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## REQUEST FOR SUPPLY ARRANGEMENT

### TO CARRY OUT ENVIRONMENTAL SITE ASSESSMENT SERVICES

#### NOTICE TO BIDDERS

A Supply Arrangement (SA) is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. A SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of a SA.

**A SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone.** The intent of a SA is to establish a framework to permit expeditious processing of “individual bid solicitations” which result in legally binding contracts for the goods and services described in those bid solicitations

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Supply Arrangements (RFSAs) is divided into six parts plus attachments and annexes, as follows:

- Part 1           General Information: provides a general description of the requirement;
- Part 2           Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSAs;
- Part 3           Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4           Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, and the basis of selection;
- Part 5           Certifications: includes the certifications to be provided; and
- Part 6           6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses.

The Attachments include Aboriginal Business Certification

The Annexes include the Statement of Work

### **2. Summary**

- (i) Public Works and Government Services Canada (PWGSC ) will call up several firms from time to time as required to work on environmental site assessment projects.

The goal is to implement Supply Arrangements (SA) for companies providing environmental site assessment services as described in Annex A - Statement of Work. These Supply Arrangements will be implemented for a period of five (5) years starting from October 1, 2012 to November 30, 2017. All compliant Suppliers will receive a SA.

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**ii) Geographical areas**

The area covered by this Supply Arrangement (SA) is delimited by the Quebec provincial border with the exception of the following areas:

- the area covered by the Comprehensive Land Claim Settlement Area (CLCSA) - James Bay and Northern Quebec Agreement (JBNQA), as set out in the Treasury Board of Canada Secretariat's Contracting Policy Notice 1997-8 of December 10, 1997.
- (iii) A permanent notice will be posted on MERX for the duration of the SA. It will invite additional suppliers to submit arrangements in order to become SA holders and be awarded SA for the provision of services
- (iv) An undetermined number of Supply Arrangements (SA) may be issued as a result of this Request for Supply Arrangement. To facilitate the administration of the SA, all SA issued as a result of this solicitation will reflect a dollar value of "NIL."
- (v) Pursuant to section 01 of Standard Instructions 2008, a Consent to a Criminal Record Verification form, must be submitted with the arrangement, by Request for Supply Arrangements closing date, for each individual who is currently on the Supplier's Board of Directors.
- (vi) This procurement contract may be designated, in whole or in part, by one or several designated users as a set-aside for Aboriginal business pursuant to the federal government's Procurement Strategy for Aboriginal Business (PSAB).

In these specific cases, the contract is neither subject to the North American Free Trade Agreement (NAFTA), in accordance with Appendix 1001.2b, section 1. (d), nor to the World Trade Organization Agreement on Government Procurement (WTO-AGP) in accordance with Appendix 1, section 1. (d), and in accordance with section 1802 of the Agreement on Internal Trade (AIT). The AIT does not apply to this contract.

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

**3. Debriefings**

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - SUPPLIER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (02/07/11) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### 1.1 Requirements related to the Set-Aside Program for Aboriginal Business

- a) This procurement in whole or in part, may be set aside as set aside for Aboriginal business under the federal government's Procurement Strategy for Aboriginal Business (PSAB). In order to be considered as an Aboriginal Business, Suppliers must complete and sign the certification entitled "Owner/Employee Certification - Set-aside for Aboriginal Business" attached as attachment 1 - Aboriginal Business Certification.
- b) By executing the certification, the Supplier warrants that it is an Aboriginal business as defined in the federal government's Procurement Strategy for Aboriginal Business (PSAB).

## 2. Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile and E-Mail to PWGSC will not be accepted.

## 3. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than **seven (7) calendar days** before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSa to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## 4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

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## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **1. Arrangement Preparation Instructions**

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (3 hard copies)

Section II: Certifications (1 hard copie)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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>). To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Arrangement**

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

##### **1) Quality and clarity of bid**

The submitted technical bid must contain all of the information stipulated in this document without any superfluous or irrelevant material. It must be of a quality on a par with the standards customarily required for the drafting of study reports, in terms of clarity, appearance of layout, quality of language, and document structure. To facilitate the evaluation of the bid, Canada requests that bidders address topics in the order of the evaluation criteria and under the same headings. To avoid duplication, suppliers may refer to different sections of their bid by identifying the specific paragraph and page number where the topic has already been addressed.

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**I) Specific requirements for proposal format (place in section concerning technical submission of the bid)**

The following guidelines should be followed when preparing the technical bid:

1. Minimum font size: 11 point Times or equivalent
2. Minimum margins: 12 mm
3. One "page" means one side of a sheet of paper
4. An 11"x17" fold-out sheet for spreadsheets, organization charts, etc., will be counted as two pages
5. The technical bid **must not exceed 25 pages**, including text, tables, organization charts, CVs and graphics
6. For personnel experience, the Consultant must also provide, in an appendix, the CV of at least one person for each category of personnel. CVs will not be counted in the maximum number of pages. For the optional category of personnel, the Consultant encouraged to submit the CV of any hydrogeologist or geotechnician directly employed by the Consultant, in order to obtain contracts in that subspecialty. A company that does not have employ such specialists will not have its proposal rejected.

The following is not included in the maximum number of pages indicated above:

- ◆ Cover letter
- ◆ First page of the request for supply arrangement (RFSA)
- ◆ First page of change(s) to the RFSA

**Consequence of non-compliance: Any pages that exceed the maximum limit indicated above and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board for evaluation.**

**Section II: Certifications**

Suppliers must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

### **1.1. Technical Evaluation**

#### **1.1.1 Mandatory Technical Criteria**

The technical bid must meet all mandatory criteria. If that is the case, the technical bid will be deemed responsive. Failure to meet the mandatory criteria will render the bid non-responsive.

##### **1.1.1.1 Comprehension of the scope of services**

The Consultant must demonstrate that it understands the scope of the requested services and the manner in which they are to be delivered. It must also explain how its work teams will be structured and what approach they will employ to deliver the requested services and ensure that the required quality criteria are met. In particular, it should demonstrate that it is familiar with the infrastructure to be verified.

##### Information to be supplied for each project

- ♦ Summary of the scope of the requested services
- ♦ Description of the Consultant's organization and services it offers that are relevant to the statement of work
- ♦ Description of the Consultant's service quality assurance and control plan
- ♦ Description of the means and methods selected for resolving conflicts among the various project stakeholders

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### 1.1.1.2 Consultant's achievements

The Consultant must demonstrate that it has carried out and successfully completed at least 10 environmental site investigation projects in Canada relevant to the statement of work in the past five years. The Consultant must demonstrate that it has carried out projects of a diverse nature that are comparable and relevant to the statement of work (at least three projects covering the requirements for each of Phase I, II or III, and one site environmental monitoring or remediation monitoring project). Of the 10 projects, at least 5 must have been carried out on behalf of federal departments or agencies.

