

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offers
5. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws
14. Estimates

Solicitation No. - N° de l'invitation

E0224-140089/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwd008

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

Various

PWD-3-36021

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance

List of Annexes:

Annex A - Statement of Work

Annex B - Basis of Payment

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

Request for Standing Offer for Provision of Survey and Inspection Services
National Parks (Terra Nova & Gros Morne), NL

Public Works and Government Services requires a Standing Offer for survey and inspection of highway grading and paving work, as well as survey and inspection of bridge painting, bridge reconstruction and other heavy civil projects in the National Parks (Terra Nova & Gros Morne), Newfoundland and Labrador.

The term for the standing offer is for one (1) year, on an "as and when requested basis" with an option to extend the period for an additional one year period. A standing offer is an agreement and not a contract.

offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO)." The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

SACC Manual Clause M0019T (2007-05-25) Firm Price and/or Rates

2. Submission of Offers

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

3. Former Public Servant

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, offerors 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 Offeror a FPS in receipt of a pension? YES () NO ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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 Applicable Taxes.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors 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: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

1.1. Financial Evaluation

- 1.1.1 The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.
- 1.1.2 The lowest priced responsive bid using the total bid price of the initial period plus the option year, shall be recommended for issuance of a standing offer.

In order to enable evaluation of each unit price table, it is mandatory to provide pricing for all items in each table, otherwise your bid may be considered non-responsive.

2. Basis of Selection

- 2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price (including the option year) will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror 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 Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer 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 Applicable Taxes), make a formal commitment to

implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

2. 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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.
3. If the Offeror 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 Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. () is subject to 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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a one year term.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year term under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Alexis Woodman
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting
P.O. Box 4600
St. John's, NL

Telephone: 709-772-2980

Facsimile: 709-227-4603

E-mail address: alexis.woodman@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____

Title: _____

Telephone #: _____

Facsimile #: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Public Works and Government Services Canada.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) **(to be completed by PWGSC upon award)** unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2013-04-25), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) the Offeror's offer dated _____ (insert date of offer), "as amended on _____" (if applicable).

12. Certifications

12.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

14. Estimates

SACC Manual Clause M3800C (2006-08-15) Estimates

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

The Contractor will be paid firm rates as per the Basis of Payment attached as Annex "B", for the work performed in accordance with the contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

The maximum amount payable to each assignment will be based on estimated hours of personnel supplied to a specific site agreed to prior to commencement of work. The actual amount paid will be based on the actual hours spent on the site as approved by PWGSC.

The hourly rate for services will include overhead costs associated with hiring personnel for the specific site.

Payment will be based on the invoices, original only required, submitted to the Department monthly and shall be billed by the project number and hours worked.

The contractor shall not include Hst in the Unit Price Table, but should identify it as a separate item on each invoice and the HST Registration Number.

An allowance has been made for disbursements which shall be identified by the PWGSC Project Manager when and if required. The Disbursements will be paid at cost with no mark-up.

5.2 Limitation of Price

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

5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

6. Invoicing Instructions

6.1 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.

6.2 Les factures doivent être réparties comme suit:

Solicitation No. - N° de l'invitation

E0224-140089/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwd008

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

Various

PWD-3-36021

L'original doit être transmis à l'adresse indiquée sur la page 1 du contrat pour attestation et paiement.

7. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

Solicitation No. - N° de l'invitation

E0224-140089/A

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

Various

Amd. No. - N° de la modif.

