

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
Telus Plaza North, 5th floor  
10025 Jasper Avenue  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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> Environmental Consultant Services	
<b>Solicitation No. - N° de l'invitation</b> EW699-141143/A	<b>Date</b> 2014-01-31
<b>Client Reference No. - N° de référence du client</b> EW699-141143	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$NCS-107-10116	
<b>File No. - N° de dossier</b> NCS-3-36160 (107)	<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 2014-03-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Anthony (NCS), Mary	<b>Buyer Id - Id de l'acheteur</b> ncs107
<b>Telephone No. - N° de téléphone</b> (780) 497-3588 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Various - see herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Northern Contaminated Site Program  
Telus Plaza North, 5th floor  
10025 Jasper Avenue  
Edmonton  
Alberta  
T5J 1S6

<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>

**REQUEST FOR PROPOSAL  
MULTIDISCIPLINARY ENVIRONMENTAL CONSULTANT SERVICES  
IN NORTHWEST TERRITORIES, NUNAVUT & YUKON**

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**NOTE: FOR THIS SOLICITATION AND THE RESULTING CONTRACT, THE WORDS "CONTRACTOR" AND "CONSULTANT" ARE INTERCHANGEABLE**

**PART 1 - GENERAL INFORMATION**

**1. Introduction**

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Work, the Basis of Pricing, Insurance Requirements, Health and Safety Requirements, Federal Contractors Program for Employment Equity - Certification, Task Authorization Form, Evaluation Criteria and any other annexes.

**2. Summary**

Public Works and Government Services Canada (PWGSC), Environmental Services, has a requirement for environmental consulting services for various projects on an "as and when requested" basis, on behalf of PWGSC and other client departments.

The required environmental services are related to a wide variety of federally controlled contaminated sites work. Additional environmental services may involve; storage tank leaks and spills; abandoned dump sites and landfills; remote northern communities; wharf sites; and other active and abandoned federal sites. The various types of environmental projects may take place in Northwest Territories, Nunavut or Yukon.

Consultants are to assist PWGSC Project Authorities in providing a range of environmental services, including, but not limited to: Project Planning Stage, Assessment Stage (e.g. Ph I/II/III, risk assessments, hazardous material/waste surveys, development of Remedial Action Plans (RAP), reporting and preparation of cost estimates etc.) and provision of Tender Documents and Site Supervision for various environmental projects throughout the Northwest Territories, Nunavut or Yukon.

It is expected that Public Works and Government Services Canada (PWGSC) will award up to five (5) Contracts as a result of this Request For Proposal. The overall estimated volume of work to be distributed amongst successful bidders is up to twenty (20) million dollars. The period of the Contracts will be from date of award (estimated mid April 2014) through to 31 March 2017.

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Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT).

The requirement is subject to the following Comprehensive Land Claim Agreements;

- (a) Inuvialuit Final Agreement, Article 16 - Economic Measures;
- (b) Gwich'in Comprehensive Land Claim Agreement, Article 10 - Economic Measures;
- (c) Nunavut Land Claims Agreement, Article 24 - Government Contracts;
- (d) Umbrella Final Agreement - Council for Yukon Indians,
- (e) Sahtu Dene and Metis Comprehensive Land Claims Agreement, Article 12 - Government Employment and Contracts;
- (f) Tlicho Land Claims Agreement, Chapter 26 - Economic Measures; and
- (g) Nunavik Inuit Land Claims Agreement, Article 13 - Government of Canada Employment and Contracts.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named *Federal Contractors Program for Employment Equity - Certification.*"

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be provided 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 incorporated by reference and are set out in the *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.

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

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

### 2. Submission of Bids

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

**Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### 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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

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

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

- name of former public servant;
- 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- 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.

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#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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 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.

#### **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## **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 & Management Bid (one (1) hard Original and three (3) hard Copies)  
Section II: Financial Bid (one (1) hard Original)  
Section III: Certifications (one (1) hard Original)

**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 are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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.

### **2. Section I: Technical and Management**

#### **2.1 Technical Bid**

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

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

#### **2.2 Management Bid**

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

ncs107

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

EW699-141143

CCC No./N° CCC - FMS No/ N° VME

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**3. Section II: Financial Bid**

**3.1** Bidders must submit their financial bid in accordance with Annex "B" - Basis of Pricing. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**3.2 Exchange Rate Fluctuation**

C3011T

Exchange Rate Fluctuation

2013-11-06

**4. Section III: Certifications**

Bidders must submit the certifications required under Part 5 - Certifications.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

##### 1.1.1 Technical and Management Bid

Mandatory and point rated Technical and Management evaluation criteria are included in Annex "G" - Evaluation Criteria. - Part 1.

#### 1.2 Financial Evaluation

Bidders will be assessed based on the information provided, as per Annex "B" - Basis of Pricing, in accordance with the procedure set out in Annex "G" - Evaluation Criteria - Part 2.

##### 1.2.1 Mandatory Financial Criteria

Bidders must submit firm rates for all categories listed in Annex "B" - Basis of Pricing.

##### 1.2.2 SACC Manual Clause

A0222T	Evaluation of Price	2013-04-25
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### 2. Basis of Selection

#### 2.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified for criteria numbers; 1.1.1, 1.1.2, 1.1.3, 1.1.4 for the technical evaluation; and
- (d) obtain the required minimum of 339.5 points overall for the technical and management evaluation criteria which are subject to point rating. The rating is performed on a scale of 485 points; and
- (e) the assessed price of a bid does not exceed the Median Price of all technically responsive bids by more than 25%.

2.2.2 Bids not meeting (a), (b), (c), (d) and (e) will be declared non-responsive.

2.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

- 2.2.4** To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 2.2.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 2.2.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.2.7** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted:
- a. Bids will be ranked, highest to lowest, based on their final combined Merit and Price score.
  - b. Up to five (5) contracts may be awarded depending on the number of responsive bids received.
  - c. The Estimated Overall Value of this requirement will be distributed among the top ranked Bids as follows;

If five (5) contracts are awarded:

1st (Best Overall)	= up to 30%
2nd	= up to 25%
3rd	= up to 20%
4th	= up to 15%
5th	= up to 10%

If four (4) contracts are awarded:

1st (Best Overall)	= up to 35%
2nd	= up to 30%
3rd	= up to 20%
4th	= up to 15%

If three (3) contracts are awarded:

1st (Best Overall)	= up to 40%
2nd	= up to 35%
3rd	= up to 25%

If two (2) contracts are awarded:

1st (Best Overall)	= up to 60%
2nd	= up to 40%

The table below illustrates an example where three of five bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 200 and the lowest evaluated price is \$1,000.

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

Firm Name	Tech/Mngt Proposal (Pass = 140 Min)	Evaluated Price Proposal (GST Excluded)	Weighted Score Merit = 70%	Weighted Score Cost = 30%	Total Score
Bidder "A"	175/200	\$1,000.	$175/200 \times 70 = 61.25$	$1,000/1,000 \times 30 = 30$ Low cost	91.25 <b>Best Overall Proposal</b>
Bidder "B"	165/200	\$1,100.	$165/200 \times 70 = 57.75$	$1,000/1,100 \times 30 = 27.27$	85.02 2nd
Bidder "C"	155/200	\$1,150.	$155/200 \times 70 = 54.25$	$1,000/1,150 \times 30 = 26.09$	80.34 3rd
Bidder "D"	185/200	\$1,600.	$185/200 \times 70 = 64.75$	$1,000/1,600 \times 30 = 18.75$	N/A **
Bidder "E"	112/200***	N/A ***	N/A ***	N/A ***	N/A ***

\* Median Price calculation of technically responsive bids;

$$\frac{(\$1,100. + \$1,150.)}{2} = \$1,125.$$

\*\* Bidder "D" - Price exceeds the Median Price of all technically responsive bids by more than 25%.

$$\$1,600. - \$1,125. = \$475. \quad \$475./\$1,125. = 42\%$$

\*\*\* Bidder "E" - Failed to reach minimum points overall of the technical evaluation

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## 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.

#### 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 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 Status and Availability of Resources**

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

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

## **2.2 Education and Experience**

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

## **2.3 Workers Compensation Certification - Letter of Good Standing**

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

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

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**PART 6 - INSURANCE REQUIREMENTS AND HEALTH & SAFETY REQUIREMENTS****1. Insurance Requirements**

- a. The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".
- b. If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**2. Health and Safety Requirements**

The bidder must comply with the applicable Health and Safety Requirements as specified in Annex "D", Health and Safety Requirement and any other Provincial and/or Federal Environmental, Health and Safety Requirements as may be required.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 1.2 Task Authorization

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

#### 1.2.1 Task Authorization Process

##### Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. Canada reserves the right to negotiate Aboriginal/Inuit content for each TA.

As more than one contract has been awarded for this requirement, Canada will use the following approach to select/assign an appropriate contractor.

Unless a best fit exception is approved by the Contracting Authority, a Contractor will be selected based on which Contractor is farthest away from their predetermined maximum % distribution, therefore ensuring that work is evenly distributed as identified to the Contractors in the RFP/resulting contract. In the case where insufficient funds remain in a Contractor's contract to complete a proposed TA, the Contractor next farthest away from their % distribution, and with enough funds remaining, will be selected for the work.

##### % Distribution:

If five (5) contracts are awarded:

1st (Best Overall)	= up to 30%
2nd	= up to 25%
3rd	= up to 20%
4th	= up to 15%
5th	= up to 10%

If four (4) contracts are awarded:

1st (Best Overall)	= up to 35%
2nd	= up to 30%
3rd	= up to 20%
4th	= up to 15%

If three (3) contracts are awarded:

1st (Best Overall)	= up to 40%
2nd	= up to 35%
3rd	= up to 25%

If two (2) contracts are awarded:

1st (Best Overall) = up to 60%

2nd = up to 40%

The best fit exception is described as follows:

Contractor may be considered based on their history in conducting previous phases of a client's project/program. For example, if a contractor has completed the phase I, or later, Environmental Site Assessments (ESAs) of a specific client's project, then this Contractor may be considered for a subsequent phase such as phase II or later, ESAs, remedial action plan development, or Human Health and Ecological Risk Assessment (HHERA) developments. Rationale for this best fit exception would be based on the Contractor's significant previous experience with the site, thereby reducing planning time and costs for subsequent project packages.

#### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using a Terms of Reference (ToR) or Statement of Work (SoW) document.
2. The Terms of Reference (ToR) or Statement of Work (SoW) will contain the details of the activities to be performed, a summary of known on-site hazards, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within the timeframe described in the ToR/SoW, a proposal outlining the proposed approach, methodology and project team to address the ToR/SoW of the Task Authorization (TA) requirement, any proposed deviation(s) to the ToR/SoW for the specific TA, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Pricing specified in the Contract. Price Support for major disbursements must be provided with the Contractor's proposal.
4. The Contractor must not commence work until a TA is authorized by the Project Authority or the Contracting Authority, using the Task Authorization Form specified in Annex "F", has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$200,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

### 1.2.3 Task Authorization - Order of Distribution

To Be Determined - (up to five) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EW699-141143/A. The contractors' order of distribution is as follows:

1st (Best Overall)	=	up to	%	<u>To Be Determined</u>
2nd	=	up to	%	<u>To Be Determined (if applicable)</u>
3rd	=	up to	%	<u>To Be Determined (if applicable)</u>
4th	=	up to	%	<u>To Be Determined (if applicable)</u>
5th	=	up to	%	<u>To Be Determined (if applicable)</u>

### 1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10 % of each Maximum Contract Value.

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

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

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

### 1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a "quarterly basis" to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

### Reporting Requirement- Details:

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

For each authorized task:

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

For all authorized tasks:

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

Note: The Task Authorization Reporting form will be distributed at the time of award.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are incorporated by reference and are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

### 2.1 General Conditions

2035 (2013-06-27), General Conditions - Services (Higher Complexity), apply to and form part of the Contract.

