

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**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**

<b>Title - Sujet</b> INVASIVE INVENTORY	
<b>Solicitation No. - N° de l'invitation</b> 23145-140134/A	<b>Date</b> 2013-08-20
<b>Client Reference No. - N° de référence du client</b> 23145-140134	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-220-6286	
<b>File No. - N° de dossier</b> VIC-3-36073 (220)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mathewson (Vic220), Don	<b>Buyer Id - Id de l'acheteur</b> vic220
<b>Telephone No. - N° de téléphone</b> (250) 363-0585 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 506 WEST BURNSIDE RD VICTORIA British Columbia V8Z1M5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

Solicitation No. - N° de l'invitation

23145-140134/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic220

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

23145-140134

File No. - N° du dossier

VIC-3-36073

CCC No./N° CCC - FMS No/ N° VME

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Please see attached documents

# 23145-140314/A RFP RR/HRR

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is a security requirement associated with the requirement. Contractor personnel MAY NOT ENTER NOR PERFORM WORK on sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed. **HEALS RIFLE RANGE ONLY**

### 2. Statement of Work

#### Please see

Annex A1 Statement of Work **ROYAL ROADS**

Annex A2 Statement of Work **HEALS RIFLE RANGE**

### 3. Debriefings

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

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (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. Former Public Servant

Contracts awarded to 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 before contract award.

#### 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.

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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 Adjustment Directive

**Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?**

**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 adjustment 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 - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority **no later than TEN/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.

#### **5. Applicable Laws**

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

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

### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

Section I: Technical Bid (01 hard copies)  
Section II: Financial Bid (01 hard copies)  
Section III: Certifications (01 hard copies)

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>). 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### 1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation,

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

**IMPORTANT : IF VENDORS ARE SUBMITTING FOR BOTH RR & HRR THEY MUST SUBMIT SEPARATE TECHNICAL BIDS.**

**Each bid will be evaluated separately**

#### 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

##### RATED TECHNICAL/MANAGERIAL EVALUATION

All proposals received will be evaluated for their technical and management content according to the Rated Technical Criteria herein.

**The Bidder must score at least 70% of the maximum points available PER LINE ITEM subject to point rating.** Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

State the approach you propose to meet the requirement, the degree of success expected and any major difficulties that are anticipated. Provide sufficient detail to demonstrate your understanding of the requirement and your competence to meet it. The proposed technical approach must be compliant with the requirements of the RFP.

#### 1.2 PRICE COMPONENT EVALUATION

The lowest priced "technically acceptable" will score the maximum 30% allocated in the Contractor Ranking section in Annex "B" Basis of Payment. Each subsequent proposal will be pro-rated accordingly. The evaluation total for the price component will be by overall lowest aggregate total in accordance with Annex "B" herein. The lowest aggregate price will be calculated with the extended totals for each item for each year. bid

#### 2. BASIS OF SELECTION/CONTRACTOR RANKING

For the purpose of ranking all technically acceptable bids, the following ratio will factor into the technical/managerial evaluation and the price component to establish a total percentage score:

**TECHNICAL/MANAGEMENT - 70% + PRICE - 30%**

Contractor selection will be based on the assessed "Best Value" to the Crown as determined by the highest overall total score as calculated by a ratio of 70% for the Technical/Management portion and 30% for the Price Component portion. Neither the qualifying bidder which scores the highest volume of rated points, nor the one which contains the lowest aggregate cost, will necessarily be awarded a Contract.

The scoring of Merit is done by applying the points achieved in the Technical portion of the rated criteria.

The scoring of price is done by giving full percentage marks to the lowest priced offer. The offer which scores the highest combined point score for both merit and cost, will be recommended for a Contract. After the bid closing date, no amendment to offers will be accepted unless it is to clarify a particular point.

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### **Example** for Calculation of Technical and Price

Company	Price	Technical Points Achieved (must have achieved 70%)
A.	\$80,000.00	90
B.	\$70,000.00	86
C.	\$65,000.00	75

Formula for calculating points:

	Price	Technical	Overall Score
A.	$\$65K \times 30\% = 24.3$ \$80K	$90 \text{ points} \times 70\% = 63$	87.3
B.	$\$65K \times 30\% = 27.9$ \$70K	$86 \text{ points} \times 70\% = 60.2$	88.1
C.	$\$65K \times 30\% = 30.0$ \$65K	$75 \text{ points} \times 70\% = 52.5$	82.5

In this instance, Company B has achieved the highest score overall.

### **FOR MORE INFORMATION PLEASE SEE...**

Annex AA Evaluation Criteria **ROYAL ROADS & HEALS RIFLE RANGE**

### **3. Security Requirement**

There is a security requirement associated with the requirement. Contractor personnel MAY NOT ENTER NOR PERFORM WORK on sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed. **HEALS RIFLE RANGE ONLY**

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

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

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.



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### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### 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 Canadian Content Certification

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

2.1.2 This procurement is limited to Canadian services.

**The Bidder certifies that:**

**( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.**

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

#### 2.2 Status and Availability of Resources

2.2.1 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

#### 2.3 Education and Experience

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

### PART 6 - RESULTING CONTRACT CLAUSES

#### 1. Security Requirement

There is a security requirement associated with the requirement. Contractor personnel MAY NOT ENTER NOR PERFORM WORK on sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed. **HEALS RIFLE RANGE ONLY**

#### 2. Statement of Work – PLEASE SEE

Annex A1 Statement of Work **ROYAL ROADS**  
Annex A2 Statement of Work **HEALS RIFLE RANG**

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### 3. 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.

#### 3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before **PLEASE SEE**

Annex A1 Statement of Work **ROYAL ROADS**  
Annex A2 Statement of Work **HEALS RIFLE RANGE**

### 5. Authorities

#### 5.1 Contracting Authority: The Contracting Authority for the Contract is:

Don Mathewson  
Public Works and Government Services Canada  
Telephone: 250-363-0585  
Facsimile: 250-363-0395  
E-mail address: don.mathewson@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.

#### 5.2 Project Authority: The Project Authority for the Contract is:

Maureen Scott  
Natural Resources Canada

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6. Proactive Disclosure of Contracts with Former Public Servants (If applicable)

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.

