

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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet UXO SERVICES	
Solicitation No. - N° de l'invitation EN438-130016/A	Date 2013-02-01
Client Reference No. - N° de référence du client EN438-130016	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-224-6188	
File No. - N° de dossier TOR-2-35114 (224)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Juan, Peggy	Buyer Id - Id de l'acheteur tor224
Telephone No. - N° de téléphone (905) 615-2467 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: As stated in signed Task Authorization forms.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, DND 626 Task Authorization Form, the Technical Evaluation Criteria, Personal Qualification Statement and the Calculation of Price for Evaluation Purpose.

2. Summary

The Department of National Defence (DND), Unexploded Explosion Ordnance (UXO) and Environmental Legacy Sites Program, works to reduce safety risks posed by UXO at legacy sites across Canada. A legacy site is any property not owned by DND that contains UXO, regardless of the origin of the UXO. The UXO program identifies and catalogues such sites, assesses risks, and works to reduce UXO risks through property controls, assessment surveys and UXO clearance operations.

DND requires a task authorization contract to provide UXO services and other mitigating activities on an as-and-when-requested basis when time critical responses are required at sites located in any province or territory in Canada. The successful contractor is expected to provide the following services:

- (a) UXO avoidance and escort;
- (b) UXO signage installation;
- (c) Vegetation removal;
- (d) Grid and/or polygon stakeout;
- (e) Digital geophysical mapping;
- (f) Detector-aided investigations
- (g) Munitions and explosive of concern (MEC) surface clearance;
- (h) MEC sub-surface clearance;
- (i) MEC Packaging;
- (j) MEC/Explosive Storage;
- (k) MEC Destruction;
- (l) Munitions scrap management; and
- (m) Investigation of ammunition and explosive accidents or incidents.

If required, the successful contractor must have the ability to mobilize UXO personnel to any site in Canada within 48 hours of receipt of a Task Authorization. The period of the contract will be for a period of three years from the date of contract award with an option to extend for two additional one-year periods.

Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

This procurement is subject to the Controlled Goods Program.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)
 Section II: Financial Bid (1 hard copy)
 Section III: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

- 1.1** 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 III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria**

See Annex E - Technical Evaluation Criteria.

1.1.2 Point Rated Technical Criteria

See Annex E - Technical Evaluation Criteria.

1.2 Financial Evaluation**1.2.1 Mandatory Financial Criteria**

- 1.2.1.1 The Bidder must submit its Financial Bid in accordance with Annex B, Basis of Payment.

1.2.2 Evaluation of Price

- 1.2.2.1 The price used in the evaluation will be calculated in accordance with Annex G, Calculation of Price for Evaluation Purposes.

- 1.2.2.2 SACC Manual clause A0222T (2010-01-11) Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

A. comply with all the requirements of the bid solicitation; and

B. meet all mandatory criteria; and

C. obtain the required minimum of 160 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 200 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

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

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000	\$50,000	\$45,000
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>), 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; (<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>)

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.
(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>)

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

Definitions

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

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

Former Public Servant in Receipt of a Pension

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

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

- A. name of former public servant;
- B. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- 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.

2.3 Status and Availability of Resources

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

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

2.4 Education and Experience

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

2.5 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 7 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - FINANCIAL AND OTHER REQUIREMENTS

1. Financial Capability

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

2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.2 Task Authorization

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

1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 1 calendar day of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of CDN\$500,000, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means CDN\$150,000 including GST/HST for the contract period.

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

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

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

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on an annual basis to the Contracting Authority.

The annual periods are defined as follows:

1st annual: February 2013 to January 2014;

2nd annual: February 2014 to January 2015; and

3rd annual : February 2015 to January 2016.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

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

For all authorized tasks:

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

1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The period of the contract is from (date of contract award) to (three years from date of contract award).

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Peggy Juan

Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
33 City Centre Drive, Suite 480C
Mississauga, Ontario
L5B 2N5
Telephone: (905) 615-2467
Facsimile: (905) 615-2060
E-mail address: peggy.juan@pwgsc.gc.ca

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

4.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

4.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

5. Payment

5.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

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

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

5.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of CDN\$3,000,000. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
 whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

5.4 T1204 - Information Reporting by Contractor

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within 10 calendar days following contract award:
 - a. the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
 - b. the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
 - c. the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;

- d. in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.

3. The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "protected".

Name of person _____

Address _____ .

5.5 Time Verification

SACC Manual Clause C0711C (2008-05-12) Time Verification

6. 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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on the signed Task Authorization form for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. Certifications

7.1 Compliance

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

8. Applicable Laws

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

9. 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 (2012-11-19), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: ", as clarified on _____" or ", as amended on _____" and insert date(s) of clarification(s) or amendment(s)).*

10. Foreign Nationals (Canadian Contractor)

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

OR

10. Foreign Nationals (Foreign Contractor)

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

11. Insurance Requirements

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

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

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

12. Controlled Goods Program

SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

SACC Manual clause B4060C (2011-05-16), Controlled Goods

13. SACC Manual Clause

A0285C (2007-05-25) Workers Compensation

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

A9062C (2011-05-16) Canadian Forces Site Regulations

D3015C (2007-11-30) Dangerous Goods/Hazardous Products

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ANNEX A

STATEMENT OF WORK

Please see attached.

ANNEX B**BASIS OF PAYMENT****Year 1**

A. LABOUR: At firm hourly rates including overhead, standard equipment¹, office and field consumables and profit.

Category/Personnel	Firm Hourly Rates
1. Project Manager (PM)	\$ _____
2. UXO Project Leader (UXOPL)	\$ _____
3. UXO Field Supervisor (UXOFS)	\$ _____
4. UXO Safety Officer (UXOSO)	\$ _____
5. UXO Quality Control Specialist (UXOQCS)	\$ _____
6. UXO Technician Supervisor (UXOTS)	\$ _____
7. UXO Technician (UXOT)	\$ _____
8. Project Geophysicist (Project Geo)	\$ _____
9. Field Geophysicist (Field Geo)	\$ _____
10. Geographical Information System Analyst (GIS Analyst)	\$ _____
11. Administrative Assistant (Admin)	\$ _____

¹ Standard equipment consists of items required for the normal conduct of duties, including personal protective equipment, camera, handheld GPS (minimum accuracy of ± 3 m), detector (Schonstedt or similar), two-way radio and cellular phone.

B. DIRECT CHARGES:

1. Non-Standard Equipment : at actual cost

Any requirements for non-standard equipment (e.g. EM61, RTK GPS unit) and costs will be identified in the signed Task Authorization Form and the claims for payment. At the completion of each task authorization, DND will pay a reasonable rental fee for the use of the equipment while in the field.

2. Materials and supplies: at actual cost

3. Subcontractors : at actual cost.

4. Travel and living: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel and living expenses must have prior authorization of the DND Technical Authority prior to any travel. All payments are subject to government audit.

TOTAL LIMITATION OF EXPENDITURE - YEAR 1

CDN\$1,000,000 GST/HST extra.

Year 2

A. LABOUR: At firm hourly rates including overhead, standard equipment¹, office and field consumables and profit.

Firm Hourly Rate of each Personnel Category is calculated by applying a 2% price escalation increase from the Firm Hourly Rate of each respective Personnel Category in Year 1.

¹ Standard equipment consists of items required for the normal conduct of duties, including personal protective equipment, camera, handheld GPS (minimum accuracy of ± 3 m), detector (Schonstedt or similar), two-way radio and cellular phone.

B. DIRECT CHARGES:

1. Non-Standard Equipment : at actual cost

Any requirements for non-standard equipment (e.g. EM61, RTK GPS unit) and costs will be identified in the signed Task Authorization Form and the claims for payment. At the completion of each task authorization, DND will pay a reasonable rental fee for the use of the equipment while in the field.

2. Materials and supplies: at actual cost

3. Subcontractors : at actual cost.

4. Travel and living: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnrm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel and living expenses must have prior authorization of the DND Project Authority prior to any travel. All payments are subject to government audit.

TOTAL LIMITATION OF EXPENDITURE - YEAR 2

CDN\$1,000,000 GST/HST extra.

Year 3

A. LABOUR: At firm hourly rates including overhead, standard equipment¹, office and field consumables and profit.

Firm Hourly Rate of each Personnel Category is calculated by applying a 4% price escalation increase from the Firm Hourly Rate of each respective Personnel Category in Year 1.

¹ Standard equipment consists of items required for the normal conduct of duties, including personal protective equipment, camera, handheld GPS (minimum accuracy of ± 3 m), detector (Schonstedt or similar), two-way radio and cellular phone.

B. DIRECT CHARGES:

1. Non-Standard Equipment : at actual cost

Any requirements for non-standard equipment (e.g. EM61, RTK GPS unit) and costs will be identified in the signed Task Authorization Form and the claims for payment. At the completion of each task authorization, DND will pay a reasonable rental fee for the use of the equipment while in the field.

2. Materials and supplies: at actual cost

3. Subcontractors : at actual cost.

4. Travel and living: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel and living expenses must have prior authorization of the DND Project Authority prior to any travel. All payments are subject to government audit.

TOTAL LIMITATION OF EXPENDITURE - YEAR 3**CDN\$1,000,000 GST/HST extra.****Option Period 1 - Year 4**

A. LABOUR: At firm hourly rates including overhead, standard equipment¹, office and field consumables and profit.

Firm Hourly Rates of each Personnel Category is calculated by applying a 6% price escalation increase from the Firm Hourly Rate of each respective Personnel Category in Year 1.

¹ Standard equipment consists of items required for the normal conduct of duties, including personal protective equipment, camera, handheld GPS (minimum accuracy of ± 3 m), detector (Schonstedt or similar), two-way radio and cellular phone.

B. DIRECT CHARGES:

1. Non-Standard Equipment : at actual cost

Any requirements for non-standard equipment (e.g. EM61, RTK GPS unit) and costs will be identified in the signed Task Authorization Form and the claims for payment. At the completion of each task authorization, DND will pay a reasonable rental fee for the use of the equipment while in the field.

2. Materials and supplies: at actual cost

3. Subcontractors : at actual cost.

4. Travel and living: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel and living expenses must have prior authorization of the DND Project Authority prior to any travel. All payments are subject to government audit.

TOTAL LIMITATION OF EXPENDITURE - Option Period 1 - YEAR 4 CDN\$1,000,000 GST/HST extra.

Option Period 2 - Year 5

A. LABOUR: At firm hourly rates including overhead, standard equipment¹, office and field consumables and profit.

Firm Hourly Rates of each Personnel Category is calculated by applying a 8% price escalation increase from the Firm Hourly Rate of each respective Personnel Category in Year 1.

¹ Standard equipment consists of items required for the normal conduct of duties, including personal protective equipment, camera, handheld GPS (minimum accuracy of ± 3 m), detector (Schonstedt or similar), two-way radio and cellular phone.

B. DIRECT CHARGES:

1. Non-Standard Equipment : at actual cost

Any requirements for non-standard equipment (e.g. EM61, RTK GPS unit) and costs will be identified in the signed Task Authorization Form and the claims for payment. At the completion of each task authorization, DND will pay a reasonable rental fee for the use of the equipment while in the field.

2. Materials and supplies: at actual cost

3. Subcontractors : at actual cost.

4. Travel and living: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel and living expenses must have prior authorization of the DND Project Authority prior to any travel. All payments are subject to government audit.

TOTAL LIMITATION OF EXPENDITURE - Option Period 2 - YEAR 5 CDN\$1,000,000 GST/HST extra.

ANNEX C

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

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

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

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

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

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

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

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

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

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

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

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

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

l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

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

3. Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Professional Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Professional Liability policy must include the following:
 - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c) Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e) Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

4. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b) Accident Benefits - all jurisdictional statutes
 - c) Uninsured Motorist Protection
 - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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Buyer ID - Id de l'acheteur

tor224

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

EN438-130016

File No. - N° du dossier

TOR-2-35114

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

(To be provided at time of contract award)

ANNEX "E" TECHNICAL EVALUATION CRITERIA

1. MANDATORY REQUIREMENTS

Any proposal which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

		Identify Section of Proposal where supporting documentation is located.
1	The bidder must complete and submit with its bid, Annex G, UXO Personnel Qualification Statement certifying that all UXO personnel (including UXOPL, UXOFS, UXOSO, UXOQCS, UXOTS and UXO Tech) meet the qualification requirements referenced in Section 01-012 of the Annex A Statement of Work.	
2	<p>Bidder must demonstrate that their proposed Project Geophysicist. meet the qualifications and experience outlined in Section 01-012, Article 4.10.1 and Article 4.10.3 Geophysicist Qualification of the Annex A Statement of Work.</p> <p>Resumes (maximum 2 pages) should include the individual's proposed role, degree of involvement, relevant managerial and technical experience. In addition, indicate the individuals education, areas of expertise, number of years of experience, length of time with the firm and position that applies.</p>	
3	<p>Bidder must demonstrate that their proposed Field Geophysicist. meet the qualifications and experience outlined in Section 01-012, Article 4.10.4 Geophysicist Qualification of the Annex A Statement of Work.</p> <p>Resumes (maximum 2 pages) should include the individual's proposed role, degree of involvement, relevant managerial and technical experience. In addition, indicate the individuals education, areas of expertise, number of years of experience, length of time with the firm and position that applies.</p>	
4	<p>Bidder must demonstrate that their proposed GIS Analyst meet the qualifications and experience outlined in Section 01-012, Article 4.11 GIS Analyst Qualifications of the Annex A Statement of Work.</p> <p>Resumes (maximum 2 pages) should include the individual's proposed role, degree of involvement, relevant managerial and technical experience. In addition, indicate the individuals education, areas of expertise, number of years of experience, length of time with the firm and position that applies.</p>	

2. POINT RATED CRITERIA

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

Note that this requirement outlines general tasks that will be the subject of individual Task Authorizations; therefore, bidders should draft their proposal on the assumption that the services may be required at any terrestrial site in Canada. If maximum page limit is exceeded, only those pages within the maximum page limit will be evaluated.

Item	Category	Maximum Number of Points:200 The overall minimum point rating is 160
1	Bidder's Technical Approach and Methodology (Maximum 4 pages) The Bidder should include the following information: <ul style="list-style-type: none"> Describe the proposed approach and methodology to provide each of the services outlined in Section 01-004 of Annex A Statement of Work. Include references to applicable regulations, standards and guidelines. Describe how the approach to quality control will help to meet these objectives. 	40
2	Bidder's Project Management Approach and Team Organization (Maximum 4 pages) The Bidder should include the following information: <ul style="list-style-type: none"> Describe the project management approach to the requirement as a whole and to individual Task Authorizations, including processes, tools and deliverables. Describe the management of UXO work sites. Describe how the proposed team will be organized and managed, including communication strategies and reporting relationships. Discuss proposed strategies to ensure mobilization to any terrestrial site in Canada within 48 hours, if required. Describe the availability of sufficient personnel, equipment and technical resources to meet the requirements herein. 	45

3	<p>Achievements of Bidder's Team on Comparable Projects (Each project maximum 2 pages)</p> <p>The Bidder should list and briefly describe three (3) separate projects to demonstrate the bidder's expertise in delivering the services requested. The following project categories should be described:</p> <ul style="list-style-type: none"> • Project 1 UXO Clearance (surface and/or subsurface clearance) • Project 2 UXO-related Geophysical Survey • Project 3 UXO Risk Management (e.g., avoidance, escort, signage installation) <p>Projects will preferably have been carried out by the bidder in the last five (5) years (from the date of bid closing of this RFP), may be on-going multi-year projects as long as one full season of work has been completed, and may have been completed on Legacy Sites, active DND property or other sites. Each project description should include the following information:</p> <ul style="list-style-type: none"> • Relevance of Scope of Work, in comparison to this requirement; • Approach and methodology used, including description of technologies; • Project objectives were successfully achieved; • Bidder's level of involvement (i.e., prime contractor, subcontractor, employee); • Adherence to project budgets and schedules; • Project was completed within the past 5 years; and, • Client references are provided. 	75
4	<p>Bidder's Personnel Technical and Managerial Expertise</p> <ul style="list-style-type: none"> • Bidder should demonstrate that their proposed Project Manager have at least 10 years of experience with projects similar to the requirements of the RFP. <p>Resumes (maximum 2 pages) should include the individuals proposed role, degree of involvement, relevant managerial and technical experience. In addition, indicate the individuals education, areas of</p>	40

expertise, number of years of experience, length of time with the firm and position that applies.