## 3. Security Requirement

There is no security requirement applicable to this Contract.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract award (TBD) to March 31, 2017 inclusive.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Mary Anthony**

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Northern Contaminated Sites Program

Address: Telus Plaza North, 5th floor, 10025 Jasper Ave, Edmonton, AB T5J 1S6

Telephone: 780-497-3588

Facsimile: 780-497-3510

E-mail address: mary.anthony@pwgsc-tpsgc.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 (TBD)

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.

**Name:**

**Title:**

**Department:**

**Branch:**

**Address:**

**Telephone:**

**Facsimile:**

**E-mail address:**

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

## 7. Payment

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

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

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

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

### 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

### 7.3 Method of Payment

**Note: Method of payment for each TA will be either 7.3.1 or 7.3.2 and will be determined at time of TA issuance.**

#### 7.3.1 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

#### 7.3.2 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
  - c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
  - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

### 7.3.2.1 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date

### 7.4 SACC Manual Clauses (if applicable)

A9117CT1204 - Direct Request by Customer Department	2007-11-30
C2000C Taxes - Foreign-based Contractor	2007-11-30

### 7.5 Time Verification

C0711C Time Verification	2008-05-12
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## 8. Invoicing Instructions

### 8.1 Invoicing Instructions (For Task Authorizations Subject to Monthly Payment)

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a personnel/hourly breakdown to support the time claimed;
- a copy of the invoices, receipts, vouchers for all major disbursements and all travel and living expenses;

- Invoices must be distributed as follows:

- The original and two (2) copies must be forwarded to the address shown on page 1 of the Task Authorization Form for certification and payment.

### 8.2 Invoicing Instructions - Progress Payment Claim (For Task Authorizations Subject to Milestone Payments)

- The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- all information required on form PWGSC-TPSGC 1111;
- all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- a list of all expenses;
- the description and value of the milestone claimed as detailed in the TA.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## 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.

### 9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

### 9.3 Workers Compensation

A0285C

Workers Compensation

2007-05-25

## 10. Applicable Laws

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

## 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 2035 (2013-06-27), General Conditions - Services (Higher Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Pricing;
- (e) Annex "C", Insurance Requirements;
- (f) Annex "D", Health & Safety Requirements;
- (g) Annex "E", Federal Contractors Program for Employment Equity - Certification
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_TBD\_.

## 12. SACC Manual Clauses

A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16 ( <i>if applicable</i> )
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16 ( <i>if applicable</i> )

## 13. Insurance - Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 14. Health and Safety Requirements

The Contractor must comply with the applicable Health and Safety requirements specified in Annex "D" - Health and Safety Requirements, and any other Provincial or Federal Environmental, Health and Safety requirements as may be required.

## 15. SACC Manual Clauses

A9039C	Salvage	2008-05-12
A9068C	Government Site Regulations	2010-01-11

## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 GENERAL INFORMATION

##### 1.1 *Background*

- .1 Public Works and Government Services Canada (PWGSC), Environmental Services is an optional provider of a wide range of environmental services to other government departments.
- .2 Environmental consulting services for various projects are regularly required, on as needed basis, for PWGSC and their client departments.
- .3 PWGSC require environmental services that are related to a wide variety of federally controlled contaminated sites work. Additional environmental services may involve; storage tank leaks and spills; abandoned dump sites and landfills; remote northern communities; wharf sites; and other active and abandoned federal sites.
- .4 Consultants are to assist PWGSC Technical Authorities, to provide a range of environmental services, including, but not limited to: Project Planning Stage, Assessment Stage (e.g. Ph I/II/III, risk assessments, hazardous material/waste surveys, development of Remedial Action Plans (RAP), reporting and preparation of cost estimates etc.) and provision of Tender Documents and Site Supervision for various environmental projects.
- .5 The various types of environmental projects may take place in Northwest Territories, Nunavut or Yukon.
- .6 At the time of establishment of this Proposal, the number and type of projects is not known and will not be known until funding is approved on a site by site basis.
- .7 The vast majority of contaminated sites are currently funded and managed through the government-wide initiative known as the Federal Contaminated Sites Action Plan (FCSAP). FCSAP is a long-term strategy to manage contaminated sites for which departments, agencies and consolidated Crown corporations have control or responsibility.
- .8 PWGSC, Environmental Services will act as the Project authority throughout the duration of each project. The Consultant will adhere to all the Standards and Guidelines outlined in this Statement of Work, as may be applicable to each project.
- .9 The Consultant will be the prime Consultant and will be responsible to coordinate any Sub-Consultant or Specialty Consultant. The services outlined apply not only to the Consultant, but to any Sub-Consultant and Specialty Consultant disciplines that may be required for a specific project.
- .10 Some requirements will apply to the Consultant as well as all Sub-Consultants or Specialty Consultants.

##### 1.2 *List of Disciplines*

- .1 The scope of work will vary from project to project, but may include any combination of the services identified in this Statement of Work.
- .2 The following services outlined apply not only to the Consultant, but to any disciplines that may be required for a specific project.
- .3 Site Assessment Services may include, but are not limited to:
  - .1 Phase I, II, III Environmental Site Assessments (ESAs)
  - .2 Remedial Action Plans
  - .3 Demolition Assessment and Waste Survey
  - .4 Human Health and Ecological Risk Assessment
  - .5 Hazardous Materials/Waste Auditing and Abatement Monitoring
  - .6 Mould Assessment and Abatement Monitoring
  - .7 Geotechnical Assessments
  - .8 Geophysical Assessments

- .9 Biological Studies and Investigations
- .10 Storage Tank Auditing
- .11 Environmental Impact Assessments
- .12 Environmental Auditing
- .13 Archaeological Assessments
- .4 Other services that may be required from the firms include:
  - .1 Design and Tender Documents related to remediation of contaminated sites.
  - .2 Site Supervision and Contract Administration Services related to remediation of contaminated sites.
- .5 Site Supervision and Contract Administration Services related to remediation of contaminated sites.

## 2.0 **ADMINISTRATIVE SERVICES**

The Consultant will provide the following general services as outlined below but not limited to:

- .1 Attend and/or facilitate project meetings during all phases of project delivery and keep and distribute meeting minutes.
- .2 Provide full coordination of work with other disciplines including contracted Engineering and Specialist Consultant services.
- .3 Provide assistance with project scheduling, budget and cost control, as required.
- .4 Provide assistance with risk management, as required.
- .5 Provide Site Supervision and Construction Contract Administration Services, as required.

### 2.1 ***Project Budget and Cost Controls***

- .1 The approved budget for the project must not be exceeded unless otherwise approved by the Contracting Authority followed by written confirmation. Effective cost estimating and cost control is of prime importance.

### 2.2 ***Risk Management***

- .1 The Consultant will assist the Project authority in:
  - .1 identifying risk elements based on past experience, using a proposed checklist or other available lists
  - .2 qualifying/quantifying probability of risk event and their impact on project or related work (low, medium, high)
  - .3 applying a dollar value to all risk/probability impact events
  - .4 preparing contingency plans for possible changes to the work, budget and schedule
  - .5 prioritizing risk events (i.e. concentrate efforts on risk event with high probability and medium to high impact)
  - .6 developing risk management plan (i.e. evaluate alternatives for mitigation of risks involved)
  - .7 implement risk mitigation on items and approaches approved by the Project authority.

### 2.3 ***Lines of Communication and Coordination***

- .1 The Project authority is responsible for the project and is the liaison between the Consultant and the Client Department.
- .2 The Consultant will:
  - .1 Correspond only with the Project authority and not communicate directly with the Client department unless authorized in writing by the Project authority. If so authorized, the Consultant will provide to the Project authority, a copy of any such correspondence and/or summary of discussions with the Client.
  - .2 Ensure that all communications carry PWGSC's Project Title, Project Number, File Number and name of person to whom correspondence is addressed.
  - .3 Advise the Project authority of any changes that may affect schedule or budget, or are inconsistent with instructions or written approvals previously given or decisions previously agreed to.

- .4 Detail the extent and reasons for the changes and obtain confirmation in writing as soon as feasible.
- .3 During Tender Services, the Contract Authority conducts all correspondence with bidders and makes the Contract award.
- .4 During Site Supervision and Construction Contract Administration Services, the Consultant will provide to the Project authority the following:
  - .1 A copy of any correspondence and/or summary of discussions with the Contractor.
  - .2 During all phases of project delivery, the Consultant will:
    - .1 Coordinate and assume responsibility for the work of any and all Sub-Consultants and Specialists Consultants retained by the Consultant.
    - .2 Ensure clear, accurate and ongoing timely and responsive communication of concept, budget, and scheduling issues.
    - .3 Ensure adequate inspection services and provide answers to all Contractors' questions in a timely and responsive manner.

## **2.4 PWGSC Quality Assurance Reviews**

- .1 The Project authority will conduct Quality Assurance Reviews on reports, drawings, schedules, and costs estimates prepared by the Consultant, in a manner and at stages noted herein. The Consultant will respond in writing to PWGSC's comments, in a timely manner and will be held accountable for delays if proper and timely responses do not occur.
- .2 Such reviews are not intended as a check against errors or omissions contained within the documents submitted. The Consultant is responsible for any such errors or omissions, regardless of any review by PWGSC.
- .3 While PWGSC acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles PWGSC to review the work. PWGSC reserves the right to reject undesirable or unsatisfactory work. The Consultant will obtain the Project authority's acceptances during each of the project stages.
- .4 Acceptances indicate that, based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the Contract.
- .5 The Project authority acceptances do not preclude the possibility that the work may be determined to be unsatisfactory at later stages of review (e.g. there may be more than one (1) draft version of a report required). If progressive design development or technical investigation reveals that earlier acceptances should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.
- .6 Acceptances by the Client and other agencies and levels of government will be obtained to supplement the Project authority acceptances. The Consultant will assist the Project authority in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

## **2.5 Meetings**

- .1 If required, the Project authority will arrange meetings throughout the project. The meetings will be conducted through telephone conference or held in the offices of PWGSC, the Client department or the Consultant, at the discretion of PWGSC. Attendees to include representatives from:
  - .1 PWGSC
  - .2 Consultant
  - .3 Client
- .2 The Consultant will attend and/or facilitate the meetings, record the issues and decisions and prepare and distribute minutes within 48 hours of the meeting. Standing agenda items will include schedule, cost, risk, quality and safety.

