

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**219 - 800 Burrard Street,**  
**219 - 800, rue Burrard,**  
**Vancouver, BC V6Z 0B9**  
**Bid Fax: (604) 775-7526**

## 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

" THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT "

" LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ"

<b>Title - Sujet</b> Terrestrial Biological Assessment	
<b>Solicitation No. - N° de l'invitation</b> E0276-132638/A	<b>Date</b> 2013-04-29
<b>Client Reference No. - N° de référence du client</b> E0276-132638	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-584-6986	
<b>File No. - N° de dossier</b> VAN-2-35333 (584)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-06-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perez, Elizabeth	<b>Buyer Id - Id de l'acheteur</b> van584
<b>Telephone No. - N° de téléphone</b> (604) 775-7690 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 641-800 BURRARD ST VANCOUVER British Columbia V6Z2V8 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 - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

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

**“ THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT “**

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

**PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

**PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

**PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

1. Security Requirement
2. Financial Capability
3. Insurance Requirements

**PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract

5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Foreign Nationals (Canadian Contractor) Foreign Nationals (Foreign Contractor)
13. Insurance Requirements

**List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	Contract Reporting
Annex "E"	Insurance Requirements
Annex "F"	Task Authorization Form
Annex "G"	Evaluation Criteria and Basis of Selection

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and  
  

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Contract Reporting, the Insurance Requirements, the Task Authorization Form 572, Point Rated Evaluation Criteria and Basis of Selection.

### **2. Summary**

Public Works and Government Services (PWGSC) Environmental Services Division (ESD) Pacific Region has a requirement for terrestrial biological assessment and management services for PWGSC and other federal clients in British Columbia and Yukon. Depending upon the project scope and location of work, the Contractor may be required to complete tasks in accordance with applicable federal, British Columbia, or Yukon environmental legislation.

The required services can include:

- A) Assessments of terrestrial biota, habitats, and related ecological services and functions;
- B) Assessments of terrestrial resource protection projects and programs;
- C) Design, implementation and monitoring of terrestrial habitat restoration, rehabilitation, or replacement projects;

- D) On-site environmental protection monitoring and supervision of construction project activities, and
- E) Management and control of terrestrial invasive species

Canada intends to award one Task Authorization Contract with a total estimated spend of \$672,000.00 (including GST) over four years.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

This requirement is subject to the Comprehensive Land Claim Agreements in the Yukon Territories.

### **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.

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## **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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) 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 **fourteen** 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 British Columbia.

Solicitation No. - N° de l'invitation

E0276-132638/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van584

Client Ref. No. - N° de réf. du client

E0276-132638

File No. - N° du dossier

VAN-2-35333

CCC No./N° CCC - FMS No/ N° VME

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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 Instructions**

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 copy)  
 Section III: Certifications ( 1 hard copy)  
 Section IV: Additional Information

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 [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**The detailed mandatory and point rated requirements for this bid solicitation are laid out in Annex "G", *Evaluation Criteria and Method of Selection*.**

### **Section II: Financial Bid**



Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

### Section IV: Additional Information

#### Former Public Servant - Competitive Requirements

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

Solicitation No. - N° de l'invitation

E0276-132638/A

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van584

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E0276-132638

File No. - N° du dossier

VAN-2-35333

CCC No./N° CCC - FMS No/ N° VME

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published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes ( ) No ( )

If so, the Bidder must provide the following information:

name of former public servant;  
conditions of the lump sum payment incentive;  
date of termination of employment;

amount of lump sum payment;  
rate of pay on which lump sum payment is based;  
period of lump sum payment including start date, end date and number of weeks;  
number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

## **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**

Mandatory and Point Rated Technical Evaluation Criteria are included in Annex "G".

#### **1.2 Financial Evaluation**

Financial Evaluation Criteria are included in Annex "G".

### **2. Basis of Selection**

Basis of Selection is included in Annex "G".

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### **2. Additional 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.

#### **2.1 Federal Contractors Program - Certification**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. 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

(a) ( ) 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;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) 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), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

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

## 2.2 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. Failure to comply with the request may result in the bid being declared non-responsive.

## 2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS****1. Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

**2. Financial Capability**

SACC Manual clause A9033T (2012-07-16) Financial Capability

**3. Insurance Requirements**

Insurance Requirements are included in Annex "E".

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### **1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **1.1.1 Task Allocation Process**

One contract will be awarded for this requirement. A request to perform a task will be sent to the Contractor. If that Contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, Canada reserves the right to acquire the required Work by other means. A Contractor may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that Contractor until that Contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

##### **1.1.2 Task Authorization Process**

(A) The Project Authority (PA) or Authorized Environmental Services Project Manager (AESPM), as defined in section 5.2.1, will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex F .

(B) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

(C) The Contractor must provide the AESPM, within seven calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

(D) The Contractor must not commence work until a TA authorized by the AESPM has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **1.1.3 Task Authorization Limit**

The Authorized Environmental Services Project Manager may authorize individual task authorizations up to a limit of **\$250,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations**

(1) In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means (10% of the Maximum Contract Value to be inserted at Contract Award).

(2) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(3) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(4) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.1.5 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### Reporting Requirement- Details



A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized Task Authorizations; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized Task Authorizations.

## **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### **2.1 General Conditions**

SACC Manual Clause 2035 (2013-03-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **2.2 Supplemental General Conditions**

SACC Manual Clause 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

## **3. Security Requirement For Canadian Supplier**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - (b) Industrial Security Manual (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is from date of Contract to (four year period to be inserted at Contract award) inclusive.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Elizabeth Perez  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Region  
219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-775-7690  
Facsimile: 604-775-7526  
Email Address: elizabeth.perez@pwgsc-tpsgc.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:

( To be inserted at Contract Award)

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.

##### 5.2.1 Authorized Environmental Services Project Manager (AESPM)

Specific work requirements will be detailed in Task Authorization as issued by an Authorized Environmental Services Project Manager. The AESPM is the PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue Task Authorizations.