#### Information to be supplied for each project:

- ◆ Project title, client and nature (e.g. Phase II)
- ◆ Concise, detailed description of the project and objectives
- ◆ Scope of services rendered that are relevant to the statement of work and documents to be produced as part of the project
- ◆ Summary of project costs
- ◆ Summary of project timeline
- ◆ Client references: names, addresses and telephone numbers of clients contacts at working level (references may be checked)
- ◆ Names of key Consultant personnel responsible for project delivery

### 1.1.1.3 Experience of Consultant personnel

The Consultant must demonstrate that it has the necessary internal staff who are qualified in relation to the services required, to carry out the projects. The Consultant must describe its employees' experience and qualifications for each required category of personnel, as listed below, for the execution of contracts granted under the SA (minimum of one employee per category of personnel).

Required categories of personnel:

- ◆ Director/section head (minimum of seven years' experience)
- ◆ Project lead/coordinator or project supervisor (minimum of five years' experience)
- ◆ Intermediate professional (minimum of three years' experience)
- ◆ Senior technician (minimum of two years' experience)

Optional categories of personnel related to contracts requiring specific specialties:

- ◆ Hydrogeologist (minimum of seven years' experience)
- ◆ Geotechnician (minimum of seven years' experience)

Information that should be provided in the technical bid for each category of personnel (provide the complete CV in the appendix):

- ◆ Academic and professional training
- ◆ Number of years of experience related to the services required
- ◆ Number of years of seniority with the company
- ◆ Main duties within the company
- ◆ Main duties in relation to the statement of work

#### **1.1.1.4 Service management**

The Consultant will explain how it plans to deliver the services, meet the project constraints, and apply service management procedures to ensure the continuity and consistency of production control and the effectiveness of communications, as well as the team structure and management method.

##### Information to be provided:

- ◆ Confirmation of the creation of a full project team, including the names of the Consultant and their role on the project
- ◆ Organizational chart indicating the job titles and names of the members of the Consultant's team; the team composition, responsibilities and reporting relationships
- ◆ Description of the procedure applied by the Consultant to execute subsequent contracts
- ◆ Planned back-up personnel
- ◆ Profile of key positions (responsibilities and special assignments)
- ◆ Description of a service action plan describing implementation strategies for the main activities and the order in which those activities will be implemented
- ◆ Communication strategies
- ◆ Response times: explanation of how requirements pertaining to response times will be met

#### **1.1.1.5 Incorporation of sustainable development into service delivery**

The Consultant must demonstrate the extent of its ability to incorporate sustainable development into the delivery of the contracts awarded to it. It must demonstrate that the company has implemented initiatives in at least four of the following priority sectors:

- ◆ Paper recycling
- ◆ Use of recycled paper
- ◆ Reduction of waste during field work
- ◆ Soil recovery
- ◆ Water recovery (if floating phase)
- ◆ Waste removal
- ◆ Use of recoverable materials instead of disposable materials
- ◆ Sustainable development or environmental management policy

## **2. Basis of Selection**

### **2.1 Basis of Selection - Mandatory Technical Evaluation Criteria**

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive. A single SA will be issued to the Aboriginal business suppliers who qualify for both Aboriginal and general procurement.

## **PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

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

### **1. Code of Conduct Certifications - Consent to a Criminal Record Verification**

**1.1** Suppliers must submit with their arrangement, by Request for Supply Arrangements closing date:

- (a) a complete list of names of all individuals who are currently directors of the Supplier;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

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## 2. Certifications Precedent to Issuance of a Supply Arrangement

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

### 2.1 Set-aside for Aboriginal Business

If an offeror wants his or her bid to be considered as a Set-aside for Aboriginal Business pursuant to the federal government's Procurement Strategy for Aboriginal Business (PSAB), he or she must fill out and sign the document entitled "Owner/Employee Certification - Set-aside for Aboriginal Business" attached as attachment 1 - Aboriginal Business Certification.

### 2.2 Federal Contractors Program - Certification

#### Federal Contractors Program - \$200,000 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 the issuance of a supply arrangement. If the Supplier, or, if the Supplier 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 issuance of a supply arrangement.

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 arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier 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 Supplier 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 Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier 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.

### **2.3 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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, suppliers 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:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) 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, in the context of the fee abatement formula, 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

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

If so, the Supplier must provide the following information:

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

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## Work Force Reduction Program

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** ( ) **NO** ( )

If so, the Supplier 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 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.

## Certification

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

### 2.4 Status and Availability of Resources

**1.4.1** SACC Manual clause S3005T (16/05/11) Status and Availability of Resources.

### 2.5 Education and Experience

**1.5.1** SACC Manual clause S1010T (12/12/08) Education and Experience

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## Attachment 1

### Aboriginal Business Certification

This attachment must be filled out by offerors who want to qualify for an SA for Aboriginal businesses.

#### Set-aside for Aboriginal Business

1. A portion of this procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Supplier:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check the applicable box below:
  - (i)  The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - (ii)  The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check the applicable box below:
  - (i)  The Aboriginal business has fewer than six full-time employees.

**OR**

(ii) ( ) The Aboriginal business has six or more full-time employees.

- 5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
- 6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

**Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

- “1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Aboriginal Business" .
- 2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date”

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## **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **A. SUPPLY ARRANGEMENT**

#### **1. Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

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

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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**

2020 (12/07/16) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### **2.2 Supply Arrangement Reporting**

###### **Periodic Usage Reports - Supply Arrangement**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

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

Solicitation No. - N° de l'invitation

EE517-121480/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcl008

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

EE517-12-1480

File No. - N° du dossier

QCL-1-34930

CCC No./N° CCC - FMS No/ N° VME

The data must be submitted to the Supply Arrangement Authority no later than **15 calendar days** after the end of the reporting period.

**If the Offeror fails to provide the completed reports in accordance with the instructions above, Canada may set aside the SA and take corrective measures in relation to the Offeror's performance.**

**Example of the information required in these reports :**

**REPORT**

**SUPPLY ARRANGEMENTS (SA)**

**# EE517-121480/00\_\_/QCL,**

**ENVIRONMENTAL SITE ASSESSMENT SERVICES**

**Offeror :** \_\_\_\_\_

**Reporting Period :** from \_\_\_\_\_ to \_\_\_\_\_

<b>Billing month</b>	<b>Number of Call-up</b>	<b>Amount in dollar</b>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total amount:</b>		<b>\$</b>

Signature : \_\_\_\_\_

Date (YYYY-MM-DD) : \_\_\_\_\_

### 3. Term of Supply Arrangement

#### 3.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from **October 1, 2012 to September 30, 2017 inclusive.**

### 4. Authorities

#### 4.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Claire Roy  
Public Works and Government Services Canada  
Acquisitions Branch  
1550 D'Estimauville Avenue  
Quebec QC G1J 0C7

Telephone: (418) 649-2721  
Facsimile: (418) 648-2209  
E-mail address: claire.roy@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

#### 4.2 Supplier's Representative

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

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

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## 5. Identified Users

The Identified User is : **Public Works and Government Services (PWGSC) Quebec Region's.**

## 6. On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 7. 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 the Supply Arrangement;
- (b) the general conditions 2020 (12/07/16), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work; *(if applicable)*
- (d) the Supplier's arrangement dated \_\_\_\_\_ *(insert date of arrangement)* *(if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

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## 8.2 Aboriginal Business Certification (if applicable)

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## 9. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## 10. Insurance requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## B. BID SOLICITATION

### 1. Bid Solicitation Documents

Canada will use the bid solicitation template 2T-MED1 available in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) certifications (if applicable);
- (g) conditions of the resulting contract.