- Bidder should demonstrate the completeness and depth of the proposed team and the logic of the reporting relationships by providing an organizational chart (maximum one (1) page; an 11 x 17 fold out is permissible) identifying the personnel in all positions and proposed roles/responsibilities and reporting relationships. Include the names of all individuals who are proposed for each position. At a minimum, the following positions should be shown on the organizational chart:
 - Project Manager;
 - UXOPL;
 - UXOFS;
 - UXOSO;
 - UXOQCS;
 - UXOTS;
 - UXOT;
 - Project Geophysicist;
 - Field Geophysicist; and,
 - GIS Analyst.

ANNEX "F"

PERSONAL QUALIFICATION STATEMENT

We _____ (name of company) certify that all UXO personnel assigned to the following positions meet the qualification requirements set out in the current DND policy and regulations:

- UXO Assistants (UXOA),
- UXO Technicians (UXOT),
- UXO Technician Supervisor (UXOTS),
- UXO Safety Officer (UXOSO),
- UXO Quality Control Specialist (UXOQCS),
- UXO Field Supervisor (UXOFS), and
- UXO Project Leader (UXOPL).

UXO qualified personnel have the knowledge and experience in military ordnance, ordnance components, and identification, that will permit the safe handling, transportation and/or disposal of found ordnance items.

Further to this, we certify that all personnel involved in the handling, packaging and the transportation of MEC/explosives and of munitions scrap (MS) and other hazardous materials meet all federal and provincial requirements and will complete activities under all applicable procedures, licenses and approved processes.

A copy of all relevant certificates and curriculum vitas (CVs) will be kept on file at the project site(s).

A random verification of the qualification documents and certificates will be conducted during the duration of the project, as part of the Explosives Safety Inspection or the Quality Assurance audit. We also acknowledge that DND/DCC reserves the right to review resumes/CVs and interview personnel, at any time, solely for the purpose of ascertaining their qualifications relative to their task(s) and that personnel found to be unqualified to accomplish those task(s) will be asked to leave the work site and the Contractor will have to supply appropriately qualified replacement personnel. Should delays in production, or loss of revenue result from unqualified personnel being replaced, the Contractor will solely assume these losses.

SIGNATURE _____

NAME _____

TITLE _____

ADDRESS _____

E-MAIL _____


ANNEX "G"

CALCULATION OF PRICE EVALUATION PURPOSES

Rates will be evaluated based on a weighted labour rate, equal to the proposed category labour rate from Annex B, Basis of Payment multiplied by the category weight. The total weighted labour rate will be calculated by adding the weighted labour rate for each category (items 1 to 11). The total weighted labour rate will be used to determine the aggregate price for evaluation purposes only.


FOR YEAR 1:

Item	Category	Category Labour Rate (\$/hour)	Category Weight	Weighted Labour Rate (\$/hour)
1	Project Manager		12	
2	UXO Project Leader		12	
3	UXO Field Supervisor		15	
4	UXO Safety Officer		6	
5	UXO Quality Control Specialist		6	
6	UXO Technician Supervisor		9	
7	UXO Technician		16	
8	Project Geophysicist		12	
9	Field Geophysicist		5	
10	GIS Analyst		5	
11	Administrative Assistant		3	
Total Weighted Labour Rate for Year 1				

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ANNEX A, STATEMENT OF WORK

Section No.	Section Title	No. of Pages
	DIVISION 1: GENERAL/ ADMINISTRATION REQUIREMENTS	
01-001	DEFINITIONS / GLOSSARY	10
01-002	INTRODUCTION / AIM	1
01-003	SITE SPECIFIC CONDITIONS	1
01-004	SCOPE OF SERVICES	3
01-005	GENERAL REQUIREMENTS	3
01-006	MOBILIZATION / DEMOBILIZATION	1
01-007	SECURITY	1
01-008	CONTRACT COMMUNICATIONS / MODIFICATIONS	1
01-009	PROJECT MANAGEMENT	2
01-010	MEETINGS AND BRIEFINGS	2
01-011	DELIVERABLES	9
01-012	QUALIFICATIONS	4
01-013	QUALITY CONTROL / ASSURANCE	5
01-014	HEALTH AND SAFETY	4
01-015	ENVIRONMENTAL	2
	DIVISION 2: TECHNICAL REQUIREMENTS	
02-001	GEOGRAPHIC INFORMATION SYSTEMS AND DATA PRODUCTS	3
02-002	UXO AVOIDANCE AND ESCORT	2
02-003	UXO SIGNAGE INSTALLATION	2
02-004	VEGETATION REMOVAL	2
02-005	GRID AND/OR POLYGON STAKEOUT	2
02-006	DIGITAL GEOPHYSICAL MAPPING	2
02-007	DETECTOR-AIDED INVESTIGATIONS	2
02-008	MEC SURFACE CLEARANCE	2
02-009	MEC SUB-SURFACE CLEARANCE	2
02-010	MEC PACKAGING	2
02-011	MEC/EXPLOSIVE STORAGE	2
02-012	MED DESTRUCTION	5
02-013	MUNITIONS SCRAP (MS) MANAGEMENT	3
02-014	INVESTIGATION OF AMMUNITION AND EXPLOSIVE ACCIDENTS OR INCIDENTS	2
		83 PGS

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1 SUMMARY

1.1 This section provides definitions and a glossary of terms applicable to this project.


2 ACRONYMS

2.1 The following acronyms are expected to be common to work associated with this Contract:

- 2.1.1 BIP – Blow In Place
- 2.1.2 CCN -Contemplated Change Notice
- 2.1.3 CF- Canadian Forces
- 2.1.4 CGD – Controlled Goods Directorate
- 2.1.5 CO -Change Order
- 2.1.6 CP- Communication Plan
- 2.1.7 DCC - Defence Construction Canada
- 2.1.8 DMM – Discarded Military Munitions
- 2.1.9 DND - Department of National Defence
- 2.1.10 EA- Environmental Assessment
- 2.1.11 EMP- Environmental Management Plan
- 2.1.12 EO- Explosive Ordnance
- 2.1.13 EOD - Explosive Ordnance Disposal
- 2.1.14 FTP - File Transfer Protocol
- 2.1.15 GIS - Geographic Information System
- 2.1.16 GPS - Global Positioning System
- 2.1.17 HPO – Hard Prove-Out
- 2.1.18 HSERP -Health, Safety and Emergency Response Plan

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- 2.1.19 IAW – in accordance with
- 2.1.20 LMP- Location and Mapping Plan
- 2.1.21 MCE – Maximum Credible Event
- 2.1.22 MEC - Munitions and Explosives of Concern
- 2.1.23 MGFD- Maximum Greatest Fragmentation Distance
- 2.1.24 MSD- Minimum Safe Distance
- 2.1.25 MD -Munitions Debris
- 2.1.26 MS - Munitions Scrap
- 2.1.27 NEQ -Net Explosive Quality
- 2.1.28 NMS – Non-Munitions Scrap
- 2.1.29 NOTAM - Notice to Airmen
- 2.1.30 NOTMAR -Notice to Mariners
- 2.1.31 NRCan -Natural Resources Canada
- 2.1.32 PMP- Project Management Plan
- 2.1.33 PMT -Project Management Team
- 2.1.34 PWGSC – Public Works and Government Services Canada
- 2.1.35 Q-D -Quantity – Distance
- 2.1.36 QCP -Quality Control Plan
- 2.1.37 ROV – Remotely operated vehicle
- 2.1.38 SAA – Small Arms Ammunition
- 2.1.39 SOP -Standard Operating Procedure
- 2.1.40 SOW -Statement Of Work
- 2.1.41 SPO – Soft Prove-Out

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2.1.42 STM -Safe To Move

2.1.43 TMP -Technical Management Plan

2.1.44 UXO -Unexploded Explosive Ordnance

2.1.45 UXOT - Unexploded Explosive Ordnance Technician

2.1.46 VHF - Very High Frequency


2.1.47 WP - Work Plan

2.1.48 TBD - To be determined


2.2 DEFINITIONS

The following definitions are expected to be common to work associated with this Contract:

- 2.2.1 “Ammunition”: An item containing one or more projectiles together with propellant needed to impart velocity to the projectile(s) which are propelled from a reusable launcher The projectiles may be inert or contain a high explosive, smoke generator, or other energetic composition The launcher may be a gun. The NATO and US term "ammunition" covers "munition" as defined in this glossary. Ammunition is a sub-set of munitions. (AOP-38-4) See Munitions.
- 2.2.2 “Ammunition Salvage”: Scrap resulting from range practices or from ammunition workshop procedures. It will consist of readily identifiable ammunition components, such as fired cartridge casings, small arms brass, etc. (CFP 153(1)). Also used as a generic term for wooden/metal/plastic ammunition containers and Aids to Production (ATP).
- 2.2.3 “Area/Region of UXO Interest”: Suspected or known impact areas, target areas, or any region in a contaminated area where the level of UXO contamination is considerably greater than in neighbouring regions.
- 2.2.4 “Blow-in-Place”: Destroying/disposing of munitions with an explosive in the place that they are found.
- 2.2.5 “Character(target)”: Nature of the target of interest to include, but not limited to distinguishing features, size, shape, mass; and spatial attributes in 3-d space (i.e. depth, orientation etc.). Others may refer to it as mode.

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- 2.2.6 “Characterization (site)”: Spatial distribution of targets of interest for a given site (depth, orientation, distribution density, etc.). Normally included as a part of the Conceptual Site Model.
- 2.2.7 “Conceptual Site Model”: All data, information and interpretations (historical and current) that may impact the detection and discrimination of EO. It describes sources and receptors, and the interactions that link these. It assists the planning, data interpretation, and communication. Usually portrayed in a GIS graphic format by a combination of descriptive narration, GIS compilation and chart(s).
- 2.2.8 “Danger Area”: A specified area above, below, or within which there may exist a potential danger for personnel and/or equipment. (AOP-38-4)
- 2.2.9 “Data Quality Objectives (DQO)”: Qualitative and quantitative statements that specify the tolerable levels of potential decision errors that will be used as the basis for establishing the quality and quantity of data needed to support decisions.
- 2.2.10 “Debris”: Any portion of the natural ground or of a structure (rocks, structural materials, fittings, equipment, barricade materials, etc.) which is propelled from the site of an explosion. (CFP 153(1))
- 2.2.11 “Destruction Site”: An area authorized for the destruction of ammunition and explosives by detonation and burning.
- 2.2.12 “Discarded Military Munitions”: EO that has been lost, abandoned, buried or otherwise disposed of in an improper manner. See UXO. (For UXO related work, UXO includes DMM.)
- 2.2.13 “Disposal”: The end-of-life tasks and actions for residual materials resulting from demilitarization operations. Disposal encompasses the process of distributing, transferring, donating, selling, abandoning, or destroying military munitions. (AOP-38-4)
- 2.2.14 “Energetic Material”: A substance or mixture of substances which, by chemical reaction, is capable of rapidly releasing energy. (AOP-38-4)
- 2.2.15 “Environmental Contaminants”: Any substance present in an environmental medium at concentrations in excess of natural background.
- 2.2.16 “Exclusion Zone”: The area associated with a UXO clearance activity from which unauthorized ships, personnel, equipment, vehicles and aircraft are excluded for reasons of safety because of actual or suspected presence or UXO. May also referred to as a Danger Zone or Area.

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2.2.17 “Explosive”: A substance (or mixture of substances) which is capable by chemical reaction of producing gas at such a temperature and pressure as to cause damage to the surroundings. Included are pyrotechnic substances even when they do not evolve gases. The term “explosives” thus includes all high explosives and propellants together with igniter, primer, initiatory and pyrotechnic (eg. illuminants, smoke, delay, flare, and incendiary) compositions. (AOP-38-4)

2.2.18 “Explosive Ordnance (EO)”: All munitions containing explosives, nuclear fission or fusion materials and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes and depth charge.

2.2.19 “Explosive Ordnance Exposure Pathway (EEP)”: Any means by which humans may come in contact with EO or munitions scrap


2.2.20 “Explosive Residue”: Energetic material from functioned or non-functioned EO that accumulated in sufficient quantity to create an explosive risk. See “UXO”. (For UXO related work, UXO includes “explosive residue”.)

2.2.21 “Exposed Explosives”: Explosives that are actually visible and which are also susceptible to initiation by static or mechanical spark, or those that creat (or accidentally create) explosives dust or give off vapour, fumes or gases in explosive concentrations. (CFP 153 (1))

2.2.22 “Foreign Objects”: All man-made objects other than objects such as small metal fragments which do not constitute a risk to the health or safety of persons and which do not interfere with the intended end use of the land. All functioned EO including fragments, is considered significant when conducting subsurface survey because it is vital evidence when trying to locate impact areas.

2.2.23 “Fragment”: Any metal portion of the ammunition of its package, which is propelled from the site of an explosion. (CFP 153 (1))

2.2.24 “Hard Prove-Out”: Intrusive investigation of selected anomaly sources identified in a Munitions Response geophysical survey. HPO is often conducted on a sample of geophysical anomalies mapped within the Munitions Response Site. Anomalies are selected for HPO with the purpose of validating the findings of the SPO including the target selection response thresholds. The use of the term HPO should not be confused with general intrusive-investigation and clearance operations.

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2.2.25 “Hazard”: A condition that is a prerequisite to a mishap. A phenomenon – environmental force or intrinsic effect - having the potential to induce and adverse effect in the munition compromising its safety or its suitability for service. It is characterized by its nature, severity or probability of occurrence.(AOP-38-4)

2.2.26 “Hazardous EO”: See “UXO”

2.2.27 “Legacy Site – Category C”: A site on land or offshore that has or is suspected to have resulted in a UXO affected area where:

- (1) the property has left the DND inventory (whether owned or leased);
- (2) past CF or foreign military activity (training or operational) has occurred; and/or
- (3) past federal government activities related to military munitions has occurred.

2.2.28 “Maximum Credible Event”: The worst single event that is likely to occur from a hypothesized accidental explosion, fire or agent release based on a given quantity and disposition of ammunition and explosives.

2.2.29 “Military Munitions (MM)”: Munitions related to military forces. See “Ammunition”.


2.2.30 “Mode”: See “Character (target)”

2.2.31 “Munitions”: A complete device (e.g. missile, mine, demolition store, etc.) charged with explosive, propellants, pyrotechnics, initiating compositions or nuclear, biological or chemical material, for use in military operations, including demolitions. Certain suitably modified munitions may be used for training, ceremonial or non-operational purposes. (AAP-6)

2.2.32 “Munitions and Explosive of Concern (MEC)”: See “UXO”

2.2.33 “Munitions Debris”: See “Munitions Scrap”

2.2.34 “Munitions Scrap”: All by-products resulting from the functioning of ammunition. This includes empty shell casings, projectiles, launchers, shrapnel, pieces of fuses, and all such objects. Expended casings or items requiring Demilitarization are identifiable by nomenclature and should be recorded by item and/or quantity so as to provide definable information for characterization of the site. Fragments or pieces of munitions not requiring Demilitarization may be described as EO type by function and should be recorded by weight as this provides information on the magnitude of resources required for the follow-on investigations. Others may refer to it as Munitions Debris (MD).

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2.2.35 “Non-Hazardous EO”: Expended (fired) or unexpended (unfired) EO items which do not present a serious threat to life or injury if activated. This would include all expended small arms ammunition (bullets and casings), pyrotechnic clips and links that require clearance during the surface and subsurface clearance. They are not considered indicative of impact areas when considering subsurface clearances.

2.2.36 “Non-Munitions Scrap”: All scrap items that are not related to munitions. This covers metallic items (barbed wire, angle iron pickets, non-target vehicle pieces, soft drink cans, etc), wood (boards, crates, etc), glass, plastics and paper.

2.2.37 “Ordnance”: A weapons system with its associated munitions and auxiliary equipment needed to fire the munition. (AOP-38-4)

2.2.38 “Potentially Hazardous”: Unexpended (unfired) EO items in a safe state but which could present a serious threat to life or injury if activated. See Ammunition and DMM.

2.2.39 “Quality Control Plan (QCP)”: Plan that addresses all quality control systems used for each task of a project.