### 3.0 SCOPE OF WORK

#### 3.1 Codes and Standards

- .1 All criteria will be in accordance with the current edition of Canadian Codes and Standards, and, any other relevant Codes as applicable. If local or municipal codes and bylaws are more stringent, they will take precedence.
- .2 Regulations, by-laws, and decisions of "Authorities having jurisdiction" will be observed. In cases of overlap, the most stringent will apply.
- .3 The Consultant will identify and communicate with all jurisdictions applicable to the project.
- .4 For material properties (both physical and chemical), methods of fabrication, tests, etc., reference should be made to the latest editions of CSA Standards and the Canadian General Standards Board, or to local standards if they are more stringent.

#### 3.2 Phase I/II/III Environmental Site Assessment (ESA)

- .1 The investigations/environmental site assessments are usually conducted using a phased approach to identify and quantify any sources of contamination that may require implementation of a remedial program. The findings from one phase generally indicate whether the next level of evaluation is required and assist in designing and implementing the subsequent phase.
- .2 The environmental site assessments (ESAs) are typically carried out in accordance with applicable federal and territorial legislation, policy commitments, rationale and international environmental site assessment standards and procedures. The three phases are summarized below:
  - .3 Phase I Environmental Site Assessment (ESA)
    - .1 Phase I ESAs investigations consist of a compilation and review of all available information regarding the site including historical information. Information gathering will include, but is not limited to:
      - .1 Information related to any past or present potential environmental issues (storage tanks, fire training areas, waste disposal areas, etc.).
      - .2 The site characteristics (i.e., site geology, surface and groundwater, soils, sediments, utilities, services, setting and adjacent land use).
      - .3 The historical background of the site (including land title search, aerial photos, etc.).
    - .2 Phase I ESA will also include a site reconnaissance to determine any visible signs of contamination and to characterize the general extent of contamination, to the extent possible without use of intrusive methodologies. Adherence to Canadian Standards Association Standard Z768 to perform the work is mandatory. In addition to the standard Phase I ESA requirements, the site visit may also entail some representative sampling (soils, sediment, surface water, building materials such as paints, asbestos, and other media) and laboratory testing (i.e. 'Enhanced' Phase I ESA) on a site specific basis at the discretion of the Project authority.
      - .3 Portions of the project requirements may be modified at the discretion of the Project authority based on project specific requirements (i.e.. Land titles searches may not be required in instances where this task has already been carried out by PWGSC or the Client department, etc.)
    - .4 A report outlining the findings of the Phase I ESA and recommendations for further work (if required) will be produced.
  - .4 Phase II Environmental site assessment (ESA)
    - .1 A Phase II ESA confirms the absence, or presence and nature of contamination, usually through a drilling, sampling, and laboratory analysis program.
    - .2 A Phase II ESA is performed in response to recommendations outlined in a Phase I ESA and includes the intrusive sampling of various impacted media at all areas of potential environmental concern (APEC's) and analytical testing to confirm the concentration of

- contaminants of potential concern (COPC) in relation to Canadian Council of Ministers of the Environment (CCME) Environmental Quality Guidelines (EQG). Where CCME EQG do not exist, environmental guidelines or standards from other jurisdictions (i.e., Provincial/Territorial) may be applied. Adherence to Canadian Standards Association Standard -CAN/CSA-Z769-00 (R2008) to perform the work is mandatory.
- .3 Phase II ESAs consist of field investigations that may involve geophysical surveys (addressed as a separate discipline), test pitting, sediment sampling, storage tank site assessments, borehole drilling, and/or the installation of groundwater monitoring wells, as well as other site specific tasks. The field program should provide sufficient information for the evaluation of any site contamination by characterizing soil, surface and bedrock geology, sediment, hydrology, hydrogeology and other relevant environmental components.
  - .4 The results of the investigation and laboratory analysis should then be assessed to confirm the presence of contamination and identify the type of impacts on-site. Consideration should be given to such factors as potential for migration and off-site contamination.
  - .5 If possible, the results of the investigation are used to determine the extent of any surface and/or subsurface contamination associated with the area of investigation. However, a Phase III ESA may be required to delineate contamination.
  - .6 Site plans and subsurface profiles would be produced to assist in characterizing and possibly delineating the contamination and migration patterns, if applicable.
  - .7 A report outlining the findings of the Phase II ESA and recommendations for further work (if required) will be produced.
  - .8 The Phase II ESA will gather the mandatory information required for reporting to the Federal Contaminated Sites Inventory, including a classification or ranking completed in accordance with the FCSAP Contaminated Site Classification. This classification may need to be updated after completion of the Phase III ESA.
  - .9 Some client departments may also require that department specific data sheets be completed to assist the department in reporting site information into the Federal Contaminated Sites Inventory.
- .5 Phase III Environmental Site Assessment (ESA)
- .1 Phase III ESAs include additional field sampling and laboratory analysis to further define the extent of contaminants identified on-site during the Phase II ESA.
  - .2 A detailed characterization of the site will be completed in order to assess chemical movement along various pathways and the resultant human and environmental exposures.
  - .3 The detailed investigation will delineate boundaries of contamination found during the Phase II ESA.
  - .4 An examination and definition of areas of unknown subsurface anomalies will be undertaken in areas that have been identified through remote sensing or geophysical techniques.
  - .5 If required, collection of additional infrastructure data that will be required to demolish, clean, stabilize and isolate man-made structures on the site (e.g. buildings, tanks, pits and lagoons) or facilitate remediation or reclamation of the site may be required.
  - .6 Collect all site information required to further assess cleanup criteria and assess the feasibility of various remedial options and associated costs necessary to attain preferred end land use.
  - .7 A report outlining the findings of the Phase III ESA and recommendations for further work (if required) will be produced. This document may be presented in a single document or under separate cover of the RAP at the discretion of the Project authority.

### **3.3 Preparation of Remedial Action Plan**

- .1 Based on the results of the assessment activities, a comprehensive site remediation action plan (RAP) will likely be developed for the site. The detailed RAP would be designed to reduce the environmental liabilities present at the site upon completion of the project. A significant portion of the effort to produce a RAP is in the planning stage. The plan would incorporate other key factors such as federal and department specific policies, First Nation and public concerns, clean up criteria and risk management techniques.
- .2 The RAP would include, but would not be limited to, the following:
  - .1 Technical remediation plan with all details.
  - .2 Remedial monitoring, sampling, and analysis plan.
  - .3 Tentative remedial work schedule.
  - .4 Specifications with applicable drawings.
  - .5 Class "C" (Indicative, +/- 15%) cost estimate.
  - .6 Post-remedial monitoring plan.
  - .7 Other site specific requirements.
- .3 The identification and evaluation of appropriate remedial measures (including risk assessment as summarized below) to clean up the site in accordance with the federal, provincial and regional/municipal remediation criteria, would be included. Optional remedial measures should be identified based upon known technology and local environmental conditions and sensitivities.
- .4 The appropriate remediation criteria must be determined and the analytical results from the site assessment work would be compared to this criteria.
- .5 One of two approaches can be used, the Guideline Approach or a Risk Assessment Approach. The guideline approach involves the use of the most up to date CCME EQG and the Canada Wide Standards for Petroleum Hydrocarbons (CWS for PHC's) in Soil (CCME). Where generic criteria do not exist for certain COPC, the applicable criteria from other jurisdictions may be adopted.
- .6 If site conditions warrant the use of Site-Specific Remediation criteria (SSRC), a risk assessment approach may be adopted. This involves a scientific process that makes use of a detailed evaluation of the hazard and exposure potential at a particular site in order to recommend a remediation level to meet the land use requirements.
- .7 Once the remediation objectives are established (using generic or site specific criteria), the remedial plan or risk management plan to implement the necessary measures to manage contamination can be prepared.
- .8 A comparative analysis of various remedial alternatives would typically be completed using a matrix evaluation method, however, in some instances other methods may be appropriate. This would include the relative ranking of alternatives based on selection criteria such as protection of human health and the environment, technical effectiveness of meeting remediation criteria, time, stakeholder acceptance, future land use and ownership, and cost.
- .9 Costs of various options should be estimated and remedial options prioritized based on appropriate criteria established and presented by the consultant.
- .10 A report outlining the results and recommended remedial options would be produced.

### **3.4 Demolition Assessment and Waste Survey**

- .1 The primary objectives of a Demolition Assessment and Waste Survey include: identifying; characterizing; inventorying, quantifying and documenting both non hazardous and hazardous

wastes for the purposes of demolishing infrastructure to facilitate the remediation or reclamation of a contaminated site.

- .2 Surveys will focus on weight and volume of hazardous and non hazardous wastes as well as packaging and transportation of wastes off-site, if required.
- .3 The Consultant will be expected to prepare a report outlining the complete findings of the Survey, including recommendations for additional work (if necessary).
- .4 Material samples will be taken to verify and/or determine the potential hazardous material type and concentration. Locations will be referenced to site and infrastructure plans and photographs. Collected information will be included in a report that will include a site map(s) (to scale) and an itemized spreadsheet that can be utilized by personnel or contractors performing the actual demolition and transportation work.
- .5 A Class "C" (Indicative, +/- 15%) cost estimate for removal and disposal of all hazardous and non-hazardous building materials and site infrastructure will be prepared.

### **3.5 Human Health and Ecological Risk Assessment**

- .1 In order to apply to Treasury Board for further assessment and/or remediation funding, departments will generally be expected to complete Preliminary Quantitative Risk Assessments (PQRA's) for each site. Health Canada has standardized the PQRA requirements to the extent possible through a series of guidance documents. Refer to FCSAP and Health Canada websites or personnel for an up to date list of reference documents.
- .2 Based upon the complexity and costs associated with individual sites, Site Specific Risk Assessments (SSRA's) may be required. In some instances, at the discretion of the Project authority, it may be necessary to proceed directly with an SSRA and not complete a PQRA. Unless specified otherwise, SSRA's are to be completed with a human health and ecological component.
- .3 Health Canada has produced other relevant guidance material and will continue to produce additional guidance specifically related to this program. Environment Canada will also be providing guidance related to the ecological component of risk assessment.
- .4 While some proposed guidance material is not available at present, consultants will be expected to use other published material to ensure the production of high quality PQRA's and SSRA's. Individual project terms of reference will update the guidance list as it is released.
- .5 The factors to be considered in completing the risk assessments include: contaminants of concern, receptor identification, locations, exposure pathways and prediction of contaminant concentrations at receptor locations.
- .6 A report outlining the findings of the risk assessment and recommended risk management strategies would be produced. Based on the outcomes of individual risk assessments, the consultant may also be required to complete or revise remedial options analyses and RAPs.

### **3.6 Hazardous Materials/Waste Audits and Abatement Monitoring**

- .1 The primary objectives of a Hazardous Materials Survey include: identifying; characterizing; inventorying, quantifying and documenting hazardous materials presence and use.
- .2 Surveys will focus on building related (structural materials and equipment) hazardous materials and may also include operational hazardous goods (bulk and packaged).
- .3 The Consultant will be expected to prepare a report outlining the complete findings of the Hazardous Materials Survey, including recommendations for additional work (if necessary). They may also be asked to prepare recommendations for the ongoing management of hazardous (building) materials, if required.

.4 The work will generally include room-by-room and exterior surveys of all structures and collection of information on the presence (suspected or confirmed) of any hazardous material. The extent and concentration (where possible) will be noted.