## **2. Bid Solicitation Process**

- 2.1** Bid solicitations will be issued to the suppliers to whom an SA has been issued, for specific needs under the SA.

- 2.2 The bid solicitation will be sent directly to active, qualified suppliers or will be published through the Government Electronic Tendering Service (GETS), according to the following table:

	<b>Need valued at 0 to \$15,000 (GST included). Addition of modifications of up to \$25,000 (GST included) including the Call-up</b>	<b>Need valued between \$15,001 and the NAFTA threshold, currently \$78,500 (GST included)</b>	<b>Need above the NAFTA threshold (GST included)</b>
<b>Bid solicitation process</b>	The bid solicitation will be sent directly to suppliers.	The bid solicitation will be sent directly to suppliers.	A notice will be published on the GETS. The bid solicitation will be sent directly to suppliers.
<b>Number of suppliers for all bids</b>  <b>(except for hydrogeologist or geotechnical engineer service requests)</b>	One (1) supplier who will be determined by rotation  <b>or</b> if we believe it is efficient and cost-effective to do so, we can have a competitive process.  One pre-selected supplier on rotation + one or more suppliers chosen by the designated user  Total = at least 2	Three (3) pre-selected suppliers on rotation + at least two suppliers chosen by the designated user  Total = at least 5	All suppliers

	<b>Need valued at 0 to \$15,000 (GST included). Addition of modifications of up to \$25,000 (GST included) including the Call-up</b>	<b>Need valued between \$15,001 and the NAFTA threshold, currently \$78,500 (GST included)</b>	<b>Need above the NAFTA threshold (GST included)</b>
<b>Minimum period for submitting a bid</b>	The designated user determines the number of calendar days when the bid solicitation is issued. If it is not urgent, at least 48 business hours.	The designated user determines the number of calendar days when the bid solicitation is issued depending on how difficult it is to fill out the basis of payment. If it is not urgent, at least 48 business hours.	Minimum of 15 calendar days
<b>SPECIALITY</b>			
<b>For all hydrogeologist or geotechnical engineer service requests:</b>			
For needs valued between 0 and the NAFTA threshold (\$78,500 [GST included]), all suppliers qualified for hydrogeologist or geotechnical engineer services will be invited to bid.			

### 3. Rotational selection method

#### 3.1 Supply Arrangement (SA) number for each supplier

For the awarding of supply arrangements, a number will be randomly assigned to each supplier.

Each supplier will be given a number produced randomly using the RAND() function in Excel (<http://office.microsoft.com/en-ca/excel-help/rand-HP005209229.aspx?CTT=1>).

Suppliers will be ranked on the basis of these numbers. The first SA will be awarded to the supplier with the lowest number, the second to the supplier with the second lowest number and so on.

### 3.2 Regular supplier rotation table

#### 3.2.1 For needs valued at 0 to \$15,000 (GST included), the rotation will be carried out in the following manner:

Solicitation Number	Supplier Number
1	Supplier 001
2	Supplier 002
3	Supplier 003
4	Supplier 004
5	Supplier 005
6	Supplier 006
7	Supplier 006
8	Supplier 008
9	Supplier 009
10	Supplier 010 (new supplier)
All new suppliers who are qualified during the period of the SA will be added to this rotation. Once all suppliers have had a turn, we will start the rotation over at number one (1).	

Note: In this example, initially, we have nine suppliers and, thanks to the ongoing qualification process, a tenth supplier is added at the end of the rotation.

**3.2.2 For needs valued between \$15,001 and the NAFTA threshold, currently \$78,500 (GST included), the rotation will be carried out in the following manner:**

Solicitation Number	Supplier Number	Supplier Number	Supplier Number
1	1	2	3
2	4	5	6
3	7	8	9
	1	2	3
5	4	5	6
6	7	8	9
7	<b>10 (new supplier)</b>	1	2
8	3	4	5
9	6	7	
All new suppliers who are qualified during the period of the SA will be added to this rotation, being assigned the number that follows the last supplier number.			

Note: In this example, initially, we have nine suppliers and, thanks to the ongoing qualification process, a tenth supplier is added at the end of the rotation.

**3.3 Rotation table for Aboriginal suppliers only**

For all solicitations reserved for Aboriginal suppliers, the same rotation will be used as that for regular suppliers as set out in sections 3.2.1 and 3.2.2. Aboriginal suppliers will have the same SA number as the one assigned to them as regular suppliers.

**3.4 General information**

Bid solicitations made by the designated user as part of this SA will be established using PWGSC's *PWGSC-TPSGC 9400-3, Bid Solicitation* form. The contracts will be drafted using the *PWGSC-TPSGC 9400-4, Contract* form.

## **C. RESULTING CONTRACT CLAUSES**

### **1. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) 2T-MED1, general conditions 2010C will apply to the resulting contract.

The above template is 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.

## ANNEX "A"

### STATEMENT OF WORK

i) Public Works and Government Services Canada (PWGSC) will call upon several businesses as needs arise to work on environmental site assessment projects according to the specifications in section (iii) below (Specifications) entitled "Environmental site investigation, June 26, 2012."

(ii) **Geographical areas**

The area covered by this Supply Arrangement (SA) is delimited by the Quebec provincial border with the exception of the following areas:

- The area covered by the Comprehensive Land Claim Settlement Area (CLCSA) - James Bay and Northern Quebec Agreement (JBNQA), as set out in the Treasury Board of Canada Secretariat's Contracting Policy Notice 1997-8 of December 10, 1997.

(iii) Specifications

Solicitation No. - N° de l'invitation

EE517-121480/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34930

Buyer ID - Id de l'acheteur

qc1008

CCC No./N° CCC - FMS No/ N° VME

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## **TECHNICAL SPECIFICATIONS**

## **ENVIRONMENTAL SITE INVESTIGATION**

**June 26, 2012**

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Appendix 1            Health and safety program

## 1. General information

### 1.1 Background

Various federal departments and agencies regularly entrust Public Works and Government Services Canada (PWGSC), Environmental Services, with the management of site investigation work (Phase I, II or III, environmental monitoring or remediation monitoring) with a view to transferring or acquiring sites or determining environmental liabilities for the sites.