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### 7. Payment

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B1 & B2 and the milestones identified therein, to a limitation of expenditure of **TO BE DETERMINED**. Customs duties are included and Applicable Taxes are extra.

### 8. INVOICING INSTRUCTIONS – EMAIL OR FAX ONLY

All invoices submitted to Natural Resources Canada (NRCan) must include the following information for processing

- Invoice date
- Invoice number
- Amount due (required currency specified)
- If prepaid by credit card, ensure that the invoice clearly indicated "Paid by Credit Card"
- Valid NRCan reference number (normally the purchase order number). This number is 10 numeric digits long or 9 alphanumeric digits

If you are unsure which NRCan reference number to include on your invoice, please contact the departmental representative listed on the purchase order or contract. Should any of the information required for processing the payment be missing, the supplier's invoice will be returned at the discretion of NRCan and will remain unpaid until valid payment referencing is provided. All invoices must be submitted using one of the following methods (only one copy of the invoice should be sent to the department):

#### 1) Email (preferred method): [Invoicing@NRCan.gc.ca](mailto:Invoicing@NRCan.gc.ca)

Note:

1. Departmental contact (project authority) identified in the contract must be cc'd on the email.
2. Suppliers are required to use PDF file format, as other formats are not compatible with and are not recognized by our systems.
3. PDF file name should not contain sign such as #, \$, % etc.
4. Only one invoice per PDF file can be recognized by our systems (an email can contain multiple PDF attachments). All supporting documents should be included within the invoice PDF file.
5. An automatic reply will be sent as notification that their e-mail has been received (and should be kept for reference on any later payment inquiries).
6. This e-mail address is to be used only for submitting invoices. ***Inquiries regarding payment status should be sent by e-mail to: [Payments@nrcan.gc.ca](mailto:Payments@nrcan.gc.ca).***

#### 2) Fax: 613-947-0987 (in the National Capital Region) 1-877-94 7-0987 (toll-free)

Note:

- Suppliers sending invoices by fax are required to use the highest quality settings available, as low quality copies will not be accepted as valid for payment processing. The Invoice is required to be the first page and any supporting documents on the following pages. No fax cover sheet is required.
- This fax number is to be used only for submitting invoices. ***Inquiries regarding payment status should be sent by e-mail to: [Payments@nrcan.gc.ca](mailto:Payments@nrcan.gc.ca).***

**Note: NRCan can no longer accept invoices by courier or regular mail.  
We appreciate your willingness to support our Green Initiative.**

### 9. Certifications

#### 9.1 Compliance

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

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### 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **TO BE DETERMINED**.

### 11. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity)
- c) Annex A1 & A2 (as applicable), Statement of Work;
- d) Annex B, Basis of Payment
- e) the Contractor's bid dated \_\_\_\_\_

**12. Insurance :** The Contractor must comply with the insurance requirements specified herein. 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.

In addition to the insurance requirements specified here in 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.

#### 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 Insured: 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.

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(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) 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.

### **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.

## 23145-140314/A RFP RR/HRR

Annex A1	Statement of Work ROYAL ROADS
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### Background

This contract is being issued by Natural Resources Canada – Canadian Forest Service (NRCan-CFS) in support of the Federal Lands Program, and the services they provide to the Department of National Defence (DND), CFB Esquimalt.

### Introduction

The spread of invasive plant species at Royal Roads University impacts many sensitive habitats and natural areas within the property. DND has been doing invasive plant species management at Royal Roads University since 2003 when an invasive plant species inventory and removal plan was prepared (and updated in 2009).

The information on, and treatment priorities for, invasive plant species have changed and require updating in order for DND to continue their management of invasive plant species and stewardship of the property.

### Project Scope

The long-term goal to be achieved by managing invasive plant species at Royal Roads is:

- To protect sensitive habitat from further degradation as a result of invasive plant species.

### The objectives of this project are:

- To determine the location and extent of invasive plant infestations at Royal Roads;
- To develop maps and spatial databases of invasive plant infestations and proposed treatment units; and
- To develop plans and recommendations on invasive plant species removal, vegetation management and site restoration.

### Description of the Property

The project property is located within the grounds of Royal Roads University in Colwood, BC. Royal Roads University leases a portion of the land from the Department of National Defence and the university is responsible for managing that land base. The rest of the property (non-leased) is managed by DND.

The work under this project will take place **within the non-leased areas only** (see figure 1). The non-leased area is approximately 190 hectares.

The majority of the non-lease land is mixed conifer/deciduous forest with some wetlands and riparian areas.

Scotch Broom (*Cytisus scoparius*), Daphne (*Daphne laureola*), English Ivy (*Hedera* spp.), English Holly (*Ilex aquifolium*) and Himalayan blackberry (*Rubus armeniacus*) occur over much of the property. There are also a number of invasive perennial forbs on the property.