File No. - N° du dossier

PWD-3-36021

Buyer ID - Id de l'acheteur

pwd008

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

STATEMENT OF WORK

(attached below)

ANNEX "B"

BASIS OF PAYMENT

ONE YEAR TERM

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
1	4.1	Inspector	Hour	2600	\$	\$
2	4.2	Surveyor	Hour	900	\$	\$
3	4.3	Weigher	Hour	1800	\$	\$
4	4.4	Survey Helper	Hour	900	\$	\$
5	4.5	Checkers	Hour	1800	\$	\$
6	4.6	Office Clerk	Hour	700	\$	\$
7	5.12 5.13	Disbursements & Disposables (at cost without markup)				\$105,000.00
TOTAL ESTIMATED AMOUNT (HST EXTRA) (Table 1):						\$

OPTION YEAR

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
1	4.1	Inspector	Hour	2600	\$	\$
2	4.2	Surveyor	Hour	900	\$	\$
3	4.3	Weigher	Hour	1800	\$	\$
4	4.4	Survey Helper	Hour	900	\$	\$
5	4.5	Checkers	Hour	1800	\$	\$
6	4.6	Office Clerk	Hour	700	\$	\$
7	5.12 5.13	Disbursements & Disposables (at cost without markup)				\$105,000.00
TOTAL ESTIMATED AMOUNT (HST EXTRA) (Table 2):						\$

2)	Overall Total (Table 1 & Table	\$
-----------	---	-----------

Solicitation No. - N° de l'invitation

E0224-140089/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwd008

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

Various

PWD-3-36021

Extra)

(HST

TERMS OF REFERENCE

PROVISION OF SURVEY AND INSPECTION SERVICES

NATIONAL PARKS LOCATED IN THE PROVINCE OF NEWFOUNDLAND

Prepared by:

**REAL PROPERTY SERVICES
Public Works & Government Services Canada**

For

Parks Canada

April 2013

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

1.0 DESCRIPTION OF SERVICE

Survey and Inspection Services for highway design and construction projects within Terra Nova & Gros Morne National Parks located in the province of Newfoundland. Work under this standing offer may include survey and inspection of highway grading and paving work, as well as survey and inspection of bridge painting, bridge reconstruction and other heavy civil projects. The period of the standing offer is one year with the option to extend the period of an additional one year period.

2.0 DESCRIPTION OF PROJECTS

1. Examples of projects requiring survey and inspection services under this Service Contract consist of:
 - .1 Culvert installation for Terra Nova National Park
 - .2 Paving in Terra Nova and Gros Morne National Parks
 - .3 Bridge Rehabilitation in Terra Nova and Gros Morne National Parks

3.0 SCOPE OF WORK

The Transportation related projects requiring survey and inspection services in the Province of Newfoundland may involve the following work:

- .1 Preliminary survey to obtain alignment, cross-section, and drainage data.
- .2 Construction survey and inspection of:
 - clearing and grubbing;
 - earth and rock excavation;
 - construction of road subgrades;
 - curb and gutter installation
 - storm catch basins and manholes
 - installation of culverts and other drainage structures;
 - production and placement of crushed gravel base courses;
 - rip-rap, gabions, silt traps;
 - guide-rail;
 - hot-mix asphaltic concrete paving;
 - concrete curbing;
 - hydroseeding.
- .3. Survey and inspection as required for the rehabilitation of bridge structures including replacement of decks, painting of beam, etc.

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

4.0 CATEGORIES OF FIELD PERSONNEL REQUIRED:

These persons will normally be on duty eight (8) hours per day, but may be required to work longer if job requirements dictate. Any time during the standing offer, the Departmental Representative may request to verify the qualifications of the personnel assigned to a call-up. This information must be provided when requested, either before or during a call-up.