2.2.40 “Risk”: The combination of the frequency, or probability, and the consequence of a mishap. (AOP-38-4)


2.2.41 “Risk Analysis”: The systematic use of available information to identify hazards and to estimate the risk to individuals or populations, property or the environment. (AOP-38-4)

2.2.42 “Risk Assessment”: The overall process of risk analysis and risk evaluation. (AOP-38-4)


2.2.43 “Risk Control”: Process, the purpose of which is to determine the status of each individual risk throughout a programme. The principle activities involved in the process are the drafting of specification, assessment, reduction and acceptance. (AOP-38-4)

2.2.44 “Risk Estimation”: The process used to produce a measure of the level of risk being analyzed. Risk estimation consists of the following: frequency, analysis, consequence analysis and their integration. (AOP-38-4)

2.2.45 “Risk Evaluation”: The process in which judgments are made on the tolerability of the risk on the basis of risk analysis and taking into account factors such as socio-economic and environmental aspects. (AOP-38-4)


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- 2.2.46 “Risk Factor Levels”: The appropriate level of clearance required making the lands safe for military or civilian uses and not constituting a health and safety risk for the intended land use.
- 2.2.47 “Risk Management”: The systematic application of management policies, procedures and practices to the tasks of analyzing, evaluating and controlling risks. (AOP-38-4)
- 2.2.48 “Risk Reduction”: Actions taken to lessen the probability, negative consequences or both, associated with a particular risk.
- 2.2.49 “Safe”: The absence of risk. Normally the term tolerable risk is more appropriate and accurate.
- 2.2.50 “Safe Distances”: General. The applicable safe distance is the minimum distance that personnel or specified equipment, installations or objects must be separated from the intended point of impact, point of burst, point of detonation or planned trajectory.
- a. Normal Safe Distance. The distance from point of impact beyond which, on an average, one fragment per shell fired may be expected to travel.
 - b. Positive Safe Distance. The distance from point of impact beyond which, on an average, no fragment is expected to travel.
 - c. Minimum Safe Distance. The result of calculations for DANGER CLOSE procedures for artillery and mortar. (CFP 38 1 (1))
- 2.2.51 “Safe-To-Transport”: Items declared “Safe-to-transport” have been suitably inspected and certified that they no longer contain energetic material.
- 2.2.52 “Safe To Move”: “UXO” or “DMM” determined to be safe to move to a Control Point (CP) for later disposal.
- 2.2.53 “Safety”: The reduction of risk to a tolerable level.
- 2.2.54 “Scrap”: All items and residue remaining as a result of the occupation or use. See Non-Munitions/Munitions Scrap and Ammunition Salvage.
- 2.2.55 “Small Arms Ammunition (SAA)”: Ammunition that is .50 calibre or smaller, and includes shotgun gauges. SAA can interfere with data collection and may obscure UXO presence.
- 2.2.56 “Soft Prove-Out”: Testing performed on geophysical equipment that is proposed for use on a Munitions Response Site. The SPO procedure involves deploying the geophysical equipment

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over an area representative of the proposed survey area in terms of site characteristics. The SPO area is seeded with inert military munitions or their surrogates to determine the capabilities of the proposed survey methods to detect the military munitions expected to be found on the site. The SPO aims to validate the entire survey process from field data collection to anomaly selection to anomaly reacquisition

- 2.2.57 “Special Status Site – Category D”: Land or offshore sites, determined on a case-by-case basis, encompass those areas where a UXO hazard caused or created by a variety of known (i.e. current training, operations, etc.) or unknown reasons (i.e. air crashes, shipwrecks, dumps, etc.) but for which DND has a lead agency responsibility to rectify on of the Government due to the nature of the circumstances.
- 2.2.58 “Target of Interest (Geophysical Term)”: Causative body or physical entity delineated through quantitative analysis and/or interpretation of geophysical data. Reported in geo-referenced space (X,Y and Z) with associated geophysical parameters.
- 2.2.59 “Target Area”: An area in which targets can be safely engaged by one or more weapons firing from a designated firing area. (CFP 381(1)). See “Impact Area”.
- 2.2.60 “Target Ranking/ Prioritization”: Prioritization of Targets of Interest/anomalies based on Character (target) supported by SPO
- 2.2.61 “Unexploded Explosive Ordnance (UXO)” EO which has been primed, fused, armed or otherwise prepared for action, and which have been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel or material and remains unexploded either by malfunction or design or for any other cause. (NATO AAP-6). For UXO related work, UXO includes DMM and explosive residue. Others may refer to in as Duds, Blinds, MEC or Hazardous EO.
- 2.2.62 “UXO Assessment Survey”: An activity designed to determine, assess and report on whether an area is affected by UXO; the boundaries of the affected area; the densities of the UXO, including the locations and characteristics of impact areas within the affected area; and the residual depths, types and natures of UXO and inert ordnance-related items within the affected areas.
- 2.2.63 “UXO Clearance”: The process of detection, identification and disposal, by removal or detonation, of foreign objects, explosive or non-explosive, deposited on or under the surface of an area of land.

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- 2.2.64 “UXO Clearance Activity”: Range/ UXO clearance activities include UXO avoidance tasks, range/ UXO surveys, range/ UXO clearance tasks/ projects/ operations and residual risk audits/ assessments (RRAs).
- 2.2.65 “UXO Clearance Operation”: The planning, execution, quality assurance and reporting of the results of the UXO clearance as part of an annual/ periodic maintenance or change of land use/ return of land to original owner. The term, normally used in a military context, does not include post firing-range sweeps or range/ UXO surveys.
- 2.2.66 “UXO Risk Mitigation”: An activity conducted to reduce the hazards associated with UXO to a level that is acceptable to the appropriate approving authority with regard to the planned use of the land. Risk can be mitigated by activities such as communications (audio, visual and written warning), property use controls, property access controls, and UXO survey/ investigation and clearance contracts.
- 2.2.67 “UXO Site”: A property where UXO is present or there is a likelihood of UXO based on past military operations and/or accidents. Includes DND Active/ Inactive, Special Status and Legacy Sites. Others may refer to it as a MEC Area.
- 2.2.68 “Universal Transverse Mercator (UTM)”: The UTM coordinates map projection system is a grid-based method of specifying locations on the surface of the Earth as Eastings and Northing.

END OF SECTION

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1 SUMMARY

- 1.1 This section outlines the document objectives and project aim that will help Contractors understand the context in preparing their bids.

2 RELATED SECTIONS

01-003 - Scope of Services

3 REFERENCE STANDARDS

Not used.

4 DOCUMENT OBJECTIVES

- 4.1 This specification has been developed to engage a Contractor to provide UXO services on an as-needed basis for time-critical projects. This specification provides project requirements and other project information to the Contractor, and will form part of the contract documentation.

5 PROJECT AIM

- 5.1 The aim of this Task Authorization Contract is to conduct UXO risk management, risk mitigation and site characterization activities at terrestrial legacy sites located throughout Canada where time-critical responses are required (as determined by the UXO Program).
- 5.2 Activities conducted under this Task Authorization Contract may include (but are not limited to) UXO avoidance, signage installation, site characterization, geophysical surveys, surface clearance and subsurface clearance and all associated project management and reporting activities.
- 5.3 Specific details of the work will be communicated in subsequent Task Authorizations. Activities will be conducted on an as-needed, as-requested basis, as determined by the UXO Program.
- 5.4 For all activities conducted under this Task Authorization Contract, the Contractor will be responsible for abiding by all applicable regulations and laws.

6 PROJECT FTP SITE


- 6.1 Documents referenced in this specification can be found on the project FTP site:

Address ftp://198.103.173.3

Username: pwgscsa

Password: 4g1T@all

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Site Specific Conditions UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-003 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides background information and site specific conditions.

2 RELATED SECTIONS

Section 01-014 – Health and Safety

Section 01-015 – Environmental


3 REFERENCE STANDARDS

Not used.

4 SITE CONDITIONS

- 4.1 Activities conducted under this Task Authorization Contract will take place at terrestrial sites located throughout Canada. Therefore, site conditions are expected to vary widely and will be described in each Task Authorization issued under the Contract.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Scope of Services UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-004 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides a summary of the scope of services required under this UXO Services Task Authorization Contract.

2 RELATED SECTIONS


All.

3 REFERENCE STANDARDS

Not used.

4 SCOPE SUMMARY

- 4.1 The UXO and Environmental Legacy Sites Program occasionally identifies legacy sites for which UXO services are required on a time-critical basis (as determined by the Project Management Team). Such legacy sites may be located anywhere in Canada. On an as-needed, as-requested basis, the Contractor will:
- a. Conduct UXO avoidance and escort activities in accordance with Section 02-002;
 - b. Install UXO signage (supplied by the Program) in accordance with Section 02-003;
 - c. Conduct vegetation removal (in advance of other UXO-related activities) in accordance with Section 02-004;
 - d. Conduct grid and/or polygon stakeout (in advance of geophysical survey, analog survey or UXO clearance activities) in accordance with Section 02-005;
 - e. Conduct geophysical surveys in accordance with Section 02-006;
 - f. Conduct detector-aided investigations in accordance with Section 02-007;
 - g. Conduct surface clearance operations in accordance with Section 02-008;
 - h. Conduct sub-surface clearance operations in accordance with Section 02-009;
 - i. Package MEC in accordance with Section 02-010;
 - j. Store MEC in accordance with Section 02-011;
 - k. Destroy MEC in accordance with Section 02-012;

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Scope of Services UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-004 Effective Date: 28 Sep 2012 Revision: 0</p>
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l. Manage MS, including screening, storage, packaging and transportation, in accordance with Section 02-013; and,

m. Collect and prepare GIS data for all activities in accordance with Section 02-001.

4.2 The scope includes the provision of all components required to accomplish the work, including, but not limited to: material, equipment, labour, overhead, permits, security, packaging, transport, and all meetings and deliverables. **Note that registration with the Controlled Goods Directorate (CGD) of Public Works and Government Services Canada (PWGSC) will be required of the Contractor after contract award but prior to mobilization.**

4.3 The Contractor must be prepared to mobilize to a legacy site within 48 hours of receipt of a Task Authorization under the Contract. Mobilization schedules may be modified based on site conditions and requirements, and will be specified in each Task Authorization.


5 DELIVERABLES

5.1 The Contractor must submit all draft and final deliverables in accordance with Section 01-011– Deliverables. Major deliverables include, but are not limited to:

- a. Draft and final work plan and project schedule, as accepted by the UXO Program;
- b. Application for all required permits, licenses and certifications issued by Natural Resources Canada (NRCan);
- c. CGD Certificate of Registration from PWGSC;
- d. Meeting minutes and records of discussion;
- e. Daily reports;
- f. Weekly progress reports, including project schedule updates;
- g. Geographic Information System (GIS) data product; and,
- h. Draft and final reports, including all photos, video, mapping products, etc.

6 PROJECT MANAGEMENT


6.1 Perform all project management functions in accordance with Section 01-009.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Scope of Services UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-004 Effective Date: 28 Sep 2012 Revision: 0</p>
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7 QUALITY CONTROL/ASSURANCE

- 7.1 Plan and implement a Quality Control regime compliant with the requirements in Section 01-013.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">General Requirements UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-005</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section describes general requirements and responsibilities of the Contractor for the duration of the Task Authorization Contract.

2 RELATED SECTIONS

All Sections.

3 REFERENCE STANDARDS

- 3.1 Controlled Goods Regulations (SOR/2001-32)
- 3.2 Defence Production Act (R.S.C., 1985, c. D-1)

4 REGULATIONS AND AUTHORITIES


- 4.1 All work must be executed in conformance with all current federal and provincial laws, regulations, codes and applicable references. Where discrepancies or contradictions occur, the more stringent requirements will be used.

5 ROLES AND RESPONSIBILITIES

- 5.1 The Contractor is fully responsible for coordinating all work, and is legally and professionally responsible and accountable for the proper execution of all work conducted under this Task Authorization Contract.
- 5.2 The Contractor is responsible for the completeness and accuracy of the work. UXO Program review and acceptance of the Contractor's work does not relieve the Contractor of this responsibility.
- 5.3 All Contractor requests for clarification or communications with the UXO Program must be made through the UXO Program Representative.

6 ON-SITE DOCUMENTATION

- 6.1 The following documentation must be available at all Contractor work sites the for the duration of the project:
- 6.1.1 Statement of Work and Appendices;
- 6.1.2 Addenda(s);

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">General Requirements UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-005</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 6.1.3 Change Order(s);
- 6.1.4 Approved Work Plans;
- 6.1.5 Standard Operating Procedures (SOP's);
- 6.1.6 Contractor's Quality Control Plan;
- 6.1.7 Site Health and Safety Plans;
- 6.1.8 Records of personnel training/qualifications;
- 6.1.9 Confirmation of UXO Personnel Qualifications (including CVs);
- 6.1.10 Work Schedules (Gantt Chart), projected and actual (updated weekly);
- 6.1.11 Progress charts/maps;
- 6.1.12 General correspondence;
- 6.1.13 Meeting minutes, as applicable; and,
- 6.1.14 Other Contract documents.

7 RESOURCE ALLOCATION

- 7.1 The Contractor is responsible for providing the labour and resources to complete work conducted under this Task Authorization Contract.
- 7.2 This may include, but is not limited to: the necessary qualified personnel, management, supervision, transportation, equipment, laboratory facilities, materials, tools, equipment, office and storage space, reference documents, and data-processing supplies, computers, overhead, disbursements and other incidentals.

8 PERMITS, LICENSES, REGISTRATIONS, NOTIFICATIONS

- 8.1 The Contractor is responsible for obtaining permits, licenses and registration as required prior to site activities to fulfill the terms of this Specification, including but not limited to, any obligations under federal and provincial legislation. The Contractor must provide copies of the documentation to the UXO Program prior to mobilization.
- 8.2 Registration under the PWGSC Controlled Goods Directorate (CGD) is required of anyone who examines, possesses, or transfers controlled goods/technology in Canada, and will be required

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">General Requirements UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-005</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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of the Contractor as both MEC and Munitions Scrap (MS) falls under Group 2 of the Export Control List provisions of References 3.1 and 3.2.

- 8.3 Following contract award, but prior to Task Authorization mobilization, the Contractor must provide a Certificate of Registration from the CGD, and the name and contact information for its designated official(s).

9 EMERGENCY NOTIFICATION

- 9.1 If the Contractor discovers conditions that pose an immediate significant threat to human health or the environment, or if the Contractor is made aware of any spills, the Contractor must notify the UXO Program Representative immediately. Contacting regulatory authorities (e.g. Environment Canada) for emergency purposes will occur through the UXO Program.


10 WORKING HOURS

- 10.1 Unless otherwise specified, working hours are limited to daylight hours. Work hours may be modified to meet time of year and UXO Program requirements upon written acceptance of the Contractor's proposed changes by the UXO Program.

11 TIME MANAGEMENT

- 11.1 As the objective of this Task Authorization Contract is to provide time-critical UXO services, the Contractor must provide a Task Authorization proposal within 24 hours of receipt of a Task Authorization. If required, the Contractor must have the ability to mobilize UXO personnel to any site in Canada within 48 hours of receipt of a Task Authorization. For instances where mobilization is not possible within 48 hours, the Contractor must notify the UXO Program within 24 hours of receipt of a Task Authorization to make alternate mobilization arrangements.
- 11.2 The Contractor must organize the work and devote the necessary resources to achieve the milestones indicated in this specification and the approved Work Plan.
- 11.3 The Contractor must execute the contract in accordance with target dates in the Task Authorization schedule accepted by the UXO Program.
- 11.4 If the Contractor expects delays to occur in the delivery of services or deliverables, the Contractor must immediately notify the UXO Program Representative in writing and provide an explanation. The Contractor may be expected to make up for any delay within the remaining Work Plan schedule and approved budget.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Mobilization and Demobilization UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-006 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements that must be met prior to Contractor mobilization and demobilization.

2 RELATED SECTIONS

Section 01-008 – Contract Communications/Modifications
Section 01-011 – Deliverables


3 REFERENCE STANDARDS

Not used.

4 MOBILIZATION / DEMOBILIZATION

- 4.1 If required, the Contractor must be prepared to mobilize to any site in Canada within 48 hours of receipt of a Task Authorization under the Contract.
- 4.2 The Contractor will mobilize/demobilize only when authorization to do so has been received in writing from the UXO Program Representative.
- 4.3 Prior to receiving authority to mobilize, the UXO Program Representative must receive all submittals as indicated in Paragraphs 5 and 6 of Section 01-011 – Deliverables, and all must be accepted by the UXO Program.
- 4.4 All Submittals must be authenticated as originals by signature of the Contractor's authorized representative certifying approval of submissions, verification of field measurements and quantities where applicable, and in compliance with Contract documents.
- 4.5 The Contractor will be authorized in writing to demobilize once fieldwork has been reviewed and accepted by the UXO Program Representative in writing.
- 4.6 When demobilizing, the Contractor must leave the site(s) in their original, or close to original, state. All equipment, material, etc. belonging to the Contractor must be removed from the site.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Security UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-007 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section describes security requirements for the physical security of project sites.