In certain cases, past activities associated with operations and maintenance of facilities at federally owned sites have resulted in contamination of soil, groundwater, surface water and sediments. There are multiple types and sources of contamination, varying from site to site. Debris such as construction waste and waste fill materials may also be found at some sites.

### 1.2 Site description

The federal departments and agencies own a number of types of sites used for the various activities for which they are responsible. All of the federal facilities in the Quebec Region could be the subject of work. Some of these sites are located along shores or coasts, including:

- ◆ Wharf structures
- ◆ Day beacons
- ◆ Front and rear range lights
- ◆ Wharf lights
- ◆ Radar / telecommunication sites
- ◆ Storage sites
- ◆ Lightstations
- ◆ Marine communications and traffic services (MCTS) stations
- ◆ Hydrometric gauging stations
- ◆ National wildlife areas
- ◆ Other equipment

Others are located on land, including:

- ◆ Urban buildings (municipality in the regions)
- ◆ Warehouses
- ◆ Airports
- ◆ Weather stations
- ◆ Storage tank systems for petroleum products and allied products
- ◆ Vacant lots
- ◆ Access roads
- ◆ Correctional facilities
- ◆ Maintenance facilities
- ◆ Military bases

### **1.3 Overall objective**

The overall objective is to identify and characterize contaminated sites in order to assess and manage the associated environmental risks. For this purpose, we rely on the National Classification System for Contaminated Sites (CCME 2008) and the Canadian Environmental Quality Guidelines (CCME) and strive to ensure compatibility with the MDDEP Soil Protection and Contaminated Sites Rehabilitation Policy (1998, updated in 2001).

### **1.4 Specific objectives of the work**

Phase I environmental site assessments (ESAs) and reconnaissance testing (Phase II) are planned. Certain sites may require detailed testing (Phase III) or remediation monitoring and environmental monitoring.

For each site, the specific objectives of the planned work are as follows:

- ◆ Conduct, if necessary, a Phase I, II or III assessment according to the definition set out in the Guidance Document on the Management of Contaminated Sites in Canada (CCME 1997) and depending on the site's history.
- ◆ Classify the sites according to the National Classification System for Contaminated Sites (CCME 2008) under the Federal Contaminated Sites Action Plan (FCSAP).
- ◆ Prepare a full report on the work carried out.
- ◆ Develop recommendations.
- ◆ Prepare an indicative estimate of the financial liability associated with the contamination of the sites according to the requirements of the Treasury Board of Canada Secretariat (Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual).

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## 2. Statement of work

In the planned work, the Consultant must conduct the environmental assessment of sites undergoing Phase I, II and III ESAs and perform remediation monitoring and environmental monitoring. The Consultant will have to analyze existing information on the site and conduct a site visit to collect the data required to achieve the general and specific project objectives. For certain tasks, the Consultant may require the specialized services of a hydrogeologist or a geotechnician.

### 2.1 Site information assessment (Phase I)

The objective of the Phase I ESA is to identify the environmental risks (actual and potential) associated with the site under study with respect to current and/or past activities. The Phase I ESA must be carried out in accordance with the requirements of CSA-Z768-01 (2012) and MDDEP's Site Characterization Guide. Note that the environmental information available for certain sites may be minimal.

### 2.2 Reconnaissance testing (Phase II)

The objective of Phase II is to characterize the contamination (identify the presence and nature of the contaminants, estimate the general extent) and identify site conditions that may affect the contamination in order to determine whether an additional step of detailed characterization (Phase III, Detailed Testing) is necessary.

In this phase, the work involves visiting the sites, conducting a full inspection, and collecting descriptive data and samples. Depending on the results for the data collected on site, it may be necessary to investigate the groundwater at certain sites. *The Consultant must therefore:*

- ◆ Describe all visible signs of contamination (appearance, odour, extent, VOC levels, organoleptic indicators, etc.).
- ◆ Describe, locate and estimate the volume of any waste, debris or fill materials observed.
- ◆ Take digital photographs to support the observations and areas identified
- ◆ Collect samples (see section 2.6).
- ◆ Analyze some or all of the collected samples (see section 2.7).
- ◆ Interpret the results of the soil, groundwater, surface water and sediment quality analyses according to federal and provincial requirements.
- ◆ Classify the sites according to the National Classification System for Contaminated Sites or the Aquatic Sites Classification System under the FCSAP.
- ◆ Complete or produce plans of each site, including environmental observations, signs of contamination, and areas sampled.
- ◆ Produce a full report on the work carried out.

- ◆ Complete an environmental record, if necessary.

### **2.3 Detailed testing (Phase III)**

The objective of Phase III is to analyze existing information on the sites and conduct a site visit to collect the data required to achieve the general and specific objectives of the program.

This will generally involve developing a site characterization plan based on the existing data. The objective is to characterize the site contamination, identify the contaminated areas and contamination volumes, and develop a specific response plan, including a budget estimate. The field work will consist of implementing the detailed characterization plan. The results will then be used to prepare a precise description of the contamination at the site and develop the decontamination scenario.

*The main steps of the work are as follows:*

- ◆ Analyze all known data on the sites.
- ◆ Develop a detailed contamination characterization plan (technical approach and methodology, number and locations of samples, parameters analyzed, quality assurance program, etc.).
- ◆ Obtain approval of the characterization plan; at sites with groundwater contamination, it will be necessary to select a methodology that can be used to determine the extent of the contamination (floating phase, direction of flow, etc.).
- ◆ Carry out sample characterization and sample analysis.
- ◆ Estimate the volume of contaminated soil according to provincial and federal criteria.
- ◆ Analyze and interpret the results.
- ◆ Classify the sites according to the National Classification System for Contaminated Sites or the Aquatic Sites Classification System under the FCSAP.
- ◆ Prepare an indicative estimate of the financial liability associated with the contamination of the sites according to the requirements of the Treasury Board of Canada Secretariat (Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual).
- ◆ Complete an environmental record for the site, if necessary.
- ◆ Develop a remediation or response plan.
- ◆ Prepare a cost estimate for the decontamination or response work.
- ◆ Produce a full report on the work carried out.

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## 2.4 Environmental monitoring

The objective of the environmental monitoring is to track the evolution, during or following environmental investigation or remediation, of an environmental problem previously identified in the characterization phase. Environmental monitoring consists primarily of collecting groundwater and surface water samples but can also involve collecting soil and sediment samples.