No	Title	Description of Duties
1	Inspectors	Be experienced in highway construction techniques and have extensive recent related experience. Be able to closely monitor the on-site activities of the Contractor, such as (1) excavation to lines and grades as set by the Engineer: (2) <u>suitability</u> of excavated material for embankment purposes, (3) ensuring that embankments and surfacing material are properly placed and compacted, (4) <u>ensuring proper culvert installation techniques are followed</u> , (5) ensuring proper procedures are used in rehabilitation of bridges which includes removal and replacement of deteriorated concrete, deck replacement and modification to the structures, (6) general inspection of forms, etc. prior to and during concrete pour, and (7) a large number of duties closely related to the above. Inspectors compile daily a set of notes, called a daily report, which tabulates the Contractor's equipment and personnel, where they are working, the length of time that equipment and personnel spend on a particular item of work, record the weather, and note the general productivity of the Contractor's operation. . Inspector to be the on-site representative for the company providing the field personnel (8) storm sewer, curb and gutter.
2	Surveyor	Have related experience. Required for project layout and the taking of field measurements, mainly in the form of cross sections, upon which payment of earth and rock excavation is based. Must be skilled in the use of total station and level survey equipment, calculation of curves, chainage, distance, angles, note keeping, and the management of survey crews. Must have the ability to properly use EDM equipment and use co-ordinates in traverse and layout work. In the absence of an Inspector on site, the Surveyor becomes the on-site representative for the Company providing the field personnel.
3	Weighers	Have related experience. Identifies, weighs trucks empty, and records tare weights of each truck at least twice daily. Weighs trucks loaded, and issues weigh tickets with truck identification, source of material, and type of material loaded, as well as trucks recent tare weigh and net weight of load. Issues two (2) copies of weigh ticket to trucker for each load. Maintains a daily master weigh summary recording every load that passes over the scales. Weighs

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

No	Title	Description of Duties
	Weighers (cont.)	material, tare and net weight of load and issues ticket to trucker for each load. Maintains record of ticket numbers issued including net weights of materials weighed. Monitors scales to ensure they are working properly.
4	Survey Helpers	Have related experience. General labourers required by the Surveyor to assist in layout, levelling, cross sectioning and other labour associated duties as assigned by PWGSC.
5	Checkers	Have related experience. Checks trucks carrying fill material, gravel and asphalt arriving on-site and retains one copy of weigh tickets issued to trucker; records location of dumping of each truck; prepares daily and weekly summaries of material weighed and received on-site. Measures and records and totals linear or volume measurements required. All data measured, checked, and recorded to be given to PWGSC Field Engineer.
6	Office Clerk	Have related experience. Needed to run the activities in the field office, such as reduction and plotting of field notes, earthwork calculations, maintenance of the field book library, and working on the detailed calculation and summary sheets contained in the file folders reserved for each item on the Unit Price Table. Complies weekly time recording summary of all employees, and calculates salary expenses associated with engineering fees for Transportation programs. Keep accurate cost records of all expenditure occurring in the field office. Performs other duties as required in the operation of the office. This is a specialized job and the skill required is generally picked up by on-site training over several construction seasons or through a diploma course in civil technology. Must have experience in the use of computers and be capable of using different computer programs such as Microsoft Office (Word, Excel), WordPerfect and Lotus 123

5.0 STATEMENT OF SERVICES

1. There will be no day-to-day supervision by PWGSC personnel.
2. Supplied on-site representative will be responsible for supervision of the employee(s) and assigning daily assignments. This person(s) must be capable and authorized to be the liaison with the PWGSC Engineer/Project Officer.

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

5.0 STATEMENT OF SERVICES (Cont.)

3. The Supplier will be responsible for supervision to ensure quality of work of his staff and their competence to perform work.
4. The Supplier is responsible to provide qualified technical staff, available for 40 hours per week, plus overtime, as required. Location and duration of work is dictated by project requirements. PWGSC personnel supervise projects. The extent of professional responsibility of the Supplier is to ensure that the required crews are available and fully **TRAINED** to do the work.
5. Supplier employees will require prior approval from PWGSC to travel to other projects in Newfoundland and Labrador. Headquarters area is generally defined as a project location.
6. There may be a requirement to have inspectors available for work within 24-48 hours of notification, on smaller emergency projects. Generally, sufficient lead-time will be provided for the selection of most staff.
7. The Supplier will be liable for the quality of work performed by the employee. The punctuality of employees and the delays and associated time loss caused to the assigned project team will be the responsibility of the Supplier.
8. The qualifications of all employees may be requested for approval before any personnel are accepted on projects. PWGSC approval will not decrease the responsibility of the Supplier to provide qualified personnel.
9. All personnel will be required, at Supplier's cost, included incidental to the unit price of the specified employees, to be provided with the following "tools of the trade" before reporting for work:
 1. New safety hat, vest, boots, and glasses;
 2. Stationery and postage for site correspondence with Supplier;
 3. Ear protectors where necessary;
 4. Good quality rain clothes.