**A list of Authorized Environmental Services Project Managers is available upon request from the Contracting Authority.**

### 5.3 Contractor's Representative (Bidder to complete)

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

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

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TSA), inclusive of any revisions, must not exceed the sum of \$ (amount to be inserted at Contract award). Customs duties are included, and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

7.2.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TSA, inclusive of any revisions, whichever comes first.

7.2.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 Method of Payment - Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- 7.3.1 an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- 7.3.2 all such documents have been verified by Canada;
- 7.3.3 the Work performed has been accepted by Canada.

### **7.4 SACC Manual Clauses**

7.4.1. A9117C (2007-11-30) T1204 - Direct Request by Customer Department apply to and form part of the Contract.

### **7.5 Time Verification**

7.5.1 Clause C0711C (2008-05-12) Time Verification apply to and form part of the Contract.

## **8. Invoicing Instructions**

8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is Completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed (if requested by the Project Authority);
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, and other disbursements;
- (d) invoice date (corrected for amendments);
- (e) invoice number;
- (f) period invoice covers;
- (g) Contract number (number to be inserted at Contract Award);
- (h) task number;
- (i) PWGSC project number;
- (j) total task amount (corrected for amendments);
- (k) amount previously invoiced;

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- (l) current invoice amount;
  - (m) amount remaining on task;
  - (n) itemized list of fees, identifying category, resource, rate, hours, and extension. Categories, rates, resources and disbursements must be pre-approved by the Project Authority. Canada reserves the right to not pay for categories, rates, resources or disbursements submitted on invoices that have not been pre-approved;
  - (o) itemized list of travel expenses, identifying resource, dates of travel, location of travel, rates;
  - (p) itemized list of disbursements, cross-referenced to included back-up receipts.

8.2 Invoices must be distributed electronically as follows:

- (a) The Original copy must be forwarded to the addressee shown on page 1 of the Task Authorization for certification and payment.

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

## 10. Applicable Laws

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

## 11. 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 supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2013-03-21), General Conditions - Higher Complexity - Services;
- (d) Annex "A", Statement of Work ;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List
- (g) Annex "D", Contract Reporting ;
- (h) Annex "E", Insurance Requirements;
- (i) Annex "F", Task Authorization Form
- (j) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);

- 
- (k) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid) (If the bid was clarified or amended, insert at the time of contract award.)*, as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

## 12. Foreign Nationals

12.1 SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

Or

12.2 SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## 13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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

This Statement of Work generally describes the various services that the Contractor may be requested to perform during the Contract. Specific work requirements for each Task Authorization (TA) will be detailed in the TA issued by an Authorized Environmental Services Project Manager (AESPM). An Authorized Environmental Services Project Manager as defined in Section 5.2.1 of the Contract, is a PWGSC Environmental Services Project Manager authorized by the Contracting Authority in writing to issue and administer Task Authorizations within the authority levels granted to them.

**A. Background**

PWGSC Environmental Services requires terrestrial biological assessment and management services for PWGSC and other federal clients in British Columbia and Yukon. Depending upon the project scope and location of work, the Contractor may be required to complete tasks in accordance with applicable federal, British Columbia, or Yukon environmental legislation.

The required services can include:

- a) assessments of terrestrial biota, habitats, and related ecological services and functions;
- b) assessments of terrestrial resource protection projects and programs;
- c) design, implementation and monitoring of terrestrial habitat restoration, rehabilitation, or replacement projects;
- d) on-site environmental protection monitoring and supervision of construction project activities, and
- e) management and control of terrestrial invasive species.

More detailed descriptions of these services are provided in Section B.

**A.1 Scope of Work**

The Contractor must perform the Work in accordance with this Statement of Work and in accordance with PWGSC or other federal clients' requirements.

**A.2 Terminology**

For clarity, the following terminology will be used throughout this Statement of Work:

- Contract with Task Authorizations - a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis" through predetermined

conditions including an administrative process involving Task Authorizations. The Contract is issued to successful Bidders after completion of the solicitation process.

- Task Authorization – the instrument issued by an Authorized Environmental Services Project Manager to allow a Contractor to complete a Task.
- Task – the 'project', e.g., a Garry Oak community survey or raptor habitat assessment.
- Task activity – a specific work element in the workplan, e.g., 'field collection of rodents' or 'mapping of invasive plant occurrence'.

## **B. Terrestrial Biological Assessment and Management**

PWGSC Environmental Services may require assessments of terrestrial biota and environments which may be a) within areas subject to acquisition or divestiture by a federal Department, or b) affected by construction or remediation activities.

The Contractors' tasks may include:

- local or regional ecosystem mapping;
- preliminary desktop research or reconnaissance-level field inventories or assessments to identify data gaps and refine the scope of subsequent fieldwork;
- terrestrial species and habitat inventories, monitoring, and mapping (including ground and aerial surveys, transects, and video recordings);
- Species at Risk assessments, inventories, monitoring, mapping, permit applications and related reporting, management plans, and relocations;
- biological sampling, analyses, and classification;
- soil and freshwater sediment sampling and analyses;
- identification and assessment of critical habitat requirements and features;
- Geographical Information System data input and management;
- assessment of terrestrial ecosystem services and functions; and
- other field and desktop studies related to assessments of terrestrial ecology and biota.

The Contractor must provide Computer Aided Drafting and Design (CADD) and Geographical Information System (GIS) capability as required to meet the project requirements. GIS-related work can include data entry, record updating, reporting, and software support as requested by the AESPM.

### ***B.1 Assessments of Terrestrial Biota and Habitats***

Areal surveys must be completed using site plans and other topographical mapping provided by the AESPM and other information sources as applicable. Survey intensity and coverage must be determined in consultation with the AESPM.

Field counts must be supplemented with still or video photography of each quadrat at a minimum, if possible, field personnel should complete video photography of entire transect lines. Specific video and photographic records of field surveys must be determined in consultation with the AESPM.

The Contractor must report species' frequency and abundance using statistical methods as appropriate to the Task and as determined in consultation with the AESPM.



