

**REQUEST FOR PROPOSAL**

**Proposal to: Parks Canada Agency**

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, service, and construction listed herein, and on any attached sheets at the price(s) set out therefore.

**RETURN BIDS TO:**

Margot Simpson  
 Contracts Officer  
 Parks Canada  
 Jasper Field Unit  
 Box 10  
 607 Connaught Drive  
 Jasper, Alberta  
 T0E 1E0

<b>Title</b> Groundwater Monitoring, Jasper National Park	
<b>Solicitation No.</b> 5P423-14-6552	<b>Date</b> January 9, 2014
<b>Star No.</b>	
<b>Solicitation Closes at 14:00 Hrs. on February 19, 2014</b>	<b>Time Zone</b> Mountain Time Zone
<b>Address Enquiries to:</b> Margot Simpson, Contracts Officer	
<b>Telephone No.</b> 780-852-6255	<b>FAX No.</b> 780- 852-6122
<b>Destination – of Goods and Services</b> Parks Canada Box 10 Jasper National Park T0E 1E0	

**Comments**

**Instructions: See Herein**

**Vendor/Firm Name and Address**

**Issuing Office**

Parks Canada Agency  
 Jasper Field Unit  
 Box 10  
 607 Connaught Drive  
 Jasper, Alberta  
 T0E 1E0

<b>Delivery Required</b> See Herein	<b>Delivery Offered</b> *****
<b>Vendor/Firm and Address</b>	
<b>GST (or SIN) No.</b> <b>Telephone No.</b> <b>Facsimile No.</b>	
<b>Name and title of person authorized to sign on behalf of vendor/Firm (type or print)</b>	
<b>Signature</b>	<b>Date</b>

## **PART 1 - INFORMATION AND INSTRUCTIONS**

### **1. Security Requirement**

There is no security requirement for this work.

### **2. Statement of Work**

The request is for Groundwater Monitoring within four (4) sites in Jasper National Park as per Annex "A" Statement of Work.

### **3. 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>. 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, are incorporated by reference into and form part of the bid solicitation.

### **4. Submission of Bids**

4.1 Bid must be submitted by the date, time and place indicated on page 1 of the bid solicitation. Bids received after closing date and time will be returned unopened to the bidder

### **5. Enquiries - Bid Solicitation**

All enquiries must be submitted to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

### **6. Evaluation Procedures**

A bid must comply with all requirements of the bid solicitation to be declared responsive.

### **7. Applicable Laws**

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

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 2 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement for this work.

### **2. Statement of Work**

The request is for Groundwater Monitoring of four (4) sites within Jasper National Park as per Annex "A" Statement of Work.

### **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 issued by Public Works and Government Services Canada (PWGSC). All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada Agency. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency."

The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

#### **3.1 General Conditions**

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

### **4. Term of Contract**

The contract will start upon contract award and end date is **March 31, 2014**.

Field work must be conducted within the months of February and March 2014 and be completed by March 14, 2014

Final stamped report and invoicing must be submitted to the Parks Canada Representative no later than March 31, 2014.

#### **4.1 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by four optional periods from February 1 to March 31, 2015; February 1 to March 31, 2016; February 1 to March 31, 2017 and February 1 to March 31, 2018 with services under the same conditions.

For all option years, field work must be completed by February 28th with final stamped reports and invoices to be submitted to the Parks Canada Representative no later than March 31<sup>st</sup>.

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Margot Simpson

Contracts Officer  
Parks Canada Agency  
Jasper Field Unit  
Box 10  
Jasper, Alberta  
T0E 1E0

Telephone: 780-852-6255  
Facsimile: 780-852-6122  
E-mail address: margot.simpson@pc.gc.ca

The Contracting Authority is responsible for the management of the Contract. 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.

To be announced at contract award

The Project Authority named below is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matter 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.

## 5.3 Contractor Contacts

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
GST #: \_\_\_\_\_

## 6. Payment

### 6.1 Terms of Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;

- c. the Work delivered has been accepted by Canada

## **6.2 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a price not to exceed cost as specified in Annex B Bid Form of \$ \_\_\_\_\_ *insert the amount at contract award*). Customs duties are N/A and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## **7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the information required in Section 10 of 2010B General Conditions.

## **8. Applicable Laws**

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

## **9. Priority of Documents**

If there is a discrepancy between the wordings 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) 2010B (2013-06-27) General Conditions – Professional Services (Medium Complexity);
- (c) Annex A Statement of Work
- (d) Annex B Bid Form
- (e) Annex C Attestation Form

## ANNEX "A"

Solicitation # 5P423-14-6552

### STATEMENT OF WORK

#### GROUNDWATER MONITORING, JASPER NATIONAL PARK

##### I. Background

As part of a contaminated site management program Parks Canada is conducting multi-year water quality monitoring at 4 sites within Jasper National Park. Water analysis will be used to determine liability and to refine remediation or risk management activities at these sites.