.5 The survey will include investigations for, but not limited to: polychlorinated biphenyls (PCBs); asbestos containing materials (ACM's); lead; mercury; mould (dealt with in a separate section of this SOW); pest presence; hazardous goods; ozone depleting substances (ODS); and storage tanks (compliance assessments dealt with in a separate section).

.6 Material samples will be taken to verify and/or determine the potential hazardous material type and concentration. Locations will be referenced to site and building plans and photographs. Collected information will be placed into a spreadsheet that can be utilized by personnel or contractors performing work on the buildings.

.7 The Consultant will be responsible for developing the technical portions of specifications for Hazardous Material Abatement in National Master Specifications (NMS) format in both official Languages.

.8 The Consultant will conduct site inspections during abatement as necessary to ensure appropriate abatement procedures are being followed, according to the specifications.

.9 The Consultant's responsibilities will include ensuring that the containment area is properly set up.

.10 The Consultant will inspect post remediation work areas to determine whether areas are suitably cleaned.

### **3.7 Mould Assessment and Abatement Monitoring**

.1 The scope of work for this item includes three main tasks:

- .1 Mould Assessment and Reporting
- .2 Preparation of Specifications for Mould Abatement, including moisture control measures, if necessary.
- .3 Monitoring of Mould Abatement

.2 The Consultant will conduct a site visit to perform a mould assessment according to accepted industry standards (CCA 82: Mould Guidelines for the Canadian Construction Industry) at which time they may quantify, in detail, the extent and type of mould-impacted building materials.

.3 Materials will be collected and analyzed using surface tape lift samples, spore trap air samples, and/or viable mould spore sampling if required for mould identification analysis.

.4 If required, the Consultant must collect all information necessary to prepare Mould Abatement Specifications, including quantifications, during the assessment site visit.

.5 A report will be completed that will provide detailed recommendations for the mould abatement work detailing which building materials should be replaced. The report will include a summary of the areas sampled, sample results and recommendations for abatement. A cost estimate for the required mould abatement activities will include mould abatement contractor costs and consultant supervision and monitoring costs throughout Abatement.

.6 The Consultant will be responsible for developing the technical portions of specifications for Mould Abatement in National Master Specifications (NMS) format in both official Languages.

.7 The Consultant will conduct site inspections during abatement as necessary to ensure appropriate mould abatement procedures are being followed, according to the specifications and the previous mentioned CCA document.

.8 The Consultant's responsibilities will include ensuring that the containment area is properly set up.

.9 The Consultant will inspect post remediation work areas to determine whether areas are suitably cleaned.

.10 The Consultant will conduct air monitoring services prior to, during (if necessary), and following mould abatement activities, including collection of spore trap air samples for fungi enumeration (background and post remediation).

.11 Upon completion of the abatement project, the Consultant will provide a letter of assurance detailing project methodology, contractor submittals and laboratory analysis results. The letter will represent a 'closure report' to show that all mould-contaminated materials have been removed from defined areas, and that the resulting air quality of the abatement area and adjoining work areas are free from mould spore impacts.

### **3.8 Geotechnical Assessments**

- .1 Geotechnical Assessments include the collection of geotechnical data to determine the structural integrity and ability of site structures/features.
- .2 Geotechnical Assessments/Inspections could be used, for example, to identify potential landfill locations, to determine the estimated capacity of borrow areas, or to determine the integrity of a dam.
- .3 Geotechnical Assessments/Inspections may involve, but are not limited to, testing to determine soil structure, subsurface water, depth to bedrock, soil water content, particle size distributions and moisture density relationship.
- .4 The assessments would require a written report documenting the results including (colour) figures detailing results.

### **3.9 Geophysical Assessments**

- .1 Geophysical Assessments are non-intrusive assessments conducted to determine the location of subsurface anomalies and assist in their identification.
- .2 Geophysical Assessments could involve the use of a variety of subsurface imaging techniques (e.g. Ground penetrating radar (GPR), Electromagnetic (EM) Survey).
- .3 The assessments would require a written report documenting the results including (colour) figures detailing results.

### **3.10 Biological Studies and Investigations**

- .1 This discipline includes a wide variety of projects principally governed by the fact that biological expertise is required to complete primary tasks.
- .2 These projects may be marine-aquatic or terrestrial in nature and may be initiated as stand alone studies or as portions of larger projects where a specific issue needs to be resolved, including as a portion of contaminated sites projects. Typically a biologist would project manage or provide scientific input into a project of this type (representing either PWGSC or the client department).
- .3 Specific project types could include the following:
  - Breeding bird surveys to determine the presence and habitat utilization of species potentially present in a given area.
  - Species at Risk Inventories: species specific or ecosystem inventories to determine presence-absence; densities; and or other information relevant to federal and provincial Species at Risk requirements.
  - Range and wetland health studies: generally carried out using predetermined protocols and methodologies to satisfy specific objectives.
  - Population biology projects focused on statistical analysis.
  - General ecosystem based projects: these projects may be required to augment previously known ecosystem information for specific sites to ensure biological issues are considered prior to development or other impact.
  - Other biological projects where the focus of the project is on biological research or utilizing previously developed protocols or standards.
  - Fisheries Assessments and Studies: These projects are often required to augment infrastructure projects. Information requirements for these types of projects could include: identification of resident fish species and populations, fish migratory movements, various phases of life cycles, species interaction, potential species at risk, life history patterns and important habitat areas within the potentially impacted area of activity. In the event that proposed activities trigger a HADD of fish and/or fish habitat under the Fisheries Act, a fisheries habitat compensation plan will be required to determine compensation designs relevant to the area in order to replace lost habitat.

### **3.11 Storage Tank Audits**

- .1 The scope of work for this item includes two main tasks:
  - .1 Description and examination of the storage tank system components, and operation and maintenance procedures
  - .2 Assessment of compliance against all applicable regulations, policies, and codes of practice.
- .2 These items will include but will not necessarily be limited to: design and installation of storage tank and piping systems; secondary containment; overflow protection; corrosion protection; monitoring and leak detection; maintenance and operation; safety accessories (e.g. bollards, signage, spill kits) and procedures; and the assessment and design of product transfer area to comply with current regulations.

.3 In order to complete these tasks, existing records, site inspections, interviews, questionnaires and checklists, as appropriate will be used. Where necessary, photographs will be taken to support observations and/or recommendations.

.4 The Consultant will also attempt to obtain information about the procedures relating to the operation, maintenance, monitoring, etc. of the tank systems, including but not limited to: filling; inventory control; corrosion protection; leak detection; tank bottom water monitoring; annual testing of monitoring/control systems; maintenance; record keeping; and environmental emergency planning.

.5 The Consultant shall evaluate for compliance against applicable federal (and territorial) regulations, guidelines and codes including the Canadian Environmental Protection Act, Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, CCME Environmental Code of Practice for Aboveground and Underground Storage Tanks Systems Containing Petroleum and Allied Petroleum Products, National Fire Code (2010 or most recent), Canadian Standards Association B139-09 (or most recent), Installation code for oil-burning equipment.

### **3.12 Environmental Impact Assessment**

1. Environmental Services may retain consultants to complete environmental impact assessments or portions thereof in accordance with federal, territorial or land claim specific legislation. Generally the environmental assessments conducted are in the form of a screening, however, complete complex screenings, and occasionally, comprehensive studies may be required. Consultants may be required to complete the following work, depending on the proposed project details, and the environmental assessment track:

- .1 Conduct environmental assessments as per appropriate legislated requirements for physical works such as dams, bridges, buildings, roads etc. and physical activities such as remediation of contaminated land and dredging activities.
- .2 Compile background information for all project stages. This will include liaising with the proponent and/or Responsible Authorities involved, and collecting environmental information on the project site such as biophysical, biological, archaeological and geological data.
- .3 Assess and recommend the appropriate level of public consultation required for the project. Stakeholder/public consultation will normally consist of liaising with the stakeholders, Public Advisory Committees (PACs) and holding public information sessions and meetings to solicit comments and address any public concerns regarding the proposed project.
- .4 Determine the applicability of other environmental regulations. These may include the Species at Risk Act, the Migratory Birds Convention Act, the Fisheries Act and/or Navigable Waters Protection Act.
- .5 Recommend mitigation measures for environmental effects, determine significance on valued ecosystem components and valued social components of these effects. Recommend monitoring and/or follow-up programs where required. Examples may include development and implementation of fish habitat compensation measures to meet Fisheries Act requirements.
- .6 Prepare the environmental assessment document, with a determination if the project is likely to result in adverse, significant environmental effects, considering all mitigation measures.

- .7 Complete additional tasks typically carried out by PWGSC to facilitate the duties of either a federal or responsible authority (as defined under the Canadian Environmental Assessment Act) or similar type duties.

### **3.13 Environmental Auditing**

.1 PWGSC requires the services of Consultants to conduct environmental audits/baseline studies of federal facilities in the Region. These typically consist of buildings such as federal offices, residential properties, airports, correctional institutions, schools, hospitals and laboratories. The audits are carried out to ascertain the current environmental status of the facility, and to ensure compliance with applicable environmental legislation, codes and guidelines, and policy commitments. The basic goals of the audits are:

- .1 To identify and document those areas and operations which are regulated or affected by applicable environmental legislation, codes and guidelines, and federal government policies.
- .2 To assess the degree of compliance with the established legal and policy criteria.
- .3 To provide recommendations that could be incorporated into action plans designed to ensure that the facility operates in compliance with applicable legislation and policies.

.2 The following environmental issues are typically found on real property, and reviewed as part of the audit process. All issues may not be applicable to all situations.

- .1 Air Emissions
- .2 Asbestos-Containing Materials
- .3 Aboveground Storage Tank Systems
- .4 Ozone-Depleting Substances/Halocarbons
- .5 Energy Management
- .6 Environmental Emergency Response
- .7 Underground Fuel Storage Tank Systems
- .8 Environmental Management Systems
- .9 Hazardous Waste Management
- .10 Integrated Pest Management
- .11 Hazardous Materials Storage/Use/Transportation
- .12 Non-Hazardous Waste Management
- .13 Indoor Working Environment/Air Quality including microbial contamination
- .14 Wastewater Management
- .15 Lead (Paint and Plumbing Fixtures)
- .16 Water Management
- .17 PCB-Containing Equipment and Paint

.3 The scope of work normally requires a thorough investigation of property history, a review of past and present operations, on-site interviews and a detailed walk-through of the facility, and a detailed records review process may be required. The audits are conducted in keeping with national and international auditing standards and audit protocols. The need for certified auditors will be determined on a project by project basis.

.4 Consultants may further assist in the development and implementation of follow-up recommendations and cost estimates.

.5 A Building Condition Report may be required as part of the Environmental Audit.