All mapping must be provided in hard color copy and electronically in AutoCAD (.dwg file) format or as directed by the AESPM.

Methodologies for assessing terrestrial ecosystem services and functions must be discussed with the AESPM and client Department (if applicable), and approved by the AESPM prior to issuance of a Task Authorization.

## ***B.2 Species at Risk Inventories and Management Plans***

The Contractor must complete inventories, mapping, and management plans for rare or endangered terrestrial species in accordance with applicable federal and British Columbia/Yukon protocols and legislation. Applicable federal legislation pertaining to species at risk includes the *Species at Risk Act*, *Canada Wildlife Act*, *Migratory Birds Convention Act*, *Fisheries Act*, and *National Parks Act*. Environment Canada/Canadian Wildlife Service protocols, Birds Studies Canada protocols, and protocols established by British Columbia and Yukon agencies may also be applicable.

The Contractor must report occurrences of rare and endangered species to the appropriate agencies in formats required by those agencies.

## ***B.3 Assessments of Terrestrial Resource Protection Policies and Programs***

Some client Departments are responsible for regulatory policies or programs (including regulatory enforcement activities) to protect terrestrial resources. Contractors may be tasked with compilation and review of information concerning these policy and program activities to:

1. assess the effectiveness of protection efforts;
2. identify direct or residual impacts to biota or habitats in connection with protection activities;
3. assess adequacy of data acquisition and management;
4. identify data or methodological gaps; and/or
5. provide recommendations for improvement.

In conjunction with assessments of terrestrial resource protection policies and programs, the Contractor may also be tasked with completing field observations (e.g., accompany scientific personnel on field surveys) or field sampling to obtain confirmatory data, complete data or taxonomic analyses, or rectify data gaps.

## ***B.4 Terrestrial Habitat Design and Restoration, Rehabilitation or Replacement***

PWGSC and client Departments are occasionally required to design and implement terrestrial biota or habitat restoration, rehabilitation, or replacement projects, usually as part of larger construction or repair works.

The Contractor may be tasked with preparation of management plans to restore, rehabilitate, replace or otherwise protect or enhance terrestrial biological resources. As required by the AESPM, the Contractor

must prepare designs, provide cost estimates, and implement biological community or habitat restoration, rehabilitation, or replacement measures. Biota or habitat restoration, rehabilitation, or replacement work may be required for dryland or wetland areas to enhance biological productivity, services or functions.

The Contractor may be tasked to provide scientific and technical support with respect to rehabilitation, restoration or development of habitat for threatened or affected biota. The Contractor may also be tasked to plan, implement, and manage rehabilitation, restoration or development of habitats for Species at Risk.

In support of the design, implementation and monitoring of terrestrial habitat restoration, rehabilitation, or replacement projects, the Contractor may be tasked to identify:

- biotic requirements of Pacific Region terrestrial mammal, amphibian, plant, and avian species;
- specific physical, chemical, and biological characteristics which will ensure the viability of built or restored habitats;
- productivity, species diversity, nutrient cycling, and other ecological system functions, services, characteristics, and data which will focus habitat design and implementation options; and
- methods or approaches to balance regulatory or policy requirements for habitat restoration, rehabilitation, or replacement with ecological feasibility, social desirability of possible options, and budgetary limits.

### ***B.5 On-Site Environmental Protection Monitoring and Supervision of Construction Project Activities***

PWGSC and client Departments' projects include highway construction and maintenance, building construction, and other projects that could affect terrestrial biota and habitats. Land-based projects may affect sensitive terrestrial species or terrestrial Species at Risk.

The Contractor may be tasked with on-site environmental monitoring of construction work to ensure full implementation of project-specific mitigation or protection measures. The environmental monitoring services required from the Contractor include:

- review of proposed noise control and environmental resource protection measures, and on-site monitoring of construction work to ensure those measures are properly implemented;
- review of proposed spill prevention, spill control, and response plans, and on-site monitoring of construction work to ensure those plans are properly implemented;
- provision of real-time biological advice and direction to field construction personnel or contractors to address situations where there is imminent, unexpected risk to biota and/or habitats;
- assessment of post-project biological impacts associated with federal construction or other field activities;
- written and (as appropriate) verbal reporting of a) monitoring activities, b) implementation of mitigative and protective measures, c) implementation of on-site directions given in response to situations involving imminent risk to biota and/or habitats, and d) post-construction effects; and

- liaison between the AESPM, the construction contractor and field personnel, and environmental and regulatory agency personnel.

The Contractor tasked with environmental monitoring must ensure the project is in compliance with:

1. all environmental management requirements of project approvals, authorizations, and permits;
2. applicable legislation, regulations and guidelines;
3. contract documents and specifications;
4. corporate environmental management programs; and
5. policies and industry Best Management Practices.

### ***B.6 Management and Control of Invasive Species***

To protect threatened or affected species, or to restore or rehabilitate affected habitats and biological communities, PWGSC or client Departments may require removal and/or management of invasive species, as applicable to the site. The Contractor may be tasked with:

1. invasive species assessments, inventories, monitoring, and mapping;
2. preparation and implementation of invasive species management plans;
3. monitoring and reporting of invasive species management actions.

## **C. General Procedures**

### ***C.1 Records and Background Information Review***

The Contractor must review all documents or sources of information available from the AESPM, other federal departments and agencies, and non-federal agencies and scientific groups. Scientific or anecdotal information may also be available from members of the public and from First Nations; information obtained from these sources must be critically reviewed for its scientific validity and applicability to the project. All relevant available PWGSC documents, photographs, and plans will be made available through the AESPM.

The Contractor must document each reviewed information source, even if the source provides no relevant findings. Where an information request to an agency or group does not result in a response, the lack of response must be documented. The Contractor must provide a brief rationale in instances where the information from an available document or information source is not used.

Where relevant information gaps become apparent through the background review, site visit, or field sampling, the Contractor must notify the AESPM in writing as soon as possible.