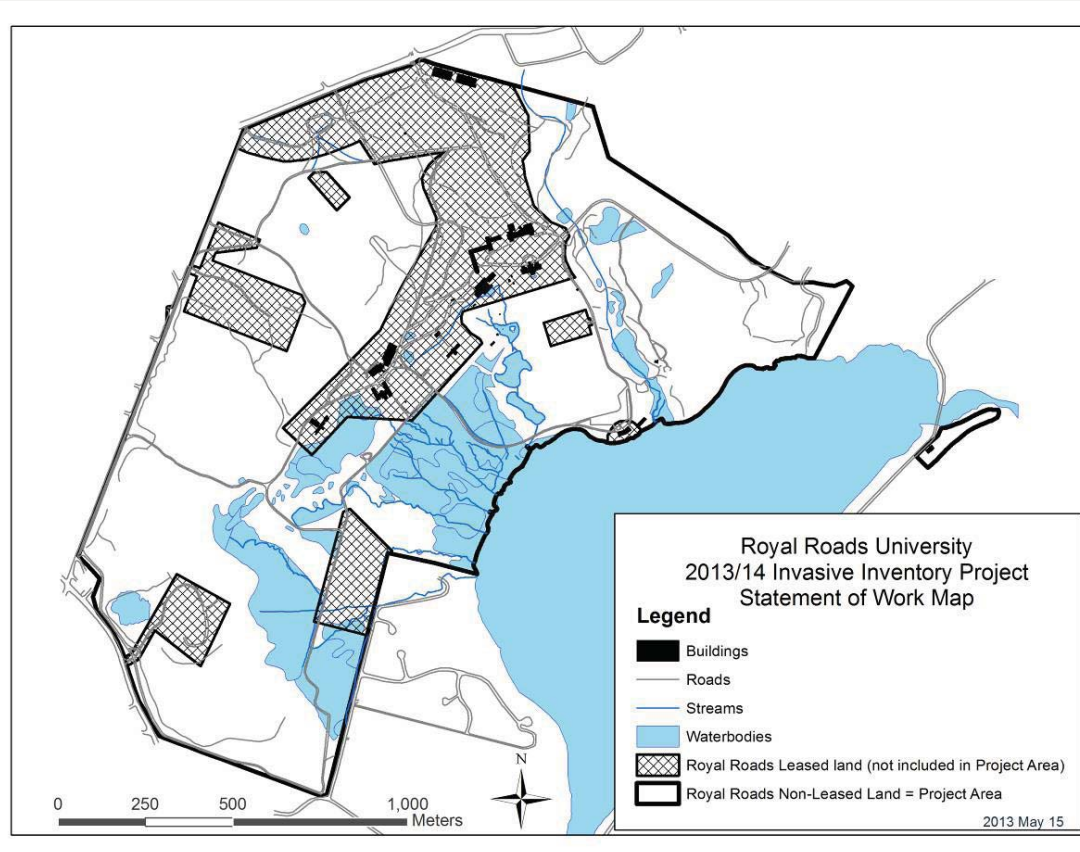


Figure 1: Royal Roads Invasive Plant Inventory Project Area



# 23145-140314/A RFP RR/HRR

## Work to be done

### Definitions

*Survey Unit* – division of the property into areas to facilitate the invasive inventory.

*Infestation Polygons* – grouping of areas infested with a consistent distribution of one or more species.

*Infestation Points* – isolated infestations less than approximately 0.02 ha in area.

*Invasive Plant Treatment Units (Treatment Units)* - geographic areas that fulfill one or more management objective; may include one or more Infestation Polygons and/or Points.

### I. Invasive plant species Inventory

An invasive plant species inventory will be conducted of the non-leased land on the Royal Roads University property.

The property may be divided into Survey Units to facilitate the survey/mapping component of this project.

Transects should be used to ensure systematic ground coverage.

All plants listed in the Capital Region Invasive plant species Regional Priority List should be recorded and mapped.

Invasive plant infestations will be mapped and the characteristics recorded according to the BC Ministry of Forests, Lands & Natural Resource Operations Invasive Alien Plant Program (IAPP). Provincial guidelines will be used for describing invasive plant species polygons, however data collected for this project will not be entered into the Provincial IAPP on-line site.

Areas infested with a consistent distribution of one or more species will be grouped into Infestation Polygons and the Infestation Polygon boundaries mapped. Maximum polygon size should be 1 hectare. Isolated infestations less than 0.02 ha should be mapped as points.

The infestations shall be mapped at a minimum scale of 1:1000.

The following characteristics must be recorded for each Infestation Point/Polygon:

- GPS coordinate(s) (see spatial data requirements)
- Polygon/Point number/ID
- Invasive plant species identified within the point/ polygon
- \*Invasive plant species distribution code (for the first through fourth dominant invasive shrub species)
- Invasive plant species density code (for the first dominant shrub species)
- Area of infestation (ha)
- Percentage canopy cover of the invasive plant species

\*Distribution codes, ranging from 1 to 9, will be used as classification for infestation level. The Infestation Level is the relative infestation level of low, medium and dense. The distribution codes used to determine the infestation level are summarized as follows:

1-3 = Light or Low (less than 25% of a 400 m<sup>2</sup> plot)

4-6 = Medium (sporadic to well spaced patches)

7-9 = Dense (continuous uniform to dense occurrence)

Maps will be prepared to show the location of the Survey Units and the Infestation Polygons and Points.

Two spatial data attribute tables will be created, one for polygons and one for points. Each polygon will be numbered sequentially and each point will be numbered sequentially with a unique identifier number. The tables will contain the following (as a minimum):



## 23145-140314/A RFP RR/HRR

**Invasive plant species Polygon Attribute Table:**

Attribute Name	Description	Example Value
OBJECTID_1	Unique identifier used by software	2
SUBCLASS	Polygon category used by software	POLY
SITE	Unique site identifier (polygon number/ID)	13
SP1	Primary invasive plant species (by IP Code)	SL
SP1_DIST	Primary IP distribution ranking	4
SP1_DENS	Primary IP density ranking	2
SP2	Secondary invasive plant species	SB
SP2_DIST	Secondary IP distribution ranking	5
SP3	Tertiary invasive plant species	HI
SP3_DIST	Tertiary IP distribution ranking	5
SP4	Quaternary invasive plant species	HO
SP4_DIST	Quaternary IP distribution ranking	2
COV	IP site cover (percent)	40
NOTES	Pertinent site information	HO is at GPS PT 365
INV_DATE	Field survey date	Oct 4
Photos	Site photo name	Oct. 5 pic 13
ECO	Dominant ecosystem in the site	IMF_BLM
SB_LEVEL	Scotch broom infestation level	Medium
HI_LEVEL	Himalayan blackberry infestation level	Medium
EI_LEVEL	English ivy infestation level	Low
SL_LEVEL	Daphne laurel infestation level	Medium
HO_LEVEL	English holly infestation level	Low
AREA	Area of site in hectares	1.45
point_site	Point sites contained in polygon	12, 14
centroid_x	Site polygon UTM easting coordinate	463861.59
centroid_y	Site polygon UTM northing coordinate	5360087.68
Shape_Leng	site perimeter (meters - software use)	522.61
Shape_Area	site area (square meters - software use)	14533.62

**Invasive plant species Point Attribute Table:**

Attribute Name	Description	Example Value
OBJECTID_1	Unique identifier used by software	2
Site	Unique site identifier (point number/ID)	1
GPS_PT	GPS waypoint number	4
Eco	Dominant ecosystem in the site	MF
SP1	Primary invasive plant species (by IP Code)	EI
SP1_Dist	Primary IP distribution ranking	7
SP1_Dens	Primary IP density ranking	2
SP2	Secondary invasive plant species	HO
SP2_Dist	Secondary IP distribution ranking	4
SP3	Tertiary invasive plant species	SL
SP3_Dist	Tertiary IP distribution ranking	1
SP4	Quaternary invasive plant species	SB
SP4_Dist	Quaternary IP distribution ranking	1

