

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Survey	
Solicitation No. - N° de l'invitation 23427-132859/A	Date 2012-06-13
Client Reference No. - N° de référence du client 23427-132859	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-610-9448
File No. - N° de dossier EDM-2-35084 (610)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-04	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Barton, Elaine	Buyer Id - Id de l'acheteur edm610
Telephone No. - N° de téléphone (780) 497-3519 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATURAL RESOURCES STE 605 9700 JASPER AVE EDMONTON ALBERTA T5J4C3 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Communication Notification
4. 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. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Period of the Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Mandatory Technical Criteria

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six (6) parts plus 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 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 and the Mandatory Technical Criteria.

2. Summary

Natural Resources Canada requires the legal survey and demarcation of Treaty Entitlement Land situated north of Athabasca, Alberta, and production of Plan(s) of Survey prepared under Part 2 and Part 3 of the Surveys Act of Alberta and associated reports.

The period of the contract is from date of award to February 1, 2014.

This requirement is limited to Canadian goods and/or services.

3. Communication Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of the contract.

4. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

2. Submission of Bids

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

Bids can be submitted by fax at (780) 497-3510.

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

Section I Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Compliant with Annex "C", Mandatory Technical Criteria Evaluation. Bidders are required to complete the Mandatory Technical Criteria by checking off each criterion as being "meet" or "doesn't meet" and provide documentary proof as required.

1.2 Financial Evaluation

Financial evaluation will be based on the total firm price (including post fees and plan fees) as per Annex "B".

2. Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - \$200,000.00 or more

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.

1.2 Former Public Servant Certification

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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

1.2.1 Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made up of former public servants; or
- (d) 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 Public Service.

"pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36, as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

1.2.2 Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

1.2.3 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:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) 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 fee 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.

1.2.4 Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Canadian Content Certification

1.3.1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

1.3.2 Canadian Content Certification - A3055T

This procurement is limited to Canadian services.

The Bidder certifies that:

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

1.4 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, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

1.5 Education and Experience

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

PART 6 - 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 Milestones/Deliverables

All milestones/deliverables must be achieved/delivered as identified in the Statement of Work, Annex "A", attached to the resulting contract.

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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

All of the work is unclassified and the contractor will not have access to any classified information.

4. Period of the Contract

The period of the contract is from date of award to February 1, 2014.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Elaine Barton
Supply Specialist
Acquisitions, Western Region
Department of Public Works and Government Services
Telus Plaza North,
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6

TELEPHONE NO.: (780) 497-3519

FACSIMILE NO.: (780) 497-3510

E-mail address: elaine.barton@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 Technical Authority

The Technical Authority for the Contract is:

to be named upon contract award

TELEPHONE NO.:

FACSIMILE NO.:

E-MAIL: _____

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

NAME.: _____

TELEPHONE NO.: _____

FACSIMILE NO.: _____

E-MAIL.: _____

6. Payment

6.1 Basis of Payment - Firm Price

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

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

6.2 Limitation of Price

SACC Manual Clause C6000C (2011-05-16), Limitation of Price

6.3 Milestone Payment

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

(a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

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

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

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

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions

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.

2. Invoices must be distributed as follows:

(a) The original must be forwarded to the following address for certification and payment:

Invoices must be submitted using one of the following methods:

Regular Mail:

Natural Resources Canada
Invoice Receipt
615, Booth Street
SSO-1-A, Room 147
Ottawa, ON
K1A 0E9

OR

E-mail:

Invoicing-Facturation@NRCan-
RNCAN.gc.ca

OR

Fax:

1-877-947-0987

Note: Attach a "PDF" file. No other formats will be accepted.