Reports must include copies of plans and documents, design drawings and sections, photographs (site, significant environmental and archaeological features, and artifacts as applicable), maps, interview records, references to original sources, and any other information compiled and used to derive the reports' findings and conclusions. Field notes should be retained for later review by the AESPM.

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Upon request by the AESPM, the Contractor must provide a verbal report of the initial findings to the AESPM immediately after the field activities have been completed.

As directed by the AESPM, written or emailed progress reports must be provided to the AESPM at regular intervals. The progress reports must include a synopsis of work completed during the latest report period and the projected work plan for the following period. The Contractor must be prepared to meet with the AESPM and discuss any matter concerning the progress and findings of the project.

Applicable federal, provincial/territorial, local legislation and published guidelines, which have been used as basis for findings or conclusions, must be referenced. Where it is unclear which environmental quality guidelines or criteria are to be used, the AESPM will identify the appropriate standards. As directed by the AESPM, the Contractor may be required to provide site information and reporting which will satisfy provincial or other non-federal agency requirements.

Site plans or area maps must be included in any assessment report. The information content of any plan or map must be confirmed with the AESPM. Plan or map information may include:

1. the legal boundaries of the property;
2. project footprint and location;
3. all existing structures, roads, pathways, significant underground utilities and other buried structures, and other cultural features as relevant to the project;
4. significant physical features including slope, wetlands and surface water bodies (including stream flow direction), soil or sediment substrate types (if relevant), and other features as appropriate;
5. significant biological features (e.g., vegetative cover and types, nesting areas, location of sensitive species or species at risk, spawning areas) and any other ecological information relevant to the project;
6. sampling and specimen collection points;
7. biological and property information superimposed onto orthophotographs of the property or area; and
8. orientation of the map (i.e., a north arrow must be shown) and map scale.

Site plan or map features and data must be spatially located by means of land survey or GPS (DGPS may be specified by the AESPM where greater ground accuracy is required). Survey and GPS coordinates must be provided in an Appendix to the report. Where no georeferenced or surveyed site plan exists for a property or facility, a georeferenced site plan must, upon direction of the AESPM, be generated as part of the project. In that case, the Contractor must collect information during the original survey to georeference the drawing. This can be done by using ortho-photos, DGPS collected ground control points, or tying the drawing into a survey monument and orienting according to true north.

Directions and measured lengths of transects and all sampling points must be plotted against a georeferenced base plan or map.

Where plan or map information is derived from a secondary source, the information source must be explicitly referenced both on the plan or map and in the report References. Laboratory and species

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classification data must be summarized in tables with the applicable environmental quality criteria and/or standards that are used for the numerical comparison or classification.

The Contractor must submit paper and/or electronic copies of the drafts (typically a minimum of 2 drafts) and final reports as directed by the AESPM. All reports must have double-sided printing, and have tabbed dividers to separate appendices from the main body of the report. At a minimum, one complete electronic copy (i.e., a single file containing all text, photographs, tables, plans, and scanned documents) of the final report must be submitted in Adobe Acrobat (.pdf) format. Any signature pages with signatures and professional stamps that are present in a paper copy of the report must be included in the electronic copy. In addition to the final electronic copy of the report, all figures, drawings, tables, graphs, photos, appendices, etc. which have been included in the paper copy of the report must be provided electronically as separate files. Site plans and all design drawings drafted by the Contractor must be provided in AutoCAD (.dwg) format. The report text must be produced in Microsoft Word (.doc or .docx) format, photos in .jpg format, and data tables in Microsoft Excel (.xls or .xlsx) format, unless otherwise directed by the AESPM.

All final reports are subject to acceptance by Canada and must be signed by all authors, and sealed as appropriate.

All invoices must be sent to the AESPM for approval. The Contractor must identify final invoices as such.

## **C.2 Scheduling**

The Contractor must prepare a schedule for all project events including various on-site assessment activities, meetings and report submissions. Any proposed revision of the schedule must be subject to the approval of the AESPM.

Schedules may be required in the form of timetables, Gantt charts, or other formats as directed by the AESPM, and must be provided in electronic and/or hard copy formats.

## **C.3 General Communication**

The AESPM will be identified on the Task Authorization document sent to the Contractor. The Contractor must communicate with the AESPM a) as required by project circumstances, and b) at regular intervals throughout the project as directed by the AESPM. The Contractor's correspondence with any party other than the AESPM must be forwarded through the AESPM or delivered as approved by the AESPM.

If additional work is necessary due to a change in field conditions or requirements, or as a result of findings during the site visit, the Contractor must notify the AESPM immediately by telephone and / or in writing. Work or activities which are additional or supplemental to or in substitution of the work and budget specified in the Contractor's approved work plan must not be undertaken without the approval of the AESPM.

Under certain and very limited circumstances (e.g., site work in a remote location where instantaneous communication with the AESPM or the ability to obtain verbal or written approval may be problematic), the AESPM may, in advance, authorize fieldwork additional to that specified in the work plan if it may reasonably be required to complete the fieldwork. In these cases, the Contractor is expected to exercise good field judgment, bearing in mind potential constraints to budget and the overall objectives of the project. Where additional work of this nature is deemed necessary, the Contractor must provide a full description of and rationale for this work to the AESPM at the earliest opportunity.

The Contractor must participate in or conduct meetings or teleconferences as requested by the AESPM. The Contractor must prepare minutes of the meetings as requested by the AESPM, with a draft sent to the AESPM for review and approval prior to their dissemination. At the discretion of the AESPM, the Contractor may be required to maintain an action item list.

Where the Contractor is requested to conduct public and agency notification and/or public communication sessions, the Contractor must maintain a record of the communications and copy the AESPM on any such communications. All formal communication (e.g. letters of direction, approvals, etc.) must be solely between the AESPM and the Contractor.

The Contractor may be expected to liaise with the appropriate federal, provincial and regional / local agencies to gather information and identify implications of the proposed projects. The Contractor is to notify the AESPM prior to any liaison and outline the intended scope of the discussion and any other relevant details.

