documents or parts thereof which have been incorporated into Contract Documents prove to be incorrect such that the basis of the Contract is changed, the Contractor may have a valid claim for additional costs or time under the provisions of the General Conditions of Contract.

The main issue concerning Information Documents is to determine which parts of the documents are to be incorporated into the Contract Documents. This will depend, primarily, upon (1) the extent to which the information has been relied upon in design and specification and (2) the risk allocation regime adopted. Normally there should be an equitable sharing of risk between the Province and the Contractor.

In terms of making Information Documents available to Bidders, this may be accomplished by issuing all information to each Bidder, by making all information available for viewing at a designated location, or some combination of these.

Under normal circumstances, Information Documents containing information which is incorporated into the Contract Documents should be issued with the Bid Documents. Preferably, such Information Documents should be included separately from the Specifications, particularly for large projects which require multiple volumes anyway. Alternatively, Information Documents may be included with the Specifications (at the back of the volume, as an appendix) and identified as an appendix in the Table of Contents. Information Documents should not be appended immediately after this Section, unless they consist of only a few pages.

Other Information Documents not incorporated into the Contract Documents should normally be made available for viewing at a designated location. Viewing and examination of Information Documents by Bidders should be carefully monitored. All documents should be made available at a single location. A log should be kept indicating, for each person viewing the documents, name, affiliation, date and time (duration) of viewing.

Use the following classification system and checklist to identify Information Documents that should be made available to Bidders:

.1 Design and Construction Information:

‑ Preliminary Schedules

‑ Planning Reports

‑ Feasibility Reports

‑ Design Data

.2 Site Information:

‑ Topographical Data

‑ Maps

‑ Surveys

‑ Geotechnical Report

‑ Photographs

.3 Existing Facilities Information:

‑ Record Documents (Drawings and Specifications)

- Photographs

- Inspection Reports (for building materials and systems, e.g. roofing, masonry, hazardous materials, etc.)

.4 Climatological Information.

.5 Separate Contracts Information.

.6 Regulatory Requirements Information:

‑ Development Permit

- Other Regulatory Approvals

.7 Legal Agreements:

-­ Leases

‑ Land Use and Access Agreements

.8 Policy Information:

‑ Local Resources Inventory.

**END OF DATA SHEETS**

1. RELATED REQUIREMENTS
	1. Site visit and inspection prior to bidding: Section [00 21 13] [00 25 13].
	2. Changed site conditions: Section 00 72 00.
2. DEFINITIONS
	1. “Information Documents” means information of any type and in any form, related to the Project and identified in this Section as such.
	2. “Contractor” is synonymous with Bidder.
3. STATUS OF INFORMATION DOCUMENTS
	1. Information Documents, or any part thereof, are not part of the Contract unless specifically incorporated into Contract Documents by means of copying, transcribing or referencing.
4. USE OF AND RELIANCE UPON INFORMATION DOCUMENTS
	1. Information Documents are made available to the Bidder by the Province for the purpose of providing Bidder with access to information available to Province.
	2. Information Documents shall not be considered a representation or warranty that information contained therein is accurate, complete or appropriate.
	3. Bidder shall interpret and draw its own conclusions about Information Documents and is encouraged to obtain specialist advice with respect thereto. The Province assumes no responsibility for such interpretations and conclusions.
	4. Information contained in Information Documents may be time sensitive and dates shall be considered when interpreting Information Documents.
	5. Bidder may rely upon the data contained in Information Documents, or parts thereof, which are specifically incorporated into Contract Documents by means of copying, transcribing or referencing, but shall draw its own conclusions from such data and shall not rely on opinions or interpretations contained therein.
5. INFORMATION DOCUMENTS INCORPORATED INTO CONTRACT DOCUMENTS

 SPEC NOTE: List each Information Document incorporated into Contract Documents as in the format indicated, for each document or document group. Indicate the extent to which (either all or part(s) thereof) it is to be incorporated into the Contract Documents. Also indicate if the document is issued with the Bid Documents. If there are several different documents, list in accordance with the classification system indicated in the Data Sheets.