### **3.14 Archaeological Assessment**

1. Archaeological sites and historical sites are protected under three separate Acts in the territories. The professional and accredited archaeologist responsible for conducting the work must be familiar with these Acts and hold permits within the relevant archaeological regulatory agencies in order to conduct a survey or intrusive investigation. Typically, there are two types of permitting required: permitting for research that does not disturb or alter an archaeological site; and/or permitting for authorization to excavate, remove and collect artifacts. If artifacts are found, the archaeologist in charge is responsible for contacting the relevant regulatory agency to report the findings. If excavation of artifacts is required, the proper permitting must be obtained and the archaeologist will be required to show they have the proper planning, field training and necessary conservation methods in place to complete the excavation and removal activities to the satisfaction of the relevant regulatory agency. Permitting is sometimes contingent on assistance from the local aboriginal community by retaining their services. These groups have intimate knowledge of the area history, and should be utilized where possible.

The scope of the archaeological assessment will vary based on the jurisdiction and the type of proposed project but could include the following:

- .1 Test excavations, using standard archaeological techniques, will typically be conducted to determine the presence of historic, precontract and paleontological remains. More intensive excavation may be required in those areas that are suggested by archival accounts to contain historic structures or activity areas. The site must be restored and boreholes appropriately filled following auguring and/or excavations at the site.
- .2 A review of site information, particularly geotechnical reports documenting subsurface soil strata in the immediate area, should be reviewed prior to finalizing the site sampling program.
- .3 The Consultant shall ensure that all records (field note entries, drawings, slides, artefact bag labels, etc.) include either the grid number or a full provenience number established by the excavation methodology. The consultant shall ensure that accurate and complete field notes are kept for all aspects of the project. All trenches shall be profiled with a scaled profile on one wall. All excavation units shall be profiled on two adjacent walls. Grid numbers must be attached. All features shall be drawn in planview. Grid numbers must be attached.
- .4 All artefacts shall be collected and bagged within the overall grid pattern. Some may require field preparation for conservation purposes. Concentrations of artefacts that appear to have cultural significance (remains of a fire, a pile of nails, multiple pieces of a larger entity etc.) shall be recorded as a feature.
- .5 All collected artefacts must be processed and identified. The artefacts are to be cleaned, sorted, assigned a number and packed in bags with accompanying labels. Each artefact must have the following information recorded: a) Provenience number (or grid number and contractor's lab number), b) artefact identification number, c) quantity (if like items are grouped), d) material, and e) common name along with whatever other information is recorded.

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- .6 If there are no significant concerns with the site in respect of cultural or palaeontological resources that could impact the construction of the facility, the Consultant shall prepare a short memo report soon after completion of the fieldwork documenting nil findings.
  - .7 The project report shall include the following:
    - .1 full documentation of the field project and the methods used
    - .2 detailed descriptions of each feature
    - .3 an artefact inventory
    - .4 an interpretation of the stratigraphy, linking isolated units together stratigraphically where possible and identifying the cultural context for each layer.
    - .5 interpretation of features, activities, and artefact patterns, done to the extent possible given the nature of the excavation.
    - .6 recommendations for mitigation that will minimize impacts to cultural resource provide maximum opportunity for archaeological salvage and maintain an efficient work program for the construction project.
    - .7 all field photographs or CD's of field photographs and originals of all plan views, profiles, and other drawings.

### **3.15 Design and Specifications Including Tendering Assistance**

#### **.1 Preparation and Review**

The Consultant will provide and co-ordinate full professional consulting services required during all phases of project delivery as outlined below but not limited to:

- .1 Provide engineering design services.
- .2 Visit the site to be familiar with all conditions of the site that may impact the project.
- .3 Provide site remediation design.
- .4 Review Environmental Impact Assessments and ensure that mitigation is properly incorporated into tender documents.
- .5 Review Environmental Audits/Baseline Studies (for all issues related to real property) and Environmental Site Investigations/Assessments and ensure that the project design captures issues presented here.
- .6 Review Risk Assessments to determine potential environmental and health implications of identified contaminant impacts may be conducted.
- .7 Review Contaminated Sites Remediation and other Remediation Action Plans and ensure that project design meets the requirements and objectives of these documents.
- .8 Review all phases of Environmental Assessments including Infrastructure and Demolition Assessment.
- .9 Review Hazardous Materials Listing and Identification, Asbestos Sampling and Listing, Environment Sampling and Waste Surveys.
- .10 Review Geotechnical and Geophysical Investigations.
- .11 Review Contaminant Characterization and Water Quality, Aquatic and Terrestrial Biota and Wildlife Assessment.
- .12 Preparation of full set of Tender Documentation including specifications, drawings and Class "A" (Substantive, +/- 5%) cost estimate. Cost estimate to be prepared by certified professional estimator such as a Designated Professional Quantity Surveyors (PQS) or Construction Estimator Certified (CEC), or by an estimator with equivalent credentials or extensive experience providing estimating services in the north.
- .13 Interpretation and/or adherence to all applicable codes, Environmental, Fire, Health and Safety Requirements, other specific codes or standards.
- .14 Interpretation and/or adherence to Land and Water Use Licenses.

## **.2 Design and Specifications**

- .1 The objective of the Construction Documents is to prepare tender ready drawings and specifications, setting forth in detail all the requirements for the construction of the project along with a final Class "A" (Substantive, +/- 5%) cost estimate. Cost estimate to be prepared by certified professional estimator such as a Designated Professional Quantity Surveyors (PQS) or Construction Estimator Certified (CEC), or by an estimator with equivalent credentials or extensive experience providing estimating services in the north.
- .2 The Project authority will respond to questions from the Consultant as required, review and accept the final the Construction Document progress at 75% and 99% and formally accept documents ready for Tender.
- .3 The Consultant will provide the 75% and 99% submissions general requirements as follows but not limited to:
  - .1 Regulatory and detailed analysis.
  - .2 Obtain acceptance for submissions.
  - .3 Confirm format of drawings and specifications.
  - .4 Clarify special procedures (i.e. phased construction).
  - .5 Submit drawings and specifications at the required stages.
  - .6 Provide written response to all review comments and incorporate them into Construction Documents.
  - .7 Advise as to the progress of cost estimates and submit updated cost estimates as the project develops.
  - .8 Provide project schedule.
  - .9 Prepare a Class "B" (Substantive, +/- 10%) and Class "A" (Substantive, +/- 5%) estimate. Cost estimate to be prepared by certified professional estimator such as a Designated Professional Quantity Surveyors (PQS) or Construction Estimator Certified (CEC), or by an estimator with equivalent credentials or extensive experience providing estimating services in the north.
- .4 The Consultant will provide the 75% submission deliverables as follows but not limited to:
  - .1 Submit the Class "B" (Substantive, +/- 10%) cost estimate.
  - .2 Submit the project schedule.
  - .3 Specifications to be 75% edited with all pertinent sections.
  - .4 75% drawings to include but not limited to, Aerial Photographs, Site Plan, Demolition Plan, Impacted Areas Plan, Sections and Details, General Notes, Design codes used, Strength and grades of materials used, Special construction requirements.
  - .5 Provide co-ordination of all drawings.
- .5 The Consultant will provide the 99% submission deliverables as follows but not limited to:
  - .1 Submit written response to PWGSC review on comments made at 75% stage.
  - .2 All working drawings and specifications co-ordinated with the Specifications.
  - .3 Submit the Class "A" (Substantive, +/- 5%) cost estimate. Cost estimate to be prepared by certified professional estimator such as a Designated Professional Quantity Surveyors (PQS) or Construction Estimator Certified (CEC), or by an estimator with equivalent credentials or extensive experience providing estimating services in the north.
  - .4 Submit the updated project schedule.
  - .5 Submit 99 % edited specifications.
  - .6 Submit 99% complete set of co-ordinated construction drawings, including details, sections, plans and schedules including information on drawings will fully comply with codes and standards.
- .6 Submissions, Review and Approval Process

- .1 The Consultant will provide all required submissions, either to, as directed by the Project authority.
- .2 The Consultant will provide required sets of Construction Drawings and Specifications to the Project authority for review at the 75% and 99% submission stage.
- .3 The Consultant will provide deliverables as per Documentation Standards.
- .4 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.

### **.3 Tendering Documents**

- .1 The Consultant will provide the 100% submission deliverables as follows but not limited to:
  - .1 Incorporate PWGSC comments made at the 99% stage, either in the documents themselves if time allows, or as an Addendum during the tendering period.
  - .2 Submit all drawings and specifications 100% reviewed and co-ordinated for Tender call.
  - .3 Submit all specification sections and an index of specifications. The specifications will consist of typed and edited NMS sections.
  - .4 Submit final project schedule.
  - .5 Submit Revised Class "A" (Substantive, +/- 5%) level cost estimate, if needed. Cost estimate to be prepared by certified professional estimator such as a Designated Professional Quantity Surveyors (PQS) or Construction Estimator Certified (CEC), or by an estimator with equivalent credentials or extensive experience providing estimating services in the north.
  - .6 The Consultant will provide deliverables as per Documentation Standards.
  - .7 The Consultant will provide submit and obtain formal acceptance on plans and specifications required by Inspection Authorities before Tender call.
  - .8 All Drawings and Specifications to be signed and sealed by the Consultant and annotated "Issued For Construction".

### **.4 Tendering Assistance**

- .1 General
  - .1 PWGSC will undertake public tendering of the Project. The Consultant's original Tender documents are used to produce sets of prints required for Tender call. The Contract Authority issues all necessary addenda to the recipients of the Tender Documents. Addenda are to be prepared as required, by the Consultant.
  - .2 The Consultant will provide assistance during the tendering process including preparation of addenda and review of tender results (PWGSC carries out the tendering process).
- .2 Bidder's Conference
  - .1 The Contracting Authority may call a tenderers' briefing meeting to clarify the requirements of the Project. The Consultant will attend and prepare necessary addenda for issue by the Project authority. Questions arising in such meetings will be answered by written addenda only.
  - .2 The Consultant will provide the Project authority with all information required by tenderers to fully interpret the Tender Documents. Keep full notes of all inquiries during the bidding period, including briefing meetings and submit a copy to the Project authority at the end for PWGSC records.
- .3 Addenda
  - .1 The Consultant will prepare addenda to Tender Documents when necessary, and submit them to the Project authority for assembly and issue. Amendments to Tender Documents are prepared by the Project Manager and distributed by the Contracting

Authority. Normally, addenda are issued no later than five (5) working days before the tenders close. No addendum is to be issued orally. The Contracting Authority may issue an addendum by facsimile.

.2 Addenda will be sealed and signed by the Consultant.

.3 The Consultant will reissue all drawings and specification upon award if contract incorporating all addenda items.

### **3.16 Site Supervision and Contract Administration Services**

#### **.1 General**

.1 The Consultant or the Consultant's full-time representative on-site will inspect, co-ordinate and monitor all aspects of the work during the construction and liaise with the Project authority.

.2 The Consultant will provide on part-time basis Sub-Consultants or Speciality Consultants required to perform specialized on-site inspections.

.3 The Consultant's full-time representative on-site will be referred to as the Resident Site Engineer throughout the Statement of Work Document.

.4 The Resident Site Engineer will provide Site Supervision and Construction Contract Administration Services as outlined below but not limited to:

.1 Monitor the progress of Contractors' work, compliance with all drawings and specifications, time schedules, quality standards and progress reports.

.2 Convey instructions regarding the required standards of workmanship to the Contractor.

.3 Although informal discussions with sub-trade Superintendents are usually permissible, but only with the agreement of the Contractor, the Resident Site Engineer will not deal directly with foreman or tradesmen, or interfere with the progress of the work.