## 23145-140314/A RFP RR/HRR

Area	Area of site in square meters	100
Photos	Site photo name (if available)	Oct 4 Pic 13
Notes	Pertinent site information	HO has berries
INV_ DATE_	Field survey date	Oct 4th
COV	IP site cover (percent)	90
Polygon_si	Polygon site number point occupies	12
POINT_X	Site UTM easting coordinate	463637.42
POINT_Y	Site UTM northing coordinate	5360053.09

### II. Preparation of an Invasive plant species Inventory Report

The Invasive plant species Inventory Report will summarize the findings of the invasive plant species inventory, outline the methods used to conduct the inventory, and discuss the findings. It will contain maps, photos, survey field forms, the polygon and point spatial data and attribute tables, and a description of the inventory database.

### III. Prioritization/Ranking of Species and Management Objectives

All invasive plant species found will be ranked, species to species, using the BC Core Ranking Criteria. Species will be ranked according to their biology, ecology, species impact and management potential, and then given an overall ranking.

The priority management objectives at Royal Roads University are: i) eradicating invasive plant species that are not common at Royal Roads; ii) controlling and maintaining invasive plant cover in sensitive habitats; and iii) maintaining areas where previous invasive treatments have been successful.

### IV. Developing Invasive Plant Treatment Units

The property will be divided into a logical number of Invasive Plant Treatment Units (Treatment Units) (geographic areas that fulfill one or more management objectives). Treatment Units will be based on management objectives, ecosystem type, and invasive plant species that occur in the ecosystem.

A Treatment Unit may include one or more polygons of invasive plant species. Treatment Unit boundaries shall be selected to facilitate easy layout in the field, such as roads and trails, streams, fences, openings and stand boundaries. Maximum Treatment Unit size should be small enough to facilitate treatment implementation (up to 2 hectares, unless otherwise approved by the Project Authority).

**Treatment units will be given a priority ranking based on: 1) management objective(s); 2) the priority ranking of the invasive plant species; 3) habitat sensitivity; and, 4) ease of access for treatment.**

A map and spatial data of the Treatment Units will be prepared. The map will show the location of all the Invasive Plant Treatment Units with each Unit having a unique identification number.

The spatial data attribute table will contain the following for each Treatment Unit polygon at a minimum:

**Invasive plant species Treatment Unit Attribute Table:**

Attribute Name	Description	Example
TRMT_UNIT	One or more inventory polygons that contain similar percent cover of the same invasive plant species. Each TU will have a unique identifier.	2
Mgmt_Pr	Order of importance for treatment (priority ranking)	1
TU_Infest	Average infestation level of treatment unit.	Medium
Sites	Inventory polygon sites	43
Points	Inventory point sites	19
TR_Limit	Factors that may affect Treatment	SAR
ECO_Type	Dominant ecosystem in the Treatment Unit	Coastal Bluff

## 23145-140314/A RFP RR/HRR

Attribute Name	Description	Example
Rest_Pre	Restoration prescription for treatment unit	Replace moss and lichen
Area_ha	Area of treatment unit in hectares	1.45

### V. *Developing an Invasive plant species Treatment Plan*

The Treatment Plan will include:

- Discussion of how the Treatment Plan was developed;
- Discussion of the priority sites for management;
- Description of the ranking by invasive plant species;
- Special considerations or limitations to treatment (Species at Risk, access, etc. - a map showing location of all known species at risk will be provided);
- Recommendations for invasive debris biomass removal;
- Estimated costs and labour;
- Restoration prescriptions. These prescriptions will be site specific and will provide recommendations on 1) restoring habitat that was affected by the presence and/or removal of invasive plant species and 2) preventing further invasive plant species infestations;
- A map showing the areas to be treated;
- Geodatabase containing spatial data and metadata. Detailed spatial data requirements are provided in appendix A.

#### **Deliverables**

The deliverables will include the following:

- 1) The Invasive plant species Inventory Report.
- 2) The Invasive plant species Treatment Plan.
- 3) Plot cards, spatial data and maps to support the two reports.

#### **Deliverables and Milestones:**

##### **By January 15, 2014**

- One draft hard copy and one draft electronic copy of the **draft Invasive plant species Inventory Report (including spatial data, attribute tables and maps showing the Infestation Polygons and Points) is to be submitted to the project authority.**
- Upon receipt of the above draft deliverables, a partial payment of up to 40% of the value of the contract is payable to the contractor (with invoice).

##### **By February 14, 2014**

- **One draft hard copy and one draft electronic copy of the Invasive plant species Treatment Plan is to be submitted to the project authority with:**
  - Recommended treatment units defined;
  - Restoration Prescriptions;
  - Treatment Unit attributes table;
  - Geodatabase containing spatial data and metadata. Detailed spatial data requirements are provided in appendix A.
- Upon receipt of the above draft deliverables, a partial payment of up to 40% of the value of the contract is payable to the contractor (with invoice).

The Project Authority will review the draft deliverables and provide comments to the contractor **by 27 February 2014.**

#### **Final Submission By 14 March 2014 (final Invasive plant species Inventory Report and Invasive plant species Treatment Plan):**

- Three hard copies of the final product (Invasive plant species Inventory Report, the Invasive plant species Treatment Plan and maps) that incorporates the comments and revisions recommended by the Project Authority will be submitted to the Project Authority.
- An electronic copy of the Invasive plant species Inventory report (Word), Invasive plant species Treatment Plan (Word), maps (JPG or PDF, plus ESRI MXD) and spatial data (ESRI geodatabase format) as described in the Work to Be Done section.

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- Maps in JPG or PDF format plus ESRI ArcGIS 10.0 MXD
- Spatial data (ESRI ArcGIS 10.0 geodatabase format) requirements:
  - One project geodatabase containing *at a minimum*, three feature classes. These feature classes are: invasive plant inventory polygons; invasive plant inventory points; and invasive plant treatment units.
  - These three feature classes will contain metadata (as per ISO-NAP standards) and will indicate how polygons and points were created (GPS and/or digitized), and the accuracy of the spatial data.
  - All other feature classes delivered as part of the project geodatabase will contain, at a minimum, brief metadata to describe the data and its purpose.
  - All spatial data will be in UTM Zone 10, NAD 83 format.
  - All feature classes must have a clean topology (no gaps between polygons, no overlapping features, etc.).
  - Detailed spatial data requirements are provided in Appendix A. All spatial data must conform to the specification provided in Appendix A.
- Upon receipt of these deliverables, the remainder of the value of the contract is payable to the contractor (with invoice).