Note: Use highest quality settings avail.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents related to this contract **MUST** bear the following information:

- (i) Reference # _____
- (ii) Financial coding for the Holdback on this contract is _____
- (iii) Financial coding for this contract is 2012-13-0410-8101-370424-NQ11-54000-P001589.001

8. Certifications

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

8.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-03-02), General Conditions - Higher Complexity Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

11. SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

A9068C (2010-01-11), Site Regulations

B6800C (2007-11-30), List of Non-consumable Equipment and Material

G1005C (2008-05-12), Insurance

ANNEX "A" **STATEMENT OF WORK**

1. INTRODUCTION

The purpose of this project is to survey Alberta provincial land for a Treaty Land Entitlement under the Bigstone Cree Nation Settlement Agreement dated December 13, 2010.

The surveys will be executed under the Alberta Surveys Act under instructions from the Director of Surveys (DOS) for Alberta. The lands must be surveyed either as an official settlement survey under part 2 of the Alberta Surveys Act or a plan of survey under part 3 of the Alberta Surveys Act.

The survey must be conducted in accordance with the Alberta Surveys Act, Supplement to the Manual of Instructions for the Survey of Canada Lands, Alberta Land Surveyors' Association Manual of Standard Practice (MSP), the Surveyor General Branch (SGB) General Instructions for Surveys, e-Edition, and any specifics detailed within this document.

The SGB located in Edmonton, Alberta will act as the Technical Authority.

2. SCOPE OF WORK

2.1 Legal survey and demarcation of the:

- Rock Island Lake Settlement and the Calling Lake /Calling River Treaty Land Entitlement Lands within Townships 70, 71, 72, 73, 74, & 75, Ranges 20, 22 & 23, W4M.

2.2 Register survey plans at the Alberta Land Titles Office.

2.3 Supply survey reports, digital files and UTM Nad83 (CSRS) coordinates to the SGB.

3. PROJECT REQUIREMENTS

3.1 The land surveyor responsible for this survey must be a commissioned Alberta Land Surveyor and Canada Lands Surveyor. The land surveyor must be present in the field during all survey work when evidence is established or assessed and when the natural boundary surveys are undertaken.

3.2 All applicable parts of the Alberta Surveys Act, the Manual of Standard Practice and specifically the Director of Survey's Instructions dated April 25, 2012 (attachment 1) for the:

a) Rock Island Lake Settlement and the Calling Lake /Calling River Treaty Land Entitlement Lands within Townships 70, 71, 72, 73, 74, & 75, Ranges 20, 22 & 23, W4M, Municipal District of Opportunity No. 17 are to be complied with. In addition to the above, the survey must adhere to the SGB General Instructions for Surveys, e-Edition and in particular Sections D1 & D15.

3.3 Follow the geo-referencing requirements for GPS surveys as specified in the DOS Survey Instructions and Section E5 of the SGB General Instructions for Surveys, e-Edition and survey to the higher standard.

3.4 It is the responsibility of the contractor to perform all applicable research prior to any survey, including research of public land records for any third party interests and land title searches, and to obtain all requisite documentation pertinent to these interests and surveys.

3.5 Safe working practices must be followed. Provide proof of your safety program such as by presenting a Certificate of Recognition (COR).

4. ADDITIONAL REQUIREMENTS

4.1 Marker posts and plaques must be placed 0.3 metres from each found or placed monument providing this is not a safety hazard.

4.2 The contractor must place line marker posts and "Indian Reserve" plaques along the exterior boundary lines wherever the reserve boundary intersects a natural boundary or well traveled trail. Marker posts and "Indian Reserve" plaques must be placed on both sides of a travelled road. A note regarding their placement is to be included in the legend of the survey plans.

4.3 The contractor will supply all survey monuments, marker posts, survey plaques and Indian reserve boundary plaques. See attachment 3 for a supplier.

4.4 The following measures should be implemented during your fieldwork to avoid environmental harm:

- Garbage is to be removed from the site; a pack-in/pack-out policy is to be practiced.
- No line clearing slash is to be deposited on or in any water body (stream, river, lake) where such slash may impede the movement or migration of fish.
- Fuels are to be properly stored and handled to prevent any spills into waters frequented by fish.