.4 Communicate formally with the Contractor via memorandum form only. When this form is issued, the Resident Site Engineer will immediately file copies with the Project authority.

.5 Accompany the Project authority on inspections and record comments or instructions of the Project authority.

.6 Provide inspection for all aspects of the project, maintaining daily records of all work.

.7 Attend meetings as required by the Project authority.

.8 Review reports on Health and Safety strategies for stage of work.

.9 Review and process shop drawings.

.10 Provide detailed drawings, clarification instruction, Contemplated Change Notices, Task Authorizations and Change Orders as required.

.11 Review testing methods, data of inspection/testing agencies.

.12 Report on Contractors maintaining specified quality and schedules, ensuring that Contractors are monitoring delivery of critical materials and equipment.

.13 Consider and evaluate any suggestions or modifications to the documents advanced by the Contractor and immediately report these to the Project authority with comments.

.14 Ensure that the Project authority is notified promptly when key pieces and / or components of materials and equipment are delivered, so that these parties can arrange for the appropriate personnel to have an opportunity to inspect same prior to installation.

.15 Review and make recommendations on progress claims.

.16 Verify quantities of materials received and record work progress through photographs.

.17 Issue interim and final deficiency reports.

.18 Finalize project documentation and accounts.

.19 Assist (if required) in release of holdback upon satisfactory completion.

.20 Follow-up on any problems identified by the Client arising during the warranty period.

.21 Prepare and submit as-built drawings and specifications.

.22 Other reporting as per regulatory agencies.

.5 The Sub-Consultants or Speciality Consultants will be required to perform specialized on-site Inspections as outlined below, but not limited to:

.1 Environmental Inspection including, but not limited to, supervision of soil excavation activities, collection of samples, inspections, reporting of results, confirmation of compliance to all permits and assistance to the Resident Site Engineer.

.2 Geotechnical inspections including, but not limited to, various testing of materials to meet the specifications, compaction testing, supervision of material placements, confirmation of compliance to all permits and assistance to the Resident Site Engineer.

.3 Other technical inspections based on the nature of the project including, but not limited to, mine waste chemistry, mine water treatment, confirmation of compliance to all permits/licenses and assistance to the Resident Site Engineer.

## **.2 Site Safety**

.1 All projects that are occupied by federal employees are subject to the Canada Occupational Safety and Health Act and Regulations as administered by Health and Welfare Canada.

.2 In case of emergencies, the Resident Site Engineer is empowered to stop the work, or give orders to protect the safety of the workers or property and contact the Project authority immediately for further instruction.

.3 The Resident Site Engineer will adhere to the Contractor's Site Specific Health and Safety Plan.

## **.3 Human Remains, Archaeological Remains and Items of Historical or Scientific Interest**

.1 The Resident Site Engineer will notify the Project authority immediately if such finds are discovered and obtain further instructions on action to be taken.

## **.4 Site Meetings**

.1 The Project authority will arrange site meetings as defined in specification, throughout the entire construction period. Attendees to include:

.1 Client Department

.2 PWGSC in-house staff, as required

.3 Resident Site Engineer.

.4 Contractors and their Subcontractors.

.2 The Resident Site Engineer will attend the meetings, record the issues and decisions and prepare and distribute minutes to all attendees within two (2) days of the meeting.

## **.5 Records**

.1 The Resident Site Engineer will keep a daily log recording of but not limited to:

.1 Weather conditions, particularly unusual weather relative to construction activities in progress.

.2 Major material and equipment deliveries.

.3 Daily activities and major work done.

.4 Health and Safety meetings.

.5 Start, stop or completion of activities.

.6 Presence of inspection and testing firms, tests taken and results.

.7 Unusual site conditions experienced.

.8 Significant developments, remarks.

- .9 Special visitors on-site.
- .10 Authorities given Contractor to undertake certain or hazardous works.
- .11 Environmental incidents.
- .12 Reports.
- .13 Stop work requests by the Project authority.
- .2 The log is the personal property of the Resident Site Engineer. Copies of the logbook, certified as copies, are to be provided to the Project authority at the end of the project.
- .3 The Resident Site Engineer will prepare weekly reports of but not limited to:
  - .1 Progress relative to schedule.
  - .2 Major activities commencing or completed during the week; main activities now in progress.
  - .3 Major deliveries of materials and / or equipment.
  - .4 Difficulties which may cause delays in completion.
  - .5 Materials and labour needed immediately.
  - .6 Cost estimates of work completed and materials delivered.
  - .7 Outstanding information or action required by the Project authority.
  - .8 Work force, including the number of Aboriginal/Inuit working on site.
  - .9 Remarks.
  - .10 Accidents on-site.
  - .11 Life safety or building hazards caused by the work, the Contractor or his/her agents.

#### **.6 Contractor's Project Schedule**

- .1 The Resident Site Engineer will:
  - .1 Obtain a Project Schedule from the Contractor as soon as possible after Contract award and ensure proper distribution.
  - .2 Review and advise to ensure that the schedule has detailed components of the work shown separately.
  - .3 Use the schedule as the basis for evaluating the progress of the work, once the Project authority has accepted the Contractor's Project schedule.
  - .4 Record all discrepancies and agreed remedial measures.
  - .5 Keep accurate records of causes of delays.
  - .6 Make every effort to assist the Contractor to avoid delays.
  - .7 Only the Project authority may authorize any request for Time Extensions. Authorization will be issued in writing.

#### **.7 Budget/Cash Flow**

- .1 Once the Project authority has accepted the Contractor's cost breakdown, the Resident Site Engineer will:
  - .1 Monitor budget/cash flow requirements as required on a site by site basis.
  - .2 Review value of progress of work against the approved cost breakdown. When each trade is regularly reviewed against the Project Schedule and the cost breakdown, it quickly becomes apparent whether the Contractor is on budget and is generating the appropriate cash flow for the work.
  - .3 Record all discrepancies and agreed remedial measures.

## **.8 Shop Drawings**

- .1 The Resident Site Engineer will review, discuss, record problems and identify agreed remedial action. Monitor and record the progress of shop drawing review. Record parties designated for action and follow up.
- .2 On completion of project, The Resident Site Engineer will forward three copies of reviewed shop drawings to the Project authority. The Resident Site Engineer will ensure that shop drawings include the project number and are recorded in sequence.
- .3 The Resident Site Engineer will verify the number of copies of shop drawings required. Consider additional copies for Client's and the Authorities Having Jurisdiction office.
- .4 Shop drawings will be stamped: "Checked and Certified Correct for Construction" by the Contractor and stamped: "reviewed" before returning to the Contractor.

## **.9 Site Instructions**

- .1 The Resident Site Engineer will provide clarifications on Plans and Specifications or site conditions, as required in order that project not be delayed.
- .2 The Resident Site Engineer will record Contractor's acknowledgement of receipt of all site instructions, ensure and record that required action does not have an impact on cost or schedule.
- .3 The Resident Site Engineer will provide the Project authority information with any additional detail drawings as and when required to properly clarify or interpret the Contract Documents, in a timely manner.

## **.10 Work Measurement**

- .1 If work is based on unit prices, The Resident Site Engineer will measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.
- .2 When Contemplated Change Notice, Change Orders or Task Authorization are to be issued based on Unit Prices, the Resident Site Engineer will keep accurate account of the work and record dimensions and quantities.

## **.11 Continuous Site Supervision and Inspections**

- The Resident Site Engineer will provide daily inspections as follows but not limited to:
- .1 Assess quality of work and identify, in writing to the Project authority, all defects and deficiencies observed at time of such inspections.
  - .2 Inspect materials and prefabricated assemblies and components at their source or assembly plant, as necessary for the progress of the project.
  - .3 Any directions, clarifications or deficiency lists will be issued in writing to the Project authority, with a copy to the Contractor.
  - .4 Keep the Project authority informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site reviews.
  - .5 Make on-site observations and spot checks of the work to determine whether the work, materials and equipment conform with the Contract Documents and supplementary documentation.
  - .6 Advise the Contractor of any deficiencies or unapproved deviations via memorandum and report immediately to the Project authority any of these on which the Contractor is/are tardy or refuses to correct.
  - .7 Report if materials and equipment are being incorporated into the project prior to approval of relative shop drawings or samples.

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- .8 Assist in the preparation of all deficiency, interim, preliminary, and final reports in collaboration with the Project authority.
  - .9 Be responsible for the measurement of all work to be done on a unit-cost basis.
  - .10 Be responsible for the measurement of percentage completion of lump sum item.

#### **.12 Specialized Inspection and Testing**

- .1 Prior to Tender, the Consultant will provide the Project authority with a recommended list of tests to be undertaken, including on site and factory testing, and ensure that all testing is detailed. Include items in specifications as necessary.
- .2 When the Contract is awarded, the Resident Site Engineer will assist the Project Manager in briefing the testing firm on required services, distribution of reports, communication lines, etc.
- .3 The Resident Site Engineer will review all test reports and take necessary action with Contractor when work fails to comply with Contract requirements. The Project authority will be immediately notified when tests fail to meet project requirements and when corrective work will affect the schedule.
- .4 The Resident Site Engineer will assist the Project authority in evaluating testing firm's invoices for services performed.
- .5 The Resident Site Engineer will:
  - .1 Ensure that the tests and inspections required by the Contract Documents are conducted, and should observe these tests and report the results in the daily log.
  - .2 Provide non-resident inspection services by qualified personnel to ensure compliance with Contract Documents. These personnel will be fully knowledgeable with technical and administrative requirements of project. Establish a written understanding with Contractors as to what stages or aspect of the work are to be inspected prior to being covered up.
  - .3 Will notify the Project authority if the test results do not meet the specified requirements, or if the Contractor does/do not have tests undertaken as required.

#### **.13 Task Authorizations and Change Orders**

- .1 The Resident Site Engineer does not have authority to change the work or the price of the Contract without an approved Task Authorization or Change Order.
- .2 Change Orders will cover all changes, including those not affecting the cost of the project, such as schedule, substitutions, etc.
- .3 Task Authorization will cover all additional work as identified in the contract documents as Potential Additional Work and in the Basis of Payment Form.
- .4 The Resident Site Engineer will prepare Contemplated Change Notices (CCN), quotations, reviews and issue Change Orders (CO) and Task Authorization (TA). This includes monitoring and recording the progress of CCN, CO and TA. Where work will proceed pending issue of a Change Order or Task Authorization, the Resident Site Engineer will record time and materials expended.
- .5 Changes that affect cost or design or otherwise alter the terms of the Contract will be accepted by the Project authority and approved by the Contract Officer. Upon approval from the Project authority, quotations will be obtained from the Contractor in detail. Prices are then reviewed and recommendations forwarded to the Project authority.
- .6 The Project authority will issue the CCN, CO and TA to the Contractor, with a copy to the Resident Site Engineer.
- .7 The practice of "trade offs" is not allowed.