2 RELATED SECTIONS

Section 01-011 – Deliverables
Section 01-012 – Qualifications
Section 02-010 – MEC Packaging
Section 02-011 – MEC/Explosives Storage
Section 02-012 – MEC Destruction
Section 02-013 – Munitions Scrap (MS) Management


3 REFERENCE STANDARDS

- 3.1 Defence Production Act (R.S.C., 1985, c. D-1)
3.2 Controlled Goods Regulations (SOR/2001-32)

4 PHYSICAL SECURITY

- 4.1 The Contractor is responsible to ensure all equipment and materials are secured in a suitable fashion at the end of the workday and weekends on all project-related sites.
- 4.2 DND/DCC will not accept any claims for lost, stolen or damaged materials or equipment under the Contractor's control.
- 4.3 Any thefts or break-ins of Contractor lock ups or buildings must be reported immediately to the UXO Program Representative. The Contractor must advise local Authorities of the incident.
- 4.4 The Contractor must provide 24 hours, 7 day per week security at all sites storing MEC and MS, or demolition explosives during period when such material is being stored. If 24/7 security is not provided, MEC and MS must be stored in a NRCan-approved magazine along with the required surveillance.
- 4.5 The security must be provided by a Contractor or Sub-Contractor employee who has been granted a Notice of Security Assessment and Authorization by the Contractor CGD-designated official (DO), and is qualified in all other respects.


END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p>Contract Communications / Modifications UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-008 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 Refer to Article 1.2.1 Task Authorization Process, Article 4. Authorities and Article 13 SACC Manual Clause A7017C (2008-05-12) Replacement of Specific Individuals of the Contract for information regarding contract communications, modifications and changes in personnel.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Project Management UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-009 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides overall Project Management tasks and responsibilities of the Contractor in completing the project.

2 RELATED SECTIONS


Section 01-011 – Deliverables
Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety

3 REFERENCE STANDARDS

Not used.

4 PROJECT MANAGER

- 4.1 The Contractor's Project Manager must perform project management activities necessary for maintaining project control and meet reporting requirements stipulated in Section 01-011 - Deliverables. Project Manager responsibilities include but are not limited to the following:
- 4.1.1 Coordination of the Contractor team;
 - 4.1.2 Coordination of deliverables, schedule, and budget;
 - 4.1.3 Coordination of Quality Control/Assurance, in accordance with Section 01-013;
 - 4.1.4 Maintaining accurate records of project progress and status;
 - 4.1.5 Notifying the UXO Program Representative immediately of issues that may affect the schedule, cost or performance of the work carried out under the contract;
 - 4.1.6 Maintaining all communication and documentation of activities as outlined in this specification on a continuing basis throughout the life of this project;
 - 4.1.7 Initiating Contractor tasks and duties as outlined in the Specification, Work Plan (WP) and Project Schedule;
 - 4.1.8 To seek confirmation through written approval from the UXO Program Representative prior to any deviations from the Contractor's proposed work force, project scope, WP or Schedule; and,

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Project Management UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-009</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 4.1.9 Submit all formal communication (e.g., letters of direction, approvals, etc.) to the UXO Program Representative in a timely manner.


5 PROJECT SCHEDULE

- 5.1 The Contractor must prepare a comprehensive project schedule to be included with each Task Work Plan (TWP).
- 5.2 The Contractor must have available on the site a copy of the current schedule.
- 5.3 Should changes to the schedule occur, the updated project schedule must correlate with activities and events recorded in the Daily Reports.
- 5.4 Planned versus actual performance must be reflected in updates to the project schedule.

6 SITE MANAGEMENT

- 6.1 Each work site must include a site office suitable for the work activities, as accepted by the UXO Program. The purpose of the site office is to provide an adequate location for project reporting, data analysis, document storage and meetings. The site office may be mobile (e.g., trailer, vehicle) or at a fixed location (e.g., office, warehouse space).
- 6.2 All personnel must be equipped with adequate communication devices (e.g., two-way radios) for the work activities, as accepted by the UXO Program. The use of two-way radios, cell phones and/or satellite phones is authorized; the system used must meet safe to operate distance limitations. A minimum of two additional communication devices must be maintained at the site office in the event of a device malfunction and for site visitors.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Meetings and Briefings UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-010 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section describes meetings and briefings required of the Contractor during the course of the project.

2 RELATED SECTIONS

Section 01-011 – Deliverables

3 REFERENCE STANDARDS

Not used.

4 PRE-COMMENCEMENT MEETING


- 4.1 The Contractor will attend a Pre-Commencement Meeting following contract award. Details for this meeting will be specified in a Task Authorization under this Contract.

5 DAILY BRIEFINGS

- 5.1 During Task Authorization work activities, every morning from date of mobilization to date of demobilization, the Contractor must hold a short meeting ('tailgate briefing') with the work crew and the UXO Program Representative. The meeting will detail the planned activities for that day including the site specific responsibilities of personnel, the types of munitions items expected to be found and their associated hazards and the health and safety risks/PPE/mitigating measures associated with the day's work.
- 5.2 The Contractor and the UXO Program Representative will meet daily to review the work accomplished and to discuss:
- a. Current status;
 - b. Percentage complete; and,
 - c. Planned versus actual work completed as reflected on the project schedule.

6 DRAFT REPORT REVIEW TELECONFERENCE

- 6.1 As required, the Contractor and the UXO Program will meet via teleconference to discuss UXO Program feedback on the draft reports.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Meetings and Briefings UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-010 Effective Date: 28 Sep 2012 Revision: 0</p>
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7 TASK CLOSE OUT/LESSONS LEARNED MEETING

- 7.1 As required, a Task Close-Out Meeting will be conducted by teleconference following acceptance of the Final Report.
- 7.2 The Contractor's Project Manager and UXOPL will be required to participate.
- 7.3 The Contractor will provide the agenda and produce the minutes for this meeting.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Deliverables UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-011 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for Contractor deliverables during the course of the project.

2 RELATED SECTIONS

Section 01-006 – Mobilization/Demobilization
Section 01-007 – Security
Section 01-008 – Contract Communications
Section 01-009 – Project Management
Section 01-010 – Meetings and Briefings
Section 01-012 – Qualifications
Section 01-013 – Quality Control / Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Division 2 – All sections

3 REFERENCE STANDARDS


- 3.1 DCC Digital Geophysical Mapping Standards For Munitions Response Projects V 2.0.

4 POST-AWARD DELIVERABLES


- 4.1 The following deliverables will be delivered to the UXO Program by the Contractor at or prior to the Pre-Commencement Meeting:
- 4.1.1 Proof of Insurance - Insurer's Certificate of Insurance; and,

5 MASTER WORK PLAN

- 5.1 A Master Work Plan (MWP) will be required at the outset of the project, with supplemental Task Work Plans (TWP) to be submitted in response to each Task Authorization as they are issued. The Contractor must submit a draft MWP no later than ten (10) business days after the Pre-commencement Meeting. The MWP will define general contract objectives, general work processes for all activities identified in 01-004 Scope of Services, and associated data needs to reach project objectives. The MWP will apply to all activities that will potentially be conducted under the Task Authorization Contract; site-specific tasks will be defined in each TWP. The MWP must include, at minimum, the following elements:

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Deliverables UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-011 Effective Date: 28 Sep 2012 Revision: 0</p>
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- 5.1.1 Project Management Plan (PMP), including identification of schedule risks and contingencies;
- 5.1.2 Technical Management Plan (TMP), including equipment, materials and procedures for each component of the project scope, e.g., geophysical survey, surface clearance, sub-surface clearance, packaging, and transport, etc.;
- 5.1.3 Location and Mapping Plan (LMP);
- 5.1.4 MEC Destruction and Explosive Siting Plan, including Personnel Qualifications Statement (see Section 01-012, Qualifications), and general MEC destruction procedures (see Section 02-013 MEC Destruction);
- 5.1.5 Quality Control Plan (QCP);
- 5.1.6 Environmental Management Plan (EMP)
- 5.1.7 Communication Plan (CP); and,
- 5.1.8 Health and Safety Plan (HSP), including standalone Emergency Response Plan.
- 5.2 The MWP will address all above components for general project work; site-specific conditions will be addressed in subsequent TWP. A Work Plan Development Tool to provide guidance to the Contractor in developing its WP is provided on the project FTP site.
- 5.3 The MWP must include a responsibility assignment matrix (RAM), organizational chart and process flow charts reflecting both process and quality control.
- 5.4 The Contractor will notify the UXO Program Representative when the complete draft MWP and schedule has been uploaded to the project FTP (see Section 01-002 – Introduction/Aim for FTP details).
- 5.5 The UXO Program will provide comments on the draft MWP within ten (10) business days. The Contractor must be prepared to attend a meeting with the UXO Program to discuss the draft MWP within three (3) days of receipt of comments from the UXO Program if requested to do so.
- 5.6 The Contractor will be required to revise the MWP within five (5) business days of the MWP review meeting.
- 5.7 No change to any component of the MWP can be made without written authorization from the UXO Program Representative.


 <p>DND UXO & Environmental Legacy Sites Program</p>	<p style="text-align: center;">Deliverables UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-011 Effective Date: 28 Sep 2012 Revision: 0</p>
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6 TASK WORK PLAN, COST PROPOSAL, SCHEDULE AND WORK BREAKDOWN STRUCTURE

- 6.1 Upon receipt of a Task Authorization, the Contractor must submit a draft TWP, cost proposal and schedule. The draft TWP must be submitted no later than twenty four (24) hours after receipt of a Task Authorization.
- 6.2 The TWP must provide site-specific updates to all applicable sections of the MWP, including detailed information for applicable work processes (for example, grid layout for a clearance project).
- 6.3 The cost proposal must include a cost estimate for Contractor's time and materials, based on the accepted rates for this Task Authorization Contract.
- 6.4 The Task schedule (Gantt format) and work breakdown structure (WBS) identifying tasks and sub-tasks for each definable feature of work must be submitted and maintained in hard copy on site (see also Section 01-009 – Project Management).
- 6.5 The UXO Program will provide comments on the draft TWP. The Contractor will be required to revise the TWP within twenty four (24) hours of receipt of comments.
- 6.6 The Contractor will mobilize only after UXO Program acceptance of the TWP/schedule and all pre-mobilization permits, licenses, certificates, and notifications (see Section 01-005). This acceptance will be provided in written notification by the UXO Program Representative.
- 6.7 The Contractor must update the project schedule as part of the Weekly Progress Report, with discrepancies from original schedule noted and explained.
- 6.8 No change to any component of the TWP can be made without written authorization from the UXO Program Representative.

7 DAILY REPORTS

- 7.1 During the execution of Task Authorization activities, from the date of mobilization to date of demobilization, the Contractor must submit a Daily Report to the UXO Program Representative and place a PDF copy on the project FTP site by 1100 EST the following day.
- 7.2 As applicable, the Daily Report must include:
 - 7.2.1 a summary of the activities and events that occurred that day;
 - 7.2.2 a summary of problems encountered and actions taken;
 - 7.2.3 MEC discovered, along with MEC ID form(s);

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7.2.4 maps or schematics demonstrating the work areas, including areas cleared, surveyed, etc. (as applicable);

7.2.5 Daily Quality Report; and,

7.2.6 Site conditions observed should also be documented, including, but not limited to:

- a. vegetation;
- b. topography;
- c. weather;
- d. site accessibility; and,
- e. personnel who worked on site, hours, and visitors to site.

7.3 If the Contractor does not submit the Daily Reports in accordance with requirements, the UXO Program Representative may suspend work until the reports are satisfactory. A delay in work resulting from failure to deliver the Daily Reports in required timeframes and accepted format will be at the Contractor's expense.

7.4 Photos must be noted with unique identifiers stated in text and attached as appendices to the Daily Report.


7.5 The format and content of the Daily Report must be accepted by the UXO Program Representative in writing and must be established before mobilization.

7.6 Daily Reports will form part of each Task Report.

8 WEEKLY PROGRESS REPORTS

8.1 During the execution of Task Authorization activities, the Weekly Progress Report (WPR) will be completed by the Contractor's PM. The WPR must be submitted to the UXO Program Representative electronically via email and project FTP site each week during field work. The WPR must cover the work carried out in the previous week and discuss the work scheduled for the coming week.

8.2 The weekly schedule updates must reflect planned versus actual progress and must be measured against the schedule baseline. Any indication that there may be a requirement to formally amend the contract completion date must be discussed in the report. Weekly schedule updates must be delivered in a tracking Gantt format with a progress line visible on the update date (current status date).

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8.3 The WPR should include, but is not limited to:

8.3.1 Project Overview;

8.3.2 Work completed to date since the last progress report including a summary of general communication between the UXO Program and the Contractor and detailing direction from the UXO Program to the Contractor;

8.3.3 Summary of planned upcoming work;

8.3.4 Potential/Actual Schedule changes;

8.3.5 Potential/Actual Budget change request;

8.3.6 General project issues/Comments/Concerns/Problems;

8.3.7 Health and Safety incidents/Issues/Concerns/Inspections;

8.3.8 Quality Managements Issues; and,

8.3.9 Other Issues.

8.4 The format and content of the Weekly Progress Report must be accepted by the UXO Program Representative in writing before mobilization.

9 MEETING MINUTES

9.1 For all meetings including those outlined in Section 01-010 – Meetings and Briefings, the Contractor must prepare and distribute minutes within 2 business days.

10 PHOTO/VIDEO DOCUMENTATION


10.1 The Contractor must ensure that a sufficient number of photographs and video clips are taken to adequately document all project activities.

10.2 A record of each day's activities of interest must be captured on digital photographs and provided in a folder with the title as the days date in year, month, day format. (i.e.: 20120923).

10.3 Photographs must be incorporated in the Task Report.

10.4 A commercially produced linear scale, or photo documentation ruler, must be used in photographs of munitions items.

10.5 Photos must be time/date stamped and be catalogued with unique identifier and GPS waypoint.

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- 10.6 If a photo/video is of a feature captured in the GIS database, the photo/video must be added to the Documents table and related to the corresponding feature (see Section 02-001).

11 GEOPHYSICAL REPORTS AND DATA PRODUCTS

- 11.1 Geophysical reporting and data products must be provided in accordance with Reference 3.1. Deliverables include, but are not limited to:


- 11.1.1 Daily geophysical report;
- 11.1.2 Daily equipment functionality test data;
- 11.1.3 Draft survey data;
- 11.1.4 Processed survey data;
- 11.1.5 Target / dig list; and.
- 11.1.6 SPO report.

12 GEOGRAPHICAL INFORMATION SYSTEM (GIS) AND DATA PRODUCTS

- 12.1 Section 02-001 – GIS and Data Products, details the tables that must be completed, along with data format, quality and delivery standards for this project. The GIS and associated data is a key deliverable of this Contract.
- 12.2 The GIS and data products are due on the same schedule as the draft and final Task Reports.

13 DRAFT AND FINAL TASK REPORT

- 13.1 For each Task Authorization, the Contractor must submit a draft version of the Task Report to the UXO Program Representative within fifteen (15) business days of demobilization from the worksite. Draft reports must be prepared and submitted with the same content and quality standards as if they were final reports.
- 13.2 The Task Report must be accepted by the UXO Program, which will be communicated by the UXO Program Representative in writing before that component of the contract is considered complete. The report must, as a minimum, identify and summarize the work performed. Any other information necessary for the Contractor to meet the obligations of the Task Authorization must be included in the sections of the report or included as an Appendix.


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13.3 If a draft report is submitted that is judged by the UXO Program to not meet the requirements of this contract, the UXO Program reserves the right to request a second draft report from the Contractor at no cost to the UXO Program.

13.4 The Draft and Final versions of the report must include, at minimum, the sections and information in Table 1.

Table 1- Minimum Reporting Deliverables for Draft and Final Reports

Item	Description
Title Page	Report name; contract and task numbers; date submitted and date accepted; authors and contributors; senior reviewer, titles; designations/signatures.
Executive Summary	Synopsis of the key points with summary of project, process and results.
Table of Contents	Compiled lists of sections, tables, figures and appendices.
Introduction	Include a brief statement of the project goals and objectives, and the Contractor's approach and methodology to achieving those objectives specifically as it relates to MEC.
Site History and Description	Brief site description – operational history; physical characteristics, boundaries and environment. Emphasis on site conditions observed during the project including: site location, land use, surrounding properties, vegetation, topography, weather, soil conditions, etc.
Methodology	Discuss the general approach; provide a discussion of main features and activities. Describe how operational activities and solutions were applied. Describe rationale, methods, equipment and personnel.
Ammunition and Explosives Accidents and Incidents	A list of all accidents and incidents involving ammunition and explosives that occurred during the Task Authorization.
Results	Summarize survey findings, clearance activities.
Lessons Learned	Include an assessment of goals and objectives; identification of activities or areas which require additional work; comment on particularly effective or new activities or strategies; assessment of organizational roles in the project and the interaction among the organizations.
Conclusions	Assess the overall success of the project with particular reference to the project goal(s) and objectives.
Appendices	Maps/GIS products, video/photos, logs, Daily/weekly reports, record of QC activities, environmental mitigation measures checklist, chains of custody forms, permits/licenses, etc.