### Timing

The project is to be completed by March 15, 2014.

### Information available to the successful contractor:

- Location of all known species at risk (any rare species occurrences not already mapped must be reported to the Project Authority if discovered)
- Orthophoto of the property
- Other data/maps relating to the project and property upon request (e.g. terrestrial ecosystem mapping, sensitive ecosystem mapping and property base mapping)
- Examples of invasive plant species removal plans for other properties, as well as spatial data with attribute tables are available for reference.
- Invasive plant species treatment history and current vegetation management practices.
- Previous Royal Roads Invasive Inventories and Plans

### Meetings

- A pre-work meeting will be held prior to work being initiated. The project and expectations will be discussed.
- A meeting after the inventory is completed to discuss treatment priorities.

### Considerations for Working at Royal Roads

It will be a requirement to check in daily with Royal Roads Security.

## Appendix A - Geospatial Data Requirements

### Data Collection.

There are a number of approaches to capturing digital data that can be employed, including digitizing features from maps or aerial photographs, and differential Global Positioning System (dGPS) collection. When digitizing features from maps or photographs, the source, scale, date and methods should be recorded in the Metadata. When using dGPS collection, the dGPS unit type, averaging method, post processing and other criteria should be recorded in the Metadata. dGPS collection methods should follow the BC Standards, Specification and Guidelines for Resource Surveys Using Global Positioning System (GPS) Technology - Release 4.0. The required horizontal and vertical position accuracy is 1 metre or better at the 95% confidence level for each (the level of accuracy should be discussed with the DND Project Manager prior to data collection to ascertain the project specific requirements).

All spatial data shall be geo-referenced and provided in the following standard projection:

- a. Projection: Universal Transverse Mercator
- b. Datum: North American Datum 1983
- c. Spheroid: GRS 1980
- d. False Easting: 500,000
- e. False Northing: 0
- f. Units: Meters

## 23145-140314/A RFP RR/HRR

The vertical position component (Z) shall be the orthometric height referenced to the Canadian Geodetic Vertical Datum of 1928 (CGVD28) with the height expressed in metres.

### Data Submission

1. All geographic data generated in the course of a project shall be delivered as an ArcGIS 10.0 file geodatabase.
2. All geospatial data must be accompanied with associated metadata in accordance with the North American Profile (NAP) of International Standard on Geographic Information. Canadian General Standards CAN/CGSB-171.100-2009 - North American Profile of ISO 19115: 2003 Geographic Information - Metadata (NAP - Metadata). Note the following exception to conformance with this standard:
  - ArcCatalog should be utilized to create and manage metadata. As this application does not currently meet the standard requirements, metadata should be created in accordance with NAP - Metadata whenever possible within the software constraints.

Annex A2	Statement of Work <i>HEALS RIFLE RANGE</i>
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### Background

This contract is being issued by Natural Resources Canada – Canadian Forest Service (NRCan-CFS) in support of the Federal Lands Program, and the services they provide to the Department of National Defence (DND), CFB Esquimalt.

### Introduction

The Department of National Defence controls and administers several properties on Vancouver Island, and manages the natural resources. Invasive plant species are negatively impacting the natural ecosystems, species-at-risk and military training grounds on several DND properties, including Heals Rifle Range. There is limited information on the type and extent of invasive plants at Heals Rifle Range and limited Invasive plant species management completed on the property.

### The objectives of this project are:

- To determine the location and extent of invasive plant infestations at Heals Rifle Range;
- To develop maps and spatial databases of invasive plant infestations.

### Description of the Property

Heals Rifle Range is located on southern Vancouver Island on Saanich Peninsula about 11 km north of the city of Victoria, BC. It extends north from Willis Point Road and west from Wallace Drive to Cole Hill. The property is bounded to the west by Mount Work Regional Park and to the north by Gowlland Tod Provincial Park. There are several drivable gravel roads throughout the property.

The main purpose of the property is as a rifle range, and much of the remainder of the property serves as a buffer or danger template for the rifle range.

Approximately 80% of the 203 ha property is forested. The remainder consists of open areas related to operations, right-of-ways, fields, rock and swamp.



