

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

|  |  |
|--|--|
| <b>Title - Sujet</b><br>Administrative Plan  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>23425-130013/A   | <b>Date</b><br>2012-06-29                    |
| <b>Client Reference No. - N° de référence du client</b><br>23425-130013  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$TOR-002-5958   |  |
| <b>File No. - N° de dossier</b><br>TOR-2-35078 (002)   | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2012-07-23</b>   |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT   |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Callahan, Kaye  | <b>Buyer Id - Id de l'acheteur</b><br>tor002 |
| <b>Telephone No. - N° de téléphone</b><br>(905) 615-2071 ( )   | <b>FAX No. - N° de FAX</b><br>(905) 615-2060 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATURAL RESOURCES<br>Ontario Client Liason Office<br>55 St. Clair Ave. E.<br>Room 606<br>Toronto<br>Ontario<br>M4T1M2<br>Canada |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>2012-12-31  | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

### **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 3 hard copies)

Section II: Financial Bid ( 1 hard copies)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**1.1 SACC Manual Clauses**

C3011T (2010-01-11) Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

| Item No. | Mandatory Criteria  | Indicate Section of bid where information can be found. |
|----------|---|---|
| M-1      | The surveyor who will supervise the project must:   |   |
|          | i. Have a minimum of five years experience in Cadastral Surveying:  |   |
|          | ii. Hold a membership license in the Association of Canada Lands Surveyors; and                                   |   |
|          | iii. Hold a membership license in the Association of Ontario Land Surveyors (Cadastral).                          |   |
| M-2      | The Bidder must hold a valid permit pursuant to the Canada Lands Surveyor Regulations at the time of bid closing. |   |
| M-3      | The Bidder must hold a valid Certificate of Authorization (CofA) pursuant to the Surveyors Act.                   |   |

|  |   |  |
|--|---|--|
| M-4  | The Bidder must have worked on at least 5 completed projects for the Surveyor General Branch of Natural Resources Canada. The Bidder must submit a list of the 5 completed projects including a detailed description of each project with their proposal.   |  |
| M-5  | The Bidder must submit the names of the key replacement personnel with their proposal, including as a minimum, the replacement personnel for the Supervising Surveyor and the cad operator.   |  |
| M-6  | The Bidder must submit a Schedule of Work and a proposed Schedule of Milestone payments at Annex B, Basis of Payment, with their proposal, indicating compliance with the project return date of 31 December 2012. Each Milestone must include details of the work included, the deliverable and the completion date. |  |
| Note - For items M-1 i, ii, iii, M-2 and M-3 above Bidders should submit supporting documentation with their proposal. If the documentation is not provided with the proposal, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive. |   |  |

## 1.2 Financial Evaluation

1.2.1 The Bidder must submit pricing in accordance with Annex B, Basis of Payment for Scheduled Work and Unscheduled Work.

1.2.2 The price used in the evaluation will be the firm all inclusive lot price for Scheduled Work proposed at Annex B.

1.2.3 SACC Manual Clause A0220T ( 2007-05-25) Evaluation of Price.

## 2. Basis of Selection

### 2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive

### 1.2.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

## 1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## 1.4 Education and Experience

SACC Manual Clause A3010T (2010-08-16) Education and Experience

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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### 3.1 General Conditions

2010B (2012-03-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All deliverables must be received on or before 31 December 2012.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kaye Callahan  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario  
Address: 33 City Centre Drive Suite 480C  
Mississauga, Ontario  
Telephone: (905) 615-2071  
Facsimile: (905) 615-2060  
E-mail address kaye.callahan@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 5.2 Project Authority

The Project Authority for the Contract is: ( will be provided upon contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

Please provide the following contact information.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price as specified in Annex B for a cost of \$ \_\_\_\_ *to be inserted upon award* \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 75 percent of the amount claimed and approved by Canada if:

(a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(b) the total amount for all milestone payments paid by Canada does not exceed 75 percent of the total amount to be paid under the Contract;

(c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

(d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the

Contract if the Work has been accepted by Canada. and a final claim for the payment is submitted.

### **6.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## **7. Invoicing Instructions**

### **7.1 Invoicing Instructions - Progress Payment Claim**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - (c) the description and value of the milestone claimed as detailed in the Contract.
2. The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification.

The Project Authority will then forward the original and one (1) copy of the claim to the Contracting Authority for certification after inspection and acceptance of the Work takes place and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## **8. Certifications**

- 8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 SACC Manual Clauses**

A3060C (2008-05-12) Canadian Content Certification

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2012-03-02) Professional Services ( Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## 11. SACC Manual Clauses

G1005C (2008-05-12) Insurance

A7017C (2008-05-12) Replacement of Specific Individuals

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**ANNEX "A"**

**Statement of Work**

**This document is attached separately.**

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## ANNEX "B"

### BASIS OF PAYMENT

#### 1.0 Scheduled Work

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all inclusive lot price of:

\$\_\_\_\_\_ Firm Lot Price - Canadian Funds, Customs duties are included, fob destination including all delivery charges. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

Payment will be made in accordance with the Schedule of Milestones at Appendix A of Annex B.