The tasks that the Consultant may be required to perform include, but are not limited to the following:

- ◆ Analyze all known data on the sites.
- ◆ Develop a detailed environmental monitoring protocol (technical approach and methodology, number and locations of samples, parameters analyzed, quality assurance program, etc.).
- ◆ Obtain approval of the monitoring protocol.
- ◆ Collect samples.
- ◆ Analyze some or all of the collected samples.
- ◆ Interpret the results of the soil, groundwater, surface water and sediment quality analyses according to federal and provincial requirements.
- ◆ Complete or produce plans of each site, including environmental observations, signs of contamination, and areas sampled.
- ◆ Make recommendations on next steps for monitoring, determine the need for it, and suggest possible solutions to short- or medium-term contamination problems that have been identified.
- ◆ Produce a full report on the work carried out.

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## 2.5 Remediation monitoring

The objective of remediation monitoring is to ensure that the work carried out by a specialized contractor hired by PWGSC meets the technical specifications and complies with applicable regulations.

*The tasks that the Consultant may be required to perform include, but are not limited to the following:*

- ◆ Analyze all known data on the sites, including plans and remediation specifications.
- ◆ Review the contractor's health and safety program and prepare comments and recommendations for its approval.
- ◆ Organize, facilitate and prepare the minutes of start-up and progress meetings.
- ◆ Oversee the excavation, segregation and disposal of contaminated soil.
- ◆ Track by lot, on a daily basis, the amount of fill stockpiled and the amount of fill disposed of off site, reused on the site and brought to the site (according to fill quality).
- ◆ Oversee stockpiling operations to ensure that they are carried out properly.
- ◆ Collect and analyze soil samples from the temporary stockpiles and from the walls and bottoms of all excavated areas.
- ◆ Oversee operations related to the management of water accumulated in excavated areas.
- ◆ Oversee filling, compaction and grading operations.
- ◆ Prepare the necessary documents for the transportation of contaminated soil (transportation manifests), confirm that all shipments are being sent to authorized disposal sites, and recover all transportation manifests after the loads have been weighed.
- ◆ Interpret the results of the soil, groundwater, surface water and sediment quality analyses according to federal and provincial requirements.
- ◆ Prepare a full report on the work carried out.
- ◆ Complete the evaluation grid for the mitigation measures set out in the environmental impact assessment report.

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## 2.6 Soil, groundwater, surface water and sediment sampling protocol

The sampling protocol will consist of two separate methodological approaches:

- ◆ The first will deal with Phases II and III.
- ◆ The second will deal with sediment sampling.

These approaches are described below.

### 2.6.1 Phase II and III soil, groundwater and surface water sampling protocol

In Phase II, sites with visible signs of contamination will be sampled to verify whether contamination is present, identify its nature and estimate its extent. The presence of facilities and indicators of past activities will also guide the collection of samples. The number and locations of the samples will be set out in the work document specific to each contract (statement of work). For sites with no signs of contamination, samples may be collected at random or according to a sampling scheme prepared by PWGSC.

The particular site characteristics or on-site observations may warrant collecting a greater number of samples, sampling at a greater depth, or sampling using equipment different from that indicated in the initial statement of work. If so, such work must first be approved by the PWGSC project authority.

For Phase III sites, environmental monitoring, or remediation monitoring, the Consultant will develop a detailed characterization plan based on previous results using any relevant provincial or federal guides necessary. The technical and methodological approach will be established, as will the sampling plan and quality control program. This plan must be approved prior to implementation. The Consultant must be sure to collect all samples that may prove necessary for site characterization. The report must include the environmental sample collection date and position. Sampling locations at the site must therefore be indicated, with the coordinates expressed using the Quebec Plane Coordinate System (QPCS, NAD83 Datum). The position of the samples will therefore be known in terms of latitude and longitude (degrees, minutes and seconds) and in terms of X (east), Y (north) and Z (elevation) coordinates. Note that the position must be accurate to within at least 1 m. The equipment used and the context of the measurement must be described in the proposal. The PWGSC project authority must approve the positioning equipment before the start of the field work.

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## 2.6.2 Sediment sampling protocol

Depending on the nature of the contract (characterization with a view to dredging and disposal at sea or on land, etc.), the sampling plan will be proposed by the Consultant or provided by PWGSC. All samples must be collected and stored in accordance with Environment Canada's Sediment Sampling Guide for Dredging and Marine Engineering Projects (2002) or Guidance Document on Collection and Preparation of Sediments for Physicochemical Characterization and Biological Testing (Report EPS1/RM/29) (1994).

As for the Phase II and III sampling protocols, the report must also include the environmental sample collection date and position. Furthermore, the Consultant must submit photographs of the various sectors at the time of sampling and certain samples to illustrate the materials that may potentially be dredged and materials exhibiting special characteristics.

## 2.7 Sample analysis

Sample analysis must be conducted by an MDDEP-accredited laboratory and comply with the methods prescribed by the organizations responsible for establishing quality criteria (CCME, MDDEP, Environment Canada).

In most cases, the soil analysis parameters will be the usual metals, namely silver, arsenic, barium, cadmium, cobalt, chromium, copper, tin, manganese, mercury, molybdenum, nickel, lead, selenium and zinc.

For hydrocarbons, fractions (F1–F4), PHCs (C10–C50), BTEX and PAHs are generally required. However, depending on the activities that have occurred at the site in question, other analyses may also be required (dioxins and furans, RDX, sulphurs, etc.).

Otherwise, the site characteristics and indicators observed will determine the list of parameters to be analyzed. Should additional parameters (PCBs, glycol, etc.) be necessary, the PWGSC project authority must approve the analyses before they are conducted.

The groundwater and surface water analyses conducted will depend on the type of contaminant present in the soil and/or the contamination source, if known.

Samples must be analyzed in a logical manner based on field observations (surface area, signs of contamination) and the specific objectives of the study (Phase II or III).

Unless already specified in the statement of work specific to the contract, the decision to analyze the samples must first be approved by the PWGSC project authority.

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For dredging or a marine engineering project, the following sediment analyses are required:

- ♦ Metals (arsenic, cadmium, chromium, copper, mercury, nickel, lead, zinc)
- ♦ Total organic carbon
- ♦ PAHs
- ♦ PCBs (congeners)
- ♦ PHCs C10–C50
- ♦ Particle size distribution and settling velocity distribution

In the context of a characterization for the purposes of applying for a disposal at sea permit, the laboratory responsible for the analyses may be asked to provide information about the analyses and answer questions from the regulatory bodies. The chemical analysis and quality control certificates must be submitted in accordance with Environment Canada standards. Furthermore, the laboratory must use a certified sediment reference material (CRM) in its quality controls for this matrix. A description of the samples at the time of their arrival at the laboratory will also be required.

## **2.8 Interpretation of results**

The results of the soil, sediment, groundwater and surface water sample analyses will be interpreted according to the quality criteria, standards or recommendations of CCME, Environment Canada, Health Canada and MDDEP.