## 23145-140314/A RFP RR/HRR

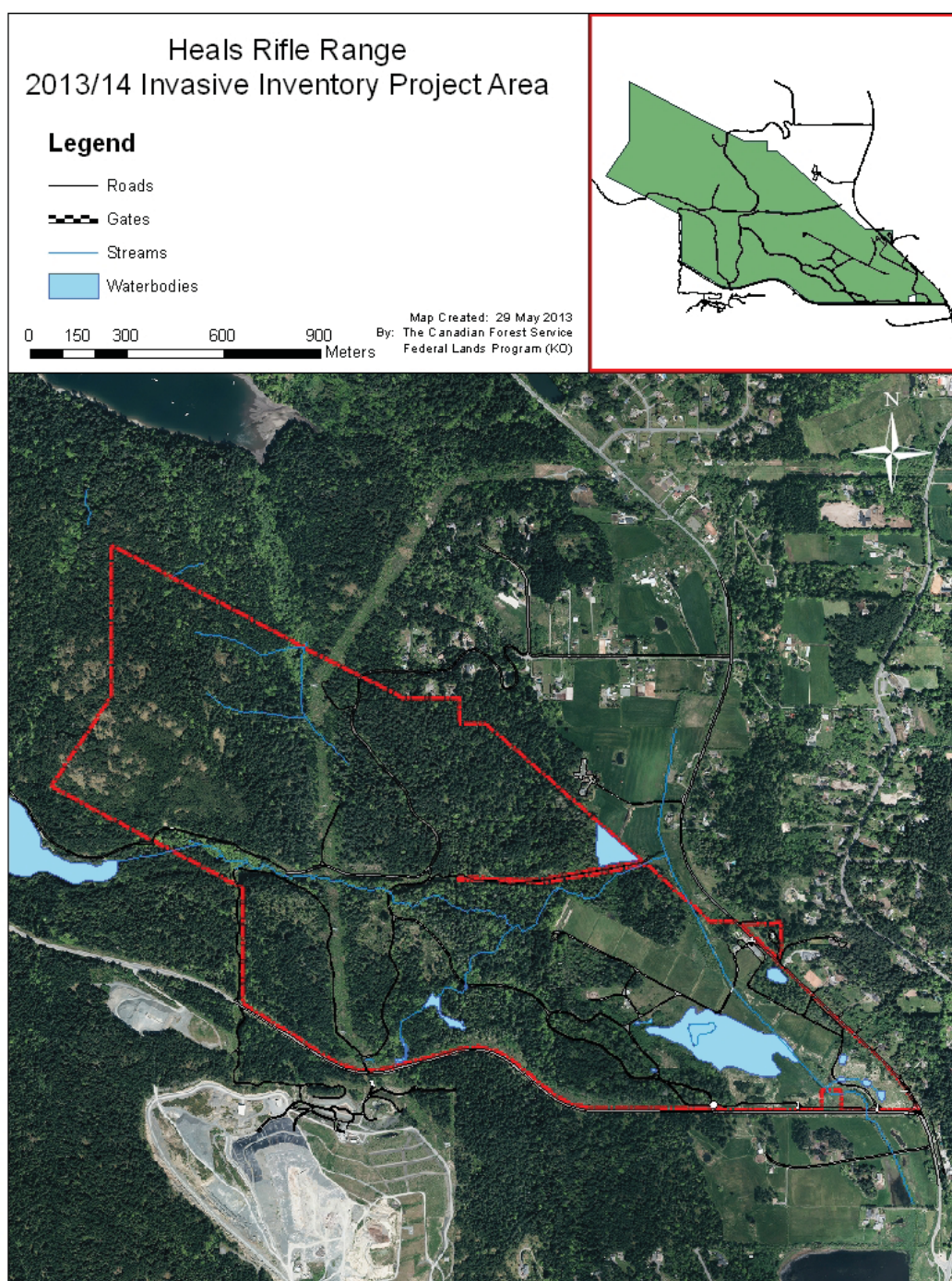


Figure 1: Heals Rifle Range Invasive Inventory Project Area.

# 23145-140314/A RFP RR/HRR

## Work to be done

### Definitions

*Survey Unit* – division of the property into areas to facilitate the invasive inventory.

*Infestation Polygons* – grouping of areas infested with a consistent distribution of one or more species.

*Infestation Points* – isolated infestations less than approximately 0.02 ha in area.

## VI. Invasive plant species Inventory

An Invasive plant species inventory will be conducted at Heals Rifle Range.

The property may be divided into Survey Units to facilitate the survey/mapping component of this project.

Transects should be used to ensure systematic ground coverage.

All plants listed in the Capital Region Invasive plant species Regional Priority List should be recorded and mapped.

Invasive plant infestations will be mapped and the characteristics recorded according to the BC Ministry of Forests, Lands & Natural Resource Operations Invasive Alien Plant Program (IAPP). Provincial guidelines will be used for describing Invasive plant species polygons, however data collected for this project will not be entered into the Provincial IAPP on-line site.

Areas infested with a consistent distribution of one or more species will be grouped into Infestation Polygons and the Infestation Polygon boundaries mapped. Maximum polygon size should be 1 hectare. Isolated infestations less than 0.02 ha should be mapped as points.

The infestations shall be mapped at a minimum scale of 1:1000.

The following characteristics must be recorded for each Infestation Point/Polygon:

- GPS coordinate(s) (see spatial data requirements)
- Polygon/Point number/ID
- Invasive plant species identified within the point/ polygon
- \*Invasive plant species distribution code (for the first through fourth dominant invasive shrub species)
- Invasive plant species density code (for the first dominant shrub species)
- Area of infestation (ha)
- Percentage canopy cover of the Invasive plant species

\*Distribution codes, ranging from 1 to 9, will be used as classification for infestation level. The Infestation Level is the relative infestation level of low, medium and dense. The distribution codes used to determine the infestation level are summarized as follows:

1-3 = Light or Low (less than 25% of a 400 m<sup>2</sup> plot)

4-6 = Medium (sporadic to well spaced patches)

7-9 = Dense (continuous uniform to dense occurrence)

Maps will be prepared to show the location of the Survey Units and the Infestation Polygons and Points.

Two spatial data attribute tables will be created, one for polygons and one for points. Each polygon will be numbered sequentially and each point will be numbered sequentially with a unique identifier number. The tables will contain the following (as a minimum):

## 23145-140314/A RFP RR/HRR

**Invasive plant species Polygon Attribute Table:**

Attribute Name	Description	Example Value
OBJECTID_1	Unique identifier used by software	2
SUBCLASS	Polygon category used by software	POLY
SITE	Unique site identifier (polygon number/ID)	13
SP1	Primary Invasive plant species (by IP Code)	SL
SP1_DIST	Primary IP distribution ranking	4
SP1_DENS	Primary IP density ranking	2
SP2	Secondary Invasive plant species	SB
SP2_DIST	Secondary IP distribution ranking	5
SP3	Tertiary Invasive plant species	HI
SP3_DIST	Tertiary IP distribution ranking	5
SP4	Quaternary Invasive plant species	HO
SP4_DIST	Quaternary IP distribution ranking	2
COV	IP site cover (percent)	40
NOTES	Pertinent site information	HO is at GPS PT 365
INV_DATE	Field survey date	Oct 4
Photos	Site photo name	Oct. 5 pic 13
ECO	Dominant ecosystem in the site	IMF_BLM
SB_LEVEL	Scotch broom infestation level	Medium
HI_LEVEL	Himalayan blackberry infestation level	Medium
EI_LEVEL	English ivy infestation level	Low
SL_LEVEL	Daphne laurel infestation level	Medium
HO_LEVEL	English holly infestation level	Low
AREA	Area of site in hectares	1.45
point_site	Point sites contained in polygon	12, 14
centroid_x	Site polygon UTM easting coordinate	463861.59
centroid_y	Site polygon UTM northing coordinate	5360087.68
Shape_Leng	site perimeter (meters - software use)	522.61
Shape_Area	site area (square meters - software use)	14533.62