##### II. Scope of Work

Work is spread over 4 sites within Jasper National Park. Each site will follow the same general procedure.

Sites are:

1. A1 Waste Transfer Station (Federal Contaminated Site Index (FCSI) # 15412001)
2. Tangle Creek Compound (FCSI # 15412017)
3. B1 Trade Waste pit (FCSI # 154120014)
4. C3 Townsite Block S (FCSI # 15412018) - \* FIRST YEAR (2014) ONLY \* -

Site locations and specific parameters to be analyzed for each well are detailed in Section III.

General Requirements – applies to all sites

(a) An initial site meeting will be held at a mutually convenient time with the Parks Canada Representative (PCR) to provide a Parks Canada environmental orientation briefing and to discuss the details associated with the individual sites.

**Note: The PCR will be available after Jan 26, 2014.**

(b) Monitor and report on groundwater conditions in existing groundwater monitoring wells at the four (4) sites for parameters listed in Section IV.

Reports will compare results to limits in *Federal Interim Groundwater Quality Guidelines* ([http://www.esdat.net/Environmental%20Standards/Canada/Fed/Guidance%20Fed%20Interim%20OGW%20guidelines%20ENG\\_2010%20May.pdf](http://www.esdat.net/Environmental%20Standards/Canada/Fed/Guidance%20Fed%20Interim%20OGW%20guidelines%20ENG_2010%20May.pdf)).

If no CCME guideline has been set for a listed parameter, AB provincial groundwater guidelines will be used.

(c) Update previous year's risk management recommendations appropriate to the established degree of risk that are consistent with *Canadian Council of Ministers of the Environment (CCME) guidance*, and *A Federal Approach to Contaminated Sites, (Contaminated Sites Management Working Group, 1999)* or successor documents. Previous year recommendations contained in reports on FTP site.

<ftp://external:external@ftp.pcan2.ca/Jasper%20National%20Park/Contaminated%20Site%20Contracts%20References/>

(d) Using professional expertise and judgment, update previous financial liability estimates at each site (information is on the FTP site) to reflect updated site conditions and the risk mgmt recommendations per item d) above. Liability estimate must be consistent with "Recommended Principles on Contaminated Sites Liability" (CCME 2006)

[www.ccme.ca/ourwork/soil.html?category\\_id=68](http://www.ccme.ca/ourwork/soil.html?category_id=68)

and federal policy <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=20888&section=HTML>

(e) Laboratories used in all phases/steps of the work must be certified by the Canadian Association for Environmental Analytical Laboratories or equivalent. Parks Canada has an existing supply arrangement with Maxxam Analytics of Edmonton/Calgary. Contractor will work with this lab to obtain sample containers and analysis. Lab will bill costs directly to Parks Canada and these analysis costs do not form part of the bid price.

(f) Individual written reports and invoicing are required for each site and will follow the format outlined in Section IV.

The amount of work varies from site to site. All sites will require site visits, measurement of field parameters, collection and analysis of groundwater samples.

As part of this work, a reasonable attempt (up to ½ hour per well) must be made by the Contractor to unblock any well found to be obstructed. Previously reported obstructed wells are noted below in Section III and do not require sampling. Damaged wells must be reported promptly to the Parks Canada Representative (PCR).

Repairs may or may not be authorized as an addition to this work.

### III. Locations & Description of Work

To access all "*Reference/Information Source*" material below, please follow these instructions:

- 1) In your **Windows** Explorer address bar type: (Not **Internet** Explorer)  
<ftp://external:external@ftp.pcan2.ca/Jasper%20National%20Park/Contaminated%20Site%20Contracts%20References/>
- 2) You may receive an error message; acknowledge it and continue with steps below.
- 3) Go to Windows Explorer file menu, log on as: User Name: "external" and Password: "external"

#### 1. Waste Transfer Station

FCSI # 15412001

Located 10 km east of Jasper on Hwy 16 (UTM 11U 430112 5865559)

Vehicle access to site area - some wells require foot access of up to 100m.

There are 18 wells with depths of up to 24m. There is one surface water site. Parks Canada will provide a list of analysis required for each (FTP site).

One sample event in February.

Parameters to be sampled are Field Data, Routine GW, VOC, BTEX, F1 and F2, PAH, Phenols, Metals. (Details in ftp: file "*Transfer Station 2013 Sampling Requirements.xls*")

*Reference/Information Source:*

2012 GROUNDWATER MONITORING PROGRAM, JASPER NATIONAL PARK  
WASTE TRANSFERT [sic] REPORT Prepared By : Aquatech Canadian Water Services  
*(as per ftp site instructions above) and*

#### 2. Tangle Creek Compound

FCSI # 15412017

Located 92km S of Jasper on Hwy 93 (UTM 11U 480019 5790748)

Vehicle access to site and within 25 m all wells.