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- 13.5 The Contractor must inform the UXO Program Representative when the draft Task Report (PDF format), including Appendices such as maps, logs, etc., and digital deliverables (photos, GIS, etc.) are uploaded to the project FTP. If video or other files are too large for practical use of the FTP, these may be put on DVD or harddrive and couriered to the UXO Program Representative.
- 13.6 Once received, the UXO Program will review the draft Task Report and submit comments/questions or request changes of the Contractor within ten (10) business days. All UXO Program comments must be addressed, either by incorporating a comment, answering a question, or providing an explanation of why a revision was not made.
- 13.7 On receipt of comments/changes, the Contractor has ten (10) business days to integrate the comments/changes and submit the final Task Report to the UXO Program Representative.
- 13.8 The Contractor must submit three (3) paper copies (in colour) and a PDF copy of the report uploaded to the project FTP.
- 13.9 All documents and data must be submitted in a format acceptable to the UXO Program. It is the Contractor's responsibility to verify that the electronic format is acceptable to the UXO Program.

14 SUMMARY OF DELIVERABLES

- 14.1 Tables 1 through 3 provide information on minimum requirements and timelines for the various deliverables.

Table 2 - Summary of Deliverables

Description	Format	Schedule
Draft Master Work Plan	PDF posted on FTP	Pre-Commencement Meeting + 10 business days
Final Master Work Plan	PDF posted on FTP	MWP review meeting + 5 business days
Pre-Mobilization permits, licenses, registrations, and notifications	PDF posted on FTP	Prior to mobilization
Draft Task Work Plan	PDF posted on FTP	Within twenty four (24) hours of receipt of a Task Authorization
Final Task Work Plan	PDF posted on FTP	Within twenty four (24) hours of receipt of comments
Daily Report	1 hard copy (SR) PDF posted on FTP	By 11am EST next day




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Deliverables
UXO Services Task Authorization Contract – Time-Critical
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Description	Format	Schedule
Daily Quality Report	PDF posted on FTP	By 11am EST next day
Daily Geophysical Reporting	PDF posted on FTP	By 11am EST next day
Weekly Progress Reports/ Schedule Updates	PDF to FTP	Weekly
Meeting Minutes	PDF to FTP	2 business days
Photo Documentation	Photos of interest in Report Appendix, all photos in digital deliverable	Demobilization + 15 business days
GIS & Database (incl. Raw and Processed Data)	Data (FTP or data DVD/portable drive)	Demobilization + 15 business days
Draft Task Report (incl. all Appendices)	PDF and all associated data posted on FTP	Demobilization + 15 business days
Final Task Report (incl. Raw and Processing Data) (3 copies)	Hard and soft copy (PDF + data DVD/portable drive)	1 week after comments

END OF SECTION

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1 SUMMARY

- 1.1 This section describes qualifications required of the Contractor and all personnel, employed or sub-contracted, to achieve project objectives.

2 RELATED SECTIONS

Section 01-008 – Contract Communications/Modifications


Section 01-011 – Deliverables

3 REFERENCE STANDARDS

- 3.1 B-GL-381-003/TS-000: Range Clearance and UXO Activities Manual (Interim, 12 April, 2011) – Annex A to Chapter 3: Personnel Qualifications for Contracted Range Clearance/UXO Activities
- 3.2 CANFORGEN 106/07, Civilian Equivalent Qualifications for Contracted UXO Clearance
- 3.3 Ammunition & Explosive Instruction (A&EI) #15, Recognized Civilian Qualifications Applicable to Ammunition and Explosives Employment, Change 2
- 3.4 Ammunition & Explosive Instruction (A&EI) #17, Civilian Qualification Expiry Criteria
- 3.5 Transportation of Dangerous Goods Regulations (SOR/2001-286)
- 3.6 Controlled Goods Regulations (SOR/2001-32)
- 3.7 Defence Production Act (R.S.C., 1985, c. D-1)

4 PERSONNEL QUALIFICATIONS

- 4.1 The Contractor is required to provide and maintain a qualified workforce to carry out the work as outlined in this Specification and subsequent Task Authorizations, and is responsible to ensure that team members meet the minimum qualifications for their positions.
- 4.2 The Contractor must acquire and maintain all permits, licenses, registration and certifications to carry out the work, including Blaster Certification in provinces where it is required.
- 4.3 Any request for change in services or change in personnel must be in a written format per Section 01-008 – Contract Communications/Modifications.
- 4.4 The Contractor must maintain and provide upon request, records of training and qualifications of personnel involved in the project. Resumes/CVs for all personnel employed on a specific

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project must be maintained on the work site and be made available to the UXO Program, on request.

4.5 The UXO Program reserves the right to review resumes/CVs and interview personnel solely for the purpose of ascertaining their qualifications relative to their task(s).

4.6 Personnel found to be unqualified to accomplish their task(s) will be asked to leave the work site by the UXO Program Representative and the Contractor will have to supply appropriately qualified replacement personnel.

4.7 While in the safety template/exclusion zone, all non-UXO qualified personnel must be escorted at all times by a UXOT or higher. When continuous supervision is not possible, the non-UXO qualified personnel must be removed from the area.

4.8 Costs associated with lost production or revenue resulting during replacement of unqualified personnel will be assumed by the Contractor.

4.9 UXO PERSONNEL QUALIFICATIONS

4.9.1 Each Contractor team member employed as UXOPL, UXOFS, UXOSO, UXOQCS, UXOTS, UXO Tech must meet the minimum qualification requirements for their position in accordance with References 3.1 and 3.2.


4.10 GEOPHYSICIST QUALIFICATIONS

4.10.1 The Project Geophysicist must have at least five years experience with geophysical survey data processing and interpretation and have at least 12 months of experience processing and interpreting geophysical data from MEC/UXO detection projects.

4.10.2 The Project Geophysicist must have familiarity with the geophysical hardware proposed for use in the project and have a detailed knowledge of the data processing and quality control procedures required.

4.10.3 The Project Geophysicist must be a registered professional (P.Geo., P.Geoph., P.Eng. or equivalent) in good standing with a professional association.

4.10.4 The Field Geophysicist must have at least three years experience operating the geophysical hardware proposed for use in the project and have familiarity with the data processing and quality control procedures required.

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4.11 GIS ANALYST QUALIFICATIONS

- 4.11.1 The GIS Analyst must have a minimum of three (3) years of professional industry experience in creating, organizing and managing geospatial data.
- 4.11.2 The GIS Analyst should have completed a post-secondary education from a recognized institution with either a degree in Geography/Geomatics with a focus GIS, or a two (2) year diploma program focused entirely on GIS and/or Geomatics.

4.12 CONTRACTOR TDG DRIVER

- 4.12.1 The Contractor's designated driver must be qualified to transport Class 1 Dangerous Goods, and be in possession of a valid TDG Training Certificate per Reference 3.5.

5 ADDITIONAL TRAINING

- 5.1 Prior to beginning work, the Contractor must provide personnel with site specific training on equipment and procedures specific to their project position. Training must include all relevant SOPs and Work Plan components which will govern their work.

6 PERSONNEL QUALIFICATIONS STATEMENT

- 6.1 The contractor must submit a signed Personnel Qualifications Statement (see Annex F) and maintain a copy on site, certifying that all personnel involved in project work meet all qualifications requirements and will complete activities according to conditions of all applicable procedures, licenses and approved processes.


7 CORPORATE QUALIFICATIONS

- 7.1 Registration under the Controlled Goods Program (CGP) of Public Works and Government Services Canada (PWGSC) is required of anyone who examines, possesses, or transfers controlled goods/technology in Canada, including "ammunition" items that fall under Group 2 of the Export Control List provisions of the *Controlled Goods Regulations* under the Defence Production Act (R.S. 1985, c.D-1).
- 7.2 If not already registered with the CGP, the Contractor is required to initiate registration upon contract award.
- 7.3 At the pre-commencement meeting, the Contractor will provide either:
 - 7.3.1 If unregistered: (1) proof of submission of application for CGP registration, and the names and contact information of its proposed designated official(s) (DOs); or,

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- 7.3.2 If registered: (1) proof that that firm is CGP registered, and the names and contact information of its accepted designated official(s) (DOs).
- 7.3.3 DND/DCC recognizes the processing period for the registration, and will provide accommodating measures to account for this during the pre-commencement meeting.

END OF SECTION

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1 SUMMARY

- 1.1 This section outlines requirements for the Contractor to develop and implement a project-specific detailed Quality Control Plan (QCP).

2 RELATED SECTIONS


All Sections.

3 REFERENCE STANDARDS

- 3.1 DCC Digital Geophysical Mapping Standards For Munitions Response Projects - V 2.0

4 QUALITY CONTROL PLAN AND PROCESS FLOW DIAGRAMS

- 4.1 The Contractor must implement a detailed Quality Control Plan (QCP) that will ensure that the work completed and the results from the work will meet the requirements of the project.
- 4.2 The Contractor must clearly identify the Quality Control activities for critical elements of work and actions required in order to achieve the project objectives.
- 4.3 A Critical Element is a key task or requirement of such importance that failure to complete or follow procedure will result in a detrimental impact to the project's goals. The contractor is expected to review their entire work plan and clearly identify these key tasks, steps or personnel responsibilities. Critical elements must be communicated to all members of the project team.
- 4.4 The QC process is also to be clearly outlined in a flow chart and show what actions and decisions will be followed to ensure that project goals, quality requirements and data quality objectives (DQO) are being met.
- 4.5 The QC plan and flow chart(s) must be presented in a logical, step-by-step plan. It should show all the key decision points, persons (roles) responsible at each action step and identify documentation and timeframes in which QC documents will be completed as a result of the activities.
- 4.6 For each QC activity, the following must be described in the Plan:
- Approach and methods;
 - Standard Operating Procedures (SOPs);
 - Precise detail on what is being measured with acceptance and rejection criteria;

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- d. Corrective actions to be taken in the event of non-compliance or non-acceptance; and,
- e. The Responsible person.

- 4.7 The Contractor must prepare a table or chart that lists and identifies all characteristics that are to be measured during the project. Included in the plan will be what is to be measured or inspected (characteristic), who will measure it, when it will be measure, how often it will be measured (sample size), the specification or standard and the countermeasures for out of control conditions.

5 QC SAMPLING AND REPORTING

- 5.1 The Contractor must describe how areas will be selected for QC operations and demonstrate a statistically-based sampling plan (where applicable) for selection of quality field checks.


- 5.2 Quality Control records and documentation must record the following information as a minimum:

- a. Grid/Study Area/Work Site identification (as applicable);
- b. Any pertinent information to accurately identify location of the grid / lot / study area / work site;
- c. Date and time;
- d. Personnel conducting the QC operation;
- e. All results and observations obtained from the work; and,
- f. Confirm equipment used to complete the work.

- 5.3 Submit QC reports and related QC documentation to the UXO Program Representative within 24 hours of QC activity completion. If an issue is uncovered during the course of an audit, the Contractor will report to the UXO Program Representative promptly and identify the course of action (as described in the QCP) undertaken.

6 INSTRUMENT AND EQUIPMENT (CALIBRATION AND FREQUENCY)

- 6.1 Critical to the success of the work is the proper functioning of all measurement equipment. The contractor must maintain the equipment in good working order. Maintenance tasks must include, but are not limited to, the following:

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- a. Calibration procedures for all equipment used and state compliance with manufacturer's recommendations;
- b. Frequency of calibration for all measurement equipment; and,
- c. A record of all measurement equipment on site for the project.

6.2 The QCP must include procedures to be undertaken in the event of out-of-calibration discovery (part of the QCP process flow), equipment malfunction or inability to calibrate.


6.3 Records of maintenance and calibration for those pieces of equipment used on the project must be made available to the UXO Program Representative.

7 CLASSIFICATION OF DEFECTS – NON-CLEARANCE ACTIVITY

7.1 Based on the non-conformance criteria stated in 7.2, the Contractor must develop a summary of what constitutes a minor, major and critical failure. This summary is to be communicated to the project team.

7.2 If, prior to acceptance of work performed by the Contractor, an inspection or audit reveals a defect or failure in the quality of the work carried out by the Contractor, that defect will be classified using the following defect classification system:

- a. Minor Non-conformance. A non-conformance that is not likely to materially reduce the usability of the supplies or services for their intended purpose, or is a departure from established standards having little bearing on the effective use or operation of the supplies or services. The UXO QCS must provide a written response to the Non-conforming Report (NCR) within 5 business days. In the event that 3 minor non-conformances for an identical failure occur, then the minor non-conformance is elevated to a major non-conformance.
- b. Major Non-conformance. A non-conformance, other than critical, that is likely to result in failure of services, or to materially reduce the usability of the services for their intended purpose. The Contractor's Project Manager must provide a written response to the Non-conforming Report (NCR) within 2 business days. In the event that 3 major non-conformances for an identical failure occur, then the major non-conformance is elevated to a critical non-conformance.
- c. Critical Non-conformance. A non-conformance that is likely or will result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the supplies or services; or is likely to prevent performance of the vital agency mission. The Contractor's

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Project Manager must provide a written response to the Non-conforming Report (NCR) within 1 business day.

8 NON-COMPLIANCE TO QUALITY CONTROL PLAN

- 8.1 It must be understood that Quality Control does not only relate to the survey work. All aspects of the Contractor's work may be reviewed through a DCC Quality Assurance Audit which will document deviations or non-conformances for the Contracting Authority and the Contractor.
- 8.2 If, in the opinion of the UXO Program, the Contractor is found not to be in compliance of their QCP and re-work is assigned, it will be completed at the Contractor's expense.

9 CORRECTIVE ACTION

- 9.1 Deviations from this Specification, and cited regulations, standards and policies, whether identified by the UXO Program, DCC Quality Assurance Auditor or by the Contractor QC, will be rectified at no additional cost to the Crown.

10 QUALITY CONTROL SEEDING PROGRAM


- 10.1 Where the project requires a geophysical survey or geophysical equipment to be used, the Contractor must implement a quality control seed program in accordance with Reference 3.1. Sections 5.0 (QC Seeding Program) and section 6.0 (DCC/DND Blind Seed Program) of this standard apply.

11 TRAINING

- 11.1 Each member of the contractor's team has an important role in ensuring the project's goals are met. The Contractor must ensure that each member of the team understands the requirements and Objectives of the project and what constitutes success or failure, based on the Contractor's WP and QCP.

12 LESSONS LEARNED

- 12.1 The Contractor must identify from NCRs, inspection reports, audits, or other opportunities, any lessons learned during the project. All lessons learned are to be captured, documented, communicated, and applied.
- 12.2 All preventive action items from non-conformance reports are to be documented in lessons learned.

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12.3 Lesson learned can also come from best practices identified that would be captured and applied to future projects.

12.4 The Contractor is to submit all lessons learned with the final Task Report.

13 PROJECT AUDITS

13.1 UXO Program Representative(s) may, at any time, conduct audits of the Contractor's work.

13.2 Any or all aspects of the Contractor's work may be reviewed. The UXO Program Representative will inform the Contractor of any deviation from the contractual documents.


13.3 If the Contractor's work is found not to be in compliance with the contractual documents, the Contractor risks non-acceptance of the work completed to date. Re-work of the area(s) will be completed at the Contractor's expense.

13.4 Audits may consist of interviews, review of records and documentation, as well as on-site fieldwork quality assurance

13.5 The Contractor must allow UXO Program Representative(s) access to the work site and to all records and documentation of the work.

13.6 DCC Quality Management reserves the right to perform independent quality audits of the project. These audits are intended to validate compliance/conformance to the Work Plan, Standard Operating Procedures (SOP), processes, standards, and systems (ISO 9000) (if applicable).

END OF SECTION

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1 SUMMARY

- 1.1 This section outlines health and safety requirements associated with the implementation of this project.

2 RELATED SECTIONS


Section 01-003 – Site Specific Conditions
Section 01-012 – Qualifications
Section 01-011 – Deliverables
Section 01-013 – Quality Control/Assurance

3 REFERENCE STANDARDS

- 3.1 Comply with the latest editions of the following regulatory requirements and reference standards:
- 3.1.1 Canada Labour Code, Part II
 - 3.1.2 Provincial Worker’s Compensation Board (as applicable);
 - 3.1.3 Municipal statutes and ordinances; and,
 - 3.1.4 Standards and regulations referenced in other sections of this Specification.
- 3.2 In event of conflict between any provisions of above authorities the most stringent provision will apply.