#### 2.0 Unscheduled Work

For any unscheduled work arising, and authorized by Canada, the Contractor will be paid on the basis of actual time spent based on the firm rate(s) proposed at Appendix B of Annex "B" GST/HST extra, plus any preauthorized travel and miscellaneous expenses as appropriate. The firm hourly charge-out rates will remain firm for the duration of the contract and any subsequent amendments thereto.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

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## Appendix A of Annex B. - Schedule of Milestones for Scheduled Work

The Schedule of Milestones for which payments will be made for the Work detailed at Annex A, Survey Instructions are as follows:

| <b>Milestone Number</b> | <b>Description/Deliverable</b>                             | <b>Firm Lot Price</b>               |
|-------------------------|--|-------------------------------------|
| 1.                      | (Description/Deliverables )<br><br><b>Completion Date:</b> | \$ _____<br><br>(less 25% holdback) |
| 2.                      | (Description/Deliverables )<br><br><b>Completion Date</b>  | \$ _____<br><br>(less 25% holdback) |
| 3.                      | (Description/Deliverables )<br><br><b>Completion Date</b>  | \$ _____<br><br>(less 25% holdback) |
| 4.                      | ETC.....   |                                     |
| <b>Total Firm Price</b> |  | <b>\$ _____</b><br>GST/HST extra    |

## Appendix B of Annex B - Unscheduled Work

The rates below will remain firm for the duration of the contract and will apply to any Unscheduled Work authorized by the Minister.

A. LABOUR: At firm hourly rates including overhead and profit.

|                        |                   |
|------------------------|-------------------|
| Surveyor ( Principal)  | \$ _____ per hour |
| Surveyor ( Supervisor) | \$ _____ per hour |
| Surveyor               | \$ _____ per hour |
| Party Chief            | \$ _____ per hour |
| Instrument Operator    | \$ _____ per hour |
| Survey Assistant       | \$ _____ per hour |
| Calculations           | \$ _____ per hour |
| CAD Operator           | \$ _____ per hour |
| Title Search           | \$ _____ per hour |

B. DIRECT CHARGES:

1. Rental of Vehicles, Survey Monuments  
LRO fees, etc. @ actual cost
2. Materials and Supplies: @ actual cost
3. Subcontracts: at actual cost
4. Travel and Living: in accordance with  
Contractor's current travel policy but  
not to exceed Treasury Board Guidelines on  
travel and living in effect at time travel occurs.  
Web site: [http://www.tbs-sct.gc.ca/travel/travel\\_e.html](http://www.tbs-sct.gc.ca/travel/travel_e.html)

**ANNEX "A"**  
**STATEMENT OF WORK**

## Survey Instructions

**Project number:** 201214015

**Date Issued:**

**Issued to:** ,

**Our file:** SM8306-L3

This is in response to your request for survey instructions dated 2012-04-16. For all correspondence, please reference above project number.

## Project Summary

**Description:** Bilingual Plan to describe the lands for the Lake Superior National Marine Conservation Area

**Region of survey:** ONTARIO

**Location of survey:** (LSNMCA) LAKE SUPERIOR NATIONAL MARINE CONSERVATION AREA

**Type of survey:** CLS Act (Sec 31) - Administrative Plan

## Parcel Designators / Survey Description

Bilingual Administrative Plan of Land and Land Under Water of Part of Lake Superior adjacent to the Geographic Townships of Shuniah, Sibley, Dorion, Stirling, Lyon, Nipigon, Corrigan, Patience, McAllister, Wiggins, Yesno, Lahontan, Killraine, Priske, Strey, Syine and Tuuri; and adjacent to the Black Bay Peninsula, Simpson Island, St. Ignace Island; including the Water Lot in Front of Woods Location; and Moffat Straight, Nipigon Strait, Blind Channel, Owen Channel, Shesheeb Bay, Roche Debout Channel, Sturgeon Bay, Jean Pierre Bay, Part of the Magnet Channel and Part of the Nipigon River; and Part of Lot 4, Concession 1, Township of Lyon; and Adjacent to Municipal Townships of Schreiber and Terrace Bay, Land Under Water forming part of the Sleeping Giant Provincial Park; including various islands in Lake Superior,

District of Thunder Bay, Ontario

## General Instructions

The following chapters of the General Instructions for Surveys, e-Edition ([clss.nrcan.gc.ca](http://clss.nrcan.gc.ca)), apply to your survey. Note, Survey Plan endorsement blocks are available on the Project Details panel of MyCLSS (My Canada Lands Survey System) for download.



[Part A - Legislation](#)

[Chapter C1 - GENERAL REQUIREMENTS AND PROCEDURES FOR SURVEYS](#)

[Chapter C6 - SURVEYS OF LANDS ADMINISTERED BY PARKS CANADA](#)

[Chapter D1 - OFFICIAL SURVEYS](#)

[Chapter D15 - SURVEY REPORTS](#)

[Part E - Appendices](#)

## Specific Requirements

The areas to be compiled into a bilingual Administrative Plan are referred to as Areas 1, 2, 3, 4 and 5 and are shown on "Sketch Map of Project Area".

The Administrative Plan will be comprised of many sheets compiled from existing surveys done for each Area.

The Crown Location (CL) reference plans for Areas 1 and 2, have been deposited in the Thunderbay Registry Office (R.O.) and recorded in the Canada Lands Surveys Records (CLSR).

It is anticipated the plans for Area 3, 4 and 5 will be deposited in the R.O. and CLSR shortly. The location of each CL reference plan, and provisional plans are shown on the "Sketch Map of Project Area".

The number of sheets forming the Administrative Plan will be at the discretion of the surveyor, however, the content must be clear and legible, including an index showing the location of each sheet.

The Surveyor General Branch reserves the right to decide if the plan meets this criteria.

This project is check list exempt. The survey returns may be found under "Returns of Survey" under supplementary documents.

Supplementary Documents:

See [ftp://ftp.nrcan.gc.ca/ess/sgb\\_pub/OCLU/2012-14-015](ftp://ftp.nrcan.gc.ca/ess/sgb_pub/OCLU/2012-14-015)

1. Sketch Map of Project Area
2. Returns of Survey

## Project Contact Information

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*Issued on behalf of the Surveyor General of Canada Lands*