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### 3. Resources dedicated to delivering contracts

The consultant must dedicate the skilled resources that are required within the firm or company in relation to the services required for project delivery. To deliver contracts that will be awarded under an SA, the dedicated persons must have at least the following experience for each personnel category listed below:

Personnel categories required:

- ◆ Director / section head (minimum of seven years' experience)
- ◆ Project authority / project co-ordinator or supervisor (minimum of five years' experience)
- ◆ Intermediate professional (minimum of three years' experience)
- ◆ Senior technician (minimum of two years' experience)

Optional personnel categories in relation to contracts requiring specific specialties:

- ◆ Hydrogeologists (minimum of seven years' experience)
- ◆ Geotechnical engineer (minimum of seven years' experience)

### 4. Materials and equipment

The Consultant must provide all materials and equipment needed to carry out the work and will be responsible for ensuring that the equipment is in good working order.

### 5. Site accessibility

The sites are accessible by road, boat or helicopter. The Consultant is responsible for providing its own transportation without PWGSC support and must cover all travel costs. The choice of the method of transportation is up to the Consultant but must be approved by the PWGSC project authority.

### 6. Interruptions

If, during the implementation of a contract, a trip is temporarily interrupted (due to weather conditions, for example), the additional expenses may be reimbursed (subject to the approval of the PWGSC project authority), but professional fees will not. The Consultant's employees must be able to use the free time to carry out contract-related work (compiling data, writing reports, etc.).

## 7. Deliverables

After completing the environmental investigation, follow-up or environmental monitoring at the contaminated sites, the Consultant must produce a report, environmental records (if necessary), site plans, photographic records, maps, and digital files for all of the sites, as well as any other deliverables specified in the requests for proposals stemming from this SA.

### 7.1 Report

*The report must include, but not be limited to, the following:*

- ◆ Project background, including a general description of the work and objectives
- ◆ History of the field work and essential previous data (if applicable)
- ◆ Field methodology (approach, strategy, sample nomenclature, quality control program, etc.)
- ◆ For each site, the complete inspection results and analysis results, a description of the work carried out and the associated cost (amount spent specifically for that site)
- ◆ Site plans, to scale, of the identified contaminated areas and sampling locations
- ◆ The file of photographs of the contaminated areas (hard copy)
- ◆ For each sample, the position (latitude/longitude), origin (walls, surface, etc.), stratigraphy, depth and date
- ◆ Discussion of quality control and the reliability of the results
- ◆ Site classification according to the CCME's National Classification System for Contaminated Sites
- ◆ Recommendation on whether detailed characterization (Phase III) is necessary
- ◆ Indicative estimate of the financial liability associated with the contamination of the site according to the requirements of the Treasury Board of Canada Secretariat (Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information System (FIS) Manual)
- ◆ For sites that will undergo Phase III, a description of the decontamination or response scenario and a breakdown of associated costs
- ◆ Review of the work carried out for this project (summary table)
- ◆ Conclusions and general recommendations

*The report appendices must include, but not be limited to, the following:*

- Site classification
- Analysis certificates, including quality control certificates
- List of electronic files and a short description of their content
- Photographs of the site and of certain sampling points
- Report on surveys and construction of monitoring well

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The preliminary report must be submitted in electronic and/or hard-copy format. The preliminary report must be equivalent to a final report in terms of presentation quality and content.

Special attention must be paid to the writing style (clear, concise and well structured) and the quality of the French (spelling mistakes, syntax, etc.). After any changes to the preliminary report have been accepted, the final report must be submitted in at least three hard copies (unless otherwise indicated) with figures and colour photographs, and in electronic format.

## **7.2 Environmental records**

In certain cases, the Consultant will be required to compile, for each site visited, all of the information collected (including photographs, maps, plans, site classification according to the National Classification System for Contaminated Sites under the FCSAP, and costs) on electronic environmental records, using a format provided by PWGSC. The Consultant may consult these records upon request. All information requested on these records must be completed.

## **7.3 Site plans**

The position of the samples and the boundaries of the contaminated area (approximate or exact, depending on the characterization phase) must be overlaid on the site plan. Two types of files must be submitted: a plan of the entire site, and enlargements of the sampled areas. Where possible, PWGSC will provide its plans of the planned work sites in AutoCAD format.

The Consultant will have to produce plans of any sites for which PWGSC does not have an electronic plan. The plans (enlargements and entire site) of all sites must be inserted in the electronic documents. The enlargements of the contaminated sites must be incorporated into the report.

## **7.4 Photographic records**

The collection of samples and the locations of the contaminated areas must be supported by photographic records, which will be incorporated into the environmental records (if necessary). The photographs of the contaminated sites must be incorporated into the report. The subject of the photographs must be directly related to the signs of contamination identified in the field. The photographs must be taken using a digital camera so that the Consultant can verify their quality directly at the site and, if necessary, retake

certain photographs (image too dark, poor angle, poor framing, etc.). This approach will eliminate the processing steps and make it easier to transfer and save the photographs.

## 7.5 Files

The reports, plans and photographs must be submitted in electronic format, in two copies, on at least two separate CD-ROMs. All of these files must be compiled and submitted in a PDF document (Adobe Reader) called "consolidated file." The different file types must be placed in separate folders with meaningful names. The plans must be submitted with the files in AutoCAD format. The file formats must adhere to the following guidelines:

File	Format	Software
Report	.doc	MS Word
Plan	.dwg	AutoCAD
Photograph	.jpg	
Consolidated file	.pdf	Adobe Acrobat

In certain cases (marine infrastructure), the nomenclature of the files will be prescribed by PWGSC. The description of the nomenclature will then be explained in the statement of work specific to the contract.

## 8. Health and safety program

Before the first contract is awarded, the Consultant must submit its general health and safety program, including an emergency plan.

The Consultant must manage operations in such a way that the health and safety of its personnel, building or facility occupants, and the public, as well as the protection of the environment, always take precedence over considerations of cost and scheduling.

In the course of carrying out the contract awarded, the Consultant must submit a health and safety program specific to the sites and the work to be carried out.

Refer to Appendix 1 for information on what should be included in the health and safety program.

## 9. Sustainable development

The Consultant must incorporate sustainable development measures during the performance of contracts awarded to it. The following priority sectors will be evaluated:

- ◆ Reduction and reuse of paper and natural resources
- ◆ Reduction of pollution from employee transportation
- ◆ Reduction of waste during field work

## 10. Confidentiality of information

All information received under the contracts stemming from this SA remains the property of PWGSC. It may not be used for other purposes or disseminated without prior authorization. This provision applies to all forms of documents, including electronic versions.