5. LINE CLEARING REQUIREMENTS

5.1 **There is no requirement that says all exterior boundaries must be cut out in their entirety.** Access to the exterior boundaries is required to plant survey monuments. Whenever required, cut lines widths must meet industry safety standards. These lines must be cleared of all fallen trees, logs, brush, and no stumps should extend above the ground by more than 0.1 metres.

5.2 When the new exterior reserve boundary intersects a travelled road or lake, cut a 3 metres wide cutline for 100 metres on both sides of the intersection. These lines must be cleared of all fallen trees, logs, brush, and no stump should extend above the ground by more than 0.1 metres.

5.3 When performing line clearing activities, refer to the Specifications for Line Clearing, Attachment 2.

5.4 The Bigstone Cree Nation have indicated that they have Band members that are properly trained and who could assist in line clearing and other related duties. If the contractor is interested in hiring Band members contact Joe Gladue.

5.5 Mr. Jason Cottingham, Senior Forester with Alberta Sustainable Resource Development, Land and Forest Division should be notified when line clearing work commences. Close liaison must be maintained with his office during the project.

6. SCHEDULING

6.1 The fieldwork is to be completed as soon as possible after the contract has been awarded and the INITIAL survey returns must be submitted to the Director of Surveys Office 60 days after leaving the field but no later than March 31, 2013.

6.2 The FINAL survey returns, including any requested changes, must be completed and submitted to the Director of Surveys Office within 30 calendar days of receipt of a request from this office.

6.3 The Technical Authority will advise you when your survey returns can be registered at the Northern Alberta Land Titles office.

6.4 The contract will be considered completed when the survey plans and documents are recorded in the Canada Lands Survey Records (CLSR) - on or before February 1, 2014.

7. SURVEY RETURN REQUIREMENTS

7.1 The survey return requirements are outlined in the Director of Surveys instructions, Sections 3 & 4.

7.2 In addition to the above, the Technical Authority at the SGB is to receive the following survey returns:

- Six (6) prints of each plan prepared for circulation to various federal departments and the First Nation;
- Three (3) copies of the detailed survey report prepared in accordance with the instructions from the Director of Surveys Office and Section D15 of the SGB General Instructions for Surveys, e-Edition;
- Annotated digital photographs of the reserve boundaries must be taken and must form part of the Survey Report;
- NAD83CSRS adjustment results (unconstrained & constrained) are to be provided in hardcopy (separate binder) and in digital format for all survey plans created.
- The SGB requires a digital file adhering to our Section E5 specifications that reflects the final plan registered at LTO.

7.3 Each plan must have a key plan.

8. GENERAL INFORMATION ABOUT THE REGION

8.1 The project area could be prone to forest fires. The contractor is to monitor the Lac La Biche Forest Region Fire Control and respect their posted hazard warnings.

8.2 Consult Attachment #4 for an environmental study. This is additional information. Implement the recommendations in your work practices wherever possible.

9. CONTACT LIST

9.1 First Nation Contact

Joe Gladue
Bigstone Cree Nation
Lands Officer
Telephone: (780) 891-3836 Ext#244
Cell: (780) 773-1954
Email:

It is imperative that before commencing the survey, the contractor must inform Joe Gladue

of the proposed scheduling of the field work.

9.2 Forestry Contact

Robert Stronach
Senior Forester
Alberta Sustainable Resource Development,
Land and Forest Division,
Lac La Biche Area,
Telephone: 780-623-5399
Cell: 780-623-1080

9.3 Technical Authority at SGB

To be named upon contract award

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
Email:

9.4 Director of Surveys Office

Geoff Banham, P.Eng.
A/Manager Geodetic Control Unit & Land Surveys Unit
Surveys and Technical Services Section
Land Dispositions Branch
Lands Division
Alberta Sustainable Resource Development
15th Fl, Oxbridge Place
9820 - 106 Street
Edmonton, AB T5K 2J6
Ph: 780/422-1291
Fax: 780/427-1493
Email: Geoff.Banham@gov.ab.ca
Web: <http://www.srd.alberta.ca/ManagingPrograms/Lands/DirectorOfSurveys/>

10.0 MILESTONES

The following is a summary of the milestones and survey deliverables required for this project.