#### **C.4 Permits**

The Contractor must (unless otherwise directed by the AESPM) obtain applicable permits/approvals required to access sites and conduct biological monitoring, inventory or measurement, or sampling. Prior to submitting the permit application, the application must be reviewed and approved by the AESPM.

#### **C.5 Site Operations**

The Contractor's on-site visits/activities must not disrupt the normal function, access, and working environment of the site within reason. No on-site visits/activities can be undertaken without authorization by the AESPM.

Any aspect of the property that is perceived by the Contractor to be unsafe or unusual (e.g. damaged conduits, unsecured buildings, evidence of recent vandalism, environmental releases/spills) should be documented, photographed, and reported to the AESPM.

#### **C.6 Repair of Damaged Surfaces or Structures**

The Contractor is responsible for repairing all damaged surfaces or structures arising from Contractor activities. If a Contractor has been retained and the work has the potential to damage other site features such as fences or other obstructions, prior approval is required from the AESPM.

### ***C.7 Health and Safety***

The Contractor is responsible for ensuring the health and safety of all contractor personnel at the site during the project. Accordingly, a Health and Safety Plan must be developed prior to the field work and must be in effect during the field activities. The Health and Safety Plan must be reviewed approved by the AESPM prior to start of on-site work. The Contractor must ensure that all relevant safety policies, guidelines, and emergency response actions are reviewed with site personnel and that the Health and Safety Plan is easily accessible to staff during all field activities.

The Contractor is responsible for completing all utility locates prior to completing any intrusive investigations at the property to avoid damage to underground utilities.

### ***C.8 Site Security***

Work in sensitive security areas (e.g., federal penitentiaries, RCMP, National Defence facilities) may require project personnel to have a requisite level of security clearance prior to examining pertinent site documents and/or actual work on site. In those cases, all project personnel must provide written confirmation of the appropriate security clearances to the AESPM and client department prior to any sensitive phase of the project.

Where required, the Contractor will be given access to the subject property. The Contractor must ensure that upon leaving, all buildings and/or gates are secured as found and the keys are returned without undue delay to an approved representative of PWGSC or the client Department. The Contractor may be required to provide Commissionaires to ensure building or area security.

### ***C.9 Confidentiality***

Information, data, photos, drawings, etc. gathered as part of this project must be treated as confidential and must be made available only to PWGSC or as authorized in writing by the AESPM. All original photos, video, documents, and reports produced within the terms of the Contract become the property of the federal Crown. Some projects may require the Contractor to sign confidentiality agreements. These must be signed prior to the start of the project. Where requested in writing, PWGSC may make accommodation for confidentiality agreements with First Nations.

Any photos, plans or documents provided as reference materials by the AESPM to a Contractor remain the property of PWGSC, and must not be used, shared, or sold to any group for any other project except

Solicitation No. - N° de l'invitation

E0276-132638/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van584

Client Ref. No. - N° de réf. du client

E0276-132638

File No. - N° du dossier

VAN-2-35333

CCC No./N° CCC - FMS No/ N° VME

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upon written authorization of the AESPM. All such reference materials must be returned to the AESPM with the final report where requested.

The Contractor must direct all public or media enquiries to the AESPM.



### **C.10 Categories of Contractor Personnel**

The following are the generally-expected responsibilities and duties for the categories of personnel required to be provided for this Contract. Other personnel with more specialized attributes may be required for specific Task Authorizations and the rules for their incorporation into a Task Authorization are detailed in Annex "B", Basis of Payment.

<b>Category Name</b>	<b>Typical Duties</b>
<b>C.10.1 Project Personnel</b>	
Terrestrial Project Manager	Responsible for the management of terrestrial biological assessment and management projects, including adherence to project scope, time, and budget. The Terrestrial Project Manager is responsible for ensuring quality of work and deliverables; assigning appropriate types and levels of human resources; maintaining clear and consistent communications between the ES Project Manager and all other appropriate parties; managing project risk; procurement of supplementary equipment or services as required to complete the project. The Terrestrial Project Manager provides technical advice and senior technical review.
Terrestrial Biologist	Ensures completion of terrestrial biological assessment and management projects in accordance with federal, British Columbia, or Yukon regulatory regimes and requirements, as applicable. Provides expert technical guidance to project teams; directs or leads biological studies; directs data acquisition and compilation from existing data sources; identifies relevant mitigation and protection measures.
<b>C.10.2 Other Categories of Personnel</b>	
Field Technician	Responsible for supporting field sampling, data compilation and data review. Assists Technical Scientist with field studies, data compilation, and other related studies.
CADD/Drafting Technician	Responsible for production of CADD site and facility plans and as-built drawings using AutoCAD software.
GIS Specialist	Establishes and maintains a geographic information system. Provides GIS support to project as required.

**ANNEX "B"****BASIS OF PAYMENT****B.1 Firm Hourly Rates**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Hourly rates will remain firm for the full period of the Contract. The hourly rates for each person in a specific category of personnel must be the same.

The hourly rates quoted must include all overhead, including administrative time, and internal equipment charges (including equipment charges considered to be internal although they may be rented), and clerical support, and other indirect support such as report printing costs for THREE hard copies. Extraordinary printing costs (e.g. High quality photograph reproduction not possible on standard laser printers or plotters may be charged only if specific prior approval from the Authorized AESPM is obtained.

Time worked which is more or less than an hour must be prorated to reflect actual time worked.

Category Name	Names	Weighting in Evaluation	Firm Hourly Rate (\$CDN)
<b>A. Environmental Impact Assessment</b>			
Terrestrial Project Manager	Two Named Individuals meeting applicable criteria from Annex G (G.2.1), and rates to be inserted at Contract Award	30%	\$ _____
Terrestrial Biologist	Three Named Individuals meeting applicable Categories from Annex G (G.2.2), and rates to be inserted at Contract Award	40%	\$ _____
<b>B. Other Categories of Personnel</b>			
Field Technician	Three Named Individuals meeting applicable criteria from Annex G (G.2.3.2), and rates to be inserted at Contract Award	20%	\$ _____
CADD/Drafting Technician	One Named Individual meeting applicable criteria from Annex G (G.2.3.3), and rates to be inserted at Contract Award	5%	\$ _____
GIS Specialist	One Named Individual meeting applicable criteria from Annex G (G.2.3.4), and rates to be inserted at Contract Award	5%	\$ _____

## B.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

These limits apply also to the travel and living expenses of sub-contractors.

