

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

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Surveying and Mapping Services SA	
<b>Solicitation No. - N° de l'invitation</b> EW128-140838/A	<b>Date</b> 2013-12-05
<b>Client Reference No. - N° de référence du client</b> PWGSC	<b>Amendment No. - N° modif.</b> 001
<b>File No. - N° de dossier</b> EDM-3-36182 (066)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-066-10021	
<b>Date of Original Request for Supply Arrangement</b> 2013-11-29 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-31</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Mony	<b>Buyer Id - Id de l'acheteur</b> edm066
<b>Telephone No. - N° de téléphone</b> (780) 497-3535 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

Solicitation No. - N° de l'invitation

EW128-140838/A

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

PWGSC

Amd. No. - N° de la modif.

001

File No. - N° du dossier

EDM-3-36182

Buyer ID - Id de l'acheteur

edm066

CCC No./N° CCC - FMS No/ N° VME

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This solicitation amendment is raised to modify the table of contents in Annex “A”- Terms of Reference in the English version. .

DELETE: ORIGINAL

INSERT: ATTACHED.



# ANNEX A: Land Surveying and Geomatics Services **TERMS OF REFERENCE**

## LS Supply Arrangement

For Various Federal Projects  
In Western Region

November, 2013



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## **I PROJECT DESCRIPTION**

### **I.1 GENERAL**

#### **I.1.1 SERVICES**

- .1 A Supply Arrangement is required to provide all labour, materials, equipment, tools and supervision necessary to conduct land surveying and geomatics services in the Northwest Territories and Nunavut for Public Works and Governments Services Canada (PWGSC) Western Region.
- .2 Public Works and Government Services Canada (PWGSC) is seeking the services of professional land surveying organizations for a task-based Supply Arrangement for professional land surveying services on an "as and when requested" basis of work in the Northwest Territories and Nunavut;
- .3 This document provides the Terms of Reference (TOR) for the common services required for the various projects.
- .4 The Supplier will be engaged via a project specific "Request for Proposal (RFP) issued under the Supply Arrangement" which will include a project specific Statement of Work.

#### **I.1.2 PROCEDURES AND STANDARDS**

- .1 The TOR document must be used in addition to the current version of the General Instructions for Surveys of Canada Lands, e-Edition (or subsequent future Editions) published by the Surveyor-General of Canada Lands, as well as any Specific Instructions that may be issued;
- .2 A Project Specific Statement of Work (SOW) which will be issued at the time of the RFP will describe project-specific requirements, services and deliverables, while the General Instructions of the Surveyor-General or any Specific Instructions in addition to the said General Instructions will outline the minimum procedures and standards common to all projects.

### **I.2 BACKGROUND INFORMATION**

#### **I.2.1 INTENT**

- .1 The intent of establishing this Supply Arrangement is to create a pool of consulting surveyors who have the skill, experience, and capacity to conduct professional land surveying and geomatics projects in the Northwest Territories and Nunavut. The end result is to provide the PWGSC with the most efficient method available for performing these services.
- .2 A project may consist of;
  - .1 Land Surveying, and/or
  - .2 Geomatics and mapping services.

#### **I.2.2 EXISTING CONDITIONS**

- .1 The location and specific details will be outlined in the project specific SOW.

#### **I.2.3 CONSTRAINTS AND CHALLENGES**

- .1 The Supplier will be required to become familiar with the project site and obtain local information as required.
- .2 The Supplier may be required to obtain security clearances for all personnel as well as any sub-contractors to visit the project site. Security requirements will be specify at the Request for Proposal stage issued against the Supply Arrangement.
- .3 All site visits must be arranged through the Departmental Representative.



- .4 The project effort must be tailored to meet the budget. Diligent cost estimating and cost controls are required.
- .5 Certain projects may be subject to Aboriginal Opportunities consideration in areas associated with Comprehensive Land Claim Agreements;

#### **I.2.4 SUB-CONTRACTORS**

- .1 Sub-contractors can be utilized for services under this TOR;
- .2 Sub-contractors will be considered an extension of the primary Supplier and will be held to the same standards and constraints;



## **1.3 SCHEDULE**

### **1.3.1 GENERAL**

- .1 The individual projects are to be delivered, ready for acceptance in accordance with the project specific SOW.

## **1.4 CODES, ACTS, STANDARDS, REGULATIONS**

- .1 Performance of all work will fall under the following:
  - .1 Canada Lands Surveyors Act (S.C. 1998, c. 14);
  - .2 Canada Land Surveys Act (R.S.C., 1985, c. L-6); and
  - .3 Canada Land Surveyors Regulations (SOR/99-142).
- .2 The Supplier must identify, analyze and perform the projects in accordance with the requirements of all authorities having jurisdiction and all applicable Codes, Acts, Standards and Guidelines and Legislation.