## 11. Reference documents

The Consultant must carry out its work in accordance with the applicable federal, provincial and municipal acts, regulations, codes, guides and standards. Depending on the contract, site issues, jurisdiction and study objectives, the guidance documents (and subsequent updates) that the Consultant should refer to include, but are not limited to, the following:

- ◆ Canadian Standards Association. Phase I - Environmental Site Assessment, CAN/CSA-Z768-F01, 2012.
- ◆ Canadian Standards Association. Phase II - Environmental Site Assessment, CAN/CSA-Z769-F00, 2008.
- ◆ Centre d'expertise en analyse environnementale du Québec, Généralités, cahier 1, Guide d'échantillonnage à des fins d'analyses environnementales (2008-07)
- ◆ Centre d'expertise en analyse environnementale du Québec, Échantillonnage des eaux souterraines, cahier 3, Guide d'échantillonnage à des fins d'analyses environnementales (2012).
- ◆ Centre d'expertise en analyse environnementale du Québec, Échantillonnage des sols, cahier 5, Guide d'échantillonnage à des fins d'analyses environnementales (2010).
- ◆ Centre d'expertise en analyse environnementale du Québec, Échantillonnage des matières dangereuses, cahier 8, Guide d'échantillonnage à des fins d'analyses environnementales (2008).
- ◆ Centre d'expertise en analyse environnementale du Québec, Modes de conservation pour l'échantillonnage des eaux souterraines (2009).
- ◆ Centre d'expertise en analyse environnementale du Québec, Modes de conservation pour l'échantillonnage des sols (2010).

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- ◆ Centre d'expertise en analyse environnementale du Québec, Modes de conservation des échantillons relatifs à l'application du Règlement sur les matières dangereuses (2011).
  - ◆ Chapman P., Canada-Ontario Decision-Making Framework for Assessment of Great Lakes Contaminated Sediment, Golder Associates Ltd, in collaboration with Sediment Task Group. 2007, Environment Canada, Ontario Ministry of the Environment.
  - ◆ Canadian Council of Ministers of the Environment. Guidance Document on the Management of Contaminated Sites in Canada (1997), PN1279.
  - ◆ Canadian Council of Ministers of the Environment. National Classification System for Contaminated Sites (NSCCS) - Guidance Document (includes xls spreadsheet), (2008), PN 1403.
  - ◆ Canadian Council of Ministers of the Environment. Canadian Environmental Quality Guidelines canadiennes.
  - ◆ Canadian Council of Ministers of the Environment. Spreadsheet Model of the Canada Wide Standard (CWS) for Petroleum Hydrocarbons (PHC) in Soil (2008), PN 1406.
  - ◆ Canadian Council of Ministers of the Environment, Canada-Wide Standards for Petroleum Hydrocarbons (PHC) in soil, January 2008.
  - ◆ Canadian Council of Ministers of the Environment, Canada-Wide Standards for Petroleum Hydrocarbons (PHC) in soil : Technical Supplement (2008).
  - ◆ Canadian Council of Ministers of the Environment, Guidance Manuel on Sampling, Analysis, and Data Management for Contaminated Sites, Volume I, Main rapport (1993), PN 1101.
  - ◆ Canadian Council of Ministers of the Environment, Guidance Manuel on Sampling, Analysis, and Data Management for Contaminated Sites, Volume II: Analytical Method Summaries (1993), PN 1103.
  - ◆ Canadian Council of Ministers of the Environment, Subsurface Assessment Handbook for Contaminated Sites (1994), PN 1144.
  - ◆ Canadian Council of Ministers of the Environment, Référence Method for the Canada-Wide Standart for Peroleum Hydrocarbons in Soil - Tier 1 Method (2001), PN 1310.
  - ◆ Canadian Council of Ministers of the Environment, Canada-Wide Standard for Petroleum Hydrocarbons (PHC) in Soil: User Guidance Petroleum Hydrocarbons in Soil, (2008) PN 1398.
  - ◆ Canadian Council of Ministers of the Environment. Canada-Wide Standard for Petroleum Hydrocarbons (PHC) in Soil: Scientific Rationale Supporting Technical Document, (2008) PN 1399.
  - ◆ Canadian Council of Ministers of the Environment. Socio-economic Analysis of Proposed Updated Criteria, Canada-Wide Standard for Petroleum Hydrocarbons in Soil, (2008) PN 1400.

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- ◆ Environment Canada, The Aquatic Site Classification System of the FCSAP (2009), Excel Spreadsheet.
  - ◆ Environment Canada, Recommendations for interim federal groundwater quality on federal contaminated sites-guidance document.
  - ◆ Environment Canada and Ministère du Développement durable de l'Environnement et des Parcs du Québec, Criteria for the Assessment of Sediment Quality in Quebec and Application Frameworks: Prevention, Dredging and Remediation (2007).
  - ◆ Environment Canada, Sédiments contaminés : Guide pour le choix et l'opération des équipements de dragage et des pratiques environnementales qui s'y rattachent (1992).
  - ◆ Environment Canada 1994. Guidance Document on Collection and Preparation of Sediments for Physicochemical Characterization and Biological Testing (Rapport SPE 1/RM/29).
  - ◆ Environment Canada, Centre Saint-Laurent, Sediment Sampling Guide for Dredging and Marine Engineering Projects on the St. Lawrence River - Volumes 1 et 2, (2002).
  - ◆ Ministère du Développement durable, de l'Environnement et des Parcs, Politique de protection des sols et de réhabilitation des terrains contaminés, incluant les critères pour les sols et l'eau souterraine (1998).
  - ◆ Ministère du Développement durable, de l'Environnement et des Parcs, Guide de caractérisation (2003).
  - ◆ Ministère du Développement durable, de l'Environnement et des Parcs, Lignes directrices sur l'évaluation des teneurs de fond naturelles dans les sols (2007).
  - ◆ Ministère du Développement durable, de l'Environnement et des Parcs, Critères de qualité de l'eau de surface (2009, 2012)
  - ◆ Code de sécurité pour les travaux de construction, S-2.1, r.6.
  - ◆ Canada Labour Code - Part II, Occupational Health and Safety.
  - ◆ Canada Labour Code, Canada Occupational Health and Safety Regulations, DORS/86-304.
  - ◆ *Loi sur la santé et la sécurité du travail*, L.R.Q. Chapitre S-2.1.
  - ◆ *Règlement sur la protection et la réhabilitation des terrains* (c. Q-2, r. 37)
  - ◆ *Règlement sur le stockage et les centres de transfert de sols contaminés* (c. Q-2, r. 46)
  - ◆ *Règlement sur l'enfouissement des sols contaminés* (c. Q-2, r. 18)
  - ◆ *Règlement sur l'évaluation et l'examen des impacts sur l'environnement* (c. Q-2, r. 23)
  - ◆ *Règlement sur les matières dangereuses* (c. Q-2, r. 32)
  - ◆ *Règlement sur l'enfouissement et l'incinération de matières résiduelles* (c. Q-2, r. 19)