All travel must have the prior authorization of the AESPM. The maximum travel costs to be paid, must not exceed the estimated costs of such travel from the Greater Vancouver/Victoria Area (including any charges for travel time) to the project site.

## B.3 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Field equipment rentals and field supplies other than those identified in Section B.3.1 will be paid for at the actual costs incurred with no mark-up.

### B.3.1 Non-allowable field supplies and internal equipment charges include the following:

(a) Health and safety equipment and supplies (i.e., Personal Protective Equipment) including: hard hats, protective goggles, safety footwear, gloves, disposable gloves, coveralls, disposable coveralls, respirators, cartridges, disposable respirators, life jackets, survival suits, first aid kits.

(b) General sampling equipment and supplies including: stream waders, sample containers, disposable scoops, preservatives, coolers, ice.

(c) Water monitoring equipment and supplies including: pH meters, conductivity meters, turbidity meters, dissolved oxygen meters, water level meters.

(d) Surveying equipment and supplies including: measuring wheel, GPS unit (non-differential), tapes, stakes, spray paint.

(e) Miscellaneous equipment and supplies including: telephone charges, cell phone, fax charges, computer, software, plotter, camera, common hand tools, batteries, stationary.

### B.3.2 Extraordinary field supplies and internal equipment charges

Extraordinary field supplies and internal equipment charges may be allowed on a case by case basis with prior approval from the AESPM.

If the extraordinary field supplies or internal equipment are Contractor-owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges

must be specifically identified in the workplan and prior approval from AESPM is required. All extraordinary field supplies purchased for Work under the Contract become the property of Canada.

#### **B.4 Addition of NEW Resources to a Category for a Specific Task Authorization**

The Contractor may propose a new resource for work on a specific Task Authorization. The Contractor must follow the procedures and requirements detailed in General Conditions 2035 at paragraph 08.

The resource will be approved for a specific Task only. If the Contractor wishes to have that resource work on other Tasks, the Contractor must obtain the approval from the AESPM for each Task for which they are proposed.

#### **B.5 Addition of a New Category for a Specific Task**

The Contractor may propose a new category of work for a specific Task Authorization. The Contractor must provide the AESPM and the Contract Authority with:

- (a) a description of that new category of work;
- (b) the name(s), qualifications and experience of the proposed resource(s);
- (c) the title, education minimums, experience minimums, and hourly rate of the proposed Category; and
- (d) Price support (if requested).

If Canada approves the proposed Category and the proposed resource(s), the Contract Authority will issue an amendment to the Contract to include the category for specific project only.

#### **B.6 Replacement of Specific Individuals**

As detailed in Article 08 of the General Conditions 2035, Replacement of Specific Individuals.

Solicitation No. - N° de l'invitation

E0276-132638/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van584

Client Ref. No. - N° de réf. du client

E0276-132638

File No. - N° du dossier

VAN-2-35333

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(See Herein)**

Solicitation No. - N° de l'invitation

E0276-132638/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van584

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E0276-132638

VAN-2-35333

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**ANNEX "D"****CONTRACT REPORTING**

Quarterly Contract Reports must be submitted in Excel format. Each Task Authorization must be reported for the quarter that it was issued and must include GST/HST. Each amendment must be reported for the quarter that the amendment was issued. The Value of Task Authorization amendments must include the value of the amendment (even if negative) including GST/HST.

The columns of the report must be:

Task Authorization Number	Amendment Number (if applicable)	Project Name	Project Authority	Date of Task Authorization (or amendment)	Task Authorization Expiry Date	Value of Task Authorization (or amendment)
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**ANNEX "E"****INSURANCE REQUIREMENTS****E.1 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

## **E.2 Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defense costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation



Solicitation No. - N° de l'invitation

E0276-132638/A

Amd. No. - N° de la modif.

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van584

Client Ref. No. - N° de réf. du client

E0276-132638

File No. - N° du dossier

VAN-2-35333

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "F"**

**TASK AUTHORIZATION FORM  
PWGSC-TPSGC 572 (12/2010)**

## ANNEX "G"

### EVALUATION CRITERIA AND BASIS OF SELECTION

#### G.1 Evaluation Procedures

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

Each responsive offer will be evaluated against the point rated criteria listed below. It is recommended that Bidders address these criteria in sufficient depth so as to indicate a clear understanding of the requirements and the services to be provided as detailed below.

The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion, where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points.

Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience. **Points will be awarded solely on the basis of information as explicitly written in the Bidder's response.**

For all demonstrated experience project descriptions, it is requested that the Bidder provide:

- 1) the date of completion of the project;
- 2) the client name and name of a client contact;
- 3) the telephone number or email address for that client contact;
- 4) the value of services provided by the bidder to that client (Note: the value of services includes only those services provided by the Bidder, not the overall client project budget).

Bidders should note where clients have requested that their project be confidential. Confidential clients may be contacted by PWGSC only to confirm details of the demonstrated experience projects as relevant to this solicitation.

#### G.1.1 Bid Preparation Instructions - Mandatory and Rated Requirements

##### G.1.1.1 Definitions

**"Completed Project"** is a project for which the final terrestrial biological assessment or terrestrial habitat creation, enhancement, or restoration report (as applicable) has been submitted to the client (NOTE: A project where a) only the draft project report has been submitted to the client, or b) the final project report is in preparation is NOT acceptable as "completed project" for the purpose of this solicitation).

**"Complex Terrestrial assessment project"** is a project which involves any of a) multiple government agencies or jurisdictions; b) measurement and assessment of terrestrial biological community structures or habitats; and/or c) projects involving investigations of terrestrial ecosystem functions or processes.