10.1 Milestone 1 - Preparation and Mobilization

A Mobilization Report must include, but is not limited to, the following:

1. A list of all personnel working on the project.
2. What went right and what went wrong.

3. Any liaison with the First Nation.

10.2 Milestone 2 - Field Work

During the field work portion of the project, the contractor is required to supply the Technical Authority with 4 or more progress reports each time including a highlighted sketch showing work completed.

10.3 Milestone 3 - Initial Submission of Deliverables

Initial submissions are to include all the products specified in "Section 4.0 Deliverables (Survey Returns)" of the survey instructions signed by the Director of Surveys for Alberta.

10.4 Milestone 4 - Final Submission of Deliverables

Final deliverables, suitable for recording in the Alberta Land Titles Office, and any other products produced as part of the work are to be processed as soon as possible but no later than September 1, 2013.

11. ATTACHMENTS

***** All Attachments will be available for download from NRCan's FTP site:**

<ftp://ftp.nrcan.gc.ca/Bigstone TLE/Calling Lake/>

1. Survey instructions from the Director of Surveys Office outlining the survey of:
 - a) Rock Island Lake Settlement and the Calling Lake /Calling River Treaty Land Entitlement Lands within Townships 70, 71, 72, 73, 74, & 75, Ranges 20, 22 & 23, W4M.
2. Specifications for Line Clearing.
3. Information concerning the Vendor of Marker Posts and Indian Reserve plaques.
4. Species at Risk Study in Preparation for the Bigstone Land Claim Area Boundary Survey, Bigstone Settlement Lands, Alberta. Prepared for Public Works and Government Services Canada.

ANNEX "B"
BASIS OF PAYMENT

Following completion of the work, as described in this schedule, and the Technical Authority's acceptance of relevant requirements, as identified in the Statement of Work, "Annex A", payment will be made as detailed in the schedule of milestones for the Firm Price work if incurred and supported to the satisfaction of the Technical Authority.

1. FIRM PRICE (Including Post and Plan Fees): \$ _____, GST extra

2. SCHEDULE OF MILESTONES

Milestone	Amount Claimed	Holdback	Amount Due
	A	25% of A	75% of A
1. Mobilization Report	\$	\$	\$
2. Field work	\$	\$	\$
3. Initial Deliverables	\$	\$	\$
4. Final Deliverables	\$0.00	\$0.00	\$0.00
5. Release of Holdback following acceptance of all contract reports/deliverables.	\$	\$	\$
TOTAL FIRM PRICE (Including Post Fees and Plan Fees)	\$	\$	\$

Milestones 1-3, must be completed and invoiced prior to March 31, 2013.

Milestone 4, must be completed by September 1, 2013.

Milestone 5, Release of Holdback, occurs after Milestone 4 is completed.

Note: For projects with large field components bidders may wish to quote more than one field milestone payment. Other milestones cannot be amalgamated or separated. Altering the other milestones above may result in your bid being rejected.

ANNEX "C"
MANDATORY TECHNICAL CRITERIA

Mandatory Technical Requirements at Solicitation Closing

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration.

1. Propose a minimum of one (1) Alberta Land Surveyor (ALS), who is a member in good standing of the Alberta Land Surveyors' Association and also a Canada Lands Surveyor (CLS), who is a licensed member of the Association of Canada Lands Surveyors, to be on site and in charge of the entire project. Documentary proof is required for each individual.

MEET _____ DOESN'T MEET _____

2. The bidder **must be a valid permit holder** pursuant to the Canada Lands Surveyors Regulations. Documentary proof is required.

MEET _____ DOESN'T MEET _____

3. The bidder must have a safety program in place. Documentary proof, such as a Certificate of Recognition (COR) is required.

MEET _____ DOESN'T MEET _____