## **2 REQUIRED SERVICES**

### **2.1 GENERAL REQUIREMENTS**

- .1 Each RFP will describe the requirements for the individual projects. Following is a generic scope of services typically required for a project. An individual RFP may include some or all of the services described below.
- .2 The project specific SOW will identify the project specific requirements including:
  - .1 Land Surveying,
  - .2 Geomatics and Mapping Services.

#### **2.1.2 SCOPE OF SERVICES**

- .1 Land Surveying
  - .1 The specific goals of the Land Surveying projects will be outlined in the RFP.
  - .2 Examples of projects include:
    - .1 Planning, directing and conducting legal surveys to establish the location of real property boundaries, and prepare official plans, records and documents pertaining to these surveys;
    - .2 Land Planning and Legal Consultation;
    - .3 Preparing plans for registration under the Canada Lands Surveys Act and/or other various legislated acts of Northwest Territories and Nunavut;
    - .4 Surveys of Distant Early Warning Line/North Early Warning Systems Operation sites; and
    - .5 Assist in the creation of airport zoning regulations by providing consultation and mapping services for the drafting and registration of zoning applications and obstacle limitation surveys.
- .2 Geomatics and Mapping Services
  - .1 Examples of services which may be required are:
    - .1 Remote Sensing (including aerial photography) and aerial mapping;
    - .2 Topographical Surveys and Drafting;
    - .3 Engineering Surveys and Drafting;



- .4 Control Surveys, and installation of control monuments to specific standards; and
- .5 GIS and consulting
- .6 Project Management.

## **2.2 PROJECT REVIEW AND APPROVAL**

### **2.2.1 FEDERAL GOVERNMENT**

- .1 The federal authorities having jurisdiction over this project are:
  - .1 PWGSC; and
  - .2 Identified User Department .

### **2.2.2 REVIEWS, APPROVALS AND PRESENTATIONS**

- .1 Each submission at each stage of the project is subject to reviews by the Departmental Representative, the Identified User site personnel, the Identified User technical experts and the PWGSC Architectural and Engineering Centre of Expertise (AECoe) group.
- .2 For the AECoe review at each stage:
  - .1 Review submissions for accuracy and completeness;
  - .2 Expected turn around time for reviews is two (2) weeks;
  - .3 The supplier will receive review comments in the form of an editable MS Word document, MS Excel document, or pdf;
  - .4 The supplier shall provide a single coordinated written response to the comments.

## **2.3 PRELIMINARY SERVICES**

### **2.3.1 GENERAL**

- .1 Each project awarded under the Supply Arrangement will include preliminary services that culminate in the creation of a project Execution Plan.
- .2 The objective of this stage is to conduct planning and establish project controls. The Execution Plan will consolidate the scope of the project and will be utilized as the benchmark project control document to monitor progress of the project. The Scope and Activities will include:
  - .1 Analyse the project requirements including any recommended amendments.
  - .2 Research and Review all other available existing material related to the project including requirements identified in the project specific SOW.
  - .3 Identify and verify all Authorities Having Jurisdiction over the codes, regulations and standards that apply to the projects.
  - .4 Identify and analyze all Codes, Acts, Standards and Guidelines that apply to this project.
  - .5 Identify all additional information that will be needed to deliver the project.
  - .6 Provide an Execution Plan.

### **2.3.2 DELIVERABLES**

- .1 An Execution Plan that will contain at a minimum:
  - .1 A defined objective;
  - .2 Scope and Activities;
  - .3 Health and Safety risks and mitigation. This may include a project specific Job Hazard Analysis (if activities are outside the scope of the supplier's regular Health and Safety Plan).





- .4 Cost estimate;
- .5 Schedule with key milestones;
- .6 Key Resources – personnel and equipment required
- .7 Potential Risks.

## **2.4 PROFESSIONAL SERVICE**

### **2.4.1 GENERAL**

- .1 The objective of this stage is to perform the work within the Execution Plan.
- .2 The Supplier must obtain written authorization from the Departmental Representative before proceeding with any projects.

### **2.4.2 SCOPE AND ACTIVITIES**

- .1 The Supplier must:
  - .1 Perform the work according to the budget and schedule;
    - .1 Changes to the Execution Plan require approval by the Departmental Representative.
  - .2 Update the cost estimates;
  - .3 Update the project schedule;
  - .4 Include a quality control process for the performance of the work and contract administration.

## **3 PROJECT ADMINISTRATION**

### **3.1 DELIVERABLES**

#### **3.1.1 HEALTH AND SAFETY PLAN**

- .1 All Suppliers must deliver a Health and Safety Plan to PWGSC under which all personnel will operate prior to commencing any work.

#### **3.1.2 DOCUMENT FORMATS**

- .1 Unless requested in the Project Specific SOW all submissions to PWGSC will be made using the following formats:
  - .1 For electronic CAD drawings .dwg format;
  - .2 Adobe .pdf format;
  - .3 Microsoft Word 2007 or earlier;
  - .4 Microsoft Excel 2007 or earlier.
- .2 All CAD drawings must utilize PWGSC's CAD Standards (excepting submissions made for certain Legal Surveys that may be subject to other CAD standards).