**"Multi-disciplinary project teams"** are project teams comprised of three or more personnel with individual specialties in technical/scientific areas such as engineering, ecology, fisheries, socioeconomics, urban planning, archaeology, geomorphology, etc.

## G.2 Terrestrial Assessment

### G.2.1 Project Managers

#### G.2.1.1 MANDATORY REQUIREMENT

The Bidder must specify **TWO Project Managers** meeting the mandatory education (or education plus experience) requirement and having acceptable demonstrated experience.

#### EDUCATION AND EXPERIENCE

**Each Project Manager** must meet the minimum educational requirement, which is a

- Master's Degree with an acceptable specialization in terrestrial ecology or biology, environmental sciences, terrestrial biological management, or other relevant science, OR a
- Bachelor Degree with an acceptable specialization in ecology, terrestrial biology, environmental sciences, or other science relevant to the position, with a) minimum 5 years experience between January 2007 and the closing date of this solicitation in the field of terrestrial biological assessment and/or management AND b) formal post secondary educational coursework related to the field of terrestrial biological management or assessment.

**The minimum educational requirement is a MANDATORY requirement.** It is requested that copies of required educational diplomas or certificates be provided to PWGSC with the proposal at bid close. If copies are not provided with the proposal, Canada will request them and the Bidder will have 24 hours from the time of the request to provide them. The required education must have been completed and certificates dated before bid close.

#### G.2.1.2 POINT RATED REQUIREMENTS

#### DEMONSTRATED EXPERIENCE

For each of the two **Project Managers**, it is requested that the Bidder provide examples of terrestrial biology assessment or habitat/ecosystem management projects (**must have been completed between January 2010 and the closing date of this solicitation to be considered**) which demonstrate the required project management experience as described below. **One** of these examples must demonstrate management of a complex terrestrial biology assessment project as described in the "Definitions" section above, in addition to demonstrating terrestrial biology assessment project management experience.

For <u>each</u> Project Manager, provide <b>TWO</b> examples of projects which demonstrate responsibility for all project management aspects (including schedule, cost control, study team, communications, risk management, and health and safety) for two terrestrial biology assessment projects	<b>40 pts</b> (10 pts/project)	
For <u>each</u> Project Manager, provide <b>ONE</b> example of a project which demonstrates responsibility for all project management aspects (including	<b>30 pts</b> (15 pts/project)	

schedule, cost control, study team, communications, risk management, and health and safety) <u>for one complex terrestrial biology assessment project</u>		
For <u>each</u> Project Manager, provide <b>ONE</b> example of project which demonstrates responsibility for senior technical review of a terrestrial biology assessment or terrestrial habitat/ecosystem management report	<b>20 pts</b> (10 pts/project)	
For <u>each</u> Project Manager, provide <b>ONE</b> example of project demonstrating experience with formation and management of a multi-disciplinary project team	<b>10 pts</b> (5 pts/project)	

**Project Managers, total possible points:** **100 pts** **MIN 75%**

## G.2.2 Terrestrial Biologists

### G.2.2.1 MANDATORY REQUIREMENT

The Bidder must specify **THREE Terrestrial Biologists** meeting the mandatory education (or education plus experience) requirement and having acceptable demonstrated experience.

#### EDUCATION AND EXPERIENCE

**Terrestrial Biologists** must meet the minimum educational and experience requirements, which are a

- Bachelor Degree with acceptable specialization in terrestrial ecology, biology, environmental sciences, terrestrial habitat/ecology management, or other relevant science, AND
- Three years demonstrated experience as a terrestrial biologist.

**The minimum 'education plus experience' requirement is a MANDATORY requirement.** It is requested that copies of required educational diplomas or certificates be provided to PWGSC with the proposal at bid close. If copies are not provided with the proposal, Canada will request them and the Bidder will have 24 hours from the time of the request to provide them. **The required education must have been completed and certificates dated before bid close.**

### G.2.2.2 POINT RATED REQUIREMENTS

#### DEMONSTRATED EXPERIENCE

For each **Terrestrial Biologist**, it is requested that the Bidder provide examples of terrestrial biology projects (**must have been completed between January 2010 and the closing date of this solicitation to be considered**) which demonstrate technical terrestrial biological expertise and experience as described below.

For <u>each</u> Terrestrial Biologist, provide <b>TWO</b> examples of projects which demonstrate responsibility for implementing terrestrial biology assessments within British Columbia or Yukon. Responsibility must include direct	<b>60 pts</b> (10 pts/project)	
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supervision of field technicians over the course of the demonstrative projects.		
For <u>each</u> Terrestrial Biologist, provide <b>ONE</b> example of a project which demonstrates responsibility for implementing a complex terrestrial biology assessment within British Columbia or Yukon	<b>45 pts</b> (15 pts/project)	
For <u>each</u> Terrestrial Biologist, provide <b>ONE</b> example of a project which demonstrates responsibility for a technical design to create, enhance, or restore terrestrial habitat in British Columbia or Yukon	<b>45 pts</b> (15 pts/project)	
For each Terrestrial Biologist, provide <b>ONE</b> example of a project which demonstrates experience in direct supervision of construction work carried out to create, enhance, or restore terrestrial habitat in British Columbia or Yukon	<b>30 pts</b> (10 pts/project)	

**Terrestrial Biologists**, total possible points: **180 pts MIN 75%**

**TOTAL POSSIBLE POINTS: 280 PTS.**

### G.2.3 Other Categories of Personnel

#### G.2.3.1 MANDATORY REQUIREMENT

The Bidder must provide information for other categories of personnel that may be involved in a project. For these personnel categories (Field Technician, CADD/drafting Technician, and Geographic Information System Specialist), the proposed personnel, along with their qualifications, and hourly rates must be provided. It is requested that copies of required educational diplomas or certificates be provided to PWGSC with the proposal at bid close. If copies are not provided with the proposal, Canada will request them and the Bidder will have 24 hours from the time of the request to provide them. **The required education must have been completed and certificates dated before bid close.**

#### G.2.3.2 Field Technicians - MANDATORY REQUIREMENT

The Bidder must specify **THREE Field Technicians** having acceptable education, experience, and qualifications.