* 1. Information Documents incorporated into Contract Documents, in whole or in part, consist of the following:
		1. [Geotechnical Report] [ ] entitled [ ], dated [ ], prepared by [ ] and consisting of [ ]. [This Information Document is hereby incorporated into the Contract Documents in its entirety.] [The following part[s] of this Information Document [is] [are] hereby incorporated into the Contract Documents: [ .] [This document is issued with the Bid Documents.]
		2. [Report] [ ] entitled [ ], dated [ ], prepared by [ ] and consisting of [ ]. [This Information Document is hereby incorporated into the Contract Documents in its entirety.] [The following part[s] of this Information Document [is] [are] hereby incorporated into the Contract Documents: [ .] [This document is issued with the Bid Documents.]
		3. [ ]
1. LEED INFORMATION DOCUMENTS

SPEC NOTE: List those LEED Information Documents available to the Contractor but which have not been incorporated into the Contract Documents. Indicate if these documents are issued with the Bid Documents. Information documents not incorporated into the contract but issued with bid documents should be issued separately and not bound into the project manual or the contract drawings.

* 1. The following LEED Canada-NC Information Documents are not incorporated into the Contract Documents, but are made available to the Contractor:
		1. CaGBC LEED Green Building Rating System Reference Guide, For New Construction & Major Renovations, LEED Canada-NC, Version 1.0, December 2004.
		2. CaGBC LEED Green Building Rating System Addendum, for New Construction and Major Renovations, LEED Canada-NC, Version 1.0, March 2007.
		3. CaGBC LEED Canada - NC version 1.1, Letter Templates, 2008 (spreadsheet file).

***OR***

* 1. The following LEED Canada-CI Information Documents are not incorporated into the Contract Documents, but are made available to the Contractor:
		1. CaGBC LEED Green Building Rating System, LEED Canada Green Building Rating System for Commercial Interiors, Version 1.0, September 2006.
		2. CaGBC LEED Canada - NC version 1.1, Letter Templates, 2008 (spreadsheet file).
	2. Refer to Infrastructure Technical Resources website at <https://www.alberta.ca/infrastructure-technical-resources.aspx> for a complete and current listing of the contents of all LEED™ Green Building Rating System documents.
1. OTHER INFORMATION DOCUMENTS

SPEC NOTE: List those Information Documents available to the Contractor but which have not been incorporated into the Contract Documents. Indicate if the documents are issued with the Bid Documents. Information documents not incorporated into the contract but issued with bid documents should be issued separately and not bound into the project manual or the contract drawings. List documents in accordance with the classification system indicated in the Data Sheets, as applicable.

* 1. The following Information Documents are not incorporated into the Contract Documents but are made available to the Contractor:
		1. [Report] [ ] entitled [ ], dated [ ], prepared by [ ] and consisting of [ ]. [This document is [not] issued with the Bid Documents.]
		2. [ ] Drawings, dated [ ], prepared by [ ]. [These drawings are not issued with the Bid Documents.] [These drawings, issued with the Bid Documents, are listed under Information Drawings in Section 00 01 15 – List of Drawings.]

SPEC NOTE: Information Drawings will not normally be issued with the bid documents. If information drawings are being issued with the Bid Documents, ensure that they are bound separately and properly listed in Section 00 01 15 – List of Drawings under Information Drawings.

1. ACCESS TO INFORMATION DOCUMENTS
	1. Information Documents not issued to Bidders with Bid Documents are available for examination at:

[Location and address ]

[ ]

[ ]

* 1. Bidders may examine above Information Documents during normal Business Hours, [insert hours] daily.

OR

* 1. For an appointment to examine Information Documents not issued to Bidders with Bid Documents, contact:
	2. [Name and telephone number]

[ ]

[ ]

END OF SECTION