4 SUBMITTALS

- 4.1 Submit to the UXO Program Representative copies of the following documents, including updates issued:
- 4.1.1 Health and Safety Plan as indicated in Paragraph 4 of Section 01-011 - Deliverables of this specification, as part of the Contractor’s Master Work Plan (MWP) submission;
 - 4.1.2 Site-specific updates to the Health and Safety Plan on a site-specific basis, submitted as part of each Task Work Plan (TWP) submission;
 - 4.1.3 Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority;

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- 4.1.4 Accident or Incident Reports, within 24 hrs of occurrence, or per Provincial requirements, whichever is more stringent. For accidents or incidents involving ammunition or explosives, a report must be provided to the UXO Program within eight (8) hours; and,
- 4.1.5 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the contract.

5 CONTRACTOR HEALTH AND SAFETY RESPONSIBILITIES

- 5.1 The Contractor is legally and professionally responsible and accountable for identification and compliance with all federal, provincial and municipal health and safety regulations applicable under this scope of work, including permitting/licenses, notifications and reporting.
- 5.2 The Contractor is required to have in place a Health and Safety Plan. Compliance requirements for the content, detail and implementation of the program resides with the applicable provincial/territorial authority.
- 5.3 The Contractor is responsible for the safety of persons and property at the work site including federal employees and any member of the general public circulating on and adjacent to work site operations to extent that they may be affected by conduct of work.
- 5.4 The Contractor must enforce compliance by workers and other persons granted access to the work site with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with the Contractor's Health and Safety Program.
- 5.5 In the event of an unforeseen or peculiar safety related hazard or conditions becomes evident during performance of work:
 - 5.5.1 Immediately take measures to rectify the situation and prevent damage or harm; and,
 - 5.5.2 Advise the UXO Program Representative verbally and in writing of the hazard or condition.

6 HEALTH AND SAFETY PROGRAM

- 6.1 For the purpose of this contract the Health and Safety Program must include a site-specific Health and Safety Plan that acknowledges, assesses and addresses the hazardous substances and/or hazardous conditions known and on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.
- 6.2 Provide one copy of the Health and Safety Plan to the UXO Program Representative prior to commencement of work on the work site. The copy provided to the UXO Program

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Representative is for the purpose of review against the contract requirements related to the known hazardous substances and/or hazardous conditions.

- 6.3 The review is not to be construed to imply approval by the UXO Program Representative that the program is complete, accurate and legislatively compliant with applicable regulations and does not relieve the Contractor of their legal obligations under such legislation.


7 SITE CONTROL AND ACCESS

- 7.1 The contractor must:

- 7.1.1 Control all work site access points and work site activities to protect against un-authorized access.
- 7.1.2 Delineate and isolate the work site from adjacent and surrounding areas by use of appropriate means to maintain control of all work site access points.
- 7.1.3 Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) specified in the Contractor's Health and Safety Plan. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE as specifically related to the work site activity that they are involved in. A minimum of two additional sets of PPE must be maintained at the site office for use by site visitors.
- 7.1.4 Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with the provincial regulations made pursuant to the Act and the Contractor's Health and Safety Program and Site Health and Safety Plan, and conditions of CDG registration.
- 7.1.5 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to non-authorized persons. Signage must meet requirements of C-09-008-001/FP-000, Part 1, on warning sign specifications or comparable.

8 PERMITS

- 8.1 The contractor must post all permits, licenses and compliance certificates on the work site and provide copies to the UXO Program Representative.

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9 INVESTIGATION OF NON-AMMUNITION OR EXPLOSIVES ACCIDENTS AND INCIDENTS

- 9.1 The contractor must Participate in the investigation and reporting of incidents and accidents as required by applicable regulations.
- 9.2 For the purpose of this contract immediately investigate and provide a report to the UXO Program Representative on incidents and accidents that involve:
 - 9.2.1 A resulting injury that may or may not require medical attention but involves lost time at work by the injured person(s);
 - 9.2.2 Exposure to toxic chemicals and/or substances;
 - 9.2.3 Property damage; and,
 - 9.2.4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications.
- 9.3 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advise in writing, the action taken to prevent a re-occurrence of the incident and/or accident.


10 INVESTIGATION OF AMMUNITION OR EXPLOSIVES ACCIDENTS AND INCIDENTS

- 10.1 See Section 02-014

11 MEETINGS

- 11.1 Conduct site-specific occupational health and safety meetings as required by applicable regulations.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Environmental UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-015 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section describes requirements for the Contractor to implement, monitor, and recording/reporting of environmental mitigation measures.

2 RELATED SECTIONS


Section 01-011 – Deliverables

3 REFERENCE STANDARDS

Not used.


4 ENVIRONMENTAL REQUIREMENTS

- 4.1 An Environmental Assessment (EA) or Screening Report will be completed by the UXO Program on a site-specific basis. The Contractor will be provided with a copy of the completed EA documentation with each Task Authorization.
- 4.2 The Contractor must implement all mitigation measures identified in the EA documentation with due regard to preserving and protecting the environment. The Contractor must become familiar with and follow the required mitigation measures identified.
- 4.3 Should an undisclosed environmental discovery be made, the Contractor must inform the UXO Program Representative immediately, and the following actions must be taken:
- 4.3.1 All work in the immediate area of the discovery is to stop;
 - 4.3.2 The Contractor is to move personnel to other areas of work or as directed by the UXO Program Representative.
 - 4.3.3 The Contractor must record all actions taken by Contractor personnel upon discovery of the environmental issue. A copy of this record must be provided to the UXO Program Representative.
- 4.4 The Contractor's Environmental Management Plan (EMP), a section of the Master Work Plan, must adequately address all potential environmental concerns and procedures associated with the execution of the project. The Contractor must provide a site-specific update to the EMP in the Task Work Plan.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Environmental UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 01-015</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 4.5 All spills of hydrocarbon-based products such as gasoline, kerosene, naptha, lubricating oils, engine oils, greases and de-icing fluids or anti-freeze are to be reported to the UXO Program Representative regardless of the spill size.
- 4.6 Refueling of equipment will be performed at locations as directed by the UXO Program Representative.
- 4.7 No refueling of equipment will occur within 30 meters of any watercourse or storm water catch basin unless protection against spills is in place and the location is approved by the UXO Program Representative.
- 4.8 The Contractor must have at the worksite a spill control kit consisting of the following types of equipment:
 - 4.8.1 a spaded shovel, a stable broom and a broad nosed shovel;
 - 4.8.2 a container suitable, compatible to and of sufficient size to contain petroleum products being used in equipment;
 - 4.8.3 absorbents;
 - 4.8.4 rags; and,
 - 4.8.5 a metal container for soiled rags.
- 4.9 Contractor personnel must be trained in the use of the spill kit.
- 4.10 Cleanup of spills will be at no cost to the UXO Program and must be to the satisfaction of the UXO Program Representative.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Geographic Information Systems and Data Products UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-001 Effective Date: 05 July 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for the Contractor to provide a complete Geographic Information System (GIS) incorporating all specified data attributes captured during activities conducted under the Task Authorization Contract.

2 RELATED SECTIONS


01-011 – Deliverables
01-013 – Quality Control/Assurance
02-002 – UXO Avoidance
02-003 – Vegetation Removal
02-004 – Grid and/or Polygon Stakeout
02-005 – Geophysical Survey
02-006 – Geophysical Survey Soft Prove-Out
02-007 – Detector-aided Investigations
02-008 – MEC Surface Clearance
02-009 – MEC Sub-Surface Clearance
02-010 – MEC Packaging
02-011 – MEC Storage
02-012 – MEC Destruction

3 REFERENCE STANDARDS

- 3.1 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.2 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)

4 TECHNICAL REQUIREMENTS


- 4.1 The GIS requirements include the collection of geospatial information to record the locations and coverage of UXO-related activities (e.g., avoidance, survey, clearance), found MEC, observed MEC characteristics, and other project-related data per defined feature classes. This includes activities related to the transport and disposal of MEC.
- 4.2 All GIS Deliverables must be delivered in an ESRI File Geodatabase created with an ArcEditor license (or higher), and compatible with ArcGIS 10.0 (or higher).

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Geographic Information Systems and Data Products UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-001</p> <p>Effective Date: 05 July 2012 Revision: 0</p>
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- 4.3 The Contractor must ensure that a sufficient number of JPEG photographs are provided to adequately describe the work activities carried out. Photographs must be submitted with Daily Reports and incorporated in the final report. A MS Excel spreadsheet must be used to provide a table of photos and contain date, location, time, photo identifiers, and descriptions.
- 4.4 Spatial data (UTM coordinates) and time/date stamp must follow a standardized naming convention for each photograph/video taken.
- 4.5 Positions and attributes of photo/video must also be logged within a GIS dataset.
- 4.6 A Documents table within the geodatabase, which will be provided by the UXO Program, is to be populated with all photos taken during the project.
- 4.7 The Contractor will relate the records to the appropriate features as described in Reference 3.2. For general site pictures, create points in the PhysicalSiteConditions feature class and relate it to the associated photo in the Documents table. The same applies to videos.


5 GIS LAYERS/THEMES

- 5.1 The following GIS layers/themes will be created, as applicable, by the Contractor to record features encountered and activities conducted during the course of work. The following GIS data must be captured as a minimum requirement in accordance with the data structure listed in Reference 3.2:
 1. Projects
 2. Documents
 3. ControlPoints
 4. PhysicalSiteConditionAreas
 5. PhysicalSiteConditionLines
 6. UnderwaterSiteConditions
 7. UnderwaterSiteAreas
 8. AnchorPoints
 9. PlannedSurveyAreas (provided by UXO Program)
 10. VegetationRemovalAreas
 11. GeophysicalAnomalies
 12. GeophysicalAnomalyAreas
 13. ClearanceAreas
 14. ActualSurveyAreas
 15. SurveyObstacles
 16. SurveyTracks
 17. GMUs
 18. GMUClearance

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Geographic Information Systems and Data Products UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-001</p> <p>Effective Date: 05 July 2012 Revision: 0</p>
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19. InvestigativeResults
20. InvestigativeResultAreas
21. InvestigativeResultAreaInventory
22. MECDetails
23. UnderwaterSiteAreas
24. SiteOffices
25. AdministrationAreas
26. MagazineStorageAreas (including packaging and scrap screening areas)
27. DestructionAreas
28. DisposalPoints
29. RefuelingAreas
30. InstitutionalControlSigns
31. InstitutionalControlBarrierP
32. InstitutionalControlBarrierL
33. MonitoringPosts
34. MonitoringPostData

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">UXO Avoidance and Escort UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-002 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting UXO avoidance and escort activities.

2 RELATED SECTIONS


Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Section 02-001 – GIS and Data Products

3 REFERENCE STANDARDS

- 3.1 DCC/DND Geospatial Information Standard V1.07
3.2 UXO Field Data Layer and Attribute Standard, version 2.1
3.3 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual

4 INTRODUCTION

- 4.1 The aim of a UXO avoidance task is to detect and avoid potential UXO so that another non-UXO related activity can proceed in a safe manner. UXO avoidance is usually employed to support activities that do not require the entire area to be cleared of UXO and have the flexibility to shift short distances (e.g., environmental test pits).
- 4.2 During UXO avoidance tasks, the surface is visually swept by qualified personnel (minimum UXOT) and detection equipment is used to detect suspected UXO below the surface in advance of intrusive activities. At no time will intrusive investigations of anomalies or movement of encountered MEC be conducted during UXO avoidance.
- 4.3 UXO escort activities are conducted on sites where non-UXO qualified personnel must access a site that is, or may be, affected by UXO. As a general rule, an appropriately qualified UXO person must escort any non-UXO qualified personnel in such areas. Only personnel qualified UXOT or above can perform escort duties. The number of escorts will be dependent on the scope of the task and safety considerations. Under normal conditions, one UXOT may escort up to five personnel where the work area allows the UXOT visual contact with the entire group escorted. Where more than one location is to be employed simultaneously or when the UXOT cannot maintain visual contact with all member of the escorted group, additional escort UXOTs will be provided.

 DND UXO & Environmental Legacy Sites Program	<p align="center">UXO Avoidance and Escort UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-002</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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4.4 Visitors under escort must never be allowed in the exclusion zone while UXO activities are taking place.

5 TECHNICAL REQUIREMENTS

5.1 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting UXO avoidance and escort operations, as per Section 01-011 Deliverables.

5.2 A detailed description of UXO avoidance and escort procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan (MWP), in accordance with Section 01-011 Deliverables.

5.3 Site-specific updates to the TMP must be completed on a Task Authorization basis, including specific UXO avoidance and escort areas.

5.4 MEC avoidance and escort activities will be conducted in general accordance with the procedures and personnel requirements described in Reference 3.3.

5.5 Data recording of UXO avoidance and escort activities must meet the requirements of Section 02-001, Geographical Information Systems.

6 EQUIPMENT AND QUALIFICATIONS

6.1 Equipment, composition of UXO avoidance/escort team, and team member qualifications must be consistent with requirements of other sections of this Specification, including Section 01-012 – Qualifications.

6.2 UXO avoidance/escort personnel must be equipped with detection equipment suitable for the site conditions and the planned intrusive depth of the non-UXO related activities.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">UXO Signage Installation UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-003 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting UXO signage installation.

2 RELATED SECTIONS

Section 01-014 – Health and Safety
Section 02-001 – GIS and Data Products

3 REFERENCE STANDARDS

- 3.1 DCC/DND Geospatial Information Standard V1.07
3.2 UXO Field Data Layer and Attribute Standard, version 2.1

4 INTRODUCTION

- 4.1 UXO signage (provided by the UXO Program) may be installed at required locations to alert property users of a potential UXO risk at a site.


5 TECHNICAL REQUIREMENTS

- 5.1 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting UXO signage installation activities, as per Section 01-011 Deliverables.
- 5.2 A detailed description of UXO signage installation procedures must be included in the TMP as part of the MWP, in accordance with Section 01-011 Deliverables.
- 5.3 Site-specific updates to the TMP must be completed on a Task Authorization basis, including the specific locations of signage to be installed.
- 5.4 The Contractor will be required to determine the most feasible and cost effective method of erecting the signs throughout the site that will ensure long term placement (i.e., a duration of at least two years). Hardware and sign posts will be provided by the Contractor. Signage installation must include the use of bolts and washers of sufficient size to prevent sign detachment due to windy conditions or tampering.
- 5.5 Data recording of UXO signage installation activities, including GPS coordinates and photos of the signage locations, must meet the requirements of Section 02-001, Geographical Information Systems.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">UXO Signage Installation UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-003</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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5.6 The installation of signs will generally require the provision of UXO avoidance services (see Section 02-002).

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Vegetation Removal UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-004 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting vegetation removal activities.

2 RELATED SECTIONS

Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Section 02-001 – GIS and Data Products
Section 02-005 – Grid and/or Polygon Stakeout
Section 02-006 – Geophysical Survey
Section 02-007 – Detector-aided Investigations
Section 02-008 – MEC Surface Clearance
Section 02-009 – MEC Sub-Surface Clearance

3 REFERENCE STANDARDS


- 3.1 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual
3.2 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.3 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)

4 INTRODUCTION

- 4.1 Vegetation removal may be required to facilitate geophysical survey or clearance activities.
4.2 Depending on site conditions, surface clearance operations may be conducted in advance of vegetation removal activities.


5 TECHNICAL REQUIREMENTS

- 5.1 Vegetation removed during the execution of this contract may require off-site disposal by the Contractor in accordance with applicable provincial solid waste disposal guidelines.
5.2 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting Vegetation Removal Operations, as per Section 01-011 Deliverables.
5.3 As a minimum, personnel must:

 DND UXO & Environmental Legacy Sites Program	<p style="text-align: center;">Vegetation Removal UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-004</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 5.3.1 Be briefed on a daily basis to the extent of their duties;
- 5.3.2 Fully understand the nature of the ordnance hazards in the work area;
- 5.3.3 Know the limitations and boundaries of the work area;
- 5.3.4 Know the limitations and requirements of the removal being conducted;
- 5.3.5 Know the maximum height above ground stumps are to extend;
- 5.3.6 Be proficient in the operation of the equipment to be used;
- 5.3.7 Know the actions to be taken in the event of an emergency;
- 5.3.8 Be equipped with or have ready access to proper communications;
- 5.3.9 Be provided and have in use proper Personal Protective Equipment (PPE) for the operation being conducted;
- 5.3.10 Know the actions to take should MEC or un-forecasted hazards be encountered.
- 5.4 If MEC/UXO is encountered while conducting Vegetation Removal Operations, the individual must:
 - 5.4.1 Advise the UXO Field Supervisor, and any personnel working nearby, of the potential for MEC hazards;
 - 5.4.2 The UXO FS will place a marker in the vicinity of, but not on, the item;
 - 5.4.3 Establish work safe procedures specified in Contractor SOPs;
 - 5.4.4 Record all data which can safely be captured for inclusion in the project database.
 - 5.4.5 Inform the UXO Program Representative at the earliest opportunity.
- 5.5 Only personnel trained and qualified to operate the equipment required to perform vegetation removal will do so.
- 5.6 All due regard to personnel safety is to be enforced.
- 5.7 Data recording of Vegetation Removal activities, including GPS coordinates and photos, must meet the requirements of Section 02-001, Geographical Information Systems.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Grid and/or Polygon Stakeout UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-005 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting grid and/or polygon stakeout activities.