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

5.0 STATEMENT OF SERVICES (Cont.)

10. At all times, equip each Surveyor person with the following at Supplier's cost, included incidental to the unit price of the specified employees:
 1. Total station unit with GPS capabilities, complete with targets, prisms, tripods and other equipment required to do field work
 2. Two (2) 4.5 m wooden survey rod(s) and one (1) 7.5 m fibreglass survey rod;
 3. 7 m carpenter's tape/2-30 m survey tapes/1-3 m steel tape;
 4. Axe and mall;
 5. 2 - 2 m range poles;
 6. 2 - "Survey Ahead" signs;
 7. Hand level;
 8. Engineer's scales (metric).
 9. A working digital camera with automatic date setting capabilities
 10. 30 m and 5 m steel measuring tape
 11. **Any damaged, lost, stolen, etc. equipment shall be immediately replaced by the Supplier at its cost;**
 12. Engineers Level
11. Inspector(s) - At the Supplier's costs, included incidental to the unit price of the specified employees, the inspector(s) shall also be equipped with 1) a working digital camera with automatic date setting capabilities; 2) hand level in good working condition; and 3) Engineer's scales (metric). 4) **Any damaged, lost, stolen, etc. equipment shall be immediately replaced by the Supplier at its cost;**
12. Equipment to be rented under disbursements costs:
 1. Vehicles:
 - a) Vehicles required will be rented from commercial rental agencies and, subject to availability, will be of the type and description requested by PWGSC.
 - b) All costs related to rental of vehicles including daily, weekly, or monthly rental charges, gas, oil and minor repairs, insurance charges including full collision damage waivers, and cost of transporting vehicles from rental agencies to sites and return will be billed at cost to the Supplier supported by invoices from the Rental Firm and/or insurer to PWGSC.

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

5.0 STATEMENT OF SERVICES (Cont.)

- c) The on-site representative shall arrange for the pick-up of vehicle and supply of gas and oil at the least cost to PWGSC.
- 13. Disposables to be supplied at cost by consultant to include, but not limited to, survey stakes, paint, flagging tape, etc.

6.0 HEALTH AND SAFETY

- 1. Prior to commencement of Work, develop written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
- 2. Health and Safety Plan shall include the following components:
 - 1. List of health risks and safety hazards identified by hazard assessment.
 - 2. Control measures used to mitigate risks and hazards identified.
 - 3. On-site Contingency and Emergency Response Plan as specified below.
 - 4. On-site Communication Plan as specified below.
- 3. On-site Contingency and Emergency Response Plan shall include:
 - 1. Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
 - 2. Evacuation Plan: prior to entering the Work Site confirm escape routes, marshalling areas, and location of fire fighting equipment.
 - 3. Emergency Contacts: name and telephone number of officials from:
 - 1. Departmental Representative.
 - 2. Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - 3. Local emergency resource organizations.
 - 4. Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
- 4. On-site Communication Plan:
 - 1. Procedures for sharing of work related safety information to subconsultants, including emergency and evacuation measures

**TERMS OF REFERENCE FOR PROVISION OF SURVEY AND INSPECTION
OF HIGHWAY CONSTRUCTION SITES
WITHIN TERRA NOVA & GROS MORNE NATIONAL PARKS
NEWFOUNDLAND**

6.0 HEALTH AND SAFETY (Cont.)

2. List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
5. Address all activities of the Work including those of subconsultants.
6. Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever a new subconsultant arrives at Work Site.
7. Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.