**Invasive plant species Point Attribute Table:**

Attribute Name	Description	Example Value
OBJECTID_1	Unique identifier used by software	2
Site	Unique site identifier (point number/ID)	1
GPS_PT	GPS waypoint number	4
Eco	Dominant ecosystem in the site	MF
SP1	Primary Invasive plant species (by IP Code)	EI
SP1_Dist	Primary IP distribution ranking	7
SP1_Dens	Primary IP density ranking	2
SP2	Secondary Invasive plant species	HO
SP2_Dist	Secondary IP distribution ranking	4
SP3	Tertiary Invasive plant species	SL
SP3_Dist	Tertiary IP distribution ranking	1
SP4	Quaternary Invasive plant species	SB



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SP4_Dist	Quaternary IP distribution ranking	1
Area	Area of site in square meters	100
Photos	Site photo name (if available)	Oct 4 Pic 13
Notes	Pertinent site information	HO has berries
INV_ DATE_	Field survey date	Oct 4th
COV	IP site cover (percent)	90
Polygon_si	Polygon site number point occupies	12
POINT_X	Site UTM easting coordinate	463637.42
POINT_Y	Site UTM northing coordinate	5360053.09

### VII. Preparation of an Invasive plant species Inventory Report

The Invasive plant species Inventory Report will summarize the findings of the Invasive plant species inventory, outline the methods used to conduct the inventory, and discuss the findings. It will contain maps, photos, survey field forms, the polygon and point spatial data and attribute tables, and a description of the inventory database.

#### Deliverables and Milestones:

##### By January 15, 2014 – submission of a draft Invasive plant species Inventory

- One draft hard copy and one draft electronic copy of the Invasive plant species Inventory Report (including spatial data, attribute tables and maps showing the Infestation Polygons and Points) is to be submitted to the project authority.
- Upon receipt of the above draft deliverables, a partial payment of up to 40% of the value of the contract is payable to the contractor (with invoice).

The Project Authority will review the draft deliverables and provide comments to the contractor **by January 31, 2014**.

##### By 28 February 2014 - submission of final Invasive plant species Inventory Report

The final deliverables will include:

- Three hard copies of the Invasive plant species Inventory Report and maps that incorporates the comments and revisions recommended by the Project Authority.
- An electronic copy of the Inventory Report (Word & PDF).
- Maps in JPG or PDF format plus ESRI ArcGIS 10.0 MXD.
- Spatial data (ESRI ArcGIS 10.0 geodatabase format) requirements:
  - One project geodatabase containing *at a minimum*, two feature classes. These feature classes are: invasive plant inventory polygons and invasive plant inventory points.
  - These feature classes will contain metadata (as per ISO-NAP standards) and will indicate how polygons and points were created (GPS and/or digitized), and the accuracy of the spatial data.
  - All other feature classes delivered as part of the project geodatabase will contain, at a minimum, brief metadata to describe the data and its purpose.
  - All spatial data will be in UTM Zone 10, NAD 83 format.
  - All feature classes must have a clean topology (no gaps between polygons, no overlapping features, etc.).
  - Detailed spatial data requirements are provided in Appendix A. All spatial data must conform to the specification provided in Appendix A.
- Upon receipt of these final deliverables, the remainder of the value of the contract is payable to the contractor (with invoice).

#### Timing

The project is to be completed by February 28, 2014.

# 23145-140314/A RFP RR/HRR

## Information available to the successful contractor:

- Location of all known species at risk (any rare species occurrences not already mapped must be reported to the Project Authority if discovered)
- Orthophoto of the property
- Other data/maps relating to the project and property upon request (e.g. terrestrial ecosystem mapping, sensitive ecosystem mapping and property base mapping)
- Examples of Invasive plant species removal plans for other properties, as well as spatial data with attribute tables are available for reference.

## Meetings

- A pre-work meeting will be held prior to work being initiated. The project and expectations will be discussed.
- A meeting after the inventory is completed.

## Considerations for Working at Heals Rifle Range

- Access to DND properties is controlled, and will require adhering to security measures, including daily escorts in the field by a commissionaire. The commissionaire's scheduling will be co-ordinated by the Project Authority.
- A safety briefing will be required prior to commencing work on the property.
- Heals Rifle Range is actively used by DND, and there may be access restrictions due to military operations. Access to the property will be coordinated by the Project Authority.

## Appendix A Geospatial Data Requirements

### Data Collection.

There are a number of approaches to capturing digital data that can be employed, including digitizing features from maps or aerial photographs, and differential Global Positioning System (dGPS) collection. When digitizing features from maps or photographs, the source, scale, date and methods should be recorded in the Metadata. When using dGPS collection, the dGPS unit type, averaging method, post processing and other criteria should be recorded in the Metadata. dGPS collection methods should follow the BC Standards, Specification and Guidelines for Resource Surveys Using Global Positioning System (GPS) Technology - Release 4.0. The required horizontal and vertical position accuracy is 1 metre or better at the 95% confidence level for each (the level of accuracy should be discussed with the DND Project Manager prior to data collection to ascertain the project specific requirements).

All spatial data shall be geo-referenced and provided in the following standard projection:

- a. Projection: Universal Transverse Mercator
- b. Datum: North American Datum 1983
- c. Spheroid: GRS 1980
- d. False Easting: 500,000
- e. False Northing: 0
- f. Units: Meters

The vertical position component (Z) shall be the orthometric height referenced to the Canadian Geodetic Vertical Datum of 1928 (CGVD28) with the height expressed in metres.

### Data Submission

1. All geographic data generated in the course of a project shall be delivered as an ArcGIS 10.0 file geodatabase.
2. All geospatial data must be accompanied with associated metadata in accordance with the North American Profile (NAP) of International Standard on Geographic Information. Canadian General Standards CAN/CGSB-171.100-2009 - North American Profile of ISO 19115: 2003 Geographic Information - Metadata (NAP - Metadata). Note the following exception to conformance with this standard:
  - ArcCatalog should be utilized to create and manage metadata. As this application does not currently meet the standard requirements, metadata should be created in accordance with NAP - Metadata whenever possible within the software constraints.