**.14 Contractor's Progress Payments**

- .1 Each month, the Contractor submits a progress claim for work and materials as required in the Contract. The claims are made by completing the following forms where applicable:
  - .1 Request for Payment.
  - .2 Cost Breakdown for Unit and/or combined Price Contract or Cost Breakdown for Fixed Price Contract.
  - .3 Statutory Declaration: Progress Claim.
- .2 The Resident Site Engineer will determine the amounts owing to the Contractor based on the progress of the work and certify payments to the Contractor.
- .3 The Resident Site Engineer will review and sign designated forms and promptly forward claims to the Department for processing. Obtain the following information from Contractor and submit with each progress claim:
  - .1 Updated schedule of the progress of work.
  - .2 Photographs of the progress of the work.

**.15 Payment for Materials on Site**

- .1 The Contractor may claim for payment of material on site, but not yet incorporated in work.
- .2 Material will be stored in a secure place designated by the Project authority.
- .3 A detailed list, checked and verified by the Resident Site Engineer, of materials with supplier's invoice showing price of each item will accompany each claim.
- .4 Items will be listed separately on the Detail Sheet showing the breakdown list and total.

**.16 Interim Inspection**

- .1 The Resident Site Engineer will verify that all items are correctly stated and ensure that completed documents and any supporting documents are given to the Project authority for processing.
- .2 Payment requires completion and signing, by the parties concerned, of the following documents:
  - .1 Certificate of Substantial Performance,
  - .2 Cost Breakdown for Fixed Price Contract, or Cost Breakdown for Unit or Combined Price Contract,
  - .3 Inspection and Acceptance,
  - .4 Statutory Declaration Certificate of Substantial Performance,
  - .5 Worker's Compensation Board Certificate.

**.17 Final Inspection**

- .1 The Resident Site Engineer will inform the Project authority when satisfied that all work under the Contract has been completed, including all deficiency items listed during the Interim Inspection. The Project authority and the Client will be in attendance for the final inspection.
- .2 The final payment to Contractor requires completion and signing by the parties concerned, of the following documents:
  - .1 Certificate of Completion.
  - .2 Cost Breakdown for Fixed Price Contract or Cost Breakdown for Unit and/or Combined Price Contract.
  - .3 Inspection and Acceptance.
  - .4 Statutory Declaration Certificate of Completion.
  - .5 Worker's Compensation Clearance Certificate.
  - .6 Trades' Certificates as appropriate.

.3 The Resident Site Engineer will verify that all items are correctly stated and ensure that completed documents and any supporting documents are given to the Project authority for processing.

.4 There are instances in the past when the Contractor has taken more than a year to complete deficiencies. The Resident Site Engineer will continue to monitor the situation and communicate with the Contractor to ensure that he/she does not delay deficiency work beyond reasonable time frames.

### **.18 As-Built and Record Drawings and Specifications**

.1 At the end of the project, the Resident Site Engineer will obtain as-built marked-up hard copy from the Contractor for areas that show significant deviations from the original Contract drawings, including changes shown on Post-Contract Drawings, changes resulting from Change Orders or from On Site Instructions or Task Authorizations. The Resident Site Engineer will:

- .1 Check and verify all as-built records for completeness and accuracy and submit to the Project authority.
- .2 Produce Record Drawings by incorporating As-Built information into project drawings.
- .3 Submit Record Drawings and Specifications in number and format required within four (4) weeks of final acceptance.
- .4 Provide a complete set of final shop drawings and list of changes to specifications.

### **.19 Post Construction**

- .1 All work under the Construction Contract carries a standard twelve (12) month warranty commencing on the effective date of the Interim Certificate of Completion.
- .2 The Contractor is responsible for correcting all defects in the work during the warranty period, except for damage caused by misuse, abuse or neglect by others including the building occupants.
- .3 The Project authority will promptly notify the Resident Site Engineer in the event that defects or alleged defects appear in the work of the Contractor.
- .4 The Resident Site Engineer will investigate all defects and alleged defects in the work promptly and issue appropriate instructions to the Contractor until all work is satisfactorily completed.

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**ANNEX "B"****BASIS OF PRICING****(WILL FORM THE BASIS OF PAYMENT)****1. Professional Fees**

1.1 The Consultant will be paid for actual hours worked/operated, as approved by the Project Authority, at the firm hourly rate, detailed in the Professional Fees Unit Price Table, GST extra. The rates will be firm for the full period of the Contract.

1.2 Firm, all-inclusive, hourly rates by classification must be inclusive of full compensation for payroll, burdens, WCB, Insurance, and general overheads related to the normal operation of the business.

1.3 Personnel substituted, with the prior approval of the Project Authority, are to be charged out at their standard rate which cannot exceed the hourly rate of the personnel that they are substituted for.

1.4 Overtime will be charged at the firm hourly rate, no multiplier shall be allowed.

**2. Disbursements****2.1 Communications**

Communications (such as Information Technology, telecom, faxcom, cellcom, day to day printing, courier) will be recovered at a firm fixed percentage of the professional fees above.

**2.2 Major Disbursements**

2.2.1 Major disbursements will be recovered at cost plus a firm fixed percentage. Major disbursements shall include: materials, supplies, testing & analysis, equipment rentals, freight, subcontracting, subconsulting, one time large printing jobs (i.e.: final reports, tender documents with full sized plans).

2.2.2 Major disbursements must be project related and must not include expenses that are related to the normal operation of the Consultant's business. The following costs must be included in the fees required to deliver the consultant services and will not be reimbursed separately:

- computers;
- software;
- cameras;
- video cameras
- hand held GPS units;
- satellite phones.

**2.3 Travel and Living Expenses**

2.3.1 In case of pre-authorized travel and living expenses, the Consultant will be paid for reasonable and proper travel and living expenses, supported by appropriate receipts, incurred by personnel directly engaged in the performance of the Work, calculated in accordance with the

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then-current National Joint Council on Travel and Living Expenses, at actual cost only without any allowance thereon for overhead or profit. Charges for air travel must not exceed that for economy class.

2.3.2 All payments are subject to government audit.

2.3.3 All information relating to National Joint Council Travel Directive can be access through the following web site: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

**3. Limitation of Expenditure**

With the exception of the firm elements above, the amounts shown in the respective categories of the Basis of Pricing are estimates, and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the authorized Task Authorization does not exceed the limitation of expenditure specified in the authorized Task Authorization.

**4. Prices are F.O.B: Destination**

Solicitation No. - N° de l'invitation  
EW699-141143/A

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
ncs107

Client Ref. No. - N° de réf. du client  
EW699-141143

File No. - N° du dossier  
NCS-3-36160

CCC No./N° CCC - FMS No/ N° VME

**Proposed Basis Of Pricing Table (Will Form Basis of Payment)**

**A. Professional Fees Unit Price Table**

**Period Date of Award (TBD) - March 31, 2015**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$
4	Resident Engineer	\$
5	Junior Professional	\$
6	Senior Technologist	\$
7	Intermediate Technologist	\$
8	Junior Technologist	\$
9	CADD/Draftsperson	\$
10	Administration	\$
Others - Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-10 above.		

**Period April 01, 2015 - March 31, 2016**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$
4	Resident Engineer	\$
5	Junior Professional	\$
6	Senior Technologist	\$
7	Intermediate Technologist	\$
8	Junior Technologist	\$
9	CADD/Draftsperson	\$
10	Administration	\$
Others - Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-10 above.		

**Period April 01, 2016 - March 31, 2017**

Item	Resource Category/Title	Hourly Rate (Cdn \$)
1	Senior Lead/Principal	\$
2	Senior Professional	\$
3	Intermediate Professional	\$
4	Resident Engineer	\$
5	Junior Professional	\$
6	Senior Technologist	\$
7	Intermediate Technologist	\$
8	Junior Technologist	\$
9	CADD/Draftsperson	\$
10	Administration	\$
Others - Please provide any miscellaneous Category/Title that cannot be classified above. They will NOT form part of the financial evaluation. Note: The Hourly Rate for any miscellaneous Category/Title provided below, must not exceed the highest Hourly Rate offered for items 1-10 above.		

Solicitation No. - N° de l'invitation

EW699-141143/A

Amd. No. - N° de la modif.

File No. - N° du dossier

NCS-3-36160

Buyer ID - Id de l'acheteur

ncs107

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

EW699-141143

CCC No./N° CCC - FMS No/ N° VME

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**2. Disbursements (from date of award to March 31, 2017 inclusive)**

**B. Communications**

Firm Fixed Fee at \_\_\_\_% of Professional Fees

**C. Major Disbursements**

Cost Plus Firm Fixed \_\_\_\_%

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**ANNEX "C"****INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) 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.

## 1.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes

(c) Uninsured Motorist Protection

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

### 1.3 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.

### 1.4 Environmental Impairment Liability Insurance

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

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- f. **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 acknowledgment 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.

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**ANNEX "D"****HEALTH AND SAFETY REQUIREMENTS****Workers Compensation:**

1. The recommended Proponent shall provide to the Contracting Authority, prior to Contract award:

a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).

2. The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the proposal being declared non-compliant.

**2. Employer/Prime Contractor:**

1. During the Design Stage

a) The Contractor shall, where the Contractor is working on Federal property and is in control of the work site (no Federal presence or construction contractor), for the purposes of the applicable provincial or territorial Occupational Health & Safety Acts and Regulations, and for the duration of the Work of the Contract:

i) act as the Employer, where the Contractor is the only employer on the work site, in accordance with the Authority Having Jurisdiction;

ii) assume the role of Prime Contractor, where there are two or more employers (including sub-consultants) involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and

2. During the Construction Stage

a) The Contractor shall, for the purposes of the Occupational Health & Safety Acts and Regulations, and for the duration of the Work of the Contract, agree to accept that the Construction Contractor is the Principal/Prime Contractor, and to conform to that Contractor's Site Specific Health and Safety Plan.

**ANNEX "E"****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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**ANNEX "F"**

**TASK AUTHORIZATION FORM**

**(Attachment 1)**

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## **ANNEX "G"**

### **EVALUATION CRITERIA**

#### **Part 1 Technical Evaluation**

#### **Part 2 Financial Evaluation**

**PART 1 TECHNICAL EVALUATION**

**Technical bids will be evaluated as follows:**

**1.0 Technical and Management - Point Rated Criteria**

Discussions on experience, knowledge and methodology, and project summaries are demonstrated for all bullets (sub tasks) identified within the scope of work.