Solicitation No. - N° de l'invitation

EE517-121480/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34930

Buyer ID - Id de l'acheteur

qcl008

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

EE517-12-1480

CCC No./N° CCC - FMS No/ N° VME

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- ◆ Treasury Board Policy Suite of Canada, Remediation Liabilities Related to Contaminated Sites: A Supplement to the Financial Information Strategy (FIS) Manual

Solicitation No. - N° de l'invitation

EE517-121480/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34930

Buyer ID - Id de l'acheteur

qc1008

CCC No./N° CCC - FMS No/ N° VME

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## **APPENDIX 1**

### **HEALTH AND SAFETY PROGRAM**

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## HEALTH AND SAFETY PROGRAM

### HEALTH AND SAFETY

1. By accepting this contract, the Consultant agrees to assume all responsibilities normally incumbent on a principal contractor and employer under the *Act Respecting Occupational Health and Safety* and to act as supervisor of the work.
2. The Consultant must manage operations so that the health and safety of its personnel, building or facility occupants, and the public, as well as the protection of the environment, always take precedence over considerations of cost and scheduling.

The Consultant must also meet all requirements contained in these specifications, in particular:

3. Comply at all times with the provisions of the *Act Respecting Occupational Health and Safety*, the *Safety Code for the Construction Industry*, and the *Occupational Health and Safety Regulations* where applicable.
4. Before the first contract is awarded, submit to the PWGSC representative a prevention program specific to all of the activities that the Consultant may carry out under this supply arrangement. On receiving the program, the PWGSC representative may then, or at any time during the term of the contract, require it to be amended or completed to better reflect the actual work environment. The Consultant must then make the required corrections before starting the work.

This program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program must remain in force throughout the term of the contract and must meet the following requirements:

- a) Identify the risks specific to each category of task to be performed in the execution of the contract and the corresponding preventive measures, based on regulatory requirements
  - b) Identify the person responsible for applying the preventive measures
  - c) Take account of risks that may affect the health and safety of workers, any building or facility occupants, and the public
  - d) Include a procedure to be followed in the event of an accident
  - e) Include a work site inspection form based on the content of the risk identification
  - f) Include a written undertaking from all parties to adhere to the prevention program
5. Before using any mechanical equipment (e.g. lift platforms), submit to the PWGSC representative a mechanical inspection certificate signed by a qualified mechanic.
  6. Submit to the PWGSC representative copies of certificates for the training needed to apply these specifications and the prevention program (general health and safety for construction sites, asbestos, confined spaces, lockouts, first aid, etc.).

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7. Submit to the PWGSC representative the material safety data sheets for all controlled products at least three days before they are to be used at the work site.
  8. Submit to the PWGSC representative, within 24 hours, an investigation report on any accident resulting in an injury or any incident that brings to light a potential hazard.
  9. Ensure that all materials, equipment, tools and protective gear used for the work are properly maintained and in good order. Any equipment, tools or protective gear that cannot be installed or used without compromising the health and safety of workers or the public is deemed inadequate for the purposes of the work. The PWGSC representative reserves the right to forbid the use of such putatively dangerous, defective or inappropriate materials, equipment or tools.
  10. Inspect the work sites and submit to the PWGSC representative a duly completed worksheet inspection form, as stipulated in section 4.e) of this document, at an interval requested by the PWGSC representative.
  11. Regardless of the number of workers assigned to the work, designate a person to be responsible for health and safety at the work site and give that person the authority needed to order the cessation and resumption of work as he or she sees fit on grounds of health and safety.
  12. Apply first-responder and first-aid standards in accordance with applicable policies and regulations and with any other relevant clauses of these specifications.
  13. Ensure that workers have the requisite training and information to carry out the work safely, that all required tools and protective gear are on hand and compliant with standards, legislation and regulations, and that they are used.
  14. Be familiar, if applicable, with the evacuation procedure for the building or facility and train and inform workers accordingly so that they can apply the procedure.
  15. Advise workers of their right to refuse work that may endanger their healthy or safety.
  16. Establish a perimeter around the work area and control access, barricading it as needed.
  17. Take all necessary measures to keep the work site clean and orderly throughout the work and ensure, at the end of each work day, that the site is free of hazards.
  18. Whenever a worker is likely to be working alone in an isolated place or where it would be impossible to summon assistance, identify the risks associated with this situation and submit to the PWGSC representative a procedure for preventing such risks and obtaining prompt assistance in an emergency.
  19. In the event of an unforeseen incident, take all necessary measures, including cessation of work, to safeguard the health and safety of workers and the public and contact the PWGSC representative without delay.
  20. For confined spaces, apply specific work practices to safeguard the general health and safety of workers who must work in such spaces.

## **SPECIAL CONDITIONS FOR WORK THAT ENTAILS DROWNING HAZARDS**

For all work that entails drowning hazards, the following requirements must be met:

- ◆ Comply with section 2.10.13 of the Safety Code for the Construction Industry
- ◆ (a) Wear a life jacket or personal flotation device that complies with the following standard:
  - ◆ CAN/CGSB-65.7-M88 from the Canada General Standards Board (CGSB) entitled “Lifejackets, Inherently Buoyant Type,” published in 1988
  - ◆ or, in some extraordinary cases, that is approved by Transport Canada.
- ◆ (b) Or be protected by a safety net or fall protection device.
- ◆ Obtain and submit to the Engineer a letter of compliance from Transport Canada for the approval of any vessel (transportation, rescue, inspection or other) before the start of the work (reference: Guy Rondeau of Transport Canada, 418-648-5334).
- ◆ Ensure that a rescue boat moored in the water is available for every work area. However, where the boat is accessible by land, it may serve two or more work areas, provided the distance between any work area and the vessel is less than 100 m.
- ◆ Ensure that the boat has a motor with sufficient power to travel against the current.
- ◆ Ensure that the boat has the features needed to accommodate persons likely to be part of a rescue operation.
- ◆ Ensure that the rescue boat is available at all times for employees in the event of an emergency.
- ◆ Ensure that a qualified person is available to operate the emergency equipment. This person must have a pleasure craft operator card for the length of boat used.
- ◆ Establish written emergency procedures containing the following information and ensure that all employees subject to these procedures have been given the training and information needed to apply them:
  - ◆ Full description of the procedures, including the responsibilities of the persons permitted to access the work area; and
  - ◆ Location of emergency equipment.
- ◆ When the work area is a dock, basin, jetty, wharf or any other similar structure, install a ladder with at least two rungs below the surface of the water on the front of the structure every 60 m. This measure applies even if the project is a construction project. In that situation, a temporary (or portable) ladder may be used and removed when the work is finished if the owner does not own the basic facilities. The owner must be informed in writing, however, that the site does not comply with Part II of the *Canada Labour Code*.