2 RELATED SECTIONS

Section 01-011 - Deliverables
Section 02-001 – GIS and Data Products
Section 02-002 – UXO Avoidance and Escort
Section 02-006 – Geophysical Survey
Section 02-007 – Detector-aided Investigations
Section 02-008 – MEC Surface Clearance
Section 02-009 – MEC Sub-Surface Clearance

3 REFERENCE STANDARDS

- 3.1 DCC Digital Geophysical Mapping Standards For Munitions Response Projects V 2.0
3.2 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.3 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)
3.4 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual

4 INTRODUCTION

- 4.1 Stake out operations provide a visual reference defining the limits of a work area and grids within the work area. Stakes are typically used to define special hazard areas or provide direction to personnel. Wooden stakes one meter in length are commonly used to define a work area boundary.


5 TECHNICAL REQUIREMENTS

- 5.1 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting stakeout operations, as per Section 01-011 Deliverables.
5.2 A detailed description of stakeout procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan (MWP), in accordance with Section 01-011 Deliverables.
5.3 Site-specific updates to the TMP must be completed on a Task Authorization basis, including specific stake locations.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Grid and/or Polygon Stakeout UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-005</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 5.4 Each stake should be marked with materials or paint that makes it easily visible to personnel (e.g., high visibility surveyors tape).
- 5.5 Each stake should be marked indicating its location and purpose. Any offset must be annotated on the stake indicating distance and direction. Markings must be made in permanent marker.
- 5.6 The Stake placement must be located using GPS.
- 5.7 Each stake must be of sufficient height and thickness to be seen above or through local vegetation conditions.
- 5.8 The stake must be placed in the ground to a depth that will support the stake in high winds.
- 5.9 Depending on site conditions, UXO avoidance may be required in advance of stakeout activities (see Section 02-002). Once the location has been cleared the stake is hammered into the ground to a depth not exceeding the detection capability of the equipment.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Digital Geophysical Mapping UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-006 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting digital geophysical mapping activities.

2 RELATED SECTIONS

Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Section 02-001 – GIS and Data Products
Section 02-005 – Grid and/or Polygon Stakeout
Section 02-007 – Detector-aided Investigation
Section 02-008 – MEC Surface Clearance
Section 02-009 – MEC Sub-Surface Clearance

3 REFERENCE STANDARDS


- 3.1 DCC Digital Geophysical Mapping Standards For Munitions Response Projects V 2.0
3.2 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.3 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)
3.4 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual

4 INTRODUCTION

- 4.1 All geophysical work must be conducted in accordance with reference to 3.1.
4.2 All geophysical data or results submitted to the UXO Program must meet the requirements described in Reference to 3.2 and 3.3.

5 TECHNICAL REQUIREMENTS

- 5.1 The Contractor must develop a Geophysical Survey Plan (GSP), as part of the Master Work Plan, in accordance with Section 01-011 Deliverables. The GSP must provide a clear, well-justified and detailed description of geophysical survey procedures.
5.2 The GSP must describe technical requirements for all activities related to geophysical operations that rely on geophysical data.

 DND UXO & Environmental Legacy Sites Program	Digital Geophysical Mapping UXO Services Task Authorization Contract – Time-Critical Response	Section No. 02-006 Effective Date: 28 Sep 2012 Revision: 0
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5.3 Site-specific updates to the GSP must be completed on a Task Authorization basis, including descriptions of specific survey areas and the geophysical system to be employed, (i.e., the sensor technology, positioning and navigation tools, deployment platforms, data processing and interpretation techniques).

5.4 A Geophysical Soft Prove-Out (SPO) and a SPO Letter Report is required as per Reference 3.1 to establish the capabilities and parameters of the geophysical system prior to entering into production.

5.5 The following table provides due dates for the delivery of the digital geophysical mapping data products. For full description of the required data deliverables please refer to Reference 3.1. All deliverables must be submitted in accordance with Section 01-011 Deliverables.

5.6 Table 1- Minimum Reporting Deliverables for Draft and Final Reports

	Prior to start of survey production	24 hours after data collection	48 hours after request by UXO Program Representative	72 hours after data collection	Prior to Intrusive Investigation Operations	On CD/DVD Archive with Final Report
SPO Letter Report	X					X
QC seed registry	X					X
Raw Data, DGM and QC/test data		X				X
Daily Equipment functionality and QC test report		X				X
Special Request Draft Data			X			X
Draft Processed DGM data/maps/QC data				X		
Dig Lists					X	X
All data as outlined in DGM standards reference document						X

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Detector-Aided Investigations UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-007 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting detector-aided investigations.

2 RELATED SECTIONS

Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Section 02-001 – GIS and Data Products
Section 02-003 – Vegetation Removal
Section 02-004 – Grid and/or Polygon Stakeout
Section 02-005 – Geophysical Survey
Section 02-008 – MEC Surface Clearance
Section 02-009 – MEC Sub-Surface Clearance

3 REFERENCE STANDARDS

- 3.1 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.2 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)
3.3 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual

4 INTRODUCTION

- 4.1 Detector-aided investigations (also commonly referred to as “mag and flag”) are systematic real-time searches using hand-held detectors for the purposes of locating surface or subsurface MEC. Typically, the goal of such operations is to reduce the immediate risk of unintentional interaction with MEC/UXO by the general public or to support additional project requirements.

5 TECHNICAL REQUIREMENTS

- 5.1 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting detector-aided investigations.
5.2 A detailed description of detector-aided investigation procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan, in accordance with Section 01-011 Deliverables.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Detector-Aided Investigations UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-007</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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5.3 Site-specific updates to the TMP must be completed on a Task Authorization basis, including specific investigation areas.

5.4 Detector-aided investigation activities will be conducted in general accordance with the procedures and personnel requirements described in Reference 3.3.


5.5 A DoI will be established prior to project commencement. MEC/UXO that are detected within the DoI and descend below the DoI will be investigated.

5.6 Reacquisition of anomalies should be completed using the same equipment as in the survey if practical.

5.7 Data recording of detector-aided investigation activities must meet the requirements of Section 02-001 Geographical Information Systems.

5.8 Detector-aided investigations may require vegetation removal before the operations can take place. Should this be the required, vegetation removal must be conducted in accordance with Section 02-003, Vegetation Removal Requirements.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">MEC Surface Clearance UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-008 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting MEC surface clearance activities.

2 RELATED SECTIONS

Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Section 02-001 – GIS and Data Products
Section 02-004 – Vegetation Removal
Section 02-005 – Grid and/or Polygon Stakeout
Section 02-007 – Detector-aided Investigation
Section 02-009 – MEC Sub-Surface Clearance

3 REFERENCE STANDARDS


- 3.1 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.2 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)
3.3 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual

4 INTRODUCTION

- 4.1 Surface clearance operations are conducted to locate and remove/destroy MEC located at the ground surface.
4.2 A detector-aided, visual surface clearance describes an operation in which the ground cover to the soil surface is searched using detectors to aid in visual detection of metallic materials. This includes searching through grasses, leaves, mulch, dead falls, etc., down to the soil surface and the removal of all MEC exposed at the soil surface level.


5 TECHNICAL REQUIREMENTS

- 5.1 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting surface clearance operations.
5.2 A detailed description of surface clearance procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan, in accordance with Section 01-011 Deliverables.

 DND UXO & Environmental Legacy Sites Program	<p align="center">MEC Surface Clearance UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-008</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 5.3 Site-specific updates to the TMP must be completed on a Task Authorization basis, including specific clearance areas.
- 5.4 Surface clearance activities will be conducted in general accordance with the procedures and personnel requirements described in Reference to 3.3.
- 5.5 The minimum UXO qualification for the members of the sweeping team, during surface clearances, is that of UXOT. A UXOT is qualified to make the determination whether an item of Munitions Scrap (MS) or Non-Munitions Scrap (NMS) is safe to be picked up. If in doubt he/she must seek the advice of a more experienced tech or UXOTS/UXOFS. A UXOT is not qualified to positively identify UXO items as safe to be moved. That recognition must be done by a UXOTS or higher.
- 5.6 Small arms ammunition must be picked up during the clearance and placed in a separate and dedicated container segregated from MS and NMS.
- 5.7 Data recording of surface clearance activities must meet the requirements of Section 02-001 Geographical Information Systems.

END OF SECTION

 DND UXO & Environmental Legacy Sites Program	<p align="center">MEC Sub-Surface Clearance UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-009 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for conducting MEC sub-surface clearance activities.

2 RELATED SECTIONS

Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental
Section 02-001 – GIS and Data Products
Section 02-004 – Vegetation Removal
Section 02-005 – Grid and/or Polygon Stakeout
Section 02-007 – Detector-aided Investigation
Section 02-008 – MEC Surface Clearance

3 REFERENCE STANDARDS


- 3.1 DCC Geospatial Data Standard, v1.07 (19 August, 2011)
3.2 UXO Field Data Layering and Attribute Standard, v2.1 (3 May, 2011)
3.3 B-GL-381-003/TS-000 Range Clearance and Unexploded Explosive Ordnance (UXO) Activities Manual

4 INTRODUCTION

- 4.1 Sub-surface clearances are conducted to locate and remove/destroy MEC located beneath the ground surface and remove buried munitions scrap, non-munitions scrap and/or hard target material. A sub-surface clearance is generally preceded by a surface clearance.
- 4.2 For a sub-surface clearance, the depth and extents of the clearance area are dependent on a combination of various factors as determined through the risk rating process for the particular site. The Depth of Investigation (DoI) and clearance extents will be specified in each Task Authorization.


5 TECHNICAL REQUIREMENTS

- 5.1 The Contractor must have in place a Standard Operating Procedure (SOP) for personnel conducting sub-surface clearance operations.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">MEC Sub-Surface Clearance UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-009</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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- 5.2 A detailed description of sub-surface clearance procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan, in accordance with Section 01-011 Deliverables.
- 5.3 Site-specific updates to the TMP will be completed on a Task Authorization basis, including specific clearance areas and DoI.
- 5.4 Sub-surface clearance activities will be conducted in general accordance with the procedures and personnel requirements described in Reference 3.3.
- 5.5 Data recording of sub-surface clearance activities must meet the requirements of Section 02-001 Geographical Information Systems.
- 5.6 Sub-surface clearance activities may require vegetation removal before the operations can take place. Should this be the required, vegetation removal will be conducted in accordance with Section 02-004, Vegetation Removal Requirements.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">MEC Packaging UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-010 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for packaging of MEC prior to road transport.

2 RELATED SECTIONS


- 01-012 – Qualifications
- 01-013 – Quality Control/Assurance
- 01-014 – Health and Safety
- 01-015 – Environmental

3 REFERENCE STANDARDS

- 3.1 C-09-005-003/TS-000, Ammunition and Explosives Safety Manual, Volume 3: Transportation, (1 Jan-2011)
- 3.2 C-09-153-001/TS-000, Ammunition and Explosives Safety Manual, Volume 1: Storage and Transportation, Change 1 (5 Dec 2005)
- 3.3 CAN/Canadian General Standards Board (CGSB) 43.151-97: Packaging of Explosives (Class 1) for Transportation, and all Corrigenda
- 3.4 CAN/Canadian General Standards Board (CGSB) 43.150-97: Performance Packagings for Transportation of Dangerous Goods, and all Corrigenda
- 3.5 Controlled Goods Regulations (SOR/2001-32)
- 3.6 Transportation of Dangerous Goods Regulations (SOR/2001-286)
- 3.7 Quantity-Distance Principles – User’s Manual. Natural Resources Canada, Explosives Regulatory Division, undated.

4 TECHNICAL REQUIREMENTS


- 4.1 The Contractor will package MEC in compliance with References 3.1, 3.2, 3.3 and 3.4, using compliant methods, material, and equipment.
- 4.2 The Contractor must comply with required Q-D limits per Reference 3.7.
- 4.3 A detailed description of MEC packaging procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan, in accordance with Section 01-011 Deliverables.

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">MEC Packaging UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-010</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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4.4 Site-specific updates to the TMP must be completed on a Task Authorization basis including, at a minimum, the following information:

- 4.4.1 Determination of hazard class, and associated packaging method (e.g., EP30, EP41) for each type/mark of MEC encountered, with supporting documentation/rationale.
- 4.4.2 Detailed description of packaging methods and materials, including selection of inner, intermediate and outer packagings and arrangements as required. In selecting/designing their packaging methods and materials, Contractors will consult Reference 3.4 for performance, construction, marking and other requirements.
- 4.4.3 The Contractor must provide a packaging Site Plan, including calculated Q-Ds, screening areas, unloading/loading points, distances to public roads/buildings, proximate infrastructure and utilities references, and details on site security/control. Any packaging area selected by the Contractor must be able to meet all required Q-Ds.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">MEC/Explosives Storage UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-011</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section describes requirements for storage of explosives (for use in destruction) and MEC at a destruction/storage site.

2 RELATED SECTIONS

Section 01-007 – Security
Section 01-012 – Qualifications
Section 01-013 – Quality Control/Assurance
Section 01-014 – Health and Safety
Section 01-015 – Environmental

3 REFERENCE STANDARDS


- 3.1 Explosives Act (R.S.C., 1985, c. E-17) and Explosives Regulations (C.R.C., c. 599)
- 3.2 Blasting Explosives and Initiation Systems – Storage, Possession, Transportation, Destruction and Sale. Natural Resources Canada, Explosives Regulatory Division, March 2008.
- 3.3 Storage Standards for Industrial Explosives. Natural Resources Canada, Explosives Regulatory Division, May 2001.
- 3.4 Quantity-Distance Principles – User’s Manual. Natural Resources Canada, Explosives Regulatory Division, undated.

4 GENERAL REQUIREMENTS

- 4.1 The contractor must acquire any/all licenses required for the proper storage of donor explosives and STM MEC.
- 4.2 The Contractor must provide to the UXO Program copies of the licenses, applications and site plans submitted to NRCan.

5 EXPLOSIVES STORAGE PLANNING

- 5.1 A detailed description of explosives storage procedures must be included in the Technical Management Plan (TMP) as part of the Master Work Plan, in accordance with Section 01-011 Deliverables.

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5.2 Site-specific updates to the TMP must be completed on a Task Authorization basis. The Contractor must submit details on how it plans to store MEC (as required) and donor explosives as a sub-section to the MEC Destruction and Explosives Siting Plan as part of the Contractor's Task Work Plan. This portion of the TMP must cover, at a minimum:

- 5.2.1 Timelines and steps to obtain required storage licenses;
- 5.2.2 Explosive storage/inventory process;
- 5.2.3 Required consultations with other parties (municipalities, local emergency response, etc.); and,
- 5.2.4 All MEC/donor explosives storage locations must be indicated on the site plan, including all Q-Ds and Exposed Sites (ES), both internal and external.

6 STORAGE OF MEC/DONOR EXPLOSIVES


6.1 The Contractor must obtain the appropriate magazine license(s) for the type, quantity of explosives and MEC being stored.

7 SECURITY

7.1 The Contractor must provide the appropriate security while MEC or explosives are stored at the storage site.

7.2 The security personnel must have been security screened under the CGD registration process and received Notices of Security Assessment and Authorization, which must be provided to the UXO Program Representative.

END OF SECTION

 DND UXO & Environmental Legacy Sites Program	<p align="center">MEC Destruction UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-012 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

1.1 This section provides technical requirements for the planned destruction of MEC.

2 RELATED SECTIONS

Section 01-007 – Security

Section 01-010 – Qualifications

Section 01-012 – Health and Safety

Section 01-013 – Quality Control/Assurance

Section 01-015 – Environmental

3 REFERENCE STANDARDS

3.1 A&EI 08, Plastic Coated Tape, Explosives Safety Hazard – Electrostatic Discharge

3.2 A&EI 34, Approved Misfire Procedure for Electrically Initiated Disposal Operations (28 October, 2011)

3.3 B-GL-381-003/TS-000: Range Clearance and UXO Activities Manual (Interim, 12 April, 2011)

3.4 C-09-008-001/FP-000: Destruction of Surplus, Obsolete and Deteriorated Ammunition (29 October, 1993)

3.5 C-09-008-002/FP-000 – Destruction of Duds and Misfired munitions

3.6 Explosives Act Regulations

3.7 Explosives Act (R.S.C., 1985, c. E-17) and Explosives Regulations (C.R.C., c. 599)


4 GENERAL REQUIREMENTS

4.1 For the purposes of this contract, destruction is the deliberate act of destroying MEC using authorized methods per Reference 3.4 and secondary references contained therein.