As indicated under Section 2.1 of the RFP, Part 3, Section 2.1, Technical Bid, "The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

**1.1 Assessment, Design & Site Supervision**

Task	Criteria			Total Pts Available
	<p><b><u>Experience:</u></b></p> <p>The bidder must demonstrate:</p> <ol style="list-style-type: none"> <li>overall recent (&lt; 7 years) and relevant corporate experience in each task and associated sub-tasks as identified in the SOW;</li> <li>the firm's specific depth and breadth of relevant experience in completing the tasks including associated:</li> </ol>	<p><b><u>Knowledge /Methodology:</u></b></p> <p>The bidder must demonstrate:</p> <ol style="list-style-type: none"> <li>knowledge of each task and associated sub-tasks;</li> <li>a methodology in approaching each task;</li> <li>typical challenges when dealing with each discipline, along with</li> </ol>	<p><b><u>Project Summaries:</u></b></p> <p>The bidder must provide summaries of the requested number of recent (&lt; 7 years), relevant projects for each task.</p> <p>Summaries shall include:</p> <ul style="list-style-type: none"> <li>project team members;</li> <li>project location;</li> <li>problems/obstacles that were encountered during the project and how they were addressed;</li> </ul>	

Task	Criteria			Total Pts Available
	<ul style="list-style-type: none"> <li>experience in working with First Nations;</li> <li>experience in working with various levels of government;</li> <li>experience in working in northern remote locations;</li> <li>experience working in locations north of 60.</li> </ul>	related mitigative measures; 4) proposed approaches to logistical planning for the tasks as appropriate, including those related to northern remote locations.	<ul style="list-style-type: none"> <li>logistical details surrounding the project.</li> </ul> Note: each summary should be a maximum 3 pages.	
1.1.1 Phase I/II/III Environmental Site Assessments (3 project summaries)	15	15	15	45 Pass Mark (50%) or 22.5 Points
1.1.2 Preparation of Remedial Action Plan (3 project summaries)	15	15	15	45 Pass Mark (50%) or 22.5 Points
1.1.3 Design and Specifications including Tendering Assistance (3 project summaries)	15	15	15	45 Pass Mark (50%) or 22.5 Points
1.1.4 Site Supervision (3 project summaries)	15	15	15	45 Pass Mark (50%) or 22.5 Points
1.1.5 Demolition Assessment and Waste Survey (2 project summaries)	10	10	10	30
1.1.6 Biological Studies and Investigations (2 project summaries)	10	10	10	

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Task	Criteria			Total Pts Available
<b>1.1.7</b> Human Health and Ecological Risk Assessment (1 project summary)	5	5	5	30
<b>1.1.8</b> Hazardous Materials/Waste Auditing and Abatement Monitoring (1 project summary)	5	5	5	15
<b>1.1.9</b> Mould Assessment and Abatement Monitoring (1 project summary)	5	5	5	15
<b>1.1.10</b> Geotechnical Assessments (1 project summary)	5	5	5	15
<b>1.1.11</b> Geophysical Assessments (1 project summary)	5	5	5	15
<b>1.1.12</b> Storage Tank Auditing (1 project summary)	5	5	5	15
<b>1.1.13</b> Environmental Impact Assessment (1 project summary)	5	5	5	15
<b>1.1.14</b> Environmental Auditing (1 project summary)	5	5	5	15
<b>1.1.15</b> Archaeological Assessment (1 project summary)	5	5	5	15
<b>1.2 Clear, Concise, Complete</b>				

Task	Criteria	Total Pts Available
<b>2.0 Management</b>	Proposal is well organized, respondent to all portions of RFP and well written.	15
<b>2.1 Senior Lead/Principal (Main company contact)</b>	Identified Senior Lead/Principal and Senior Professional Team – this section should provide details of relevant experience/qualifications of the senior lead/principal as it relates to providing client service and managing multidisciplinary teams. This section should also include how the senior professional team (to be defined by the bidder) intends to deliver on projects with respect to the contract including their proposed roles, responsibilities, and interactions within their discipline, with other disciplines, with the client contact, and with the senior lead/professional.	25
<b>2.2 Organization Chart</b>	Submitted a detailed Organization Chart(s) of the Project Team illustrating PWGSC Contact Points, Consultant's Staff, Sub-Contractors, relationships of each and integration of the various components. This chart clearly indicated the relationships of all parties to the contractor, particularly for the issues of determining Prime Contractors and Sub-contractors.	15
<b>2.3 Capacity &amp; Resource Management</b>	Provided evidence that the firm has the capacity to complete numerous projects at the same time, described resource management strategy to address potential issues with capacity or project coverage.	30
<b>2.4 Understanding of TA Process</b>	Demonstrated understanding of Task Authorization process and the flow of how the project would go from receiving the Terms of Reference to project execution through a TA Management Plan. Bidders should clearly outline their proposed Management Plan for accepting and coordinating responses to a TA and be able to show an understanding of how the PWGSC TA process will be managed and distributed internally by the Bidder.	25
<b>Minimum Points Acceptable item 1.1.1 (50%)</b>		22.5

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<b>Task</b>	<b>Criteria</b>	<b>Total Pts Available</b>
	<b>Minimum Points Acceptable item 1.1.2 (50%)</b>	<b>22.5</b>
	<b>Minimum Points Acceptable item 1.1.3 (50%)</b>	<b>22.5</b>
	<b>Minimum Points Acceptable item 1.1.4 (50%)</b>	<b>22.5</b>
	<b>Minimum Points Acceptable Overall Technical and Management (70% Pass)</b>	<b>339.5</b>
	<b>Maximum Total Points Available Technical and Management</b>	<b>485</b>
<b>3.0 Evaluation Summary</b>		
	Total Points Achieved - Technical Item 1.1.1 - (50% or 22.5 pts) - <b>PASS/FAIL</b>	_____ of 45
	Total Points Achieved - Technical Item 1.1.2 - (50% or 22.5 pts) - <b>PASS/FAIL</b>	_____ of 45
	Total Points Achieved - Technical Item 1.1.3 - (50% or 22.5 pts) - <b>PASS/FAIL</b>	_____ of 45
	Total Points Achieved - Technical Item 1.1.4 - (50% or 22.5 pts) - <b>PASS/FAIL</b>	_____ of 45
	Total Points Achieved - Technical & Management bid - (70% or 339.5 pts) - <b>PASS/FAIL</b>	_____ of 485
<b>4.0 Contractor Selection - Assessed Best Value = Merit + Cost</b>		
	Merit: Bidder's Overall Total Points Achieved/Total Points Available X 70	_____ of 70
	Cost : Lowest Total Evaluated Financial Bid Price/Bidder's Total Evaluated Financial Bid Price X 30	_____ of 30
	Assessed Best Value Total Score	_____ of 100

**PART 2 FINANCIAL EVALUATION**

Financial Bids will be evaluated as follows:

**NOTE: All Hourly Rates for Professional Fees and percentages for Communications and Major Disbursements used for evaluation will be taken from the Financial Bid.**

- In order to ensure that fair and competitive hourly rates are received for each of the positions listed, proponents must provide an hourly rate for each listed position below. The principal/senior lead must have the highest hourly rate listed, followed by the senior professional as the second highest. Failure to insert an hourly rate for each position listed will render your bid non-responsive.
- Each Hourly Rate will be multiplied by the estimated usage/weighting to determine the Evaluated Rate for each resource category. The Evaluated Rates for all categories will be added together to total the Sub-Total Evaluated Rate.
- The Sub-Total Evaluated Rates for A, B, and C will be added to the calculations for Communications and Major Disbursements to equal the Total Evaluated Financial Bid Price (See F, Summary of Estimated Costs, below).

**A. Date of Award - March 31, 2015**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	5	\$	\$
Senior Professional	15	\$	\$
Intermediate Professional	15	\$	\$
Junior Professional	15	\$	\$
Resident Engineer	10	\$	\$
Senior Technologist	10	\$	\$
Intermediate Technologist	10	\$	\$
Junior Technologist	10	\$	\$
CADD/Draftperson	5	\$	\$
Administration	5	\$	\$
	100		
<b>Sub-Total Evaluated Rate (100%)</b>			\$

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**B. April 01, 2015 - March 31, 2016**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	5	\$	\$
Senior Professional	15	\$	\$
Intermediate Professional	15	\$	\$
Junior Professional	15	\$	\$
Resident Engineer	10	\$	\$
Senior Technologist	10	\$	\$
Intermediate Technologist	10	\$	\$
Junior Technologist	10	\$	\$
CADD/Draftperson	5	\$	\$
Administration	5	\$	\$
	100		
<b>Sub-Total Evaluated Rate (100%)</b>			<b>\$</b>

**C. April 01, 2016 - March 31, 2017**

<b>Professional Fees</b>			
<b>Resource Category/Title</b>	<b>Estimated Usage/Weight (%)</b>	<b>Hourly Rate</b>	<b>Evaluated Rate</b>
Senior Lead/Principal	5	\$	\$
Senior Professional	15	\$	\$
Intermediate Professional	15	\$	\$
Junior Professional	15	\$	\$
Resident Engineer	10	\$	\$
Senior Technologist	10	\$	\$
Intermediate Technologist	10	\$	\$
Junior Technologist	10	\$	\$
CADD/Draftperson	5	\$	\$
Administration	5	\$	\$
	100		
<b>Sub-Total Evaluated Rate (100%)</b>			<b>\$</b>

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**D. Communications**

**Sub-Total Evaluated Rates (A+B+C) x Firm Fixed Fee at \_\_\_\_\_% = Total \$ \_\_\_\_\_**

**E. Major Disbursements**

**Estimated at \$100.00 (for evaluation purposes only) x (1 + Firm Fixed \_\_\_\_\_%) =**

**Total \$ \_\_\_\_\_**

**F. Summary of Estimated Costs**

<b>Sub-Total Evaluated Rates for Professional Fees (A + B + C)</b>	<b>\$</b>
<b>Communications</b>	<b>\$</b>
<b>Major Disbursements</b>	<b>\$</b>
<b>Total Evaluated Financial Bid Price (GST Extra)</b>	<b>\$</b>



**Task Authorization**  
**Autorisations des tâches**

Vendor No. No. fournisseur		Contact Name - Nom du contact		Acc. No. - No. comp.		Tel. No. - No. du tél.		Fax. No. - No. de télécop.		Tel. No. - No. du tél.		Fax. No. - No. de télécop.		Order No. N <sup>o</sup> de commande	
PST Exempt No. - No. d'exemption de la TVP As per Contract Selon le contrat				Contract number / Numéro du contrat				Amendment No. - No. de la modification				Previous Value - Valeur précédente			
Inc./Dec. - Aug./Dim.				Revised value - Montant révisé				Date required Demandé pour le				Amendment Date Date de modification			
Item No. No. de l'art		Item Description Description de l'article		U of I U de D		Quantity Quantité		Unit Price Prix unitaire		Disc Esc.		Ext. Price Prix calculé		Amount - Montant / CAD	
Delivery Address - Adresse de livraison PWGSC Western Region Telus Plaza North 10025 Jasper Avenue Edmonton AB T5J 1S6		Invoicing Address - Adresse de facturation PWGSC/TPSGC ENVIRONMENTAL SERVS TELUS PLAZA N. 10025 JASPER AVE EDMONTON AB T5J 1S6		FOB - FAB		Terms of payment - Modalités de paiement Net 30		Start - Debut End - Fin		T. taxes - T. taxes / CAD		T. Amount - Montant T. / CAD		Amount - Montant / CAD	
<p>Special Instructions - Instructions spéciales  <b>Security:</b> This task authorization includes security provisions. If yes, an SRCL shall accompany all PWGSC documents.  <b>Sécurité:</b> Cette autorisation des tâches comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Non</p> <p>The order number must appear on invoices, billing lists, packing lists, correspondence and outside containers.          Le numéro de la demande doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.</p> <p>Please note additional instructions attached if applicable. Veuillez consulter les instructions supplémentaires s'il y a lieu.</p>															
Signature(Mandatory - Obligatoire) _____ Date _____ PWGSC Authorization / Autorisation de TPSGC															
Signature(Mandatory - Obligatoire) _____ Date _____ Contractor Entrepreneur															
Signature(Mandatory - Obligatoire) _____ Date _____															