The Bidder must show that each Field Technician has demonstrated experience in field data-gathering to support a terrestrial biology assessment. Ability is demonstrated by a mix of experience and education, which may include a university degree or technical diploma, training courses, and a minimum of 3 years experience with the fieldwork related to the terrestrial biology assessment work that is anticipated in the Contract and described in Annex A, Statement of Work.

#### G.2.3.3 CADD/Drafting Technician - MANDATORY REQUIREMENT

The Bidder must specify **ONE CADD/Drafting Technician** having acceptable education, and experience, and qualifications.

The Bidder must show that the CADD/Drafting Technician has demonstrated experience with production of CADD site and facility plans and as-built drawings using AutoCAD software.

**MANDATORY REQUIREMENT:** A technical diploma or certification in CADD/drafting training is required.

#### G.2.3.4 Geographic Information System Specialist - MANDATORY REQUIREMENT

The Bidder must specify **ONE Geographic Information System Specialist** having acceptable education, and experience, and qualifications.

The Bidder must show that the Geographic Information System Specialist proposed has demonstrated experience with the establishment of a geographic information system, including working experience with a computer-based GIS application.

**MANDATORY REQUIREMENT** A technical diploma or certification in geographic information systems training is required.

### G.3 Evaluation Procedures

#### G.3.1 Technical Evaluation

##### G.3.1.1 Mandatory Requirements

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and it will be given no further consideration.

Item #	Description	Education	Minimum Experience Required	Provided Diploma or Certificate Y/N	Mandatories Met Y/N
G.2.1	Project Managers <b>Must specify: 2 Individuals</b>	<ul style="list-style-type: none"> <li>Master's Degree or</li> <li>Bachelor's Degree</li> </ul>	<b>5 years</b> Between 2007 & bid close		
G.2.2	Terrestrial Biologist <b>Must specify: 3 Individuals</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree or</li> <li>3 yrs. Demonstrated experience as a Terrestrial Biologist</li> </ul>	<b>3 years</b> Between Jan.2010 & bid close		
G.2.3.2	Field Technician <b>Must specify: 3 Individuals</b>	<ul style="list-style-type: none"> <li>University Degree or</li> <li>Technical Diploma</li> </ul>	<b>3 years</b> Related to Terrestrial fieldwork		
G.2.3.3	CADD/Drafting Technician <b>Must specify: 1 Individual</b>	<ul style="list-style-type: none"> <li>Technical Diploma or</li> <li>Certification in</li> </ul>	Demonstrated experience w/production of CADD site, facility		

		CADD/Drafting Training	plans & using AutoCad Software		
G.2.3.4	Geographic Information System (GIS) Specialist <b>Must specify: 1 Individual</b>	<ul style="list-style-type: none"> <li>▪ Technical Diploma or</li> <li>▪ Certification in GIS Training</li> </ul>	Demonstrated experience with establishment of GIS, incl. Work experience w/ computer based GIS Application		

### G.3.1.2 Point Rated Requirements

In order to be considered for contract award, the Bidder's technical proposal must score a minimum of **75%** of the maximum points available **for each section** (G.2.1 and G.2.2). Proposals which fail to score the minimum **75% for each section** will be declared non-responsive and not considered further.

Item #	Description	Maximum Points	Minimum Points Required
G.2.1	Project Managers	_____ / 100	75 pts
G.2.2	Terrestrial Biologists	_____ / 180	135 pts
	<b>Possible Total Technical Score</b>	_____ / 280	210 pts

### G.3.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Bidders must submit their price/rate proposal as outlined in Annex B. Failure to do so will result in the bid being considered non-responsive and not considered for Contract award.

For rate evaluation purposes, a blended hourly rate will be developed based on the anticipated percentage of involvement. The firm offering the lowest blended rate will receive the full 25 points and the other bidders will be prorated accordingly.

## G.4 Basis of Selection

### G.4.1 Basis of Selection - Weighted Technical/Financial Split

#### G.4.1.1 To be declared responsive, a bid must:

- (1) comply with all the requirements of the bid solicitation;
- (2) meet all mandatory technical evaluation criteria; and
- (3) obtain the required **a minimum of 75 percent (210 points) overall** for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 280 points.

#### G.4.1.2 Bids not meeting (1) or (2) or (3) will be declared non-responsive.

G.4.1.3 The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be **75%** for the technical merit and **25%** for the price.

G.4.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **75%**.

G.4.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **25%**.

G.4.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

G.4.1.7 Canada intends to award **ONE (1) Contract**.

(a) The responsive bid will be recommended for award of a \$672,000.00 Contract. Dollar values include Goods and Services Tax (GST).

The table below illustrates an example where two bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equal 280 and the lowest evaluated price is \$100.

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)

	Bidders		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	212/280	158/280	245/280
Bid Evaluated Price	120	Not technically compliant	100
Calculations			
Technical Merit Score	$212/280 \times 75 = 56.79$		$245/280 \times 75 = 65.63$
Pricing Score	$100/120 \times 25 = 20.84$		$100/100 \times 25 = 25.00$
Combined Rating	77.63		90.63
Overall Rating	<b>2nd</b>		<b>1st</b>



Solicitation No. - N° de l'invitation

E0276-132638/A

Amd. No. - N° de la modif.

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VAN-2-35333

CCC No./N° CCC - FMS No/ N° VME

**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving**  
**Public Works & Government Services Canada**  
**#219 - 800 Burrard Street, 2ND FLOOR**  
**VANCOUVER BC V6Z 0B9**

**Solicitation No. : E0276-132638/A**

**Solicitation Closes at : June 10, 2013**  
**on : 2:00pm**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**#219 - 800 rue Burrard, 2e étage**  
**Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : E0276-132638/A**

**La réception des soumissions prend fin le : 10 Juin, 2013**  
**à : 2:00pm**  
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