5 RESPONSIBILITIES

5.1 The Contractor UXOFS is in charge and responsible for personnel and destruction operations.

5.2 Every person employed in the destruction of ammunition or explosives must be qualified for his/her given tasks (see Section 01-012 – Qualifications), must have participated in the mandatory annual

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refresher training and must be acquainted and comply with the regulations and procedures cited in this specification.

5.3 Safety must be the primary consideration during the destruction of ammunition and explosives.

5.4 When dealing with explosive material, only the absolute minimum number of personnel will be in the Danger/Exclusion Zone. All other personnel and equipment not directly required for the disposal must remain outside the Danger Zone. The UXOSO must monitor and enforce personnel limits and safety exclusion zones for explosives related operations.

6 PERMITS

6.1 Where applicable, the Contractor will show proof it has obtained the NRCan manufacturing certificate required for MEC disposal activities. If activities will take place at a site under the direction or control of the MND, as per Reference 3.6, such permits are not required.

7 SELECTION AND CONTROL OF DESTRUCTION SITE

7.1 The Contractor must give due consideration to secondary hazards not limited to only the surface but to include subsurface and aerial hazards (e.g., subsurface gas/oil pipelines and overhead electrical cables) in selection of the destruction site.

7.2 It may be possible to use a CF facility for destruction activities through its “user pay” process. The Contractor is responsible for making such arrangements.


7.3 Destruction operations must occur in an area that has controlled access and is signed and monitored by the Contractor per Reference 3.3, APPENDIX 2 TO ANNEX E TO CHAPTER 3 GUIDELINES FOR UXO DISPOSAL PROCEDURES.

8 DESTRUCTION METHODS AND PLANNING

8.1 All demolition activities must be conducted as part of a planned operation and not in a reactive mode.

8.2 The Contractor must have in place a Standard Operating Procedure (SOP) for all destruction operations in compliance with requirements of Reference 3.3 and Reference 3.4, Part 1, Paragraph 32, which must be submitted as part of the Contractor’s Master Work Plan (MWP), in accordance with Section 01-011 Deliverables. Only those procedures in the UXO Program-accepted MWP will be used.

8.3 The destruction SOPs must describe the step-by-step procedures for destruction by detonation operations, personnel, equipment, and precautions to be taken during destruction operations.


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8.4 Site-specific updates to the MEC Destruction and Explosive Siting Plan must be completed on a Task Authorization basis. The MEC Destruction and Siting Plan component of the Task Work Plan must include a detailed site plan (site sketch). At a minimum, the demolition site plan must include:

- a. the Control Point (CP);
- b. the Destruction Point (DP);
- c. all safety templates;
- d. the Material Awaiting Disposal (MAD) storage area (equivalent to Stores Awaiting Destruction Point in Reference 3.4);
- e. the location of sentries and signage;
- f. location of donor charge magazines (as applicable);
- g. all other Exposed Sites (ES), both internal and external;

8.5 As a minimum, prior to destruction operations, Contractor personnel must:

- a. Be briefed prior to the operation to the extent of their duties;
- b. Fully understand the purpose for explosive action on suspected materials;
- c. Fully understand the nature of the ordnance hazards;
- d. Know the limitations and boundaries of the demolition area and safety templates;
- e. Know the expected results of the detonation;
- f. Be proficient in the operation of the equipment to be used;
- g. Know the proper technique to place donor explosives;
- h. Know the actions to be taken in the event of a misfire;
- i. Know the actions to be taken in the event of an emergency;
- j. Be equipped with proper communications and be in contact with the demolition officer (if at CF facility, also Range Control); and,
- k. Know the actions to be taken should hazards be encountered during preparations or after the demolition shot.

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8.6 For items that are NOT STM, disposal must be done in-situ and therefore a final detailed plan cannot be provided until the item to be BIP'ed is discovered and its nature and location are known. Therefore, for BIP operations, a BIP plan in two parts must be provided, as follows:

- a. Part one, a generic BIP Plan, must be provided as an integral part of the MWP. It must contain all aspects of the BIP Plan that are known in advance and need to be applied regardless of the location or the nature of the specific item to be BIP'ed; and
- b. Part two, an item-specific BIP Plan, will serve to complement the generic BIP Plan, once the item to be BIP'ed is discovered and its nature and location are known. The item-specific BIP Plan must be submitted to and accepted by the UXO Program prior to any physical actions being taken on the actual BIP by the Contractor. If at any time the DND policies or explosive safety templates cannot be adhered to, including those applicable while using DND-approved mitigating measures, an alternate plan for disposal actions will be coordinated via the UXO Program (i.e., CFEOD support may be requested).

9 MINIMUM SAFETY DISTANCES/EXCLUSION ZONES

9.1 When conducting Demolition operations, the minimum safety distances to apply from the disposal point must be in accordance with Reference 3.5. Should the Contractor not be capable of meeting these distances, authorized mitigating measures should be applied. If that is not possible, an alternate plan for disposal actions will be coordinated via the UXO Program. When using the table, the nature of the munitions to be considered must always be in relation to the anticipated single item containing the largest NEQ.

10 ACTIONS ON POST-DETONATION


10.1 Per Reference 3.3, APPENDIX 3 TO ANNEX E TO CHAPTER 3 GUIDELINES FOR UXO DISPOSAL METHODS, 3E304., upon completion of a detonation and after a minimum of a 2 minute waiting period, the UXOFS must proceed alone to the disposal area. The UXOFS must then confirm that all items were destroyed in the detonation.

10.2 Once the UXOFS has completed a 100% inspection of the disposal area, he/she must then warn the remaining personnel indicating all clear or partial detonation via communications. Once a verbal all clear has been given other operations may resume within the safety template.

11 ACTIONS ON MISFIRE

11.1 A misfire will be assumed to have occurred if there is no audible or visual indication of detonation.

11.2 Misfires are to be handled in accordance with Reference 3.2.

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12 ACTIONS ON PARTIAL DETONATION

- 12.1 A partial or incomplete detonation is determined once the UXOFS inspects the disposal point. Upon inspection the UXOFS will see that the ordnance in question has not completely detonated, and that there are still signs of explosive material.
- 12.2 The UXOFS must determine the state of the ordnance and once again place a demolition charge as per Reference 3.4.

13 ACTIONS ON KICK-OUTS FROM DESTRUCTION OPERATIONS

- 13.1 Upon inspection by the UXOFS at the disposal point, he/she may notice that the ground has not been “damaged” in relation to the amount of NEQ placed for that explosion. The UXOFS will then do a visual check around the disposal area to attempt to locate and determine the state of any kicked out ordnance.
- 13.2 The kicked out ordnance is not to be touched and must be destroyed in situ (BIP’ed), due to the excessive force and shock the piece of ordnance has just sustained. All safety distances must be adhered to, and mitigation measures may be needed.

14 TESTING ELECTRIC BLASTING CAPS

- 14.1 All electric blasting caps must be checked for continuity in accordance with Reference 3.4, Part 4, Paragraph 14.


15 AUTHORIZED EXPLOSIVE CHARGES

- 15.1 The explosives charges selected by the Contractor for use (i.e., boosters, granular explosives, etc.) must be authorized by NRCAN for use in Canada.
- 15.2 If “Just in Time” delivery of explosives is planned by the contractor, the Task Work Plan must include a statement that those explosives will be available the first day of destruction phase of the project.

16 USE OF PLASTIC COATED TAPE DURING DESTRUCTION OPERATIONS

- 16.1 The use of plastic electrical tape and generic duct tape in conjunction with electrically initiated detonators and devices is prohibited in accordance with Reference 3.1.
- 16.2 Only a polyethylene coated cloth tape, using a natural rubber based adhesive, having a total thickness of 10 to 12 mils is to be used.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Munitions Scrap (MS) Management UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-013 Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides technical requirements for the screening, packaging, and transportation of munitions scrap (MS) to a CF facility.

2 RELATED SECTIONS

Section 01-012 – Qualifications

Section 01-014 – Health and Safety

3 REFERENCE STANDARDS


- 3.1 A&EI #15, Change 2
- 3.2 B-GL-381-003/TS-000: Range Clearance and UXO Activities Manual (Interim, 12 April, 2011)
- 3.3 C-09-005-003/TS-000 – Volume 3, Transportation (1 Jan, 2011)
- 3.4 Explosives Act (R.S.C., 1985, c. E-17), Explosives Regulations (C.R.C., c. 599)
- 3.5 Quantity-Distance Principles User's Manual, Natural Resources Canada (NRCan), Explosives Regulatory Division
- 3.6 UXO-SOP-11151

4 MUNITIONS SCRAP – GENERAL CONSIDERATIONS

- 4.1 All non-energetic by-products resulting from the functioning of ammunition items are considered MS. This includes empty projectile shells, empty casings, pieces of fragmentation, pieces of the ammunition components and all such objects.
- 4.2 The number of personnel within a danger/exclusion zone should always be the minimum required to conduct the task safely. For health and safety reasons, no one involved in the screening operations will work alone. The UXOSO must monitor and enforce personnel limits and safety exclusion zones for explosives related operations.
- 4.3 On UXO contracted projects, the contractor remains responsible for the MS until it is returned to DND.

5 SCREENING OF MUNITIONS SCRAP

- 5.1 The screening of MS must be conducted in accordance with References 3.1 and 3.2.

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5.2 Each piece of MS must be subjected to three different levels of screening prior to being recognized as being safe to transport on public roads. Each level of screening is a concurrence of the previous one and is conducted by a more experienced and qualified technician at all time.

5.2.1 Level One Scrap Screening - point of discovery by the UXOT (minimum qualification level);

5.2.2 Level Two Scrap Screening - verification by the UXOTS and inspected before transporting off the grid to a holding or inspection point. The Level Two screening must never be done by the same person having done the Level One screening; and,

5.2.3 Level Three Scrap Screening - a detailed visual inspection of materials removed from the work area. This operation is generally performed by a UXOFS or higher or by UXOT holding the qualifications required by DND/DAER. The Level Three screening must never be done by the same person having conducted either the Level One or Level Two screening.


5.3 All munitions/ordnance-related items are considered to be material potentially presenting an explosive hazard (MPPEH) until they are subjected to three levels of inspections. At anytime during the screening process, if an item is determined or suspected to contain energetic material, it must be categorized as a MEC item as either: Unexploded Explosive Ordnance (UXO), Discarded Military Munitions (DMM) or Munitions Constituent (MC), and disposed of accordingly.

6 MUNITIONS SCRAP SCREENING PROCESS AREA

6.1 The site for the level three screening of MS must be chosen while taking into consideration the maximum credible event (MCE) for the project and the Q-D table for Hazard Division 1.2, from the NRCan regulations. The site must be part of the overall destruction site plan and include the associated safety templates referring to other UXO-related activities and to external Exposed Sites. The level three screening area will be on a site that is known to be clean of subsurface anomalies.

7 STORAGE OF MUNITIONS SCRAP

7.1 MS that have been Level Two or Level Three screened do not need to be stored in a licensed storage site; however, security measures must be in place to prevent the loads of screened MS from being tampered with. Containers used to store screened MS must be sealed to prevent possible tampering. The contents of any containers containing Level Three screened MS, for which the seals will have been broken without the consent of the person holding the responsibility for custody for the MS, must be reported to the UXO Program as an Ammunition or Explosives Incident and must be 100% re-inspected prior to the shipment being offered for


 <p>DND UXO & Environmental Legacy Sites Program</p>	<p align="center">Munitions Scrap (MS) Management UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-013</p> <p>Effective Date: 28 Sep 2012 Revision: 0</p>
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transportation on public roads. A chain-of-custody form must be associated with the screened MS. MS screened to different levels must be stored in separate securable approved sites/containers to ensure safety and accountability of the items.

8 PACKAGING AND TRANSPORTATION OF MUNITIONS SCRAP

- 8.1 The packaging and transportation of MS on public roads, by commercial vehicles is regulated by Reference 3.3, including Part 7, Section 2 under an exemption given to the MND by Transport Canada. That exemption is conditional to the packaging requirements listed in the same publication.
- 8.2 Contractors must inform the UXO Program of their intention to ship MS, providing information per Reference 3.6, requiring completion of form UXO-FM-11150 at least 72 hours in advance of shipment date.
- 8.3 MS not screened to Level Three will not be transported on public roads.
- 8.4 The Contractor will be responsible for accountability, tracking and chain-of-custody documentation for items from point of recovery to return of MS to a designated DND facility.
- 8.5 MS and NMS must be transported in separate vehicles.
- 8.6 The contractor's responsibility is maintained until the shipment has been received by the designated DND facility and the chain-of-custody form has been signed by the DND facility representative authorized to accept the load.
- 8.7 For the purpose of transferring MS to DND, no contractor will contact CANOSCOM or other DND organizations directly unless directed to do so specifically by the UXO Program. Small shipments of MS may be directed to a closer CF 2nd line ammunition facility, coordinated by the UXO Program and reflected in the Task Authorization.
- 8.8 The contractors remain responsible for required corrective actions arising from the shipment of MS, including the need to re-screen all MS with broken seals on containers.

END OF SECTION

 <p>DND UXO & Environmental Legacy Sites Program</p>	<p>Investigation of Ammunition or Explosives Accidents and Incidents UXO Services Task Authorization Contract – Time-Critical Response</p>	<p>Section No. 02-014 : Effective Date: 28 Sep 2012 Revision: 0</p>
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1 SUMMARY

- 1.1 This section provides requirements for the investigation of ammunition or explosives accidents and incidents.

2 RELATED SECTIONS

Section 01-014 – Health and Safety

3 REFERENCE STANDARDS

- 3.1 B-GL-381-003/TS-000: Range Clearance and UXO Activities Manual (Interim, 12 April, 2011)
- 3.2 Explosives Act (R.S.C., 1985, c. E-17), Explosives Regulations (C.R.C., c. 599)

4 GENERAL REQUIREMENTS

4.1 Definitions

4.1.1 Ammunition or Explosives Accident: An ammunition or explosives accident means any undesired event involving the premature or unintended detonation or initiation of ammunition or explosives that result in personal injury, death, or material losses.


4.1.2 Ammunition or Explosives Incident: An ammunition or explosives incident means any undesired event involving ammunition or explosives that could, but does not, result in personal injury or death, or material losses. This includes theft of ammunition or explosives.

- 4.2 In order to assist with the determination of whether a hazardous occurrence should be treated as an Ammunition or Explosives Incident, the following (list not all inclusive) must all be reported as Ammunition or Explosives Incidents:

4.2.1 any event involving the unintentional or premature detonation, initiation or ignition of ammunition or explosives, not resulting in personal injury, death or material loss;

4.2.2 any unauthorized use or unapproved method of use of ammunition or explosives not resulting in personal injury, death or material loss;

4.2.3 any event involving the theft or loss of ammunition or explosives under the control of a contracted company, while contracted by the DND UXO and Environmental Legacy Sites Program;

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- 4.2.4 unauthorized use or storage of non-CF ammunition, explosives or energetic materials on DND property or on Legacy Sites; and,
- 4.2.5 unauthorized transportation of non-CF ammunition, explosives or energetic materials using DND/CF equipment or personnel.
- 4.3 Ammunition and Explosive Accidents and Incidents must be investigated in accordance with provincial Occupational & Safety requirements.
- 4.4 In all AE accident/incident cases occurring on UXO Legacy Sites, whether DND SME support is requested or not, a preliminary report of occurrence must be made to the ESRAO within the first eight (8) hours, via the UXO Program, for final reporting to DAER who records and actions all DND/CF AE accidents/incidents.
- 4.5 Follow Up Actions on Post-Accident or Incident on a Legacy Site: When an Ammunition or Explosives Accident or Incident occurs on a Legacy Site, as a minimum, the following actions must take place:
 - 4.5.1 Make the area explosively safe for the first responders (i.e. Police, Ambulance, Fire Services);
 - 4.5.2 First Aid to all personnel injured and Emergency Plan to be deployed concurrently;
 - 4.5.3 Once the casualties are in proper medical care, suspend the activity pending positive determination of the cause and absolute assurance that all contributing factors have been removed;
 - 4.5.4 Ensure that related equipment and/or remaining ammunition or explosives involved is impounded and not used, tested until direction is received from the UXO Program to continue with UXO contracted activities;
 - 4.5.5 The UXO Program Representative will impound any DND/CF/Contractors publications, or any other orders, regulations and instructions (ex. WP, EO Management Plan), local technical or training manuals, local SOPs, being used as an authority to conduct the activity at the accident or incident site; and
 - 4.5.6 Protect all evidence.

END OF SECTION