6 wells, depths 2-6 m - 2 surface water locations, (2 additional wells not found in 2012.)

One sample event in February.

Parameters to be sampled Field Data, Routine GW, VOC, BTEX, F1 and F2, PAH, Phenols, Metals.

*Reference/Information Source:*

2012 GROUNDWATER MONITORING PROGRAM, JASPER NATIONAL PARK

## ALBERTA TANGLE CREEK MAINTENANCE COMPOUND REPORT

Prepared By: Aquatech Canadian Water Services Calgary, Alberta (as per ftp site instructions above)

### 3. Trade Waste Pit

FCSI # 154120014

Located 14 km East of Jasper on Hwy 16 (UTM 11U 429400 5870300)

FOOT ACCESS ONLY – up to 500m from roadway - Quad or snowmobile use would be permitted depending on snow cover.

9 wells (incl 2 nested), depths of 7-12m.

One sample event in February Parameters to be sampled Field Data, Routine GW, VOC, BTEX, F1 and F2, PAH, Phenols, Metals.

#### *Reference/Information Source:*

2012 GROUNDWATER MONITORING PROGRAM, JASPER NATIONAL PARK TRADE WAST [sic] PIT REPORT Prepared By : Aquatech Canadian Water Services Calgary, AB (as per ftp site instructions above)

### 4. Townsite Block S - \* First Year (2014) ONLY \* -

FCSI # 15412018

Located within the Town of Jasper (UTM 11U 427500 5858600)

Vehicle Access to all wells, **several located on leaseholds and require advance coordination with site operator.**

13 wells, depths to 35m

One sample event in February

Parameters to be sampled: Field Data, Routine GW, VOC, BTEX, F1 and F2, PAH, Phenols, Metals.

#### *Reference/Information Source:*

PHASE II ENVIRONMENTAL SITE ASSESSMENT Stan Wright "S-Block" Industrial Park Jasper, Alberta, DST Engineering March 2011

AND

2012 GROUNDWATER MONITORING PROGRAM, JASPER NATIONAL PARK TOWN SITE BLOCK "S" REPORT Prepared By : Aquatech Canadian Water Services (as per ftp site instructions above)

## IV. Deliverables

Individual written reports for each site:

- a) Reports must include an executive summary, background, methodology, results, discussion of result significance, risk management options (if any), recommendations for future work (if any) and financial liability.
- b) Appendices must include tables, figures, drawings and laboratory results,
- c) All final reports must be reviewed, stamped and signed off by a registered professional engineer. Final stamped reports to be received no later than March 31, 2014,
- d) All final reports must be provided in two (2) bound hard copies and two (2) electronic copies, (Full report in pdf, text in Microsoft Word, and Microsoft Excel copies of NCS scoring sheets) each capable of high quality reproduction through standard office printers/copiers.
- e) Invoicing must be of sufficient detail to permit allocation of expenses to each of the four (4) individual sites.

**VI. Insurance**

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

**VII. Schedule**

Work will commence immediately upon contract award and end March 31st, 2014.

1. Field work will occur in the months of February and March 2014.
2. Final reports and invoice for all sites are due no later than March 31, 2014.

**Annex B**

**Solicitation# 5P423-14-6552**

**Groundwater Monitoring, Jasper National Park**

**BID FORM**

Bidder is to provide a written bid (expressed in writing and numbers) for the groundwater monitoring of Sites 1 through 4 as per Annex A Statement of Work for and must be exclusive of GST for the period ending March 31, 2014.

**DATE:** \_\_\_\_\_

**BID:\$** \_\_\_\_\_ (GST not included)

**BID AMOUNT (written)\$** \_\_\_\_\_

Bidder is to also provide a written bid (expressed in numbers and writing) for the groundwater monitoring of Sites 1 through 3 as per Annex A Statement of Work and must be exclusive of GST for each of the additional four (4) option years: **Note - \* SITE FOUR IS NOT INCLUDED IN OPTION YEARS \* -**

<b>Option Year One</b> February 1 to March 31, 2015	<b>Option Year Two</b> February 1 to March 31, 2016	<b>Option Year Three</b> February 1 to March 31, 2017	<b>Option Year Four</b> February 1 to March 31, 2018
\$ _____ Written amt: _____	\$ _____ Written amt: _____	\$ _____ Written amt: _____	\$ _____ Written amt: _____

**BIDDERS NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**Annex C**

**Solicitation# 5P423-14-6552**

**Groundwater Monitoring, Jasper National Park**

**Attestation and Proof of Compliance with Occupational Health and Safety (OHS)**

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

**Instructions:**

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

*Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.*

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work
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General Description of Work to be Completed
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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_