## 23145-140314/A RFP RR/HRR

### Annex AA - Evaluation Criteria ROYAL ROADS & HEALS RIFLE RANGE

**Bidders may submit separate technical and financial bids for either ROYAL ROAD or HEALS RIFLE RANGE or BOTH.**

### IMPORTANT

**SHOULD BIDDERS SUBMIT FOR BOTH AREAS THEY MUST IDENTIFY THAT THEY HAVE THE RESOURCES AVAILABLE FOR EACH AREA SHOULD THEY BE AWARDED BOTH.**

**Each area will be evaluated separately on the evaluation criteria below**

### IMPORTANT

**ALL** criteria (incl. **BOLDED**) apply to evaluation for **Royal Roads**

**ONLY BOLDED** criteria apply to evaluation for **Heals Rifle Range**

### TECHNICAL/MANAGERIAL RATED CRITERIA – RR & HRR

#### 01. EXPERIENCE OF THE CONTRACTOR/PROJECT TEAM

- a) **Demonstrated experience in invasive plant surveys on Vancouver Island**
- b) **Demonstrated experience with developing GIS databases (ESRI ArcGIS) and mapping**
- c) Demonstrated experience in preparing invasive plant removal treatment plans on Vancouver Island
- d) Demonstrated experience and knowledge of ecosystem restoration in Garry Oak Ecosystems

<b>SCORING FOR EACH RATED CRITERIA</b> <b># 1 A – D (RR) &amp; # 1 A &amp; B (HRR)</b> (each criteria will be assessed and assigned up to a max of 10 pts)	RR will score out of 40 <b># 1 A – D (RR)</b>	HRR will score out of 20 <b># 1 A &amp; B (HRR)</b>
Assigned personnel have 5+ years' experience in the assessed criteria, all within the past 10 years.	Up to 9-10 pts each	
Assigned personnel have 3-4+ years' experience in the criteria being assessed all within the past 10 years.	7-8	
Assigned personnel have 2+ years' experience in the criteria being assessed	3-6	
Assigned personnel have less than 2 years' experience in the criteria being assessed	1-2	
Assigned personnel demonstrate little if any specialization or experience in the criteria being assessed.	0	

**The Bidder must score at least 70% of the maximum points available PER LINE ITEM subject to point rating.** Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

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### 02. PROJECT PROPOSAL

- a) Understanding of the project objectives
- b) Survey methodology
- c) Data development and management (including spatial databases)
- d) Project schedule
- e) Species and objectives prioritization/ranking
- f) Treatment units and Treatment Plan development

SCORING FOR RATED CRITERIA # 2	RR up to...	HRR up to...
Clearly describes an understanding of the project, the intent and objectives	04	04
Provides details on the survey methodology, data to be collected, and polygon delineation. Provides details on assessing and recording invasive plant information, referencing appropriate provincial methodology.	10	10
Clearly describes the development of the spatial databases and provides the list of attributes for each feature class. Provides detailed information on the geodatabase format and metadata.	10	10
Demonstrates understanding of timelines and provides a proposed project schedule	01	01
Provides details on species prioritization and ranking methodology plus references appropriate provincial methodology Provides clear understanding of the objective prioritization and ranking and how it will be applied	10	
Describes in detail how treatment units will be developed Provides detailed information on how the treatment plan will be prepared	10	
	RR 45 pts	HRR 25 pts

% of pts available for each rated criteria #2	Information and content provided is...
UNSATISFACTORY 0-30 %	insufficient for any evaluation of the services offered.
POOR 31-59%	insufficient for effective evaluation and not acceptable for the services requirements.
FAIR 60-69%	minimal and less than acceptable for meeting the services requirements.
GOOD 70-79%	sufficient for evaluation. average and will meet the performance of the requirement.
VERY GOOD 80-90%	more than sufficient above average and will more than meet the requirement. .
EXCELLENT 91-100%	exceptional. Services offered exceed the performance requirements.

OVERALL SCORE AVAILABLE RR	OVERALL SCORE AVAILABLE HRR
<b>85</b>	<b>45</b>

**The Bidder must score at least 70% of the maximum points available PER LINE ITEM subject to point rating.** Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

## 23145-140314/A RFP RR/HRR

### Annex B - Basis of Pricing *ROYAL ROADS & HEALS RIFLE RANGE*

***Bidders may submit separate technical and financial bids for either ROYAL ROAD or HEALS RIFLE RANGE or BOTH.***

EVALUATION OF PRICE: The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included. **NOTE: Pricing must be an ALL-INCLUSIVE PRICE for the provision of all labour, supervision, material, equipment, transportation and profit required for the requirements herein. No other charges will be allowed.**

<b>ROYAL ROADS ONLY</b> <i>MILESTONES as per Annex AA1</i>	<i>DUE on or before</i>	<i>FIRM ALL INCLUSIVE PRICE</i>
01. draft Invasive plant species Inventory Report...	January 15, 2014	\$
02. draft Invasive plant species Treatment Plan...	February 14, 2014	\$
03. FINAL submissions...	March 14, 2014	\$
subtotal		\$
GST Taxes (as applicable)		\$
<b>ROYAL ROADS TOTAL FIRM PRICE</b>		<b>\$</b>

<b>HEALS RIFLE RANGE ONLY</b> <i>MILESTONES as per Annex AA1</i>	<i>DUE on or before</i>	<i>FIRM ALL INCLUSIVE PRICE</i>
01. draft Invasive plant species Inventory Report...	January 15, 2014	\$
02. FINAL Invasive plant species Inventory Report...	February 28, 2014	\$
subtotal		\$
GST Taxes (as applicable)		\$
<b>HEALS RIFLE RANGE TOTAL FIRM PRICE</b>		<b>\$</b>

**SHOULD BIDDERS SUBMIT FOR BOTH AREAS THEY MUST IDENTIFY THAT THEY HAVE THE RESOURCES AVAILABLE FOR EACH AREA SHOULD THEY BE AWARDED BOTH.**

## 23145-140314/A RFP RR/HRR

VENDOR INFORMATION	
Company Name	
Physical Address	
Mailing Address	
Telephone Number	
Fax Number	
Company Website	
PBN	
Service Contact Name	
Telephone Number(s)	
E-mail(s)	
Back up / alternate for above:	
Telephone Number(s)	
E-mail(s)	
Accounting/ Invoicing Contact Name	
Back up / alternate for above:	
Telephone Number(s)	
E-mail(s)	